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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

POLICY MANUAL

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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: CTC BOARD/JOINT
OPERATING COMMITTEE
PROCEDURES

TITLE: JOINT OPERATING
COMMITTEE
POLICY/PROCEDURE/
ADMINISTRATIVE
REGULATIONS

ADOPTED: October 15, 2008

REVISED:

SC 1850.1	<p style="text-align: center;">000. JOINT OPERATING COMMITTEE POLICY/PROCEDURE/ADMINISTRATIVE REGULATIONS</p> <p>Section 1. <u>Authority</u></p> <p>The policies and procedures adopted by the Joint Operating Committee establish the general parameters within which the daily operations of the center are to be governed. Administrative regulations for carrying out and implementing Joint Operating Committee policies are to be developed and implemented by the administration, under the direction of the Administrative Director. As applicable, members of the school community are expected to comply with both Joint Operating Committee policy and administrative regulations, subject to the limitations and exceptions set forth. However, failure of the Joint Operating Committee or the administration to comply with policy or procedure shall not invalidate any lawful action taken.</p> <p>Section 2. <u>Contents</u></p> <p>Policies of the Joint Operating Committee shall consist of the following separate documents:</p> <ol style="list-style-type: none"> a. Procedures and policies contained in the adopted Policy Manual. b. Job descriptions adopted by the Joint Operating Committee. c. Code of Student Conduct. d. Administrative compensation plans. e. Strategic Plan. f. Pest Management Plan.
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000. JOINT OPERATING COMMITTEE
POLICY/PROCEDURE/ADMINISTRATIVE REGULATIONS - Pg. 2

- g. Courses of study in the center.
- h. List of authorized textbooks.
- i. Any other documents that the Joint Operating Committee determines to be policy.

Administrative regulations are not part of Joint Operating Committee policy and may be altered by the administration without Joint Operating Committee action. Administrative regulations may not conflict with Joint Operating Committee policy or with applicable law.

Section 3. Limitations

Joint Operating Committee policies and procedures and administrative regulations are not intended and shall not be construed to supersede or preempt any applicable law. All Joint Operating Committee policies and administrative regulations shall be interpreted and administered in a lawful manner. The Joint Operating Committee shall make the final interpretation of its policies, and the administration shall make the final interpretation of its regulations.

Joint Operating Committee policies and procedures and administrative regulations are limited by legal constraints, as are the rights of those to whom Joint Operating Committee policies and administrative regulations apply, and are not intended to give an individual a cause of action not independently established in law.

Joint Operating Committee policies and procedures and administrative regulations shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, taxpayers or others within the school community beyond those established in law.

Section 4. Rules Of Construction

In ascertaining the intent of the Joint Operating Committee in adopting a policy or procedure or of the administration in establishing a regulation, the following presumptions, among other legally applicable presumptions, may be used:

- a. That neither the Joint Operating Committee nor the administration intends a result that is absurd, impossible of execution or unreasonable.
- b. That neither the Joint Operating Committee nor the administration intends to violate the federal or state Constitutions or any other applicable law.

000. JOINT OPERATING COMMITTEE
POLICY/PROCEDURE/ADMINISTRATIVE REGULATIONS - Pg. 3

	<p>If any policy or procedure or administrative regulation can be given multiple interpretations, the Joint Operating Committee and the administration intend that only the constitutional and the lawful interpretations shall be valid, and that neither an unconstitutional nor an unlawful interpretation was intended.</p>
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References:

School Code – 24 P.S. Sec. 1850.1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: CTC BOARD/JOINT
OPERATING COMMITTEE
PROCEDURES

TITLE: NAME AND CLASSIFICATION

ADOPTED: October 15, 2008

REVISED:

001. NAME AND CLASSIFICATION	
SC 1807, 1840.1, 1850.1, 1850.3	<p>Section 1. <u>Name</u></p> <p>The Board of School Directors shall be known officially as the CTC Board of Central Westmoreland Career And Technology Center, hereinafter sometimes referred to as the CTC Board.</p> <p>The Joint Operating Committee of Central Westmoreland Career And Technology Center shall consist of those members chosen by the CTC Board.</p>
	<p>Section 2. <u>Composition</u></p> <p>Central Westmoreland Career And Technology Center is comprised of the following participating school districts: Belle Vernon School District, Greensburg-Salem School District, Hempfield Area School District, Jeannette City School District, Mount Pleasant Area School District, Norwin School District, Penn-Trafford School District, Southmoreland School District and Yough School District.</p>
Articles of Agreement SC 1807 Title 22 Sec. 4.35	<p>Section 3. <u>Purpose</u></p> <p>Central Westmoreland Career And Technology Center is organized for the purpose of providing a program of vocational and technical training and education to students, out-of-school youth and adults residing within the participating school districts.</p>
SC 502, 1841 Title 22 Sec. 4.3	<p>Section 4. <u>Intermediate Unit</u></p> <p>Central Westmoreland Career And Technology Center is assigned to Westmoreland Intermediate Unit No. 7.</p>
SC 951, 952	

SC 1850.1	<p>Section 5. <u>Classification</u></p> <p>Central Westmoreland Career And Technology Center cannot be classified as a school district. However, to the extent it is consistent with Article 18 of the Pennsylvania School Code, it shall follow the mandates set forth for a third class school district.</p> <p>Section 6. <u>Address</u></p> <p>The official address of Central Westmoreland Career And Technology Center shall be 240 Arona Road, New Stanton, PA 14572-9411.</p> <p>Section 7. <u>School Colors</u></p> <p>Navy blue and light blue shall be the official school colors of Central Westmoreland Career And Technology Center.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 502, 951, 952 1807, 1840.1, 1841, 1850.1, 1850.3</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.3, 4.35</p> <p>Articles of Agreement</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: CTC BOARD/JOINT
OPERATING COMMITTEE
PROCEDURES

TITLE: AUTHORITY AND POWERS

ADOPTED: October 15, 2008

REVISED:

002. AUTHORITY AND POWERS	
	Section 1. <u>Authority</u>
SC 1807, 1840.1, 1841, 1850.1 Title 22 Sec. 4.35	The authority to establish, equip, furnish, operate and maintain the vocational technical school is vested in the CTC Board, which consists of all school directors of the participating school districts. Actions of the CTC Board shall be voted upon and recorded in accordance with law.
SC 1850.1, 1850.3 Articles of Agreement	<p>The CTC Board, under the authority granted by the School Code, shall delegate to the Joint Operating Committee the responsibility for operating, administering, and managing Central Westmoreland Career And Technology Center.</p> <p>The CTC Board and the Joint Operating Committee recognize Central Westmoreland Career and Technology Center Building Authority as the lessor of all buildings and property as stipulated in the Agreement of Lease. The CTC Board and the Joint Operating Committee shall abide by all provisions of the Agreement of Lease and any revisions made. All members of the Board of the Authority shall be appointed by the respective Boards of School Directors in the participating schools according to the plan and its revisions as contained in the formation of the Authority. No member of the CTC Board may be appointed as a member of the Authority while s/he is serving on a Board of School Directors.</p>
	Section 2. <u>Powers</u>
SC 502, 1807, 1841, 1850.1 Title 22 Sec. 4.35	The CTC Board shall establish a vocational technical school to provide an educational program for eligible students and adult residents of participating school districts.
SC 1850.1, 1850.3 Articles of Agreement	The Joint Operating Committee shall equip, furnish, operate and maintain the vocational technical school. It shall adopt and enforce policies and regulations for the management of school affairs, operation of school programs and the conduct and deportment of employees and students.

<p>SC 1850.1 Articles of Agreement</p>	<p>The Joint Operating Committee shall manage and operate the center within the budgetary limits adopted by the CTC Board.</p>
<p>SC 1850.1, 1850.3</p>	<p>The Joint Operating Committee, in accordance with its statutory mandate, shall adopt procedures for its own operation, and policies for the guidance of the Chief School Administrator and Administrative Director in operating the center. Such procedures and policies shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Joint Operating Committee, and be directed towards the maintenance and support of a thorough and efficient system of vocational technical education.</p>
<p>SC 1850.1, 1850.3 Title 22 Sec. 4.13</p>	<p>The Joint Operating Committee shall establish educational goals for the students of the center and govern a program of education designed to meet those goals. The Joint Operating Committee shall be responsible for evaluating the educational program and activities of the center. The Joint Operating Committee shall be responsible for enforcing mandatory laws and regulations.</p>
	<p>No individual member of the CTC Board or Joint Operating Committee shall have the power to act on behalf of such bodies unless authorized by official action or as stated in law.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 502, 1807, 1840.1, 1841, 1850.1, 1850.3</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 4.35</p> <p>Articles of Agreement</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: CTC BOARD/JOINT
OPERATING COMMITTEE
PROCEDURES

TITLE: FUNCTIONS

ADOPTED: October 15, 2008

REVISED:

	003. FUNCTIONS
	Section 1. <u>Legislative</u>
SC 1850.1, 1850.3	<p>The Joint Operating Committee shall exercise its rule-making power by adopting procedures and policies for the organization and operation of the center. Those procedures and policies which are not dictated by the statutes or regulations of the State Board, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Joint Operating Committee, provided the proposed adoption, amendment or repeal has been proposed at a previous Joint Operating Committee meeting and has remained on the agenda of each succeeding Joint Operating Committee meeting until approved or rejected.</p> <p>Changes in a proposed Joint Operating Committee procedure or policy, except for minor editorial revisions, at the second reading shall cause that reading to constitute a first reading.</p> <p>The Joint Operating Committee may, upon a majority vote, cause to suspend at any time the operation of a procedure or policy, provided the suspension does not conflict with legal requirements; such suspension shall be effective until the next meeting of the Joint Operating Committee, unless an earlier time is specified in the motion to suspend.</p>
Pol. 006	Joint Operating Committee procedures shall be adopted, amended or repealed by a majority vote of the Joint Operating Committee members present.
Pol. 006	Joint Operating Committee policies shall be adopted, amended or repealed by a two-thirds vote of the Joint Operating Committee members present.
Pol. 007	Adoption, modification, repeal or suspension of a Joint Operating Committee procedure or policy shall be recorded in the minutes of the Joint Operating Committee meeting. All current procedures and policies shall be maintained in the Joint Operating Committee Policy Manual and disseminated appropriately.

<p>SC 1850.1 Title 22 Sec. 339.41 Articles of Agreement</p> <p>SC 1850.1 Pol. 000</p> <p>65 Pa. C.S.A. Sec. 1101 et seq</p>	<p>Section 2. <u>Executive</u></p> <p>The administration of the vocational technical school shall be delegated to the Administrative Director and the Chief School Administrator. The Chief School Administrator shall be the Executive Director of the assigned Intermediate Unit.</p> <p>The Administrative Director shall enforce state and federal laws and regulations and the policies of the Joint Operating Committee. S/He shall be responsible for the proper interpretation of policies and, in turn, shall delegate to his/her assistants, the staff, and others responsible to him/her such portion of the policies which pertain to the various activities of the school program.</p> <p>The Administrative Director shall be responsible for establishing administrative regulations for the operation of the center that are not inconsistent with federal and state statutes or regulations; are dictated by the policies of the Joint Operating Committee; are binding on employees and students when issued; and shall be submitted to the Joint Operating Committee for review at the next meeting. The Joint Operating Committee reserves the right to alter or rescind any such administrative regulation.</p> <p>The Administrative Director, in consultation with the Chief School Administrator, shall be delegated the authority to take necessary action in circumstances not provided for in Joint Operating Committee policy. The Administrative Director shall promptly inform the Joint Operating Committee of such action. The Administrative Director's decision may be subject to review by the Joint Operating Committee.</p> <p>The Administrative Director shall implement a procedure to inform Joint Operating Committee members and designated employees of their responsibility under the Ethics Law.</p> <p>Whenever responsibility is delegated to the Administrative Director or other administrator, it is understood that such individual may designate a representative to act on his/her behalf.</p> <p>The Joint Operating Committee represents the people of the participating school districts. Therefore, the committee has authorized and expects the administrative staff to treat all persons and inquiries from persons in the attendance area in a consistent manner and in accordance with stated policy.</p>
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<p>SC 1126 et seq, 1850.1</p> <p>2 Pa. C.S.A. Sec. 551 et seq</p> <p>2 Pa. C.S.A. Sec. 551 et seq</p>	<p>Section 3. <u>Review</u></p> <p>The Joint Operating Committee may assume jurisdiction over controversies or disputes arising within the center concerning any matter over which the Joint Operating Committee has authority granted by statute or where the Joint Operating Committee has retained jurisdiction in contract or policies.</p> <p>In furtherance of its adjudicatory function, the Joint Operating Committee may hold hearings in accordance with law, which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.</p> <p>Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences that may flow from it, the difficulty of establishing findings of fact from conflicting evidence, and the impact of the Joint Operating Committee's decision on the center.</p> <p>Section 4. <u>Evaluation Of Joint Operating Committee Procedures</u></p> <p>The Joint Operating Committee shall plan an annual evaluation of its functions as a Joint Operating Committee. The Joint Operating Committee may evaluate Joint Operating Committee procedures, relationships, or activities, or focus on a particular area or issue.</p> <p>The Joint Operating Committee Chairperson, working with the Administrative Director, shall develop an annual plan.</p> <p>Section 5. <u>Communication Between Joint Operating Committee And Staff</u></p> <p>All official business between the Joint Operating Committee and employees shall be through the Administrative Director and/or Chief School Administrator. The only exception shall be in a negotiation procedure that might be included in any contract or agreement between the Joint Operating Committee and organizations representing employees of the Joint Operating Committee, but the Administrative Director shall be given the opportunity to participate with the Joint Operating Committee. Employees shall have the right of appeal to the Joint Operating Committee from the Administrative Director's and/or the Chief School Administrator's decision.</p>
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References:

School Code – 24 P.S. Sec. 1126 et seq., 1850.1, 1850.3

State Board of Education Regulations – 22 PA Code Sec. 339.41

Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.

Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.

Joint Operating Committee Policy – 000, 006, 007

Articles of Agreement

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: CTC BOARD/JOINT
OPERATING COMMITTEE
PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: October 15, 2008

REVISED:

	004. MEMBERSHIP
SC 1850.1	<p>Section 1. <u>Number</u></p> <p>The Joint Operating Committee shall consist of nine (9) members, with at least one (1) member from each participating district.</p>
SC 1850.1, 1850.3 Articles of Agreement	<p>Section 2. <u>Election/Term</u></p> <p>Each participating school district shall elect from among its Board members a designated number of representatives to serve on the Joint Operating Committee, in accordance with law and the Articles of Agreement.</p>
SC 1850.3	<p>Each member of the Joint Operating Committee so elected shall serve for a three-year term commencing the day of his/her election in December.</p>
SC 315, 319 65 Pa. C.S.A. Sec. 701 et seq	<p>Section 3. <u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a participating district, or otherwise. A vacancy shall be filled in accordance with the Sunshine Act and applicable law for the unexpired term by the Board of the district represented.</p>
SC 319 Pol. 006	<p>Section 4. <u>Removal</u></p> <p>An individual will cease to be a Joint Operating Committee member if his/her term as a Joint Operating Committee member expires and s/he is not re-elected by the school district Board; his/her term on the participating school district Board expires and s/he is not re-elected; if s/he resigns from the school district Board or Joint Operating Committee; or if s/he is removed for cause, with prior notice, from either the school district Board or the Joint Operating Committee.</p>

	<p>Section 5. <u>Expenses</u></p>
SC 516.1	<p>The Joint Operating Committee may appoint one (1) or more of its members, a nonmember Joint Operating Committee Secretary, or its solicitor as delegates to any state convention or association of school directors convention held within the state. All necessary expenses shall be defrayed by the Joint Operating Committee.</p>
SC 516.1	<p>Individuals may also be approved to attend meetings of educational or financial advantage to the center and may be approved to attend the annual convention of the National School Boards Association or any other educational convention within the state or outside the state.</p>
SC 516.1	<p>Reimbursement shall be made for expenses actually and necessarily incurred in going to, attending and returning from the place of such meetings, including travel, travel insurance, lodging, meals, admission fees and other incidental expenses necessarily incurred. Actual expenses shall be allowed with mileage for travel by car at the standard IRS mileage rate at the time of the meeting in going to and returning from each meeting.</p>
SC 516.1	<p>All such expenses shall be itemized and made available for public inspection at the next succeeding Joint Operating Committee meeting. No member shall be reimbursed for more than two (2) such out-of-state meetings in one (1) school year.</p>
SC 516.1	<p>Advance payments may be made by the proper officers, but a final itemized, verified statement of such expenses shall be submitted upon return from such convention and an adjustment shall be made either by refund or additional payment to meet the verified expenses actually incurred.</p> <p>Hotel, travel (unless by car) and registration receipts shall be attached to claims for reimbursement.</p> <p>Section 6. <u>Orientation</u></p> <p>The Joint Operating Committee believes that the preparation of each member for the performance of duties is essential to the effectiveness of the Joint Operating Committee's functioning. The Joint Operating Committee encourages each new member to understand the functions of the Joint Operating Committee, acquire knowledge of matters related to the operation of the center, and review Joint Operating Committee procedures and policies.</p>

Accordingly, the Joint Operating Committee shall give to each new member for use during his/her term on the Joint Operating Committee the following items:

- a. A copy of the Joint Operating Committee Policy Manual.
- b. The current budget statement, audit report and related fiscal materials.
- c. The current Strategic Plan.

Section 7. Joint Operating Committee Member Education/Training

The Joint Operating Committee places a high priority on the importance of a planned and continuing program of inservice education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Joint Operating Committee's governance and leadership.

The Joint Operating Committee, in conjunction with the Administrative Director, shall plan specific inservice education programs and activities designed to assist Joint Operating Committee members in their efforts to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the center's educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

The Joint Operating Committee shall annually budget funds to support its planned program of inservice education and training.

The Joint Operating Committee establishes the following activities as the basis for its planned program of inservice education and training:

- a. Participation in educational conferences, workshops and conventions.
- b. Inservice education and training programs sponsored by the center designed to meet Joint Operating Committee needs.
- c. Subscriptions to publications addressed to Joint Operating Committee member concerns.
- d. Maintenance of resources and reference materials accessible to Joint Operating Committee members.

<p>SC 516, 516.1</p>	<p>Section 8. <u>Conference Attendance</u></p> <p>In keeping with its stated position on the need for continuing inservice education training for its members, the Joint Operating Committee encourages the participation of all members at appropriate conferences, workshops, and conventions. In order to control both the investment of time and expenditure of funds necessary to implement this planned program, the Joint Operating Committee establishes the following guidelines:</p> <ul style="list-style-type: none"> a. Each member shall receive Joint Operating Committee approval prior to attending a conference, workshop or convention at Joint Operating Committee expense. b. Notice of school management conferences, conventions, and workshops of interest shall be provided by the Secretary of the Joint Operating Committee. c. Funds for conference attendance will be budgeted on an annual basis. d. When a conference, convention or workshop is not attended by the full Joint Operating Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting that will be beneficial to the center. <p>Pol. 004</p> <ul style="list-style-type: none"> e. Reimbursement to Joint Operating Committee members for their travel expenses will be in accordance with this Joint Operating Committee procedure and policy. <p>SC 321</p> <ul style="list-style-type: none"> f. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Joint Operating Committee members. <p>References:</p> <p>School Code – 24 P.S. Sec. 315, 319, 321, 516, 516.1, 1850.1, 1850.3</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Joint Operating Committee Policy – 004, 006</p> <p>Articles of Agreement</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: CTC BOARD/JOINT
OPERATING COMMITTEE
PROCEDURES

TITLE: ORGANIZATION

ADOPTED: October 15, 2008

REVISED:

	005. ORGANIZATION
SC 402, 421, 1850.1 Articles of Agreement	<p>Section 1. <u>Organization Meeting</u></p> <p>The CTC Board shall meet and organize annually during the month of December. Notice of the time and place of the organization meeting shall be given to all members of the CTC Board by mail at least five (5) days before the proposed meeting by the Secretary of the Joint Operating Committee. The organization meeting shall be a regular meeting.</p>
SC 1850.1 Articles of Agreement	<p>Section 2. <u>Officers/Terms</u></p> <p>The CTC Board shall elect a Chairperson, Vice-Chairperson, Secretary, and Treasurer in order to fulfill its duties and responsibilities.</p>
SC 404, 436, 438	<p>a. Annually during the month of December, the CTC Board shall choose from its members a Chairperson and Vice-Chairperson, each to serve a term of one (1) year.</p>
	<p>b. Annually during the month of May, the CTC Board shall elect a Treasurer to serve a term of one (1) year beginning the first Monday of July. The Treasurer shall be reimbursed for duties performed at the rate determined by the Joint Operating Committee.</p>
SC 404, 431, 432,	<p>c. During the month of May, once every four (4) years, the CTC Board shall elect a Secretary to serve a term of four (4) years beginning the first Monday of July following such election. The Secretary may or may not be a member of the Joint Board. The Secretary shall be reimbursed for duties performed at the rate determined by the Joint Operating Committee.</p>
	<p>Vacancies in any office shall be filled by election of the Joint Operating Committee; such officers shall serve for the remainder of the unexpired term.</p>

SC 404	<p>The same Joint Operating Committee member may not hold more than one (1) office. No commissioned officer or professional employee of the Joint Operating Committee shall serve, temporarily or permanently, as an officer of the Joint Operating Committee.</p>
PA Const. Art. VI Sec. 7 Pol. 006	<p>Officers of the Joint Operating Committee serve at the pleasure of the Joint Operating Committee and may be removed from such office by the affirmative vote of a majority of the full number of members.</p> <p>Section 3. <u>Appointments</u></p> <p>The Joint Operating Committee shall have the authority to appoint:</p>
SC 1410	a. School physician(s).
SC 1410	b. School dentist(s).
SC 324, 406	c. Solicitor.
SC 2401	d. Independent auditor.
SC 516	e. Delegates to a state convention or association of school directors.
SC 1089, 1850.1	f. Other appointees the Joint Operating Committee deems necessary.
	<p>The Joint Operating Committee shall define the duties and determine the salaries of each person appointed, in accordance with applicable law.</p>
PA Const. Art. VI Sec. 7	<p>Appointees serve at the pleasure of the Joint Operating Committee and may be removed from such appointment by the affirmative vote of a majority of the full number of members.</p> <p>Section 4. <u>Duties Of Officers/Appointees</u></p> <p>a. Chairperson And Vice-Chairperson</p> <p>The Chairperson shall serve as the executive officer of the Joint Operating Committee and shall be responsible for the conduct of the scheduled regular and special meetings.</p> <p>Together with the Secretary, the Chairperson shall execute all transactions conducted by the Joint Operating Committee which require the signature of the Chairperson.</p>

The Chairperson shall, after the Joint Operating Committee has acted on and approved any bill or account, sign an order on the Treasurer for the payment of the same.

The Chairperson shall appoint such standing and special committees as necessary to improve the functioning of the Joint Operating Committee.

The Chairperson shall serve as an ex-officio member of all committees appointed by him/her.

In the absence of the Chairperson, the Vice-Chairperson shall serve as the presiding officer over all meetings and perform other duties designated for the Chairperson.

Both the Chairperson and Vice-Chairperson shall assume their duties immediately after their election at the reorganization meeting held annually in December.

b. Secretary

The Secretary of the Joint Operating Committee shall perform the following duties:

1. Keep a correct and proper record of all the proceedings of the Joint Operating Committee, and prepare reports and keep accounts required by the Joint Operating Committee.
2. After the Joint Operating Committee has acted on and approved any bill or account for the payment of money authorized by law, prepare and sign an order on the Treasurer for the payment of the same. S/He may prepare and sign orders on the Treasurer for the payment of which the center will receive a discount or other advantage without the preapproval of the Joint Operating Committee.
3. Attest, in writing, the execution of all transactions to be executed by the Joint Operating Committee.
4. Furnish, whenever requested, any or all reports concerning school affairs on such form and in such manner as the Department of Education or Secretary of Education may require.

	<ol style="list-style-type: none">5. Be the custodian of all the records, papers, office property, and official seal of the center, and at the expiration of his/her term shall turn the same over to his/her successor.6. Keep accurate accounts of all receipts from participating school districts and other sources of revenue.7. Perform other duties pertaining to the business of the center as required by law or as the Joint Operating Committee may direct.8. Maintain a calendar of meetings and discussion topics as prepared by the Administrative Director and/or the Joint Operating Committee. <p>c. Treasurer</p> <p>The Treasurer shall perform the following duties:</p> <ol style="list-style-type: none">1. Be the receiver of all receipts from participating districts or other sources of income.2. Deposit funds in the approved depository.3. Recommend procedures for investing any funds, when applicable.4. Sign all checks as authorized by the Joint Operating Committee.5. Prepare and present monthly reports, or as needed, and submit them to the Joint Operating Committee, the Chief School Administrator, and the Administrative Director.6. Prepare and present any financial reports required at the conventions of the CTC Board. <p>The Treasurer shall be bonded, with the costs to be paid out of the general fund.</p> <p>The Treasurer shall perform other duties as the Joint Operating Committee may direct.</p>
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<p>SC 621</p> <p>SC 106</p> <p>SC 421</p>	<p>d. Solicitor</p> <p>General duties of the solicitor shall be as follows:</p> <ol style="list-style-type: none"> 1. To advise and furnish administrators and the Joint Operating Committee legal opinions, verbally and in writing, as directed, on matters and questions of law, including interpretations of old and new statutes. 2. To prepare legal instruments including resolutions for any subject, advertising, and all other papers as directed by the Joint Operating Committee or CTC Board. 3. To commence and prosecute all action brought by the CTC Board or Joint Operating Committee for any account or subject as directed by the CTC Board or Joint Operating Committee. 4. To be present at regular and special meetings, as well as executive sessions, when requested. <p>The Joint Operating Committee shall reimburse the solicitor for duties performed upon submission of invoices.</p> <p>Section 5. <u>Resolutions</u></p> <p>The Joint Operating Committee may at the organization meeting, but shall prior to July 1 next following, designate:</p> <ol style="list-style-type: none"> a. Depositories for center funds. b. Newspaper(s) of general circulation, as defined in law. c. Normal day, place and time for regular meetings. d. Normal day, place and time for open committee meetings. <p>Section 6. <u>Committees</u></p> <p>The Joint Operating Committee shall operate as a Committee of the Whole.</p> <p>The Chairperson may appoint such committees that, in his/her judgment, are desirable or necessary for the proper functioning of the Joint Operating Committee; s/he may discharge such committees at his/her discretion.</p>
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	<p>Committees shall, when specifically charged to do so by the Joint Operating Committee, conduct studies, make recommendations and act in an advisory capacity, but shall not take action on behalf of the Joint Operating Committee.</p>
<p>SC 1808, 1842 Title 22 Sec. 4.33, 339.13</p>	<p>Section 7. <u>Local Advisory Committee</u></p> <p>The Joint Operating Committee shall appoint a Local Advisory Committee composed of representatives of business, industry, public employers, agriculture, labor, postsecondary institutions, community organizations and the public.</p>
<p>Title 22 Sec. 4.33</p>	<p>The Local Advisory Committee shall meet at least once each year and shall advise the Joint Operating Committee and administration concerning the center's program, philosophy, academic and other standards, Strategic Plans, course offerings, support services, safety requirements, and the skill needs of employers.</p>
<p>Title 22 Sec. 4.33 Pol. 100</p>	<p>Section 8. <u>Professional Advisory Committee</u></p> <p>A Professional Advisory Committee composed of the chief school administrators of the participating districts shall advise the Joint Operating Committee and administration concerning the educational program and policies of the center. The committee shall play an integral part in the development of the center's Strategic Plan.</p>
<p>SC 1808, 1842 Title 22 Sec. 4.33, 339.14</p>	<p>Section 9. <u>Occupational Advisory Committee</u></p> <p>The Occupational Advisory Committee shall be composed of representatives of business, industry, public employers, agriculture, labor, postsecondary institutions and community organizations.</p>
<p>SC 1808, 1842 Title 22 Sec. 4.33, 339.14</p>	<p>A committee shall be established for each program to advise the Joint Operating Committee and administration on curriculum, equipment, instructional materials, safety requirements, program evaluation and other matters in order to verify that the program meets industry standards and relevant licensing criteria, and that the program prepares students with occupation related competencies. The committee shall meet at least twice each year.</p>
	<p>Section 10. <u>Consultants</u></p> <p>From time to time, on the recommendation of the Administrative Director, the Joint Operating Committee may appoint, retain, or employ persons for consulting or other professional services to the center. Consulting services may be either on a per diem or contractual basis.</p>

The function of a consultant shall be to make studies and present recommendations to the Joint Operating Committee. A consultant shall not be charged with the implementation of a report.

Consultants shall have no administrative authority over any facet of the center, but shall act solely as advisors to the Joint Operating Committee and its officers and employees. Such services may be provided from professions other than education as well as from the educational profession.

The use of consultants from outside the center who promote a particular commercial product is discouraged.

References:

Pennsylvania Constitution – PA Const. Art. VI Sec. 7

School Code – 24 P.S. Sec. 106, 324, 402, 404, 406, 421, 431, 432, 434, 436, 438, 514, 516, 621, 1089, 1410, 1808, 1842, 1850.1, 1850.3, 2401

State Board of Education Regulations – 22 PA Code Sec. 4.33, 339.13, 339.14

Joint Operating Committee Policy – 006, 100, 811

Articles of Agreement

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: CTC BOARD/JOINT
OPERATING COMMITTEE
PROCEDURES

TITLE: MEETINGS

ADOPTED: October 15, 2008

REVISED:

	006. MEETINGS
65 Pa. C.S.A. Sec. 701 et seq	<p>Section 1. <u>Parliamentary Authority</u></p> <p>All Joint Operating Committee meetings will be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, including group rules shall govern the Joint Operating Committee in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Joint Operating Committee procedures.</p>
SC 422	<p>Section 2. <u>Quorum</u></p> <p>A quorum shall consist of a majority of the members of the Joint Operating Committee. No business shall be transacted at a meeting without a quorum, but the members present at such a meeting may adjourn to another time.</p>
SC 405, 426, 427, 428	<p>Section 3. <u>Presiding Officer</u></p> <p>The Chairperson shall preside at all meetings of the Joint Operating Committee. In the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall act instead. If neither person is present, a Joint Operating Committee member shall be elected Chairperson pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.</p>
65 Pa. C.S.A. Sec. 703, 709	<p>Section 4. <u>Notice</u></p> <p>Notice of all open public meetings of the Joint Operating Committee, including committee meetings and discussion sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Joint Operating Committee and the posting of such notice at the administrative offices of the Joint Operating Committee.</p>
65 Pa. C.S.A. Sec. 703, 709	<p>a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.</p>

65 Pa. C.S.A. Sec. 703, 709	b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.
65 Pa. C.S.A. Sec. 703, 709	c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.
65 Pa. C.S.A. Sec. 703	d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.
65 Pa. C.S.A. Sec. 709	e. Notice of all public meetings shall be given to any newspaper(s) circulating in Westmoreland County and a radio or television station which so requests.
	f. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.
SC 423	Notice of all regular and special meetings of the Joint Operating Committee shall be given to Joint Operating Committee members prior to the time of the meeting.
	Section 5. <u>Regular Meetings</u>
SC 421 65 Pa. C.S.A. Sec. 701 et seq	Regular meetings of the Joint Operating Committee shall be public and shall be held in the center's administrative offices on the third Wednesday of each month, except when otherwise determined.
SC 1850.1 Articles of Agreement	The CTC Board shall have additional meetings as required to perform its duties required under law.
	a. Agenda
	It shall be the responsibility of the Administrative Director to plan and prepare the agendas of both the Joint Operating Committee meeting and CTC Board meeting. The Administrative Director shall review such agendas with the Chief School Administrator and the Chairperson prior to distributing the agenda to the CTC Board or Joint Operating Committee members.
	Any item which is to receive consideration at a CTC Board or Joint Operating Committee meeting should be given to the Administrative Director at least ten (10) days prior to the scheduled meeting during which action is to be taken.

	<p>Items not appearing on the written agenda may be considered at the discretion of the Chairperson.</p> <p>Printed agendas shall be mailed at least five (5) days prior to the meeting to all Joint Operating Committee members and to other participating School Board members upon request.</p> <p>b. Order Of Business</p> <p>The order of business for regular meetings of the Joint Operating Committee shall be as follows, unless altered by the Chairperson or a majority of those present and voting:</p> <p>Call To Order Approval Of Minutes Correspondence Finance Treasurer's Report Payment Of Bills New Business Report Of Administration Report Of Solicitor Adjournment</p>
<p>65 Pa. C.S.A. Sec. 701 et seq</p> <p>SC 426</p>	<p>Section 6. <u>Special Meetings</u></p> <p>Special meetings shall be public and may be called for special or general purposes.</p> <p>The Chairperson may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) Joint Operating Committee members. Upon the Chairperson's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Joint Operating Committee members.</p> <p>No business shall be transacted at any special meeting except that business for which the meeting was called.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</p>	<p>Section 7. <u>Public Participation</u></p> <p>A member of the public present at a meeting of the Joint Operating Committee may address the Joint Operating Committee in accordance with law and Joint Operating Committee procedures and policy.</p>

SC 621	7. Designating depositories for center funds.
	8. Expending the center's funds.
Pol. 610	9. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).
SC 1850.1	10. Fixing salaries or compensation of officers, teachers, or other appointees of the Joint Operating Committee.
SC 514, 1080	11. Dismissing, after hearing, a nontenured employee.
SC 212	12. Adopting a corporate seal for the center.
SC 708	13. Vacating and abandoning property to which the Joint Operating Committee has title.
SC 1503	14. Determining the holidays, other than those provided by statute, which shall be observed by special exercises and those on which the schools shall be closed for the whole day.
	15. Removing a Joint Operating Committee member.
	16. Declaring that a vacancy exists on the Joint Operating Committee by reason of the failure or neglect of a school director to qualify.
Pol. 005	17. Removing an officer of the Joint Operating Committee.
Pol. 003	18. Adopting, amending, or repealing a Joint Operating Committee procedure.
	Section 10. <u>Minutes</u>
SC 518 65 Pa. C.S.A. Sec. 706	An accurate record of the proceedings of each open meeting of the CTC Board or Joint Operating Committee shall be made and retained in the form of legal minutes, distributed to the members of the CTC Board or Joint Operating Committee and made available to interested citizens following each open meeting of the CTC Board or Joint Operating Committee.
SC 433	The minutes of the last open meeting occurring since the last regular meeting shall be considered at each regular meeting of the CTC Board or Joint Operating Committee. The minutes may be approved and adopted; or corrected by addendum, and approved and adopted as corrected. The minutes shall be signed by the Secretary

<p>65 Pa. C.S.A. Sec. 705</p>	<p>of the Joint Operating Committee. Following the approval of the minutes, they shall be entered in the book of minutes of the CTC Board or Joint Operating Committee. After approval, copies of the minutes shall be mailed to CTC Board or Joint Operating Committee members and alternates, and when applicable, to the Authority.</p> <p>The minutes shall include at least the following information:</p> <ul style="list-style-type: none">a. Date, time and place of meeting.b. Type of meeting.c. Persons present; including:<ul style="list-style-type: none">1. CTC Board or Joint Operating Committee members, by name.2. Presiding officer.3. School staff, by name.4. Others who address the CTC Board or Joint Operating Committee, by name.5. An approximate number count of others who do not address the CTC Board or Joint Operating Committee.d. Substance of all official actions and action taken.e. Recorded votes and a record by individual members of all roll call votes taken.f. Correspondence to the CTC Board or Joint Operating Committee.g. Recommendations of the Administrative Director or Chief School Administrator.h. A list of expenditures authorized by the CTC Board or Joint Operating Committee.i. Such items as may be required by law. <p>Notations and any tape or audiovisual recordings shall not be the official record of an open public CTC Board or Joint Operating Committee meeting and should be destroyed once they have served their purpose.</p>
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<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 11. <u>Adjournment</u></p> <p>The Joint Operating Committee may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Joint Operating Committee policy.</p>
<p>65 Pa. C.S.A. Sec. 707, 708</p>	<p>Section 12. <u>Executive Session</u></p> <p>The Joint Operating Committee may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.</p> <p>The Joint Operating Committee may discuss the following matters in executive session:</p> <ul style="list-style-type: none"> a. Employment issues. b. Labor relations. c. The purchase or lease of real estate. d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation. e. Matters which must be conducted in private to protect a lawful privilege or confidentiality. <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 006</p>	<p>Section 13. <u>Work Sessions</u></p> <p>The Joint Operating Committee may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Joint Operating Committee procedures.</p>

<p>Pol. 006</p> <p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the Chairperson. The Chairperson shall call such a meeting when requested to do so by Joint Operating Committee members. Public notice of such meeting shall be made in accordance with Joint Operating Committee procedures.</p> <p>The Joint Operating Committee Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Joint Operating Committee procedures.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 212, 405, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 687, 708, 803, 1080, 1129, 1503, 1850.1</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Joint Operating Committee Policy – 003, 004, 005, 006, 107, 108, 604, 610, 903</p> <p>Articles of Agreement</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: CTC BOARD/JOINT
OPERATING COMMITTEE
PROCEDURES

TITLE: ATTENDANCE AT MEETINGS
VIA ELECTRONIC
COMMUNICATIONS

ADOPTED: October 15, 2008

REVISED:

SC 1850.1	<p style="text-align: center;">006.1. ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS</p> <p>Section 1. <u>Authority</u></p> <p>The Joint Operating Committee recognizes that factors such as illness, travel, schedule conflicts and weather conditions can make impossible the physical presence of a Joint Operating Committee member at a Joint Operating Committee meeting, and that electronic communications can enable a Joint Operating Committee member to participate in a meeting from a remote location.</p> <p>A Joint Operating Committee member shall be able to attend a Joint Operating Committee meeting, and participate in Joint Operating Committee deliberations and voting, through electronic communications, but only under extraordinary circumstances.</p> <p>The Joint Operating Committee authorizes the administration to provide the equipment and facilities required to implement this Joint Operating Committee procedure.</p> <p>Section 2. <u>Guidelines</u></p> <p>A Joint Operating Committee member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member. If the Chairperson determines either condition is not occurring, s/he shall terminate the Joint Operating Committee member's attendance through electronic communications.</p> <p>A majority of Joint Operating Committee members shall be physically present at a Joint Operating Committee meeting when a Joint Operating Committee member attends through electronic communications.</p>
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	<p>To attend a Joint Operating Committee meeting through electronic communications, a Joint Operating Committee member shall comply with the following:</p> <ul style="list-style-type: none">a. Submit such request to the Chairperson at least three (3) days prior to the meeting.b. Ensure that the remote location is quiet and free from background noise and interruptions.c. Participate in the entire Joint Operating Committee meeting. <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: CTC BOARD/JOINT
OPERATING COMMITTEE
PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: October 15, 2008

REVISED:

<p>SC 1850.1 Pol. 003</p>	<p style="text-align: center;">007. DISTRIBUTION</p> <p>Section 1. <u>Authority</u></p> <p>The Joint Operating Committee adopts the procedures and policies contained in the Policy Manual as a governance tool for all members of the Joint Operating Committee and as a resource for administrators and employees, students, parents/guardians, residents and members of the community.</p> <p>Section 2. <u>Guidelines</u></p> <p>Copies of the Policy Manual shall be given to the following:</p> <ol style="list-style-type: none"> a. All members of the Joint Operating Committee. b. Chief School Administrator. c. Administrative Director. d. Joint Operating Committee Secretary. e. Office Manager. f. Appropriate administrators. g. Solicitor. h. Administration office. <p>Copies of the Policy Manual shall be numbered, and a record maintained by the Administrative Director or designee as to the placement of each copy. Copies of revised pages shall be provided to the holders of manuals as changes are made.</p>
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007. DISTRIBUTION - Pg. 2

<p>65 P.S. Sec. 67.701 Pol. 801</p> <p>Pol. 003</p>	<p>The Joint Operating Committee Policy Manual shall be considered a public record and shall be available for inspection in the administration office during regular office hours.</p> <p>The Administrative Director or designee shall maintain an orderly plan for the dissemination of policies to students, parents/guardians and staff members who are affected by them and shall provide easy accessibility to an up-to-date Policy Manual.</p> <p>The Administrative Director or designee shall be responsible to review existing policy in light of Joint Operating Committee actions and revisions to federal and state statutes and regulations, and to recommend to the Joint Operating Committee the changes necessary to maintain the Joint Operating Committee Policy Manual in a current status.</p> <p>The Policy Manual is the property of the center; therefore, all manuals shall be returned to the Joint Operating Committee Secretary upon termination of employment or term of office.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.701</p> <p>Joint Operating Committee Policy – 003, 801</p>
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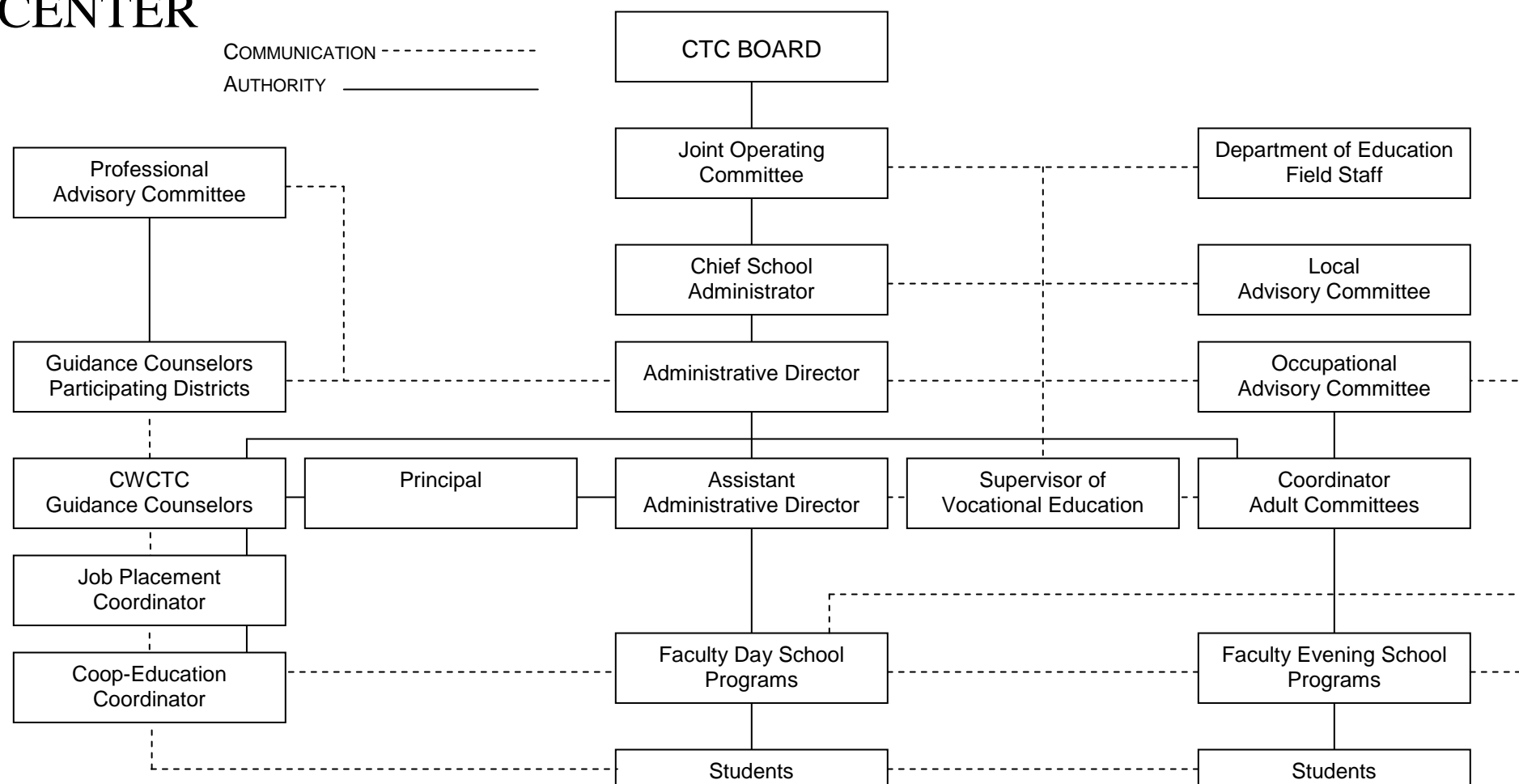
CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: CTC BOARD/JOINT
OPERATING COMMITTEE
PROCEDURES

TITLE: ORGANIZATION CHART

ADOPTED: October 15, 2008

REVISED:



CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: CTC BOARD/JOINT
OPERATING COMMITTEE
PROCEDURES

TITLE: JOINT OPERATING
COMMITTEE GOVERNANCE
STANDARDS/CODE OF
CONDUCT

ADOPTED: October 15, 2008

REVISED:

011. JOINT OPERATING COMMITTEE GOVERNANCE STANDARDS/CODE OF CONDUCT

Section 1. Standards For Effective School Governance

To promote student growth and achievement, an effective Joint Operating Committee...

a. Advocates for a thorough and efficient system of public education by:

1. Promoting public education as a keystone of democracy.
2. Engaging and promoting community support by seeking input, building support networks and generating action.
3. Allocating resources in a manner designed to facilitate student achievement consistent with the center's goals and plans.
4. Maintaining legislative awareness and communicating with members of local, state and federal legislative bodies.
5. Ensuring strong management of the center by hiring, setting goals with and evaluating the Administrative Director.
6. Employing qualified staff to meet student and program needs.

b. Models responsible governance and leadership by:

1. Staying current with changing needs and requirements by reviewing educational literature, attending professional development opportunities prior to Joint Operating Committee service and continuously during Joint Operating Committee service, and preparing to make informed decisions.

	<ol style="list-style-type: none"> 2. Interacting with school officials in other districts and using resources provided by organizations and agencies committed to effective governance and management of public schools. 3. Leading with respect and taking full responsibility for Joint Operating Committee activity and behavior. 4. Adopting and acting in accordance with the <i>PSBA Code of Conduct for Members of Pennsylvania School Boards</i>. 5. Engaging all community stakeholders. 6. Complying with Joint Operating Committee policy and all applicable local, state and federal laws and regulations. 7. Operating as a collective Joint Operating Committee in making decisions. 8. Participating in annual Joint Operating Committee retreats. <p>c. Governs through policy by:</p> <ol style="list-style-type: none"> 1. Seeking input from stakeholders and following an established procedure for consideration. 2. Regularly reviewing and, as necessary, revising and adopting Joint Operating Committee policy. 3. Delegating to the Administrative Director responsibility for implementation of Joint Operating Committee policy. 4. Ensuring public access to adopted Joint Operating Committee policy. 5. Purposefully linking its actions to applicable Joint Operating Committee policies. <p>d. Ensures that effective planning occurs by:</p> <ol style="list-style-type: none"> 1. Adopting and implementing a collaborative strategic planning process, including regular reviews. 2. Setting annual goals that are aligned with the Strategic Plan. 3. Linking Joint Operating Committee actions to the Strategic Plan.
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	<ol style="list-style-type: none"> 4. Adopting a financial plan that considers short-term and long-term needs. 5. Adopting professional development plans for Joint Operating Committee and staff. 6. Adopting a plan to ensure evaluation of student growth and achievement using relevant data. 7. Adopting a master facilities plan conducive to teaching and learning. 8. Adopting a plan for curriculum review and development. <p>e. Monitors results by:</p> <ol style="list-style-type: none"> 1. Using data appropriately to make informed decisions. 2. Ensuring effective practices for evaluation of staff, programs, plans and services. 3. Evaluating its own performance. 4. Assessing student growth and achievement. 5. Evaluating the effectiveness of the Strategic Plan. <p>f. Communicates with and engages the community by:</p> <ol style="list-style-type: none"> 1. Distributing relevant information about the center. 2. Providing methods of communication to the Joint Operating Committee and appropriate staff. 3. Seeking input through a variety of methods. 4. Including stakeholders in all communications.
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	<p>Section 2. <u>Code Of Conduct For Joint Operating Committee Members</u></p> <p>a. We, as members of the Joint Operating Committee, representing all the residents of our participating school districts, believe that:</p> <ol style="list-style-type: none">1. Striving toward ideal conditions for effective Joint Operating Committee service to our community, in a spirit of teamwork and devotion to public education, is the greatest instrument for preserving and perpetuating our representative democracy.2. The future welfare of this community, commonwealth and nation depends upon the quality of education we provide in the public schools.3. In order to maintain a free and strong country, our civic obligation to the community, commonwealth and nation is to maintain free and strong public schools in the United States of America, without surrendering our responsibilities to any other person, group or organization.4. Joint Operating Committees share responsibility for ensuring a “thorough and efficient system of public education” as required by the Pennsylvania Constitution.5. Our fellow residents have entrusted us with the advocacy for and stewardship of the education of the youth of this community.6. The public expects that our first and greatest priority is to provide equitable educational opportunities for all youth. <p>b. Accordingly:</p> <ol style="list-style-type: none">1. The community should be provided with information about its schools and be engaged by the Joint Operating Committee and staff to encourage input and support for the school system.2. Devoting time, thought and study to our duties and responsibilities as Joint Operating Committee members is critical for rendering effective and credible service.3. Joint Operating Committee members should work together in a spirit of harmony, respect and cooperation, despite differences of opinion.
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	<ol style="list-style-type: none">4. Personal decisions should be based upon all sufficient facts, we should vote our honest conviction without partisan bias, and we will abide by and uphold the majority decision of the Joint Operating Committee.5. Individuals have no legal authority outside the meetings of the Joint Operating Committee, and should conduct their relationships with all stakeholders and media on this basis.6. We will not use our positions as Joint Operating Committee members to benefit ourselves or any individual or agency.7. Joint Operating Committees must balance their responsibility to provide educational programs with the need to be effective stewards of public resources.8. We should recognize that the primary responsibility of the Joint Operating Committee is to adopt policies by which the schools are to be administered.9. We should respect that the Administrative Director and his/her staff are responsible and accountable for the delivery of the educational programs and the conduct of center operations.10. Communication with all stakeholders and the media should be conducted in accordance with Joint Operating Committee policy.
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER	SECTION: LOCAL BOARD PROCEDURES AND GOALS
	TITLE: JOC MEMBER CONFERENCE ATTENDANCE
	ADOPTED: OCTOBER 21, 2015
	REVISED:

	JOC MEMBER CONFERENCE ATTENDANCE
1. Purpose	In keeping with the importance of continuing inservice education and training for its members, the Joint Operating Committee (JOC) encourages the participation of all members at appropriate conferences, workshops, and conventions. In order to control both the investment of time and expenditure of funds necessary to implement this planned program, the JOC establishes the following guidelines:
2. Guidelines	<p>Each JOC member shall receive JOC approval prior to attending a conference, workshop or convention at JOC expense.</p> <p>When a conference, workshop or convention is not attended by the full JOC, those who do participate shall share the information, recommendations and materials acquired at the meeting that will be beneficial to the school.</p> <p>Reimbursement to JOC members for their travel expenses shall be in accordance with JOC procedures and policy.</p> <p>The requirements regarding reimbursement for JOC members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Business Manager or designee.</p> <p>Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual JOC members.</p> <p>In regard to the annual Association of Career and Technical Education Conference (ACTE), a JOC member shall only be eligible to attend such conference at JOC expense if the JOC member has attended at minimum 75% (i.e. eight (8)) of the previous years' JOC meetings.</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: STRATEGIC PLAN

ADOPTED: November 19, 2008

REVISED:

	100. STRATEGIC PLAN
1. Purpose	The Joint Operating Committee recognizes the importance of establishing a comprehensive plan to guide the educational program and operation of the center. Participation by all segments of the school community is a critical element of such planning.
2. Authority Title 22 Sec. 4.4, 4.13, 12.1 et seq	The Joint Operating Committee, in conjunction with and with the approval of a majority of participating districts, shall develop and approve a Strategic Plan for the center based upon an analysis of internal and external needs, specifying priorities for actions and action plans. The plan shall be formulated in accordance with state regulations.
Title 22 Sec. 4.13	The Joint Operating Committee shall ensure active participation by Joint Operating Committee members, administrators, teachers, other school personnel, students, parents/guardians and representatives from businesses and the community.
Title 22 Sec. 4.13	The Joint Operating Committee directs that the Strategic Plan be reviewed and revised during the third year of the six-year plan.
Title 22 Sec. 4.13	Prior to approval by the Joint Operating Committee, the Strategic Plan, and any revisions, shall be made available for public inspection in the center's administrative offices and the public library until the next regular Joint Operating Committee meeting.
SC 1850.1	The Joint Operating Committee periodically shall conduct surveys to determine the vocational technical needs of the participating school districts in order to facilitate strategic planning.
3. Delegation of Responsibility Title 22 Sec. 4.13	The Chief School Administrator and Administrative Director shall be responsible for recommending the Strategic Plan to the Joint Operating Committee and for submitting the plan to the State Department of Education.

<p>Title 22 Sec. 4.33 Pol. 005</p>	<p>The Professional Advisory Committee, composed of the chief school administrators of participating districts, shall play an integral part in developing the center's Strategic Plan.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.13, 4.33, 12.1 et seq.</p> <p>Joint Operating Committee Policy – 002, 005, 101, 102, 105, 107, 109, 115, 127, 138, 146, 215, 217, 246, 333, 701</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: MISSION STATEMENT/
VISION STATEMENT/SHARED
VALUES

ADOPTED: November 19, 2008

REVISED:

<p>1. Authority Title 22 Sec. 4.13 Pol. 100</p>	<p>101. MISSION STATEMENT/VISION STATEMENT/SHARED VALUES</p> <p><u>Mission Statement</u></p> <p>The mission of Central Westmoreland Career and Technology Center is to provide students with the opportunity to develop quality career skills and appropriate behaviors to reach their potential and meet the demands of business and industry.</p> <p><u>Vision Statement</u></p> <p>The vision of Central Westmoreland Career and Technology Center is to provide industry-based technology programs that will meet the needs of a changing workforce and develop skills for lifelong learning and living.</p> <p><u>Shared Values</u></p> <p>We believe:</p> <ul style="list-style-type: none"> • An individual's concept of self-worth increases as s/he learns to perform a useful service or function in society. • Self-worth can be found in the accomplishment of challenging tasks. • Society will always need workers with career and technology training and skills. • An effective career education program (K-12) promotes positive image development and successful career and technology education. • Career and technology education can best be accomplished in an appropriate setting conducive to learning. • Individual career and technology programs should be responsive to community needs.
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	<ul style="list-style-type: none">• Career and technology educators should be competent craft persons as well as competent teachers.• Many aspects of career and technology education can best be taught by example.• Career and technology education programs change and adapt to current community and industry standards.• All students should be given the opportunity to develop personal career goals.• Any student requiring vocational technical education as part of his/her career goals should be afforded the opportunity to do so.• Each student's individual rights should be balanced by his/her responsibilities to society.• A student's identity and allegiance to specific groups should have no bearing on the quality of the education s/he receives.• A person can become a student at any time in his/her life.• The needs of individual students should be considered when determining educational plans.• Students share responsibility for the educational process.• Parental involvement is critical to the student's planning and achieving career goals and contributes to student success.• The community is responsible for encouraging, fostering and maintaining training facilities and should have input in their use and direction. <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13</p> <p>Joint Operating Committee Policy – 100</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: ACADEMIC STANDARDS

ADOPTED: November 19, 2008

REVISED:

	102. ACADEMIC STANDARDS
1. Purpose Title 22 Sec. 4.4, 4.12, 4.13 Pol. 100	<p>The Joint Operating Committee recognizes that education is a vital function of the state and community. The community and businesses, through the strategic planning process, shall be encouraged to participate in the development of the educational goals established for the career and technology center.</p>
2. Definition Title 22 Sec. 4.3, 4.11	<p>Academic standards - shall be defined as what a student should know and be able to do at a specified grade level; they shall describe the knowledge and skills students will be expected to demonstrate in order to graduate from the home school and receive certificates from the career and technology center.</p>
3. Authority Title 22 Sec. 4.12, 4.13 Pol. 100	<p>The Joint Operating Committee shall establish academic standards for vocational technical students to attain, in accordance with those adopted by the State Board of Education, in the following content areas:</p> <ol style="list-style-type: none"> 1. Reading, Writing, Speaking and Listening. 2. Mathematics. 3. Science and Technology. 4. Environment and Ecology. 5. Social Studies - to include history, geography, civics and government, and economics. 6. Arts and Humanities. 7. Career Education and Work. 8. Health, Safety and Physical Education. 9. Family and Consumer Science.

References:

State Board of Education Regulations – 22 PA Code Sec. 4.3, 4.4, 4.11, 4.12, 4.13

Joint Operating Committee Policy – 100

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN
SCHOOL AND CLASSROOM
PRACTICES

ADOPTED: November 19, 2008

REVISED:

<p>1. Authority SC 1310 Title 22 Sec. 4.4, 12.1, 12.4, 15.1 et seq 24 P.S. Sec. 5004 43 P.S. Sec. 951 et seq Title IX 20 U.S.C. Sec. 1681 et seq 29 U.S.C. Sec. 794 Title VI 42 U.S.C. Sec. 2000d et seq 42 U.S.C. Sec. 12101 et seq</p> <p>2. Delegation of Responsibility</p>	<p>103. NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES</p> <p>The Joint Operating Committee declares it to be the policy of the center to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the center regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.</p> <p>The center shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The center shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.</p> <p>The Joint Operating Committee encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.</p> <p>The Joint Operating Committee directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the center's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.</p> <p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Joint Operating Committee designates the Administrative Director as the center's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.</p>
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<p>3. Guidelines</p>	<p>The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:</p> <ol style="list-style-type: none"> 1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias. 2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination. 3. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation. 4. Equitable Support - Assurance that like aspects of the vocational technical program receive like support as to staffing and compensation, facilities, equipment, and related matters. 5. Student Evaluation - Review of tests, procedures and guidance and counseling materials for stereotyping and discrimination. <p>The building administrator shall be responsible to complete the following duties when receiving a complaint of discrimination:</p> <ol style="list-style-type: none"> 1. Inform the student or third party of the right to file a complaint and the complaint procedure. 2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure. 3. Notify the complainant and the accused of the progress at appropriate stages of the procedure. 4. Refer the complainant to the Compliance Officer if the building administrator is the subject of the complaint. <p><u>Complaint Procedure – Student/Third Party</u></p> <p>Step 1 – Reporting</p> <p>A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator.</p>
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	<p>An employee of the center 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.</p> <p>If the building administrator is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.</p> <p>The complainant or reporting employee is encouraged to use the report form available from the building administrator, but oral complaints shall be acceptable.</p> <p>Step 2 – Investigation</p> <p>Upon receiving a complaint of discrimination, the building administrator shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building administrator to investigate the complaint, unless the building administrator is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the 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.</p> <p>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.</p> <p>Step 3 – Investigative Report</p> <p>The building administrator 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.</p> <p>The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.</p> <p>Step 4 – Action of Center</p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the center shall take prompt, corrective action to ensure that such conduct ceases and will not recur.</p>
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Disciplinary actions shall be consistent with the Student Code of Conduct, Joint Operating Committee policies and center procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. 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, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building administrator who conducted the initial investigation.

References:

School Code – 24 P.S. Sec. 1310

State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.1, 12.4, 15.1 et seq.

Unfair Educational Practices – 24 P.S. Sec. 5004

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

	<p>Federal Anti-Discrimination and Civil Rights Laws –</p> <p>20 U.S.C. Sec. 1681 et seq. (Title IX)</p> <p>42 U.S.C. Sec. 2000d et seq. (Title VI)</p> <p>Federal Anti-Discrimination and Civil Rights Regulations –</p> <p>28 CFR Part 35, Part 41</p> <p>34 CFR Part 100, Part 104, Part 106, Part 110</p>
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REPORT FORM FOR COMPLAINTS OF DISCRIMINATION

Complainant: _____

Home Address: _____

Home Phone: _____

Date of Alleged Incident(s): _____

Alleged discrimination was based on: _____

Name of person you believe violated the Joint Operating Committee's nondiscrimination policy:
_____If the alleged discrimination was directed against another person, identify the other person:
_____Describe the incident as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary: _____

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature_____
Date_____
Received By_____
Date

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN
EMPLOYMENT/CONTRACT
PRACTICES

ADOPTED: November 19, 2008

REVISED:

<p>1. Authority 43 P.S. Sec. 336.3 43 P.S. Sec. 951 et seq Title IX 20 U.S.C. Sec. 1681 et seq 29 U.S.C. Sec. 206 29 U.S.C. Sec. 621 et seq 29 U.S.C. Sec. 794 42 U.S.C. Sec. 1981 et seq Title VII 42 U.S.C. Sec. 2000e et seq 42 U.S.C. Sec. 12101 et seq</p> <p>2. Delegation of Responsibility</p>	<p>104. NONDISCRIMINATION IN EMPLOYMENT/CONTRACT PRACTICES</p> <p>The Joint Operating Committee declares it to be the policy of the center to provide to all persons equal access to all categories of employment, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin or handicap/disability. The center shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.</p> <p>The Joint Operating Committee encourages employees and third parties who have been subject to discrimination to promptly report such incidents to designated employees.</p> <p>The Joint Operating Committee directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the center's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.</p> <p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Joint Operating Committee designates the Administrative Director as the center's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.</p>
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<p>3. Guidelines</p>	<p>The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:</p> <ol style="list-style-type: none"> 1. Development of position qualifications, job descriptions and essential job functions. 2. Recruitment materials and practices. 3. Procedures for screening, interviewing and hiring. 4. Promotions. 5. Disciplinary actions, up to and including terminations. <p>The building administrator shall be responsible to complete the following duties when receiving a complaint of discrimination:</p> <ol style="list-style-type: none"> 1. Inform the employee or third party of the right to file a complaint and the complaint procedure. 2. Notify the complainant and the accused of the progress at appropriate stages of the procedure. 3. Refer the complainant to the Compliance Officer if the building administrator is the subject of the complaint. <p><u>Complaint Procedure – Employee/Third Party</u></p> <p>Step 1 – Reporting</p> <p>An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator.</p> <p>If the building administrator is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.</p> <p>The complainant is encouraged to use the report form available from the building administrator, but oral complaints shall be acceptable.</p>
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	<p>Step 2 – Investigation</p> <p>Upon receiving a complaint of discrimination, the building administrator shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building administrator to investigate the complaint, unless the building administrator is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the 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.</p> <p>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.</p> <p>Step 3 – Investigative Report</p> <p>The building administrator 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.</p> <p>The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.</p> <p>Step 4 – Action of Center</p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the center shall take prompt, corrective action to ensure that such conduct ceases and will not recur.</p> <p>Disciplinary actions shall be consistent with Joint Operating Committee policies and center procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none"> 1. 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, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
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2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building administrator who conducted the initial investigation.

References:

Human Relations Commission Regulations – 16 PA Code Sec. 44.1 et seq.

Pennsylvania Equal Pay Law – 43 P.S. Sec. 336.3

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

Equal Pay Act – 29 U.S.C. Sec. 206

Age Discrimination In Employment Act – 29 U.S.C. Sec. 621 et seq.

Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Federal Anti-Discrimination and Civil Rights Laws –

20 U.S.C. Sec. 1681 et seq. (Title IX)

42 U.S.C. Sec. 1981 et seq.

42 U.S.C. Sec. 2000e et seq. (Title VII)

Federal Anti-Discrimination Regulations, Title 28, Code of Federal Regulations –
28 CFR Sec. 35.140, Part 41

Federal Equal Employment Opportunity Commission Regulations, Title 29, Code of
Federal Regulations – 29 CFR Parts 1600-1691

REPORT FORM FOR COMPLAINTS OF DISCRIMINATION

Complainant: _____

Home Address: _____

Home Phone: _____

Date of Alleged Incident(s): _____

Alleged discrimination was based on: _____

Name of person you believe violated the Joint Operating Committee's nondiscrimination policy:
_____If the alleged discrimination was directed against another person, identify the other person:
_____Describe the incident as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary: _____

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature_____
Date_____
Received By_____
Date

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: CURRICULUM DEVELOPMENT

ADOPTED: November 19, 2008

REVISED:

105. CURRICULUM DEVELOPMENT	
1. Purpose SC 1805 Title 22 Sec. 4.4, 4.13 Pol. 100	The Joint Operating Committee recognizes its responsibility for the development, assessment and improvement of the educational program of the center. To this end, the curriculum shall be evaluated, adapted and developed on a continuing basis and in accordance with a plan for curriculum improvement.
2. Definition Title 22 Sec. 4.3	For purposes of this policy, curriculum shall be defined as a series of planned instruction that is coordinated, articulated and implemented to result in achievement of specific knowledge and skills, and application of such, by all students.
3. Authority Title 22 Sec. 4.4, 4.12, 339.22 Pol. 102	The Joint Operating Committee is responsible for the curriculum of the career and technical center. The curriculum shall be designed to provide students the opportunity to achieve the academic standards and competencies established by the Joint Operating Committee.
SC 1841 Title 22 Sec. 4.4, 4.13 Pol. 100, 107	In order to provide a quality educational program for vocational technical students, the Joint Operating Committee shall adopt a curriculum plan that includes the requirements for courses to be taught; subjects to be taught in the English language; courses adapted to the age, development and needs of students; and a remediation plan for students not achieving proficiency.
4. Guidelines Title 22 Sec. 4.31, 11.28, 339.22 Pol. 115, 122	Vocational technical education programs shall consist of a series of planned academic and vocational technical education courses that are articulated with one another so that knowledge and skills are taught in a systematic manner. Programs shall be standards-based; prepare students for obtainment of licensure or industry skills certification or Pennsylvania Skills Certificate, as required; provide extended classroom experience; and meet minimum time requirements. Programs may include cooperative education and participation in vocational student organizations in order to develop student's leadership skills.

<p>Title 22 Sec. 4.31, 339.22</p>	<p>Vocational technical education courses shall include content based upon occupational analysis, performance objectives deemed critical to successful employment, and assessment of student competencies based upon performance standards.</p>
<p>Title 22 Sec. 4.31</p>	<p>Safety education, consisting of safety practices, accident prevention, occupational health habits and environmental concerns, shall be integrated into the curriculum of the programs.</p> <p><u>Research</u></p> <p>Research is a vital facet of curriculum evaluation and improvement. The Joint Operating Committee recognizes its obligation to such study and encourages all employees to participate in research activities.</p> <p>All research and experimental projects using staff, students or materials within the center must receive prior approval from the Administrative Director.</p> <p>The Administrative Director shall apprise the Joint Operating Committee of any available funds from state and federal sources which could be used to improve the instructional program. Programs which are expected to continue indefinitely, but with only limited funding, shall be brought to the attention of the Joint Operating Committee.</p>
<p>5. Delegation of Responsibility Title 22 Sec. 4.4, 4.13, 4.31 Pol. 100</p>	<p>As the educational leader of the center, the Administrative Director shall be responsible to the Joint Operating Committee for the development of curriculum. S/He shall establish procedures for curriculum development which ensure the utilization of available resources and effective participation of administrators, teaching staff members and appropriate advisory committees.</p> <p>The Administrative Director shall also consult with curriculum specialists for guidance and assistance in developing a curriculum that has substance and merit.</p>
<p>Title 22 Sec. 4.4</p>	<p>A listing of all curriculum materials shall be made available for the information of parents/guardians, students, staff and Joint Operating Committee members.</p> <p>The Administrative Director shall periodically review and evaluate curriculum with staff members to determine the need for revision and improvement. S/He shall recommend to the appropriate committee or Joint Operating Committee those changes which will improve the educational offerings in the center.</p>

<p>Title 22 Sec. 4.4, 4.82</p>	<p>With prior approval by the Joint Operating Committee, the Administrative Director may conduct pilot programs deemed necessary to the continuing improvement of the instructional program.</p> <p>The Administrative Director shall ensure provision of space, equipment and supplies as a resource and planning center to develop and produce curriculum and course materials; and a means by which research materials and current articles in support of the educational program are made readily available to staff.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1805, 1841</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.3, 4.4, 4.12, 4.13, 4.23, 4.26, 4.28, 4.31, 4.82, 11.28, 339.22</p> <p>Joint Operating Committee Policy – 100, 102, 106, 107, 109, 115, 122</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: CURRICULUM REVIEW BY
PARENTS/GUARDIANS AND
STUDENTS

ADOPTED: November 19, 2008

REVISED:

	<p style="text-align: center;">105.1. CURRICULUM REVIEW BY PARENTS/GUARDIANS AND STUDENTS</p>
<p>1. Authority Title 22 Sec. 4.4 20 U.S.C. Sec. 1232h</p>	<p>The Joint Operating Committee adopts this policy to ensure that parents/guardians 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.</p>
<p>2. Guidelines 20 U.S.C. Sec. 1232h</p> <p>Pol. 102, 127</p>	<p>The rights granted by this policy are granted to parents/guardians of students enrolled in the center when the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over.</p> <p>Upon request by a parent/guardian or student, the center will make available existing information about the curriculum, including academic standards and competencies to be achieved, instructional materials, and assessment techniques.</p> <p>The following conditions shall apply to any request:</p> <ol style="list-style-type: none"> 1. No more than one (1) request per semester may be made by any parent/guardian or student for each enrolled child. 2. To assist the center 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 shall be sent to the Administrative Director. 4. The center will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review. 5. The center 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 a designated employee to monitor the review of the materials.

<p>3. Delegation of Responsibility</p>	<p>6. No parent/guardian or student shall be permitted to remove the material provided for review or to photocopy the contents of such file. The taking of notes by parents/guardians and students is permitted.</p> <p>The Administrative Director or designee shall annually notify parents/guardians and students regarding the contents of this policy and their rights.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 403.1</p> <p>Protection of Pupil Rights – 20 U.S.C. Sec. 1232h</p> <p>Joint Operating Committee Policy – 102, 127</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: EXEMPTION FROM
INSTRUCTION

ADOPTED: November 19, 2008

REVISED:

	<p style="text-align: center;">105.2. EXEMPTION FROM INSTRUCTION</p>
1. Authority Title 22 Sec. 4.4, 11.7	<p>The Joint Operating Committee adopts this policy to ensure that parents/guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs.</p>
2. Definition	<p>As used in this policy, specific instruction shall mean identifiable elements of instruction by the teacher.</p>
3. Guidelines	<p>The rights granted by this policy are granted to parents/guardians of students enrolled in the center when the students are under the age of eighteen (18) and to the students themselves when the student is eighteen (18) or over.</p> <p>The center shall excuse any student from specific instruction, subject to the following conditions:</p> <ol style="list-style-type: none"> 1. To assist the center in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused. If the request does not adequately describe the specific instruction, the parent/guardian or student shall be asked to resubmit the request with the necessary specificity. 2. The written request to be excused shall be sent by the parent/guardian or student to the Administrative Director. <p>One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the Administrative Director or designee, and one (1) copy submitted to the teacher from whose instruction the student is to be excused. An administrator shall confirm that the teacher has received a copy of the written request.</p>

<p>Pol. 102, 217</p>	<p>3. It shall not be the responsibility of the center or any of its employees to ensure that the student exercises his/her right to be excused in accordance with a parental request. It shall be the responsibility of the student to request permission to leave class when the specific instruction objected to is presented.</p> <p>When the student seeks to be excused, the teacher shall excuse the student if the teacher or administrator has a copy of the written request and the written request adequately describes the specific instruction.</p> <p>4. The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.</p> <p>5. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the goals set for the course and that does not require the provision of any extra resources by the center.</p> <p>6. The Administrative Director or designee shall determine where the student shall report during the time the student is excused.</p> <p>7. All students excused from specific instruction shall be required to achieve the academic standards and competencies established by the center as necessary for graduation or completion of the course work.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.7</p> <p>Joint Operating Committee Policy – 102, 217</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: GUIDES FOR PLANNED
INSTRUCTION

ADOPTED: November 19, 2008

REVISED:

	106. GUIDES FOR PLANNED INSTRUCTION
1. Authority Title 22 Sec. 4.4 Pol. 107	Guides shall be prepared for all planned instruction adopted by the Joint Operating Committee in order to direct and assist the professional staff toward the attainment of academic standards and established competencies for the course of study.
2. Guidelines	<p>Each guide may contain, as appropriate to that planned instruction:</p> <ol style="list-style-type: none"> 1. Objectives of the instruction. 2. Concepts and skills to be taught. 3. Suggested activities designed to achieve the objectives. 4. Suggested methods of instruction. 5. Assessment criteria and methods intended to evaluate the extent to which learning objectives and competencies have been achieved. 6. Reading list of supplemental titles for the guidance of teachers. <p>Each teacher shall use the planned instruction guide as the core of the course s/he has been assigned to teach.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall be responsible for development of administrative regulations for preparation of such guides which includes:</p> <ol style="list-style-type: none"> 1. Participation by appropriate staff members and resource personnel. 2. Continuing research in instructional methods, materials, activities and assessment strategies. 3. Systematic review of all guides to ensure their continuing effectiveness in achieving established academic standards and competencies.

A system of administrative review shall be implemented to ensure that guides are being followed by teaching staff members to the degree of conformity required.

Copies of all current guides for planned instruction shall be kept on file in the office of the Administrative Director.

References:

School Code – 24 P.S. Sec. 1511, 1512, 1841

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.11

Joint Operating Committee Policy – 000, 100, 107

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: ADOPTION OF PLANNED
INSTRUCTION

ADOPTED: November 19, 2008

REVISED:

	107. ADOPTION OF PLANNED INSTRUCTION
1. Purpose Title 22 Sec. 4.11, 4.12, 4.13 Pol. 100, 105	<p>The Joint Operating Committee shall provide a comprehensive program of planned instruction to enable students to strive for educational goals and attain academic standards and established competencies. Planned instruction shall consist of at least the following:</p> <ol style="list-style-type: none"> 1. Objectives to be achieved by all students. 2. Content, including materials, activities and instructional time. 3. Relationship between objectives of a planned course and the established academic standards and competencies. 4. Procedure for measurement of the objectives.
2. Authority Title 22 Sec. 4.31 SC 508, 1511, 1512 Pol. 006	<p>Vocational technical education courses shall be developed in the planned instruction format and shall be accessible to all high school students attending participating districts in the grades in which the courses are offered.</p> <p>No planned instruction shall be taught in the vocational technical school unless it has been adopted by a majority vote of the full Joint Operating Committee. The Joint Operating Committee reserves the right to determine which units of the instructional program constitute planned instruction and are subject to adoption by the Joint Operating Committee.</p>
3. Delegation of Responsibility	<p>The Administrative Director is responsible for the continuous evaluation of the effectiveness of the planned instruction and shall recommend to the Joint Operating Committee new programs deemed to be in the best interests of students and employers.</p> <p>The Administrative Director shall invite the participation of administrative and professional staff members and appropriate advisory committees in the formulation of recommendations.</p>

4. Guidelines	<p>The Administrative Director shall maintain a current list of all planned instruction offered by the center and shall furnish each member of the Joint Operating Committee with a copy. The approved program of planned instruction shall also be available to interested persons throughout the attendance area.</p> <p>The Administrative Director's recommendation may include the following information about the proposed planned instruction/program:</p> <ol style="list-style-type: none">1. Applicability to students and an enumeration of the group of students affected.2. Description and content, including the instructional method where such method departs significantly from the traditional and is an integral part of the instruction.3. Rationale in terms of the center's goals and academic standards and justification when it is proposed to take the place of an existing program.4. Resources that its implementation will require, such as textbooks, materials, equipment, and personnel.5. Assessment methods and criteria by which its effectiveness will be monitored and measured.6. Developmental history with data on its use elsewhere, if available. <p>The Administrative Director shall apprise the Joint Operating Committee periodically concerning the enrollment of students in specific programs. When enrollments in approved programs become too low to be economically feasible to continue a specific course, the course may be discontinued at the discretion of the Joint Operating Committee.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 508, 1511, 1512, 1512.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.11, 4.12, 4.13, 4.31</p> <p>Joint Operating Committee Policy – 006, 100, 105</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: ADOPTION OF TEXTBOOKS

ADOPTED: November 19, 2008

REVISED:

	108. ADOPTION OF TEXTBOOKS
1. Authority SC 508, 801, 803, 1850.1	It is the responsibility of the Joint Operating Committee to adopt all textbooks used for instruction in the educational program of the vocational technical school.
2. Definition	For purposes of this policy, textbooks shall be defined as those books which are to be used as the basic source of any information in any class.
3. Delegation of Responsibility SC 508, 803	<p>The Administrative Director shall be responsible for the selection and recommendation of textbooks for Joint Operating Committee consideration. No adoption or change of textbooks shall be made without the Administrative Director's recommendation, except by a two-thirds vote of the Joint Operating Committee.</p> <p>The Administrative Director or designee shall develop administrative regulations for the selection of textbooks.</p>
4. Guidelines	<p>Guidelines for selecting textbooks may include the following:</p> <ol style="list-style-type: none"> 1. Professional staff members selected by the Administrative Director or designee shall participate in the selection process. 2. The staff shall continually research new sources of textbooks. 3. Textbooks currently in use shall be evaluated periodically for their continuing usefulness and relevance. <p>In considering the approval of any proposed textbook, the Joint Operating Committee will evaluate its:</p> <ol style="list-style-type: none"> 1. Suitability for the maturity level and educational needs of the students who will be using the book. 2. Freedom from bias.

108. ADOPTION OF TEXTBOOKS - Pg. 2

<p>Pol. 105.1</p>	<p>3. Relationship to the curriculum.</p> <p>4. Cost.</p> <p>5. Appearance and durability.</p> <p>A list of all approved textbooks shall be prepared and maintained. It shall be reviewed periodically by the Administrative Director or designee and made available for the information of the professional staff, Joint Operating Committee members, students and parents/guardians.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 508, 801, 803, 1850.1</p> <p>Joint Operating Committee Policy – 000, 105.1</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: RESOURCE MATERIALS

ADOPTED: November 19, 2008

REVISED:

	109. RESOURCE MATERIALS
1. Purpose SC 801, 803, 1850.1 Title 22 Sec. 4.13 Pol. 100	The Joint Operating Committee shall provide instructional and evaluative materials to implement and support the center's educational goals, academic standards and established competencies.
2. Definition	Resource materials shall include reference books, supplementary titles, multimedia materials, maps, library books, software and instructional material.
3. Delegation of Responsibility SC 803	<p>The Administrative Director, after consultation with the administrative and teaching staff, shall be responsible for the selection, recommendation, and maintenance of all resource materials. No adoption or change of materials shall be made without the Administrative Director's recommendation, except by a two-thirds vote of the Joint Operating Committee.</p> <p>The Administrative Director or designee shall develop administrative regulations governing resource materials.</p>
4. Guidelines	<p>Selection procedures for resource materials shall be developed which:</p> <ol style="list-style-type: none"> 1. Appoint appropriate administrative and instructional staff to select resource materials, subject to the approval of the Administrative Director. 2. Ensure that the Joint Operating Committee's budgetary allotment for resource materials is spent efficiently and distributed equitably throughout the programs. 3. Ensure an inventory of resource materials that is well-balanced and well-rounded in coverage of subject, types of materials, and variety of content. 4. Evaluate the effectiveness of resource materials presently in use. 5. Direct staff to consult a variety of media sources before selections are made.

<p>Pol. 107</p> <p>Pol. 105.1</p>	<p>Resource materials shall be selected in accordance with the following guidelines:</p> <ol style="list-style-type: none"> 1. Materials shall be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served. 2. Wherever possible, materials shall be selected to provide opposing views on controversial issues so that students may develop critical reading and thinking skills. 3. Wherever possible, materials shall represent varied religious, ethnic, gender and cultural groups and their contribution to American heritage. 4. Materials shall be factually accurate and of genuine literary, academic or artistic value. 5. Materials shall be of a quality and durability appropriate to their intended use and longevity. 6. Materials shall relate to, support, and enrich the courses of planned instruction adopted by the Joint Operating Committee. <p>A listing of all resource materials shall be made available for the information of the professional staff, Joint Operating Committee members, students and parents/guardians.</p> <p>The center is authorized to participate in Regional Instructional Materials Center programs and the Instructional Materials Center at Westmoreland Intermediate Unit No. 7.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 801, 803, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13</p> <p>Joint Operating Committee Policy – 000, 100, 105.1, 107</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: INSTRUCTIONAL MATERIALS

ADOPTED: November 19, 2008

REVISED:

	110. INSTRUCTIONAL MATERIALS
1. Authority SC 1850.1 Pol. 224	<p>It shall be the policy of the Joint Operating Committee to supply each staff member and student with the supplies, materials and equipment that are deemed necessary for implementation of the approved instructional program. Instructional materials shall be considered loaned materials and must be treated with care and not abused or lost, or charges may be assessed for improper use or loss.</p> <p>The Joint Operating Committee may require that students provide certain supplies for participation in extracurricular activities.</p>
2. Guidelines Title 22 Sec. 12.11	<p>If for the purposes of improved instruction or for reasons of safety or health, it is appropriate to have students purchase items such as nonreusable clothing or equipment for their personal use in shops, laboratories, or classrooms, the procedures or requirements for such purchases shall meet standards set by the center and be approved by the Administrative Director or designee. Such standards shall be those reasonably related to considerations of safety, health and protection of property.</p> <p>Students who enroll in courses shall be informed of any necessity on their part to provide materials or equipment prior to their enrollment in a course.</p> <p>When students prepare useful items they are permitted to keep, they shall pay the cost of the materials used.</p> <p>When policy guidelines impose a financial hardship on a student, the center will assume the cost. The Administrative Director or designee shall implement procedures to assure that no student is denied participation in a center program for financial reasons and to guard the privacy of each student.</p>
3. Delegation of Responsibility	<p>Instructional materials shall be distributed according to a plan devised by the Administrative Director.</p>

	<p>Instructors shall be responsible for the proper care and conservation of all books and room equipment and shall report on their condition periodically to the Administrative Director. Any abuse on the part of students shall be determined and properly handled by the instructors and staff. It shall also be the responsibility of the instructors to report needed repairs.</p>
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References:

School Code – 24 P.S. Sec. 801, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 12.11

Joint Operating Committee – 224

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: November 19, 2008

REVISED:

	111. LESSON PLANS
1. Authority SC 1850.1	To ensure continuity of instruction, the Joint Operating Committee requires professional staff members to develop and maintain daily lesson plans.
2. Delegation of Responsibility	<p>To facilitate more effective instruction, lesson plans must be prepared and submitted to the Administrative Director on a weekly basis. Plan books will be inspected and must conform to the guidelines established by the Administrative Director.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation.</p> <p>Teachers are to provide adequate directions for substitutes, the purpose of which shall be to continue the instructional program or provide a meaningful educational alternative that relates to the program.</p> <p>Plan books must remain in the teacher's desk overnight to be available to substitute teachers at all times.</p>
3. Guidelines	<p>Guidelines for implementation of this policy shall include:</p> <ol style="list-style-type: none"> 1. While teachers are required to be thoroughly prepared for each daily lesson, plans may be prepared for each lesson or on a long-term basis, i.e. unit of work, whichever is most appropriate. 2. Material to be used in a lesson(s), such as duplicated material, cassette tapes, films, filmstrips, videos, transparencies, and equipment may serve as an integral part of the plan. 3. Lesson plans for individualized programs should reflect a general overview and purpose of the instructional program; individual student records may serve as an integral part of the lesson plan.

References:

School Code – 24 P.S. Sec. 1850.1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: GUIDANCE COUNSELING

ADOPTED: November 19, 2008

REVISED:

	112. GUIDANCE COUNSELING
<p>1. Purpose</p> <p>Title 22 Sec. 4.34</p>	<p>A guidance counseling program is an integral part of the instructional program of the center. Such a program can:</p> <ol style="list-style-type: none"> 1. Assist students in achieving their optimum potential. 2. Enable students to significantly benefit from the offerings of the vocational program. 3. Identify intellectual, emotional, social and physical needs. 4. Aid students in recognizing options and making choices in vocational and academic educational planning. 5. Assist students in identifying career options consistent with their abilities and goals.
<p>2. Authority</p> <p>Title 22 Sec. 4.34, 12.41, 339.31, 339.32</p>	<p>The Joint Operating Committee directs that a program of guidance and counseling shall be offered to students that involves the coordinated efforts of school staff members and personnel from participating school districts, under the professional leadership of certificated guidance and counseling personnel.</p>
<p>3. Delegation of Responsibility</p> <p>Title 22 Sec. 339.32 Pol. 103</p>	<p>The Administrative Director or designee is directed to implement a guidance program that serves the needs of and is available equally to all students.</p>
<p>4. Guidelines</p>	<p><u>Guidance Services</u></p> <p>The guidance counselor shall be primarily responsible for:</p> <ol style="list-style-type: none"> 1. Group guidance.

112. GUIDANCE COUNSELING - Pg. 2

	<ol style="list-style-type: none">2. Personal counseling.3. Testing.4. CTE counseling.5. Case studies.6. Educational counseling. <p>The guidance counselor shall help and cooperate with the administration and teachers in:</p> <ol style="list-style-type: none">1. Drop-out contact and counseling.2. Selection of students.3. Admission of students.4. Placement of graduates.5. Provision for information about career and technology programs to area schools.6. Study of employment opportunities, trends and training demands. <p>Each teacher holds a strategic position in the implementation of the total program, the success of which depends on each teacher's activity and influence as well as that of the guidance counselor.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.34, 12.16, 12.41, 339.31, 339.32</p> <p>Joint Operating Committee Policy – 103</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: COOPERATIVE EDUCATION

ADOPTED: November 19, 2008

REVISED:

	115. COOPERATIVE EDUCATION
1. Purpose	<p>The Joint Operating Committee endorses a cooperative relationship between the center and business and industry. The purpose of a cooperative education program shall be to:</p>
	<ol style="list-style-type: none"> 1. Provide students an opportunity for educational experiences beyond those available at the center. 2. Provide students with on-the-job training through which they can receive first-hand knowledge of the demands of a job in business and industry. 3. Give students an opportunity to evaluate a specific industry, its working conditions, employer, and whether a permanent job there would be desirable. 4. Provide the employer with a chance to observe a student to determine his/her capabilities and probability of success.
2. Authority Title 22 Sec. 4.31, 11.8, 11.28	<p>The Joint Operating Committee shall approve and support cooperative vocational education and work-study programs and shall supervise the nature and conduct of student employment.</p>
3. Definition SC 1801, 1850.1 Title 22 Sec. 4.3	<p>Cooperative vocational technical education is a method of instruction developed through a signed agreement and is planned, coordinated and supervised by the center, where students alternate in-school academic and vocational technical instruction in employment in an occupational field compatible with the student's chosen course of study.</p>
4. Delegation of Responsibility	<p>The Cooperative Education Coordinator shall coordinate all aspects of the cooperative education program according to established administrative regulations.</p>

<p>5. Guidelines</p>	<p>The Administrative Director or designee shall be responsible for developing procedures which ensure that students participating in cooperative education and work-study programs are not exploited, illegally employed, or employed under conditions that fail to safeguard their health and safety.</p> <p><u>Work Permits</u></p> <p>The center will assist in processing and formulating recommendations to the home school for those students who participate in cooperative education programs which require work permits.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1801, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.3, 4.31, 11.8, 11.28</p> <p>Joint Operating Committee Policy – 000</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: November 19, 2008

REVISED:

	121. FIELD TRIPS
1. Purpose	<p>The Joint Operating Committee recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the center. Properly planned and executed field trips can:</p> <ol style="list-style-type: none"> 1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the center. 2. Help students relate learning experiences to the workplace. 3. Introduce students to community resources, such as cultural, industrial, commercial, governmental, and educational. 4. Afford students the opportunity to study real things and real processes in their actual environment.
2. Definition	<p>For purposes of this policy, a field trip shall be defined as any trip by students away from center property that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or employee of the center.</p>
3. Authority	<p>The Joint Operating Committee shall be informed of all field trips approved by the Administrative Director.</p> <p>Students on field trips remain under the supervision and responsibility of the Joint Operating Committee and are subject to its rules and regulations.</p> <p>The Joint Operating Committee does not endorse, support nor assume responsibility in any way for any staff member who takes students on trips not approved by the Joint Operating Committee or Administrative Director. No staff member may solicit students for such trips within center facilities or on center grounds without permission of the Joint Operating Committee.</p>

[illegible]

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: EXTRACURRICULAR
ACTIVITIES

ADOPTED: November 19, 2008

REVISED:

	122. EXTRACURRICULAR ACTIVITIES
1. Purpose	The Joint Operating Committee believes that the center's goals and objectives are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular curricular program of the center. The Joint Operating Committee strongly supports vocational student organizations.
2. Definition Title 22 Sec. 12.1	For purposes of this policy, extracurricular activities shall be those programs that are sponsored or approved by the Joint Operating Committee; are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.
3. Authority SC 511, 1850.1 20 U.S.C. Sec. 4071 et seq Pol. 103	<p>The Joint Operating Committee shall make the facilities, supplies and equipment of the center available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.</p> <p>The Joint Operating Committee shall sponsor approved student organizations, including Skills USA, NTHS (National Technical Honor Society), NAHB (National Association of Home Builders) Student Chapter, Interact, and FFA (Future Farmers of America). Other student organizations may be approved by the Joint Operating Committee, upon recommendation by the Administrative Director.</p> <p>The Joint Operating Committee shall maintain the program of extracurricular activities at no cost to participating students, except that:</p>
Pol. 110	<ol style="list-style-type: none"> 1. The Joint Operating Committee's responsibility for provision of supplies shall carry the same exemptions as stated in the policy on regular center supplies. 2. Where eligibility requirements are necessary or desirable, the Joint Operating Committee shall be informed and must approve the establishment of eligibility standards before they are operable.

	<p>Students participating in extracurricular activities remain under the responsibility of the Joint Operating Committee and are subject to its rules and regulations.</p> <p><u>Off-Campus Activities</u></p>
Pol. 218	<p>This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:</p> <ol style="list-style-type: none"> 1. 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. 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 center, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the center. 4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct. 5. The conduct involves the theft or vandalism of school property.
4. Delegation of Responsibility	<p>The Administrative Director or designee shall develop administrative regulations to implement the extracurricular activities program.</p>
5. Guidelines	<p>Guidelines shall ensure that the program of extracurricular activities:</p> <ol style="list-style-type: none"> 1. Assesses the needs and interests of and is responsive to students. 2. Ensures provision of competent guidance and supervision by staff. 3. Guards against exploitation of students. 4. Provides a variety of experiences and diversity of organizational models. 5. Provides for continuing evaluation of the program and its components.
Title 22 Sec. 12.1, 12.4	<ol style="list-style-type: none"> 6. Ensures that all extracurricular activities are open to all students and that all students are fully informed of the opportunities open to them.

122. EXTRACURRICULAR ACTIVITIES - Pg. 3

<p>Pol. 618</p> <p>20 U.S.C. Sec. 4071 et seq</p>	<p><u>Club Activity Guidelines</u></p> <p>All clubs will utilize state bylaws as a basis for local club activity.</p> <p>Local clubs may, with the approval of the student participants, advisor and administration, develop local plans for the school year.</p> <p>Each school-wide club or individual class club shall have student officers.</p> <p>All special field trips to competitions and activities shall require approval by the administration, written letter of consent by parents/guardians, and shall be submitted in enough time to secure release of students from home school activities, if needed.</p> <p>Representatives from each club may be required to meet with school-wide club officers and advisors to discuss yearly plans, develop program activities, and provide encouragement and involvement by each class.</p> <p>Student organization funds shall be controlled by Joint Operating Committee policy.</p> <p><u>Equal Access Act</u></p> <p>The center shall provide secondary students the opportunity for noncurriculum related student groups to meet on the center premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the center, its agents or employees.</p> <p>Noninstructional time is the time set aside by the center before actual classroom instruction begins or after actual classroom instruction ends.</p> <p>The meetings cannot materially and substantially interfere with the orderly conduct of the educational activities in the center.</p> <p>The Administrative Director or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.</p> <p>The center retains the authority to maintain order and discipline on center premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.</p>
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Interscholastic Athletics And Participation In Home School Activities

The center shall not participate in interscholastic athletics.

Students who enroll in the center may participate in interscholastic or intramural athletics or other extracurricular activities in their home schools at the discretion of the participating school districts.

Students enrolled in the center may be dismissed from classes to attend extracurricular activities or interscholastic athletics only with the approval of the Administrative Director.

References:

School Code – 24 P.S. Sec. 511, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 12.1, 12.4

Equal Access Act – 20 U.S.C. Sec. 4071 et seq.

Joint Operating Committee Policy – 000, 103, 110, 218, 618

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: SUMMER SCHOOL

ADOPTED: November 19, 2008

REVISED:

<p>1. Authority SC 502, 1901, 1903, 1906</p> <p>Title 22 Sec. 4.41</p>	<p style="text-align: center;">124. SUMMER SCHOOL</p> <p>It is the policy of the Joint Operating Committee that the center may conduct a summer program of remedial instruction.</p> <p>In order to support a program of summer instruction, the Joint Operating Committee shall employ teaching and administrative staff; provide necessary books, materials, supplies, and equipment; and utilize the center or other facilities as required.</p> <p>Planned instruction offered in summer school may be designed as credit or noncredit offerings.</p> <p>Tuition fees established by the Joint Operating Committee shall be charged to all participants.</p> <p>Guidelines for the operation of summer school shall be consistent with Joint Operating Committee policies, and the operation of summer school shall not conflict in any way with the administration of the regular school sessions.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 502, 1901, 1903, 1906</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.41</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: ADULT EDUCATION/EVENING
SCHOOL PROGRAMS

ADOPTED: November 19, 2008

REVISED:

	125. ADULT EDUCATION/EVENING SCHOOL PROGRAMS
1. Purpose	In keeping with the mission, vision and shared values of the center, adult education and evening school programs shall be established in order to meet the demands of business and industry in the attendance area and to meet the requests and requirements of both adults and minors for education programs.
2. Authority SC 502, 1801, 1805, 1841 Title 22 Sec. 4.3 SC 1850.1	<p>The Joint Operating Committee may establish and maintain a program of adult education based upon the needs and interests of the residents, consistent with the educational goals and policies of the center.</p> <p>The Joint Operating Committee may employ staff, utilize available facilities, supply instructional and supplementary materials, and provide administrative leadership required to maintain adult education/evening school programs. The Joint Operating Committee shall establish the tuition rate for each course offered in the adult education program.</p>
3. Delegation of Responsibility	<p>The Adult Education and Business/Industry/School Coordinator or designee shall:</p> <ol style="list-style-type: none"> 1. Plan, implement and coordinate all evening school programs for adults and secondary school students and special programs. 2. Utilize appropriate staff members. 3. Assess the needs and resources of the community. 4. Be responsible for the development of all adult/evening school programs for adult and secondary school students. 5. Develop adult education/evening school programs and present those programs to the Joint Operating Committee for approval.

<p>4. Guidelines</p>	<ol style="list-style-type: none"> 6. Be responsible for the preparation of all adult/evening school and special programs budgets. 7. Develop and implement means to inform the public of adult education/evening school program offerings. <p>A variety of occupational programs shall be offered by the center at the site of the center, provided the participating school districts agree to such programs and sufficient funds and personnel are available to support the programs.</p> <p>Special courses may be offered for adults as the need arises, provided a minimal enrollment to meet cost is maintained and the courses are approved by the Joint Operating Committee.</p> <p>All adult education courses/evening school programs to be offered shall be listed in a pamphlet or brochure published yearly and circulated to each of the participating school districts and the general public. Each course or program name, description, cost and schedule shall be listed.</p> <p><u>Registration And Other Costs For Programs</u></p> <p>A registration form must be submitted by each adult for enrollment in an adult education course at the center. The registration form must be accompanied by proper payment.</p> <p>In some cases, a materials fee may be assessed each student by the center. The amount of the fee must be announced at the outset of a course. Generally, the cost of materials and supplies are included in the cost of the course.</p> <p>Book fees, when applicable, will be based on cost plus shipping and handling fees. The book fees must be paid when books are issued.</p> <p><u>Certificates For Programs</u></p> <p>Students who successfully complete an adult education course and attend at least seventy-five percent (75%) of the class sessions will be awarded a certificate of completion. The attendance factor may be waived provided a student completes necessary assignments and his/her employment schedule interferes with attendance.</p>
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	<p>References:</p> <p>School Code – 24 P.S. Sec. 502, 1801, 1805, 1841, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.3</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: CLASS SIZE/QUOTAS

ADOPTED: November 19, 2008

REVISED:

<p>1. Authority Title 22 Sec. 339.23</p> <p>Articles of Agreement</p>	<p>126. CLASS SIZE/QUOTAS</p> <p>Class size shall be determined by the Joint Operating Committee after consultation with the Administrative Director and designated administrators.</p> <p>Quotas for students from each participating district for enrollment in programs shall be determined by the Articles of Agreement.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 339.23</p> <p>Articles of Agreement</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: ASSESSMENTS

ADOPTED: November 19, 2008

REVISED:

127. ASSESSMENTS	
1. Purpose Title 22 Sec. 4.52	The Joint Operating Committee recognizes its responsibility to develop and implement an assessment plan that will determine the degree to which students are achieving academic standards and provide information for improving the educational program.
2. Authority Title 22 Sec. 4.13, 4.51, 4.52 Pol. 100	The Joint Operating Committee shall approve an assessment plan for use in the center that is aligned with the adopted academic standards, established competencies and state assessments. The assessment plan shall be described in the center's Strategic Plan.
Title 22 Sec. 4.52, 12.41	The Joint Operating Committee reserves the right to review the center's assessment measures and to approve those that serve a legitimate purpose without infringing upon the personal rights of the students or parents/guardians.
Title 22 Sec. 4.4	The Joint Operating Committee shall grant requests by parents/guardians to review the state assessments two (2) weeks prior to their administration, during regular center office hours. The center shall ensure the security of the assessment documents.
Title 22 Sec. 4.4	The Joint Operating Committee shall grant parents/guardians the right to have their child excused from state assessments that conflict with their religious beliefs, upon receipt of a written request to the Administrative Director.
3. Delegation of Responsibility	The Administrative Director or designee shall recommend methods of assessment and evaluation based on his/her professional judgment, generally accepted professional practice, and staff input.
Pol. 919	The Administrative Director or designee shall annually disseminate to parents/guardians and the public information regarding student assessment results, as required by law and regulations.

<p>4. Guidelines</p> <p>Title 22 Sec. 4.52, 12.41</p>	<p>The Administrative Director shall recommend improvements in the curriculum and instructional practices based upon student assessment results.</p> <p>Parents/Guardians shall receive information regarding their child's state assessment scores and may obtain an explanation of assessment results from qualified school personnel.</p> <p>The center shall provide assistance to students not attaining academic standards at the proficient level. The center shall inform students and parents/guardians about how to access such assistance.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.13, 4.51, 4.52, 12.41</p> <p>Joint Operating Committee Policy – 100, 919</p>
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REVISÉD:

Page 1 of 1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: OUTSIDE PROJECTS

ADOPTED: February 17, 2010

REVISED:

1. Guidelines	<h2>135. OUTSIDE PROJECTS</h2> <p>No work outside the prescribed educational activity shall be done in any classroom, shop or laboratory without the written approval of the Administrative Director or designee. The educational purpose of the school must always pre-empt all other activity.</p> <p>All approved projects will be described fully on signed project slips.</p> <p>All approved projects will be completed on actual instructional time, unless given approval by the Administrative Director.</p> <p>Requests from any participating school must come through the Chief School Administrator of that school or designee.</p> <p>All approved outside projects must take second place to the normal school operation.</p> <p>Approval must come exclusively from the Administrative Director.</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: EXTRACURRICULAR
PARTICIPATION BY HOME
EDUCATION STUDENTS

ADOPTED: November 19, 2008

REVISED:

<p>1. Authority SC 511, 1327.1 Pol. 122</p> <p>2. Guidelines</p>	<p style="text-align: center;">137.1. EXTRACURRICULAR PARTICIPATION BY HOME EDUCATION STUDENTS</p> <p>The Joint Operating Committee shall approve participation in the center's extracurricular activities by a student enrolled in a home education program if all of the following conditions are met:</p> <ol style="list-style-type: none"> 1. The student is a resident of a participating school district. 2. The student fulfills all eligibility criteria, or their equivalent, required for participation in an activity by center students, in accordance with Joint Operating Committee policy. <p>The Joint Operating Committee shall not provide individual transportation for students enrolled in home education programs who participate in the center's extracurricular activities. When the center provides transportation to and from an away competition, event or exhibition and requires center students to use provided transportation, home education students shall be required to use the transportation provided by the center.</p> <p>Students attending home education programs shall be given an equal opportunity to participate in the center's extracurricular activities.</p> <p>A home education student may participate only in extracurricular activities at the vocational school the student would be assigned to if s/he was enrolled in a participating school district.</p> <p>If a class for credit held during the school day by the center is required for participation in activities that take place outside of the class, home education students shall not be eligible to participate in such activities.</p> <p>Prior to joining an activity, a home education student shall submit required documents and written verification of eligibility to the building administrator or designee.</p>
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137.1. EXTRACURRICULAR PARTICIPATION BY HOME EDUCATION STUDENTS - Pg. 2

Pol. 204	<p>To be considered in attendance in accordance with Joint Operating Committee policy, the home education student must participate in a full, normally scheduled academic program, in accordance with the planned home education program.</p> <p>The following guidelines shall govern participation in the center's extracurricular activities by home education students, who shall:</p>
Pol. 122	<p>1. Meet the required eligibility criteria.</p> <p>2. Maintain appropriate insurance coverage, consistent with the coverage requirements for students enrolled in the center.</p>
Pol. 122, 218	<p>3. Comply with Joint Operating Committee policies and center rules and regulations regarding extracurricular activities and student discipline.</p>
SC 511, 1327.1	<p>4. Comply with policies, rules and regulations, or their equivalent, of the activity's governing organization.</p>
Pol. 204	<p>5. Meet attendance and reporting requirements established for all participants of the activity.</p>
SC 1327.1	<p>6. Meet the requirements for physical examinations and physical fitness and any height and/or weight restrictions.</p> <p>7. Comply with all requirements and directives of the staff and administrators involved with the extracurricular activity.</p>
3. Delegation of Responsibility	<p>The building administrator or designee shall receive and review verification from the parent/guardian that a student has met and continues to meet the established eligibility criteria for an extracurricular activity.</p> <p>The center shall distribute information regarding eligibility criteria and student participation in extracurricular activities to all affected by them.</p> <p>The center shall ensure that home education students have access to information regarding the center's extracurricular activities.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 1327.1</p> <p>Joint Operating Committee Policy – 122, 204, 218</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: LIMITED ENGLISH
PROFICIENCY PROGRAM

ADOPTED: November 19, 2008

REVISED:

	138. LIMITED ENGLISH PROFICIENCY PROGRAM
1. Purpose	In accordance with the Joint Operating Committee's philosophy to provide a quality educational program to all students, the center shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards and competencies adopted by the Joint Operating Committee, achieve academic success and attain skills. Students who have Limited English Proficiency (LEP) will be identified, assessed and provided appropriate services.
2. Authority Title 22 Sec. 4.26 Pol. 103 SC 1205.1, 1205.2 Title 22 Sec. 4.13 Pol. 100, 333	<p>The Joint Operating Committee shall adopt a program of educational services for each student whose dominant language is not English. The program shall include bilingual/bicultural or English as a Second Language instruction. The program shall be based on effective research-based theory, be implemented with sufficient resources and appropriately trained staff, and be evaluated periodically.</p> <p>The Joint Operating Committee shall include provisions for the LEP program in its Strategic Plan and appropriate training for professional staff in its Professional Education Plan.</p> <p>The Joint Operating Committee may contract with Westmoreland Intermediate Unit #7 for Limited English Proficiency services and programs.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall implement and supervise an LEP program that ensures appropriate LEP instruction and complies with federal and state laws and regulations.</p> <p>The Administrative Director or designee, in conjunction with appropriate stakeholders, shall develop administrative regulations regarding the LEP program.</p>
4. Guidelines	The center, in conjunction with the participating school districts, shall establish procedures for identifying students whose dominant language is not English.

<p>20 U.S.C. Sec. 1703 Pol. 122</p> <p>Pol. 102</p> <p>Pol. 304, 333</p>	<p>The center shall cooperate with the sending school district to provide an LEP program for an identified student.</p> <p>Students in the LEP program shall have access to and be encouraged to participate in all academic and extracurricular activities available in the center.</p> <p>Students participating in LEP programs shall be required, with accommodations, to meet established academic standards and competency requirements adopted by the Joint Operating Committee.</p> <p>The LEP program shall be designed to provide instruction that meets each student's individual needs, based on the assessment of English proficiency in listening, speaking, reading and writing. Adequate content area support shall be provided while the student is learning English, to assure achievement of academic standards.</p> <p>The LEP program shall be evaluated for effectiveness as required, based on the attainment of English proficiency, and shall be revised when necessary.</p> <p>Certified professional employees and appropriate support staff, when necessary, shall provide the LEP program.</p> <p>Parents/Guardians will be regularly apprised of their student's progress. Communications with parents/guardians shall be in the language understood by the parents/guardians, whenever possible.</p> <p>The center shall maintain an effective means of outreach to encourage parental involvement in the education of their children.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1205.1, 1205.2</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 4.26</p> <p>Equal Education Opportunity Act amending Educational Amendments of 1974 – 20 U.S.C. Sec. 1703</p> <p>Improving Academic Achievement, Title 34, Code of Federal Regulations – 34 CFR Part 200</p> <p>Joint Operating Committee Policy – 000, 100, 102, 103, 122, 304, 333</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: EXTRACURRICULAR
PARTICIPATION BY
CHARTER/CYBER CHARTER
STUDENTS

ADOPTED: November 19, 2008

REVISED:

<p>1. Authority SC 1719-A, 1749-A Pol. 122</p> <p>2. Guidelines</p>	<p style="text-align: center;">140.1. EXTRACURRICULAR PARTICIPATION BY CHARTER/CYBER CHARTER STUDENTS</p> <p>The Joint Operating Committee shall approve participation in the center's extracurricular activities by a student enrolled in a charter or cyber charter school if all of the following conditions are met:</p> <ol style="list-style-type: none"> 1. The student is a resident of a participating school district. 2. The charter or cyber charter school does not provide the same extracurricular activity. 3. The student fulfills all eligibility criteria required for participation in an activity by center students, in accordance with Joint Operating Committee policy. <p>The Joint Operating Committee shall not provide individual transportation for students enrolled in charter or cyber charter schools who participate in the center's extracurricular activities. When the center provides transportation to and from an away competition, event or exhibition and requires center students to use provided transportation, charter/cyber charter students shall be required to use the transportation provided by the center.</p> <p>The Joint Operating Committee may require the charter or cyber charter school to pay the cost of the expenses for its students' participation in the center's extracurricular activities.</p> <p>Charter and cyber charter school students shall be given an equal opportunity to participate in the center's extracurricular activities.</p> <p>A charter or cyber charter school student may only participate in extracurricular activities at the vocational school closest to the charter or cyber charter school or at the school the student would be assigned to if s/he was enrolled in a participating school district.</p>
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	<p>If a class for credit held during the school day by the center is required for participation in activities that take place outside of the class, charter/cyber charter students shall not be eligible to participate in such activities.</p> <p>The following guidelines shall govern participation in the center's extracurricular activities by eligible charter and cyber charter school students, who shall:</p>
Pol. 122	1. Meet the required eligibility criteria.
	2. Maintain appropriate insurance coverage, consistent with the coverage requirements for students enrolled in the center.
Pol. 122, 218	3. Comply with Joint Operating Committee policies and center rules and regulations regarding extracurricular activities and student discipline.
SC 511	4. Comply with policies, rules and regulations of the activity's governing organization.
Pol. 204	5. Meet attendance and reporting requirements established for all participants of the activity.
	6. Meet the requirements for physical examinations, physical fitness and any height and/or weight restrictions.
	7. Comply with all requirements and directives of the staff and administrators involved with the extracurricular activity.
3. Delegation of Responsibility	<p>The building administrator or designee shall receive and review written verification from the charter or cyber charter school that a student has met and continues to meet the established eligibility criteria for an extracurricular activity.</p> <p>The center shall distribute information regarding eligibility criteria and student participation in extracurricular activities to all affected by them.</p> <p>The center shall ensure that charter and cyber charter students have access to information regarding the center's extracurricular activities.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 1719-A, 1749-A</p> <p>Joint Operating Committee Policy – 122, 204, 218</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: STANDARDS FOR
PERSISTENTLY
DANGEROUS SCHOOLS

ADOPTED: November 19, 2008

REVISED:

<ol style="list-style-type: none"> 1. Purpose Title 22 Sec. 403.6 2. Definitions Title 22 Sec. 403.2 	<p style="text-align: center;">143. STANDARDS FOR PERSISTENTLY DANGEROUS SCHOOLS</p> <p>The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the No Child Left Behind Act of 2001 (Section 9532), hereby adopts the following standards for identifying persistently dangerous schools.</p> <p>As used in these standards, the following terms shall be defined as provided herein:</p> <p>Dangerous incidents - shall include both weapons possession incidents resulting in arrest (guns, knives or other weapons) and violent incidents resulting in arrest (homicide, kidnapping, robbery, sexual offenses and assaults) as reported on the Violence and Weapons Possession Report (PDE-360).</p> <p>Department - shall mean the Pennsylvania Department of Education.</p> <p>Local Educational Agency or LEA - shall include a school district, an area vocational-technical school, an intermediate unit or a charter school.</p> <p>Persistently dangerous school - shall mean any public elementary, secondary or charter school that meets any of the following criteria in the most recent school year and in one (1) additional year of the two (2) years prior to the most recent school year:</p> <ol style="list-style-type: none"> 1. For a school whose enrollment is 250 or less - at least five (5) dangerous incidents. 2. For a school whose enrollment is between 251 to 1,000 - a number of dangerous incidents that represents at least two percent (2%) of the school's enrollment. 3. For a school whose enrollment is over 1,000 - twenty (20) or more dangerous incidents.
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	<p>Safe public school - shall mean a public school that has not been designated as a persistently dangerous school under these standards or that has had such designation removed by the Department.</p>
3. Guidelines	<p><u>Student Opportunity To Transfer</u></p> <ol style="list-style-type: none"> 1. Except as provided below, a student who attends a persistently dangerous school must be offered the opportunity to transfer to a safe public school within the LEA, including a charter school. 2. A student who attends a persistently dangerous school may apply to transfer at any time while the school maintains that designation.
4. Delegation of Responsibility	<p><u>Department Of Education's Responsibilities</u></p> <ol style="list-style-type: none"> 1. The Department shall identify those schools that meet or exceed the criteria for a persistently dangerous school by analyzing the Annual Report on School Violence and Weapons Possession (PDE-360). In identifying persistently dangerous schools, the Department will use the most recent data available to it from the reporting LEA, and will take all reasonable steps to verify that the data is valid and reliable. 2. After review and verification of PDE-360 data, the Department shall promptly inform an LEA when any of its schools meets the definition of persistently dangerous school. 3. The Department shall provide technical assistance to the LEA in developing a corrective action plan. The Department shall review proposed corrective action plans submitted by LEAs and shall approve suitable corrective action plans. 4. After approval of the corrective action plan, the Department shall conduct a site visit to each persistently dangerous school to assess the school's progress in implementing the plan. If no significant improvement is observed, the Department may require the LEA to submit a revised corrective action plan for that school. 5. The Department shall reassess a school's designation as persistently dangerous at the end of the school year during which its corrective action plan is completed. 6. During the reassessment described above, the Department shall remove the designation if the school no longer meets the definition of persistently dangerous school.

<p>SC 1303-A</p>	<p><u>LEA's Responsibilities</u></p> <ol style="list-style-type: none"> 1. Pursuant to Pennsylvania's Safe Schools Act, all school entities as defined by the Act must report to the Department all incidents involving acts of violence; possession of a weapon; or the possession, use, or sale of a controlled substance, alcohol, or tobacco by any person on school property or at school-sponsored events or on school transportation to and from school or school-sponsored activities. 2. Within ten (10) school days of receiving notification by the Department, an LEA shall notify the parent or legal guardian of each student who attends the school that the Department has identified the school as persistently dangerous. 3. The LEA shall offer all students who attend the school the opportunity to transfer to a safe public school, including a charter school, within the LEA. 4. The notification and offer to transfer shall state that no student is required to transfer to another school. 5. Upon receipt of an application to transfer, the LEA shall transfer the student within thirty (30) calendar days. 6. When considering a student's request to transfer to another school, the LEA should take into account the particular needs of the student and the parent/guardian. 7. To the extent possible, the LEA should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring. 8. A charter school only has to accept a student who meets its admission criteria if space is available. 9. If there is not another safe school within the LEA to which students may transfer, the LEA is encouraged, but not required, to establish an agreement with a neighboring LEA to accept the transfer of students. 10. The LEA must submit a corrective action plan to the Department within thirty (30) calendar days of receiving notification that a school has been identified as persistently dangerous.
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11. The LEA must receive approval from the Department for its corrective action plan and shall implement all steps contained in its corrective action plan within the time periods specified in that plan.
12. After the Department has notified an LEA that a school is no longer identified as a persistently dangerous school, the LEA is encouraged to permit students who transferred to complete their education at their new school. LEAs may not require students to return to their original school if the students are enrolled in a charter school.

References:

School Code – 24 P.S. Sec. 1303-A, 2603-B

State Board of Education Regulations – 22 PA Code Sec. 403.1, 403.2, 403.6

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: STANDARDS FOR VICTIMS
OF VIOLENT CRIMES

ADOPTED: November 19, 2008

REVISED:

<p>1. Purpose Title 22 Sec. 403.6</p> <p>2. Definitions Title 22 Sec. 403.2</p>	<p style="text-align: center;">144. STANDARDS FOR VICTIMS OF VIOLENT CRIMES</p> <p>The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the No Child Left Behind Act of 2001 (Section 9532), hereby adopts the following standards for a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that s/he attends.</p> <p>As used in these standards, the following terms shall be defined as provided herein:</p> <p>Local Educational Agency or LEA - shall include a school district, an area vocational-technical school, an intermediate unit or a charter school.</p> <p>Safe public school - shall mean a public school that has not been designated as a persistently dangerous school under the standards for identifying persistently dangerous schools or that has had such designation removed by the Department.</p> <p>Victim or student victim - shall mean the student against whom a violent criminal offense has been perpetrated while the student was in or on the grounds of the public elementary or secondary school that s/he attends.</p> <p>Violent criminal offense - is defined as any of the following offenses that are set forth in Title 18 of the Pennsylvania Consolidated Statutes:</p> <ol style="list-style-type: none"> 1. Kidnapping. 2. Robbery. 3. Aggravated assault (on the student). 4. Rape. 5. Involuntary deviate sexual intercourse. 6. Sexual assault.
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	<div data-bbox="456 287 1419 501"> <ol style="list-style-type: none"> 7. Aggravated indecent assault. 8. Indecent assault. 9. Attempt to commit any of the following: homicide, murder or voluntary manslaughter. </div> <div data-bbox="141 543 328 575"> <p>3. Guidelines</p> </div> <div data-bbox="456 543 876 575"> <p><u>Student Opportunity To Transfer</u></p> </div> <div data-bbox="456 617 1534 1087"> <ol style="list-style-type: none"> 1. Except as provided below, a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that s/he attends must be offered the opportunity to transfer to a safe public school within the LEA, including a charter school. 2. In order for a student victim to be entitled to transfer to another school under these standards, the violent criminal offense first must be reported to law enforcement authorities by the student, the student's parent/guardian, or school officials. 3. A student victim (or his/her parent/guardian) may apply to the LEA to transfer to another school within thirty (30) calendar days after the incident is reported to school authorities. </div> <div data-bbox="141 1129 370 1194"> <p>4. Delegation of Responsibility</p> </div> <div data-bbox="456 1129 748 1163"> <p><u>LEA's Responsibilities</u></p> </div> <div data-bbox="456 1203 1534 1749"> <ol style="list-style-type: none"> 1. Within ten (10) calendar days of receiving notice of the violent criminal offense, the LEA shall notify the student victim that s/he has the right to transfer to a safe public elementary or secondary school within the LEA, including a public charter school. 2. The notification and offer to transfer shall state that no student is required to transfer to another school. 3. Upon receipt of an application to transfer, the LEA should transfer the student as soon as possible, and shall transfer the student within ten (10) calendar days after receiving the application. 4. When considering a student's request to transfer to another school, the LEA should take into account the particular needs of the student and the parent/guardian. </div>
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5. To the extent possible, the LEA should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring.
6. A charter school only has to accept a student who meets its admission criteria if space is available.
7. If there is not another safe school within the LEA to which students may transfer, the LEA is encouraged, but not required, to establish an agreement with a neighboring LEA to accept the transfer of students.

References:

School Code – 24 P.S. Sec. 2603-B

State Board of Education Regulations – 22 PA Code Sec. 403.1, 403.2, 403.6

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROGRAMS

TITLE: STUDENT SERVICES

ADOPTED: November 19, 2008

REVISED:

146. STUDENT SERVICES	
1. Authority Title 22 Sec. 4.13, 12.41 Pol. 100	The Joint Operating Committee shall approve a written plan for implementing a comprehensive and integrated program of student services, based on the needs of students.
Title 22 Sec. 4.13, 12.41 Pol. 100	The Joint Operating Committee directs that the Student Services Plan be reviewed and revised during the third year of the six-year plan, and as necessary.
2. Guidelines Title 22 Sec. 12.41	Services offered by community agencies in the center shall be coordinated by and be under the general direction of the center.
Title 22 Sec. 12.41	The following categories of services shall be provided by the center and included in the Student Services Plan:
Pol. 112, 209, 210, 210.1	<ol style="list-style-type: none"> 1. Developmental services that address students' needs throughout their enrollment, which include: guidance counseling, psychological services, health services, home and school visitor services, and social work services that support students in addressing academic, behavioral, health, personal and social development issues. 2. Diagnostic, intervention and referral services for students experiencing problems attaining educational achievement appropriate to their learning potential. 3. Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.
Title 22 Sec. 12.41	<p>The center's student services shall:</p> <ol style="list-style-type: none"> 1. Be an integral part of the instructional program at all levels of the programs.

<p>Pol. 112, 115</p> <p>Pol. 209, 210, 210.1, 227</p> <p>3. Delegation of Responsibility</p>	<p>2. Provide information to students and parents/guardians about the educational opportunities of the center's instructional program and how to access those opportunities.</p> <p>3. Provide career information and assessments to inform students and parents/guardians about work and career options available to individual students.</p> <p>4. Provide basic health services required by law for students and provide information to parents/guardians about the health needs of their children.</p> <p>The Administrative Director or designee shall be responsible to develop, implement and monitor a Student Services Plan that complies with state regulations and is available to all students.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 12.41</p> <p>Joint Operating Committee Policy – 100, 112, 115, 209, 210, 210.1, 227</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: ADMISSION OF STUDENTS

ADOPTED: January 21, 2009

REVISED:

	201. ADMISSION OF STUDENTS
1. Purpose	The goal of the center is to enroll students in programs that meet their interests and abilities and prepare them for future education or employment opportunities.
2. Authority SC 1840.1, 1841, 1850.1 Title 22 Sec. 4.31, 4.35 Articles of Agreement	The Joint Operating Committee shall establish requirements for admission of students that are consistent with statutes, regulations and sound educational practice and ensure the equitable treatment of all eligible students. Such requirements shall be in accordance with the provisions of the Articles of Agreement.
3. Delegation of Responsibility Title 22 Sec. 4.31 SC 1850.1 Title 22 Sec. 4.31 Title 22 Sec. 4.31 Title 22 Sec. 4.4 Pol. 103	The Administrative Director or designee shall be responsible to develop administrative regulations to implement this policy, including the following: 1. All students and parents/guardians residing in participating school districts shall be informed of the students' right to participate in vocational technical programs and courses and that students with disabilities enrolled in the center's programs are entitled to special education services and programs. 2. Written criteria for evaluating the admission of eligible students shall be developed and distributed. 3. Course announcements, guidance materials, and other communications shall convey the philosophy of equal access to vocational technical programs and shall include admissions criteria and procedures. 4. The center shall not discriminate in any way on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, or age with regards to the admission of students.

<p>4. Guidelines</p> <p>Pol. 216.1</p> <p>Pol. 126</p>	<p><u>Enrollment Requirements</u></p> <p>Any student enrolling in a vocational technical program must have completed the requirements to be enrolled in the ninth grade at his/her sending school district. Students must have the approval of their sending school district before entering the center.</p> <p>Vocational technical students shall spend one-half ($\frac{1}{2}$) of each day in the center and the remainder of the day in regular academic classroom work at their home school.</p> <p>An application with a parent/guardian and student signature must be submitted to the center's guidance counselor for every student who applies.</p> <p>A Parent Registration Statement must be on file at the home school district prior to entrance into the center and its programs.</p> <p><u>Student Selection</u></p> <p>The sending school will disseminate material provided by the center to middle school and senior high school students through the guidance counselors.</p> <p>All students will be given an opportunity to visit the center prior to enrollment for the purpose of touring and observing the center in operation. Transportation will be furnished by the participating school districts.</p> <p>The center's guidance personnel will coordinate assemblies in the local schools concerning curriculum offerings, entrance requirements and enrollment procedures.</p> <p>Applications and detailed brochures will be made available by the sending school guidance counselors at the local schools and to those students who have an interest in the center's program. Some of the information contained in the application form will be major course selection and alternate course selection.</p> <p>Specific evenings will be scheduled at the center for parents/guardians of prospective students to become acquainted with the policies and procedures of the center.</p> <p>Local guidance counselors will review major course selections and profiles with the students in order to ascertain that the course selections are realistic and within the capabilities of the individual.</p> <p>All applications will be reviewed by the center's guidance personnel. Students will be selected on a first come, first served basis by district quota.</p>
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If, for any reason, a student is not able to enter the major field of his/her choice, an alternate course selection will be considered after consultation with the student, parents/guardians and local guidance counselor.

The final selection of all students within the secondary educational programs will be made by center staff.

References:

School Code – 24 P.S. Sec. 1840.1, 1841, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.31, 4.35

Joint Operating Committee Policy – 103, 126, 216.1

Articles of Agreement

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: ELIGIBILITY OF
NONRESIDENT STUDENTS

ADOPTED: January 21, 2009

REVISED:

202. ELIGIBILITY OF NONRESIDENT STUDENTS	
1. Purpose SC 1807, 1841	The Joint Operating Committee operates the Central Westmoreland Career And Technology Center for the benefit of students who are residents in one of the participating school districts.
2. Authority SC 1809, 1847, 1850.1	The Joint Operating Committee may admit nonresident students from outside the attendance areas of participating school districts if space warrants such admission and an appropriate program can be provided.
SC 1809, 1847, 1850.1	Nonresident students may be admitted upon payment of annually established tuition rates.
3. Delegation of Responsibility	The Administrative Director or designee shall develop administrative regulations for the enrollment of nonresident students.
4. Guidelines	Nonresident students shall be subject to the same selection and release procedures as resident students.
	References:
	School Code – 24 P.S. Sec. 1807, 1809, 1841, 1847, 1850.1
	Joint Operating Committee Policy – 103
	Articles of Agreement

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: COMMUNICABLE DISEASE

ADOPTED: January 21, 2009

REVISED:

	203. COMMUNICABLE DISEASE
1. Purpose	Whenever any condition exists with a student that is symptomatic of a communicable disease, the student shall be referred to the home school nurse, who shall have the authority to exclude the student from school.
2. Guidelines	<p>If the services of a school nurse are not available by the end of the session during which symptoms are noticed, the Administrative Director shall send the student home with an exclusion notice. A report of an attending physician regarding the student must be made to the home school within twenty-four (24) hours following the exclusion.</p> <p>The determination of readmission shall be made by the home school in accordance with Department of Health regulations and the home school district policy.</p> <p>References:</p> <p>State Department of Health Regulations – 28 PA Code Sec. 27.1, 27.2, 27.23, 27.71, 27.72</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: HIV INFECTION

ADOPTED: January 21, 2009

REVISED:

	203.1. HIV INFECTION
1. Purpose	<p>The Joint Operating Committee is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and staff while protecting the rights of the individual.</p> <p>This policy is based on current evidence that the HIV virus is not normally transmissible by infected individuals within the center, except as noted in this policy.</p>
2. Definitions	<p>AIDS - Acquired Immune Deficiency Syndrome.</p> <p>HIV infection - refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p>Infected students - refers to students diagnosed as having the HIV virus, including those who are asymptomatic.</p>
3. Authority SC 1850.1 35 P.S. Sec. 7601 et seq	<p>This policy shall apply to all students in all programs conducted by the center.</p> <p>The Joint Operating Committee directs that the established school rules relative to illnesses and other diseases among students shall also apply to infected students.</p> <p>The Joint Operating Committee shall not require routine screening tests for HIV infection in the center setting, nor will such tests be a condition for attendance.</p>
4. Delegation of Responsibility Pol. 248	<p>The Administrative Director or designee shall be responsible for handling and releasing all information concerning infected students.</p> <p>All employees shall strive to maintain a respectful school climate and to prohibit physical or verbal harassment of any individual or group, including infected students.</p>

<p>5. Guidelines</p> <p>SC 1327 Pol. 103</p> <p>35 P.S. Sec. 7607</p> <p>SC 1329 Title 22 Sec. 11.25</p> <p>SC 1329, 1330 Pol. 204</p>	<p>Building administrators shall notify students, parents/guardians and employees about current Joint Operating Committee policies concerning HIV infection and shall provide reasonable opportunities to discuss the policy and related concerns.</p> <p><u>Attendance</u></p> <p>Infected students have the same right to attend the center and receive services as other students and shall be subject to the same policies and rules. HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity.</p> <p>Center authorities shall determine the educational placement of infected students on a case-by-case basis by following policies and administrative regulations established for students with chronic health problems and students with disabilities.</p> <p>When an infected student's parent/guardian voluntarily discloses information regarding the student's condition, the employee who receives the information shall obtain the written consent of the parent/guardian to disclose the information to members of the Screening Team.</p> <p>A Screening Team comprised of the Administrative Director or designee, building administrator, school nurse, school physician, student's parent/guardian, and attending physician shall evaluate the infected student's educational placement. Placement decisions shall be based on the student's need for accommodations or services.</p> <p>First consideration must be given to maintaining the infected student in a regular assignment. Any decision for an alternative placement must be supported by specific facts and data.</p> <p>An infected student who is unable to attend the center, as determined by a medical examination, shall be considered for homebound instruction or an alternative placement.</p> <p>An infected student may be excused from attendance if the parent/guardian seeks such excusal based on the advice of medical or psychological experts treating the student.</p> <p>An infected student's placement shall be reassessed if there is a change in the student's need for accommodations or services.</p>
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<p>35 P.S. Sec. 7607</p> <p>SC 1409 35 P.S. Sec. 76007</p>	<p><u>Confidentiality</u></p> <p>Employees who have knowledge of an infected student's condition shall not disclose any information without prior written consent of the student's parent/guardian, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.</p> <p>All health records, notes and other documents referring to an infected student's condition shall be secured and kept confidential.</p> <p><u>Infection Control</u></p> <p>All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times. Employees shall notify the center nurse of all incidents of exposure to bodily fluids and when a student's health condition or behavior presents a reasonable risk of transmitting an infection.</p> <p>The center shall maintain reasonably accessible equipment and supplies necessary for infection control.</p> <p><u>Staff Development</u></p> <p>The center shall provide opportunities for employees to participate in inservice education on HIV Infection.</p> <p>Designated employees shall receive additional, specialized training appropriate to their positions and responsibilities.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1301, 1327, 1329, 1330, 1409, 1850.1</p> <p>PA Confidentiality of HIV-Related Information Act – 35 P.S. 7601 et seq.</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.25</p> <p>Joint Operating Committee Policy – 103, 117, 204, 248</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: January 21, 2009

REVISED:

	204. ATTENDANCE
1. Purpose SC 1301, 1326, 1327 Title 22 Sec. 11.12, 11.41, 12.1	<p>The Joint Operating Committee requires that school age students enrolled in the vocational school attend school regularly, in accordance with state laws. The educational program offered by the center is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The Joint Operating Committee recognizes the positive correlation between regular attendance and achievement.</p>
2. Authority SC 1327, 1329, 1330 Title 22 Sec. 11.23, 11.25, 12.1	<p>Attendance shall be required of all students enrolled in the center during the days and hours that the center is in session, except that the building administrator or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.</p>
Title 22 Sec. 11.25	<p>The Joint Operating Committee considers the following conditions to constitute reasonable cause for absence:</p> <ol style="list-style-type: none"> 1. Illness. 2. Quarantine. 3. Recovery from accident. 4. Death in family. 5. Family educational trips. 6. Educational tours and trips.
Title 22 Sec. 11.26	<p>All students returning to school after an absence must bring a written excuse, signed by the parent/guardian, stating the date and the reason for the absence. Absences shall be treated as unlawful until the center receives the written excuse to be submitted within three (3) days of the absence.</p>

	<p>Students who return to school without an excuse must obtain from the office a temporary permit to attend classes. Students who fail to bring an excuse after three (3) temporary permits will be detained in the office for further action.</p> <p>Any student absent for more than fifteen (15) days during the school year must present a doctor's excuse indicating a chronic illness. A conference with the administration may be arranged by the student or parent/guardian if there is another serious situation, for permission to make up any work beyond these limits.</p>
<p>SC 1333, 1354 Title 22 Sec. 12.1</p>	<p>The Joint Operating Committee may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Joint Operating Committee shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted in accordance with law.</p>
<p>SC 1327 Title 22 Sec. 11.8, 11.22, 11.23, 11.28 Pol. 115, 117</p>	<p>Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Joint Operating Committee; the student is receiving approved tutorial instruction or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.</p>
<p>Title 22 Sec. 11.21</p>	<p>Upon written request by a parent/guardian, an absence occasioned by observance of a student's religion on a day approved by the Joint Operating Committee as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.</p>
<p>SC 1546 Title 22 Sec. 11.21</p>	<p>The Joint Operating Committee shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Joint Operating Committee. Such instruction shall not require the student's absence from the center for more than thirty-six (36) hours per school year, and its organizers must inform the Joint Operating Committee of the student's attendance record. The Joint Operating Committee shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.</p>
<p>SC 1329 Title 22 Sec. 11.41</p>	<p>The Joint Operating Committee shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.</p>

Title 22 Sec. 11.23, 11.25	The Joint Operating Committee will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies, and other urgent reasons.
3. Guidelines	<p><u>Releasing Students From School</u></p> <p>Since the center is responsible to the parent/guardian for those hours the student is in attendance at the center, the following guidelines shall be observed:</p> <ol style="list-style-type: none"> 1. Students shall be released from school only to their parents/guardians or to persons authorized by their parents/guardians. 2. In case of illness, it shall be determined that the parent/guardian or a reliable adult is at home before the student is sent home. The home school shall be notified if permission is granted for a student to be absent from instruction.
Pol. 225	<ol style="list-style-type: none"> 3. If any police or court official requests the dismissal of a student during school hours, parents/guardians shall be notified at once. 4. Requests for released time for dental and medical appointments shall be honored when impossible to arrange them on nonschool time. A written request from the student's parent/guardian shall be necessary. 5. Students shall not be dismissed during school hours for nonschool activities such as private music lessons, dancing lessons, scouts, etc. <p>Students shall not be permitted to leave school property for any reason during school hours unless prior permission has been granted by the center.</p> <p><u>Educational Tours And Trips</u></p>
Title 22 Sec. 11.26	<p>The Joint Operating Committee may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the center or participating school district if the following conditions are met:</p> <ol style="list-style-type: none"> 1. The parent/guardian submits a written request for excusal prior to the absence. 2. The student's participation has been approved by the Superintendent or designee of the participating school district and the Administrative Director. 3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians, the Superintendent of the participating district and the Administrative Director.

	<p>The Joint Operating Committee may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term, in conjunction with the participating school district.</p> <p><u>Make-Up Work</u></p> <p>Students who miss work because of an excused absence will be given the opportunity to make it up, if possible. Arrangements for making up work shall be the responsibility of the student and should be completed as soon as possible upon returning to school.</p> <p>Unexcused and unlawful absences will be allowed make-up privileges only at the discretion of the instructor.</p> <p><u>Work Permits</u></p> <p>The issuance of work permits to students shall be the responsibility of the home school of the participating school district; however, in order to process applications, the center will make pertinent information available to the home school for consideration when granting work permits.</p>
Pol. 115	<p>The center will assist in processing and formulating recommendations to the home school for those students who participate in cooperative education programs which require work permits.</p>
4. Delegation of Responsibility	<p>The Administrative Director or designee shall develop administrative regulations for the attendance of students which:</p>
Title 22 Sec. 11.1, 11.2, 11.3	<p>1. Ensure a school session that conforms with requirements of state regulations.</p>
SC 1332, 1339	<p>2. Govern the keeping of attendance records in accordance with state statutes.</p>
Title 22 Sec. 11.41	<p>3. Distribute annually to staff, students, and parents/guardians Joint Operating Committee policies and school rules and regulations governing student attendance, tardiness, absences and excusals.</p>
SC 1333, 1338, 1354 Pol. 218, 233	<p>4. Impose on truant students appropriate incremental disciplinary measures for infractions of the center's rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from class learning experiences.</p>

SC 1333, 1354	5. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Each notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.
SC 1318, 1850.1 Pol. 218, 233	<p>Repeated infractions of Joint Operating Committee policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1301, 1302, 1318, 1326, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546, 1850.1</p> <p>State Board of Education Regulations –22 PA Code Sec. 11.1, 11.2, 11.3, 11.5, 11.8, 11.12, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41, 12.1</p> <p>Joint Operating Committee Policy – 115, 218, 225, 233</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: ASSIGNMENT TO PROGRAMS

ADOPTED: January 21, 2009

REVISED:

	206. ASSIGNMENT TO PROGRAMS
1. Authority SC 1310, 1850.1 Pol. 103	The Joint Operating Committee directs that the assignment of students to programs provided by the center be consistent with the educational needs of the students and the efficient use of the resources of the center. In assigning students to programs within the school, no discrimination shall occur.
2. Delegation of Responsibility	The Administrative Director or designee shall assign students to vocational technical programs.
3. Guidelines	<p>The interests and qualifications of the students who apply for programs in the center shall be given priority importance in the initial assignment of students to programs.</p> <p>Once enrolled in a program, students will be subject to the rules and regulations promulgated by the administration and approved by the Joint Operating Committee regarding their release from the program or their rights regarding transferring to another program.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1310, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.31</p> <p>Joint Operating Committee Policy – 103</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: CONFIDENTIAL
COMMUNICATIONS OF
STUDENTS

ADOPTED: January 21, 2009

REVISED:

207. CONFIDENTIAL COMMUNICATIONS OF STUDENTS	
1. Purpose	The Joint Operating Committee recognizes that certain written and oral communications between students and center personnel must be confidential.
2. Authority SC 1850.1	The Joint Operating Committee directs personnel to comply with all federal and state laws and regulations and Joint Operating Committee policy and administrative regulations concerning confidential communications of students.
3. Guidelines Title 22 Sec. 12.12	Information received in confidence from a student by a guidance counselor, school nurse or school psychologist, while in the course of his/her professional duties, is privileged information; however, such information may be revealed without the student's consent to the student's parents/guardians, teachers, building administrator or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.
Title 22 Sec. 12.12 42 Pa. C.S.A. Sec. 5945, 8337	Use of a student's confidential communications to center personnel in legal proceedings is governed by laws and regulations appropriate to the proceedings.
4. Delegation of Responsibility	<p>In qualifying circumstances, a staff member may reveal confidential information to the building administrator and other appropriate authorities.</p> <p>In qualifying circumstances, the building administrator may reveal confidential information to a student's parent/guardian and other appropriate authorities, including law enforcement personnel.</p>

References:

School Code – 24 P.S. Sec. 1850.1

State Board of Education Regulations – 22 PA Code Sec. 12.12

Confidential Communications to School Personnel – 42 Pa. C.S.A. Sec. 5945

PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol
Abuse – 42 Pa. C.S.A. Sec. 8337

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: WITHDRAWAL FROM SCHOOL

ADOPTED: January 21, 2009

REVISED:

208. WITHDRAWAL FROM SCHOOL	
1. Purpose SC 1326, 1327 Title 22 Sec. 11.13, 12.1	The Joint Operating Committee affirms that while law requires attendance of a student only between the ages of eight (8) and seventeen (17), it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful life beyond school.
2. Authority	<p>The Joint Operating Committee directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. The resources of the center should be utilized to assist the student in pursuing career goals.</p> <p>No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.</p>
3. Delegation of Responsibility	The Administrative Director or designee shall develop administrative regulations to govern a student's withdrawal from the center.
4. Guidelines	<p>Before withdrawing from the center, a student must obtain a withdrawal form which must be signed by the parent/guardian, the home school counselor, and the center instructor, counselor, and Administrative Director.</p> <p>Counseling services shall be made available to any student who wishes to withdraw.</p> <p>Information shall be given to assist the student to define educational and life goals and help plan the realization of those goals.</p> <p>Students shall be informed about the tests for General Educational Development.</p> <p>The student must be free of any responsibility to his/her particular course area and to the center.</p> <p>The student must return, in good condition, or pay for any and all tools, books, and materials which are loaned to him/her by the center.</p>

	<p>In cases where students discontinue enrollment in the center, the Superintendent of the participating school district shall be notified promptly.</p>
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References:

School Code – 24 P.S. Sec. 1326, 1327

State Board of Education Regulations – 22 PA Code Sec. 11.13, 12.1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: HEALTH EXAMINATIONS/
ACCIDENTS AND FIRST AID

ADOPTED: January 21, 2009

REVISED:

<ol style="list-style-type: none"> 1. Authority SC 1850.1 2. Guidelines 	<p style="text-align: center;">209. HEALTH EXAMINATIONS/ACCIDENTS AND FIRST AID</p> <p>The Joint Operating Committee shall require that students submit to health examinations required by law, in cooperation with the sending school and in accordance with the sending school's policy.</p> <p><u>Student Accidents And First Aid</u></p> <p>In the event of any accident to a student, regardless of how minor, the student shall report the incident to the teacher or other center staff, who shall complete an accident report form.</p> <p>The accident report form will be completed in duplicate, one (1) copy for the office and one (1) copy to be retained in the reporting employee's file.</p> <p>In the case of minor injury, the instructor shall administer first aid.</p> <p>First aid kits shall be maintained in each shop and laboratory.</p> <p>It shall be the responsibility of each shop and laboratory instructor to maintain adequate supplies in the first aid kits.</p> <p>In the event of an accident that requires medical attention beyond that of normal first aid procedures, the following action shall be taken:</p> <ol style="list-style-type: none"> 1. First aid shall be administered by the designated employee. 2. The student shall be sent to the office, or the office shall be notified immediately. 3. The office will notify the parent/guardian and will ask for the medical treatment preference of the parent/guardian. If the parent/guardian cannot be located, the student will be taken for medical treatment by a local doctor or the emergency room of the nearest hospital.
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<p>Pol. 211</p>	<p>The center shall assume no responsibility for medical expenses incurred by students as a result of accidents occurring while participating in school activities. Student accident insurance shall be made available for purchase in accordance with Joint Operating Committee policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee Policy – 211</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: USE OF MEDICATIONS

ADOPTED: January 21, 2009

REVISED:

	210. USE OF MEDICATIONS
1. Purpose	<p>The Joint Operating Committee shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician 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 available during school hours.</p>
2. Definition	<p>For purposes of this policy, medication shall include all medicines prescribed by a physician and over-the-counter medicines.</p>
3. Authority SC 1850.1 Title 22 Sec. 12.41	<p>Before any medication may be administered to or by any student during school hours, the Joint Operating Committee shall require the written request of the parent/guardian, granting permission for medication to be dispensed and relieving the Joint Operating Committee and its employees of liability for administration of medication or the written order of the student's physician, which shall include the name of the student, name and purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, possible side effects of medication, and physician's signature and date.</p> <p>Written dated orders from the physician must accompany any change in the medication prescription.</p>
4. Delegation of Responsibility	<p>The Administrative Director or designee, in conjunction with the nurse, shall develop administrative regulations for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by or under the supervision of the building administrator, nurse or designee, or parent/guardian.</p> <p>All employees involved in administering or supervising self-administration of medication shall receive appropriate training from the nurse before performing this responsibility.</p>

	<p>The building administrator and nurse shall review regularly the administrative regulations for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p>
5. Guidelines	<p>The center shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.</p> <p>A parent/guardian must supply medication in the original container. A prescription medication will be clearly labeled by the pharmacy or physician.</p> <p>Nonprescription medication must be supplied by the parent/guardian in a clearly labeled original container.</p>
Pol. 227	<p>Any medication that is considered a controlled medication, such as narcotics, Ritalin, Adderall, or Dexedrine, including the generic forms, must be delivered to the school by an adult.</p> <p>When any medication prescribed for a student is initially brought to the center, it shall be the responsibility of the certified nurse to complete the following:</p> <ol style="list-style-type: none"> 1. Obtain written permission from the physician or parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the nurse. 2. Review pertinent information with the student and/or parent/guardian, specifically: <ol style="list-style-type: none"> a. Reason for taking this medication. b. How often and length of time. c. What will happen if medication is not taken or is taken incorrectly. d. Physician's comment about the medication. 3. Determine the student's ability to self-administer medication and the need for care and supervision. 4. Observe and evaluate the student's ability to self-administer during the initial administration.

5. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:
 - a. Name of student.
 - b. Name of medication.
 - c. Medication dosage.
 - d. Time of administration.
 - e. Route of administration.
 - f. Signature of student and the monitor of self-administration.
 - g. Initiation and expiration date of drug.

The building administrator may investigate incidents in which students are observed to be taking medication on their own without parent/guardian direction and school notification.

Student Self-Administration

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

References:

School Code – 24 P.S. Sec. 1402, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 12.41

Joint Operating Committee Policy – 000, 227

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: POSSESSION/USE OF ASTHMA
INHALERS

ADOPTED: January 21, 2009

REVISED:

	210.1. POSSESSION/USE OF ASTHMA INHALERS
1. Authority	The Joint Operating Committee shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized.
SC 1414.1	Possession and use of asthma inhalers by students shall be in accordance with state law and Joint Operating Committee policy.
2. Definitions SC 1401	<p>Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.</p> <p>Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.</p>
3. Guidelines SC 1414.1 Title 22 Sec. 12.41	<p>Before a student may possess or use an asthma inhaler during school hours, the Joint Operating Committee shall require the following:</p> <ol style="list-style-type: none"> 1. A written request from the parent/guardian that the center complies with the order of the physician, certified registered nurse practitioner or physician assistant. 2. A statement from the parent/guardian acknowledging that the center is not responsible for ensuring the medication is taken and relieving the center and its employees of responsibility for the benefits or consequences of the prescribed medication. 3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states: <ol style="list-style-type: none"> a. Name of the drug. b. Prescribed dosage.

210.1. POSSESSION/USE OF ASTHMA INHALERS - Pg. 2

	<ul style="list-style-type: none">c. Times medication is to be taken.d. Length of time medication is prescribed.e. Diagnosis or reason medication is needed, unless confidential.f. Potential serious reaction or side effects of medication.g. Emergency response.h. If student is qualified and able to self-administer the medication. <p>The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students.</p> <p>The student shall notify the school nurse immediately following each use of an asthma inhaler.</p> <p>Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.</p>
SC 1414.1	<p>The center reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.</p>
SC 1414.1	<p>A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.</p> <p>To self-administer medication, the student must be able to:</p> <ul style="list-style-type: none">1. Respond to and visually recognize his/her name.2. Identify his/her medication.3. Demonstrate the proper technique for self-administering medication.4. Sign his/her medication sheet to acknowledge having taken the medication.5. Demonstrate a cooperative attitude in all aspects of self-administration.

<p>4. Delegation of Responsibility</p>	<p>The Administrative Director or designee, in conjunction with the school nurse(s), shall develop administrative regulations for student possession of asthma inhalers and self-administration of prescribed medication.</p> <p>The center shall annually inform staff, students and parents/guardians about the policy and administrative regulations governing student possession and use of asthma inhalers.</p> <p>When an asthma inhaler is initially brought to the center by a student, the school nurse shall be responsible to complete the following:</p> <ol style="list-style-type: none">1. Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the school nurse.2. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant.3. Determine the student's ability to self-administer medication and the need for care and supervision.4. Maintain an individual medication log for all students possessing asthma inhalers. <p>References:</p> <p>School Code – 24 P.S. Sec. 1401, 1414.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.41</p> <p>Joint Operating Committee Policy – 000</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: STUDENT ACCIDENT
INSURANCE

ADOPTED: January 21, 2009

REVISED:

	211. STUDENT ACCIDENT INSURANCE
1. Purpose Pol. 122	The Joint Operating Committee recognizes the need for insurance coverage for unforeseen accidents that may occur to students in the course of attendance at the center or participation in the extracurricular programs of the center.
2. Authority	<p>The Joint Operating Committee shall provide parents/guardians the opportunity to purchase insurance coverage, at no cost to the Joint Operating Committee, for injury to the students resulting from accidents in any activity during school hours, any activity sponsored by the school and in any activity round-the-clock.</p> <p>The premium will be paid by the parents/guardians.</p> <p>The Joint Operating Committee strongly urges all students to purchase school insurance or personal insurance coverage through a family policy.</p> <p>Students may purchase school insurance through their home high school.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall be responsible to:</p> <ol style="list-style-type: none"> 1. Prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Joint Operating Committee approval. 2. Notify all students and parents/guardians of students who may be eligible for insurance.
4. Guidelines	<p>Students shall be given information regarding school insurance during the first week of school.</p> <p>References:</p> <p>Joint Operating Committee Policy – 122</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: REPORTING STUDENT
PROGRESS

ADOPTED: January 21, 2009

REVISED:

	212. REPORTING STUDENT PROGRESS
1. Purpose Pol. 216	The Joint Operating Committee believes that cooperation between the center and home is a vital ingredient in the growth and education of each student. The Joint Operating Committee acknowledges the center's responsibility to keep parents/guardians informed of student welfare and academic progress and also recognizes the effects of state and federal laws and regulations governing student records.
2. Authority SC 1850.1	The Joint Operating Committee directs establishment of a system of reporting student progress that requires all appropriate staff members to comply, as part of their teaching responsibility, with a reporting system which includes academic progress reports, report cards, and parent/guardian conferences with teachers.
3. Delegation of Responsibility	The Administrative Director or designee, in conjunction with appropriate administrators and teacher committees, shall develop administrative regulations for reporting student progress to parents/guardians.
4. Guidelines	<p>Various methods of reporting shall be utilized.</p> <p>Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's program status.</p> <p>Scheduling of parent-teacher conferences should occur at times that ensure the greatest degree of participation by parents/guardians.</p> <p>Report cards shall be issued to students by the center every nine (9) weeks and shall also be transmitted to the home school, where they will become a part of each student's permanent record. Additional interim progress reports shall be issued, if required.</p> <p>Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.</p>

Failure Reports

Each grading period, a report of failures, cumulative as of the period of issue, shall be due in the office.

References:

School Code – 24 P.S. Sec. 1850.1

Joint Operating Committee Policy – 216

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: ASSESSMENT OF STUDENT
PROGRESS

ADOPTED: January 21, 2009

REVISED:

	213. ASSESSMENT OF STUDENT PROGRESS
1. Purpose	The Joint Operating Committee recognizes that a system of assessing student achievement can help students, teachers, and parents/guardians to understand and evaluate a student's progress toward attaining educational goals, academic standards and established competencies.
2. Definition Title 22 Sec. 4.11	Assessment shall be the system of measuring and recording student progress and achievement that enables the student, parents/guardians and teachers to determine a student's attainment of established academic standards and competencies and to learn the student's strengths and weaknesses, plan an educational and vocational future for the student in areas of the greatest potential for success and know where remedial work is required.
3. Authority SC 1531, 1532 Title 22 Sec. 4.11, 4.51, 4.52 Pol. 102, 127	The Joint Operating Committee directs that the center's instructional program shall include a system of assessing all students' academic progress. The system shall include descriptions of how achievement of academic standards and student competencies based upon performance standards will be measured and how this information will be used to assist students having difficulty meeting required standards and competencies.
Title 22 Sec. 4.52	Students with disabilities shall be included in the center's assessment system, with appropriate accommodations when necessary.
Title 22 Sec. 4.52	The center's assessment system shall include a variety of assessment strategies which may include: <ol style="list-style-type: none"> 1. Written work by students. 2. Scientific experiments conducted by students.
Pol. 217	<ol style="list-style-type: none"> 3. Demonstrations, performances, products or projects by students related to specific academic standards and established competencies.

213. ASSESSMENT OF STUDENT PROGRESS - Pg. 2

<p>4. Delegation of Responsibility Title 22 Sec. 4.52</p> <p>5. Guidelines</p>	<ol style="list-style-type: none"> 4. Examinations developed by teachers to assess specific academic standards and competencies. 5. Nationally-available achievement tests. 6. Diagnostic assessments. 7. Evaluations of portfolios of student work related to achievement of academic standards and competencies. 8. Other measures, as appropriate, which may include standardized tests. <p>The Administrative Director or designee shall develop and implement administrative regulations to assess student progress, in accordance with the center's goals and state regulations.</p> <p>At the outset of any course of study, each student should be informed about the academic standards and student competencies to be attained.</p> <p>Each student should be kept informed of personal progress.</p> <p>Methods of assessment shall be appropriate to the specific vocational technical program and maturity of students.</p> <p>Assessment strategies should objectively evaluate and reward students for their efforts.</p> <p>Students should be encouraged to assess their own academic achievements.</p> <p>All assessment systems shall be subject to continuing review and revision.</p> <p>Staff, students, and parents/guardians should be involved in the continuing program of assessment review.</p> <p>Students who fail a course shall not be permitted to return to the center the following year, except by approval of the Administrative Director.</p>
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213. ASSESSMENT OF STUDENT PROGRESS - Pg. 3

References:

School Code – 24 P.S. Sec. 1531, 1532

State Board of Education Regulations – 22 PA Code Sec. 4.11, 4.51, 4.52

Joint Operating Committee Policy – 102, 127, 212, 216, 217

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: CLASS RANK

ADOPTED: January 21, 2009

REVISED:

	214. CLASS RANK
1. Authority SC 1850.1	The Joint Operating Committee authorizes a system of computing grade point averages and class rank for students to inform students, parents/guardians and institutions of a student's relative placement among their peers.
2. Guidelines	<p>Class rank shall be computed by the final grade in all subjects for which credit is awarded.</p> <p>Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding and not by the rank of the person preceding him/her.</p> <p>A student's grade point average and rank in class shall be entered on the student's record and transcripts and shall be subject to the Joint Operating Committee's policy on release of student records.</p>
Pol. 216	
3. Delegation of Responsibility	<p>The Administrative Director or designee shall develop administrative regulations for computing grade point averages and assigning class rank to implement this policy, which shall include a statement of the methods for computation and rank assignment for those to whom a student's grade point average and class rank are released.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee Policy – 216</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: PROMOTION AND RETENTION

ADOPTED: January 21, 2009

REVISED:

215. PROMOTION AND RETENTION	
1. Purpose	The Joint Operating Committee recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The Joint Operating Committee will establish and maintain high standards for each program and monitor student achievement in a continuous and systematic manner.
2. Authority SC 1531, 1532 Title 22 Sec. 4.42 SC 1532 Pol. 213	<p>The Joint Operating Committee establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of program levels, and the academic standards and student competencies established for each level.</p> <p>A student shall be promoted when s/he has successfully achieved the academic standards and student competencies established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall advance to the next level by demonstrating mastery of the required skills and knowledge.</p>
3. Delegation of Responsibility Title 22 Sec. 4.12, 4.13 Pol. 100 SC 1532	<p>The Administrative Director or designee shall establish administrative regulations for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.</p> <p>The recommendation of the program instructor shall be required for promotion or retention of a student.</p> <p>The building administrator shall be assigned the final responsibility for determining the promotion or retention of each student.</p>
4. Guidelines	In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance.

<p>Pol. 213</p>	<p>The center shall utilize multiple measures of performance as determinants in promotion and retention decisions.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1531, 1532</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.12, 4.13, 4.42</p> <p>Joint Operating Committee Policy – 000, 100, 213</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: January 21, 2009

REVISED:

216. STUDENT RECORDS	
1. Purpose	The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The center will maintain educational records for students for legitimate educational purposes.
2. Authority SC 1305-A, 1306-A, 1402, 1409, 1532, 1533, 1850.1 Title 22 Sec. 4.52, 12.31, 12.32, 15.9 20 U.S.C. Sec. 1232g 34 CFR Part 99	<p>The Joint Operating Committee recognizes its responsibility for compilation, retention, disposition and security of student records. The Joint Operating Committee also recognizes the legal requirement to maintain the confidentiality of student records.</p> <p>The Joint Operating Committee shall adopt a comprehensive plan for the collection, maintenance and dissemination of student records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the center and be revised as required by changes in federal or state law.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall be responsible for implementing and monitoring the adopted student records plan which meets all legal requirements. S/He shall develop and maintain an efficient system to process and handle student records and reports in compliance with this policy.</p> <p>The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.</p> <p>Center staff shall compile only those educational records mandated by federal and state laws and regulations.</p>

SC 1532 Pol. 213, 215	In accordance with law, each teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.
4. Guidelines Title 22 Sec. 4.31	<p>The record of a student enrolled in a vocational technical program shall include the student's educational and occupational objectives and the results of the assessment of student competencies. Objectives shall be reviewed by the student annually and revised as necessary.</p> <p>The center's plan for compilation, retention, disclosure and security of student records shall provide for the following:</p> <ol style="list-style-type: none"> 1. Informing parents/guardians and eligible students eighteen (18) years and older of their rights and the procedures to implement those rights, upon enrollment and annually thereafter. 2. Permitting appropriate access by authorized persons and officials, describing procedures for access, and listing copying fees. 3. Enumerating and defining the types, locations and persons responsible for student records maintained by the center. 4. Establishing guidelines for disclosure of information and data in student records. 5. Maintaining a record of access and release of information for each student's records.
Pol. 800	6. Assuring appropriate retention and security of student records.
SC 1305-A	7. Transferring education records and appropriate disciplinary records to school districts and/or vocational technical schools.
Pol. 250	Procedures for disclosure of student records shall apply equally to military recruiters and postsecondary institutions.
Title 22 Sec. 12.31	Copies of the student records plan shall be submitted to the Department of Education, upon request of the Secretary.

References:

School Code – 24 P.S. Sec. 1305-A, 1306-A, 1402, 1409, 1532, 1533, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 4.52, 12.31, 12.32, 15.9

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Family Educational Rights and Privacy, Title 34, Code of Federal Regulations –
34 CFR Part 99

Joint Operating Committee Policy – 213, 215, 216.1, 250, 800

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: SUPPLEMENTAL DISCIPLINE
RECORDS

ADOPTED: January 21, 2009

REVISED:

	216.1. SUPPLEMENTAL DISCIPLINE RECORDS
1. Authority SC 1304-A, 1305-A, 1307-A 42 Pa. C.S.A. Sec. 6341	<p>The center shall maintain required records concerning full-time adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.</p>
2. Guidelines 42 Pa. C.S.A. Sec. 6341	<p><u>Adjudicated Students</u></p> <p>The court, through the juvenile probation department, shall report to the building administrator information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.</p> <p>The building administrator must share this information with the student's teacher and the principal of another school to which the student may transfer.</p> <p>Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.</p>
SC 1304-A	<p><u>Transfer Students</u></p> <p>Upon registration and prior to admission to the center, the parent/guardian or person having charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.</p>

216.1. SUPPLEMENTAL DISCIPLINE RECORDS - Pg. 2

SC 1304-A	<p>Parents/Guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.</p> <p>This registration statement shall be maintained as part of the student's disciplinary record.</p>
SC 1305-A Pol. 216	<p>When a student transfers to the center from a school district, a nonpublic school, or other school within a sending school district, the center shall obtain a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school shall have ten (10) days from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.</p> <p>When a student transfers from the center to a school district, a nonpublic school or other school within a sending school district, the center shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1304-A, 1305-A, 1307-A</p> <p>Adjudication of Juveniles – 42 Pa. C.S.A. Sec. 6341</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p> <p>Safe and Drug-Free Schools and Communities Act – 20 U.S.C. Sec. 7165</p> <p>Joint Operating Committee Policy – 216</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: SKILLS CERTIFICATION

ADOPTED: January 21, 2009

REVISED:

	217. SKILLS CERTIFICATION
1. Purpose	The Joint Operating Committee will acknowledge each student's successful completion of the vocational technical program by awarding a certificate at appropriate ceremonies.
2. Authority SC 1613, 1850.1 SC 1614 Title 22 Sec. 11.27	<p>The Joint Operating Committee does not issue a diploma at the conclusion of a student's vocational technical program at the center. It shall recognize the student's achievement by awarding an appropriate certificate. Students will need to meet the requirements of the home school district for the award of a diploma.</p> <p>A certificate of attendance will also be awarded to graduates of the center.</p> <p>The Joint Operating Committee shall permit a student with a disability, who has attended four (4) years of high school, to participate in ceremonies with his/her graduating class and receive a certificate of attendance, even if the student's Individualized Education Plan (IEP) prescribes continued educational services.</p> <p>The Joint Operating Committee shall provide documents by which a student may indicate to an employer or postsecondary institution the completion of a vocational technical program and attainment of skills.</p>
3. Delegation of Responsibility	The Administrative Director or designee shall be responsible for planning and executing ceremonies that appropriately recognize this important achievement.
4. Guidelines Title 22 Sec. 4.31	Students who complete approved vocational technical education programs shall have their occupational competency assessed by completion of the appropriate assessment under the Pennsylvania Skills Certificate Program or another approved occupational competency assessment.
Pol. 212	Periodic warnings shall be issued to students in danger of not fulfilling certification requirements.

All books and materials provided by the center shall be returned and obligations must be met before certificates will be awarded. Obligations not met must be reported on a form available in the office. The home school will be notified to hold the diploma until such obligations have been met.

References:

School Code – 24 P.S. Sec. 1613, 1614, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 4.31, 11.27

Joint Operating Committee Policy – 113, 212

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: PLACEMENT OF STUDENTS

ADOPTED: January 21, 2009

REVISED:

	<p style="text-align: center;">217.1. PLACEMENT OF STUDENTS</p> <p>The successful placement of graduates from the center shall be the responsibility of the administration, guidance counselors, and faculty.</p> <p>The Administrative Director shall assume the following responsibilities:</p> <ol style="list-style-type: none"> 1. Organize placement. 2. Contact industry. 3. Assume various other responsibilities for placement. <p>The career counselor shall assume the following responsibilities:</p> <ol style="list-style-type: none"> 1. Coordinate placement and follow-up activities. 2. Receive requests for employment and work closely with the subject teacher to select candidates. 3. Gather background data on students. 4. Arrange interviews. 5. Counsel students. 6. Confer with industry. 7. Coordinate the activity that leads to successful student placement in accordance with each student's written career objectives.
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	<p>The teacher shall assume the following responsibilities:</p> <ol style="list-style-type: none">1. Know the requirements of his/her particular trade and to what degree each student possesses these requirements.2. Offer knowledge based on intimate contacts in his/her specific field.3. Be responsible for the student's arrival at the employability stage. <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee Policy – 112, 217</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: STUDENT DISCIPLINE

ADOPTED: January 21, 2009

REVISED:

	218. STUDENT DISCIPLINE
1. Purpose	The Joint Operating Committee finds that student conduct is closely related to learning. An effective vocational education program requires a safe and orderly school environment.
2. Definition Title 22 Sec. 12.16	Corporal punishment - a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.
3. Authority SC 1850.1 Title 22 Sec. 12.3, 12.4 Pol. 103	The Joint Operating Committee shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the center during the time they are under the supervision of the center or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.
Title 22 Sec. 12.3, 12.4 Pol. 103	The Joint Operating Committee shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability.
Title 22 Sec. 12.2 Pol. 235	Each student must adhere to Joint Operating Committee policies and the Code of Student Conduct governing student discipline.
	<p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:</p> <ol style="list-style-type: none"> 1. 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. 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.
Pol. 122	

<p>4. Guidelines Pol. 233</p> <p>Pol. 233</p> <p>Title 22 Sec. 12.5</p> <p>Title 22 Sec. 12.5</p>	<ol style="list-style-type: none"> 3. Student expression or conduct materially and substantially disrupts the operations of the center, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the center. 4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct. 5. The conduct involves the theft or vandalism of school property. <p>Any student disciplined by a center employee shall have the right to notice of the infraction.</p> <p>Suspensions and expulsions shall be carried out in accordance with Joint Operating Committee policy.</p> <p><u>Corporal Punishment</u></p> <p>The Joint Operating Committee prohibits the use of corporal punishment to discipline students for violations of Joint Operating Committee policies and center rules or regulations.</p> <p>Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.</p> <p><u>Classroom Discipline</u></p> <p>Teaching will be ineffective unless the classroom environment is free from distractions and unless the interest of the students is stimulated.</p> <p>Occasionally, all instructors are confronted with discipline problems which require decisive action. In order to protect and help the instructor to handle serious cases in a manner which will be most helpful to the student, the following guidelines shall be followed:</p> <ol style="list-style-type: none"> 1. Instructors shall handle minor classroom discipline problems.
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	<p>2. When an instructor finds it necessary to send a student from the shop/classroom, the student must be instructed to report to the administrative office; the instructor shall immediately inform the office and appropriate disciplinary action shall be taken. The instructor may be requested to be present at a student/parent conference. Instructors shall have all the facts in writing about the incident in question, as well as documentary evidence of any previous situations that might have a bearing on the matter.</p> <p>Whenever students are guilty of repeated disruptions in the classroom, the Administrative Director may remove those students from the class, provided the decision follows a conference with the parents/guardians of the students involved.</p>
5. Delegation of Responsibility	<p>The Administrative Director or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Joint Operating Committee policy governing student conduct.</p>
Title 22 Sec. 12.3 Pol. 235	<p>The Administrative Director or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office.</p>
SC 1317, 1318	<p>The building administrator shall have the authority to assign discipline to students, so long as his/her actions are within the limits of the law and the student's due process right to notice, hearing, and appeal and they do not violate Joint Operating Committee policies and center rules and regulations.</p>
SC 1317	<p>Teaching staff and other center employees responsible for the supervision of students shall have the authority to take reasonable actions necessary to govern the behavior of students in all situations and in all places where students are within the jurisdiction of the Joint Operating Committee, and when such conduct interferes with the educational program of the center or threatens the health and safety of others.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1317, 1318, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.1 et seq., 403.1</p> <p>Joint Operating Committee Policy – 103, 122, 123, 233, 235</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: WEAPONS

ADOPTED: January 21, 2009

REVISED:

	218.1. WEAPONS
1. Purpose	<p>The Joint Operating Committee recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.</p>
2. Definitions SC 1317.2	<p>Weapon - shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, brass or metal knuckles, firearm, shotgun, rifle, look-a-like gun, chemical agent such as mace, destructive device, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury. A weapon possessed and used in conjunction with a lawful, supervised school activity or course shall be permitted, provided that established conditions or procedures are followed.</p> <p>Weapon does not include any device which is authorized by the center for a legitimate educational purpose, such as tools, scissors, compasses, pencils, implements for art class, and the like. Any student, however, using any such object in an aggressive, threatening and/or intimidating manner shall be considered in possession of a weapon.</p> <p>Firearm - means the following:</p> <ol style="list-style-type: none"> 1. Any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. 2. The frame or receiver of any such weapon. 3. Any firearm muffler or firearm silencer. 4. Any destructive device. <p>Destructive device - means any explosive, incendiary, poison gas, bomb, grenades, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (¼) ounce, mine, or any device similar to any of the devices described in this definition.</p>

	<p>Possessing - a student is in possession of a weapon when the weapon is 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; at any school event held away from the school; or while the student is coming to or from school.</p>
3. Authority SC 1317.2, 1850.1	The Joint Operating Committee prohibits students from possessing and bringing weapons and replicas of weapons into any school buildings, onto school property, to any school-sponsored activity, and onto any vehicle providing transportation to or from school or a school-sponsored activity.
SC 1317.2 Pol. 233	The center shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Administrative Director may recommend modifications of such expulsion requirement on a case-by-case basis.
4. Delegation of Responsibility SC 1317.2 20 U.S.C. Sec. 1400 et seq	In the case of a student with disabilities, the Administrative Director or designee shall take all necessary steps to comply with the Individuals with Disabilities Education Act.
SC 1317.2	The Administrative Director or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.
SC 1317.2	The Administrative Director or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.
SC 1303-A	The Administrative Director or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.
SC 1303-A	Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.
5. Guidelines	<p>Students, staff and parents/guardians shall be informed at least annually concerning this policy.</p> <p>Weapons under the control of law enforcement personnel are permitted.</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: TERRORISTIC THREATS/ACTS

ADOPTED: January 21, 2009

REVISED:

	218.2. TERRORISTIC THREATS/ACTS
1. Purpose	The Joint Operating Committee recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of students, staff and community. The Joint Operating Committee acknowledges the need for an immediate and effective response to a situation involving such a threat or act.
2. Definitions 18 Pa. C.S.A Sec. 2706	<p>Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.</p> <p>Terroristic act - shall mean an offense against property or involving danger to another person.</p>
3. Authority SC 1850.1	The Joint Operating Committee prohibits any student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Joint Operating Committee member, community member or school building.
4. Delegation of Responsibility	<p>The Joint Operating Committee directs the Administrative Director to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.</p> <p>The Administrative Director or designee shall be responsible for developing administrative regulations to implement this policy.</p>
Title 22 Sec. 12.2	<p>Staff members and students shall be responsible for informing the building administrator regarding any information or knowledge relevant to a possible or actual terroristic threat or act.</p> <p>The building administrator shall immediately inform the Administrative Director after receiving a report of such a threat or act.</p>

[illegible]

References:

School Code – 24 P.S. Sec. 1850.1

State Board of Education Regulations – 22 PA Code Sec. 12.2

Terroristic Threats – 18 Pa. C.S.A. Sec. 2706

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

Individuals With Disabilities Education, Title 34, Code of Federal Regulations –
34 CFR Part 300

Joint Operating Committee Policy – 000, 233

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: STUDENT COMPLAINT
PROCESS

ADOPTED: January 21, 2009

REVISED:

	219. STUDENT COMPLAINT PROCESS
1. Purpose	The Joint Operating Committee recognizes that students have the right to request redress of complaints. In addition, the Joint Operating Committee believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.
2. Definition	For purposes of this policy, a student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program.
3. Authority	The Joint Operating Committee and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Joint Operating Committee policy.
4. Guidelines	<p>The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly.</p> <p>For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:</p> <ol style="list-style-type: none"> 1. Specific nature of the complaint and a brief statement of relevant facts. 2. Manner and extent to which the student believes s/he has been adversely affected. 3. Relief sought by the student. 4. Reasons why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the building administrator, the Administrative Director and the Joint Operating Committee, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.

At each level the student shall be afforded the opportunity to be heard personally by the school official.

The student may seek the help of a parent/guardian at any step.

References:

School Code – 24 P.S. Sec. 1850.1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: STUDENT EXPRESSION/
DISTRIBUTION AND POSTING
OF MATERIALS

ADOPTED: January 21, 2009

REVISED:

<p>1. Purpose Title 22 Sec. 12.9</p> <p>2. Definitions</p>	<p style="text-align: center;">220. STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS</p> <p>The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Joint Operating Committee respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Joint Operating Committee also recognizes that exercise of that right must be limited by the center's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.</p> <p>This policy addresses student expression in general and distribution and posting of materials that are not part of school-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the center shall be regulated as part of the educational program.</p> <p>Distribution - students handing nonschool materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.</p> <p>Expression - verbal, written or symbolic representation or communication.</p>
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<p>3. Authority</p> <p>Title 22 Sec. 12.9</p> <p>SC 511 Title 22 Sec. 12.2, 12.9</p> <p>SC 1850.1 Title 22 Sec. 12.9</p>	<p>Nonschool materials - any printed or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or extracurricular program of the school, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal web sites and the like.</p> <p>Posting - publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on school-sponsored or student web sites; through other school-owned technology and the like.</p> <p>Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.</p> <p>Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.</p> <p>The Joint Operating Committee shall require that distribution and posting of nonschool materials occur only at the places and during the times set forth in written administrative regulations. Such regulations or procedures shall be written to permit the orderly operation of the center, while recognizing the rights of students to engage in protected expression.</p>
<p>4. Guidelines</p> <p>Title 22 Sec. 12.9</p>	<p><u>School Newspapers And Publications</u></p> <p>Students have the responsibility to refrain from unprotected student expression and to observe the rules for responsible journalism. Within these bounds, students have a right and are as free as editors of other newspapers to report the news and to editorialize.</p> <p>Center officials shall supervise student-run newspapers published with the center's equipment and remove obscene or libelous material, as well as edit material that would cause a substantial disruption or interference with school activities.</p>

<p>Title 22 Sec. 12.2</p>	<p>Center officials may not censor or restrict material simply because it is critical of the center or its administration.</p> <p>Rules of the center for prior submission for review of material shall be reasonable and not calculated to delay distribution.</p> <p>Prior approval procedures shall identify the individual to whom the material is to be submitted, the criteria by which the material is to be evaluated, and a limitation on the time within which a decision must be made. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.</p> <p>Students who are not members of the newspaper staff and other members of the school community shall have access to its pages. The criteria for submission of material by nonstaff members shall be published and distributed to all students.</p> <p><u>Unprotected Student Expression</u></p> <p>The Joint Operating Committee reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:</p> <ol style="list-style-type: none"> 1. Libel of any specific person or persons. 2. Advocating the use or advertising 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. 3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic. 4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Joint Operating Committee policy or center rules or regulations. 5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
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<p>Title 22 Sec. 12.9</p>	<p>6. Violating written school administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.</p> <p>Spontaneous student expression which is otherwise protected speech is not prohibited by this section.</p> <p><u>Discipline For Engaging In Unprotected Expression</u></p> <p>The Joint Operating Committee reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Joint Operating Committee reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.</p> <p><u>Distribution Of Nonschool Materials</u></p> <p>The Joint Operating Committee requires that students who wish to distribute or post nonschool materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building administrator or designee, who shall forward a copy to the Administrative Director.</p> <p>If the nonschool materials contain unprotected expression as stated in this policy, the building administrator or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Joint Operating Committee policy.</p> <p>If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written administrative regulations or procedures on time, place and manner of posting or distribution of nonschool materials.</p> <p>Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.</p> <p>Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.</p>
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<p>Pol. 219</p> <p>5. Delegation of Responsibility</p> <p>Pol. 218</p>	<p><u>Posting Of Nonschool Materials</u></p> <p>If the center has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.</p> <p>Such materials shall be officially dated, and the center may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting.</p> <p><u>Review Of Student Expression</u></p> <p>Center officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the center or its administration, or because the views espoused are unpopular or may make people uncomfortable.</p> <p>Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.</p> <p>The review for unprotected expression shall be reasonable and not calculated to delay distribution.</p> <p>Appeal of the reviewer's decision may be made to the Administrative Director and then to the Joint Operating Committee, in accordance with Joint Operating Committee policy and administrative regulations.</p> <p>The Administrative Director shall assist the building administrator in determining the designation of the places and times nonschool materials may be distributed in the center. Such designations may take into account maintenance of the flow of student traffic throughout the center and shall limit distribution of nonschool materials to noninstructional times.</p> <p>Disciplinary action may be determined by the administration for students who distribute or post nonschool materials in violation of this policy and center regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the Code of Student Conduct.</p>
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	<p>This Joint Operating Committee policy and any administrative regulations or procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.</p>
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References:

School Code – 24 P.S. Sec. 511, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 12.2, 12.9

Joint Operating Committee Policy – 218, 219

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: DRESS AND GROOMING

ADOPTED: January 21, 2009

REVISED:

221. DRESS AND GROOMING	
1. Purpose	The Joint Operating Committee recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.
2. Authority SC 1317.3 Title 22 Sec. 12.11	The Joint Operating Committee has the authority to impose limitations on students' dress in school. The Joint Operating Committee will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the center or constitute a health or safety hazard.
SC 1317.3 Title 22 Sec. 12.11	The Joint Operating Committee may require students to wear standard dress or uniforms, which may be required school-wide or by individual programs.
Title 22 Sec. 12.11	Students may be required to wear certain types of clothing while participating in physical education classes, technical education programs, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.
24 P.S. Sec. 5301, 5304	No student will be permitted to operate any machinery or equipment within shop and laboratory areas unless s/he is properly clothed and has required eye protection.
3. Delegation of Responsibility	The building administrator or designee shall be responsible to monitor student dress and grooming, and to enforce Joint Operating Committee policy and center rules governing student dress and grooming.
Title 22 Sec. 12.11	The Administrative Director or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.
Pol. 325	Staff members shall be instructed to demonstrate, by example, positive attitudes toward safety, neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

4. Guidelines	<p><u>Dress Code</u></p> <p>The Dress Code established by the center shall serve as a guide for students; no regulations, however, are all encompassing. Students shall be responsible to dress appropriately and will be held accountable.</p> <p><u>Shop Uniforms</u></p> <p>Shop uniforms may be ordered through the center or, if purchased elsewhere, must be of the designated style and color as prescribed by the shop requiring uniforms. Students in these particular shops shall be expected to pay for their uniforms and use them conscientiously. Dressing areas and lockers shall be provided for the students' convenience. Students should take their uniforms home at regular intervals for cleaning. Information on style and price will be made available.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1317.3</p> <p>Safety Glasses - Health and Safety – 24 P.S. Sec. 5301, 5304</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.11</p> <p>Joint Operating Committee Policy – 325</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: TOBACCO USE

ADOPTED: January 21, 2009

REVISED: September 16, 2015

	222. TOBACCO USE
1. Purpose	The Joint Operating Committee recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the center.
2. Definition 18 Pa. C.S.A. Sec. 6306.1	For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.
3. Authority 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7181 et seq	The Joint Operating Committee prohibits students from possessing and using tobacco at any time in a school building, on school grounds, and on any property, buses, vans, and vehicles that are owned, leased or controlled by the school. The Joint Operating Committee prohibits tobacco use and possession by students at school-sponsored activities, functions and events that are held off school property.
18 Pa. C.S.A. Sec. 6306.1	The center may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.
4. Delegation of Responsibility	The Administrative Director or designee shall annually notify students, parents/guardians and staff about the center's tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, and other efficient methods. The Administrative Director or designee shall develop administrative regulations to implement this policy.
5. Guidelines SC 1303-A	A student is in possession of tobacco if tobacco is found on the person of the student, in the student's locker, in the student's purse, backpack, gym bag or other like object, in a student's coat or other clothing, or otherwise under the student's control. Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

<p>18 Pa. C.S.A. Sec. 6306.1</p>	<p>Students who violate this policy will be subject to penalties prescribed in the Code of Student Conduct, up to and including possible expulsion.</p> <p>A student found to be possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50), referred to the local magistrate by citation if not paid within 30 days or admitted to alternative adjudication in lieu of imposition of a fine.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Tobacco Use Prohibition – 18 Pa. C.S.A. Sec. 6306.1</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Board Policy – 000, 218</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: USE OF MOTOR VEHICLES

ADOPTED: January 21, 2009

REVISED:

	223. USE OF MOTOR VEHICLES
1. Purpose	The Joint Operating Committee regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility by parents/guardians and students.
2. Authority	<p>The Joint Operating Committee shall permit the use of motor vehicles by students in accordance with the center's rules, provided that such students have followed established procedures and obtained the required permit.</p> <p>The Joint Operating Committee prohibits the use of mini-bikes, motorcycles and skateboards on school property.</p> <p>The Joint Operating Committee shall not be responsible for motor vehicles that are lost, stolen, or damaged.</p>
3. Delegation of Responsibility	<p>The building administrator or designee shall develop rules and regulations for operating and parking of motor vehicles and shall disseminate those rules to affected students.</p> <p>The building administrator or designee shall establish standards for granting permits, which contain the warning that infraction of rules may result in revocation of the permit.</p>
4. Guidelines	<p>Any student who drives a motor vehicle to school must register his/her vehicle in the office. Only those students who present compelling reasons will be eligible for a parking permit. Final decisions and changes regarding the issuance of a permit shall rest with the school administration.</p> <p>Students needing to drive to school due to an emergency must present a written note requesting a one-day temporary permit, signed by the parent/guardian and home school principal. All emergencies will be handled on an individual basis.</p>

223. USE OF MOTOR VEHICLES - Pg. 2

	<p>Passengers shall not be permitted except by prior written approval from their parents/guardians, the parent/guardian of the driver, the center office, and the home school.</p>
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References:

School Code – 24 P.S. Sec. 779, 1519, 1850.1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: CARE OF SCHOOL PROPERTY

ADOPTED: January 21, 2009

REVISED:

224. CARE OF SCHOOL PROPERTY	
1. Purpose	The Joint Operating Committee believes that the center should help students learn to respect property and develop feelings of pride in community institutions.
2. Authority	The Joint Operating Committee charges each student in the center with responsibility for the proper care of the school property, school supplies and equipment entrusted to his/her use.
SC 777 Pol. 218, 233	It is the policy of the Joint Operating Committee that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of the student.
SC 1338	The Joint Operating Committee may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.
3. Delegation of Responsibility SC 109, 801	<p>The Administrative Director or designee shall develop administrative regulations to implement this policy which include rules for safekeeping and accounting of textbooks, supplies and equipment and an established schedule of fines for lost or damaged textbooks, supplies and equipment.</p> <p>The Administrative Director shall submit a report on incidences of vandalism to the Joint Operating Committee on each occurrence.</p> <p>Vandalism reports shall include the number and kind of incident, cost to the school, and related information the Administrative Director deems necessary.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 109, 777, 801</p> <p>Joint Operating Committee Policy – 000, 110, 218, 233</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: RELATIONS WITH LAW
ENFORCEMENT AGENCIES

ADOPTED: January 21, 2009

REVISED:

	225. RELATIONS WITH LAW ENFORCEMENT AGENCIES
1. Purpose Pol. 204	The Joint Operating Committee recognizes that compulsory attendance laws impose on the Joint Operating Committee the custodianship of students while they are present in the center.
2. Authority	It shall be the policy of the Joint Operating Committee that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment in school, and safeguarding property.
3. Delegation of Responsibility SC 1303-A	The Administrative Director or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that establishes guidelines for when law officials will be called to school and the actions that will follow.
4. Guidelines	<p><u>Interrogations</u></p> <p>When police request permission to interrogate a student at school, the building administrator shall inform the Administrative Director, determine why such interrogation could not occur at the student's home, and attempt to inform the student's parents/guardians.</p> <p>Whenever the Administrative Director or designee has determined that the police have a legitimate purpose in interrogating a student within the school building, the building administrator or a representative shall be present throughout the proceedings.</p> <p><u>Arrests</u></p> <p>When the police request permission to arrest a student at school, the building administrator shall inform the Administrative Director, attempt to inform the student's parents/guardians, and request and inspect the arrest warrant.</p>

225. RELATIONS WITH LAW ENFORCEMENT AGENCIES - Pg. 2

No student shall be released to police authorities without proper warrant and appropriate evidence or written parental permission, except in the event of emergency or for the protection of life or property, as determined by the building administrator.

References:

School Code – 24 P.S. Sec. 1303-A

Joint Operating Committee Policy – 204

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: SEARCHES

ADOPTED: January 21, 2009

REVISED:

	226. SEARCHES
1. Purpose	<p>The Joint Operating Committee acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes.</p>
2. Authority SC 1850.1	<p>It shall be the policy of the Joint Operating Committee that all lockers are and shall remain the property of the center. As such, students shall have only a limited expectation of privacy in their lockers.</p> <p>No student may use a locker as a depository for a substance or object that is prohibited by law, Joint Operating Committee policy or the center's rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.</p>
Title 22 Sec. 12.14	<p>The Joint Operating Committee reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population.</p>
3. Delegation of Responsibility	<p>The Joint Operating Committee authorizes the administration to conduct random searches of lockers when the school has a compelling interest in protecting and preserving the health, safety or welfare of the school population.</p>
Title 22 Sec. 12.14	<p>Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, concerning the contents of this policy and center procedures. Students shall be required to sign a waiver in order to have the use of a locker.</p> <p>The Administrative Director or designee shall develop administrative regulations to implement this policy.</p> <p>The building administrator or designee shall be present whenever a student locker is inspected based on reasonable suspicion.</p>

<p>Pol. 225</p>	<p>The building administrator shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student. In such an event, the building administrator shall not act as the student's informed adult for purposes of any Miranda warnings; rather, s/he shall attempt to contact the student's parent/guardian.</p> <p>The building administrator shall be responsible for promptly recording in writing each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.</p> <p>The building administrator shall be responsible for the safekeeping and proper disposal of any substance, object or material found in a student's locker in violation of law, Joint Operating Committee policy or the center's rules, unless the contents have been confiscated by a law enforcement officer.</p> <p>School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Joint Operating Committee policy or the center's rules, or poses a threat to the health, safety or welfare of the school population.</p> <p>The center is not obligated to insure the contents of lockers. Students shall, therefore, be advised that such contents are not insured by the center against loss by theft, vandalism, fire or other casualty.</p>
<p>4. Guidelines</p>	<p>Students shall be permitted to keep their assigned lockers locked against intrusion by other students, subject to the center having a duplicate key and/or combination.</p>
<p>Title 22 Sec. 12.14</p>	<p>Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. The school official, in the presence of the student and another staff member, may search the student's locker. However, when the school official has a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning and without the student being present.</p>
<p>Title 22 Sec. 12.14</p>	<p>Illegal and prohibited materials seized during a student search may be used as evidence against the student in a center disciplinary proceeding, and may also be turned over to law enforcement agencies.</p> <p>Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.</p>

References:

School Code – 24 P.S. Sec. 1850.1

State Board of Education Regulations – 22 PA Code Sec. 12.14

Joint Operating Committee Policy – 225

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227. CONTROLLED SUBSTANCES/PARAPHERNALIA - Pg. 2

	<p>The Joint Operating Committee may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the center's educational or extracurricular programs resulting from violations of this policy.</p> <p><u>Off-Campus Activities</u></p>
Pol. 218	<p>This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:</p> <ol style="list-style-type: none"> 1. 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.
Pol. 122	<ol style="list-style-type: none"> 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 center, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the center. 4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct. 5. The conduct involves the theft or vandalism of school property.
<p>4. Delegation of Responsibility</p> <p>42 Pa. C.S.A. Sec. 8337 Pol. 218, 233</p>	<p>The Administrative Director or designee shall develop administrative regulations to identify and control substance abuse in the center which:</p> <ol style="list-style-type: none"> 1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in the center, up to and including expulsion and referral for prosecution. 2. Disseminate to students, parents/guardians and staff the Joint Operating Committee policy and administrative regulations governing student abuse of controlled substances. 3. Provide education concerning the dangers of abusing controlled substances. 4. Establish procedures for education and readmission to the center of students convicted of offenses involving controlled substances.

227. CONTROLLED SUBSTANCES/PARAPHERNALIA - Pg. 3

<p>SC 1303-A</p> <p>5. Guidelines</p>	<p>Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p> <p>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.</p> <p>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/guardian.</p> <p>In addition to action taken by the center, students in violation of this policy may be subject to disciplinary action through their home school district.</p> <p><u>Reasonable Suspicion/Testing</u></p> <p>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 to 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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.3, 403.1</p> <p>PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-101 et seq.</p> <p>Steroids – 35 P.S. Sec. 807.1 et seq.</p> <p>PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. Sec. 8337</p> <p>Controlled Substances Act – 21 U.S.C. Sec. 801 et seq.</p> <p>Joint Operating Committee Policy – 000, 122, 210, 218, 233</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: STUDENT GOVERNMENT

ADOPTED: January 21, 2009

REVISED:

228. STUDENT GOVERNMENT	
1. Purpose	<p>The Joint Operating Committee acknowledges the importance of offering students the opportunity to participate in self government within the center.</p> <p>The purpose of student government shall be to develop student leadership, provide a learning experience in democratic decision-making and offer another avenue toward the realization of goals.</p>
2. Authority SC 511, 1850.1	<p>The Joint Operating Committee establishes that students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Joint Operating Committee.</p> <p>The charter, constitution or bylaws of the organization for student government shall be duly adopted by the members of the student body it represents and approved by the Joint Operating Committee.</p>
SC 511	<p>The Joint Operating Committee shall appoint a qualified member of the faculty to serve as an advisor for student government activities.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall establish rules and administrative regulations to implement this policy which:</p>
SC 511 Pol. 618	<ol style="list-style-type: none"> 1. Assure that all students have equal access to the student government and an equal opportunity to vote and hold office. 2. Require fiscal accountability and adherence to Joint Operating Committee policy for all financial aspects of student government activity. 3. Require that decisions made and actions taken by the student government organization, in accordance with and within the scope of its constitution, shall not be voided or vetoed by any staff member.

References:

School Code – 24 P.S. Sec. 511, 1850.1

Joint Operating Committee Policy – 618

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: STUDENT FUNDRAISING

ADOPTED: January 21, 2009

REVISED:

	229. STUDENT FUNDRAISING
1. Purpose	The Joint Operating Committee acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the center.
2. Definition	For purposes of this policy, student fundraising shall include solicitation and collection of money by students in exchange for goods or services.
3. Authority	The Joint Operating Committee prohibits the collection of money by a student for personal benefit in the school building, on school property or at any school-sponsored activity.
4. Delegation of Responsibility SC 511	<p>Collection of money by approved school organizations may be permitted by the building administrator.</p> <p>Collections by students on behalf of school organizations outside the school may be permitted only by the Administrative Director.</p> <p>The Administrative Director or designee shall establish rules and administrative regulations to implement this policy which:</p> <ol style="list-style-type: none"> 1. Limit the number of fundraisers in a year for any group. 2. Describe permitted methods of solicitation that do not place undue pressure on students or patrons. 3. Limit the kind and amount of advertising for solicitation. <p>The building administrator shall distribute this policy and relevant procedures to each student organization granted permission to solicit funds.</p>
Pol. 618	Funds solicited shall be controlled by Policy 618.

5. Guidelines

Money Drives And Contests

The student body shall not be used as a vehicle for advertisement, political campaigning, distributing literature, raffles, or collections of funds.

No individual student or group of students may participate in a contest or achievement program of any kind as a representative of the center without the approval of the Administrative Director.

References:

School Code – 24 P.S. Sec. 511

Joint Operating Committee Policy – 000, 122, 618

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: PUBLIC PERFORMANCES BY
STUDENTS

ADOPTED: January 21, 2009

REVISED:

	230. PUBLIC PERFORMANCES BY STUDENTS
1. Purpose	The Joint Operating Committee recognizes the value of students sharing their talents and skills with the community through student participation and performances in public events. Performances by students shall include participation in parades and civic events as well as student and school-initiated activities such as conferences and contests.
2. Authority SC 1850.1	The Joint Operating Committee endorses public performances by students when they constitute a learning experience that contributes to the educational program; they do not interfere with other scheduled activities; and the circumstances of the event do not pose a threat to the health, safety or well-being of the students who are involved.
3. Delegation of Responsibility	<p>Requests for public performances by students, individually or in groups in the name of the center, shall require the approval of the Administrative Director, upon written request and with reasonable prior notice.</p> <p>If the participation requires that students must leave the school area for an overnight activity, the approval of the Joint Operating Committee will be required.</p> <p>The Administrative Director or designee shall develop administrative regulations to implement this policy.</p>
4. Guidelines	<p>Parental permission shall be sought and received before students may participate in any public performance.</p> <p>No student, group of students, or employees of this Joint Operating Committee may receive compensation for a public performance of students organized as school representatives.</p> <p>The interests of students shall be protected and guarded against exploitation.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: SOCIAL EVENTS AND CLASS TRIPS

ADOPTED: January 21, 2009

REVISED:

	231. SOCIAL EVENTS AND CLASS TRIPS
1. Purpose	The Joint Operating Committee recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.
2. Authority SC 511	<p>The Joint Operating Committee shall make school facilities available and provide appropriate staff for social events within the center's facilities that have been approved by the building administrator.</p> <p>Class trips and social events that take place outside of school facilities require approval by the Joint Operating Committee.</p>
3. Guidelines SC 1850.1	<p>As voluntary participants in school social events and class trips, students shall be held responsible for compliance with Joint Operating Committee policies and the center's rules. Infractions of those policies and rules will be subject to the same disciplinary measures applied during the regular school program.</p> <p>Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the center.</p>
4. Delegation of Responsibility SC 511	<p>The Administrative Director shall develop administrative regulations for the conduct of student social events and class trips which include the following:</p> <ol style="list-style-type: none"> 1. Designation of a staff member who shall be the Joint Operating Committee employee responsible for the event. 2. Provision of adequate adult supervision or police protection, as required by the circumstances of the event. 3. Formulation of rules and regulations governing the conduct and safety of all participants and distribution of such rules and regulations to all students and adults involved.

231. SOCIAL EVENTS AND CLASS TRIPS - Pg. 2

References:

School Code – 24 P.S. Sec. 511, 517, 1850.1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: STUDENT INVOLVEMENT IN
DECISION-MAKING

ADOPTED: January 21, 2009

REVISED:

232. STUDENT INVOLVEMENT IN DECISION-MAKING	
1. Purpose	The Joint Operating Committee believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies because as an institution fundamental to the operation of a democratic society, the center should strive to exemplify the democratic ideal of citizen participation in decision-making, and students are a valuable resource whose contributions can aid and benefit the programs of the center.
2. Authority	<p>The Joint Operating Committee directs that students be invited to participate in activities appropriate to their maturity and competency, leading to administrative decision-making.</p> <p>Suggestions for improvement of the school may be offered by any student, provided they are of a constructive nature and contribute toward the realization of the center's educational goals.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall develop rules to implement this policy which:</p> <ol style="list-style-type: none"> 1. Provide for submission, consideration, and response to constructive student suggestions. 2. Ensure that student participation is fairly representational of the whole student body. 3. Ensure that the student voice and vote in decision-making is fairly balanced with those of faculty, administration and community members. <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: SUSPENSION AND EXPULSION

ADOPTED: January 21, 2009

REVISED:

<p>1. Authority SC 1318 Title 22 Sec. 12.6, 12.8</p>	<p style="text-align: center;">233. SUSPENSION AND EXPULSION</p> <p>Students shall be suspended or expelled by action of the Board or a committee of the Board at the home school. The Joint Operating Committee shall be informed of suspensions and expulsions by the Administrative Director or designee.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1318, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.3, 12.6, 12.7, 12.8, 14.143</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 101 et seq.</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p> <p>Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: PREGNANT/MARRIED
STUDENTS

ADOPTED: January 21, 2009

REVISED:

	234. PREGNANT/MARRIED STUDENTS
1. Purpose SC 1326 Title 22 Sec. 12.1	A student who is eligible to attend programs in the center shall not be denied an educational or vocational program solely because of marital status, pregnancy, pregnancy-related disabilities, parenthood or potential parenthood.
2. Authority SC 1850.1	The Joint Operating Committee reserves the right to require as a prerequisite for attendance in the regular classes and participation in the extracurricular program of the center that each pregnant student present to the Administrative Director or designee a licensed physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy. The statement may indicate the date of the expected birth.
3. Guidelines	<p>In order to receive credit for the school year, the student must satisfactorily complete the work prescribed by the teachers and approved by the administration.</p> <p>A pregnant student whose mental or physical condition prevents her from attending regular classes, when such condition is certified by a licensed physician, may be assigned to an alternate educational program.</p> <p>A student who has received an alternate educational program for reasons associated with her pregnancy shall be readmitted to the regular center program upon her request and the written statement of a licensed physician that she is physically fit to do so.</p>
4. Delegation of Responsibility	<p>The Administrative Director or designee shall develop administrative regulations for implementing this policy which include:</p> <ol style="list-style-type: none"> 1. Offering counseling services to help students plan their future. 2. Cooperation with community resources to assist students. 3. Development of a curriculum for the alternate educational program to which the pregnant student may be assigned on her request.

4. Designation of a qualified staff member to act upon the licensed physician's statement regarding the examination and health of a pregnant student.

References:

School Code – 24 P.S. Sec. 1326, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 12.1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: STUDENT RIGHTS/SURVEYS

ADOPTED: January 21, 2009

REVISED:

	235. STUDENT RIGHTS/SURVEYS
1. Purpose	This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.
2. Definition	Personal information means individually identifiable information including a student's or parent's/guardian's name, address, telephone number, or social security number.
3. Authority SC 1850.1 Title 22 Sec. 12.1, 12.3, 12.4, 12.9	<p>The Joint Operating Committee has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of its students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Joint Operating Committee policy and center rules.</p> <p>Surveys conducted by outside agencies, organizations and individuals shall be approved by the Joint Operating Committee, based on the Administrative Director's recommendation, prior to administration to students.</p>
4. Guidelines Title 22 Sec. 12.2, 12.3 Title 22 Sec. 12.3 Pol. 218	<p>Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Joint Operating Committee policies and center rules and regulations; respect for the rights of students, administrators, and others; and expression of ideas and opinions in a respectful manner.</p> <p>A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.</p> <p>A student who has reached the age of eighteen (18) years possesses the full rights of an adult and may authorize those school matters previously handled by a parent/guardian.</p>

	<p><u>Instructional Materials</u></p> <p>Pol. 105.1 The parent/guardian shall be notified annually that all instructional materials, including teachers' manuals, audiovisuals, and other supplementary instructional material used in the instructional program shall be available for inspection by the parents/guardians of students, in accordance with Joint Operating Committee policy. Instructional materials do not include tests or academic assessments.</p> <p><u>Surveys/Evaluations</u></p> <p>All surveys and instruments used to collect information from students shall relate to the center's educational objectives.</p> <p>20 U.S.C. Sec. 1232h Title 22 Sec. 12.41 The parent/guardian shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building administrator.</p> <p>Title 22 Sec. 4.4 No student shall be required, without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years, to submit to a survey, analysis, or evaluation that reveals information concerning:</p> <ol style="list-style-type: none"> 1. Political affiliations or beliefs of student or parent/guardian. 2. Mental and psychological problems of the student or family. 3. Sexual behavior or attitudes. 4. Illegal, antisocial, self-incriminating or demeaning behavior. 5. Critical appraisals of other individuals with whom respondents have close family relationships. 6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers. 7. Religious practices, affiliations, or beliefs of the student or parent/guardian. 8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
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<p>5. Delegation of Responsibility</p> <p>Title 22 Sec. 12.3</p>	<p>However, such survey, analysis or evaluation may be conducted on a voluntary basis, provided that the student and parent/guardian have been notified of their right to inspect all related materials and to opt the student out of participation.</p> <p>The center shall implement procedures to protect student identity and privacy when a survey contains any of the restricted subject areas listed above.</p> <p><u>Collection Of Information For Marketing</u></p> <p>The parent/guardian has the right to inspect the material and opt out the student from participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information. This does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students.</p> <p>The Administrative Director or designee shall develop and promulgate procedures consistent with law and Joint Operating Committee policy to ensure that student rights under specific conditions are properly recognized and maintained.</p> <p>The Administrative Director or designee shall annually notify the parent/guardian concerning:</p> <ol style="list-style-type: none"> 1. Contents of this policy and its availability. 2. Contents of the Code of Student Conduct. 3. Approximate dates that any surveys requesting personal information may be scheduled. 4. Procedures to request access to survey instruments prior to administration. 5. Procedures for opting students out of participation in surveys.
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References:

School Code – 24 P.S. Sec. 1850.1

No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 1232h

State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.1, 12.2, 12.3, 12.4, 12.9, 12.41

Joint Operating Committee Policy – 105.1, 218

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: STUDENT ASSISTANCE
PROGRAM

ADOPTED: January 21, 2009

REVISED:

	236. STUDENT ASSISTANCE PROGRAM
1. Purpose	The Joint Operating Committee is committed to assisting all students to achieve to their fullest potential.
2. Definition Title 22 Sec. 12.16	Student Assistance Program (SAP) - a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the center, to assist the parent/guardian and student with information so they may access services within the community.
3. Authority SC 1547 Title 22 Sec. 12.42	The Joint Operating Committee shall provide a Student Assistance Program (SAP) that assists school employees in identifying issues and providing assistance to students experiencing difficulties in learning and academic achievement.
4. Delegation of Responsibility	The Administrative Director or designee shall develop, implement and monitor a Student Assistance Program (SAP) that complies with state regulations.
5. Guidelines	<p>The Student Assistance Program (SAP) shall provide assistance in:</p> <ol style="list-style-type: none"> 1. Identifying issues that pose a barrier to a student's learning and/or academic achievement. 2. Determining whether or not the identified problem lies within the responsibility of the center. 3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement. 4. Making recommendations to assist the student and the parent/guardian. 5. Providing information on community resources and options to deal with the problem.

6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

References:

School Code – 24 P.S. Sec. 1547

State Board of Education Regulations – 22 PA Code Sec. 12.16, 12.41, 12.42

PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. 8337

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Family Educational Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: PERSONAL ELECTRONIC
DEVICES

ADOPTED: January 21, 2009

REVISED: April 16, 2014

	237. PERSONAL ELECTRONIC DEVICES
1. Purpose	<p>The Joint Operating Committee recognizes the use of personally owned electronic devices by students on school property and at school-sponsored activities and that the educational process can be enhanced through the “Bring Your Own Device” program. The Joint Operating Committee adopts this policy to establish guidelines for the use of personal electronic devices in order to minimize disruptions to and maintain a safe educational environment.</p>
2. Definition	<p><u>Personal Technology Devices</u></p> <p>Personal Technology Devices shall be defined as any device capable of capturing, storing, and/or transmitting information including text, audio, and/or video data. Personal Technology Resources include, but are not limited to, such devices as cellular devices (those that receive and send messages electronically), digital cameras, personal digital assistants (PDAs), laptop computers, MP3 players, mobile devices.</p> <p>Instructional Time shall be defined as time when a student is in the charge of a teacher.</p> <p>Extracurricular Time shall be defined as time when students are participating as a member of an organized, school-sponsored team or activity.</p> <p>School-Related Free Time shall be defined as time when students are in the charge of school employees but not participating in instructional time or extra-curricular time. Examples of school-related free time include but are not limited to: lunch, study hall, bus, before or after extra-curricular activities and activity period.</p>
3. Authority SC 510	<p>The Joint Operating Committee permits the use of Personal Electronic Devices in the following situations:</p> <ol style="list-style-type: none"> During instructional time: Students are permitted to use Personal Electronic Devices during class time for educational use only and with teacher permission.

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<p>Pol. 815</p>	<ul style="list-style-type: none"> b. During extra-curricular time: Students are permitted to use Personal Electronic Devices during extra-curricular time for educational use only and with coach/sponsor permission. c. During school-related free time: Students are permitted to use Personal Electronic Devices during free time for educational use, family communication, or appropriate personal use in such a manner as not to create a disruption or annoyance to others. <p>The Center maintains there is no expectation of privacy for any Personal Technology Resources connected to the Center's network or computer system. The Center reserves the right to preserve the security, integrity and functionality of the network and computer systems. These rights include but are not limited to monitoring, inspecting, copying, reviewing or confiscating a Personal Electronic Device when administration has a reasonable suspicion that a violation of this policy, Center's AUP or law has occurred.</p> <p>The Center shall not be liable for the loss, damage or misuse of any Personal Electronic Device-brought to the school by a student.</p>
<p>2. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall promulgate procedures regarding the implementation of this policy. The Administrative Director or designee shall annually notify students, parents/guardians and staff about the Center's Personal Electronic Device policy by publishing such policy in the student handbook, newsletters, posted notices, and/or posting the policy on the Center's website and other efficient methods.</p> <p>Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building administrator or designee, or when use is provided for in a student's individualized education program (IEP).</p>
<p>3. Guidelines Pol. 218, 233</p>	<p>Access is a privilege, not a right. Violations of this policy by a student shall result in disciplinary action and confiscation of the Personal Electronic Device, banning the student from bringing Personal Electronic Devices to school and/or notification of law authorities if applicable.</p> <p>Students and parents shall review this policy and its related policy 815 Acceptable Use of Internet and Internet Safety, prior to obtaining permission or use of a personal electronic device and shall sign a form acknowledging their receipt and understanding of their responsibilities related to this policy.</p> <p>Personal electronic devices used during the instructional day must access the internet via the Center's content-filtered wireless network, and not through 2G, 3G, 4G, or any other content service providers. Personal Electronic Devices are not permitted to be physically connected to the Center's wired Ethernet infrastructure.</p>

<p>Definitions</p> <p>SC 1317.1</p>	<p>Students shall not use any electronic device in a manner that disrupts or detracts from the educational environment. The JOC prohibits the use of personal electronic devices to record or otherwise capture audio and/or video of an employee or student without their consent. The distribution of any unauthorized media will result in disciplinary action.</p> <p>Students shall not use Personal Electronic Devices to undermine the academic integrity of graded tests, homework or school related assignments.</p> <p>A confiscated Personal Electronic Device shall not be returned until a conference has been held with a parent/guardian.</p> <p>The Center's technology staff is not responsible for personal electronic device troubleshooting.</p> <p><u>Telephone Pagers/Beepers</u></p> <p>With prior administrative approval, telephone paging devices/beepers shall be approved under the following conditions:</p> <ol style="list-style-type: none"> 1. A student who is a member of a volunteer fire company, ambulance or rescue squad. 2. A student who has a need for such a device due to the medical condition of an immediate family member. 3. Other reasons determined appropriate by the building administrator. <p><u>Portable Storage Devices</u></p> <p>Students shall not be permitted to plug any portable storage device into a school computer (i.e. USB jump drive) without prior permission from the technology department.</p> <p><u>Unacceptable Devices</u></p> <p>Unacceptable devices include but are not limited to gaming consoles, laser pointers, modems, routers, wireless access points, televisions, dvr units or any other devices determined by the administration deemed unacceptable.</p>
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237. PERSONAL ELECTRONIC DEVICES - Pg. 4

	<p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1317.1, 1850.1</p> <p>Joint Operating Committee Policy – 218, 233, 815</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: CONTESTS FOR STUDENTS

ADOPTED: January 21, 2009

REVISED:

	240. CONTESTS FOR STUDENTS
1. Purpose	<p>Participation in interstate, national or regional tournaments, festivals, exhibitions, or other types of multiple school competitions, as well as contests for individual students representing the center may be approved by the Administrative Director and/or Joint Operating Committee in accordance with the terms of this policy.</p> <p>Participation shall grow out of a broad program of involvement for all students and shall be regarded in its proper perspective as one of several worthwhile types of educational experiences. The loss of class time for preparation and competition shall be kept to a minimum.</p>
2. Guidelines	<p>No contest or other activity involving awards to students by agencies outside the school shall be permitted unless approved by the Administrative Director.</p> <p>The Administrative Director shall not approve any contest unless it has educational value to the participating students. The Administrative Director shall approve no contest or activity in the center whose purpose is commercial in nature.</p> <p>Essay, oratorical, art, and other contests involving student participation shall be engaged in at the discretion of the Administrative Director.</p> <p>Long and expensive out-of-state trips during the school year shall not be undertaken, unless approved by the Joint Operating Committee.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee Policy – 913</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: HAZING

ADOPTED: January 21, 2009

REVISED:

	247. HAZING
1. Purpose	The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the center and are prohibited at all times.
2. Definitions	<p>For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization operating under the sanction of or recognized as an organization by the Joint Operating Committee. Organization includes any school-sponsored team, club or extracurricular activity.</p> <p>Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.</p> <p>Endanger the mental health shall include but not be limited to any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.</p> <p>Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.</p>
3. Authority SC 1850.1 Pol. 122	The Joint Operating Committee does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, sponsor, volunteer, chaperone or center employee shall plan, direct, encourage, assist or engage in any hazing activity.

<p>4. Delegation of Responsibility</p>	<p>The Joint Operating Committee directs that no administrator, sponsor, volunteer, chaperone or center employee shall permit, condone or tolerate any form of hazing.</p> <p>The center will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.</p> <p>The Joint Operating Committee encourages students who have been subjected to hazing to promptly report such incidents to the Administrative Director or designee.</p> <p>The Administrative Director or designee shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.</p> <p>Students, administrators, teachers, sponsors, volunteers, chaperones, and center employees shall be alert to incidents of hazing and shall report such conduct to the Administrative Director or designee.</p> <p>The center shall annually inform students, parents/guardians, sponsors, volunteers, chaperones and staff that hazing of students is prohibited, by means of distribution of written policy, publication in handbooks or verbal instructions by the sponsor at the start of the season or program.</p> <p>5. Guidelines</p> <p><u>Complaint Procedure</u></p> <ol style="list-style-type: none"> 1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the Administrative Director or designee. 2. The Administrative Director or designee shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing. 3. The Administrative Director or designee shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate. 4. If the investigation results in a substantiated finding of hazing, the Administrative Director or designee shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct. Additionally, the student may be subject to disciplinary action by the sponsor, up to and including removal from the activity.
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5. If the investigation results in a substantiated finding that a sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as sponsor.

References:

School Code – 24 P.S. Sec. 1850.1

Joint Operating Committee Policy – 122

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: UNLAWFUL HARASSMENT

ADOPTED: January 21, 2009

REVISED:

	248. UNLAWFUL HARASSMENT
1. Purpose	<p>The Joint Operating Committee strives to provide a safe, positive learning climate for students in the center. Therefore, it shall be the policy of the center to maintain an educational environment in which harassment in any form is not tolerated.</p>
2. Authority 43 P.S. Sec. 951 et seq Title IX 20 U.S.C. Sec. 1681 et seq 29 CFR Sec. 1606.8(a)	<p>The Joint Operating Committee prohibits all forms of unlawful harassment of students and third parties by all students and staff members, contracted individuals, vendors, volunteers, and third parties in the center. The Joint Operating Committee encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.</p> <p>The Joint Operating Committee directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the center's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p>
3. Definitions 29 CFR Sec. 1606.8(a) 66 Fed. Reg. 5512	<p>For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance. 3. Otherwise adversely affects an individual's learning opportunities.

<p>29 CFR Sec. 1604.11 (a)</p>	<p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status. 2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual. 3. Such conduct deprives a student of educational aid, benefits, services or treatment. 4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment. <p>Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.</p>
<p>4. Delegation of Responsibility Pol. 103</p>	<p>In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Joint Operating Committee designates the Administrative Director as the center's Compliance Officer.</p> <p>Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.</p> <p>Each student shall be responsible to respect the rights of their fellow students and center employees and to ensure an atmosphere free from all forms of unlawful harassment.</p> <p>The building administrator shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> 1. Inform the student or third party of the right to file a complaint and the complaint procedure.

<p>5. Guidelines</p>	<ol style="list-style-type: none"> 2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure. 3. Notify the complainant and the accused of the progress at appropriate stages of the procedure. 4. Refer the complainant to the Compliance Officer if the building administrator is the subject of the complaint. <p><u>Complaint Procedure – Student/Third Party</u></p> <p>Step 1 – Reporting</p> <p>A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator or a center employee in written or verbal form.</p> <p>Prior to reporting the incident, the complainant shall not be required to have initially confronted the accused.</p> <p>An employee of the center 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, together with a statement providing background information regarding the incident.</p> <p>If the building administrator is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.</p> <p>The complainant or reporting employee is encouraged to use the report form available from the building administrator, but oral complaints shall be acceptable.</p> <p>Verbal complaints may be put in writing by the complainant, which shall be signed by the complainant. If the complainant chooses not to sign a written complaint for any reason, an investigation of the complaint shall still be made.</p> <p>Step 2 – Investigation</p> <p>Upon receiving a complaint of unlawful harassment, the building administrator shall immediately notify the Compliance Officer. The building administrator shall promptly initiate an investigation into the complaint, unless the building administrator is the subject of the complaint or is unable to conduct the investigation.</p>
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The investigation may consist of individual interviews with the 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.

Step 3 – Investigative Report

The building administrator shall prepare appropriate findings, written determinations and recommendations, including any discipline, as soon as practicable. The investigation should, however, be concluded within fifteen (15) days, unless additional time to complete the investigation is required.

Upon conclusion of the investigation, the building administrator will deliver written recommendations to the complainant, the accused, and the Compliance Officer.

Step 4 – Action of Center

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

If the results of the investigation are indeterminate or unfounded, a record of the investigation, with findings, will be maintained by the center, separate and apart from any student file. If discipline is imposed, a record of discipline will be maintained in the same manner as other disciplinary actions.

Disciplinary actions shall be consistent with the Code of Student Conduct, Joint Operating Committee policies and the center's procedures, applicable collective bargaining agreements, and state and federal laws.

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

1. 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, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.

3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building administrator who conducted the initial investigation.

Enforcement

The Compliance Officer shall take appropriate action to reinforce the center's unlawful harassment policy, which shall include:

1. Providing staff with information at the beginning of each school year.
2. Providing student instruction about unlawful harassment at least once each school year.

On an as-needed basis, all teachers, counselors and administrators shall instruct students on the procedures for reporting unlawful harassment within the educational setting.

This policy and the complaint procedure shall:

1. Be included in the notifications, handbooks and/or other publications that are disseminated to students, parents/guardians, employees, independent contractors, vendors and the public at the beginning of each school year.
2. Be displayed in a prominent location near the guidance office.
3. Be provided as part of any orientation program conducted for new students upon enrollment.
4. Appear in any school publication that sets forth the center's comprehensive rules, regulations, procedures, and standards of conduct.

The publication shall include the position, office address and telephone number of the Compliance Officer.

References:

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

Federal Anti-Discrimination Law – 20 U.S.C. Sec. 1681 et seq. (Title IX)

Harassment Regulations and Guidelines

Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)

Federal Register – 66 Fed. Reg. 5512

Joint Operating Committee Policy – 103, 806

REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: _____

Home Address: _____

Home Phone: _____

Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

Race

Color

National Origin

Sex

Age

Disability

Religion

Sexual Orientation

Name of person you believe violated the Joint Operating Committee's unlawful harassment policy: _____

If the alleged harassment was directed against another person, identify the other person: _____

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary: _____

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature_____
Date_____
Received By_____
Date

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: BULLYING/
CYBERBULLYING

ADOPTED: January 21, 2009

REVISED:

249. BULLYING/CYBERBULLYING	
1. Purpose	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 more serious violence. Therefore, the Joint Operating Committee prohibits bullying by students.
2. Definitions SC 1303.1-A	<p>Bullying 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 and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:</p> <ol style="list-style-type: none"> 1. Substantial interference with a student's education. 2. Creation of a threatening environment. 3. Substantial disruption of the orderly operation of the school. <p>Bullying, as defined in this policy, includes cyberbullying.</p>
SC 1303.1-A	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.
3. Authority SC 1303.1-A	<p>The Joint Operating Committee prohibits all forms of bullying by students.</p> <p>The Joint Operating Committee encourages students who have been bullied to promptly report such incidents to the building administrator or designee.</p> <p>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 center's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.</p>

<p>4. Delegation of Responsibility</p>	<p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.</p>
	<p>The Administrative Director or designee shall develop administrative regulations to implement this policy.</p>
<p>SC 1303.1-A</p>	<p>The Administrative Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.</p>
<p>SC 1303.1-A</p>	<p>The Administrative Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Operating Committee.</p>
<p>SC 1303.1-A</p>	<p>The administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> 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.
<p>5. Guidelines SC 1303.1-A Title 22 Sec. 12.3 Pol. 218</p>	<p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</p>
	<p>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.</p>
	<p><u>Education</u></p>
<p>SC 1302-A, 1303.1-A Pol. 236</p>	<p>The center 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.</p>
	<p><u>Consequences For Violations</u></p>
<p>SC 1303.1-A Pol. 218, 233</p>	<p>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:</p>
	<ol style="list-style-type: none"> 1. Counseling within the center.

2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion.
8. Counseling/Therapy outside of the center.
9. Referral to law enforcement officials.

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Joint Operating Committee Policy – 000, 218, 233, 236, 248

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: STUDENT RECRUITMENT

ADOPTED: January 21, 2009

REVISED:

	250. STUDENT RECRUITMENT
1. Authority 51 P.S. Sec. 20221 et seq 10 U.S.C. Sec. 503 20 U.S.C. Sec. 7908	<p>In accordance with law, the Joint Operating Committee shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the armed forces of the United States.</p> <p>Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.</p>
2. Guidelines 10 U.S.C. Sec. 503 20 U.S.C. Sec. 7908	<p>Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.</p>
51 P.S. Sec. 20222 10 U.S.C. Sec. 503 20 U.S.C. Sec. 7908	<p>The center shall notify parents/guardians of the right of the secondary student or parent/guardian to request that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent.</p>
51 P.S. Sec. 20222	<p>The center shall provide a list of graduating seniors, which shall be available to military recruiters by the first day of the academic year of graduation.</p>
3. Delegation of Responsibility	<p>The Administrative Director shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.</p> <p>The Administrative Director reserves the right to deny access to students when such access will materially and substantially interfere with the proper and orderly operation of the center.</p>

250. STUDENT RECRUITMENT - Pg. 2

51 P.S.
Sec. 20222

The Administrative Director or designee shall notify parents/guardians prior to the end of the student's junior year about the provisions of this policy. The notice shall include:

1. Notice that the center routinely discloses names, addresses and telephone numbers of junior and senior students to postsecondary institutions and military recruiters, subject to a parent's/guardian's or secondary student's request not to disclose such information without prior written parental consent.
2. Explanation of the parent's/guardian's or secondary student's right to request that information not be disclosed without prior written parental consent.
3. Procedures for how the parent/guardian or secondary student can opt out of the public, nonconsensual disclosure of such information, and the method and timeline for doing so.

References:

State Board of Education Regulations – 22 PA Code Sec. 403.1

Military Affairs – 51 P.S. Sec. 20221 et seq.

National Defense Authorization Act for Fiscal Year 2002 – 10 U.S.C. Sec. 503

No Child Left Behind Act – 20 U.S.C. Sec. 7908

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: February 18, 2009

REVISED:

	301. CREATING A POSITION
1. Authority	<p>Positions for administrative, professional and support employees shall be established by the Joint Operating Committee in order to provide the effective leadership and management necessary to operate the center and to provide quality educational programs and services, consistent with the needs of the center and the resources of the community.</p>
SC 1850.1 Title 22 Sec. 4.4	<p>The need for creating positions shall be determined by the Joint Operating Committee, based on the recommendation of the Administrative Director. The Joint Operating Committee reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management and operation of the center.</p>
SC 1142 Pol. 328	<p>The initial salary or salary range for a new position shall be determined by the Joint Operating Committee when creating the position, based upon the recommendation of the Administrative Director and supporting documentation.</p> <p>In the exercise of its authority to create a new position, the Joint Operating Committee shall give primary consideration to the following:</p> <ol style="list-style-type: none"> 1. Effective management of the center's programs. 2. Number of students enrolled. 3. Special needs of students. 4. Operational needs of the center. 5. Financial resources of the center. <p>The Administrative Director shall be responsible for recommending a new or additional administrative, professional or support position.</p>

<p>2. Delegation of Responsibility</p> <p>Pol. 104</p>	<p>Recommendations for a new or additional position shall include:</p> <ol style="list-style-type: none"> 1. Job description clearly stating the duties for which the position was created. 2. Title that conforms with the appropriate certificate if certification is required. 3. Supporting data and other rationale relevant to the recommendation. <p>The Joint Operating Committee may, through the Superintendent, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.</p> <p>The Administrative Director or designee shall prepare and maintain a comprehensive and up-to-date job description for all positions in the center. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations and, once approved, shall be made available to employees.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1142, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4</p> <p>Joint Operating Committee Policy – 104, 328</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATIVE DIRECTOR/
ASSISTANT ADMINISTRATIVE
DIRECTOR

ADOPTED: February 18, 2009

REVISED:

	302. EMPLOYMENT OF ADMINISTRATIVE DIRECTOR/ASSISTANT ADMINISTRATIVE DIRECTOR
1. Authority SC 1850.1	The Joint Operating Committee places the primary responsibility and authority for the administration of the center in the Administrative Director and Assistant Administrative Director. Therefore, selection of an Administrative Director or Assistant Administrative Director is critical to the effective leadership and management of the center.
SC 1850.1	When the position of Administrative Director or Assistant Administrative Director becomes vacant, the Joint Operating Committee shall elect an Administrative Director or Assistant Administrative Director by a majority vote of all members of the Joint Operating Committee and shall set the compensation and term of office.
	The Joint Operating Committee shall actively seek the best qualified and most capable candidate for the position of Administrative Director. It may be aided in this task by a committee of Joint Operating Committee members and/or the services of professional consultants.
	The Joint Operating Committee shall seek applicants for the position of Assistant Administrative Director by nomination of the Administrative Director.
2. Guidelines	<u>Recruitment</u>
	Recruitment procedures shall be prepared in advance of the search and may include the following:
Pol. 104	1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.
SC 1804 Title 22 Sec. 49.163	2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.
	3. Preparation of informative material describing the center and its educational goals and vocational technical programs.

302. EMPLOYMENT OF ADMINISTRATIVE DIRECTOR/ASSISTANT
ADMINISTRATIVE DIRECTOR - Pg. 2

<p>Pol. 104</p>	<ol style="list-style-type: none"> 4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience. 5. Opportunity for applicants to visit the center, at the Joint Operating Committee's invitation. 6. Recruitment and evaluation of candidates in accordance with Joint Operating Committee policy and state and federal law. <p>A screening process shall be established that ensures the Joint Operating Committee has an opportunity to interview a sufficient number of candidates so that an appropriate range of choices is available for final selection.</p> <p>The Joint Operating Committee shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the center.</p> <p><u>Employment</u></p>
<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the center has evaluated the results of that screening process.</p> <p>An individual shall not be employed as Administrative Director or Assistant Administrative Director unless s/he has signed an employment contract or has been employed by Joint Operating Committee resolution, either of which may include:</p> <ol style="list-style-type: none"> 1. Term for which employment is contracted, including beginning and ending dates.
<p>SC 1850.1</p>	<ol style="list-style-type: none"> 2. Salary contracted and the intervals at which it will be paid. 3. Benefits to which the employee is entitled. 4. Statement of mutually agreeable evaluation procedures. 5. Procedures for resolving misunderstandings or disagreements.

302. EMPLOYMENT OF ADMINISTRATIVE DIRECTOR/ASSISTANT
ADMINISTRATIVE DIRECTOR - Pg. 3

<p>SC 1418 Title 28 Sec. 23.43, 23.44, 23.45 42 U.S.C. Sec. 12112</p>	<p>After receiving an offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Joint Operating Committee may require.</p> <p>A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 1418, 1804, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.163, 49.171</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Joint Operating Committee Policy – 104</p> <p>Articles of Agreement</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: CHIEF SCHOOL
ADMINISTRATOR

ADOPTED: February 18, 2009

REVISED:

<ol style="list-style-type: none"> 1. Authority Articles of Agreement 2. Delegation of Responsibility 	<p style="text-align: center;">302.1. CHIEF SCHOOL ADMINISTRATOR</p> <p>The Chief School Administrator shall be the Intermediate Unit Executive Director.</p> <p>The Chief School Administrator shall serve as a Superintendent of Record and shall affix his/her signature to all official documents prepared for the career and technology center that require a Superintendent's signature.</p> <p>The Chief School Administrator shall discharge the duties regarding the Area Planning Unit and the Attendance Area, according to requirements listed in the School Administrators' Handbook.</p> <p>The Chief School Administrator is responsible for the legal operation of the vocational technical program.</p> <p>References:</p> <p>School Code – 24 P.S. 1850.1</p> <p>Joint Operating Committee Policy – 003</p> <p>Articles of Agreement</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF STAFF

ADOPTED: February 18, 2009

REVISED:

	304. EMPLOYMENT OF STAFF
1. Authority	<p>The Joint Operating Committee places substantial responsibility for the effective management and operation of the center and the quality of the educational program with its administrative, professional and support employees.</p>
SC 1850.1 Title 22 Sec. 4.4 Pol. 328	<p>The Joint Operating Committee shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrative, professional and support employee employed by the center.</p>
SC 1111	<p>No teacher shall be employed who is related to any member of the Joint Operating Committee, as defined in law, unless such teacher receives the affirmative vote of a majority of all members of the Joint Operating Committee other than the member related to the applicant, who shall not vote.</p> <p>The Joint Operating Committee authorizes the use of professional and support employees prior to Joint Operating Committee approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Joint Operating Committee at the next regular Joint Operating Committee meeting.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p>
SC 1201 Title 22 Sec. 49.131 et seq, 339.41	<p>A candidate for employment in the center shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.</p>

304. EMPLOYMENT OF STAFF - Pg. 2

<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the center has evaluated the results of that screening process.</p>
<p>SC 1204.1</p>	<p>The center shall use the Standard Application for Teaching Positions but may establish and implement additional application requirements for professional employees.</p>
<p>2. Delegation of Responsibility Pol. 104</p>	<p>The Administrative Director or designee shall develop administrative regulations for recruiting, interviewing, screening, and recommending candidates for employment, in accordance with Joint Operating Committee policy and state and federal laws and regulations.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to center employees so they may apply for such positions.</p>
<p>42 U.S.C. Sec. 12112</p>	<p>The Administrative Director or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.</p> <p>The Administrative Director or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
<p>SC 1201, 1850.1 Title 22 Sec. 49.131 et seq, 339.41</p>	<p>Each certificated administrative and professional employee employed by the center shall be responsible for maintaining a valid certificate when such certificate is required by law.</p>
<p>3. Guidelines</p>	<p><u>Employment Of Administrative Employees</u></p> <p>The responsibility for recommending candidates for administrative positions to the Chief School Administrator and Joint Operating Committee is charged to the Administrative Director.</p> <p>Whenever administratively feasible, the procedure for selecting candidates for administrative staff positions shall be as follows:</p> <ol style="list-style-type: none"> 1. Review written credentials of all applicants.

2. Request and review letters of recommendation from former employers if the candidate is selected for an interview.
3. With the assistance of other administrators, interview qualified applicants and submit recommendations for employment to the Joint Operating Committee.
4. Each successful candidate will be elected for employment by majority vote of the Joint Operating Committee with the minutes indicating how each member voted.

After the election of the successful candidate, the Administrative Director shall inform the successful and unsuccessful applicants concerning the action of the Joint Operating Committee. The successful applicant will be required to sign a contract, one (1) copy of which shall remain in the office of the Administrative Director.

Employment Of Professional Employees

All individuals wishing consideration for employment as professional employees shall request information and application forms from the office of the Administrative Director. Completed applications, including letters of reference and transcripts, shall be necessary before one can expect consideration for employment.

Recruiting And Selecting –

The Administrative Director or designee shall be responsible for recruiting, interviewing, and screening qualified applicants for all professional positions prior to making recommendations to the Chief School Administrator.

Application Procedures –

Those individuals calling or writing the Administrative Director's office and requesting the opportunity to apply for a position shall be sent the standard application blank in those areas where vacancies exist. Only when an applicant has completed and returned his/her application and all required credentials and references are received will s/he be considered an eligible candidate for a position.

Interview –

The Administrative Director or designee shall contact applicants and make arrangements for personal interviews after completed applications have been returned.

Qualifications –

The qualifications of candidates shall be ascertained by examination of transcripts, recommendations and applications, interviews, and visits to or with present employers or places of employment when such action might seem advisable and practicable.

Certification –

All professional employees are required to register their certificate with the Chief School Administrator. The certificate, or evidence thereof, shall be provided to the Administrative Director before starting in the local school office and will then be returned to the employee. A certificate is not valid until it has been registered with the Chief School Administrator.

Employment Of Support Employees

The Administrative Director shall have the responsibility of recommending all candidates for support employment. Nominees shall meet all qualifications established by law and the Joint Operating Committee.

Candidates will be recommended for support employment based on references, experience, and training.

References:

School Code – 24 P.S. Sec. 108, 111, 1089, 1111, 1142, 1201, 1204.1, 1804, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq.,
49.131 et seq., 339.41, 403.2, 403.4, 403.5

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Joint Operating Committee Policy – 000, 104, 328

Articles of Agreement

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTES

ADOPTED: February 18, 2009

REVISED:

	305. EMPLOYMENT OF SUBSTITUTES
1. Authority	<p>Qualified and competent substitutes for professional and support employees shall be employed by the center in order to provide continuity in the educational programs and services of the center.</p>
SC 1101, 1148, 1850.1	<p>The Joint Operating Committee shall approve annually the names of potential substitute employees and the positions in which they may substitute.</p> <p>Additional names may be added to the list of substitutes by the Joint Operating Committee during the school year.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Administrative Director.</p> <p>Utilization of substitutes prior to approval by the Joint Operating Committee is authorized when their use is required to maintain continuity in the educational program and services of the center. Retroactive approval shall be recommended to the Joint Operating Committee at the next regular Joint Operating Committee meeting.</p>
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	<p>A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the center has evaluated the results of that screening process.</p> <p>A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Joint Operating Committee.</p> <p><u>Compensation</u></p>
SC 1148	<p>Substitutes shall be paid on a per diem basis at a rate set periodically by the Joint Operating Committee for the various classes of employees.</p>

<p>2. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall develop administrative regulations and procedures to recruit, screen, assign and evaluate candidates for substitute employment.</p> <p>The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p> <p>The Administrative Director or designee shall recommend retention on the Joint Operating Committee's approved substitute list only for those substitutes who have satisfactorily performed their duties.</p> <p>The Administrative Director or designee shall prepare a written statement for all approved substitutes informing them of their pay rate, employee status, work schedule, and other matters that enable them to perform their duties to the best of their ability. A copy of this statement shall be placed in the employee's personnel file.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 1101, 1148, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Joint Operating Committee Policy – 000, 104</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: STUDENT TEACHERS/
INTERNS

ADOPTED: February 18, 2009

REVISED:

307. STUDENT TEACHERS/INTERNS	
1. Authority	The Joint Operating Committee encourages cooperation with colleges and universities within the state to assist in the training of student teachers and interns for vocational technical education.
SC 1850.1	The Joint Operating Committee establishes the center shall accept student teachers and interns from accredited institutions with which the center has a cooperative agreement approved by the Joint Operating Committee.
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	Student teachers and interns shall not be accepted into the center unless they have complied with the mandatory background check requirements for criminal history and child abuse and the center has evaluated the results of those screening processes.
2. Delegation of Responsibility	The Administrative Director or designee shall be responsible to assign student teachers and interns to the center's programs.
	Recommendations for selection of cooperating teachers shall be made by the building administrator, with the agreement of the college or university supervisor.
SC 1418 Title 28 Sec. 23.43, 23.44, 23.45 Pol. 314	Student teachers and interns shall comply with the health examination requirements of the state and Joint Operating Committee policy applicable to center staff.
	While serving in the center, student teachers and interns shall be responsible for their conduct to the supervising teacher and building administrator.
Pol. 907	Student teachers, interns and faculty of other educational institutions shall be offered the opportunity to visit the center and observe classes and programs. Such observers must be treated as any other visitor and shall be under the direct supervision of the building administrator or designee.

References:

School Code – 24 P.S. Sec. 111, 1418, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Joint Operating Committee Policy – 314, 907

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: EMPLOYMENT CONTRACT/
JOINT OPERATING
COMMITTEE RESOLUTION

ADOPTED: February 18, 2009

REVISED:

	<p>308. EMPLOYMENT CONTRACT/JOINT OPERATING COMMITTEE RESOLUTION</p>
1. Authority SC 1089, 1850.1	The Joint Operating Committee has the authority under law to prescribe employment conditions for center personnel.
SC 1121	The Joint Operating Committee directs that certificated and tenured administrative and professional employees shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Joint Operating Committee in accordance with law. The contract shall specify those issues required by law.
SC 1108 Pol. 313	The Joint Operating Committee directs that temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees.
SC 1089, 1850.1	<p>The Joint Operating Committee directs that noncertificated administrative and support employees shall be employed through a contract or Joint Operating Committee resolution, which may include:</p> <ol style="list-style-type: none"> 1. Salary at which the individual is employed. 2. Intervals at which salary will be paid. 3. Conditions and length of the probationary period. 4. Provision for termination of contract, on notice duly given. 5. Other information necessary for a full and complete understanding of the contract or resolution. <p>The Joint Operating Committee shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.</p>

<p>2. Guidelines</p>	<p>Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.</p> <p>The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract or Joint Operating Committee resolution.</p> <p><u>Probationary Period – Support Employees</u></p> <p>A probationary period may precede permanent employment for support personnel. If the probationary period is judged to be successful by the employee’s immediate supervisor, s/he will then be recommended for permanent status.</p> <p><u>Resignations – Professional Employees</u></p> <p>All resignations shall be submitted in writing to the Administrative Director on the form provided.</p> <p>Any professional employee who fails to give a sixty (60) day notice of resignation as may be stipulated on his/her individual contract or negotiated agreement, whichever might apply, may have deducted from his/her salary, on a prorata basis, the salary for the days not worked during the school term.</p> <p><u>Letters Of Resignation – Support Employees</u></p> <p>Support employees who expect to terminate their services shall express their intent in writing to the Administrative Director. If retirement is the reason for termination, the Administrative Director shall process the necessary forms for the employee to receive benefits.</p> <p>Whenever possible, letters of resignation should be submitted sixty (60) days prior to the termination of duties.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1089, 1108, 1121, 1850.1</p> <p>Joint Operating Committee Policy – 313</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: February 18, 2009

REVISED:

309. ASSIGNMENT AND TRANSFER	
1. Authority	The assignment and transfer of administrative, professional and support employees within the center shall be determined by the management, supervisory, instructional and operational needs of the center and its programs.
SC 1850.1	The Joint Operating Committee shall approve the initial assignment of all employees at the time of employment and when such assignments involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.
23 Pa. C.S.A. Sec. 6354, 6355	Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a center employee to another position as a center employee and the applicant has already obtained an official child abuse clearance statement.
SC 111 Title 22 Sec. 8.2	Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit an official criminal history background check.
2. Delegation of Responsibility	<p>The Administrative Director or designee shall provide a system of assignment or reassignment for employees that includes consideration of requests for voluntary transfers.</p> <p>The Administrative Director may, in considering any assignment or transfer, base the decision on:</p> <ol style="list-style-type: none"> 1. Need to balance various skills among the programs. 2. Changing student population within the center. 3. Impact of proposed assignment on the center's programs. 4. Employee's background, experience and preparation for the position.

5. Employee's success in former positions.
6. Employee's desire for professional growth.
7. Employee's length of service in the center and in the position presently held.
8. Consultation with and recommendations of those administrators and supervisors concerned with the situation.
9. Administrative and operational efficiency advanced by the proposed assignment.

Written notice of vacancies will be posted in the Administrative Director's office and other appropriate display areas.

Qualified applicants within the center will be given consideration for any vacancy for which they qualify and for which they choose to apply. The Joint Operating Committee will be searching for the best person for each position, however, and will not restrict itself to selecting from within the center alone.

Employees shall be informed of their assignments as early as possible preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Joint Operating Committee.

References:

School Code – 24 P.S. Sec. 111, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: ABOLISHING A POSITION

ADOPTED: February 18, 2009

REVISED:

	310. ABOLISHING A POSITION
1. Authority	The Joint Operating Committee is responsible for providing the administrative, professional and support staff necessary for implementation of the instructional programs and the effective operation of the center, and to do so efficiently and economically.
SC 1850.1 Title 22 Sec. 4.4	The Joint Operating Committee recognizes its responsibility to maintain positions consistent with the management, supervisory, instructional and operational needs of the center.
SC 1124	In the exercise of its authority to reduce staff or abolish positions, the Joint Operating Committee shall give primary consideration to the effect upon the instructional programs and shall ensure that elimination of a program is approved by the Department of Education.
SC 1124, 1125.1 Pol. 311	Reduction in staff as a result of the abolishment of positions shall be in accordance with law and Joint Operating Committee policy.
SC 1124	<p>Abolishment of positions affecting certificated administrative and professional employees may occur due to such factors as:</p> <ol style="list-style-type: none"> 1. Substantial decline in student enrollment. 2. Curtailment or alteration of a program due to a substantiated decline in class or course enrollments or to conform to standards required by law. 3. Changes in the center's organization for instruction. <p>Abolishment of noncertificated administrative and support positions may occur due to such factors as:</p> <ol style="list-style-type: none"> 1. Substantial decline in student enrollment. 2. Changes in the center's organizational structure.

310. ABOLISHING A POSITION - Pg. 2

<p>2. Delegation of Responsibility</p>	<p>3. Changes in the center's facilities or technology.</p> <p>4. Changes in the center's economic resources.</p> <p>The Administrative Director shall recommend annually to the Joint Operating Committee the number of staff positions needed for the center to function efficiently, including recommending the abolishment of unnecessary positions.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1124, 1125.1, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4</p> <p>Joint Operating Committee Policy – 311</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: SUSPENSIONS/FURLOUGHS

ADOPTED: February 18, 2009

REVISED:

311. SUSPENSIONS/FURLOUGHS	
1. Authority SC 1850.1	The Joint Operating Committee is responsible for maintaining appropriate numbers of administrative, professional and support employees to effectively manage and operate the center and its programs. This policy establishes the manner in which necessary reductions of staff shall be accomplished.
SC 524, 1124, 1125.1, 1850.1	The Joint Operating Committee has the authority and responsibility to determine how suspensions of employees shall be made when necessary, in accordance with law, individual contracts and collective bargaining agreements.
2. Delegation of Responsibility	The Administrative Director or designee shall develop administrative regulations for reduction of staff.
	The efficiency and effectiveness of the center's organization and staffing shall be under continuing review, and recommendations for abolishing positions and reallocating duties shall be presented for Joint Operating Committee consideration when the Administrative Director considers such actions to be in the best interests of the center.
SC 1123 Pol. 313	Data necessary for computation of each certificated administrative and professional employee's rating and seniority status shall be recorded and maintained.
	Data necessary for computation of each noncertificated administrative and support employee's seniority status shall be recorded and maintained.
SC 1124, 1125.1	Certificated administrative and professional employees shall be suspended for causes consistent with law in inverse order of seniority in the center. Reinstatements from a list of suspended professional employees shall be made on the basis of their seniority within the center.
SC 1125.1	The center shall realign its professional staff to ensure that more senior employees are provided with the opportunity to fill positions for which they are certified and which are being filled by less senior employees. Such realignment, however, will not be construed to require curriculum changes or department revisions.

311. SUSPENSIONS/FURLOUGHS - Pg. 2

<p>SC 1125.1 2 Pa. C.S.A. Sec. 551 et seq</p> <p>2 Pa. C.S.A. Sec. 551 et seq</p> <p>SC 1125.1</p>	<p>Professional employees shall be suspended and reinstated in accordance with the procedure established in the collective bargaining agreement.</p> <p>Certificated administrative and tenured professional employees have the right to a Local Agency Law hearing, and the decision to suspend shall be considered an adjudication for the purpose of that hearing.</p> <p>Temporary professional employees are entitled to a Local Agency Law hearing at the request of the employee.</p> <p>To be considered available for reinstatement, suspended tenured administrative and professional employees must annually report in writing to the Joint Operating Committee their current address and intent to accept the same or a similar position when offered.</p> <p>Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing prior to suspension, at the employee's request.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 524, 1123, 1124, 1125.1, 1850.1</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Joint Operating Committee Policy – 000, 313</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: EVALUATION OF
ADMINISTRATIVE DIRECTOR

ADOPTED: February 18, 2009

REVISED:

	312. EVALUATION OF ADMINISTRATIVE DIRECTOR
1. Authority	<p>Regular, periodic evaluation of the Administrative Director's performance is a Joint Operating Committee responsibility. In carrying out this responsibility, the Joint Operating Committee recognizes that the Administrative Director is entitled to such a review in an objective and straightforward manner so that leadership of the center may be as effective as possible.</p> <p>The Joint Operating Committee shall evaluate the performance of the Administrative Director annually and at any time such action is prudent.</p> <p>Prior to the beginning of the period under evaluation, the Joint Operating Committee and Administrative Director shall agree upon the criteria to be used for evaluation purposes.</p> <p>Evaluation criteria may include any of the following:</p> <ol style="list-style-type: none"> 1. Administrative Director's self-evaluation. 2. Objectives/Goals agreed upon annually by the Joint Operating Committee and Administrative Director. 3. Working relationship between the Joint Operating Committee and the Administrative Director. 4. Administrative Director's relationship with staff, students and community. 5. Administrative Director's professional growth. 6. Compilation of assessments by individual Joint Operating Committee members, which shall then be reviewed by the Joint Operating Committee and Administrative Director. 7. Evaluation interviews between the Joint Operating Committee and Administrative Director during which no other business is discussed.

312. EVALUATION OF ADMINISTRATIVE DIRECTOR - Pg. 2

<p>Pol. 302</p>	<p>8. Consideration of objective data regarding student achievement, student test scores, program development, business management and property maintenance, and employee grievances.</p> <p>As an outcome of the Administrative Director's evaluation, the Joint Operating Committee should:</p> <ol style="list-style-type: none">1. Recognize strengths and assist the Administrative Director in capitalizing on them.2. Identify weaknesses and establish a course of action that will assist the Administrative Director in improving performance in these areas.3. Establish specific objectives to advance the center toward its goals.4. Determine the necessity of any action regarding the employment of the Administrative Director. <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee Policy – 302</p>
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REVISÉD:

313. EVALUATION OF EMPLOYEES

1. Authority

Evaluation is a continuing process in which the administrative, professional and support employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of the center's goals and objectives.

The objectives of the evaluation plans for employees are:

1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving center goals.
2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving center goals.

SC 1850.1

The Joint Operating Committee shall approve plans for regular, periodic evaluations of administrative, professional and support employees. The Joint Operating Committee shall be informed periodically about the results of evaluations.

SC 1123

The evaluation plan for tenured professional employees shall utilize the state-approved evaluation forms or local forms approved by the Joint Operating Committee.

2. Delegation of Responsibility

Evaluations shall be conducted by administrators and supervisors designated by the Administrative Director.

The Administrative Director or designee shall develop administrative regulations for evaluating staff, which shall have the following characteristics:

1. Clear and unambiguous in intent and language.
2. Establish reasonable standards.
3. Apply in a consistent and uniform manner to all employees in the same class.

<p>SC 1108</p>	<p>4. Available to employees for review before they are applied.</p> <p>5. Reviewed and updated periodically.</p> <p>6. Referred to the Joint Operating Committee for information purposes.</p> <p>Each observation shall be followed by a conference between the evaluator and the employee. Both parties to the conference shall sign the evaluation form and retain a copy for their records.</p> <p>Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer shall be attached to the report.</p> <p><u>Temporary Professional Employees</u></p> <p>Each temporary professional employee shall be observed by an appropriate supervisor and notified of individual progress and status at least twice each year during the first three (3) years of employment.</p> <p>Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in improving deficiencies disclosed by observation and evaluation, and may conduct additional observations and evaluations of employees who are marginally competent.</p> <p>SC 1108</p> <p>The Administrative Director shall certify the evaluations of all temporary professional employees during the last four (4) months of the initial three (3) years of employment, as required by law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1108, 1122, 1123, 1850.1</p> <p>Joint Operating Committee Policy – 000</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: PHYSICAL EXAMINATION

ADOPTED: February 18, 2009

REVISED:

314. PHYSICAL EXAMINATION	
1. Purpose	In order to certify the fitness of administrative, professional and support employees to discharge efficiently the duties they will be performing and to protect the health of students and staff from the transmission of communicable diseases, physical examinations of all employees shall be required prior to beginning employment.
2. Definition	A physical examination shall mean a general examination by a licensed physician.
3. Authority SC 1418 Title 28 Sec. 23.43 42 U.S.C. Sec. 12112	After receiving an offer of employment but prior to beginning employment, all candidates shall undergo medical examinations, as required by law and as the Joint Operating Committee may require.
SC 1418 Title 28 Sec. 23.44	The Joint Operating Committee requires that all employees undergo a tuberculosis examination provided by the center upon initial employment, in accordance with regulations of the Pennsylvania Department of Health.
SC 1418	The Joint Operating Committee may require an employee to undergo a physical examination at the Joint Operating Committee's request.
SC 1419 Title 28 Sec. 23.45	An employee who presents a signed statement that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the employee presents a substantial menace to the health of others.
4. Delegation of Responsibility	The results of all required medical examinations shall be recorded on forms prescribed by the Secretary of Health and shall be made known to the Administrative Director on a confidential basis and discussed with the employee. Forms for physicians to complete shall be made available by the Administrative Director.
42 U.S.C. Sec. 12112	Medical records of an employee shall be kept in a file separate from the employee's personnel file.

References:

School Code – 24 P.S. Sec. 1416, 1418, 1419

State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: HIV INFECTION

ADOPTED: February 18, 2009

REVISED:

	314.1. HIV INFECTION
1. Purpose	<p>The Joint Operating Committee is committed to providing a safe, healthy environment for its students and employees and adopts this policy to safeguard the health and well-being of students and employees while protecting the rights of the individual. This policy shall apply to all administrative, professional and support staff employed by the center.</p>
2. Definitions 35 P.S. Sec. 7603	<p>AIDS - Acquired Immune Deficiency Syndrome.</p> <p>HIV Infection - refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p>Infected employee - refers to employees diagnosed as having the HIV virus, including those who are asymptomatic.</p>
3. Authority SC 1850.1 Pol. 334, 335, 339	<p>The Joint Operating Committee directs that the established Joint Operating Committee policies and procedures and administrative regulations relative to illnesses among employees shall also apply to infected employees.</p> <p>The Joint Operating Committee shall not require routine screening tests for HIV Infection in the school setting, nor will such tests be a condition for employment.</p>
4. Delegation of Responsibility Pol. 348	<p>The Administrative Director or designee shall be responsible for developing and releasing information concerning infected employees.</p> <p>All employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees.</p> <p>Building administrators shall notify employees, students and parents/guardians about current Joint Operating Committee policies concerning HIV Infection and shall provide reasonable opportunities to discuss the policy and related concerns.</p>

<p>Pol. 104, 334, 335, 339</p> <p>5. Guidelines</p> <p>35 P.S. Sec. 7607</p>	<p>Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave, and alternatives available to them through state and federal laws, Joint Operating Committee policies, collective bargaining agreements, individual contracts and the retirement system.</p> <p><u>Confidentiality</u></p> <p>Employees with knowledge of an infected employee's condition shall not disclose that information without prior written consent of the employee, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.</p> <p><u>Infection Control</u></p> <p>Universal precautions shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.</p> <p>The center shall maintain reasonably accessible equipment and supplies necessary for infection control.</p> <p>Employees shall notify the building administrator or school nurse of all incidents of exposure to bodily fluids.</p> <p><u>Staff Development</u></p> <p>The center shall provide opportunities for employees to participate in inservice education on HIV Infection.</p> <p>Designated employees may receive additional, specialized training appropriate to their positions and responsibilities.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>PA Confidentiality of HIV-Related Information Act – 35 P.S. Sec. 7601 et seq.</p> <p>Joint Operating Committee Policy – 000, 104, 334, 335, 339, 348</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: NONTENURED EMPLOYEES

ADOPTED: February 18, 2009

REVISED:

<p>1. Authority SC 1089, 1101, 1850.1</p> <p>SC 1089, 1101</p>	<p>316. NONTENURED EMPLOYEES</p> <p>It is the policy of the Joint Operating Committee that certain administrative and professional staff members shall be employed with the understanding that the assigned job functions are not governed by tenure law.</p> <p>Nontenured administrative and professional employees shall include any position in which provision for tenure is not made by law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1089, 1101, 1850.1</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: February 18, 2009

REVISED:

317. CONDUCT/DISCIPLINARY PROCEDURES	
1. Authority	All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of the center requires the cooperation of all employees working together and complying with a system of Joint Operating Committee policies, administrative regulations, rules and procedures, applied fairly and consistently.
SC 1850.1	The Joint Operating Committee directs that all employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Joint Operating Committee policies, administrative regulations, rules and procedures.
SC 1121, 1122, 1126, 1127, 1128, 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq	When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.
SC 510	<p>All employees shall comply with Joint Operating Committee policies, administrative regulations, rules and procedures; cooperate cordially with each other in the conduct of the center and the maintenance of good order, perform assigned job functions; and carry out directives issued by supervisors.</p> <p>When engaged in assigned duties, employees shall not participate in activities that include but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Physical or verbal abuse, or threat of harm, to anyone. 2. Causing intentional damage to center property, facilities or equipment. 3. Forceful or unauthorized entry to or occupation of center facilities, buildings or grounds.

317. CONDUCT/DISCIPLINARY PROCEDURES - Pg. 2

Pol. 351	4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.
	5. Use of profane or abusive language.
SC 1122	6. Failure to comply with directives of center officials, security officers, or law enforcement officers.
	7. Carrying onto or possessing a weapon on center grounds without authorization from the appropriate school administrator.
SC 1122	8. Violation of Joint Operating Committee policies, administrative regulations, rules or procedures.
SC 1122	9. Violation of federal, state, or applicable municipal laws or regulations.
	10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the center, or any activity sponsored or approved by the Joint Operating Committee.
2. Delegation of Responsibility SC 1122, 1151	<p>The Administrative Director or designee shall develop and disseminate disciplinary rules for violations of Joint Operating Committee policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal and/or pursuit of civil and criminal sanctions.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1122, 1126, 1127, 1128, 1129, 1130, 1151, 1850.1</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Joint Operating Committee Policy – 000, 351</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: February 18, 2009

REVISED:

<ol style="list-style-type: none"> 1. Authority SC 1850.1 Pol. 332 2. Delegation of Responsibility 	<p style="text-align: center;">318. PENALTIES FOR TARDINESS</p> <p>Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of the center. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.</p> <p>It shall be the responsibility of the Administrative Director or designee to assess penalties when an employee fails to meet attendance requirements.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee Policy – 332</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: February 18, 2009

REVISED: February 17, 2010

319. OUTSIDE ACTIVITIES	
1. Authority	<p>The Joint Operating Committee recognizes that administrative, professional and support employees do have the right to private lives and associations with others outside of school. However, the Joint Operating Committee has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.</p>
SC 1850.1	<p>Therefore, when nonschool activities directly impact upon an employee's effectiveness within the center, the Joint Operating Committee reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments.</p> <p>The Joint Operating Committee does not endorse, support, nor assume liability for any staff member who conducts nonschool, outside activities in which students or employees may participate.</p>
2. Delegation of Responsibility	<p>The Administrative Director or designee shall disseminate this policy so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the center.</p>
3. Guidelines	<p>The following guidelines are provided for the direction of all employees:</p> <ol style="list-style-type: none"> 1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by the center. 2. Do not use school equipment, including copiers, telephones and computers for personal business. 3. Do not use center property or school time to solicit or accept customers for private enterprises.

319. OUTSIDE ACTIVITIES - Pg. 2

4. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.
5. Do not tutor for compensation students assigned to your class.

References:

School Code – 24 P.S. Sec. 1850.1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: FREEDOM OF SPEECH IN
NONSCHOOL SETTINGS

ADOPTED: February 18, 2009

REVISED:

<p>1. Authority</p> <p>SC 1850.1</p>	<p style="text-align: center;">320. FREEDOM OF SPEECH IN NONSCHOOL SETTINGS</p> <p>The Joint Operating Committee acknowledges the right of administrative, professional and support employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the center and its programs, however, the employee's freedom of expression must be balanced against the interests of the center.</p> <p>The Joint Operating Committee adopts this policy to clarify situations in which an employee's expression could conflict with the center's interests.</p> <p>In situations in which an employee is not engaged in the performance of assigned duties, s/he shall:</p> <ol style="list-style-type: none"> 1. Refrain from comments that would interfere with the maintenance of student discipline. 2. Refrain from making public statements about the center known to be false or made without regard for truth or accuracy. 3. Refrain from making threats against co-workers, supervisors or center officials. <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: POLITICAL ACTIVITIES

ADOPTED: February 18, 2009

REVISED: February 17, 2010

	321. POLITICAL ACTIVITIES
<p>1. Authority</p> <p>SC 1850.1</p>	<p>The Joint Operating Committee recognizes and encourages the right of administrative, professional and support employees, as citizens, to engage in political activity. However, center property and school time, may not be used for political purposes by employees when performing assigned duties.</p> <p>Employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Joint Operating Committee.</p> <p>The Joint Operating Committee adopts the following guidelines for those staff members who intend to engage in political activities:</p> <ol style="list-style-type: none"> 1. Political circulars and petitions may not be posted and distributed in school. 2. No employee shall engage in political activities under jurisdiction of the Joint Operating Committee unless permission has been granted for that purpose through the Use of School Facilities Policy No. 707 by the Joint Operating Committee. <p>The following situations are exempt from the provisions of this policy:</p> <ol style="list-style-type: none"> 1. Discussion and study of politics and political issues when applicable to the curriculum and appropriate to classroom studies. 2. Conduct of student elections and connected campaigning. 3. Conduct of employee representative elections. <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: GIFTS

ADOPTED: February 18, 2009

REVISED:

	322. GIFTS
1. Authority	The Joint Operating Committee considers the acceptance of gifts by administrative, professional and support employees an undesirable practice.
SC 1850.1	It is the policy of the Joint Operating Committee that staff members not accept gifts of significant value, as determined by the immediate supervisor.
2. Delegation of Responsibility	The Administrative Director or designee may approve acts of generosity to individual employees in unusual situations.
	References:
	School Code – 24 P.S. Sec. 1850.1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: February 18, 2009

REVISED:

	323. TOBACCO USE
1. Purpose	The Joint Operating Committee recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the center.
2. Definition 35 P.S. Sec. 1223.5	For purposes of this policy, tobacco use shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.
3. Authority 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183	The Joint Operating Committee prohibits tobacco use by administrative, professional and support employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the center.
35 P.S. Sec. 1223.5	The Joint Operating Committee may designate specific areas for tobacco use by employees on property owned, leased or controlled by the center that is at least fifty (50) feet from school buildings, stadiums and bleachers.
35 P.S. Sec. 1223.5	The Joint Operating Committee prohibits tobacco use by employees at school-sponsored activities that are held off school property.
35 P.S. Sec. 1223.5	The Joint Operating Committee shall annually notify employees about the Joint Operating Committee's tobacco use policy by distributing it through handbooks, newsletters, posted notices, and other efficient methods.
SC 1303-A	Incidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year. Employees who violate this policy will be subject to disciplinary action, up to and including possible dismissal.

References:

School Code – 24 P.S. Sec. 1303-A

School Tobacco Control – 35 P.S. Sec. 1223.5

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: February 18, 2009

REVISED:

	324. PERSONNEL FILES
1. Authority	<p>Orderly operation of the center requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional or support employee of the center.</p>
SC 1850.1	<p>The Joint Operating Committee requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Joint Operating Committee policies, administrative regulations, rules and procedures; and evidence of completed evaluations.</p>
2. Delegation of Responsibility	<p>The Joint Operating Committee delegates the establishment and maintenance of official personnel records to the Administrative Director or designee, who shall prepare administrative regulations defining the material to be incorporated into personnel files.</p> <p>A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.</p>
42 U.S.C. Sec. 12112	<p>Medical records shall be kept in a file separate from the employee's personnel file.</p>
3. Guidelines	<p>Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Joint Operating Committee may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.</p> <p>Personnel records shall be available to the Joint Operating Committee but only as required in the performance of its designated functions as a Joint Operating Committee and as approved by a majority vote of the Joint Operating Committee.</p> <p>Personnel files shall be reviewed periodically, and material no longer required shall be destroyed.</p>

<p>43 P.S. Sec. 1321, 1322</p> <p>43 P.S. Sec. 1322, 1323</p>	<p><u>Employee Access</u></p> <p>Administrative, professional and support employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.</p> <p>Employees who wish to review their own records shall:</p> <ol style="list-style-type: none">1. Request access in writing.2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.3. Make no alterations to the record, nor remove any material.4. Sign a log attached to the file indicating the date and person reviewing. <p><u>Appeals</u></p> <p>To appeal material in their personnel file, employees shall submit a written request to the administrator delegated to maintain the records and shall specify:</p> <ol style="list-style-type: none">1. Name and date.2. Material to be appealed.3. Reason for appeal. <p>The responsible administrator shall refer the appeal to the administrator directly involved and permit the addition of employee comments.</p> <p><u>File Contents</u></p> <p>The Administrative Director or designee shall be responsible for maintaining a personnel file on each employee, which may include the following:</p> <ol style="list-style-type: none">1. Completed application for employment.2. Records of certification and experience or copy of certificate, if applicable.3. Undergraduate and graduate transcripts.
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<p>8 CFR Sec. 274a.2</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<ol style="list-style-type: none"> 4. Personal data such as marital status, number of dependents, residence, etc. 5. Retirement and social security records. 6. Records of evaluation. 7. Payroll deduction authorizations. 8. Hospital insurance information. 9. Record of annual sick leave accumulations. 10. I-9 Immigration Form. 11. Criminal history and child abuse clearance statements. 12. Other records as required or requested. <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Inspection of Personnel Files – 43 P.S. Sec. 1321 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Immigration Reform and Control, Title 8, Code of Federal Regulations – 8 CFR Sec. 274a.2</p> <p>Joint Operating Committee Policy – 000, 304</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: February 18, 2009

REVISED:

	325. DRESS AND GROOMING
<p>1. Authority</p> <p>SC 1850.1</p> <p>2. Delegation of Responsibility</p>	<p>Administrative, professional and support employees set an example in dress and grooming for students and the school community. Employees' dress should reflect their professional status and encourage respect for authority in order to have a positive influence on the center's programs and operations.</p> <p>The Joint Operating Committee has the authority to specify reasonable dress and grooming requirements, within law, for all employees to prevent an adverse impact on the educational programs and operations of the center.</p> <p>When assigned to center duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with assigned job responsibilities.</p> <p>Employees shall be groomed so that their hair style does not cause a safety or health hazard.</p> <p>Custodial/Maintenance employees shall be required to wear a designated work uniform and utilize safety gear when performing assigned duties.</p> <p>All faculty and staff members shall wear identification badges at all times during the instructional time.</p> <p>If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: COMPLAINT PROCESS

ADOPTED: February 18, 2009

REVISED:

	326. COMPLAINT PROCESS
1. Authority	<p>It is the Joint Operating Committee's intent to establish reasonable and effective means of resolving conflicts among employees to reduce potential areas of complaints, and to establish and maintain clear two-way channels of communication between supervisory personnel and employees for situations not covered by the terms of a collective bargaining agreement, individual contract or Joint Operating Committee resolution.</p>
SC 1850.1	<p>The Joint Operating Committee adopts this policy to facilitate proper and equitable solutions to complaints by administrative, professional and support employees at the lowest appropriate level, and to establish an orderly procedure for pursuing solutions.</p> <p>There shall be no reprisals of any kind taken against any employees or their representatives because of support of or participation in a complaint.</p>
2. Definition	<p>Complaint - any unresolved problem or interpretation of federal or state laws and regulations; Joint Operating Committee policies, rules, procedures; and written administrative regulations.</p>
3. Guidelines	<p>Complaints should be discussed in a private, informal conference between the parties involved. At least one (1) private meeting should take place between the parties before the complaint process is invoked.</p> <p>A complainant may be represented or accompanied by anyone s/he chooses at any higher level of the complaint process.</p> <p>The time limits provided in this policy may be extended by mutual agreement of the parties. Any decision not appealed within the time limits from one level to the next level shall be considered settled on the basis of the last decision and not subject to further appeal.</p> <p>All documents, communications, and records relevant to a complaint shall be filed in a separate file and not kept in the personnel file of any of the participants.</p>

	<p><u>Level One - Immediate Supervisor</u></p> <p>Within ten (10) days after the occurrence giving rise to the complaint, and following an informal discussion as outlined, the complainant must present the written complaint to the supervising administrator. This statement shall include:</p> <ol style="list-style-type: none">1. Clear, concise expression of the complaint.2. Joint Operating Committee policy, administrative regulation or procedure, or law of which there is an alleged violation.3. Circumstances on which the complaint is based.4. Person(s) involved.5. Decision rendered at the private conference.6. Remedy sought. <p>Copies of this statement may be sent to any individuals who were present at the meeting.</p> <p>Within ten (10) days the supervising administrator shall communicate a written decision to the employee. If the administrator does not respond within the time limit, the complainant may appeal to the next level.</p> <p><u>Level Two – Administrative Director/Designee</u></p> <p>Within ten (10) days after receiving the decision of the administrator at Level One, the complainant may appeal the decision to the Administrative Director or designee. The written appeal shall be accompanied by a copy of the decision at Level One.</p> <p>Within ten (10) days after delivery of the appeal, the Administrative Director or designee shall investigate the complaint, giving all persons who participated in Level One a reasonable opportunity to be heard.</p> <p>Within ten (10) days after delivery of the appeal, the Administrative Director or designee shall submit a written decision, together with the supporting reasons, to the complainant and the administrators involved.</p>
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Level Three - The Joint Operating Committee

Within ten (10) days after receiving the decision of the Administrative Director or designee, the complainant may appeal the decision in writing to the Joint Operating Committee.

The Joint Operating Committee shall schedule the matter for a hearing to be held at the next regularly scheduled Joint Operating Committee meeting. The complainant and his/her conferee may be present at the hearing.

Within twenty (20) days the Joint Operating Committee will submit its written decision, together with supporting reasons, to the complainant. A copy shall be furnished to the administrators involved.

The decision of the Joint Operating Committee is final.

References:

School Code – 24 P.S. Sec. 1850.1

Board Policy – 000

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: MANAGEMENT TEAM

ADOPTED: February 18, 2009

REVISED:

	327. MANAGEMENT TEAM
<p>1. Authority</p> <p>SC 1850.1 Pol. 002</p>	<p>The Joint Operating Committee recognizes the importance of maintaining an effective Management Team to strengthen the administration, instructional programs and operation of the center, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the Team.</p> <p>The objectives of the center's Management Team are to:</p> <ol style="list-style-type: none"> 1. Provide input into policies, administrative regulations, procedures and rules that directly affect management employees in the administration of the center. 2. Provide a means of addressing the economic and welfare concerns of management employees. <p>While the Management Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Joint Operating Committee to make decisions, as prescribed by law.</p>
<p>2. Definitions</p>	<p>Management Team Concept - is a means whereby educational policies and administrative regulations that define the center's programs and operations are arrived at through shared responsibility and authority.</p> <p>Management Team - is composed of the Administrative Director and administrative, supervisory, and administrative support staff who have significant responsibilities for:</p> <ol style="list-style-type: none"> 1. Formulating or implementing Joint Operating Committee policies, administrative regulations, rules, procedures, or programs. 2. Recommending employment, transfer, suspension, discharge, layoff, recall, promotion, assignment, compensation, or discipline of employees. 3. Directing and supervising other employees.

<p>3. Delegation of Responsibility</p>	<p>4. Evaluating employees.</p> <p>5. Adjusting complaints.</p> <p>Management Employees - refers to members of the Management Team.</p> <p>The Administrative Director shall prepare administrative regulations for the operation of the Management Team.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee Policy – 000, 002</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: COMPENSATION PLANS/
SALARY SCHEDULES

ADOPTED: February 18, 2009

REVISED:

328. COMPENSATION PLANS/SALARY SCHEDULES	
1. Authority	The Joint Operating Committee shall approve compensation plans, individual contracts and salary schedules for administrative, professional and support employees.
SC 1164, 1850.1	The administrative compensation plan shall be determined through a good faith, meet and discuss procedure with designated administrators upon written request of a majority of administrators.
	Salary schedules approved by the Joint Operating Committee shall be in accordance with those specified in applicable collective bargaining agreements, individual contracts and/or Joint Operating Committee resolutions.
SC 1089, 1141-1152, 1164, 1850.1	Salary schedules shall be used to set compensation for new and inexperienced employees and for experienced employees new to the center, and salary adjustments that result from earning advanced degrees while employed by the center or required by law.
2. Delegation of Responsibility	Implementation of the administrative compensation plan, individual contracts, collective bargaining agreements and Joint Operating Committee resolutions regarding employee salaries shall be the responsibility of the Administrative Director.
SC 1149	The Administrative Director is authorized to credit past experience of a candidate when determining salary.
3. Guidelines	<p><u>Supplemental Contracts – Professional Employees</u></p> <p>Supplemental contracts shall be awarded to professional employees on an annual basis. Such contracts shall be awarded in addition to regular contracts and shall not be included in the provisions of tenure law. Supplemental contracts may be discontinued or altered as needed.</p>

The Administrative Director shall be responsible for establishing specifications which outline the duties of personnel who may be considered for supplemental contracts by the Joint Operating Committee. Once a position is approved for supplemental contracting, the position shall be filled on an annual basis along with any remuneration for the position.

The salary or wages to be associated with supplemental contracts shall be determined by the Joint Operating Committee or as stipulated in the collective bargaining agreement.

References:

School Code – 24 P.S. Sec. 1089, 1141-1152, 1164, 1850.1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: OVERTIME

ADOPTED: February 18, 2009

REVISED:

	330. OVERTIME
1. Authority	<p>In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Joint Operating Committee adopts this policy.</p>
<p>43 P.S. Sec. 333.104 29 U.S.C. Sec. 207</p>	<p>In accordance with federal and state law and this policy, applicable collective bargaining agreement or individual contract, overtime shall be paid for work in excess of the established workday or workweek for each classification of support employees.</p> <p>No overtime shall be scheduled or worked without prior approval of the immediate supervisor and Administrative Director.</p>
<p>43 P.S. Sec. 333.104 29 U.S.C. Sec. 207</p>	<p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of eight (8) hours per day or forty (40) hours per week.</p> <p>For purposes of computing overtime, credit shall be given only for hours worked, as recorded in center records and provided by law.</p> <p>Any conflict between this policy and applicable collective bargaining agreement or individual contract shall be reported promptly to the Joint Operating Committee.</p>

References:

Department of Labor and Industry Regulations – 34 PA Code Sec. 231.41, 231.42, 231.43

Minimum Wage Act – 43 P.S. Sec. 333.101 et seq.

Fair Labor Standards Act – 29 U.S.C. Sec. 201 et seq.

Overtime Compensation – Title 29, Code of Federal Regulations – 29 CFR Part 778

**CENTRAL
WESTMORELAND
CAREER &
TECHNOLOGY CENTER**

SECTION: EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: September 16, 2015

REVISED:

	<p style="text-align: center;">331. JOB RELATED EXPENSES</p>
1. Authority SC 1850.1	<p>The Joint Operating Committee shall reimburse administrative, professional and support employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the center, in accordance with Joint Operating Committee policy.</p>
2. Delegation of Responsibility	<p>The validity of payments for job related expenses for all employees shall be determined by the Business/Office Manager with preliminary approval being granted by the Administrative Director or designee and final approval by the JOC.</p> <p>The Business/Office Manager in cooperation with the Administrative Director or designee shall develop administrative regulations/procedures for reimbursement of travel expenses.</p>
3. Guidelines	<p>The use of a personal vehicle shall be considered a legitimate job expense only when authorized in advance by the Administrative Director or designee, otherwise a rental car will be arranged for by the Accountant/Bookkeeper.</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per mile approved by the Joint Operating Committee.</p> <p>Use of a personal vehicle requires that liability insurance be provided by the employee.</p> <p>Actual and necessary expenses incurred when attending functions outside the center shall be reimbursed to an employee if approval has been obtained in advance from the Joint Operating Committee or Administrative Director.</p> <p>Attendance at approved events outside the center shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.</p> <p>Travel shall be by the most direct and economical route.</p>

331. JOB RELATED EXPENSES - Pg. 2

	<p>For official travel by other than automobile, the center shall arrange the advance purchase of transportation tickets.</p> <p>In all instances of travel and job related expense reimbursement, full itemization with attached receipts shall be required.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee Policy – 000</p>
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Administrative Procedures/Protocols (AP) for JOC Policy 331: Job Related Expenses

General Provisions

- a. All persons traveling to and from approved school related functions in the course of performing services for the center should exercise the same economy as any prudent person would with their own personal finances. When attending such activities at the school expenses, employees must differentiate between expenditures for business and those for personal convenience.
- b. Reimbursement for school related travel is limited to actual and necessary amounts associated with performing services for the center. Reimbursement is made only for those amounts approved, in advance, by the Administrative Director and on the proper form. Be sure to include all anticipated expenses for registration, travel, meals, etc., on the original request form.
- c. All overnight travel must be approved, in advance, by the JOC. Preferably a month or two prior to the event, written notice should be provided to the Business/Office Manager to allow for hotel and event registration to be completed in a timely manner and to receive any preregistration discounts that may apply.

MEALS

- a. Total cost per day for meals should not exceed \$35 and is only reimbursable with valid receipts.
- b. NO **alcoholic beverages are reimbursable**. All adult beverages should be on a separate receipt and not included in any receipts turned in for meal reimbursement.
- c. Meal reimbursement will not be provided when a meal(s) is included in the price for a workshop or conference.
- d. Tips for services should range from 15% - 20%. Any tips in excess of 20% will not be reimbursed.

TRAVEL EXPENSE VOUCHER

- a. A travel expense voucher form shall be submitted to the Business/Office Manager for approval by the Joint Operating Committee on a monthly basis as part of your regularly assigned responsibilities.
- b. When prior approval has been granted by the Administrative Director, mileage is reimbursed based on the most recent IRS reimbursement rate and paid after JOC approval.
- c. Travel expense forms are due the first Monday of each month for the previous month's mileage. This information will be processed for approval for the next regular scheduled JOC meeting.

- d. The following receipts shall be submitted with the monthly travel expense voucher when necessary:
1. Mileage and Gasoline (if a rental car is utilized)
 2. Parking fee receipts and toll charges
 3. Meals-(if necessary). Meal receipts must be the itemized version indicating the exact ordered items from the menu.
 4. Lodging - (if necessary)
- e. To avoid unnecessary delay in processing reimbursement for travel/expense vouchers, the following procedures must be followed:
1. Receipts must accompany all expenses, such as mileage when using a personal vehicle, tolls, gasoline (only when a rental car is utilized), meals, lodging and/or any other eligible expense.
Please Note: Mileage is not a reimbursable expense when using a rental car.
 2. Destination points for mileage reimbursement and all other claims must be set forth clearly, otherwise the designated form will be returned for clarification.
 3. Travel vouchers are due in the office on the first Monday of the month and travel reimbursement will occur once a month following approval at the JOC meeting.

Out of Pocket expenses are not permitted (i.e. individual purchases from vending machines, street vendors, etc.). Therefore, receipts simply handed in for reimbursement will not be granted.

Approved by JOC: 9-16-2015

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: February 18, 2009

REVISED:

	332. WORKING PERIODS
<p>1. Authority</p> <p>SC 1504, 1850.1 Pol. 804</p>	<p>Work schedules required for administrative, professional and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the center and its programs.</p> <p>The Joint Operating Committee has the authority and responsibility to determine the hours during which programs and services of the center shall be available to students and the community, consistent with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, and Joint Operating Committee resolutions.</p>
<p>2. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall develop administrative regulations to ensure employees adhere to their assigned work schedules.</p>
<p>3. Guidelines SC 1504</p>	<p>Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.</p> <p>During the times students are in attendance, professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the Administrative Director or designee.</p> <p>In the best interest of all concerned, extracurricular duties shall be assigned as far as possible to those professional staff members who have appropriate interests, training, and competencies. Whenever feasible, the assignment will be made to professional employees who volunteer for specific duties.</p> <p>Extracurricular duty assignments for which a professional employee receives extra pay shall not be considered a part of his/her regular teaching load. Extracurricular duty assignments which do not involve added pay shall be assigned as a means of equalizing the workload for all professional employees.</p> <p>Professional and administrative staff meetings shall be held from time to time. The reports of such meetings shall be distributed to the Joint Operating Committee, when appropriate.</p>

Staff members are expected to attend each meeting unless specifically excused by the responsible administrator.

Administrative Workday

When assigned duties require that an administrator must be out of the building, his/her whereabouts shall be known by the office staff.

Although the workday for administrators is prescribed, no constraint will be placed on overtime work when needed. It shall be the duty of administrators to request additional manpower when work duties become excessive.

Because of their responsibilities and job assignments, administrators are expected to attend evening and out-of-school meetings without additional remuneration.

Salary schedules for administrators shall be adopted with cognizance of these requirements.

References:

School Code – 24 P.S. Sec. 1504, 1850.1

Joint Operating Committee Policy – 000, 318, 804

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: PROFESSIONAL
DEVELOPMENT

ADOPTED: February 18, 2009

REVISED:

333. PROFESSIONAL DEVELOPMENT	
1. Authority	Continuing professional study and inservice training for administrative, professional and support employees are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.
SC 1850.1	The Joint Operating Committee directs all employees to further their professional and personal advancement through graduate study, inservice training, conference attendance, and professional development activities.
SC 1205.1, 1205.2	In order to continue employment in the center, certificated administrative and professional employees are required to meet all obligations necessary to maintain active certification.
2. Guidelines	<p><u>Graduate/Special Courses</u></p> <p>Only courses of study that are preapproved shall be eligible for reimbursement by the center or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement.</p> <p>All eligible employees shall submit annually a record and description of the attainment of approved credits to the Administrative Director.</p>
SC 1144, 1151	Approved graduate study or special courses/programs may be of sufficient advantage to the center to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, or Joint Operating Committee resolution.

<p>Title 22 Sec. 4.13, 49.16 Pol. 100</p> <p>SC 1205.1 Title 22 Sec. 4.13, 49.17 Pol. 100</p>	<p><u>Professional Employees</u></p> <p>It is incumbent upon every teacher to develop well-defined plans for growth in the teaching profession. Fundamental ways of keeping abreast of new educational developments shall include the following:</p> <ol style="list-style-type: none"> 1. Inservice training meetings. 2. Participation in various committee efforts centering on professional purposes. 3. Attending seminars at colleges and regional meetings. 4. Taking graduate courses which will expand the teachers' fields of assignment. <p>The development of the inservice education program shall be governed by the following goals:</p> <ol style="list-style-type: none"> 1. The improvement of total staff competency. 2. The improvement of the individual staff member's competency. 3. The improvement of the educational program. <p>The administration of inservice education programs shall be the responsibility of the Administrative Director or designee.</p> <p>The Joint Operating Committee will make every effort to provide funds to aid in the implementation of an effective inservice training program.</p> <p><u>Induction Plan</u></p> <p>The center shall comply with Department of Education regulations when developing and maintaining an induction plan for first-year teachers and teachers new to the center.</p> <p><u>Professional Education Plan</u></p> <p>The Joint Operating Committee shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.</p>
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SC 1205.1	The Joint Operating Committee shall approve a professional education plan that is designed to meet the educational needs of the center and its certificated administrative and professional employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers. The Joint Operating Committee shall approve the plan prior to submission for approval by the Department of Education.
SC 1205.1	The Joint Operating Committee shall ensure an annual review of the center's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the center, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Joint Operating Committee and the Department of Education.
SC 1205.2	The Joint Operating Committee may approve, on a case-by-case basis, specific professional education activities not stated within the center's professional education plan.
SC 1205.2	Joint Operating Committee approval is not required for credits or hours required for administrator certification, earned through activities conducted by providers approved by the Department of Education or the Department itself, or related to the area of assignment or certification.
SC 1205.2	If the center assumes all costs of credits or hours, the Joint Operating Committee may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.
	<p>References:</p> <p>School Code – 24 P.S. Sec. 1144, 1151, 1205.1, 1205.2, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 49.16, 49.17</p> <p>Joint Operating Committee Policy – 100</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: February 18, 2009

REVISED:

334. SICK LEAVE	
1. Authority SC 1154	<p>Joint Operating Committee policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Joint Operating Committee resolution. Unused leave shall be cumulative.</p> <p>Joint Operating Committee policy for noncertificated administrative and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution. Unused leave shall be cumulative.</p>
SC 1154, 1850.1	The Joint Operating Committee reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
Pol. 317	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
SC 1154, 1850.1	The Joint Operating Committee shall consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
2. Delegation of Responsibility	The Administrative Director shall report to the Joint Operating Committee the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
3. Guidelines	A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Administrative Director or designee.

	<p>Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.</p> <p><u>Proof Of Disability</u></p> <p>SC 1154 An employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p> <p>A physician's statement may not be presumed to conclusively establish the employee's disability.</p> <p><u>Records</u></p> <p>SC 1154 The center's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.</p> <p>SC 1154 A record shall be made of the unused sick leave days accumulated by each employee, which shall be reported to the employee.</p> <p>The Joint Operating Committee shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement of an employee, as provided in the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.</p> <p><u>Professional Employees</u></p> <p>Professional employees shall be credited for unused sick leave days earned in another school district provided the credit does not exceed twenty-five (25) days and it is certified by the Superintendent in the last school district of employment. To be eligible for transferral of sick leave credit, no lapse of time in teaching service may occur except for summer months. No limit on transferral of accumulated sick leave will be imposed on professional employees who enter vocational technical schools from any school(s) operated by the participating school districts.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1154, 1850.1</p> <p>Joint Operating Committee Policy – 317</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: FAMILY AND MEDICAL
LEAVES

ADOPTED: February 18, 2009

REVISED:

335. FAMILY AND MEDICAL LEAVES	
1. Authority 29 U.S.C. Sec. 2601 et seq 29 CFR Part 825	<p>The Joint Operating Committee shall provide eligible administrative, professional and support employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.</p> <p>The Joint Operating Committee shall deny a request for leave when an employee does not comply with Joint Operating Committee policy and administrative regulations.</p>
2. Delegation of Responsibility 29 U.S.C. Sec. 2619	<p>The Administrative Director shall develop and disseminate administrative regulations to implement FMLA leaves for eligible employees.</p> <p>The center shall post, in conspicuous places in the school customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint.</p> <p>Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a center form to the Administrative Director or designee.</p>
3. Guidelines 29 U.S.C. Sec. 2611, 2612 29 U.S.C. Sec. 2612 29 CFR Sec. 825.200	<p>Employees' eligibility for FMLA leaves shall be based on the criteria established by law.</p> <p>Eligible employees shall be provided up to twelve (12) weeks of unpaid leave in a twelve-month period, except employees on leave to care for a covered servicemember shall be provided up to twenty-six (26) weeks of leave in a twelve-month period.</p> <p>The center shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period.</p>

<p>29 U.S.C. Sec. 2612</p>	<p>When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee may elect to utilize such paid leave during the FMLA leave; however, the Joint Operating Committee may, at its discretion, require the employee to utilize paid leave during the FMLA leave.</p> <p>References:</p> <p>Family And Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.</p> <p>Family And Medical Leave, Title 29, Code of Federal Regulations – 29 CFR Part 825</p> <p>Joint Operating Committee Policy – 000, 813</p>
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CENTRAL WESTMORELAND
CAREER AND TECHNOLOGY
CENTER

ADMINISTRATIVE
REGULATION

Your Rights under the Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over

the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Reasons for Taking Leave:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

If you have access to the Internet visit our FMLA website: <http://www.dol.gov/esa/whd/fmla>. To locate your nearest Wage-Hour Office, telephone our Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9243): a customer service representative is available to assist you with referral information from 8am to 5pm **in your time zone**; or log onto our Home Page at <http://www.wagehour.dol.gov>.

CENTRAL WESTMORELAND
CAREER AND TECHNOLOGY
CENTER

ADMINISTRATIVE
REGULATION

335-AR-2. REQUEST/RESPONSE FOR FMLA LEAVE

REQUEST

An employee requesting FMLA will complete the information on the top half of this form and submit it with supporting documentation to the Administrative Director or designee.

Employee requesting FMLA leave: _____
(Employee's Name)

Please be advised that as of _____, I give you notice of my need to take family/medical leave due to: _____
(Date)

☐ Birth or placement of a child for adoption or foster care.

☐ Serious health condition for which I need care.

☐ Serious health condition affecting my ☐ spouse, ☐ child, ☐ parent for which I am needed to provide care.

☐ Qualifying exigency arising from my ☐ spouse, ☐ child, ☐ parent being on active duty or ordered to active duty in the Armed Forces.

☐ Need to care for a covered servicemember who is my ☐ spouse, ☐ child, ☐ parent, ☐ myself or ☐ next-of-kin.

I need this leave beginning on _____, and I expect the leave to continue until on/or about _____.
(Date)

RESPONSE

To: _____ From: _____
(Employee's Name) (Name of Administrator)

On _____, you notified us of your need to take family/medical leave due to:
(Date)

☐ Birth or placement of a child for adoption or foster care.

☐ Serious health condition for which you need care.

335-AR-2. REQUEST/RESPONSE FOR FMLA LEAVE

- ☐ Serious health condition affecting your ☐ spouse, ☐ child, ☐ parent for which you are needed to provide care.
- ☐ Qualifying exigency arising from your ☐ spouse, ☐ child, ☐ parent being on active duty or ordered to active duty in the Armed Forces.
- ☐ Need to care for a covered servicemember who is your ☐ spouse, ☐ child, ☐ parent, ☐ yourself or ☐ next-of-kin.

You notified us that you need this leave beginning on _____, and that you expect the leave to continue until on/or about _____. (Date) (Date)

You have a right under the FMLA to receive up to twelve (12) weeks of unpaid leave in a twelve-month period for the reasons listed above; except leave for care of a covered servicemember is up to twenty-six (26) weeks. Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work; and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition that would entitle you to leave; or (2) other circumstances beyond your control, you will be required to reimburse the center for its share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that: (check appropriate boxes; explain where indicated)

1. You are ☐ eligible ☐ not eligible for leave under the FMLA.
2. The requested leave ☐ will ☐ will not be counted against your annual FMLA leave entitlement.
3. You ☐ will ☐ will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by _____, *(must be at least fifteen (15) days after you are notified of this requirement)* or the center may delay the commencement of your leave until the certification is submitted.
4. The school ☐ will ☐ will not require that you utilize accrued paid leave while on FMLA leave. *(Explain which leave will be utilized.)*

5. If you normally pay a portion of the premiums for your health insurance, your payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments by the last business day of the month for coverage for the following month. If payment has not been made in a timely fashion, your group health insurance may be cancelled and the center will notify you in writing fifteen (15) days before the coverage lapses.

335-AR-2. REQUEST/RESPONSE FOR FMLA LEAVE

6. You ☐ will ☐ will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until such certification is provided.
7. You ☐ will ☐ will not be required to furnish us with periodic reports of your status and intent to return to work every thirty (30) days while on FMLA leave.
8. You ☐ will ☐ will not be required to furnish recertification relating to a serious health condition. (*Explain below, if necessary.*)
9. You ☐ are ☐ are not an instructional employee as described in §825.600 of the FMLA regulations.
10. The center has determined that your leave request ☐ will ☐ will not be modified, as permitted by law regarding an instructional employee. If modified, the following conditions or alternatives apply:

CENTRAL WESTMORELAND
CAREER AND TECHNOLOGY
CENTERADMINISTRATIVE
REGULATIONCertification of Health Care Provider
(Family and Medical Leave Act of 1993)U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division*(When completed, this form goes to the employee, **Not to the Department of Labor.**)*OMB No.: 1215-0181
Expires: 09-30-2010

1. Employee's Name

2. Patient's Name *(If different from employee)*3. Page 4 describes what is meant by a "**serious health condition**" under the Family and Medical Leave Act. Does the patient's condition¹ qualify under any of the categories described? If so, please check the applicable category.

(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____, or None of the above _____

4. Describe the **medical facts** which support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories:5. a. State the approximate **date** the condition commenced, and the probable duration of the condition (and also the probable duration of the patient's present **incapacity**² if different):b. Will it be necessary for the employee to take work only **intermittently** or to **work on a less than full schedule** as a result of the condition (including for treatment described in Item 6 below)?

If yes, give the probable duration:

c. If the condition is a **chronic condition** (condition #4) or **pregnancy**, state whether the patient is presently incapacitated² and the likely duration and frequency of **episodes of incapacity**²:¹ Here and elsewhere on this form, the information sought relates **only** to the condition for which the employee is taking FMLA leave.² "Incapacity," for purposes of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom.

335-AR-3. CERTIFICATION OF HEALTH CARE PROVIDER

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6. a. If additional **treatments** will be required for the condition, provide an estimate of the probable number of such treatments.

If the patient will be absent from work or other daily activities because of **treatment** on an **intermittent** or **part-time** basis, also provide an estimate of the probable number of and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any:

- b. If any of these treatments will be provided by **another provider of health services** (e.g., physical therapist), please state the nature of the treatments:
- c. **If a regimen of continuing treatment** by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment):

-
7. a. If medical leave is required for the employee's **absence from work** because of the **employee's own condition** (including absences due to pregnancy or a chronic condition), is the employee **unable to perform work** of any kind?

- b. If able to perform some work, is the employee **unable to perform any one or more of the essential functions of the employee's job** (the employee or the employer should supply you with information about the essential job functions)?
If yes, please list the essential functions the employee is unable to perform:

- c. If neither a. nor b. applies, is it necessary for the employee to be **absent from work for treatment**?

335-AR-3. CERTIFICATION OF HEALTH CARE PROVIDER

8. a. If leave is required to **care for a family member** of the employee with a serious health condition, **does the patient require assistance** for basic medical or personal needs or safety, or for transportation?

b. If no, would the employee's presence to provide **psychological comfort** be beneficial to the patient or assist in the patient's recovery?

c. If the patient will need care only **intermittently** or on a part-time basis, please indicate the probable **duration** of this need:

Signature of Health Care Provider

Type of Practice

Address

Telephone Number

Date

To be completed by the employee needing family leave to care for a family member:

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

Employee Signature

Date

335-AR-3. CERTIFICATION OF HEALTH CARE PROVIDER

A “**Serious Health Condition**” means an illness, injury impairment, or physical or mental condition that involves one of the following:

1. Hospital Care

Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity² or subsequent treatment in connection with or consequent to such inpatient care.

2. Absence Plus Treatment

(a) A period of incapacity² of **more than three consecutive calendar days** (including any subsequent treatment or period of incapacity² relating to the same condition), that also involves:

- (1) **Treatment**³ **two or more times** by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (*e.g.*, physical therapist) under orders of, or on referral by, a health care provider; or
- (2) **Treatment** by a health care provider on **at least one occasion** which results in a **regimen of continuing treatment**⁴ under the supervision of the health care provider.

3. Pregnancy

Any period of incapacity due to **pregnancy**, or for **prenatal care**.

4. Chronic Conditions Requiring Treatments

A **chronic condition** which:

- (1) Requires **periodic visits** for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- (2) Continues over an **extended period of time** (including recurring episodes of a single underlying condition); and
- (3) May cause **episodic** rather than a continuing period of incapacity² (*e.g.*, asthma, diabetes, epilepsy, etc.).

5. Permanent/Long-term Conditions Requiring Supervision

A period of **incapacity**² which is **permanent or long-term** due to a condition for which treatment may not be effective. The employee or family member must be **under the continuing supervision of, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive **multiple treatments** (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for **restorative surgery** after an accident or other injury, or for a condition that **would likely result in a period of incapacity² of more than three consecutive calendar days in the absence of medical intervention or treatment**, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).

This optional form may be used by employees to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification (29 CFR 825.306).

Note: Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

³ Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

⁴ A regimen of continuing treatment includes, for example, a course of prescription medication (*e.g.*, an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

Public Burden Statement

We estimate that it will take an average of 20 minutes to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THIS OFFICE; IT GOES TO THE EMPLOYEE.

CENTRAL WESTMORELAND
CAREER AND TECHNOLOGY
CENTER

ADMINISTRATIVE
REGULATION

335-AR. FAMILY AND MEDICAL LEAVES

The purpose of the Family and Medical Leave Act is to enable employees to be absent from work without losing certain benefits for a designated number of workweeks.

Employee requests for FMLA leave will be processed in accordance with law, Joint Operating Committee policy and administrative regulations.

Eligibility

An employee who has been employed by the center for at least twelve (12) months is eligible for FMLA leave, provided the employee worked at least 1,250 hours in the twelve (12) months preceding the beginning of the leave.

Hours worked include all hours an employee works, including overtime, but do not include paid leave time, such as vacations, sick leave, personal leave or holidays.

Full-time instructional employees do meet the minimum hours requirement.

Reasons For Leave

An eligible employee qualifies for FMLA leave for the following reasons:

1. Birth and first-year care of a child.
2. Adoption or foster placement of a child.
3. Serious illness of an employee's spouse, child or parent.
4. Serious health condition that makes the employee unable to perform the essential functions of his/her position.
5. Qualifying exigency, as defined in Department of Labor regulations, arising from the fact that the employee's spouse, child or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.
6. Care of a spouse, child, parent or next of kin who is a covered servicemember undergoing medical treatment, recuperation or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness.

335-AR. FAMILY AND MEDICAL LEAVES

Birth/Adoption/Foster Placement/Of Child

An employee's eligibility for leave for a birth, adoption, foster placement or first-year care of a child expires at the end of the twelve-month period beginning on the date of the birth, adoption or foster placement.

If the necessity for leave is foreseeable based on expected birth or placement date, the employee will notify the center of his/her intention to take leave not less than thirty (30) days prior to the beginning date of the leave. If the date of birth or placement requires leave to begin in less than thirty (30) days, the employee will provide notice as soon as practicable.

Intermittent or reduced schedule leave will not be permitted for the birth, adoption, foster placement or first-year care of a child.

Serious Health Condition Of Employee

An employee is eligible for leave for a serious health condition that is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential care facility or continuing treatment by a health care provider.

If the necessity for leave is foreseeable based on planned medical treatment, the employee will make a reasonable effort to schedule treatment to minimize disruption of the center's operations and will notify the center of his/her intention to take leave not less than thirty (30) days prior to the beginning date of the leave. If the date of treatment requires leave to begin in less than thirty (30) days, the employee will provide notice as soon as practicable.

The center will require that a request for leave because of the employee's serious health condition be supported by a certification issued by a health care provider. The employee will provide the required certification in a timely manner. The certification must contain the following:

1. Date the serious health condition began.
2. Probable duration of the condition.
3. Appropriate medical facts regarding the condition.
4. Statement that the employee is unable to perform the position's functions.

An employee is eligible to take leave on an intermittent or reduced leave schedule because of his/her own serious health condition. The required certification must contain a statement of the medical necessity for this type of leave, the dates treatment is expected to be given, and the expected duration of such treatments.

335-AR. FAMILY AND MEDICAL LEAVES

An employee is eligible to take intermittent or reduced schedule leave for planned treatment. The required certification must contain the dates the treatment is expected to be given and the duration of such treatments.

Serious Health Condition Of Spouse/Child/Parent

An employee is eligible for leave to care for a spouse, child or parent with a serious health condition that is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential care facility or continuing treatment by a health care provider.

If the necessity for leave is foreseeable based on planned medical treatment, the employee will make a reasonable effort to schedule treatment to minimize disruption of the center's operations and will notify the center of his/her intention to take leave not less than thirty (30) days prior to the beginning date of the leave. If the date of treatment requires leave to begin in less than thirty (30) days, the employee will provide notice as soon as practicable.

The center will require that a request for leave to care for an employee's spouse, child or parent with a serious health condition be supported by a certification issued by a health care provider for the family member who needs care. The employee will provide the certification in a timely manner. The certification must include the following:

1. Date the serious health condition began.
2. Probable duration of the condition.
3. Appropriate medical facts regarding the condition.
4. Statement that the employee is needed to care for the individual.
5. Estimate of the amount of time the employee is needed to care for the family member.

An employee is eligible to take intermittent or reduced schedule leave for planned medical treatment for a serious health condition of a spouse, child or parent when medically necessary. The required certification must contain a statement of the medical necessity for this type of leave, the dates treatment is expected to be given and the duration of such treatments.

Active Duty/Call To Active Duty

An employee shall be eligible for leave because of a qualifying exigency due to the fact that the employee's spouse, child or parent is on active duty or has been notified of an impending call to active duty.

If the necessity for leave is foreseeable, the employee will provide notice as soon as practicable.

335-AR. FAMILY AND MEDICAL LEAVES

The center may require that a request for leave because of a qualified exigency be supported by a certification issued in accordance with regulations issued by the Secretary of Labor. The employee will provide the required certification in a timely manner.

Care Of Covered Servicemember

An employee is eligible for leave up to twenty-six (26) weeks per year to care for a covered servicemember who is a member of the Armed Forces, including the National Guard and Reserves, and is undergoing medical treatment, recuperation or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness.

If the necessity for leave is foreseeable based on planned medical treatment, the employee will make a reasonable effort to schedule treatment to minimize disruption of the center's operations and will notify the center of his/her intention to take leave not less than thirty (30) days prior to the beginning date of the leave. If the date of treatment requires leave to begin in less than thirty (30) days, the employee will provide notice as soon as practicable.

The center will require that a request for leave to care for a covered servicemember be supported by certification signed by a health care provider of the individual in need of care. The employee will provide the required certification in a timely manner. The certification must contain the following:

1. Date the serious health condition, injury or illness began.
2. Probable duration of the condition.
3. Appropriate medical facts regarding the condition.

An employee is eligible to take intermittent or reduced schedule leave for planned medical treatment. The required certification must contain the dates the treatment is expected to be given and the duration of such treatments.

Leave to care for an ill or injured covered servicemember, when combined with other qualifying leave under FMLA, will not exceed twenty-six (26) weeks in a single twelve-month period.

Intermittent/Reduced Schedule Leave

An employee is eligible for intermittent or reduced schedule leave only for the employee's own serious health condition; to care for a seriously ill spouse, child or parent; or to care for a seriously injured or ill covered servicemember.

Intermittent leave is taken in blocks of time due to a single illness or injury, rather than one (1) continuous period of time.

Reduced schedule leave reduces an employee's usual number of hours per work week, or hours per day.

335-AR. FAMILY AND MEDICAL LEAVES

When an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the center may temporarily transfer that employee to an available alternative position with equivalent pay and benefits that better accommodates the employee's requested leave.

Instructional Employees

Specific rules apply to instructional employees, in addition to Joint Operating Committee policy and the administrative regulations covering all employees.

Instructional employees are those whose principal function is to teach and instruct students in a class, small group or individual setting. Such employees include teachers, athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired.

When an instructional employee requests leave because of the employee's own serious health condition, to care for a spouse, child or parent with a serious health condition, or to care for a covered servicemember with a serious illness or injury; the leave is foreseeable based on medical treatment; and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period of leave, the center may require the employee to elect either of the following:

1. To take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment.
2. To transfer temporarily to an available alternative position offered by the center for which the employee is qualified and has equivalent pay and benefits and better accommodates recurring periods of leave than does the employee's regular position.

When an instructional employee begins FMLA leave more than five (5) weeks before the end of an academic term, the center may require the employee to continue the leave until the end of the term if the leave is at least three (3) weeks in duration and the return to work would occur during the last three (3) weeks of the academic term.

When an instructional employee begins FMLA leave for a purpose other than the employee's own serious health condition during the five-week period before the end of an academic term, the center may require the employee to continue the leave until the end of the academic term if the leave is longer than two (2) weeks in duration and the return to work would occur during the last two (2) weeks of the academic term.

When an instructional employee begins FMLA leave for a purpose other than the employee's own serious health condition during the three-week period before the end of an academic term, the center may require the employee to continue the leave until the end of an academic term if the leave is longer than five (5) working days in duration.

335-AR. FAMILY AND MEDICAL LEAVES

When an instructional employee is required to continue leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work will be counted against the FMLA leave entitlement. However, the center will continue the group health insurance coverage under the same conditions as if the employee were working.

Spouses Employed By Center

A husband and wife employed by the center who are both eligible for FMLA leave will be provided leave only for a combined total of twelve (12) weeks per year when the leave is taken for the birth, foster placement, adoption or first-year care of a child or to care for a parent with a serious health condition.

A husband and wife employed by the center who are both eligible for FMLA leave will be provided leave only for a combined total of twenty-six (26) workweeks per year if the leave is taken to care for a covered servicemember or is taken as a combination of leave to care for a covered servicemember and leave for the birth, foster placement or adoption of a child; to care for a child after birth, foster placement or adoption; or to care for a parent with a serious health condition.

If the FMLA leave taken by a husband and wife employed by the center includes a combination of leave taken for the birth, foster placement or adoption of a child or to care for the child after birth, foster placement or adoption, and to care for a parent with a serious health condition, the leave will be limited to twelve (12) workweeks per year.

Certification

An employee must submit required certification within fifteen (15) days after receiving the center's response to his/her request for leave, unless impracticable to do so.

When the center questions the validity of a certification, the center may require, at its expense, a second opinion from a health care provider designated by the center who is not regularly employed by the center.

When the second opinion differs from the original certification, the center may require, at its expense, a third opinion from a health care provider approved jointly by the center and the employee. The opinion of the third health care provider will be binding on the center and the employee.

Benefits During Leave

The center will maintain an employee's health care coverage under the center's group health insurance plan during an FMLA leave.

The employee must make arrangements with the center prior to the beginning of his/her leave for payment of the employee's share of health insurance costs.

335-AR. FAMILY AND MEDICAL LEAVES

An employee on FMLA leave will not lose any other employment benefits accrued prior to the date the leave began but is not entitled to accrue seniority or employment benefits during the leave period.

Outside Employment

An employee on FMLA leave is prohibited from engaging in employment with another employer or self-employment.

Falsification of records and failure to correct records known to be false are violations of Joint Operating Committee policy and these administrative regulations and will result in discipline, which may include termination of employment.

Return To Work

An employee on FMLA leave must report his/her status and intention regarding returning to work at least every four (4) weeks.

An employee returning to work must provide to the center at least five (5) workdays' notice of his/her date of return.

When the FMLA leave is related to an employee's own serious health condition, the center will require the employee to submit certification from the employee's health care provider that the employee is fit to return to work.

An employee will be returned to the same or equivalent position at the end of the leave, unless the center demonstrates that the employee would not otherwise have been employed at the time reinstatement is requested.

Under specific circumstances, the center may deny restoration to a key employee. A **key employee** is one who is among the highest paid ten percent (10%) of employees and whose absence would cause the center to experience a substantial and grievous economic injury.

If an employee fails to return to work after an FMLA leave for any reason other than the continuation, recurrence or onset of a serious health condition that entitles the employee to leave, or other circumstances beyond the employee's control, the center will recover from the employee the premiums it paid to maintain the employee's health care coverage during the leave.

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: February 18, 2009

REVISED:

336. PERSONAL NECESSITY LEAVE	
1. Authority	This policy shall provide for absences for defined personal necessity leave by administrative, professional and support employees.
SC 1154, 1850.1	The Joint Operating Committee has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by an employee in any school year for such leave.
2. Guidelines	<p><u>Personal Leave</u></p> <p>Personal leave days with pay shall be granted to employees in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.</p> <p><u>Bereavement Leave</u></p>
SC 1154	When an administrative or professional employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of three (3) school days. The Joint Operating Committee may extend the period of absence, at its discretion. Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, father-in-law, mother-in-law, grandchild, near relative who resides in the same household, or any person with whom the employee has made his/her home.
SC 1154	When an administrative or professional employee is absent from duty because of the death of a near relative, there shall be no deduction in salary for absence on the day of the funeral. The Joint Operating Committee may extend the period of absence, at its discretion. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

When a support employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of three (3) school days. The Joint Operating Committee may extend the period of absence, at its discretion. **Immediate family** shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home.

When a support employee is absent from duty because of the death of a near relative, there shall be no deduction in salary for absence on the day of the funeral. The Joint Operating Committee may extend the period of absence, at its discretion. **Near relative** shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

References:

School Code – 24 P.S. Sec. 1154, 1850.1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: VACATION

ADOPTED: February 18, 2009

REVISED:

<p>1. Authority</p> <p>SC 1850.1</p>	<p style="text-align: center;">337. VACATION</p> <p>Administrative and support staff employed to work twelve (12) months or other schedules considered full-time shall be provided paid vacation.</p> <p>The Joint Operating Committee shall provide vacation days for eligible employees, consistent with the employee's request and convenience while considering the center's management and operational needs.</p> <p>Vacation time shall be granted in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.</p> <p>Vacations normally will be scheduled at times when they will not interfere with the normal operation of the center.</p> <p>All vacation schedules are subject to final approval by the immediate supervisor and Administrative Director.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: February 18, 2009

REVISED:

338. SABBATICAL LEAVE	
1. Authority	This policy shall establish the center's parameters for granting sabbatical leaves for restoration of health to certificated administrative and professional employees.
SC 1166	<p>The Joint Operating Committee shall grant sabbatical leaves to eligible administrative and professional employees for the purpose of restoration of health and for other purposes at the discretion of the Joint Operating Committee.</p> <p>The Joint Operating Committee reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.</p>
2. Guidelines	<u>Eligibility</u>
SC 1166	To qualify for sabbatical leave, an eligible employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this center.
SC 1166	A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option. Thereafter, sabbatical leave shall be allowed after each seven (7) years of service.
SC 1167	<p>The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.</p> <p><u>Application</u></p> <p>Requests for sabbatical leave shall be submitted on the approved center form and forwarded with medical documentation to the Administrative Director or designee as soon as possible.</p>

338. SABBATICAL LEAVE - Pg. 2

	<p>The Joint Operating Committee shall review each application for sabbatical leave and shall approve those meeting the requirements of Joint Operating Committee policy and applicable law.</p> <p><u>Documentation</u></p> <p>Employees requesting sabbatical leave shall provide a signed statement from their physician, with sufficient detail specifically stating the need for leave for the time requested.</p>
SC 1171	<p>The employee shall keep the center advised upon a regular basis as to his/her medical progress during the leave. At least thirty (30) days prior to completion of the leave, the employee shall provide a signed statement from his/her physician certifying that the employee is able to resume his/her full duties.</p>
SC 1171	<p>The Joint Operating Committee reserves the right to have a physician designated by the center evaluate the employee's pre- or post- leave condition of illness or disability at the center's expense.</p> <p><u>Commitment Of Employee</u></p>
SC 1168	<p>Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in the center immediately following the sabbatical leave for one (1) full school term, unless physically or mentally unable to do so.</p> <p>The Joint Operating Committee reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work.</p> <p>If the leave's scheduled termination does not coincide with the end of a school term, and if the employee and the center agree, with concurrence of the employee's physician, the employee may return to work to begin the new term upon the condition that the employee shall waive any future rights to utilize the leave time remaining upon the early return.</p> <p><u>Commitment Of Employer</u></p>
SC 1168	<p>At the expiration of the sabbatical leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.</p>
SC 1170	<p>Time on sabbatical leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.</p>

338. SABBATICAL LEAVE - Pg. 3

	<p><u>Compensation</u></p> <p>SC 1169 During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p> <p>While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar classification.</p> <p>SC 1166 A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1166, 1167, 1168, 1169, 1170, 1171</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: COMPENSATED
PROFESSIONAL LEAVES

ADOPTED: February 18, 2009

REVISED:

338.1. COMPENSATED PROFESSIONAL LEAVES	
1. Purpose	This policy shall establish the center's parameters for granting professional development and classroom occupational exchange leaves for certificated administrative and professional employees.
2. Definitions SC 1166.1	Professional Development Leave - shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Joint Operating Committee, and be restricted to activities required by state regulation or law.
SC 522.2	Classroom Occupational Exchange Leave - shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.
3. Authority SC 1166.1	The Joint Operating Committee shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave for eligible employees. All requests for such leave shall be subject to review by the Joint Operating Committee. The Joint Operating Committee may approve or reject a proposed plan for professional development leave.
SC 522.2	The Joint Operating Committee may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.
4. Guidelines	PROFESSIONAL DEVELOPMENT LEAVE
	<u>Eligibility</u>
SC 1166	To qualify for professional development leave, an eligible employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this center. Prior service in a participating school district shall be credited toward this requirement.

338.1. COMPENSATED PROFESSIONAL LEAVES - Pg. 2

SC 1166	<p>A leave for professional development may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option. Leave shall begin on the first day of a school term or half-term and end on the last day of the term or half-term, as the case may be. The center reserves the right to adjust the end and start times of half school terms to guarantee a reasonable exchange of student information with a substitute. Thereafter, leave shall be allowed after each seven (7) years of service.</p>
SC 1167	<p>The total number of administrative employees on such leaves of absence shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on such leaves of absence shall not exceed ten percent (10%) of the number of eligible employees.</p> <p>In the event the number of leave requests exceeds the minimum mandated number, priority will be given in order of receipt of requests by the center.</p>
SC 1166.1	<p><u>Application</u></p> <p>Professional development leaves shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in an area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the center, or as the Joint Operating Committee may require, and upon the recommendation of the Administrative Director.</p> <p>Completed applications for professional development leave shall be submitted to the Administrative Director and received by the center no less than sixty (60) days prior to the planned start of the leave and shall be in a form prescribed by the center and include all required documentation.</p>
SC 1166.1	<p><u>Documentation</u></p> <p>The application shall clearly define the professional development activities to be undertaken, the objectives to be completed, how these objectives will improve the employee's service to the profession and to students, and the specific skills, knowledge and abilities to be acquired by students because of the impact of professional development leave.</p> <p>The application will identify the college or university to be attended as well as enumerate and briefly describe the courses to be taken. The employee will be required to provide official verification from the college or university that the employee has been accepted for this coursework.</p>

338.1. COMPENSATED PROFESSIONAL LEAVES - Pg. 3

<p>SC 1171</p> <p>SC 1166.1</p> <p>SC 1166.1</p> <p>Pol. 333</p>	<p>The employee's objectives must meet the needs of the center's curriculum and agree with the mission of the center.</p> <p>The Joint Operating Committee may at any time require additional information from the employee in order to assist the Joint Operating Committee in determining whether the leave is being used for the purpose for which it was granted.</p> <p>The minimum requirements for leave for a half school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none">1. Nine (9) graduate credits.2. Twelve (12) undergraduate credits.3. One hundred eighty (180) hours of professional development activities. <p>The minimum requirements for leave for a full school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none">1. Eighteen (18) graduate credits.2. Twenty-four (24) undergraduate credits.3. Three hundred sixty (360) hours of professional development activities. <p>Professional development activity shall be activities set forth in the center's professional education plan.</p> <p>If the receipt of undergraduate credit, graduate credit and/or professional development activities is an objective of the leave, the conversion table established by the center shall determine whether minimum compliance has been met.</p> <p>The employee must make, upon a schedule developed with the administration, regular reports of progress to the Administrative Director.</p> <p>If, for any reason, the approved conditions of leave cease or suffer significant change, the employee must notify the Administrative Director immediately.</p> <p>If the employee cannot continue with the conditions of the leave, the Administrative Director will meet with the employee to determine what, if any, alternatives may be available. If the center has employed a substitute for the duration of the leave and</p>
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338.1. COMPENSATED PROFESSIONAL LEAVES - Pg. 4

SC 1166.1, 1171	<p>the substitute has been guaranteed employment for that time, the employee may not return to his/her position until the substitute's employment is completed. In this event, the employee on leave may be offered substitute service as needed at the prevailing rate of pay.</p> <p>Within thirty (30) days following the conclusion of the leave, the employee shall prepare and submit to the Administrative Director, upon a form designated by the center, a detailed report indicating the accomplishments during the leave and transcripts for completed coursework. If obtaining certifications or diplomas were included in the stated objectives at the time of leave approval, such items must also be provided. Failure to satisfactorily complete this report, unless prevented by illness or physical disability, shall result in the employee's forfeiture of all benefits and salary to which the employee is entitled for the period of the leave. The center reserves the right to have a doctor designated by the center evaluate the condition of the employee's illness or disability at the center's expense.</p>
SC 1166.1, 1168	<p><u>Commitment Of Employee</u></p> <p>Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this center immediately following the leave for one (1) full school term, unless prevented by illness or physical disability.</p>
	<p><u>Commitment Of Employer</u></p>
SC 1168	<p>At the expiration of the professional development leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.</p>
SC 522.1, 1170	<p>Time on professional development leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.</p>
SC 1169	<p><u>Compensation</u></p> <p>During the period of professional development leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p>
SC 1166	<p>While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar classification.</p> <p>A leave of absence granted for professional development shall also serve as a leave of absence without pay from all other school activities.</p>

	<p style="text-align: center;">CLASSROOM OCCUPATIONAL EXCHANGE LEAVE</p> <p><u>Application</u></p> <p>Requests for classroom occupational exchange leave shall be submitted on the approved form and forwarded with appropriate documentation to the Administrative Director.</p> <p><u>Documentation</u></p> <p>Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Joint Operating Committee policy.</p> <p>SC 522.2, 1166.1, 1171 Upon return from such leave, the employee shall submit to the Joint Operating Committee a final report detailing the work experience and its benefits.</p> <p><u>Commitment Of Employee</u></p> <p>SC 1168 Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this center immediately following the leave for one (1) full school term, unless prevented by illness or physical disability.</p> <p><u>Commitment Of Employer</u></p> <p>SC 1168 At the expiration of the classroom occupational exchange leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.</p> <p>SC 522.2 Time on classroom occupational exchange leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.</p> <p><u>Compensation</u></p> <p>SC 522.2 The business, industry or government to whom the employee is assigned during the leave shall fully compensate the center for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 522.1, 522.2, 1166, 1166.1, 1167, 1168, 1169, 1170, 1171</p> <p>Joint Operating Committee Policy – 333</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: February 18, 2009

REVISED:

	339. UNCOMPENSATED LEAVE
<p>1. Authority</p> <p>SC 1154, 1850.1</p>	<p>The Joint Operating Committee recognizes that in certain situations an administrative, professional or support employee may request extended leave for personal reasons, and the center could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.</p> <p>The Joint Operating Committee reserves the right to specify the conditions under which uncompensated leave may be taken. All applications for uncompensated leave require approval by the Joint Operating Committee, upon recommendation of the Administrative Director.</p> <p>Uncompensated leave shall be granted in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.</p>
<p>2. Guidelines</p>	<p><u>Application</u></p> <p>Requests for uncompensated leave shall be submitted in writing on the required form to the Administrative Director prior to the time when such leave is to begin.</p> <p>Special consideration will be given to emergencies.</p> <p><u>Period Of Leave</u></p> <p>An uncompensated leave may be granted for a maximum period of one (1) school year.</p> <p>Extensions shall be considered upon proper application.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave of absence shall inform the Joint Operating Committee of his/her intentions prior to the scheduled return date.</p>

Commitment Of Employer

At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.

Time on uncompensated leave shall not count as time on the job.

Maternity Leave

The Joint Operating Committee will grant maternity leaves of absence to any employee who makes a written request to the Administrative Director at least thirty (30) days prior to the effective date of the leave.

The written request for maternity leave shall be accompanied by proper certification of pregnancy from the employee's physician, including the expected date of the child's birth.

Employees who are granted maternity leave shall not receive any salary from the effective date of leave until they return to duty.

Maternity leave shall terminate when the employee's physician certifies that disability has ceased, provided the employee is able to resume duties within a reasonable length of time.

Leave for any time beyond the period of actual disability shall not be considered maternity leave.

Leave for purposes of childrearing or child care beyond the period of actual disability shall be considered leave without pay, without benefits and a severance of the employee's seniority rights.

All benefits to which an employee was entitled at the time of maternity leave, including seniority, accumulated sick leave and credits toward sabbatical eligibility, shall be restored and the employee shall be assigned to the same or a similar position, in so far as possible, held at the time the maternity leave commenced.

Whenever a question or doubt arises regarding the validity of an employee disability, the Joint Operating Committee reserves the right to obtain the opinion of a consulting physician of its choice.

References:

School Code – 24 P.S. Sec. 1154, 1182, 1850.1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: RESPONSIBILITY FOR
STUDENT WELFARE

ADOPTED: February 18, 2009

REVISED:

<p>1. Authority SC 1850.1</p>	<p style="text-align: center;">340. RESPONSIBILITY FOR STUDENT WELFARE</p> <p>The Joint Operating Committee adopts this policy to ensure appropriate oversight of and responsibility for student welfare by administrative, professional and support employees.</p> <p>Employees are responsible for the safety of students in their charge within school buildings and on school property.</p> <p>Each employee shall maintain a standard of care and concern for supervision, control and protection of students, commensurate with assigned duties and responsibilities.</p> <p>Professional employees shall not permit any student to leave the classroom with any person other than the parent/guardian of the student or other person legally responsible for the student.</p> <p>An employee should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Voluntary assumption carries the same responsibilities as assigned duties.</p> <p>Teachers shall provide proper instruction in the safety matters presented in assigned curriculum guides.</p> <p>Each employee has the responsibility to report immediately to the building administrator an accident or a safety hazard.</p> <p>Employees may not send students on any personal errands.</p> <p>Employees may not transport students in a personal vehicle, except when specifically permitted.</p> <p>Employees shall not require a student to perform work or services that may be detrimental to the student's health.</p>
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340. RESPONSIBILITY FOR STUDENT WELFARE - Pg. 2

<p>2. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall monitor employee's adherence to this policy to ensure the maintenance of standards that protect student welfare.</p> <p>Reference:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>
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REVISÉD:

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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: JURY DUTY

ADOPTED: February 18, 2009

REVISED:

<ol style="list-style-type: none"> 1. Authority 42 Pa. C.S.A. Sec. 4563 2. Guidelines 	<p style="text-align: center;">342. JURY DUTY</p> <p>Regularly employed administrative, professional and support employees shall be protected against loss of employment for time served on jury duty.</p> <p>When an employee is notified of jury duty, s/he shall inform the Administrative Director.</p> <p>Any employee subpoenaed as a witness in court or called for jury duty shall normally be permitted to serve and will not be penalized in any way. S/He shall be entitled to receive the difference between his/her salary and the amount of compensation for jury duty, provided s/he cannot be excused.</p> <p>Time spent on jury duty will not be charged against personal leave and will count as time on the job.</p> <p>Employees must submit to their supervisor a record from the court of the number of days served.</p> <p>References:</p> <p>Protection of Jurors Employment – 42 Pa. C.S.A. Sec. 4563</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: PAID HOLIDAYS

ADOPTED: February 18, 2009

REVISED:

343. PAID HOLIDAYS	
1. Authority	<p>Paid holidays for regularly employed administrative and support employees shall be determined in accordance with Joint Operating Committee policy.</p>
SC 1502, 1503 Pol. 803	<p>Holidays are established for eligible employees in accordance with an applicable administrative compensation plan, individual contract, collective bargaining agreement, or Joint Operating Committee resolution.</p> <p>Administrators may be required to report for duty during holiday periods established for students throughout the school year, at the discretion of the Administrative Director.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 1502, 1503</p> <p>Joint Operating Committee Policy – 803</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED: February 18, 2009

REVISED:

	348. UNLAWFUL HARASSMENT
<p>1. Authority</p> <p>43 P.S. Sec. 951 et seq 20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq</p>	<p>The Joint Operating Committee strives to provide a safe, positive working climate for its administrative, professional and support employees. Therefore, it shall be the policy of the center to maintain an employment environment in which harassment in any form is not tolerated.</p> <p>The Joint Operating Committee prohibits all forms of unlawful harassment of employees and third parties by all students and staff members, contracted individuals, vendors, volunteers, and third parties in the center. The Joint Operating Committee encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.</p> <p>The Joint Operating Committee directs that complaints of harassment shall be investigated promptly, and corrective action taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the center's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p>
<p>2. Definitions</p> <p>29 CFR Sec. 1606.8 (a) 66 Fed. Reg. 5512</p>	<p>For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance. 3. Otherwise adversely affects an individual's employment opportunities.

<p>29 CFR Sec. 1604.11 (a)</p>	<p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment. 2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual. 3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment. <p>Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile or offensive working environment.</p>
<p>3. Delegation of Responsibility Pol. 104</p>	<p>In order to maintain a work environment that discourages and prohibits unlawful harassment, the Joint Operating Committee designates the Administrative Director as the center's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>Each employee shall be responsible to maintain a working environment free from all forms of unlawful harassment.</p> <p>The building administrator or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> 1. Inform the employee or third party of the right to file a complaint and the complaint procedure.

<p>4. Guidelines</p>	<ol style="list-style-type: none"> 2. Notify the complainant and the accused of the progress at appropriate stages of the procedure. 3. Refer the complainant to the Compliance Officer if the building administrator is the subject of the complaint. <p><u>Complaint Procedure – Employee/Third Party</u></p> <p>Step 1 – Reporting</p> <p>An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator.</p> <p>If the building administrator is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.</p> <p>The complainant is encouraged to use the report form available from the building administrator, but oral complaints shall be acceptable.</p> <p>Step 2 – Investigation</p> <p>Upon receiving a complaint of unlawful harassment, the building administrator shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building administrator to investigate the complaint, unless the building administrator is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the 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.</p> <p>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.</p> <p>Step 3 – Investigative Report</p> <p>The building administrator 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.</p>
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Pol. 317	<p>The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.</p> <p>Step 4 – Action Of Center</p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the center shall take prompt, corrective action to ensure that such conduct ceases and will not recur.</p> <p>Disciplinary actions shall be consistent with Joint Operating Committee policies, administrative regulations and procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p>If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none">1. 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, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building administrator who conducted the initial investigation. <p>References:</p> <p>Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.</p> <p>Federal Anti-Discrimination and Civil Rights Laws –</p> <p>20 U.S.C. Sec. 1681 et seq. (Title IX)</p> <p>42 U.S.C. Sec. 2000e et seq. (Title VII)</p>
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Harassment Regulations and Guidelines

Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)

Federal Register – 66 Fed. Reg. 5512

Joint Operating Committee Policy – 000, 104, 317

REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: _____

Home Address: _____

Home Phone: _____

School Building: _____

Date of Alleged Incident(s): _____

Alleged harassment was based on: _____

Name of person you believe violated the Joint Operating Committee's unlawful harassment policy: _____

If the alleged harassment was directed against another person, identify the other person: _____

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary: _____

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature_____
Date_____
Received By_____
Date

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: DRUG AND SUBSTANCE
ABUSE

ADOPTED: February 18, 2009

REVISED:

	351. DRUG AND SUBSTANCE ABUSE
1. Purpose	<p>The Joint Operating Committee recognizes that the misuse of drugs by administrative, professional and support employees is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by drug use by employees, especially as the use relates to an employee's safety, efficiency and productivity and its impact upon the student body.</p> <p>The primary purpose and justification for any action by the center will be for the protection of the health, safety and welfare of students, staff and center property.</p>
2. Definitions 35 P.S. Sec. 780-101 et seq	<p>Drugs - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p>
41 U.S.C. Sec. 706	<p>Conviction - a finding of guilt, including a plea of nolo contendere, imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.</p>
41 U.S.C. Sec. 706	<p>Criminal Drug Statute - a federal or state criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p>
41 U.S.C. Sec. 706	<p>Drug-free Workplace - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.</p>
3. Authority 41 U.S.C. Sec. 702	<p>The Joint Operating Committee requires that each administrative, professional and support employee be given a copy of this policy and notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the center of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.</p>

SC 527	Any employee convicted of delivery of or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the center.
4. Delegation of Responsibility 41 U.S.C. Sec. 702, 703	A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the employee's workplace shall be provided by the Administrative Director or designee and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.
41 U.S.C. Sec. 702	Within ten (10) days after receiving notice of the conviction of an employee, the center shall notify any federal agency or department that is the grantor of funds to the center.
41 U.S.C. Sec. 702, 703	The center shall take appropriate personnel action within thirty (30) days of receiving notice against any convicted employee, up to and including termination, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. An employee who is not subject to mandatory termination may, as a condition precedent to returning to work, be required to certify that s/he has enrolled in and/or completed a drug abuse assistance or rehabilitation program.
41 U.S.C. Sec. 702	In establishing a drug-free awareness program, the Administrative Director shall inform employees about: <ol style="list-style-type: none"> 1. Dangers of drug abuse in the workplace. 2. Joint Operating Committee's policy of maintaining a drug-free workplace. 3. Availability of drug counseling, drug rehabilitation, and employee assistance programs that may exist within the community. 4. Penalties that may be imposed for drug abuse violations occurring in the workplace.
41 U.S.C. Sec. 702	The center shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.

References:

School Code – 24 P.S. Sec. 527

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-101 et seq.

Drug-Free Workplace Act – 41 U.S.C. Sec. 701 et seq.

Joint Operating Committee Policy – 317

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: FISCAL OBJECTIVES

ADOPTED: February 18, 2009

REVISED: November 18, 2015

	601. FISCAL OBJECTIVES
1. Purpose	<p>The Joint Operating Committee recognizes its responsibility to the taxpayers of the participating school districts to ensure that public monies expended by the center are utilized for delivery of the vocational technical program in a manner that provides full value to the taxpayers, and that adequate procedures and records are established to ensure that end.</p>
2. Authority SC 1850.1	<p>The Joint Operating Committee has the authority and responsibility to prepare the budget, approve bids and approve each expenditure of the center.</p>
3. Delegation of Responsibility	<p>To meet the goals of this policy, the Joint Operating Committee requires the Business/Office Manager to establish sound accounting procedures based upon recommendations of the auditor and state and federal government, institute effective business practices, and recommend appropriate accounting equipment and technology when necessary.</p> <p>The Business/Office Manager shall review monthly the financial operations, report to the Joint Operating Committee on effectiveness and recommended improvements, and prepare administrative regulations for sound fiscal operations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee Policy – 000</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: BUDGET PLANNING

ADOPTED: February 18, 2009

REVISED:

	602. BUDGET PLANNING
1. Authority SC 1850.1	The budget shall be designed to reflect the Joint Operating Committee's goals and objectives concerning the education of students. Therefore, the budget shall be organized and planned to ensure adequate understanding of the financial needs associated with program support and development. The financial requirements of the center's programs shall be reviewed on a continual basis.
2. Delegation of Responsibility SC 1850.1	<p>To meet the objectives of this policy, the Joint Operating Committee directs the Administrative Director to:</p> <ol style="list-style-type: none"> 1. Include in all ongoing studies of the educational program an estimated annual cost of implementation. 2. Prepare a long range plan for annual maintenance and replacement of facilities. 3. Prepare a plan for current and future technology needs. 4. Maintain an inventory of and replacement schedule for all equipment. 5. Establish a projected budget of expenditures and income for the current year and ensuing year. 6. Prepare an annual estimate of anticipated school and program enrollments. 7. Maintain a plan of anticipated revenues based on changes in state and federal legislation. 8. Report to the Joint Operating Committee any serious financial implications arising from the budget plan.

[illegible]

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: February 18, 2009

REVISED: NOVEMBER 18, 2015

603. BUDGET PREPARATION	
1. Purpose	The Joint Operating Committee considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the center's educational plan. The budget shall be designed to carry out the educational plan in a comprehensive and efficient manner, to maintain the facilities, and to honor the obligations of the center.
2. Authority SC 1850.1	The Joint Operating Committee recognizes its obligation to the participating school districts and to taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of the center and its students.
3. Delegation of Responsibility	<p>The Business/Office Manager shall prepare a preliminary budget for the succeeding year to be reviewed by the Chief School Administrator, Director/Assistant Director and Professional Advisory Committee.</p> <p>In preparing the budget, the responsible administrator shall set general priorities for expenditures for:</p> <ol style="list-style-type: none"> 1. Staff for maintenance of current programs. 2. Equipment and supplies for maintenance of current programs. 3. Maintenance of existing facilities and equipment. 4. New staff necessary for improvement or expansion of current programs. 5. New technology, equipment and supplies necessary for improvement or expansion of current programs.
4. Guidelines	Upon the recommendation of the Chief School Administrator, Administrative Director, and Professional Advisory Committee, the budget shall be presented to the Joint Operating Committee for review and recommendation for approval by the Joint Area Boards.

<p>Articles of Agreement</p>	<p>If requested to do so, the Business/Office Manager shall present to and review the proposed budget with School Board members of participating districts.</p> <p>The Joint Operating Committee shall submit its proposed budget for each fiscal year to the participating school districts for approval no later than April 30.</p> <p>The current operating expenses included in the annual budget shall be borne by the participating school districts in proportionate shares according to the average daily membership of students from each of the participating school districts as provided by law and the Articles of Agreement.</p> <p>A descriptive analysis of the proposed budget for the following school year shall be prepared and made a part of the budget document. The descriptive analysis shall explain the significant changes in the proposed budget from the budget for the preceding school year.</p> <p>The descriptive analysis may contain:</p> <ol style="list-style-type: none"> 1. A summary of the proposed expenditures in the standard accounting classifications established by the Department of Education. 2. A summary of proposed expenditures by major budget categories and a summary of receipts. 3. A summary of the budget by major services of functions. It shall indicate the approximate proportion of the budget allotted to various services or functions. 4. Information about the current status and the trends related to school operations, such as student enrollment, assessed valuation, and other matters that relate to an understanding of the budget. 5. Information which may be used in comparing budget provisions in the center with those in comparable school operations. 6. A letter of transmittal from the Business/Office Manager to the Joint Operating Committee commenting upon the recommended budget. 7. An attractive arrangement of textual, comparative, and/or illustrative material. 8. Explanation of the current and proposed educational plan.
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References:

School Code – 24 P.S. Sec. 1850.1

Articles of Agreement

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: BUDGET ADOPTION

ADOPTED: February 18, 2009

REVISED:

	604. BUDGET ADOPTION
1. Purpose	It is the philosophy of the Joint Operating Committee that the annual budget proposal represents the position of the Joint Operating Committee, and all reasonable means shall be employed to present and explain the proposed budget to all participating school districts.
2. Authority SC 687	At least thirty (30) days prior to adoption of the final budget, the Joint Operating Committee shall prepare and present a proposed budget, which shall be set forth in detail using the forms required by the State Department of Education.
SC 687	The proposed budget shall be available for public inspection at the administration offices at least twenty (20) days prior to adoption of the budget by the Joint Board. Final action shall not be taken on the proposed budget until after ten (10) days' public notice.
SC 1850.1 Articles of Agreement	Approval of the annual operating budget shall require an affirmative vote by mail ballot of two-thirds (2/3) of the participating school districts and a majority vote of all the Board members of all participating school districts. The vote of any participating school district shall be determined by a majority vote of all Board members of that district. All votes shall be duly recorded and show how each member voted.
3. Delegation of Responsibility	<p>If requested to do so, the Administrative Director shall present to and review the proposed budget with School Board members of participating districts.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 687, 1850.1</p> <p>Joint Operating Committee Policy – 603</p> <p>Articles of Agreement</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: TUITION INCOME

ADOPTED: February 18, 2009

REVISED: NOVEMBER 18, 2015

	<p style="text-align: center;">607. TUITION INCOME</p> <p>When the center admits students who are not residents of a participating school district, it shall assess tuition charges in accordance with the School Code. Tuition shall be assessed for those students whose attendance has been approved by the Joint Operating Committee, in accordance with the policy for nonresident students.</p> <p>It shall be the responsibility of the Business/Office Manager to invoice tuition for approved students.</p> <p>Tuition rates shall be determined annually.</p> <p>Tuition billings will be made monthly.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1847, 1850.1, 2561</p> <p>Joint Operating Committee Policy – 202</p>
<ol style="list-style-type: none"> 1. Authority SC 1847, 1850.1 Pol. 202 2. Delegation of Responsibility 3. Guidelines SC 1850.1, 2561 	

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: BANK ACCOUNTS

ADOPTED: February 18, 2009

REVISED:

608. BANK ACCOUNTS	
1. Authority SC 621, 1850.1 Pol. 005	Annually during the month of May the Joint Operating Committee, by a majority vote of the full Joint Operating Committee, shall designate one or more banks or bank and trust companies as depository(ies) for the safeguarding of center funds. The depository year shall begin on July 1.
SC 440, 624	Each depository shall be required to report monthly to the Treasurer or Joint Operating Committee on the status of funds, in the manner required by law.
SC 621, 622, 623	Each designated depository shall furnish proper security for deposits in the amount designated by the Joint Operating Committee and in accordance with law.
2. Guidelines	Each designated depository shall be advised not to cash checks payable to the center but to deposit said checks to the center's accounts. The Joint Operating Committee shall periodically obtain quotations for specified banking services prior to designating its depository(ies).
	References: School Code – 24 P.S. Sec. 440, 621, 622, 623, 624, 625, 1850.1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: INVESTMENT OF FUNDS

ADOPTED: February 18, 2009

REVISED:

	609. INVESTMENT OF FUNDS
1. Purpose	<p>It shall be the policy of the Joint Operating Committee to optimize its return through investment of cash balances in such a way as to minimize noninvested balances and to maximize return on investments.</p> <p>The primary objectives of investment activities, in priority order, shall be:</p> <p>Legality - All investments shall be made in accordance with applicable laws of Pennsylvania.</p> <p>Safety - Safety of principal shall be of highest priority. Preservation of capital in the portfolio of investments shall be ensured through the mitigation of credit risk and interest rate risk.</p> <p>Liquidity - Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A fiscal year operations anticipated cash flow shall be developed so that investments can be made as early as possible, with maturities concurrent with anticipated cash demands.</p> <p>Yield - Investments shall be made with the objective of attaining a market-average rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.</p>
2. Authority SC 440.1, 621, 622, 623	All investments of the center made by an officer and/or employee shall be made in accordance with this policy and a Joint Operating Committee-approved investment program.
3. Definitions	<p>Short-term - any period thirteen (13) months or less.</p> <p>Long-term - any period exceeding forty-eight (48) months' duration.</p> <p>Mid-range - any period between short-term and long-term.</p>

<p>4. Delegation of Responsibility SC 440.1</p> <p>SC 440.1 75 P.S. Sec. 3836 et seq</p>	<p>Concentration of credit risk - the risk associated with the consolidation of investments in a single pool, institution, or instrument.</p> <p>Credit risk - the risk of loss of principal due to the failure of the security issue or backer of the issue.</p> <p>Custodial credit risk - the risk of loss associated with consolidation of investments with a single institution where the center may rely on the institution to hold investments on behalf of the center or through collateral action when the instruments are not in the center's name.</p> <p>Foreign currency risk - the risk associated with investment in foreign currency that is subject to market fluctuation and associated currency conversion.</p> <p>Interest rate risk - the risk that the market value of securities will fall due to changes in general interest rates.</p> <p>Investment program - the specifically enumerated and Joint Operating Committee-approved investment strategy.</p> <p>The Joint Operating Committee shall delegate to a designated individual the responsibility to manage the center's investment program, in accordance with written, Joint Operating Committee-approved procedures for operation of the investment program.</p> <p>An annual review of the investment program shall be prepared by the designated individual, based upon the anticipated cash flow of all center funds, i.e. general, capital reserve, bond, etc. The investment program shall be submitted to the Joint Operating Committee no later than sixty (60) days after adoption of the annual budget.</p> <p>The designated individual responsible for investments shall report monthly to the Joint Operating Committee the following:</p> <ol style="list-style-type: none"> 1. Amount of funds invested. 2. Interest earned and received to date. 3. Types and amounts of each investment and the interest rate on each. 4. Names of the institutions where investments are placed. 5. Current market value of the funds invested.
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<p>Pol. 619</p>	<p><u>Audit</u></p> <p>The Joint Operating Committee directs that all investment records be subject to annual audit by the center's independent auditors.</p> <p>The audit shall include but not be limited to independent verification of amounts and records of all transactions, as deemed necessary by the independent auditors.</p> <p>It shall be the responsibility of the investment advisor and/or bidder to maintain necessary documents to permit independent audit of the center's investments.</p>
<p>53 Pa. C.S.A. Sec. 8001 et seq</p>	<p><u>Bond Proceeds</u></p> <p>Bond proceeds shall be invested in accordance with the Local Government Unit Debt Act and applicable federal and state laws, subject to approval by the solicitor and/or bond counsel and the Joint Operating Committee.</p> <p>Investment transactions arising from bond proceeds shall be reported monthly to the Joint Operating Committee, in accordance with this policy.</p>
<p>SC 218, 440.1 GASB Stmt 40</p>	<p><u>Compliance With GAAP</u></p> <p>The following is intended to guide the center's investments as limited by Section 440.1 of the School Code:</p> <ol style="list-style-type: none"> 1. Center funds shall not be invested in foreign currency and shall not have any related risk that would require disclosure pursuant to GASB Statement 40. 2. Center investments shall limit the exposure to loss of principal due to market changes in interest rates. 3. Center investments in authorized instruments that are not backed by the "full faith and credit" of the federal or state government shall be limited to those with the highest credit rating available for such instruments issued by a recognized organization. <p>If, after purchase, the rating of any instrument is reduced and is no longer in compliance with this policy, the individual responsible for center investments shall advise the Joint Operating Committee at the earliest opportunity of such action and make recommendations for altering investments.</p>

4. When center funds are invested in any one (1) issuer other than designated depository accounts (which includes external investment pools), and securities issued or explicitly guaranteed by the U.S. Government (owned directly by the center, the amount of the investment shall be unlimited, but the Joint Operating Committee shall be notified of such investment monthly.
5. For purposes of interest rate disclosure in the annual financial report, the method of determining interest rate risk shall be based on weighted average maturity.

References:

School Code – 24 P.S. Sec. 218, 440.1, 621, 622, 623

Local Government Unit Debt Act – 53 Pa. C.S.A. Sec. 8001 et seq.

Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.

Investment Companies, Title 17, Code of Federal Regulations – 17 CFR Part 270

Governmental Accounting Standards Board, Statement No. 40

Joint Operating Committee Policy – 000, 619

Central Westmoreland Career and Technology Center

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO
BID/QUOTATION

ADOPTED: February 18, 2009

REVISED: April 16, 2014

REVISED: NOVEMBER 18, 2015

	610. PURCHASES SUBJECT TO BID/QUOTATION
1. Authority SC 751, 807.1	It is the policy of the Joint Operating Committee to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to CWCTC.
2. Guidelines SC 120, 751, 807.1	The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.
	<u>Competitive Bids</u>
SC 751, 807.1	When seeking competitive bids, the JOC shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.
	After due public notice advertising for competitive bids, the JOC shall be authorized to:
SC 807.1	1. Purchase furniture, equipment, school supplies and appliances costing a base amount of \$19,400 or more, unless exempt by law.
SC 751	2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than \$18,500, unless exempt by law.
SC 751, 807.1	With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the JOC, unless the JOC chooses to reject all bids.
SC 751	The JOC recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.

610. PURCHASES SUBJECT TO BID/QUOTATION - Pg. 2

62 Pa. C.S.A. Sec. 4602, 4603	<p><u>Electronic Bidding</u></p> <p>The JOC shall receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and JOC policy.</p>
62 Pa. C.S.A. Sec. 4603	<p>CWCTC shall electronically maintain the confidentiality of the bid until the bid opening.</p>
62 Pa. C.S.A. Sec. 4602, 4604	<p><u>Competitive Electronic Auction Bidding</u></p> <p>The JOC shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services, but not for construction or design services.</p>
62 Pa. C.S.A. Sec. 4604	<p>An invitation for bids shall be issued and shall include:</p> <ol style="list-style-type: none"> 1. Procurement description. 2. All contractual terms, when practical. 3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner. <p>Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.</p> <p>Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.</p> <p>During the auction, bidders shall be able to review their bid rank or the low bid price, and may reduce their bid prices during the auction.</p> <p>At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.</p> <p>After the auction period has expired, CWCTC shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by CWCTC.</p> <p>The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.</p>

610. PURCHASES SUBJECT TO BID/QUOTATION - Pg. 3

	<p><u>Price Quotations</u></p> <p>Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the JOC for:</p> <ol style="list-style-type: none"> 1. Furniture, equipment, school supplies and appliances costing a base amount of more than \$10,000 but less than \$19,400. 2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value of more than \$10,000 but less than \$19,400. <p>If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.</p> <p><u>Work Performed by CWCTC Maintenance Personnel</u></p> <p>The JOC may authorize CWCTC maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than \$10,000.</p>
<p>SC 807.1</p> <p>SC 807.1</p> <p>SC 751</p>	
<p>3. Delegation of Responsibility SC 751, 807.1</p>	<p>The JOC may grant the JOC Secretary or Purchasing Agent the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 120, 751, 807.1</p> <p>Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4601 et seq.</p> <p>The Department of Labor and Industry shall publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.</p> <p>Act 4 of 1974 – Withdrawal of Bids – 73 P.S. Sec. 1602</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: February 18, 2009

REVISED: September 16, 2015

611. PURCHASES BUDGETED	
1. Authority SC 751, 807.1	It is the policy of the Joint Operating Committee that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the center.
2. Delegation of Responsibility SC 807.1 SC 751, 807.1	<p>All purchases that are within budgetary limits may be made upon authorization of the Business/Office Manager. Purchases above \$10,000 shall be approved by the Business/Office Manager and the Administrative Director/Assistant Director.</p> <p>All purchase order requests must be referred to the Business/Office Manager, who shall check whether the proposed purchase is subject to bid, and whether sufficient funds exist.</p>
3. Guidelines	<p>In the interests of economy, fairness and efficiency in its business dealings, the Joint Operating Committee requires that:</p> <ol style="list-style-type: none"> 1. Items commonly used in the various programs be standardized whenever possible. 2. Opportunity to do business with the center shall be provided to as many responsible suppliers as possible. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained. 3. No purchase request will be honored unless made on a requisition form that has the necessary approval. <p>References:</p> <p>School Code – 24 P.S. Sec. 609, 751, 807.1, 1850.1</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: PURCHASES NOT BUDGETED

ADOPTED: February 18, 2009

REVISED:

	612. PURCHASES NOT BUDGETED
<p>1. Authority SC 1850.1</p> <p>2. Guidelines</p>	<p>The laws of the state and the interests of the community require fiscal responsibility by the Joint Operating Committee in the operation of the center. Appropriate fiscal controls shall be adopted to ensure that public funds are not disbursed in amounts in excess of the appropriations provided to the center.</p> <p>When funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made by the Joint Operating Committee in the last nine (9) months of the fiscal year if it is apparent that the necessary surplus funds do exist in another appropriation and it can be demonstrated that the proposed expenditure would be educationally warranted in the current fiscal year.</p> <p>In the event of emergency, which exists whenever the time required for the Joint Operating Committee to act in accordance with regular procedures would endanger life or property or threaten continuance of the educational program, a purchase order may be authorized.</p> <p>Any expenditures in excess of appropriation made in conformance with this policy shall be reported to the Joint Operating Committee at the next meeting with a recommendation of funds to be transferred to cover said purchase.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: COOPERATIVE PURCHASING

ADOPTED: February 18, 2009

REVISED: NOVEMBER 18, 2015

	613. COOPERATIVE PURCHASING
1. Authority SC 1850.1 53 Pa. C.S.A. Sec. 2304 et seq	The Joint Operating Committee recognizes the advantages of centralized purchasing. Therefore, the Joint Operating Committee encourages the administration to seek the benefits and savings that may accrue through joint agreements with other political subdivisions for the purchase of supplies, equipment or services.
2. Delegation of Responsibility	The Joint Operating Committee authorizes the Business/Office Manager to negotiate appropriate cooperative purchase agreements with Westmoreland Intermediate Unit No. 7 and/or other political subdivisions, in accordance with law and Joint Operating Committee policy.
3. Guidelines 53 Pa. C.S.A. Sec. 2304 et seq Pol. 610	<p>Cooperative purchases require an agreement approved by the Joint Operating Committee and the participating contracting body(s) which may specify:</p> <ol style="list-style-type: none"> 1. Categories of equipment or supplies to be purchased. 2. Manner of advertising for bids and awarding contracts. 3. Method of payment by each participating party. 4. Other matters deemed necessary to carry out the purposes of the agreement. <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Intergovernmental Cooperation – 53 Pa. C.S.A. Sec. 2304 et seq.</p> <p>Joint Operating Committee Policy – 610</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: February 18, 2009

REVISED: NOVEMBER 18, 2015

	614. PAYROLL AUTHORIZATION
<p>1. Authority SC 1850.1 Pol. 302, 304, 305, 306, 308, 328</p>	<p>Employment of all permanent, temporary and part-time personnel must be approved by the Joint Operating Committee. The Joint Operating Committee shall authorize payment of salaries to employees. Actions by the Joint Operating Committee to employ on a contractual basis shall include the name of the individual, position title, salary, period of employment, position classification, method of payment, and budget category to which the wages are to be charged.</p> <p>Actions by the Joint Operating Committee to employ temporary or part-time personnel shall include the name of the individual, position title, rate of pay, position classification, the maximum number of hours or days an employee may work, assignment, and budget category to which wages are to be charged.</p> <p>The minutes of Joint Operating Committee meetings shall record all actions with regard to resignation, retirement, death or discharge of all employees, or nonretention of a temporary professional employee. Each action shall include the name of the employee, date upon which salary or wages will terminate, and position formerly held.</p>
<p>2. Guidelines</p> <p>Pol. 330</p>	<p>Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Joint Operating Committee policy may be required of all employees.</p> <p>Salary or wages may be withheld for unapproved time off, in accordance with Joint Operating Committee policy, by the Business/Office Manager and/or Administrative/Assistant Director.</p> <p>Overtime is not a general practice and must be preapproved only when authorized in advance by the Business Office/Manager and Administrative Director.</p> <p>The payroll shall be certified by the Business/Office Manager.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee Policy – 302, 304, 305, 306, 308, 328, 330</p>

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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: PAYROLL DEDUCTIONS

ADOPTED: February 18, 2009

REVISED: NOVEMBER 18, 2015

615. PAYROLL DEDUCTIONS	
1. Purpose	The Joint Operating Committee may, at its discretion, act on behalf of individual employees to deduct a certain amount from the employee's paycheck and to remit an equal amount to an agent designated by the employee. It is the intent of this policy to designate those purposes not otherwise mandated by law for which the Joint Operating Committee is willing to act on behalf of the employee.
2. Authority	No deduction may be made from the wages of an employee except for federal or state income tax, PA unemployment, county tax, municipal or school taxes, social security and School Employees' Retirement Fund without proper authorization by the employee.
SC 513	The Joint Operating Committee shall permit deductions from an employee's paycheck upon proper authorization on the appropriate form for the following purposes: <ol style="list-style-type: none"> 1. Credit Union. 2. United Fund. 3. Tax sheltered annuities. 4. Applicable membership dues. 5. Other approved deductions.
3. Guidelines	<p><u>Credit Union Deductions</u></p> <p>Payroll deductions for deposit in the Westmoreland Intermediate Unit Credit Union must be authorized by member employees on the proper credit union authorization card during the month of September.</p> <p>Deductions must be approved by the Business/Office Manager.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 513</p>

615. PAYROLL DEDUCTIONS - Pg. 2

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615. PAYROLL DEDUCTIONS - Pg. 3

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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: February 18, 2009

REVISED: NOVEMBER 18, 2015

	616. PAYMENT OF BILLS
1. Purpose	It is the Joint Operating Committee's intent to direct prompt payment of bills but at the same time to ensure that due care has been taken in the review of the center's bills.
2. Authority SC 439, 607, 1155	Each bill or obligation of the Joint Operating Committee must be fully itemized, verified and passed upon by the Joint Operating Committee before a check can be drawn for its payment, except that the Business/Office Manager is permitted to draw payment orders for:
SC 427, 439	<ol style="list-style-type: none"> 1. The prompt payment of items that will accrue to the center's advantage. 2. Progress payments to contractors specified in a contract approved by the Joint Operating Committee. 3. Orders to cover approved payrolls and agency account deposits. 4. Utility bills in months the Joint Operating Committee does not meet. <p>Such payments shall be reported at the next regular Joint Operating Committee meeting.</p>
3. Delegation of Responsibility	<p>It shall be the responsibility of the Business/Office Manager/designee upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Joint Operating Committee had budgeted for the item, and invoice is for the amount contracted.</p> <p>Should the invoice vary from the acknowledged purchase order, the Business/Office Manager/designee shall document on the invoice the reason for such variance.</p>

616. PAYMENT OF BILLS - Pg. 2

<p>SC 607, 687</p>	<p>Should funds not be available in the account to which a proposed purchase will be charged, the Business/Office Manager/designee shall determine the overage and request the Joint Operating Committee make a legal transfer to cover it.</p> <p>All claims for payment shall be submitted to the Joint Operating Committee and recorded in the minutes of the Joint Operating Committee meeting.</p> <p>The list of bills shall include for each:</p> <ol style="list-style-type: none"> 1. Category. 2. Date. 3. Description. 4. Amount.
<p>SC 439</p>	<p>Upon approval of an order, the appropriate personnel shall prepare a check for payment and cancel the commitment placed against the appropriate account.</p>
<p>SC 427, 433, 439</p>	<p>All checks approved by the Joint Operating Committee shall be signed by the Chairperson, Joint Operating Committee Secretary and Treasurer.</p>
<p>SC 428</p>	<p>The Vice-Chairperson may sign for the Chairperson.</p>
<p>4. Guidelines</p>	<p>All checks from the general and payroll accounts shall bear three (3) signatures.</p> <p>All checks for internal accounts shall bear any two (2) of the following signatures: Administrative Director, Business/Office Manager or Accountant/Bookkeeper.</p>
<p>65 P.S. Sec. 302</p>	<p>Signatures of the Chairperson, Vice-Chairperson, Treasurer and Joint Operating Committee Secretary may be engraved on a signature plate or stamp.</p> <p>Signatures may also be by facsimile.</p> <p>No check shall be made out to cash.</p>

<p>Title 61 Sec. 32.23 72 P.S. Sec. 7204(12)</p> <p>Title 61 Sec. 32.23 72 P.S. Sec. 7208 Pol. 618</p>	<p><u>Sales Tax</u></p> <p>The center is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the center. The center shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for use by the center.</p> <p>The center shall obtain a sales tax license number for organizations of the center who purchase items to be resold.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 427, 428, 433, 439, 607, 687, 1155</p> <p>Department of Revenue Regulations – 61 PA Code Sec. 32.23</p> <p>Uniform Facsimile Signature of Public Officials Act – 65 P.S. Sec. 302</p> <p>Exclusion From Tax – 72 P.S. Sec. 7204, 7208</p> <p>Joint Operating Committee Policy – 612, 618</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: February 18, 2009

REVISED: NOVEMBER 18, 2015

	617. PETTY CASH
1. Purpose	Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.
2. Authority	The Joint Operating Committee authorizes the establishment of petty cash funds under the control of the Business/Office Manager.
3. Delegation of Responsibility Pol. 811	<p>The Business/Office Manager shall ensure that petty cash funds are spent only for designated purposes.</p> <p>The Business/Office Manager is responsible for each petty cash fund and shall prepare a total of the disbursement slips annually.</p>
4. Guidelines	<p>Each request for funds shall be made in writing and signed by the requester, with any confirming receipts attached.</p> <p>Receipts are required for all expenditures.</p> <p>The petty cash box shall be secured by the the Business/Office Manager.</p> <p>All petty cash funds shall be closed out for audit at the end of the school year.</p> <p>Funds are not to be used to circumvent the regular purchasing procedure.</p> <p>Petty cash funds may not be used to accommodate the cashing of personal checks.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee Policy – 811</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: STUDENT ACTIVITY FUNDS

ADOPTED: February 18, 2009

REVISED: NOVEMBER 18, 2015

	<p style="text-align: center;">618. STUDENT ACTIVITY FUNDS</p> <p>The Joint Operating Committee is responsible for establishing policy and rules regarding the management, supervision, control and prohibition of student activities, including raising and disbursing funds.</p> <p><u>General Principles</u></p> <p>Student activity funds shall be administered in accordance with Joint Operating Committee policy and procedures. Student activity funds shall be used to finance a program of activities not part of the regular curriculum. They will not be used to circumvent management or purchasing decisions which were made for the center.</p> <p>Student activity funds shall be used for student activity purposes and for those students currently in school, particularly when those students have contributed to the accumulation of the funds.</p> <p>Student activity funds shall be collected and disbursed under the general direction of the Business/Office Manager; however, the Business/Office Manager shall involve, in the decision-making process, the Principal, student groups and faculty members who are responsible for generating revenue for approved projects.</p> <p>Student activity funds shall be managed in accordance with sound business practice.</p>
1. Purpose	
2. Authority SC 511	<p>Student activity funds are not part of center funds but must be approved by the Joint Operating Committee. The Joint Operating Committee adopts this policy to ensure proper supervision of student activity funds under the center's responsibility.</p>
3. Delegation of Responsibility	<p>The Business/Office Manager is responsible for implementing policies and establishing administrative regulations for student activity funds.</p> <p>The Principal is responsible for working with students, implementing policies and administrative regulations, and administering fiscal procedures.</p>

<p>4. Guidelines</p>	<p>The Business/Office Manager is responsible for prescribing appropriate accounting procedures and for internal auditing of student activity funds.</p> <p>Faculty advisors are responsible for working with students in specific activities and ensuring compliance with policy and administrative regulations.</p> <p>Students who choose to participate in various activities shall be involved in the fiscal management of those activities. Different student activity groups will choose to have student officers, including a treasurer, who will work with the faculty advisor in carrying out established financial procedures.</p> <p>Student activity funds will operate with separate accounts for each different activity. Each specific account will be operated by student organizations and classes under the supervision of faculty advisors.</p> <p>Decentralized accounting for student activities will involve having bookkeeping functions performed. Double entry accounting procedures will be used. Each club activity will use the following:</p> <ol style="list-style-type: none"> 1. Cash Receipt Journal – All receipts are recorded in detail by account numbers. Recorded receipts should be compared with deposits and adjusted when needed. Credits are distributed to detail accounts by activities. 2. Cash Disbursement Journal – All disbursements of cash or checks should be entered in this journal. Charges are distributed to detail accounts by activities. 3. General Journal – Noncash entries and adjustments are recorded in the general journal. All entries must be made to both debit and credit accounts in double entry bookkeeping. 4. General Ledger – The general ledger is comprised of individual accounts on which debits and credits from the cash receipts journal, cash disbursements journal, and general journal are recorded. 5. Voiding Checks – When a check has not been cancelled after six (6) months, it must be voided unless requested by the payee for reissue. This action requires the signature of the Business/Office Manager for voiding. <p><u>Use Of Activities Funds</u></p> <p>The student activity fund will not be used for small cash and check needs of other funds and organizations. Student activity funds should be used solely for their intended purposes.</p>
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	<p><u>Initiating Accounts/Terminating Accounts</u></p> <p>New programs, clubs, or organizations may be added as new accounts with the approval of the Administrative Director. New accounts should not be established solely for individual charitable drives. Requests to the Administrative Director should be in writing and occur only after a need for the new financial account is determined.</p> <p>The Business/Office Manager may terminate, at any time, any inactive account which has a zero balance. The appropriate faculty advisor may request the Business/Office Manager to terminate an account. This request, in writing, should also state the planned disposition of any money or materials which remain in the closed account.</p> <p><u>Cash Payments</u></p> <p>All payments for activity fund purchases shall be made by check. No expenses should be paid in cash directly from dues, collection, sales or other cash receipts.</p> <p><u>Signature On Checks</u></p> <p>Two (2) authorized signatures will be required on all checks. The persons signing checks shall require invoices or other evidence of obligation, properly approved by the faculty advisor and the student treasurer of the activity, before signing the check. The Business/Office Manager has the responsibility of assuring sufficient funds in the specific account before signing the check.</p> <p>The bank requires that the Activities Bookkeeper's name be on the signature card in order to make transfers to or from investment accounts.</p> <p><u>Interest Income</u></p> <p>Activity fund balances shall be deposited in interest-bearing accounts or otherwise invested in interest-bearing investments permitted by the School Code. Interest income from these investments shall be credited to accounts by a method approved by the Joint Operating Committee. Interest earned from student activity funds is returned to student activities accounts. The center shall prorate interest earnings and distribute them to activity accounts by a predetermined method of distribution.</p> <p><u>Internal Controls</u></p> <p>All funds collected by student organizations shall be deposited in a student activities fund in a bank designated by the Joint Operating Committee.</p>
SC 440.1, 623	
SC 511 Pol. 608	

<p>SC 511</p>	<p>Funds collected shall be turned in to the custodian of the fund before the end of each school day and handed in to the Business Office for safe keeping.</p> <p>Records shall be maintained of the receipt and disbursement of all funds in designated accounts, according to the bylaws of the activity approved by the Joint Operating Committee.</p> <p>Receipts shall be written for the faculty advisor or student treasurer immediately upon receipt of money at the school office so its arrival is established for accounting and insurance purposes. This shall be done without delay and without concern for reconciling the cash account later. A duplicate receipt book will be used so the office retains copies of the receipts.</p> <p>Cash receipts should be deposited in the bank on a regular basis.</p> <p>Safes should be used for protecting money during the day. Amounts kept in safes overnight should be minimal.</p> <p><u>Loans And Purchases</u></p> <p>Student activity funds shall not be used to make loans for any purpose. Student activity funds will not be used to make purchases for any individual or other organization. It is unlawful to use student activity funds to make privileged or tax-free purchases for any school employee or other person.</p> <p>Student Activity funds shall not be used to make change.</p> <p><u>Purchase Orders</u></p> <p>Purchases shall be initiated by a purchase order. The purchase order will be a preprinted and prenumbered form with space for delivery address, date, quantity, description of items or service being acquired, unit cost, total cost, and signature of the Business/Office Manager. The purchase order must be approved by the Business/Office Manager. Purchases will not be made or authorized without first having sufficient funds in that specific account to cover the purchase in full.</p> <p>Clubs will not be permitted a monthly “open” purchase order to cover purchases for the school store.</p> <p><u>Employees</u></p> <p>All school employees who are paid by the student activity fund for services shall be paid through the center’s payroll with regular deductions.</p>
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<p>SC 511, 807.1</p>	<p><u>Bidding</u></p> <p>Purchases of materials or supplies by any organization, club, class or group costing more than \$10,000 but less than \$19,400 shall be made upon solicitation of three (3) or more quotations or bids. Any item over \$19,400 shall need to be bid. Purchases must be made from the lowest responsible bidder on the basis of price, quality and service. Purchases of materials such as rings, yearbooks, and picture, if made directly by students and where no transactions go through the student activity funds, will not require bidding. If they are purchased through the student activity fund, bidding is required. Long-term contracts may be desirable and service should certainly be considered when reviewing the bids.</p> <p><u>Contracts</u></p> <p>Student groups may obligate themselves by contract for materials, equipment or services with the approval of the Administrative Director provided that legal requirements for bidding and established policies are followed. Contracts, presented by vendors such as yearbook publishers, should be reviewed by the solicitor as well as by the Business/Office Manager.</p> <p><u>Petty Cash</u></p> <p>Student activity funds will not have any petty cash funds.</p>
<p>SC 511</p>	<p><u>Unused Funds</u></p> <p>All funds accumulated in the name of a specific organization must be closed out annually, and any residual funds shall revert to the same group for the following school year.</p> <p><u>Scholarship Funds</u></p> <p>Scholarships and memorial funds will be accounted for under student activity funds.</p> <p><u>Fundraising</u></p> <p>Fundraising projects range from in-school sales of store items, food, dances, and entertainment to out-of-school sales of advertisements, gift items, candy, fruit, raffles, magazines, programs, car washes, concession sales, and innumerable others. The Administrative Director/Assistant Director must determine which fundraising projects are appropriate for which clubs or organizations. Projects must be established in advance of approvals for fundraisers.</p> <p><u>Sales Tax</u></p>

618. STUDENT ACTIVITY FUNDS - Pg. 6

	<p>Pennsylvania sales tax must be collected and remitted when applicable.</p> <p><u>Nonschool Funds</u></p> <p>Student activity funds are not to be utilized for such nonschool funds or faculty accounts, booster club accounts, PTA accounts and the like. Students may use funds for nonprofit fundraising benefits approved by the club.</p> <p><u>Administrative Director/Assistant Director/Principal Account</u></p> <p>There shall not be an account whereby the Administrative Director/Assistant Director/Principal has unilateral control. The Administrative Director/Assistant Director/Principal, faculty advisors, or other employees shall not maintain a checking account or other cash funds for students without the knowledge and permission of the center.</p> <p><u>Auditing And Reporting</u></p>
SC 511	<p>Internal audits shall be performed by center personnel. The center shall have a day-to-day checking of receipts, invoices, and procedures. In addition, the Business/Office Manager shall submit a monthly report of all individual accounts to the Joint Operating Committee at its monthly meeting. Negative balances in specific or individual accounts will not be tolerated.</p>
Pol. 619	<p>External audits must be performed according to law. These audits must be performed by certified public accountants.</p> <p>Periodically, the division of School Audits, Office of the Auditor General, conducts audits of all center funds for each school year. School audits are performed to determine compliance with state laws and regulations and with the center's own policies. The Auditor General may cite the center for improper procedures and inform the Joint Operating Committee and Department of Education, which may take appropriate action.</p>

618. STUDENT ACTIVITY FUNDS - Pg. 7

References:

School Code – 24 P.S. Sec. 440.1, 511, 623, 807.1

Joint Operating Committee Policy – 000, 608, 619

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: AUDIT

ADOPTED: February 18, 2009

REVISED:

	619. AUDIT
<p>1. Purpose SC 2401 65 P.S. Sec. 67.101 et seq Pol. 801</p>	<p>The Joint Operating Committee recognizes the importance of the public's right to have access to the public records of the center, including public financial records. The public has the right under law to inspect and procure copies of the annual audit conducted by the center's accountants and the audit conducted by the Commonwealth Auditor General's office.</p>
<p>2. Authority SC 437, 2401, 2408, 2441</p>	<p>The Joint Operating Committee shall employ an independent, certified public accountant to conduct an annual audit in accordance with the prescribed and legal standards. The completed audit shall be presented to the Joint Operating Committee for its examination and approval.</p> <p>An auditor's fee shall be established in each fiscal year. The Joint Operating Committee shall select an auditor experienced in school accounting and willing to perform the required services for the established fee.</p> <p>The Joint Operating Committee recognizes its obligation as an elected body to represent the best interests of all its constituents. Therefore, the Joint Operating Committee shall make the results of both the center's accountants' audit and the Auditor General's audit available to the public at the business office of the school.</p> <p>A statement of the financial condition of the center shall also be published annually in the official newspapers of the area immediately following the outside audit of accounts at the close of the fiscal year.</p>
<p>Pol. 801</p>	<p>The Joint Operating Committee recognizes that certain information shall not be made available to the public, such as:</p> <ol style="list-style-type: none"> 1. Personnel records. 2. Student records. 3. Labor relations negotiations records.

4. Property acquisition negotiation information.
5. Records regarding actions of a criminal justice nature.
6. Other records not considered public records.

References:

School Code – 24 P.S. Sec. 437, 1850.1, 2401, 2408, 2441

Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.

Joint Operating Committee Policy – 216, 324, 801

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: GASB STATEMENT 34

ADOPTED: February 18, 2009

REVISED: NOVEMBER 18, 2015

	622. GASB STATEMENT 34
1. Purpose SC 613	<p>The Joint Operating Committee recognizes the need to implement the required accounting and financial reporting standards stipulated by the Pennsylvania Department of Education.</p> <p>The primary objectives of implementing the GASB Statement 34 are to assure compliance with state requirements and to properly account for both the financial and economic resources of the center.</p>
2. Authority SC 218	<p>Participation of the center in any such activity shall be in accordance with Joint Operating Committee policy.</p>
3. Delegation of Responsibility	<p>The responsibility to coordinate the compilation and preparation of all information necessary to implement this policy is delegated to the Business/Office Manager.</p> <p>The Business/Office Manager shall be responsible for implementing the necessary procedures to establish and maintain fixed assets, including depreciation schedules. Depreciation shall be computed on a straight-line basis over the useful lives of the assets, using an averaging convention. Normal maintenance and repairs shall be charged to expense as incurred; major renewals and betterments that materially extend the life or increase the value of the asset shall be capitalized. A schedule of accumulated depreciation shall be consistent from year to year. The basis for depreciation, including groups of assets and useful lives, shall be in writing and submitted for review to the Joint Operating Committee.</p> <p>The Business/Office Manager shall prepare the required Management Discussion and Analysis (MD&A). The MD&A shall be in the form required by GASB Statement 34 and shall be submitted to the Joint Operating Committee for approval, prior to publication.</p> <p>Prior to submission of the MD&A for Joint Operating Committee approval, the center's independent auditors shall review the MD&A, in accordance with SAS No. 52, "Required Supplementary Information."</p>

<p>4. Guidelines</p>	<p>In order to associate debt with acquired assets and to avoid net asset deficits, any asset that has been acquired with debt proceeds shall be capitalized, regardless of the cost of the asset. The asset life of these assets shall be considered relative to the time of the respective debt amortizations.</p> <p>For all other assets not acquired by debt proceeds, the dollar value of any single item for inclusion in the fixed assets accounts shall be greater than \$5,000, with an asset life longer than one (1) year.</p> <p>The capitalization threshold shall be set at a level that will capture at least eighty percent (80%) of all fixed assets.</p> <p>The assets listed below do not normally individually meet capitalization threshold criteria:</p> <ol style="list-style-type: none"> 1. Library books. 2. Classroom texts. 3. Computer equipment. 4. Classroom furniture. <p>These asset category costs shall be capitalized and depreciated as groups when that group's acquisition cost exceeds the capitalization threshold in any given fiscal year.</p> <p>For group asset depreciation purposes, the estimated useful life of the group may be based on the weighted average or simple average of the useful life of individual items, or on an assessment of the life of the group as a whole. Periodically, the center shall review the estimated life of groups of assets and adjust the remaining depreciation life of the group.</p> <p>Assets that fall below the capitalization threshold for GASB 34 reporting purposes may still be significant for insurance, warranty service, and obsolescence/replacement policy tracking purposes. The center may record and maintain these non-GASB 34 asset inventories in subsidiary ledgers.</p>
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Asset Life

The center establishes the following asset lives:

1. Five (5) years for vehicles.
2. Seven (7) years for heavy trucks/equipment.
3. Three (3) years for office furniture
4. Fifteen (15) years for vocational/shop equipment.
5. Forty (40) years for buildings.

References:

School Code – 24 P.S. Sec. 218, 613

Governmental Accounting Standards Board, Statement No. 34

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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: TAXABLE FRINGE BENEFITS

ADOPTED: February 18, 2009

REVISED:

	624. TAXABLE FRINGE BENEFITS
1. Authority 26 U.S.C. Sec. 1 et seq	It shall be the policy of the Joint Operating Committee to comply with regulations of the Internal Revenue Service (IRS) regarding taxability of employee fringe benefits.
2. Definitions	<p>Taxable fringe benefit - a form of pay, in addition to salary, for the performance of duties; taxable wages unless excluded by the Internal Revenue Code.</p> <p>Convenience of the center - where the personal use was in the best interest of the center.</p> <p>De minimis - an amount where either the cost of determining specific value exceeds the value of the use, or the actual cost of the use was negligible at the organizational level.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall be responsible to develop and implement administrative regulations requiring employees to verify use of school equipment for business purposes and to report any use or fringe benefits that may be taxable as compensation.</p> <p>The Office Manager shall report the value of taxable fringe benefits with the regular payroll for the payroll immediately following the determination of taxable fringe benefits.</p> <p>The Office Manager shall annually review the determinations of convenience of the center and de minimis amount to ensure compliance with federal regulations.</p> <p>The review may include discussions with the center's auditor.</p>
4. Guidelines	To the extent that a taxable fringe benefit value is provided as either convenience of the center or the amounts are classified as de minimis, the values may be excluded from taxation.

	<p>Taxable fringe benefits are subject to:</p> <ol style="list-style-type: none"> 1. Federal Income Tax. 2. Social Security Tax. 3. Medicare Tax. 4. Other applicable state or local taxes. <p>An employee has the option to reimburse the center for the value of services received. Where no reimbursement is received, the value of the services shall be treated as taxable compensation.</p> <p>Taxable fringe benefits include but are not limited to the following:</p>
Pol. 717	<ol style="list-style-type: none"> 1. Cellular telephone provided by center. 2. Center telephone. 3. Vehicle provided by center.
Pol. 331	<ol style="list-style-type: none"> 4. Expense reimbursement provided by center.
Pol. 815	<ol style="list-style-type: none"> 5. Internet access provided by center. 6. Gift certificates. 7. Group life insurance in excess of \$50,000. 8. Laptop/Notebook computers. 9. Personal use of vehicle owned or leased by the center. 10. Meal reimbursements for local travel. <p>References:</p> <p>Internal Revenue Code – 26 U.S.C. Sec. 1 et seq.</p> <p>Joint Operating Committee Policy – 000, 331, 717, 815</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: FACILITIES PLANNING

ADOPTED: February 18, 2009

REVISED:

701. FACILITIES PLANNING	
1. Authority Title 22 Sec. 4.13 Pol. 100	The Joint Operating Committee shall develop and maintain a Strategic Plan, as required by State Board of Education regulations. The involvement of the Joint Operating Committee, staff, community, businesses, parents/guardians, and participating districts is an important part of this process. Facilities planning is a primary component of strategic planning.
SC 1850.1	The Joint Operating Committee shall periodically conduct surveys to determine the vocational and technical needs of the participating school districts in order to facilitate facilities planning.
2. Delegation of Responsibility	In order to inform the Joint Operating Committee of the center's future needs, the Administrative Director or designee shall prepare a written description of existing physical facilities.
	The Administrative Director or designee shall also make periodic reports to the Joint Operating Committee and to members of the Professional Advisory Committee concerning the enrollment of students in the center. The enrollment data shall include the number of students enrolled by grade and by program, and shall include those students who are residents in the participating school districts and tuition students.
	Other information relating to enrollment by program and projected openings for future enrollment shall be made periodically and upon request to participating school districts and the Joint Operating Committee.
3. Guidelines SC 1850.1, 1853	When planning to enlarge or modify its facilities, the Joint Operating Committee shall consider not only the number of students whose vocational technical and educational needs must be met, but also the physical requirements of the programs best suited to meet those needs.
Pol. 103, 104	The building and site shall provide suitable accommodations to carry out the educational program, including provision for the handicapped/disabled, pursuant to law and regulations.

References:

School Code – 24 P.S. Sec. 1850.1, 1853

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

State Board of Education Regulations – 22 PA Code Sec. 4.13, 349.1 et seq.

Department of Environmental Protection Regulations – 25 PA Code
Sec. 171.1 et seq.

Joint Operating Committee Policy – 100, 103, 104

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: GIFTS, GRANTS, DONATIONS

ADOPTED: February 18, 2009

REVISED:

	702. GIFTS, GRANTS, DONATIONS
1. Purpose	The Joint Operating Committee recognizes that individuals, businesses and community organizations may wish to contribute supplies and equipment to enhance or extend the technical education programs of the center.
2. Authority SC 216, 1850.1	It shall be the policy of the Joint Operating Committee to exercise appropriate control with respect to the receiving of unsolicited contributions to the center.
SC 216	The Joint Operating Committee reserves the right to refuse to accept any gift that does not contribute toward achievement of established goals or when such ownership would tend to adversely affect the center.
	The Joint Operating Committee shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.
	The Joint Operating Committee shall make every effort to honor the intent of the donor in its use of a gift, but it reserves the right to utilize any gift in the best interest of the center's educational program.
	In no case shall acceptance of a gift be considered an endorsement by the Joint Operating Committee of a commercial product, business enterprise or institution of learning.
SC 216 Pol. 706	All gifts shall be recorded in the appropriate inventory listing and property records.
3. Guidelines	A list of supplies and equipment contributed primarily for school use shall be reported to the Joint Operating Committee by the Administrative Director or designee at least annually.
	It is expected that individuals or organizations wishing to contribute supplies or equipment will counsel with center officials regarding the acceptableness of such contributions in advance of the solicitation of funds or the making of budgetary appropriations.

	<p>Contributions of equipment or services that may involve installation or major costs for maintenance or initial or continuing financial commitments from center funds shall be presented to the Administrative Director's office for consideration and approval.</p> <p>The purchase of equipment on a matching fund basis (part of the cost provided by an individual or organization and part by the Joint Operating Committee from public funds) shall not be encouraged.</p> <p>It is understood that any gift contributed to the center becomes the property of the center, may not be returned without Joint Operating Committee approval and is subject to the same controls and regulations that govern the use of other properties owned by the center.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 216, 1850.1</p> <p>Joint Operating Committee Policy – 706</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: SANITARY MANAGEMENT

ADOPTED: February 18, 2009

REVISED:

	703. SANITARY MANAGEMENT
1. Purpose	The Joint Operating Committee recognizes that safeguarding the health and physical well-being of students depends upon the cleanliness and proper sanitary conditions of the school building and grounds.
2. Authority SC 701, 1850.1	<p>The Joint Operating Committee directs that a program of sanitary management shall be maintained in the school building and explained periodically to all staff members.</p> <p>The Joint Operating Committee directs that standards be maintained to meet requirements set forth by the Pennsylvania Department of Health, Department of Labor & Industry and any local agency that has jurisdiction.</p>
3. Delegation of Responsibility	<p>All school facilities shall be inspected regularly for cleanliness and proper sanitation by the School Plant Supervisor.</p> <p>The Administrative Director or designee shall develop and supervise a program for cleanliness and sanitary management of the school building, grounds and equipment pursuant to law, State Board regulations and requirements of the local and State Board of Health and the Department of Labor & Industry.</p> <p>Cleanliness of each school building shall be the responsibility of the head custodian.</p> <p>Professional employees shall be responsible for the care of the room(s) in which they teach and shall report to the Administrative Director any damage by students or other persons as well as needed repairs and replacements.</p> <p>Professional employees shall see that the rooms are properly lighted by adjusting window shades and properly utilizing electric lights.</p> <p>The building administrator shall inspect the facility at least once per month, and report to the Administrative Director or designee any conditions that may threaten the comfort, health or safety of occupants.</p>

References:

School Code – 24 P.S. Sec. 701, 1850.1

Department of Environmental Protection Regulations – 25 PA Code
Sec. 171.1 et seq.

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: MAINTENANCE

ADOPTED: February 18, 2009

REVISED:

	704. MAINTENANCE
1. Purpose	Adequate maintenance of the school building, property and equipment is essential to fiscal responsibility and efficient management of facilities.
2. Authority SC 701, 1850.1	The Joint Operating Committee directs that a continuous program of inspection and maintenance of the school building, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.
3. Delegation of Responsibility	<p>The Administrative Director or designee shall develop and supervise a maintenance program which shall include:</p> <ol style="list-style-type: none"> 1. Regular program of facilities repair and conditioning. 2. Equipment replacement program. 3. Long-range plans for building modernization and conditioning. <p>The Administrative Director or designee shall develop administrative regulations necessary for maintenance, repair and improvement of physical facilities.</p> <p>The building administrator, in conjunction with the designated maintenance employee, shall conduct a physical inspection of the building on a periodic basis and return a written report to the Administrative Director or designee as to the findings of that inspection.</p> <p>The Administrative Director shall report annually to the Joint Operating Committee regarding the current maintenance and improvement program.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 701, 1850.1</p> <p>Department of Environmental Protection Regulations – 25 PA Code Sec. 171.1 et seq.</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: February 18, 2009

REVISED:

	705. SAFETY
1. Purpose	The Joint Operating Committee recognizes that school facilities must be maintained and operated in a condition that is safe and secure for students, staff and visitors.
2. Authority SC 1850.1 Title 22 Sec. 339.23	The Joint Operating Committee directs that a safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect the school buildings, equipment and property. The safety program shall provide instruction for students and staff in safety and accident protection, security devices where they are required for safety, and suitable and safe equipment necessary for the conduct of the technical education programs and operation of the center.
3. Delegation of Responsibility	The Administrative Director or designee shall develop and present to the Joint Operating Committee for its approval a school safety plan that addresses school safety issues and prevention of accidents and fire, which include the applicable requirements of law and regulations.
SC 1518	The Administrative Director shall:
SC 1517, 1518	1. Ensure curriculum to instruct students in safety and fire prevention.
Pol. 805	2. Provide required drills to instruct students in safety procedures.
	3. Review and evaluate annually safety and security plans and implementation procedures.
	Administrators shall inform all staff and students of the center's safety rules at the beginning of the school year.
	The Administrative Director shall review annually with the Joint Operating Committee all procedures and rules dealing with the safety and security of students, staff and visitors, and safe and secure operation of school facilities.

<p>4. Guidelines</p>	<p>No student will be permitted to operate any machinery or equipment within shop and laboratory areas unless s/he is properly clothed and has the required eye protection. All students will comply with all safety and health rules and regulations pertaining to that particular shop and laboratory. Rules and regulations will be posted in each shop and laboratory by the instructor in charge.</p> <p><u>School Safety Council</u></p> <p>A School Safety Council shall be established under the direction of the Vocational Supervisor to promote the center's goals concerning safe schools.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1518, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 339.23</p> <p>Department of Labor and Industry Regulations – 34 PA Code Sec. 129.1001-129.1011</p> <p>Certification of Safety Committee – 77 P.S. Sec. 1038.2</p> <p>Joint Operating Committee Policy – 805</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: February 18, 2009

REVISED:

	706. PROPERTY RECORDS
1. Purpose	The Joint Operating Committee recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under control of the center.
2. Authority SC 1850.1	The Joint Operating Committee directs that a complete inventory, by physical count, of all school-owned equipment and property records of the school building and grounds, shall be maintained and updated at intervals that coincide with property insurance renewal.
3. Delegation of Responsibility	<p>It shall be the responsibility of the Administrative Director to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.</p> <p>The Administrative Director shall maintain a system of property records which lists, as appropriate to the item recorded:</p> <ol style="list-style-type: none"> 1. Description and identification. 2. Manufacturer. 3. Year of purchase. 4. Initial cost. 5. Location. 6. Condition and depreciation. 7. Current valuation, in conformity with insurance requirements.

<p>4. Guidelines</p> Pol. 708, 710	<p>Major items of equipment shall be subject to annual physical spot check inventory to determine loss, location or depreciation; any major loss shall be reported to the Joint Operating Committee.</p> Records of consumable supplies shall be maintained on a continuous inventory basis. No equipment shall be removed for personal or nonschool use, except in accordance with Joint Operating Committee policy. Equipment shall be identified with a permanent tag that provides appropriate center identification. References: School Code – 24 P.S. Sec. 1850.1 Joint Operating Committee Policy – 708, 710
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: February 18, 2009

REVISED:

	707. USE OF SCHOOL FACILITIES
1. Purpose	It is the intent of the Joint Operating Committee to make school facilities available to residents and organizations within the participating districts and other individuals and organizations when such usage does not interfere with the educational process of students.
2. Authority SC 1850.1	<p>The Joint Operating Committee directs that priority for the use of school facilities shall be given to groups in the following order:</p> <ol style="list-style-type: none"> 1. School programs (secondary and higher education) supporting school activities and philosophies. 2. Resident community programs serving school-age children. 3. Community programs serving adults. 4. Others.
SC 775	The Joint Operating Committee shall develop a fee schedule detailing the amount to be charged for each area, and other costs to be covered by the approved organization. The fee schedule will be reviewed annually for appropriateness and completeness and approved by the Joint Operating Committee.
3. Delegation of Responsibility	<p>The Administrative Director or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the policy and necessary information to individuals affected by them.</p> <p>An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Administrative Director.</p>

<p>4. Guidelines</p>	<p><u>Application Process</u></p> <p>The use of school facilities will be approved by the administration. The designated application form must be submitted to the administration at least thirty (30) days prior to usage.</p> <p>Along with the completed application, the organization must submit the following:</p> <ol style="list-style-type: none"> 1. Evidence of organizational liability to limits required by center guidelines. 2. Documentation evidencing the center shall be held harmless by the user for any liability that arises from use of facilities by the organization. <p>Application forms should have attached a list of alternate dates which the organization is willing to accept in the event that another organization of higher priority has requested their first choice. Administrators will meet shortly after the application date to discuss the possibility of relocating an organization's program if they have more than one (1) request for a given date.</p> <p>Once reviewed, all applications will be returned to the organizations indicating the status of approval. A confirmation letter will accompany the application and, if approved, will indicate the fees to be charged, if any, other costs which must be covered by the organization, and the approved location, date and time.</p> <p><u>Limitations</u></p> <p>When organizations receive written permission to use the center's facilities under this policy, such use shall be conditioned upon strict compliance with the following:</p> <ol style="list-style-type: none"> 1. If a school program is changed due to an unforeseen occurrence and another organization is scheduled for the rescheduled date required for that school program, that organization's program will be canceled. Every effort will be made to reschedule that organization's program. 2. None of the school facilities or grounds will be used on Sundays, other than for school activities, nor on days which the schools have been closed due to emergencies such as weather conditions or loss of heat or electricity. 3. All activities must conclude on or before 10:30 p.m. unless special approval is obtained from the administration.
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<p>SC 511</p> <p>10 P.S. Sec. 311 et seq Title 61 Sec. 901.701</p>	<ol style="list-style-type: none"> 4. A food service employee must be present at all times in a supervisory capacity when any organization requests use of the kitchen area. The administration reserves the right to require the presence of a certified food handler. 5. A custodian must be on duty at all times. 6. Security/Supervision will be assigned at the discretion of the administration. 7. No sales of any kind shall be permitted without authorization by the building administrator. 8. Parking in designated fire zones shall not be permitted. 9. All participants shall be restricted to the area designated in the application. Proper supervision must be maintained at all times. 10. Use of any equipment must be requested and approved in advance. Organizations will be held responsible for any damage incurred. 11. The approved application and confirmation letter must be in the possession of the organization while on school property. 12. For outside activities, a rain date should be selected. <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in center facilities when organizations are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"> 1. Possession, use or distribution of illegal drugs and/or alcoholic beverages. 2. Possession of weapons. 3. Conduct that would alter, damage or be injurious to any center property, equipment or furnishings. 4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations. 5. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Joint Operating Committee or administration.
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<p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p> <p>35 P.S. Sec. 1223.5</p>	<p>6. Use of tobacco products.</p> <p>7. The Joint Operating Committee may designate specific areas for tobacco use by the public on property owned, leased or controlled by the center that is at least fifty (50) feet from center buildings, stadiums and bleachers.</p> <p><u>Violations</u></p> <p>The center reserves the right to remove from center premises any organization that fails to comply with the terms and conditions of this policy and established procedures.</p> <p>In the event an organization violates this policy or the terms under which permission was granted to use center facilities, that organization forfeits the right to submit future written requests to use center facilities, unless otherwise decided by the Joint Operating Committee.</p> <p><u>Fee Schedule</u></p> <p>All payments for employees and/or rental fees shall be made only to the business office and payable only to the center.</p> <p>A designated employee may be required for use of school facilities or equipment. Charges for this employee will be in addition to any rental fees.</p> <p>All fees shall be due and payable five (5) days prior to the event unless otherwise negotiated. All other charges shall be due upon receipt of the invoice.</p> <p>Organizations with outstanding invoices will not be permitted to use the facilities.</p> <p>Custodial fees will be charged on days that the building has been closed due to inservice.</p> <p>When the parking lot is used as the main location for an event, the use of additional services may be billed to the organization.</p>
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References:

School Code – 24 P.S. Sec. 775, 779, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 403.1

Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701

Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.

School Tobacco Control – 35 P.S. Sec. 1223.5

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905

Joint Operating Committee Policy – 000

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT
AND BOOKS

ADOPTED: February 18, 2009

REVISED:

	708. LENDING OF EQUIPMENT AND BOOKS
1. Purpose SC 801, 1850.1 Pol. 707	The Joint Operating Committee directs that equipment owned by the center shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Joint Operating Committee policy.
2. Delegation of Responsibility	Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the Administrative Director or designee.
3. Guidelines	<p>The user of school owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.</p> <p>When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the center and shall pay the stated cost of services.</p> <p>Center equipment may be removed from school property by staff members only when such equipment is necessary to accomplish tasks relevant to their job responsibilities. Prior approval of the Administrative Director or designee is required for such removal.</p> <p>Students shall not remove school owned equipment from the center without the approval of a member of the professional staff or the Administrative Director.</p> <p>School owned equipment shall be used according to instructions developed by the professional staff. Students shall not be expected to pay for the use of school owned equipment which is used as a part of the instructional program.</p> <p>The use of school owned equipment for private use is prohibited except with the approval of the department instructor or the Administrative Director.</p>

SC 804	<p>Students and staff are expected to abide by safety requirements which are established as a condition for using certain equipment.</p> <p>School books may be used by students during vacations when permission is granted by the building administrator.</p> <p><u>Use Of Telephones By Students</u></p> <p>Students will not be called to the telephone during school hours, except in cases of emergency. Necessary messages will be taken and passed on to the student.</p> <p>Telephones are available for necessary student calls through the main office and may be used before school, during the lunch period, or after school, with valid reason and teacher approval.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 801, 804, 1850.1</p> <p>Joint Operating Committee Policy – 707</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: February 18, 2009

REVISED:

	709. BUILDING SECURITY
1. Purpose	The Joint Operating Committee recognizes the need to maintain security of center facilities for reasons of safety, vandalism and theft.
2. Delegation of Responsibility	<p>Toward this end, a program of building security shall be administered by the Administrative Director or designee, with the cooperation of the building administrator. The need for access shall be the underlying principle in determining who will have keys to school facilities.</p> <p>The Administrative Director or designee shall determine who is entitled to building keys and who may have after hours access to school facilities.</p>
3. Guidelines	<p>Access to the school building and grounds shall be established in accordance with the following guidelines:</p> <p><u>Unlimited Access</u></p> <ol style="list-style-type: none"> 1. Administrative Director. 2. Joint Operating Committee Secretary. <p><u>Limited Access</u></p> <ol style="list-style-type: none"> 1. Building administrator. 2. Head custodian. <p>After the start of the school day, access to the building shall be limited to one (1) entrance. All internal doors shall be kept locked.</p> <p>Security guards shall be placed at the gated entrance to school grounds and at the main entrance.</p>

Keys

Possession of keys by personnel shall be in accordance with the following guidelines:

1. A log of key assignments shall be maintained in the office of the Administrative Director or designee.
2. Individuals assigned keys may not duplicate or lend them.
3. All keys must be surrendered when no longer needed or upon request of the Administrative Director or designee.
4. Loss of a key must be reported immediately to the Administrative Director or designee.
5. Overnight key loans may be made by request to the Administrative Director or designee.
6. Use of keys for unauthorized purposes will result in surrender of keys.
7. A set of master and/or duplicate keys shall be kept in the custody of the Administrative Director or designee.

After Hours Entry

After hours entry to the school building shall be controlled in accordance with these guidelines:

1. The building custodian on duty shall restrict entry to one (1) controlled point.
2. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.

References:

School Code – 24 P.S. Sec. 1850.1

Joint Operating Committee Policy – 705, 907

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED: February 18, 2009

REVISED:

	710. USE OF FACILITIES BY STAFF
1. Authority	The Joint Operating Committee establishes that center equipment and facilities may not be used by center staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.
2. Guidelines	<p>School facilities and equipment are available for staff use only if such use is clearly within the guidelines defined by the Joint Operating Committee.</p> <p>The use of school owned equipment by employees for private use is prohibited except with the approval of the Administrative Director. The Administrative Director may develop and disseminate procedures for the adequate control of the use of school owned equipment.</p> <p><u>Use Of Telephones By Staff</u></p> <p>The telephone system provided in the center shall be used for school business only, unless emergencies arise. Guidelines for the use of the phone system and/or the public phones shall be established by the Administrative Director.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee Policy – 707, 708</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: USE OF FAX MACHINES

ADOPTED: February 18, 2009

REVISED:

	715. USE OF FAX MACHINES
1. Purpose	FAX communications allow for instant communication similar to telephone conversations and also create a permanent record.
2. Authority	FAX transmissions may be considered public documents and, as such, must be treated accordingly. Verification of authenticity, security of handling, time and place of receipt, and use of FAX documents are of utmost concern to the Joint Operating Committee.
3. Delegation of Responsibility	The Administrative Director or designee shall designate the employees responsible for sending and receiving FAX communications in order to ensure that information reaches its intended destination and remains confidential.
4. Guidelines	<p>All FAX messages shall be properly logged and stored.</p> <p>All FAX messages sent shall be accompanied by a transmittal sheet that includes the center's name and cautions that it is intended to be privileged and confidential and for the use of the individual or entity named on the transmittal sheet.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: INTEGRATED PEST
MANAGEMENT

ADOPTED: February 18, 2009

REVISED:

716. INTEGRATED PEST MANAGEMENT	
1. Purpose	The center shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.
Title 22 Sec. 4.12 Pol. 102	The center shall integrate IPM education into the curriculum in accordance with relevant academic standards.
2. Definitions	Integrated Pest Management (IPM) is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.
SC 772.1	Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.
3. Authority 3 P.S. Sec. 111.21 et seq Title 7 Sec. 128.1 et seq	The Joint Operating Committee establishes that the center shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.
SC 772.1 Title 7 Sec. 128.1 et seq	The Joint Operating Committee shall adopt an Integrated Pest Management Plan for the building and grounds that complies with policies and regulations promulgated by the Department of Agriculture.
4. Delegation of Responsibility	The Joint Operating Committee shall designate an employee to serve as IPM coordinator for the center.

<p>SC 772.2</p>	<p>The Administrative Director or designee shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in the building and on center grounds.</p> <p>Appropriate personnel involved in making decisions relative to pest management shall participate in update training.</p>
<p>5. Guidelines</p>	<p>Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.</p> <p>An integrated pest management decision shall consist of the following five (5) steps:</p> <ol style="list-style-type: none"> 1. Identify pest species. 2. Estimate pest populations and compare to established action thresholds. 3. Select the appropriate management tactics based on current on-site information. 4. Assess effectiveness of pest management. 5. Keep appropriate records.
<p>SC 772.2</p>	<p>When pesticide applications are scheduled in the building and on center grounds, the center shall provide notification in accordance with law, including:</p> <ol style="list-style-type: none"> 1. Posting a pest control sign in an appropriate area. 2. Providing the pest control information sheet to all individuals working in the school building. 3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides.
<p>SC 772.2</p>	<p>Where pests pose an immediate threat to the health and safety of students or employees, the center may authorize an emergency pesticide application and shall notify by telephone any parent/guardian who has requested such notification.</p>
<p>SC 772.2</p>	<p>The center shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the administrative office.</p>

References:

School Code – 24 P.S. Sec. 772.1, 772.2

State Board of Education Regulations – 22 PA Code Sec. 4.12

State Department of Agriculture Regulations – 7 PA Code Sec. 128.1 et seq.

Pennsylvania Pesticide Control Act – 3 P.S. Sec. 111.21 et seq.

Pesticide Control – 7 U.S.C. Sec. 136 et seq.

Joint Operating Committee Policy – 102

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: CELLULAR TELEPHONES

ADOPTED: February 18, 2009

REVISED:

717. CELLULAR TELEPHONES	
1. Purpose	The Joint Operating Committee recognizes that the use of cellular telephones by employees may be appropriate and necessary to provide for the effective and efficient operation of the center. In addition, the use of cellular telephones can help to ensure the safety and security of center property, staff, students and others while on center property or engaged in school-sponsored activities.
2. Authority	The Joint Operating Committee authorizes the purchase and employee use of cellular telephones.
Pol. 624	Cellular telephones provided to employees by the center shall be used for authorized business purposes. Personal use of such shall be prohibited, except in emergency situations.
3. Guidelines	Expenses incurred for personal use of cellular telephones provided by the center shall be reimbursed to the center by the employee.
Pol. 317	Use of cellular telephones by employees in violation of Joint Operating Committee policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.
4. Delegation of Responsibility	<p>The Administrative Director or designee shall determine which employees receive cellular telephones provided by the center for business purposes.</p> <p>The Administrative Director or designee shall develop administrative regulations to implement this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring employee use, and reimbursement.</p> <p>The Administrative Director or designee shall develop administrative regulations for staff use of privately owned cellular telephones for authorized center business.</p>

717. CELLULAR TELEPHONES - Pg. 2

References:

Internal Revenue Code – 26 U.S.C. Sec. 1 et seq.

Joint Operating Committee Policy – 000, 317, 624

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: RECORDS MANAGEMENT

ADOPTED: February 18, 2009

REVISED:

	800. RECORDS MANAGEMENT
1. Purpose	The Joint Operating Committee recognizes the importance of establishing and maintaining a Records Management Plan that defines staff responsibilities and complies with federal and state laws and regulations.
2. Authority SC 518, 1850.1 65 P.S. Sec. 67.901 Pol. 828	<p>The Joint Operating Committee shall retain, as a permanent record of the center, Joint Operating Committee minutes, annual auditor's reports and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, shall be retained by the center for a period of not less than six (6) years.</p> <p>All other records of the center shall be retained in accordance with state and federal law and regulations and the Records Management Plan approved by the Joint Operating Committee.</p> <p>The center shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.</p>
3. Definitions	<p>Electronic Mail (E-mail) System - a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents.</p> <p>Litigation Hold - a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.</p>

<p>65 P.S. Sec. 67.102</p> <p>4. Delegation of Responsibility</p>	<p>Records - information, regardless of physical form or characteristics, that documents a transaction or activity of the center and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the center. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.</p> <p>Records Management Plan - the system implemented by the center for the retention, retrieval, and disposition of all records generated by center operations.</p> <p>Records Retention Schedule - a comprehensive listing stating retention periods and proper disposition of records.</p> <p><u>Records Coordinator</u></p> <p>In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Joint Operating Committee policy, the Joint Operating Committee designates the Administrative Director or designee as the center's Records Coordinator who shall serve as the chairperson of the Records Management Committee.</p> <p>The Records Coordinator shall be responsible to:</p> <ol style="list-style-type: none"> 1. Ensure that training appropriate to the user's position and level of responsibility is provided. Such training may include: <ol style="list-style-type: none"> a. Operation, care and handling of the equipment and software. b. Requirements of the Records Retention Schedule. c. Protocols for preserving and categorizing records of the center. d. Procedures and responsibilities of staff in the event of a litigation hold. e. Identification of what is and what is not a record. f. Disposal of records. 2. Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary. 3. Identify, when the retention period expires, the specific records to be disposed of and ensure that all identified records are properly disposed of annually.
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<p>Pol. 801</p> <p>SC 433</p>	<p><u>Records Management Committee</u></p> <p>A committee responsible for the development and recommendation of the center's Records Management Plan shall be established by the Joint Operating Committee. The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan. Members of the Committee shall include the:</p> <ol style="list-style-type: none"> 1. Open Records Officer. 2. Administrative Director. 3. Joint Operating Committee Secretary. 4. Solicitor. 5. Information Technology Director or designee. 6. Office Manager. 7. Joint Operating Committee member(s). <p>The Records Management Committee shall meet periodically to evaluate the effectiveness and implementation of the Records Management Plan and recommend changes as needed.</p>
<p>5. Guidelines</p> <p>65 P.S. Sec. 67.708 20 U.S.C. Sec. 1232g</p>	<p><u>Records Management Plan</u></p> <p>The Records Management Plan shall be the principal means for the retention, retrieval, and disposition of manual and electronic records, including e-mails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.</p> <p>The Records Management Plan shall include:</p> <ol style="list-style-type: none"> 1. Comprehensive listing of records and data of the center. 2. Criteria to distinguish records of the center from the supplemental personal records of individual employees. 3. System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced, and disposed.

	<ol style="list-style-type: none">4. Preservation measures to protect the integrity of records and data.5. Data map or flow chart detailing the sources, routes, and destinations of electronic records.6. Procedures and employee designated for determining whether an item is a record.7. Procedures for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.8. Records Retention Schedule.9. Provisions for the storage and retrieval of records in the event of an emergency or disaster.10. Staff positions authorized to access the center's records.11. Procedures to be implemented in the event of a litigation hold that immediately suspends disposition of all records relevant to the current or potential claim. Such procedures shall specify:<ol style="list-style-type: none">a. Who can initiate a litigation hold.b. How and to whom a litigation hold is communicated.c. Who will determine which records are subject to the litigation hold.d. Who will be responsible for collecting and preserving such records and data.e. Who will be responsible for monitoring and ensuring the center's compliance with the litigation hold.f. In what format the records will be collected. <p>When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.</p> <p>For any record not covered by the Records Retention Schedule, the Records Management Committee shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.</p>
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The center shall maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

Manual Records

Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.

Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The center shall develop and maintain adequate and up-to-date documentation about each manual record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Define the contents of the system, including record formats.
3. Identify vital records and information.
4. Determine restrictions on access and use.

Electronic Records

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.

Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The center shall develop and maintain adequate and up-to-date documentation about each electronic record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Specify all technical characteristics necessary for reading or processing the records stored on the system.
3. Identify all defined inputs and outputs of the system.
4. Define the contents of the system, including records formats and database tables.

<p>65 P.S. Sec. 67.506</p>	<ol style="list-style-type: none">5. Identify vital records and information.6. Determine restrictions on access and use.7. Describe update cycles or conditions. <p><u>E-mail Records</u></p> <p>E-mail messages, in and of themselves, do not constitute records. Retention and disposition of e-mail messages depend on the function and content of the individual message.</p> <p>Records on an e-mail system, including messages and attachments, shall be retained and disposed of in accordance with the Records Management Plan.</p> <p>E-mail messages and attachments that do not meet the definition of records shall be deleted as required by the Records Management Plan.</p> <p>E-mail records may be maintained as an electronic record or be printed and maintained as a manual record.</p> <p>For each e-mail considered to be a record, the following information shall be retained:</p> <ol style="list-style-type: none">1. Message content.2. Name of sender.3. Name of recipient.4. Date and time of transmission and/or receipt. <p><u>Contractors</u></p> <p>Records created or maintained by contractors employed by the Joint Operating Committee shall be retained and disposed of in accordance with the Records Management Plan.</p>
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References:

School Code – 24 P.S. Sec. 433, 518, 1850.1

Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Federal Rules of Civil Procedure – 16, 26, 34, 37, 45

Joint Operating Committee Policy – 004, 006, 105.2, 114, 138, 203, 203.1, 209, 212, 216, 216.1, 233, 314, 324, 326, 334, 601, 609, 610, 618, 619, 702, 706, 716, 801, 810, 810.1, 828, 830, 912

CENTRAL WESTMORELAND
CAREER AND TECHNOLOGY
CENTER

ADMINISTRATIVE
REGULATION

800-AR-1. RECORDS RETENTION SCHEDULE

How To Use The Records Retention Schedule

NOTE: This schedule is designed to be expanded upon by the Records Management Committee as they identify additional records not already on the schedule during the records inventory. For those added records, the Committee will then need to determine where to place the record on the schedule, which format(s) those records will be kept, how the center will classify those records, the retention period deemed appropriate, and the manner of disposal.

The Records Retention Schedule lists records that are created, received or retained as a result of center operations. The schedule includes a description of the records, format in which the records will be retained, classification of the records, retention period, and disposal code. The following information will assist in applying this schedule.

Record Formats

Media codes are used to identify the format(s) that the center may choose to maintain specified records and are assigned as follows:

- A. Paper
- B. Microform
- C. Electronic (machine readable)
- D. Audiovisual (tapes, movies, film strips, etc.)
- E. Cartographic (maps, drawings, blue prints, plans, etc.)
- F. Photographic

800-AR-1. RECORDS RETENTION SCHEDULE

Record Classifications

Center records will be classified as follows, based on the information contained therein:

Public – These records will be made available for access and duplication in accordance with law, Joint Operating Committee policy and administrative regulations.

Exempt – These records are exempt from public access by law.

Contains exempt information – These records contain information that is exempt from public access by law.

Confidential – These records are also exempt from public access but specifically designated as confidential or privileged by law, regulation or court order.

Records that are exempt from public access or contain information that is exempt from public access will be protected from unauthorized access in accordance with law, Joint Operating Committee policy and administrative regulations. Any exempt information will be separated or redacted from an otherwise public record before being made available to a requester. Confidential records may only be accessed, released and/or disseminated by authorized personnel in accordance with law, regulation, or court order and will not be released under the center's discretionary authority to release exempt records.

Retention Periods

Retention periods listed on the schedule are given in years, unless otherwise indicated. Upon expiration of the retention period, all identified records will be disposed of in accordance with Joint Operating Committee policy and this schedule.

800-AR-1. RECORDS RETENTION SCHEDULE

Disposal Codes

Disposal codes are used to direct the final disposition of records. Records must be disposed of according to the assigned code listed on the schedule. Assigned disposal codes are as follows:

1. Routine Handling – No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard center procedures.
2. Special Handling – The destruction of records containing privileged, confidential, exempt or sensitive information that requires special handling by shredding, burning, erasing or any other method that reduces information to an illegible condition.
3. Archival Retention – Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity.
4. Delete – For use with electronic records. When electronic records have met their retention period, they will be deleted.

Records Not On Schedule

For any record not covered by the retention schedule, the Records Management Committee will determine how long the record must be kept and recommend any necessary revisions to the retention schedule.

Schedule

Record Description	Record Format	Record Classification	Retention Period (in years)	Disposal Code
Administrative Records				
Feasibility Studies	A,C	Public	3	1,4
Public Record Requests ¹	A,C	Public	1 from date received	1,4
School (Center) Report Cards	A,C	Public	Permanent	3
Strategic Plan	A,C	Public	One (1) copy permanent	3
Complaints/Challenges				
Investigation Records ²	A,C,D,E,F	Exempt	6 after final resolution	2,4
Regarding Employee(s) ³	A,B,C	Exempt	7 after employment ends	2,4
Regarding Instructional Materials or Programs	A,B,C	Public	6	1,4
Employment Contracts				

800-AR-1. RECORDS RETENTION SCHEDULE

Record Description	Record Format	Record Classification	Retention Period (in years)	Disposal Code
Administrative Compensation Plan	A,B,C	Public	One (1) copy permanent	3
Collective Bargaining Agreements	A,B,C	Public	One (1) copy permanent	3
Individual Employment Contracts/Joint Operating Committee Resolutions	A,C	Public	4 after employment ends	1,4
Facility Use Records				
Applications	A,C	Public	6	1,4
Fee Schedule(s)	A,C	Public	Current	1,4
Financial Records⁴				
Accounts Payable	A,B,C	Public	6	1,4
Accounts Receivable	A,B,C	Public	6	1,4
Adopted Annual Budget	A,B,C	Public	10	1,4
Annual Financial Reports	A,B,C	Public	Permanent	3
Annual Audit Reports	A,B,C	Public	Permanent	3
Bank Statements	A,B,C	Public	6	1,4
Check Registers	A,B,C	Public	6	1,4
Deposit Slips	A,B,C	Public	6	1,4
General Ledger	A,B,C	Public	Permanent	3
Grant Records (Successful)	A,C	Public	6 after close of grant	1,4
Investment Records	A,B,C	Public	6 after cancellation	1,4
Purchase Orders	A,B,C	Public	6	1,4
Free and Reduced Lunch Program Records⁵				
Accounts/Audits	A,B,C	Public	5	1,4
Application for Participation ⁶	A,C	Exempt	5	2,4
Program Requirements	A,B,C	Public	5	1,4
Grievances/Arbitrations				
Complaint ⁷	A,B,C	Exempt	Permanent	3
Center Response ⁸	A,B,C	Exempt	Permanent	3
Final Ruling/Decision of Arbitrator	A,B,C	Public	Permanent	3
Insurance Records				
Claims ⁹	A,B,C	Contains exempt information	6 after settlement	2,4
Policies/Contracts	A,B,C	Public	6 after expiration	1,4

800-AR-1. RECORDS RETENTION SCHEDULE

Record Description	Record Format	Record Classification	Retention Period (in years)	Disposal Code
Joint Operating Committee Records				
Meeting Agendas	A,C	Public	1	1,4
Minutes (Approved) ¹⁰	A,B,C	Public	Permanent	3
Policies and Procedures (Current)	A,B,C	Public	Permanent	3
Policies and Procedures (Old)	A,B,C	Public	Permanent	3
Litigation Files				
Pleadings, Motions, Briefs, Other Filings	A,B,C	Public	7 after final conclusion of litigation	1,4
Decision/Ruling	A,B,C	Public	7 after final conclusion of litigation	1,4
Medical Records				
Medical Records (Employee) ¹¹	A,C	Confidential	3 after employment ends	2,4
Medical Records (Employee Exposure to Toxic Substance) ¹²	A,C	Confidential	30 after employment ends	2,4
Medical Records (Student) ¹³	A,C	Confidential	2 after graduation	2,4
Pre-Employment Medical Examination ¹⁴	A,C	Confidential	3 after employment ends	2,4
Organization Records				
Boundaries/Attendance Areas	A,C,E	Public	Permanent	3
Photographs/Movies of Historical Value	C,D,F	Public	Permanent	3
Payroll Records¹⁵				
Deduction Authorizations ¹⁶	A,B,C	Contains exempt information	6	2,4
Direct Deposit Forms ¹⁷	A,B,C	Exempt	6	2,4
Time Cards	A,B,C	Public	6	1,4
Wage and Tax Statements (W-2 Forms) ¹⁸	A,B,C	Contains exempt information	6	2,4
Withholding Allowance Certificates (W-4 Forms) ¹⁹	A,B,C	Contains exempt information	6 after employment ends	2,4
Personnel Records				
Attendance Records (Employees)	A,C	Public	3 after employment ends	1,4
Background Check Documentation ²⁰	A,B,C	Confidential	4 after employment ends	2,4

800-AR-1. RECORDS RETENTION SCHEDULE

Record Description	Record Format	Record Classification	Retention Period (in years)	Disposal Code
Continuing Education/Professional Development ²¹	A,C	Contains exempt information	3 after employment ends	2,4
Credentials (Certificates/Licenses)	A,B,C	Public	4 after employment ends	1,4
Discipline Records (Employees) ²²	A,B,C	Exempt	7 after employment ends	2,4
Employment Application (Hired)	A,B,C	Public	7 after employment ends	1,4
Employment Application (Not Hired) ²³	A,C	Exempt	4 after position filled	2,4
Equal Employment Opportunity Reports ²⁴	A,C	Public	3	1,4
Evaluations (Employees) ²⁵	A,C	Exempt	3 after employment ends	2,4
Leave Records (FMLA) ²⁶	A,C	Confidential	3 after employment ends	2,4
Leave Records (Other) ²⁷	A,B,C	Contains exempt information	3 after employment ends	2,4
Pre-Employment Reference Checks ²⁸	A,C	Exempt	3 after employment ends	2,4
Resignations	A,B,C	Public	7 after employment ends	1,4
Retirement Records ²⁹	A,B,C	Contains exempt information	7 after employment ends	2,4
Property Records				
Building Blueprints ³⁰	C,E	Exempt	Permanent	3
Construction Contracts ³¹	A,B,C	Public	12 after completion	1,4
Deeds and Related Records	A,B,C	Public	Permanent	3
Equipment Inventories	A,B,C	Public	6	1,4
Fixed Asset List	A,B,C	Public	Permanent	3
Inventory Disposal Records	A,C	Public	3 after disposition	1,4
Leases (Real Estate)	A,B,C	Public	Permanent	3
Leases (Equipment/Vehicles)	A,B,C	Public	6 after expiration	1,4
Pesticide Application Record ³²	A,C	Public	3	1,4
Real Property Purchase or Sale	A,B,C	Public	Permanent	3
Purchasing Records (Goods and Services)				
Advertisements	A,B,C	Public	6 after completion	1,4
Bid Documents (Accepted)	A,B,C	Public	6 after completion	1,4
Bid Documents (Declined)	A,C	Public	3 after completion	1,4
Financial Information of Bidders ³³	A,C	Exempt	3 after completion	2,4

800-AR-1. RECORDS RETENTION SCHEDULE

Record Description	Record Format	Record Classification	Retention Period (in years)	Disposal Code
Specifications	A,B,C	Public	6 after completion	1,4
Written or Telephonic Price Quotations ³⁴	A,C	Public	3 after completion	1,4
Safety Records				
Accident Reports ³⁵	A,B,C	Contains exempt information	6	2,4
Emergency Preparedness Plan	A,C	Public	2 after revised	1,4
Material Safety Data Sheets (MSDS)	A,C	Public	Current	1
Safe School Act Reports ³⁶	A,B,C	Public	Permanent	3
Visitor Registration	A,C	Public	5	1,4
Student Records	Refer to Student Records Plan			
Transportation Records (Drug/Alcohol Testing)³⁷				
Negative or Below Limit Test Results	A,C	Exempt	1	2,4
Positive or Above Limit Test Results	A,C	Exempt	5	2,4
Records Related to Collection Process	A,C	Exempt	2	2,4
Records Related to Education and Training	A,C	Exempt	2 after employment ends	2,4
Refusal to Take Required Test	A,C	Exempt	5	2,4
Workers' Compensation Records³⁸	A,B,C	Exempt	7 after claim closed	2,4

¹ See 65 P.S. Sec. 67.502(b)(2)(iii). See also 65 P.S. Sec. 67.506(a).

² See 65 P.S. Sec. 67.708(7)(vii)(viii), 67.708(16), 67.708(17).

³ See 65 P.S. Sec. 67.708(7)(viii), 67.708(17).

⁴ SC 518 requires permanent retention of annual auditor's reports and annual financial reports. SC 518 also requires centers to maintain all other financial records for at least 6 years.

⁵ SC 1337(e) requires free and reduced lunch accounts and records to be maintained not in excess of 5 years.

⁶ See 65 P.S. Sec. 67.708(6), 67.708(28), 67.708(30).

⁷ See 65 P.S. Sec. 67.708(7)(vii), 67.708(8).

⁸ See 65 P.S. Sec. 67.708(7)(vii), 67.708(8).

⁹ See 65 P.S. Sec. 67.708(5), 67.708(6), 67.708(27).

¹⁰ SC 518 requires permanent retention.

¹¹ See HIPAA and ADA. See also 65 P.S. Sec. 67.102, 67.305, 67.708(5).

¹² See HIPAA. See also 29 CFR Sec. 1910.1020(e), 65 P.S. Sec. 67.102, 67.305, 67.708(5). 29 CFR Sec. 1910.1020(d) requires retention for at least 30 years after employment ends.

¹³ See SC 1409, 28 PA Code Sec. 23.55. See also HIPAA, 65 P.S. Sec. 67.102, 67.305, 67.708(5). SC 1409 requires retention for at least 2 years after enrollment ends.

800-AR-1. RECORDS RETENTION SCHEDULE

¹⁴ See 65 P.S. Sec. 67.102, 67.305, 67.708(5). *See also* HIPAA and ADA.

¹⁵ SC 518 requires all other financial records to be maintained for at least 6 years. 29 CFR Sec. 516.5, 516.6 and 1627.3(a) require certain payroll records to be maintained for 2 or 3 yrs.

¹⁶ See 65 P.S. Sec. 67.708(6).

¹⁷ See 65 P.S. Sec. 67.708(6).

¹⁸ See 65 P.S. Sec. 67.708(6).

¹⁹ See 65 P.S. Sec. 67.708(6).

²⁰ See 22 PA Code Sec. 8.2(d), 23 Pa C.S.A. Sec. 6344.2, 55 PA Code Sec. 3490.132. *See also* 65 P.S. Sec. 67.102, 67.305.

²¹ See 65 Pa. C.S.A. Sec. 67.708(6), 67.708(7), 67.708(15).

²² See 65 P.S. Sec. 67.708(7)(viii).

²³ See 65 P.S. Sec. 67.708(7)(iv).

²⁴ 29 CFR Sec. 1602.39, 1602.41 requires form EEO-5 and records necessary to complete EEO-5 to be maintained for 3 years.

²⁵ See 65 P.S. Sec. 67.708(7)(ii).

²⁶ 29 CFR Sec. 825.500(g). *See also* 65 P.S. Sec. 67.102, 67.305, 67.708(5). 29 CFR Sec. 825.500(b) requires retention for at least 3 years.

²⁷ See 65 P.S. Sec. 67.708(5), 67.708(6).

²⁸ See 65 P.S. Sec. 67.708(7)(i).

²⁹ See 65 P.S. Sec. 67.708(6).

³⁰ See 65 P.S. Sec. 67.708(3).

³¹ 42 Pa. C.S.A. Sec. 5536 requires claims to be filed within 12 years from completion.

³² SC 772.2 requires retention for at least 3 years.

³³ See 65 Pa. C.S.A. Sec. 67.708(22).

³⁴ SC 751, 807.1 require retention for 3 years.

³⁵ See 65 P.S. Sec. 67.708(5), 67.708(6). 29 CFR Sec. 1904.33(a) requires incident reports to be retained 5 years from end of calendar year.

³⁶ SC 1307-A (BEC) requires permanent retention.

³⁷ See 49 CFR 382.405 (limits on release of records). *See also* 65 P.S. Sec. 67.102, 67.305, 67.708(5). 49 CFR 382.401 lists applicable retention periods.

³⁸ See 65 P.S. Sec. 67.708(5), 67.708(6).

CENTRAL WESTMORELAND
CAREER AND TECHNOLOGY
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REGULATION

800-AR-2. LITIGATION HOLD

When the center receives notice that the center is involved in litigation as a party to a lawsuit, the center is issued a subpoena by a party to a lawsuit in which it is not a party, an investigation concerning the center has commenced or may commence, or the center receives information that would lead a reasonable person to anticipate the possibility of litigation, the center will immediately take steps to ensure that any records and data that could be related to the ongoing litigation/investigation or potential litigation/investigation are preserved from deletion or destruction.

Actions to preserve records and data will include, but not be limited to, postponing or canceling any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notifying employees of a litigation hold to prevent the deletion and destruction of records and data that might be related to the litigation/investigation or potential litigation/investigation, and identifying records and data that are subject to preservation.

A litigation hold triggers the duty to preserve records and data that could otherwise be deleted or destroyed under the Records Management Plan.

The solicitor(s) will be responsible for issuing a litigation hold that specifically describes the types of records and data that must be preserved and describes how those materials are to be maintained and stored. The litigation hold will be sent directly to the Records Coordinator, who will acknowledge receipt of the litigation hold. The litigation hold may be communicated initially by phone but will be followed by a written notification (fax, e-mail or letter).

The Records Coordinator, in consultation with the solicitor(s), will decide which records and data are subject to the litigation hold and in which form the records will be retained or produced.

The Records Coordinator will be responsible for:

1. Coordinating the collection and preservation of records and data that are subject to the litigation hold.
2. Monitoring and ensuring the center's compliance with the litigation hold.
3. Checking periodically on the status of a litigation hold.
4. Ensuring that all steps taken by the center to identify and preserve relevant records and data are documented.

800-AR-2. LITIGATION HOLD

The solicitor will inform the Records Coordinator of changes as they occur.

CENTRAL WESTMORELAND
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800-AR. RECORDS MANAGEMENT

In order to effectively implement the Records Management Plan, building administrators, department heads, and/or designated employees will be responsible for identifying and routing the various types of records and data that each department creates, gathers, uses or disseminates. Requests to add, revise or delete records will be approved and initialed by the Records Coordinator.

All records, whether created or stored on electronic systems, must be retrievable and available for the entire retention period listed on the Records Retention Schedule.

Before any record is converted to a different medium, i.e. paper to electronic, the center will determine that the authorized disposition of the records can still be implemented after conversion.

Electronic Records

The Records Management Committee will recommend appropriate media and systems for storing electronic records throughout their life.

The specific requirements for selecting storage media for electronic records include the following:

1. Permits retrieval in a timely fashion.
2. Facilitates the distinction between records and nonrecords as well as the distinction between employee records and center records.
3. Retains the records in a usable format for the length of their required retention period.

The following factors will be considered before selecting storage media or when converting records from one medium to another:

1. Required retention period for the records.
2. Maintenance necessary to retain the records in that format.
3. Ability to index and search records.
4. Costs of storing and retrieving the records stored in that format.

800-AR. RECORDS MANAGEMENT

5. Density of the record.
6. Access time necessary to retrieve stored records.
7. Ability of the medium to run on equipment produced by multiple manufacturers.
8. Ability to transfer information from one medium to another.
9. Flexibility of the software to be used.
10. Compliance of the storage medium with current industry and/or government standards.

Before a document is created and maintained on an electronic records system, documents will be identified sufficiently to enable authorized personnel to retrieve, protect and carry out the disposition of documents in the system. Appropriate identifying information for each document maintained on electronic media may include: office of origin; file code; key words for retrieval; addressee, if any; signature; author; date; authorized disposition, coded or otherwise; and security classification, if applicable.

The center will ensure that records maintained in such systems can be correlated with related records on paper, microform, or other media.

The center must provide for the usability of image and index data for records stored on an electronic recordkeeping system over time by establishing:

1. Methods for all authorized users of the system to retrieve desired records.
2. Appropriate levels of security to ensure integrity of the records.
3. A standard interchange format when necessary to permit the exchange of records on electronic media using different software/operating systems and allow for the conversion or migration of records from one system to another.
4. Procedures for the disposition of records in accordance with the Records Retention Schedule.
5. Procedures for regular copying, reformatting, and other necessary maintenance to ensure the retention and usability of electronic records throughout their required retention period.
6. Similar security precautions required of paper records to be used when destroying or reusing electronic media that contain privacy-protected or confidential information. Electronic storage media containing such information must be electronically wiped clean or physically destroyed in such a manner that the information cannot be reconstructed.

800-AR. RECORDS MANAGEMENT

Record And Data Integrity

The center's records security program will:

1. Ensure that only authorized personnel have access to electronic records.
2. Provide for backup and recovery of records to protect against information loss.
3. Ensure that center personnel are trained to safeguard sensitive or classified electronic information.
4. Minimize the risk of unauthorized alteration or erasure of electronic records.
5. Ensure that electronic record security is included in a computer systems security plan.
6. Ensure that duplicate copies of permanent records are maintained in separate buildings or systems.

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: PUBLIC RECORDS

ADOPTED: February 18, 2009

REVISED:

	801. PUBLIC RECORDS
1. Purpose	<p>The Joint Operating Committee recognizes the importance of public records as the record of the center's actions and the repository of information about this center. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Joint Operating Committee policy and administrative regulations.</p>
2. Definitions 65 P.S. Sec. 67.102	<p>Financial record - any account, voucher or contract dealing with the receipt or disbursement of funds or acquisition, use or disposal of services, supplies, materials, equipment or property; or the salary or other payments or expenses paid to an officer or employee, including the individual's name and title; and a financial audit report, excluding the audit's underlying work papers.</p> <p>Public record - a record, including a financial record, that is not protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania's Right-to-Know Law or under other federal or state law or regulation, or judicial decree or order.</p> <p>Record - information, regardless of physical form or characteristics, that documents a center transaction or activity and is created, received or retained pursuant to law or in connection with a center transaction, business or activity, including: a document; paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and a data-processed or image-processed document.</p> <p>Response - the center's notice informing a requester of a granting of access to a record or the center's written notice to a requester granting, denying, or partially granting and partially denying access to a requested record.</p> <p>Requester - a legal resident of the United States, or an agency, who requests access to a record.</p>

<p>3. Authority 65 P.S. Sec. 67.302, 67.305, 67.504, 67.701</p>	<p>The Joint Operating Committee shall make the center's public records available for access and duplication to a requester, in accordance with law, Joint Operating Committee policy and administrative regulations.</p>
<p>4. Delegation of Responsibility 65 P.S. Sec. 67.502</p>	<p>The Joint Operating Committee shall designate an Open Records Officer, who shall be responsible to:</p> <ol style="list-style-type: none"> 1. Receive written requests for access to records submitted to the center. 2. Review and respond to written requests in accordance with law, Joint Operating Committee policy and administrative regulations. 3. Direct requests to other appropriate individuals in the center or in another agency. 4. Track the center's progress in responding to requests. 5. Issue interim and final responses to submitted requests. 6. Maintain a log of all record requests and their disposition. 7. Ensure center staff are trained to perform assigned job functions relative to requests for access to records.
<p>65 P.S. Sec. 67.502, 67.901, 67.1101</p>	<p>Upon receiving a request for access to a record, the Open Records Officer shall:</p> <ol style="list-style-type: none"> 1. Note the date of receipt on the written request. 2. Compute and note on the written request the day on which the five-day period for response will expire. 3. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled. 4. If the written request is denied, maintain the written request for thirty (30) days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.
<p>5. Guidelines 65 P.S. Sec. 67.701</p>	<p>Requesters may access and procure copies of the public records of the center during the regular business hours of the administration offices.</p>

<p>65 P.S. Sec. 67.302</p> <p>65 P.S. Sec. 67.705</p> <p>42 U.S.C. Sec. 12132 28 CFR Sec. 35.160, 35.164</p> <p>65 P.S. Sec. 67.504, 67.505</p> <p>65 P.S. Sec. 67.504, 67.505, 67.703</p> <p>65 P.S. Sec. 67.701, 67.703</p>	<p>A requester's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.</p> <p>The center shall not limit the number of records requested.</p> <p>When responding to a request for access, the center is not required to create a record that does not exist nor to compile, maintain, format or organize a record in a manner which the center does not currently use.</p> <p>Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.</p> <p>The center shall post at the administration office and on the center's web site, if it maintains a web site, the following information:</p> <ol style="list-style-type: none"> 1. Contact information for the Open Records Officer. 2. Contact information for the state's Office of Open Records or other applicable appeals officer. 3. The form to be used to file a request, with a notation that the state Office of Open Records form may also be used if the center decides to create its own form. 4. Joint Operating Committee policy, administrative regulations and procedures governing requests for access to the center's public records. <p><u>Request For Access</u></p> <p>A written request for access to a public record shall be submitted on the required form(s) and addressed to the Open Records Officer.</p> <p>Written requests may be submitted to the center in person, by mail, to a designated facsimile machine, and to a designated e-mail address.</p> <p>Each request must include the following information:</p> <ol style="list-style-type: none"> 1. Identification or description of the requested record, in sufficient detail.
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<p>65 P.S. Sec. 67.703</p>	<p>2. Medium in which the record is requested.</p> <p>3. Name and address of the individual to receive the center's response.</p> <p>The center shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law.</p>
<p>65 P.S. Sec. 67.1307</p>	<p><u>Fees</u></p> <p>Except for the duplication fee established by the state, the Joint Operating Committee shall approve a list of reasonable fees relative to requests for public records. The center shall maintain a list of applicable fees and disseminate the list to requesters.</p>
<p>65 P.S. Sec. 67.1307</p>	<p>No fee may be imposed for review of a record to determine whether the record is subject to access under law.</p>
<p>65 P.S. Sec. 67.1307</p>	<p>Prior to granting access, the center may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.</p>
<p>65 P.S. Sec. 67.1307</p>	<p>The Administrative Director may waive duplication fees when the requester duplicates the record or the Administrative Director deems it is in the public interest to do so.</p>
<p>65 P.S. Sec. 67.502, 67.702</p>	<p><u>Response To Request</u></p> <p>Employees of the center shall be directed to immediately forward requests for access to public records to the Open Records Officer.</p>
<p>65 P.S. Sec. 67.901</p>	<p>Upon receipt of a written request for access to a record, the Open Records Officer shall determine if the requested record is a public record and if the center has possession, custody or control of that record.</p>
<p>65 P.S. Sec. 67.901</p>	<p>The Open Records Officer shall respond as promptly as possible under the existing circumstances, and the initial response time shall not exceed five (5) business days from the date the written request is received by the Open Records Officer.</p> <p>The initial response shall grant access to the requested record; deny access to the requested record; partially grant and partially deny access to the requested record; notify the requester of the need for an extension of time to fully respond; or request more detail from the requester to clearly identify the requested material.</p>

65 P.S. Sec. 67.901	<p>If the center fails to respond to a request within five (5) business days of receipt, the request for access shall be deemed denied.</p>
65 P.S. Sec. 67.901, 67.902	<p><u>Extension Of Time</u></p> <p>If the Open Records Officer determines that an extension of time is required to respond to a request, in accordance with the factors stated in law, written notice shall be sent within five (5) business days of receipt of request. The notice shall indicate that the request for access is being reviewed, the reason that the review requires an extension, a reasonable date when the response is expected, and an estimate of applicable fees owed when the record becomes available.</p> <p>Up to a thirty (30) day extension for one (1) of the listed reasons does not require the consent of the requester. If the response is not given by the specified date, it shall be deemed denied on the day following that date.</p> <p>A requester may consent in writing to an extension that exceeds thirty (30) days, in which case the request shall be deemed denied on the day following the date specified in the notice if the Open Records Officer has not provided a response by that date.</p>
65 P.S. Sec. 67.701	<p><u>Granting Of Request</u></p> <p>If the Open Records Officer determines that the request will be granted, the response shall inform the requester that access is granted and either include information on the regular business hours of the administration office, provide electronic access, or state where the requester may go to inspect the records or information electronically at a publically accessible site. The response shall include a copy of the fee schedule in effect, a statement that prepayment of fees is required in a specified amount if access to the records will cost in excess of \$100, and the medium in which the records will be provided.</p> <p>A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium. However, the center is not required to permit use of its computers.</p>
65 P.S. Sec. 67.701, 67.704	<p>The Open Records Officer may respond to a records request by notifying the requester that the record is available through publicly accessible electronic means or that the center shall provide access to inspect the record electronically. If the requester, within thirty (30) days following receipt of the center's notice, submits a written request to have the record converted to paper, the center shall provide access in printed form within five (5) days of receipt of the request for conversion to paper.</p>

65 P.S. Sec. 67.506	A public record that the center does not possess but is possessed by a third party with whom the center has contracted to perform a governmental function and which directly relates to that governmental function shall be considered a public record of the center. When the center contracts with such a third party, the center shall require the contractor to agree in writing to comply with requests for such records and to provide the center with the requested record in a timely manner to allow the center to comply with law.
65 P.S. Sec. 67.706	If the Open Records Officer determines that a public record contains information both subject to and not subject to access, the Open Records Officer shall grant access to the information subject to access and deny access to the information not subject to access. The Open Records Officer shall redact from the record the information that is not subject to access. The Open Records Officer shall not deny access to a record if information is able to be redacted.
65 P.S. Sec. 67.905	If the Open Records Officer responds to a requester that a copy of the requested record is available for delivery at the administration office and the requester does not retrieve the record within sixty (60) days of the center's response, the center shall dispose of the copy and retain any fees paid to date.
65 P.S. Sec. 67.707	<u>Notification To Third Parties</u>
65 P.S. Sec. 67.707	When the center produces a record that is not a public record in response to a request, the Open Records Officer shall notify any third party that provided the record to the center, the person that is the subject of the record, and the requester.
65 P.S. Sec. 67.707	The Open Records Officer shall notify a third party of a record request if the requested record contains a trade secret or confidential proprietary information, in accordance with law and administrative regulations.
65 P.S. Sec. 67.901, 67.903	<u>Denial Of Request</u>
65 P.S. Sec. 67.901, 67.903	<p>If the Open Records Officer denies a request for access to a record, whether in whole or in part, a written response shall be sent within five (5) business days of receipt of the request. The response denying the request shall include the following:</p> <ol style="list-style-type: none"> 1. Description of the record requested. 2. Specific reasons for denial, including a citation of supporting legal authority. 3. Name, title, business address, business telephone number, and signature of the Open Records Officer on whose authority the denial is issued.

<p>65 P.S. Sec. 67.506</p> <p>65 P.S. Sec. 67.506</p> <p>65 P.S. Sec. 67.706, 67.903</p> <p>65 P.S. Sec. 67.1101</p>	<p>4. Date of the response.</p> <p>5. Procedure for the requester to appeal a denial of access.</p> <p>The Open Records Officer may deny a request for access to a record if the requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the center.</p> <p>The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record. To the extent possible, a record's contents shall be made accessible even when the record is physically unavailable.</p> <p>Information that is not subject to access and is redacted from a public record shall be deemed a denial.</p> <p>If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the state's Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer's response or deemed denial.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 408, 518</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Accessibility to Communications, Title 28, Code of Federal Regulations – 28 CFR Sec. 35.160, 35.164</p> <p>Joint Operating Committee – 800</p>
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CENTRAL WESTMORELAND
CAREER AND TECHNOLOGY
CENTER

ADMINISTRATIVE
REGULATION

801-AR-1. DISCLOSURE/PRODUCTION OF CERTAIN RECORDS

The Open Records Officer will respond as promptly as possible under the circumstances to a request for access to a public record.

The Open Records Officer will forward copies of the center's responses to records requests to the Administrative Director.

Extension Of Time

Upon receipt of a written request for access, the Open Records Officer will determine if any one (1) of the following applies:

1. Redaction - the request for access requires redaction of a record.
2. Retrieval Time/Remote Storage - the request for access requires retrieval of a record stored in a remote location.
3. Staffing Limitations - a timely response to the request for access cannot be accomplished due to bona fide and specified staffing limitations.
4. Legal Review - a legal review is necessary to determine whether the requested record is a public record subject to access.
5. Lack of Policy Compliance - the requester has not complied with the Joint Operating Committee policy governing access to public records.
6. Failure to Pay Fees - the requester refuses to pay applicable, established fees.
7. Nature of Request - the extent or nature of the request precludes a response within the required time period.

If the Open Records Officer determines that an extension of time is required to respond to a records request, the requester will be notified in writing, in accordance with law and Joint Operating Committee policy.

801-AR-1. DISCLOSURE/PRODUCTION OF CERTAIN RECORDS

Certified Copies

If the Open Records Officer grants a request for access to a record and the requester requests a certified copy of the record for the purpose of legally verifying the public record, the Open Records Officer will provide a certified copy upon payment of the applicable, established fees by the requester.

Center Does Not Possess Record

A request for a public record that the center does not possess but is possessed by a third party with whom the center has contracted to perform a governmental function and which relates directly to that governmental function must be submitted to the center's Open Records Officer.

If the Open Records Officer determines that the requested record is subject to public access, the Open Records Officer will respond and grant access in accordance with law, Joint Operating Committee policy and administrative regulations.

The requester will pay the established duplication fee.

If the third party that possessed the requested public record duplicated the record in response to the request, the Open Records Officer will remit the fee to the third party.

The third party is not required to provide access to any other of its records.

Transcripts Of Administrative Proceedings

Prior to an adjudication becoming final, binding and nonappealable, a transcript of an administrative proceeding will be provided to a requester by the proceeding's stenographer.

To request access to a pre-final adjudication transcript possessed by a stenographer that is subject to disclosure, the requester must directly contact the stenographer and pay the fees assessed by the stenographer.

After an adjudication becomes final, binding and nonappealable, a transcript of an administrative proceeding will be provided to a requester, and the established duplication fee will be charged.

Trade Secrets/Confidential Proprietary Information

When a third party provides a record to the center and includes a written statement signed by its representative that the record contains a trade secret or confidential proprietary information, the Open Records Officer will notify that third party of a request for access to that record.

801-AR-1. DISCLOSURE/PRODUCTION OF CERTAIN RECORDS

Trade secret is defined as information, including a formula; drawing; pattern; compilation such as a customer list; program; device; method; technique; or process that derives independent economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. The term includes data processing software obtained by the center under a licensing agreement prohibiting disclosure.

Confidential proprietary information is defined as commercial or financial information that is privileged or confidential and the disclosure of which would cause substantial harm to the competitive position of the individual that submitted the information.

The Open Records Officer will provide notice within five (5) business days of receipt of the request. The third party will have five (5) business days from receipt of the Open Records Officer's notice to provide input on the release of the requested record.

The Open Records Officer will provide access to the record or will deny the request for access within ten (10) business days of providing notice to the third party and will notify the third party of the Open Records Officer's decision.

Computer Access

The Open Records Officer will not grant requests for access to the center's or its employees' computers.

Discretionary Access

The Open Records Officer may exercise discretion and make an otherwise exempt record accessible in response to a request.

The exempted record will be made accessible for access and duplication, in accordance with law and Joint Operating Committee policy, if all of the following apply:

1. Disclosure of the record is not prohibited by federal or state law or regulation, or by judicial order or decree.
2. The record is not protected by privilege, to include the attorney-work product doctrine; attorney-client privilege; doctor-patient privilege; speech and debate privilege; or other privilege recognized by a relevant court.
3. The Administrative Director determines that the public interest favoring access outweighs any individual, center or public interest that may favor restriction of access.

CENTRAL WESTMORELAND
CAREER AND TECHNOLOGY
CENTER

ADMINISTRATIVE
REGULATION

801-AR-2. FEES FOR PUBLIC RECORDS REQUESTS

The center will not charge a fee for the Open Records Officer's review of a record to determine if the requested record is a public record subject to access under law, Joint Operating Committee policy and administrative regulations.

The Open Records Officer will ensure that the center establishes, maintains and disseminates a current list of reasonable fees that requesters must pay in order to receive access to a requested record.

The center's established list of reasonable fees applicable to records requests will comply with the following restrictions:

1. Postage – fees will not exceed the actual mailing cost.
2. Duplication – fees for photocopying, printing from electronic media or microfilm, copying onto electronic media, transmission by facsimile or other electronic means, and other methods of duplication.

Duplication fees will be established and reviewed biannually by the Office of Open Records.

Duplication fees will be charged for a request by an individual employed by or connected with a newspaper or magazine of general circulation, weekly publication, press association, or radio or television station when the purpose of the request is obtaining information for publication or broadcast, and for a request by a nonprofit organization for the conduct of educational research.

3. Complex and Extensive Data Sets – fees for copying based on the reasonable market value of the same or closely related sets and include geographic information systems and integrated property assessment lists.

These fees do not apply to a request by an individual employed by or connected with a newspaper or magazine of general circulation, weekly publication, press association, or radio or television station when the purpose of the request is obtaining information for publication or broadcast, and for a request by a nonprofit organization for the conduct of educational research.

4. Certification – fees for official certification of copies if the certification is for the purpose of legally verifying a public record and is requested by the requester.

801-AR-2. FEES FOR PUBLIC RECORDS REQUESTS

5. Conversion to Paper – duplication fees for a record maintained only electronically or in other nonpaper media will be limited to the lesser of either the fee for duplication on paper or in the original media, unless the requester specifically requests that the record be duplicated in the more expensive medium.
6. Enhanced Electronic Access – fees for providing enhanced electronic access, but only to the extent that the enhanced electronic access is in addition to making the records accessible for inspection and duplication by a requester.

These fees may be a flat-rate fee, a subscription fee for a period of time, per-transaction fee, a fee based on the cumulative time of system access, any other reasonable method, or a combination of these.

These fees must be reasonable; may not be established with the intent or effect of excluding individuals from access to records or their duplicates or of creating a profit for the center; and must be approved by the Office of Open Records.

Except as provided by law, no other fees may be imposed unless the center necessarily incurs costs for complying with a request for a public record, and then such fees must be reasonable.

CENTRAL WESTMORELAND
CAREER AND TECHNOLOGY
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ADMINISTRATIVE
REGULATION

801-AR. EXEMPTED RECORDS

To determine if a requested record is exempt from access, the Open Records Officer will consider and apply each exemption separately.

The following records are exempt from public access by a requester in accordance with the Right-To-Know Law.

1. Loss of Funds/Physical Harm/Personal Security - when the disclosure of a record would result in the center's loss of federal or state funds or would reasonably be likely to result in a substantial and demonstrable risk of physical harm to or personal security of an individual.
2. Public Safety - when the disclosure of a record maintained in connection with the military, homeland security, national defense, law enforcement or other public safety activity would reasonably be likely to jeopardize or threaten public safety or public protection activity, or a record that is designated classified by an appropriate federal or state military authority.
3. Safety/Security of Facilities - when the disclosure of a record creates a reasonable likelihood of endangering the safety or physical security of a building, public utility, resource, infrastructure, facility, or information storage system, which may include:
 - a. Documents or data relating to computer hardware; source files; software; and system networks that could jeopardize computer security by exposing a vulnerability in preventing, protecting against, mitigating or responding to a terrorist act.
 - b. Lists of infrastructure, resources and significant special events, including those defined by the federal government in the National Infrastructures Protections, that are deemed critical due to their nature and result from risk analysis; threat assessments; consequences assessments; antiterrorism protective measures and plans; counterterrorism measures and plans; and security needs assessments.
 - c. Building plans or infrastructure records that expose or create vulnerability through disclosure of the location, configuration or security of critical systems, including public utility systems; structural elements; technology; communication; electrical; fire suppression; ventilation; water; wastewater; sewage; and gas systems.
4. Computer Systems - when the disclosure of a record regarding computer hardware, software and networks, including administrative and technical records, would reasonably be likely to jeopardize computer security.

801-AR. EXEMPTED RECORDS

5. Medical Information - when the disclosure of a record of an individual's medical, psychiatric or psychological history or disability status, including an evaluation; consultation; prescription; diagnosis or treatment; results of tests, to include drug tests; enrollment in a health care program or program designed for participation by persons with disabilities, including vocational rehabilitation; workers' compensation and unemployment compensation; or related information would disclose individually identifiable health information.
6. Personal Identification Information - disclosure of the following personal identification information:
 - a. A record containing all or part of an individual's Social Security number; driver's license; driver's license number; personal financial information; home, cellular or personal telephone numbers; personal e-mail addresses; employee number or other confidential personal identification number.
 - b. A spouse's name, marital status, beneficiary or dependent information.
 - c. The home address of a law enforcement officer or judge.

Personal information that must be disclosed includes the name; position; salary; actual compensation or other payments or expenses; employment contract; employment-related contract or agreement; and length of service of a public official or center employee.

The Open Records Officer may redact from a record the name or other identifying information relating to an individual performing an undercover or covert law enforcement activity.

7. Certain Employee Information - disclosure of the following records relating to a center employee:
 - a. A letter of reference or recommendation pertaining to the character or qualifications of an identifiable individual, unless it was prepared in relation to the appointment of an individual to fill a vacancy in an elected office or an appointed office requiring Senate confirmation.
 - b. A performance rating or review.
 - c. The result of a civil service or similar test administered by a Commonwealth agency, legislative agency or judicial agency. The result of a civil service or similar test administered by a local agency shall not be disclosed if restricted by a collective bargaining agreement. Only test scores of individuals who obtained a passing score on a test administered by a local agency may be disclosed.
 - d. The employment application of an individual who is not hired by the center.
 - e. Workplace support services information.

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- f. Written criticisms of a center employee.
 - g. Grievance material, including documents related to discrimination or sexual harassment.
 - h. Information regarding discipline, demotion or discharge contained in a personnel file, except information that applies to the center's final action that results in demotion or discharge.
 - i. An academic transcript.
8. Labor Relations/Negotiations/Arbitration - disclosure of a record pertaining to strategy or negotiations relating to labor relations or collective bargaining and related arbitration proceedings. In the case of the arbitration of a dispute or grievance under a collective bargaining agreement, disclosure of an exhibit entered into evidence at an arbitration proceeding or a transcript of the arbitration or the opinion.

This exemption does not apply to a final or executed contract or agreement between the parties in a collective bargaining agreement, or to the final award or order of the arbitrator in a dispute or grievance procedure.

9. Predecisional Drafts - disclosure of the draft of a bill, resolution, regulation, statement of policy, management directive, or ordinance, or their amendments, prepared by or for the center.
10. Predecisional Deliberations -

Disclosure of a record that reflects:

- a. The internal, predecisional deliberations of the center, its Joint Operating Committee members, employees or officials, or predecisional deliberations between center Joint Operating Committee members, employees or officials and members, employees or officials of another agency, including predecisional deliberations relating to a budget recommendation; legislative proposal; legislative amendment; contemplated or proposed policy or course of action; or any research, memos or other documents used in the predecisional deliberations, subject to law governing open meetings.

Public records do include a record of any of the above that is not exempt from access by law and which is presented to a quorum for deliberation in accordance with law governing open meetings; a written or Internet application or document that has been submitted to request Commonwealth funds; and the results of public opinion surveys, polls, focus groups, marketing research or similar efforts designed to measure public opinion.

- b. The strategy to be used to develop or achieve the successful adoption of a budget, legislative proposal or regulation.

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11. Trade Secret/Confidential Proprietary Information - disclosure of a record that constitutes or reveals a trade secret or confidential proprietary information.
12. Personal Notes/Working Papers - disclosure of notes and working papers prepared by or for a center public official or employee used solely for that official's or employee's own personal use, including telephone message slips; routing slips; and other materials that do not have an official purpose.
13. Donor Identity - disclosure of records that would disclose the identity of an individual who lawfully makes a donation to the center, unless the donation is intended for or restricted to providing remuneration or personal tangible benefit to a center public official or employee, including lists of potential donors compiled by the center to pursue donations; donor profile information; or personal identifying information relating to a donor.
14. Unpublished Academic Works - disclosure of unpublished lecture notes, unpublished manuscripts, unpublished articles, creative works in progress, research-related material, and scholarly correspondence of a community college or an institution of the State System of Higher Education or one of their faculty members, employees, guest speakers or students.
15. Academic Records - disclosure of academic transcripts, examinations, examination questions, scoring keys and answers to examinations, including licensing and other examinations relating to the qualifications of an individual; examinations given in the center; and examinations given in institutions of higher education.
16. Criminal Investigations - disclosure of a record of the center or an agency relating to or resulting in a criminal investigation, including:
 - a. Complaints of potential criminal conduct other than a private criminal complaint.
 - b. Investigative materials, notes, correspondence, videos and reports.
 - c. A record that includes the identity of a confidential source or of a suspect who has not been charged with an offense to whom confidentiality has been promised.
 - d. A record that includes information made confidential by law or court order.
 - e. Victim information, including any information that would jeopardize the safety of a victim.
 - f. A record that if disclosed would reveal the institution, progress or result of a criminal investigation, except the filing of criminal charges; deprive an individual of the right to a fair trial or impartial adjudication; impair the ability to locate a defendant or codefendant; hinder an agency's ability to secure an arrest, prosecution or conviction; or endanger the life or physical safety of an individual.

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This exemption does not apply to information contained in a police blotter as defined in law and utilized or maintained by the State Police, local, campus, transit or port authority police department or other law enforcement agency, or in a traffic report except as provided by law.

17. Noncriminal Investigations - disclosure of a center record relating to a noncriminal investigation, including:
 - a. Complaints submitted to the center.
 - b. Investigative materials, notes, correspondence and reports.
 - c. A record that includes the identity of a confidential source, including individuals subject to the Whistleblower Law.
 - d. A record that includes information made confidential by law.
 - e. Work papers underlying an audit.
 - f. A record that if disclosed would reveal the institution, progress or result of the center's investigation, except the imposition of a fine or civil penalty; the suspension, modification or revocation of a license, permit, registration, certification or similar authorization issued by an agency or an executed settlement unless the agreement is determined to be confidential by a court; deprive a person of the right to an impartial adjudication; constitute an unwarranted invasion of privacy; hinder an agency's ability to secure an administrative or civil sanction; or endanger the life or physical safety of an individual.
18. Emergency Communications - disclosure of records or parts of records, except time response logs, pertaining to audio recordings, telephone or radio transmissions received by emergency dispatch personnel, including 911 recordings, unless the agency or a court determines that the public interest in disclosure outweighs the interest in nondisclosure.
19. DNA/RNA - disclosure of DNA and RNA records.
20. Coroner/Medical Examiner - disclosure of specific records and reports of a coroner or medical examiner.
21. Draft Minutes - disclosure of draft minutes of any Joint Operating Committee meeting until the next regularly scheduled Joint Operating Committee meeting, minutes of an executive session, and any record of discussions held in executive session.
22. Real Estate Appraisals/Feasibility Studies - disclosure of the contents of real estate appraisals, engineering or feasibility estimates, environmental reviews, audits or evaluations made for or by the center relative to the leasing, acquiring, or disposing of real property or an interest in real property; the purchase of public supplies or equipment included in the real estate transaction; and construction projects.

801-AR. EXEMPTED RECORDS

This exemption does not apply to the documents listed above once the decision is made to proceed with the lease, acquisition or disposal of real property or an interest in real property, the purchase of public supplies, or a construction project.

23. Library Records - disclosure of library and archive circulation and order records of an identifiable individual or groups of individuals.
24. Library/Museum Materials - disclosure of library archived and museum materials or valuable or rare book collections or documents contributed by gift, grant, bequest or devise, to the extent of any limitations imposed by the donor as a condition of the contribution.
25. Archeological Site/Endangered Species - disclosure of a record identifying the location of an archeological site or an endangered or threatened plant or animal species if not already known to the general public.
26. Pre-Contract Award Documents - disclosure of a proposal pertaining to center procurement or disposal of supplies, service or construction prior to the award of the contract or prior to the opening and rejection of all bids; financial information of a bidder or offerer requested in an invitation for bid or request for proposals to demonstrate the bidder's or offerer's economic capability; or the identity of members, notes and other records of center proposal evaluation committees established under law relating to competitive sealed proposals.
27. Insurance Communications - disclosure of a record or information relating to a communication between the center and its insurance carrier, administrative service organization or risk management office.

This exemption does not apply to a contract with an insurance carrier, administrative service organization or risk management office, or to financial records relating to the provision of insurance.
28. Social Services - disclosure of a record or information identifying an individual who applies for or receives social services, the type of social services received by an individual, an individual's application to receive social services, or eligibility to receive social services.
29. General Assembly Correspondence - disclosure of correspondence between an individual and member of the General Assembly and records accompanying the correspondence that would identify an individual requesting assistance or constituent services, except for correspondence between a member of the General Assembly and a principal or lobbyist under law.
30. Minors - disclosure of a record identifying the name, home address or date of birth of a child seventeen (17) years of age or younger.

801-AR. EXEMPTED RECORDS

Financial Records

The listed exemptions do not apply to financial records, except that the Open Records Officer shall redact the portions of a financial record protected under exemptions 1, 2, 3, 4, 5, 6, 16 or 17.

Aggregated Data

The listed exemptions do not apply to aggregated data maintained or received by the center, except for data protected under exemptions 1, 2, 3, 4 or 5.

Law Enforcement Activity

The Open Records Officer will not disclose the identity of an individual performing an undercover or covert law enforcement activity.

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: SCHOOL CALENDAR

ADOPTED: February 18, 2009

REVISED:

	803. SCHOOL CALENDAR
1. Purpose	The Joint Operating Committee recognizes that preparation of an annual school calendar is necessary for the efficient operation of the center.
2. Authority SC 1501, 1502, 1503, 1504, 1850.1 SC 1501 Title 22 Sec. 4.4, 11.1	<p>The Joint Operating Committee shall determine annually the days and the hours when the center shall be in session for instructional purposes, in accordance with state law and regulations.</p> <p>The school calendar shall normally consist of a minimum of 180 student days.</p> <p>The Joint Operating Committee reserves the right to alter the school calendar when it is in the best interests of the center.</p>
3. Delegation of Responsibility	<p>The Administrative Director shall submit for the approval of the Joint Operating Committee a school calendar which indicates when schools shall be in session, days for inservice, and other events which affect the normal operation of the center no later than the month of May for the succeeding school year.</p> <p>The school calendar indicating when school shall be in session shall be prepared following the counsel and advice from the Professional Advisory Committee in order to ascertain that continuity exists between the center and the participating school districts.</p>
4. Guidelines	<p>No instructional classes shall be scheduled for Saturdays, Sundays, or legal holidays without the approval of the Joint Operating Committee.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1501, 1502, 1503, 1504, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: SCHOOL DAY

ADOPTED: February 18, 2009

REVISED:

	804. SCHOOL DAY
1. Purpose	The normal school day for the instruction of students shall be in accordance with law, regulations and Joint Operating Committee policy.
2. Authority SC 1504, 1850.1 Title 22 Sec. 4.4, 11.2, 11.3	The Joint Operating Committee shall establish the times for the daily sessions of the center in cooperation with the participating school districts.
3. Delegation of Responsibility	The Administrative Director may close, delay the opening, or dismiss school early for emergency reasons and to protect the health and safety of students and staff. The Administrative Director or designee shall prepare procedures for proper and timely notification of all concerned, in the event of an emergency closing. In all cases, the Administrative Director shall notify the Chief School Administrator of the action taken, together with supporting reasons, as soon as possible.
Title 22 Sec. 11.25 Pol. 204	The Administrative Director or designee shall develop guidelines that allow students to enter and leave the center under exceptional conditions so that variances with the normal school schedule may be accommodated. Such guidelines shall consider such things as inclement weather, family illness, urgent reasons and other circumstances.
4. Guidelines	<p>When high schools are closed for any reason within the participating districts, students enrolled in those schools shall not be expected to attend the center unless special arrangements for attendance are made between the Administrative Director and chief school officer of the participating school district.</p> <p>Designated employees may be expected to work, if it is reasonably possible for them to get to work, on days when school is closed because of impassable roads, including snow days. Conditions of the day will be determined by the Administrative Director or designee.</p>

References:

School Code – 24 P.S. Sec. 1504, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.2, 11.3, 11.25

Joint Operating Committee Policy – 204

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: EMERGENCY PREPAREDNESS

ADOPTED: February 18, 2009

REVISED:

	805. EMERGENCY PREPAREDNESS
1. Purpose	<p>The Joint Operating Committee recognizes its responsibility to safeguard the health and welfare of the center's students and employees. Therefore, the Joint Operating Committee shall provide the facilities, equipment and training necessary to minimize the effects of all hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, terrorism, communicable diseases and pandemics. Advance planning and comprehensive implementation are key components in ensuring the protection of the school community.</p>
2. Authority 35 Pa. C.S.A. Sec. 7701 SC 1517, 1518 35 Pa. C.S.A. Sec. 7701	<p>The center, in cooperation with the local Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by the Pennsylvania Emergency Management Agency and other applicable state requirements.</p> <p>The Joint Operating Committee shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health and the Pennsylvania Department of Education.</p> <p>The Joint Operating Committee shall ensure that emergency and evacuation drills are conducted at intervals required by state law.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall collaborate with relevant stakeholders, including parents/guardians, staff, community agencies and first responders, during the development and implementation of the emergency preparedness plan.</p> <p>The Administrative Director or designee shall implement a communication system to notify parents/guardians of the evacuation of students and to alert the entire school community when necessary.</p>

<p>4. Guidelines 35 Pa. C.S.A. Sec. 7701</p>	<p>The emergency preparedness plan shall be reviewed at least annually and modified as necessary. A copy of the plan shall be provided to the county Emergency Management Agency and communicated to students, parents/guardians, relevant stakeholders, and the community.</p> <p><u>Continuity Of Student Learning/Core Operations</u></p>
<p>35 Pa. C.S.A. Sec. 7701</p>	<p>In the event of an emergency, local, county or state officials may require that schools be closed to serve as mass-care facilities or to mitigate the spread of infection or illness. Local, county or state officials may also utilize buses and other transportation vehicles owned by the center.</p> <p>The center shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences. Such alternatives may include:</p> <ol style="list-style-type: none"> 1. Web-based instruction. 2. Telephone trees. 3. Mailed lessons and assignments. 4. Instruction via local television or radio stations. <p>The continuity of core operations such as payroll and ongoing communication with students and parents/guardians shall be an essential part of the emergency preparedness plan.</p> <p><u>Education</u></p> <p>Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.</p> <p>Effective infection control and prevention procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at the center.</p> <p><u>Required Drills</u></p>
<p>35 Pa. C.S.A. Sec. 7701</p> <p>SC 1517, 1518</p>	<p>At least annually, the center shall conduct a disaster response or emergency preparedness plan drill.</p> <p>Fire drills shall be conducted at least once a month during the school year.</p>

SC 1517	<p data-bbox="456 289 1450 323">Bus evacuation drills shall be conducted twice a year, in accordance with law.</p> <p data-bbox="456 548 605 577">References:</p> <p data-bbox="456 619 954 653">School Code – 24 P.S. Sec. 1517, 1518</p> <p data-bbox="456 693 1040 726">Disaster Prevention – 35 Pa. C.S.A. Sec. 7701</p> <p data-bbox="456 766 971 800">Joint Operating Committee Policy – 810</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: CHILD/STUDENT ABUSE

ADOPTED: February 18, 2009

REVISED:

	806. CHILD/STUDENT ABUSE
1. Authority 18 Pa. C.S.A. Sec. 4304 23 Pa. C.S.A. Sec. 6301 et seq	<p>The Joint Operating Committee adopts this policy to affirm center employees' obligation to assist in identifying and reporting possible child abuse as well as victimization of students by other school employees, and to establish procedures for reporting such in compliance with law.</p>
2. Definitions 23 Pa. C.S.A. Sec. 6351, 6354	<p>Administrator - the person responsible for the administration of the center. The term includes a person responsible for employment decisions in a school and an independent contractor. The building administrator of the school where the abused student is enrolled will serve as the administrator under this policy.</p>
23 Pa. C.S.A. Sec. 6354	<p>Applicant - an individual who applies for a position as a school employee. The term includes an individual who transfers from one position as a school employee to another position as a school employee.</p>
23 Pa. C.S.A. Sec. 6303	<p>Child Abuse - means any of the following:</p> <ol style="list-style-type: none"> 1. Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under eighteen (18) years of age. 2. Any act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age. 3. Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age. 4. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.

	<p>No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.</p> <p>23 Pa. C.S.A. Sec. 6303 Perpetrator - a person who has committed child abuse and is a parent/guardian of a child, a person responsible for the welfare of a child, an individual residing in the same home as a child, or a paramour of a child's parent/guardian. The term does not include a person who is employed by or provides services or programs in the vocational center.</p> <p>23 Pa. C.S.A. Sec. 6303 School Employee - an individual employed in the center. The term includes an independent contractor and employees. The term excludes an individual who has no direct contact with students.</p> <p>23 Pa. C.S.A. Sec. 6303 Serious Bodily Injury - bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.</p> <p>23 Pa. C.S.A. Sec. 6303 Serious Mental Injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:</p> <ol style="list-style-type: none"> 1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened. 2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks. <p>23 Pa. C.S.A. Sec. 6303 Serious Physical Injury - an injury that causes a child severe pain, or significantly impairs a child's physical functioning, either temporarily or permanently.</p> <p>23 Pa. C.S.A. Sec. 6303 Sexual Abuse or Exploitation - includes any of the following: the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another individual to engage in any sexually explicit conduct or simulation of sexually explicit conduct for the purpose of producing visual depiction, including photographing, videotaping, computer depicting and filming of any sexually explicit conduct; or any of the following offenses committed against a child: rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, sexual abuse or sexual exploitation.</p>
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23 Pa. C.S.A. Sec. 6303	Student - an individual enrolled in the center under eighteen (18) years of age.
3. Delegation of Responsibility	In accordance with Joint Operating Committee policy, the Administrative Director or designee shall:
Pol. 302, 304, 305, 306	1. Require each applicant for employment to submit an official child abuse clearance statement issued within the preceding year, except for those exempted by law.
Pol. 309	2. Require each applicant for transfer or reassignment to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as an employee to another position as an employee of this district and the applicant has already obtained an official child abuse clearance statement.
4. Guidelines	CHILD ABUSE BY PERPETRATOR
	<u>Duty To Report</u>
23 Pa. C.S.A. Sec. 6311, 6313	School employees who in the course of employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child under the care, supervision, guidance or training of school employees is a victim of child abuse, including child abuse by an individual who is not a perpetrator.
23 Pa. C.S.A. Sec. 6311 42 Pa. C.S.A. Sec. 5945	Except as stated in law, privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report.
23 Pa. C.S.A. Sec. 6311	School employees required to report suspected child abuse shall include but are not limited to a school administrator, school teacher, and/or school nurse.
23 Pa. C.S.A. Sec. 6318	Any person required to report child abuse who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions.
18 Pa. C.S.A. Sec. 4304	A school employee required to report suspected child abuse who, acting in an official capacity, prevents or interferes with the making of a report of suspected child abuse commits a misdemeanor of the first degree.

23 Pa. C.S.A. Sec. 6319	<p>A school employee or official required to report suspected child abuse or make a referral to the appropriate authorities who willfully fails to do so commits a misdemeanor of the third degree for the first violation and a misdemeanor of the second degree for a second or subsequent violation.</p> <p><u>Reporting Procedures</u></p> <p>School employees who suspect child abuse shall immediately notify the administrator. Upon notification, the administrator shall report the suspected child abuse.</p>
23 Pa. C.S.A. Sec. 6313	<p>Reports of child abuse shall immediately be made by telephone to the Childline Abuse Registry and in writing to the county Children and Youth Agency within forty-eight (48) hours after the oral report.</p> <p><u>Investigation</u></p>
23 Pa. C.S.A. Sec. 6346	<p>School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.</p>
23 Pa. C.S.A. Sec. 6314	<p>The administrator required to report cases of suspected child abuse may take or cause to be taken photographs of the child who is subject to a report and, if clinically indicated, cause to be performed a radiological examination and other medical tests on the child.</p>
<p>STUDENT ABUSE BY SCHOOL EMPLOYEE</p> <p><u>Duty To Report</u></p>	
23 Pa. C.S.A. Sec. 6352	<p>A school employee shall immediately contact the administrator when the school employee has reasonable cause to suspect, on the basis of his/her professional or other training and experience, that a student coming before the school employee in the employee's professional or official capacity is a victim of serious bodily injury or sexual abuse or sexual exploitation by a school employee.</p>
23 Pa. C.S.A. Sec. 6352	<p>If the accused school employee is the administrator, the school employee shall immediately report to law enforcement officials and the district attorney.</p>

23 Pa. C.S.A. Sec. 6353	The administrator who receives a report from a school employee or who has independent cause to suspect injury or abuse shall immediately report to law enforcement officials and the appropriate district attorney. The administrator shall exercise no discretion but has an absolute duty to report when receiving notice from a school employee.
23 Pa. C.S.A. Sec. 6352, 6353	A school employee or administrator who refers a student abuse report shall be immune from civil and criminal liability arising out of the report.
23 Pa. C.S.A. Sec. 6352	A school employee who willfully fails to report suspected student abuse or who willfully violates the confidentiality of such a report commits a summary offense.
23 Pa. C.S.A. Sec. 6353	An administrator who willfully fails to report immediately to law enforcement officials and the appropriate district attorney any report of serious bodily injury or sexual abuse or sexual exploitation alleged to have been committed by a school employee against a student commits a misdemeanor of the third degree.
	<u>Reporting Procedures</u>
23 Pa. C.S.A. Sec. 6353	The administrator's report to law enforcement officials and the district attorney shall include: name, age, address, and school of the student; name and address of the student's parent/guardian; name and address of the reporting administrator or employee, if applicable; name, work, and home address of the accused school employee; nature of the alleged offense; and any specific comments or observations directly related to the alleged incident and the individuals involved.
23 Pa. C.S.A. Sec. 6352	The school employee making a report of student abuse or injury by another employee shall not reveal the existence or content of the report to any person other than those to whom reporting is required under this policy.
	<u>Investigation</u>
23 Pa. C.S.A. Sec. 6353.1	Upon receipt of a report of suspected student abuse, an investigation shall be conducted by law enforcement officials, in cooperation with the district attorney.
23 Pa. C.S.A. Sec. 6353.1	If law enforcement officials have reasonable cause to suspect, on the basis of initial review, that there is evidence of serious bodily injury, sexual abuse or sexual exploitation committed by a school employee against a student, the officials shall notify the county agency in the county where the alleged abuse or injury occurred for the purpose of the agency conducting an investigation.

23 Pa. C.S.A. Sec. 6346	School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected student abuse, including permitting authorized personnel to interview a student while in attendance at school.
23 Pa. C.S.A. Sec. 6353.1	Law enforcement officials and the county agency shall coordinate their respective investigations. They shall conduct joint interviews with students, but law enforcement officials shall interview school employees prior to the county agency.
Pol. 317	<p>The administrator has an independent duty to report to the Superintendent of Record or designee that an employee has allegedly abused or otherwise victimized a student. The requirement not to divulge the existence of the report or its content shall not limit the administrator's responsibility to use the information received to initiate and conduct an independent school investigation into the allegations. The independent school investigation shall be conducted in cooperation with the county agency and law enforcement officials, and shall be for the purpose of ascertaining appropriate employee discipline and taking action necessary to curtail wrongdoing.</p>
	<p>References:</p> <p>Department of Public Welfare Regulations – 55 PA Code Sec. 3490.1 et seq.</p> <p>Endangering Welfare of Children – 18 Pa. C.S.A. Sec. 4304</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Confidential Communications to School Personnel – 42 Pa. C.S.A. Sec. 5945</p> <p>Registration of Sex Offenders – 42 Pa. C.S.A. Sec. 9795.1, 9795.4, 9798.1</p> <p>Joint Operating Committee Policy – 302, 304, 305, 306, 309, 317</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: OPENING EXERCISES/
FLAG DISPLAYS

ADOPTED: February 18, 2009

REVISED:

	807. OPENING EXERCISES/FLAG DISPLAYS
1. Purpose	The Joint Operating Committee adopts this policy to ensure that the center complies with state and federal laws concerning flag displays and opening exercises while respecting the rights of individuals.
2. Authority SC 771	A United States flag shall be displayed in classrooms and on or near the school building during school hours, in clement weather and at other times determined by the Joint Operating Committee.
Title 22 Sec. 12.10	The center shall provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem.
SC 771 Title 22 Sec. 12.10	Students may decline to recite the Pledge of Allegiance or National Anthem and to salute the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.
SC 1516.1	The Joint Operating Committee may direct professional employees to conduct a brief period of silent prayer or meditation as part of daily opening exercises. Silent prayer or meditation shall not be conducted as a religious service or exercise.
	References:
	School Code – 24 P.S. Sec. 771, 1516.1
	State Board of Education Regulations – 22 PA Code Sec. 12.10

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED: February 18, 2009

REVISED:

	810. TRANSPORTATION
1. Purpose	Transportation for students shall be provided in accordance with law and Joint Operating Committee policy.
2. Authority SC 1850.1 Articles of Agreement SC 1361, 1362, 1850.1 Title 22 Sec. 23.1, 23.2, 23.4 SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	Transportation of students between district high schools and the center shall be the obligation of the respective participating school district. The Joint Operating Committee may contract for bus services for transportation of students to and from the center at regularly scheduled hours and for field trips and extracurricular activities. A school bus driver shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the center and/or contractor has evaluated the results of that screening process.
3. Guidelines Title 22 Sec. 23.4	While traveling to and from the center, students are expected to abide by all of their school's bus riding rules and policies. Acts of misconduct committed on the buses to and from the center will be addressed by the home high school administration and/or the center administration. <u>Bus Routes/Bus Stops</u> School bus routes and bus stops shall be developed by the home school administration. The home school shall be the only one authorized to change bus routes or bus stops.

Authorized routes traversed by a bus shall be posted by the home school along with a list of students authorized to ride the vehicle and the schedule of stops.

Walking Students

Students living two (2) miles or less from the school they attend may walk either to or from sessions at the center upon presentation of a permission note from parents/guardians and after receipt of permission from the Administrative Director. Exceptions may be made by the Joint Operating Committee where traffic and/or road and weather conditions make walking dangerous.

Private Contracts For Transportation

Contracts for privately-owned transportation services will be awarded on a competitive basis except that an extension of a contract currently held may be negotiated for an extension of time and/or a change in the daily rate.

All contracts for transportation shall be legally executed, the provisions of which shall be entered on a form provided by the Department of Education.

It shall be unlawful for any driver or owner of a vehicle transporting students under a contract with a school, or for any member of the Joint Operating Committee to demand, request, or accept any compensation for transporting students other than the compensation stipulated in the approved contract.

All vehicles used by the school to transport students shall meet the minimum standards as approved by the State Board of Education.

Privately-owned vehicles used to transport students at public expense shall have insurance coverage in compliance with the Pennsylvania no-fault insurance laws.

Conditions For Denying Transportation

Only those students designated by the home school as eligible for regular transportation shall be allowed to ride buses. All other students wishing to ride a bus will need the approval of the administration of the home school.

Nonresident students may not ride a bus at public expense unless approval has been given by the home school administration.

<p>SC 111</p> <p>Pol. 304</p> <p>Pol. 317</p>	<p>Students going to and from extracurricular events may ride a bus made available at public expense provided they are a participant in the activity for which the transportation is provided. Any spectator or visitor will need the approval of the Administrative Director if s/he is to be transported.</p> <p>Students who willfully violate established rules and regulations may have their transportation privileges suspended indefinitely at the discretion and desire of the home school and/or center administration.</p> <p><u>Reports Of Employee Crimes/Child Abuse</u></p> <p>Bus drivers employed by the center and/or the center's transportation contract carriers shall be responsible to inform the center in writing at the beginning of each school year whether or not they or any of their employees:</p> <ol style="list-style-type: none"> 1. Have been charged, subsequent to approval by the Joint Operating Committee as a bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers. 2. Were charged with a crime deemed serious under the criteria established by law. 3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students. <p>This responsibility is in addition to the requirement for clearances that must be presented to the center when an individual is initially hired by the center or the contract carriers.</p> <p>The center and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of employees to make such a timely notification shall subject them to disciplinary action, including termination.</p> <p>If any bus drivers have been charged as stated in this policy, the transportation contract carriers shall, in their written, yearly notification, include the name of the employee, nature of the offense, and the status of the disposition. The center will review this information to determine if the employee shall continue to transport the center's students.</p>
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References:

School Code – 24 P.S. Sec. 111, 1331, 1361, 1362, 1365, 1366, 1374, 1850.1, 2541, 2542

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 15.1 et seq., 23.1, 23.2, 23.3, 23.4, 23.6

Department of Transportation Regulations – 67 PA Code Sec. 447.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Joint Operating Committee Policy – 000, 103, 121, 304, 317

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: DRUG/ALCOHOL TESTING -
COVERED DRIVERS

ADOPTED: February 18, 2009

REVISED:

810.1. DRUG/ALCOHOL TESTING - COVERED DRIVERS	
1. Purpose	The Joint Operating Committee recognizes that the use and abuse of drugs and alcohol is a serious problem that may be present in the workplace. The Joint Operating Committee also recognizes that a covered driver impaired by drugs or alcohol who operates a school bus or school vehicle or transports students poses significant risks to the safety of students and others.
2. Definition	A covered driver shall include any employee who drives, operates or is in the actual physical control or movement of a school bus, school vehicle, or a commercial vehicle owned, leased or operated by the contractor.
3. Authority	<p>The Joint Operating Committee establishes that all contracted transportation companies shall provide a program of drug and alcohol testing for covered drivers. A statement ensuring such program is provided shall be included in the contracted agreement.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1850.1</p> <p>Department of Transportation Regulations – 67 PA Code Sec. 71.3</p> <p>Driving Under the Influence – 75 Pa. C.S.A. Sec. 3802</p> <p>Controlled Substance and Alcohol Testing, Title 49, Code of Federal Regulations – 49 CFR Part 382</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: BONDING

ADOPTED: February 18, 2009

REVISED:

	811. BONDING
1. Purpose	Prudent trusteeship of center resources dictates that employees responsible for the safekeeping of center funds be bonded.
2. Authority SC 409, 431, 436, 684, 1850.1	<p>The Joint Operating Committee directs that the center shall be indemnified against loss of money by bonding each employee required to be bonded by policy or by law. The Joint Operating Committee shall bear the cost of bonds for designated employees.</p> <p>Enumeration and valuation on such bonds shall be determined annually.</p>
3. Guidelines	<p>All other employees shall be covered under a blanket bond.</p> <p>The amount of each bond shall be commensurate with the financial responsibility of the position.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 409, 431, 436, 684, 1850.1</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: PROPERTY INSURANCE

ADOPTED: February 18, 2009

REVISED:

	<p style="text-align: center;">812. PROPERTY INSURANCE</p> <p>The Joint Operating Committee recognizes its responsibility under law to insure the real and personal property of the center.</p> <p>The Joint Operating Committee has the authority and responsibility to provide adequate insurance coverage to protect the center's interests in its buildings and properties. Such coverage shall insure for actual cost value and/or replacement cost.</p> <p>In placing insurance, the Joint Operating Committee shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage, and assurance of coverage.</p> <p>The Joint Operating Committee shall appoint a broker of record.</p> <p>The Administrative Director shall maintain a complete file of all policies and information concerning all insurance coverage.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 774, 1850.1</p>
1. Purpose	
2. Authority SC 774, 1850.1	
3. Delegation of Responsibility	

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: OTHER INSURANCE

ADOPTED: February 18, 2009

REVISED:

	813. OTHER INSURANCE
1. Purpose	Proper operation of the center requires that adequate, basic insurance programs be provided for the protection of the center and its employees.
2. Authority SC 513, 774 1850.1	<p>The Joint Operating Committee has the authority and responsibility to provide adequate insurance coverage to protect the center's interests. Such coverage shall be in accordance with established guidelines.</p> <p>In placing insurance, the Joint Operating Committee shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage, and assurance of coverage.</p> <p>The Joint Operating Committee shall appoint a broker of record.</p>
3. Guidelines SC 774	<p>Liability insurance shall include coverage for Joint Operating Committee members, the Administrative Director, Assistant Administrative Director and members of the Building Authority.</p>
SC 513	<p>Health care insurance shall include coverage for administrators and regularly employed staff members in accordance with provisions of an applicable administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.</p>
SC 513	<p>Life insurance shall include coverage for administrators and regularly employed staff members in accordance with provisions of an applicable administrative compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.</p>
29 U.S.C. Sec. 1166	<p><u>COBRA</u></p> <p>In the event of a qualifying event to the employee, the employer has thirty (30) days to notify the plan administrator of the termination, reduction in hours, or death of the employee. This terminates his/her insurance under the plan.</p>

<p>29 U.S.C. Sec. 1162, 1163</p>	<p>The employer has fourteen (14) days to notify the employee of the right to continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).</p> <p>In the event of a qualifying event to a dependent, the employer has fourteen (14) days after being advised by the employee or dependent that the event has occurred to notify the dependent of his/her right to continue coverage.</p>														
	<table> <tr> <th data-bbox="448 579 974 653"><u>Qualifying Event</u></th><th data-bbox="974 579 1546 653"><u>Duration of Continuance of Coverage</u></th></tr> <tr> <td data-bbox="448 684 974 758">Termination of employment (except for gross misconduct)</td><td data-bbox="974 684 1546 758">Up to 18 months</td></tr> <tr> <td data-bbox="448 789 974 863">Reduction of the employee's hours which results in loss of coverage</td><td data-bbox="974 789 1546 863">Up to 18 months</td></tr> <tr> <td data-bbox="448 894 974 947">Death of an employee</td><td data-bbox="974 894 1546 947">Up to 36 months</td></tr> <tr> <td data-bbox="448 978 974 1010">Divorce</td><td data-bbox="974 978 1546 1010">Up to 36 months</td></tr> <tr> <td data-bbox="448 1041 974 1157">Loss of dependent coverage because employee becomes entitled to Medicare benefits</td><td data-bbox="974 1041 1546 1157">Up to 36 months</td></tr> <tr> <td data-bbox="448 1188 974 1262">Dependent child no longer meets definition of an eligible dependent</td><td data-bbox="974 1188 1546 1262">Up to 36 months</td></tr> </table> <p>Terminated employees are responsible for the gross rate of premiums charged, with an additional two percent (2%) charged for additional corporate administrative cost.</p>	<u>Qualifying Event</u>	<u>Duration of Continuance of Coverage</u>	Termination of employment (except for gross misconduct)	Up to 18 months	Reduction of the employee's hours which results in loss of coverage	Up to 18 months	Death of an employee	Up to 36 months	Divorce	Up to 36 months	Loss of dependent coverage because employee becomes entitled to Medicare benefits	Up to 36 months	Dependent child no longer meets definition of an eligible dependent	Up to 36 months
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<p>4. Delegation of Responsibility</p>	<p>The Administrative Director shall maintain a complete file of all policies and information concerning all insurance coverage.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 513, 774, 1850.1</p> <p>COBRA – 29 U.S.C. Sec. 1161-1169</p>														

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: COPYRIGHT MATERIAL

ADOPTED: February 18, 2009

REVISED:

814. COPYRIGHT MATERIAL	
1. Authority 17 U.S.C. Sec. 101 et seq	The Joint Operating Committee emphasizes that federal law makes it illegal for anyone to duplicate copyrighted materials without permission. The Joint Operating Committee acknowledges that severe penalties are provided for unauthorized copying of audio, visual, software, online or printed materials unless the copying falls within the bounds of the fair use doctrine.
2. Definition	<p>Under the fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. In order for the duplication or alteration of a product to fall within the bounds of fair use, four (4) standards must be met:</p> <ol style="list-style-type: none"> 1. <i>Purpose And Character Of The Use</i> – The use must be for such purposes as teaching or scholarship and must be nonprofit. 2. <i>Nature Of The Copyrighted Work</i> – Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers. 3. <i>Amount And Substantiality Of The Portion Used</i> – Copying the whole of a work cannot be considered fair use; copying a small portion may be considered fair use if appropriate guidelines are followed. 4. <i>Effect Of The Use Upon The Potential Market For Or Value Of The Copyrighted Work</i> – If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.
3. Delegation of Responsibility	Staff may make copies of the center's copyrighted materials that fall within established administrative regulations. Where there is reason to believe the material to be copied does not fall within the administrative regulations, prior permission shall be obtained from the Administrative Director.

Staff members who fail to adhere to this policy may be held personally liable for copyright infringement.

Staff members shall be responsible for instructing students in fair copyright practices and academic integrity, including guidance on citing resources appropriately.

References:

U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.

Joint Operating Committee Policy – 000

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS
TITLE: ACCEPTABLE USE OF
INTERNET AND
INTERNET SAFETY

ADOPTED: February 18, 2009

REVISED: April 16, 2014

	<p>815. ACCEPTABLE USE OF INTERNET AND INTERNET SAFETY</p>
1. Purpose	<p>CWCTC regards technology as a tool to be used by students and staff for educational purposes. Thus, the possession of technology is not an end unto itself. The Administrative Director or designee shall select the technology needed to meet educational goals; not design goals to justify the purchase of equipment.</p>
2. Authority	<p>CWCTC does not endorse any content accessible through the use of the network facilities, nor does CWCTC guarantee the accuracy of information received. CWCTC shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. Users assume responsibility for any damages suffered as a result of information obtained through CWCTC's systems. The User is solely responsible for any claims, lawsuits, causes of action, damages, judgments, losses, expenses or liabilities arising from their actions while using CWCTC's systems without limitation.</p> <p>Under no circumstances shall there be any expectation of privacy when using any CWCTC systems. CWCTC reserves and shall exercise its right to inspect and examine any use of CWCTC systems; this includes but is not limited to, a user's Internet access, email transmissions, and all system registries.</p> <p>CWCTC shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.</p> <p>CWCTC reserves the right to log network use and to monitor fileserver space utilization by CWCTC users. CWCTC is not responsible for restoring any personally installed applications or data which may have been lost or damaged when using the network. CWCTC reserves the right to re-image any CWCTC computer at its discretion. CWCTC also reserves the right to examine the contents of any CWCTC computer at its discretion and without notice.</p> <p>The JOC establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.</p>

815. ACCEPTABLE USE OF INTERNET AND INTERNET SAFETY- Pg. 2

47 U.S.C. Sec. 254	The JOC shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.
20 U.S.C. Sec. 1232(g)	CWCTC attempts to maintain the confidentiality of student records. All users must comply with the Federal Educational Rights and Privacy Act (FERPA). CWCTC requires students and staff to sign, manually or electronically, an acknowledgment that they received and read this policy. Users will be provided with copies of any and all amendments and revisions of this policy upon receipt of approval by the CWCTC JOC.
24 P.S. Sec. 4610	CWCTC shall make every effort to ensure that students and staff use this educational resource responsibly.
20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254	As required by the Children's Internet Protection Act (CIPA) and the Neighborhood Protection Act, CWCTC has filtering software to restrict and monitor the use of the internet, e-mail, news groups, FTP and Chat. The filtering software is designed to block and filter internet access to pictures that are obscene, pornographic, or harmful to minors. However, no filtering software is 100% effective. CWCTC reserves the right to disable the filtering software to facilitate specific educational purposes from time-to-time. A request to block or unblock a site shall be referred to the Technology Coordinator.
SC 1303.1-A 47 U.S.C. Sec. 254 Pol. 249	Students and staff have the responsibility to respect and protect the rights of every user in CWCTC and on the internet. CWCTC believes that it is important to educate students about appropriate online behavior, including cyber bullying awareness and appropriate interaction with other individuals on social networking sites and in chat rooms, and has taken steps to incorporate this information in the appropriate curriculum areas. In addition, all CWCTC staff and students are responsible for reading and following this policy.
	Users should understand that there is a distinct lack of confidentiality on the Internet. CWCTC Policy indicates the e-mail system is for business use only and prohibits any business unrelated to CWCTC matters. The policy does recognize that employees may use their e-mail for incidental personal use, but that they can expect no privacy as a result of such use. The policy defines incidental personal use as occasional, infrequent personal use that does not impact an employee's duties, does not impact network resources and does not impede educational operations.
	Users of CWCTC technology should not have an expectation of privacy and the materials that are created, sent or received by them on CWCTC systems. To the extent allowed by laws and regulations, CWCTC authorized personnel may examine all materials stored on CWCTC systems without prior notice.

<p>3. Delegation of Responsibility</p> <p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p>	<p>Subject to Local Laws and Regulations, CWCTC may monitor any aspects of its computerized resources, including, but not limited to, monitoring sites visited by users on the internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded to the internet by a CWCTC user, reviewing e-mails sent and received by CWCTC users and monitoring file server space utilization by CWCTC users.</p> <p>Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p> <p>Students and staff have the responsibility to respect and protect the rights of every other user in both CWCTC and on the Internet generally.</p> <p>The Administrative Director shall have the authority to make determinations, regarding whether a particular use is appropriate or inappropriate in accordance with the standards set forth within this policy.</p> <p>The Administrative Director or designee shall be responsible for implementing technology and procedures to determine whether CWCTC's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:</p> <ol style="list-style-type: none"> 1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene as defined by law and in this policy, child pornography, harmful to minors with respect to use by minors, or determined to be inappropriate for use by minors by the JOC. 2. Maintaining and securing a usage log. 3. Monitoring online activities of minors. <p>Only the authorized owner of each network account shall use the network facilities through their particular access information for an approved purpose as defined in this policy. Users are not to access CWCTC's intranet, CWCTC's owned/leased technological resources, or CWCTC's Internet access while utilizing another User's personal access information. All communications and information accessible via the network should be assumed to be confidential and shall not be disclosed.</p>
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<p>4. Guidelines</p>	<p>Users are given their own personal ID. Users are responsible for maintaining the privacy of their passwords. Users are responsible for their individual accounts and should take reasonable precautions to prevent others from using their account. Users must log off or lock the computer when finished or when leaving their work station. Users are only to sign on to the network with the ID assigned to them. Users will represent only themselves on the network and will only attempt to modify files or passwords belonging to them. Misuse of passwords, unauthorized copying of another's work, and attempting to access files maintained by others is strictly forbidden.</p> <p>When a user is no longer employed by CWCTC or is no longer a student of CWCTC, their account will be deleted or suspended. Special circumstances may be approved by the Administrative Director for accounts to be maintained for a defined period of time.</p> <p>Network accounts shall be used only by the authorized owner of the account for its approved purpose.</p> <p><u>Prohibitions</u></p> <p>Students and staff are expected to act in a responsible, ethical and legal manner in accordance with CWCTC policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:</p> <ol style="list-style-type: none"> 1. Facilitating illegal activity. 2. Engaging in activity which is for commercial, for-profit, or for any other business purpose (except where such activities are otherwise permitted or authorized under applicable CWCTC policies); conducting unauthorized fundraising or advertising on behalf of CWCTC and non-school organizations; reselling of CWCTC computer resources to individual or organizations who are not related to CWCTC; or use of CWCTC's name in any unauthorized manner that would reflect negatively on CWCTC, its employees, or students. Commercial purposes are defined as offering or providing goods or services or purchasing goods or services for personal use. 3. Use which is not school or work related, except for incidental personal use. E-mail is not to be used for the mass mailing of non-educational or non-work related information or for the sending of unsolicited commercial electronic mail messages, commonly known as spam. 4. Product advertisement or political lobbying.
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815. ACCEPTABLE USE OF INTERNET AND INTERNET SAFETY- Pg. 5

<p>SC 1303.1-A Pol. 249</p>	<p>5. CWCTC resources shall not be used for bullying/cyberbullying, sending terroristic threats, hateful mail, harassing communications, making discriminatory remarks, and offensive or inflammatory communications.</p> <p>6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.</p> <p>7. Unauthorized or illegal installation, distribution, reproduction, copying or use of copyrighted materials Users cannot infringe upon the intellectual property rights of others or otherwise violate copyright law.</p>
<p>Pol. 237</p>	<p>8. Access to materials which are obscene, pornographic or constitute child pornography as defined herein.</p> <p>9. Access by students, faculty, and guests to material that is harmful to minors or is determined inappropriate for minors in accordance with JOC policy.</p> <p>10. Inappropriate language or profanity.</p> <p>11. Accessing or transmitting material likely to be offensive or objectionable to recipients, including but not limited to, that which may be defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic, and/or illegal.</p> <p>12. Intentionally obtaining modifying, or attempting to obtain or modify the files, passwords, and data belonging to other users.</p> <p>13. Impersonation of another user, use of pseudonyms, gaining or attempting to gain network access through fraudulent means and anonymous network access.</p>
<p>Pol. 814</p>	<p>14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.</p> <p>15. Loading or using of unauthorized games, programs, files, other electronic media pirated software, and peer-to-peer file-sharing software. Network users will not download files unless instructed to do so by a teacher who has obtained authorization from the Administrative Director or his/her designee.</p> <p>16. Disruption of the work of other users.</p>

	<ol style="list-style-type: none">17. Destruction, modification, abuse or unauthorized access to network hardware, software, and files.18. Quoting of personal communications in a public forum without the original author's prior consent.19. Accessing or transmitting any form of gambling, including but not limited to, basketball and football pools, any other form of betting, or any games of chance.20. Participation in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of inappropriate matter in this policy.21. Participation in unauthorized Internet Relay Chats, instant messaging communications, and Internet voice communications (on-line, real-time conversations) that are not for school-related purposes or required for employees to perform their job duties.22. Accessing, interfering, possessing, or distributing confidential or private information without permission from CWCTC administration, e.g., accessing other students' accounts to obtain their grades. Users may not violate the privacy or security of electronic information contained on the network.23. Posting personal or professional web pages while using CWCTC resources without administrative approval.24. Distributing or publishing a password, identifying code, personal identification number, username, or any other confidential information about a computer, computer system, network, or email account or database. <p><u>Operational Prohibitions</u></p> <p>The following activities, behaviors, and operations are prohibited:</p> <ol style="list-style-type: none">1. Interference with or disruption of CWCTC systems, network accounts, services or equipment through, but not limited to, the propagation of computer "worms" and "viruses," trojan horses, and trapdoor program code. The user may not hack or crack the network or others' computers, whether by parasiteware or spyware designed to steal information; phishing; viruses and worms; other hardware or software designed to damage CWCTC systems, or a component of the network; to strip or harvest information, to completely take over a person's computer, or to allow the intruder to "look around." Any user who violates this
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	<p>prohibition will be strictly liable for any damage to CWCTC systems without regard to intent to cause harm. The act taken in violation of this policy shall be sufficient to establish the individual's intent to cause harm.</p> <ol style="list-style-type: none">2. Altering or attempting to alter files, system security software, computing or networking components (including but not limited to file servers, bridges, routers or hubs), or any CWCTC system without authorization.3. Unauthorized scanning of CWCTC systems for security vulnerabilities.4. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or retransmission of any computer, electronic communications systems, or network services, whether wired, wireless, cable, or by any other means.5. Connecting unauthorized hardware and devices to the network and CWCTC systems.6. Damaging CWCTC systems or networking equipment through the user's negligence or deliberate act, including acts taken for purposes other than causing harm which are in violation of this policy.7. Failing to comply with requests from appropriate teachers or CWCTC administrators to discontinue activities that threaten the operation or integrity of CWCTC systems or networking equipment. <p><u>Other Electronic Communications Notices</u></p> <p>Other electronic communications include but are not limited to e-mail, chatrooms, discussion boards, blogging, twitter, instant messages, journaling, or any other communication tool.</p> <ol style="list-style-type: none">1. Users may be granted CWCTC e-mail accounts for work related and incidental personal use.2. Incidental personal use of school computers is permitted as long as such use does not interfere with the user's job duties and performance, with the system operations, or other system users. All incidental personal use must comply with this policy and all other applicable policies, procedures, and rules.
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3. Electronic communication is subject to CWCTC review at any time. No electronic communication sent through the CWCTC system is private. Under certain circumstances, such as a result of investigations, subpoenas, lawsuits, or other legally sufficient requests, CWCTC may be required by law to disclose the contents of email communications.
4. Other types of communication programs are to be used for educational purposes only and must be connected to the curriculum. All communication programs which the faculty wishes to use for educational purposes must be reviewed and approved by the Administrative Director or his/her designee.

Search And Seizure

Violations of this policy, any other CWCTC policy, or the law may be discovered by routine maintenance and monitoring of CWCTC systems or by any method stated in this policy or pursuant to any other legal means.

CWCTC reserves the right to monitor, track, log, and access any electronic communications, including but not limited to, Internet access and e-mails, at any time for any reason. Users have no expectation of privacy in their use of CWCTC systems and technology, even when used for incidental personal reasons. Further, CWCTC reserves the right, but not the obligation, to access any personal technology device of users brought onto CWCTC's premises or at CWCTC events, or connected to the CWCTC network, containing CWCTC programs, data, or student data, in order to ensure compliance with this policy and other CWCTC policies, to protect CWCTC's systems, and to comply with all applicable laws.

Everything that users place in personal communications or files should be written as if a third party will review it.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or CWCTC files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.

<p>24 P.S. Sec. 4604</p>	<ol style="list-style-type: none">2. Users are not to use a computer that has been logged in under another student's or employee's name.3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network. <p><u>Consequences For Inappropriate Use</u></p> <p>The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Deliberate and willful acts will be construed so as to include any accidental infection or other harm resulting from the intentional violation of any provision of this policy, even if infliction of the infection or other harm was not the intended goal of the activity.</p> <p>Illegal use of the network, intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.</p> <p>General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions may be consequences for inappropriate use.</p> <p>Internet usage and access within CWCTC is a privilege, not a right; and inappropriate, unauthorized, and/or illegal use will result in the cancellation of access privileges and appropriate disciplinary/legal action.</p> <p>Vandalism is any malicious attempt to harm or destroy CWCTC's computers, data, applications, and/or network functionality or the data, applications, or functionality of another user's computer. This includes but is not limited to the uploading or creation of computer viruses.</p> <p>Any act of vandalism will be subject to an appropriate penalty as provided for herein without regard to the user's intent or purpose in carrying out the prohibited activity. CWCTC reserves the right to prosecute and hold liable any user whose activities are in violation of this policy or acts of vandalism result in damage to CWCTC's systems. Users whose actions inflict damage upon CWCTC's systems shall be held liable for any and all damages resulting from their acts in violation of this policy. Vandalism will result in the immediate cancellation of access privileges and CWCTC reserves the right to prosecute and hold the user liable for any damages, foreseen or unforeseen, including the full cost of repairs, resulting from the user's acts of vandalism.</p>
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<p>Pol. 218</p>	<p>At a minimum, any student found guilty of using technology facilities for non-approved purposes will lose access to that facility and face possible disciplinary action and prosecution under state and federal law where applicable. Further disciplinary action may be taken based upon the specific situation involved and will be solely in the discretion of the Administrative Director.</p> <p>Users should be aware that under Pennsylvania law it is a crime to access, alter, or damage any computer system, network, software, or database, or any part thereof, with the intent to interrupt the normal functioning of an organization. It is also unlawful to knowingly and without authorization disclose a password to any computer system or network, to gain unauthorized access to a computer or to interfere with the operation of a computer, or to alter any computer software without authorization. Violations of these sections of Pennsylvania law are a felony punishable by a fine of up to \$15,000 and up to seven (7) years of imprisonment. Disclosure of a password to a computer system or network knowingly and without authorization is a misdemeanor punishable by a fine up to \$10,000 and imprisonment of up to five (5) years.</p> <p>Users are placed on notice that their actions in violation of this policy and the law, as described herein, can and will, where appropriate, result in criminal and/or civil prosecution.</p> <p><u>Copyright</u></p> <p>Copyright and licensing is a specific problem in the use of prepared software programs. It is JOC policy that neither students nor staff may copy programs on/from CWCTC equipment without specific licensing/copyright clearance. In the case of computers, software not purchased by CWCTC may not be loaded on CWCTC-owned computers.</p>
<p>17 U.S.C. Sec. 101 et seq Pol. 814</p>	<p>The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.</p> <p>Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through CWCTC resources. All users must comply with the mandates of copyright law and shall not use copyrighted materials illegally or without a proper license, nor shall any user commit an act of plagiarism. The illegal use of copyrighted materials is strictly prohibited. Employees will model proper respect for copyright laws and intellectual property and will instruct students to respect copyrights, request permission when appropriate, and comply with license agreements.</p>

<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p> <p>47 U.S.C. Sec. 254 47 CFR Sec. 54.520</p>	<p>Violation of copyright law may be a felony and the law allows a court to hold individuals personally responsible for copyright infringement. CWCTC does not, and will not, tolerate violations of federal copyright law. Therefore any user violating federal copyright law does so at their own risk and assumes all liability for their actions.</p> <p>Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, graphic images, audio and video recordings), distributing copyrighted materials over computer networks, and deep-linking and framing into the content of others' web sites. Further, the illegal installation of copyrighted software or files for use on CWCTC's computers is expressly prohibited. This includes all forms of licensed software—shrinkwrap, clickwrap, browwrap, and electronic software downloaded from the Internet. CWCTC guidelines regarding plagiarism will govern the use of material accessed through CWCTC's systems. Users will not plagiarize works that they find and actions of plagiarism are strictly prohibited and will be subject to appropriate punishment. Teachers will instruct students in appropriate research and citation practices.</p> <p><u>Safety</u></p> <p>To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.</p> <p>Any CWCTC computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.</p> <p>Internet safety measures shall address the following:</p> <ol style="list-style-type: none"> 1. Control of access by minors to inappropriate matter on the Internet and World Wide Web. 2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. 3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
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<p>5. Definitions</p> <p>Pol. 237</p>	<ol style="list-style-type: none"> 4. Unauthorized disclosure, use, and dissemination of personal information regarding minors. 5. Restriction of minors' access to materials harmful to them. <p>Along with the use of this resource come certain responsibilities. Even though all training in the use of CWCTC's telecommunications network will emphasize the ethical use of this resource, it is possible that a student, employee, or guest may come across some material that they or a parent/guardian may find objectionable. While CWCTC will take reasonable steps to preclude access to such material through electronic filtering and classroom management, it is not possible for CWCTC to guarantee that it can completely prevent access to objectionable materials.</p> <p>Child Pornography - any visual/audible depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:</p> <ol style="list-style-type: none"> 1. The production of such visual/audible depiction involves the use of a minor engaging in sexually explicit conduct. 2. Such visual/audible depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct. 3. Such visual/audible depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct. <p>Computer - includes but is not limited to desktops, notebooks, powerbooks, tablet PCs, laptops, printers, cables, modems, other peripherals, specialized electronic equipment used for students' special educational purposes, global positioning system equipment, personal digital assistance, cell phones, mobile phones, other wireless devices, beepers, paging devices, two-way radios/telephones, laser pointers and attachments, and any other such technology developed.</p> <p>CWCTC Systems - includes any CWCTC owned, leased, or licensed hardware, software, or other technology, including the CWCTC network, CWCTC programs, or CWCTC data (including images, files, electronic communications, and other information) attached or connected to, installed in, or otherwise used in connection with a computer.</p>
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<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p>	<p>Harmful to Minors - any picture, image, graphic image file, or other visual/audible depiction that:</p> <ol style="list-style-type: none"> 1. Taken as a whole, with respect to minors, appeals to the prurient interest in nudity and sex. 2. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals. 3. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors <p>Incidental Personal Use - use by an individual employee for occasional personal communications. Under no circumstances should the user assume that incidental personal use is private.</p>
<p>18 Pa. C.S.A. Sec. 5903</p>	<p>Obscene - material will be considered obscene when it meets the following elements:</p> <ol style="list-style-type: none"> 1. Whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest. 2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be obscene. 3. Whether the work taken as a whole lacks serious literary, artistic, political, or scientific value. <p>User - any student, staff, employee, faculty member, or guest who accesses any CWCTC network resources or facilities, including but not limited to, CWCTC computers, the CWCTC network, CWCTC hardware, CWCTC software, accesses the Internet through CWCTC's connection, or through any other CWCTC systems.</p>
	<p>CWCTC – Central Westmoreland Career and Technology Center</p>
	<p>JOC – Joint Operating Committee</p>

	<p>References:</p> <p>School Code – 24 P.S. Sec. 1303.1-A</p> <p>PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312</p> <p>Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.</p> <p>U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.</p> <p>Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256</p> <p>Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777</p> <p>Internet Safety, Children’s Internet Protection Act – 47 U.S.C. Sec. 254</p> <p>Children’s Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520</p> <p>Board Policy – 103, 103.1, 104, 218, 218.2, 220, 233, 237, 249, 317, 417, 517, 814</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: CONTRACTED SERVICES

ADOPTED: February 18, 2009

REVISED:

818. CONTRACTED SERVICES	
1. Purpose	In its effort to provide cost-effective programs, the Joint Operating Committee may need to utilize contracted services. The Joint Operating Committee shall continue to monitor and evaluate such services to assure their effectiveness. This policy is to assist the Joint Operating Committee in procuring and maintaining qualified and legally certified services.
2. Authority SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	The Joint Operating Committee is required by law to ensure that independent contractors and their employees who have direct contact with students comply with the mandatory background check requirements for criminal history and child abuse.
3. Delegation of Responsibility SC 111 23 Pa. C.S.A. Sec. 6303	<p>The Administrative Director or designee shall ensure that all contractors submit a report of criminal history record information and an official child abuse clearance statement for each of the contractor's prospective employees prior to employment. The center shall maintain a copy of the required information.</p> <p>Failure to comply with this policy and the background check requirements by an independent contractor shall lead to cancellation of the contract.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Joint Operating Committee Policy – 610</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: DEATH OF A STUDENT OR
STAFF MEMBER

ADOPTED: February 18, 2009

REVISED:

<p>1. Authority</p>	<p style="text-align: center;">819. DEATH OF A STUDENT OR STAFF MEMBER</p> <p>In the event of a death of a student or staff member, the center shall provide support to students, parents/guardians and staff in accordance with an established Crisis Management Plan.</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: AUTOMATED EXTERNAL
DEFIBRILLATOR (AED)

ADOPTED: February 18, 2009

REVISED:

	822. AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
1. Purpose	The Joint Operating Committee is committed to providing a safe and healthful environment for the school community. The purpose of this policy is to be prepared to treat victims who experience sudden cardiac arrest.
2. Delegation of Responsibility	The Administrative Director or designee shall develop and disseminate administrative regulations that detail the use of the automated external defibrillator (AED) system.
3. Guidelines	<p>The Automated External Defibrillator (AED) system is a program that includes a medical emergency response team. The team shall consist of administrators and staff who volunteer to be part of the team. Each member must be currently certified in CPR and AED procedures by participating successfully in a nationally recognized training program. Written guidelines for emergencies related to use of AED and CPR shall be provided to all trained staff.</p> <p>The AED units will be used in accordance with approved procedures. The AED units are owned by the center and will be housed in secure and accessible locations.</p> <p>AED units shall be checked regularly for errors or malfunctioning.</p> <p>In the event the AED is used on a victim of cardiac arrest, an incident report will be filed and a copy of the recorded files, downloaded from the AED, will be provided to the EMT service and/or the victim's physician.</p> <p>The following resources will be used to establish and maintain an AED program to meet national standards:</p> <ol style="list-style-type: none"> 1. PA Public Access Defibrillation Law Summary. 2. AHA and ARC AED guidelines. 3. Medical Emergency Action Plan.

4. Infection Control Procedure for occupational exposure to bloodborne pathogens.

5. Good Samaritan Act providing immunity from liability exclusion.

The medical advisor of the AED program shall be responsible for writing a prescription required for the purchase of AEDs and for reviewing and approving guidelines for emergency use.

An inservice training video shall be kept in the staff library for trained volunteer responders to review at any time to provide opportunity for additional reinforcement of skills.

The AED unit may be used by all members of the center who have successfully completed training or any trained volunteer responder who has successfully completed an approved CPR and AED training program and has a current successful course completion card at the center. The center may provide training for all staff through professional development activities.

Responders' use of an automated external defibrillator (AED) unit shall not replace the care provided by emergency medical services (EMS) providers. Patient care shall be transferred to the EMS providers upon their arrival.

References:

School Code – 24 P.S. Sec. 1423

Civil Immunity for Use of Automated External Defibrillator and First Aid –
42 Pa. C.S.A. Sec. 8331.2, 8337.1

Joint Operating Committee Policy – 000

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: STATE MANDATE WAIVERS

ADOPTED: February 18, 2009

REVISED:

	825. STATE MANDATE WAIVERS
1. Purpose	<p>This policy establishes guidelines for developing, applying for and implementing waivers of state-imposed mandates and other provisions of state law. Joint Operating Committee procedures will supplement those set forth in law or State Board regulations. Waiver applications submitted by the center shall be processed and implemented in accordance with this policy.</p>
2. Authority SC 1714-B	<p>The Joint Operating Committee shall approve at a regular Joint Operating Committee meeting the submission of an application for state mandate waivers that will enable the center to improve its instructional program or to operate in a more effective, efficient or economical manner. Approval by the Department of Education shall be required prior to implementation by the center.</p> <p>No waiver shall be in effect until after approval has been received from the Secretary of Education, and the Joint Operating Committee has taken formal action acknowledging the approval and specifying the effective date of the waiver.</p> <p>The Joint Operating Committee reserves the right to decline to implement any waiver that has been approved, and to rescind any waiver in effect in the center.</p>
3. Delegation of Responsibility	<p>The Administrative Director shall advise the Joint Operating Committee of waiver requests being evaluated and developed beyond the preliminary stage.</p> <p>The administration shall promptly notify the Joint Operating Committee when a waiver application is approved or denied. When denied, the administration shall prepare a recommendation concerning revisions and resubmittal.</p> <p>The administration shall be responsible to implement required measurement methods and prepare appropriate documentation for submission prior to the expiration of the three-year trial period.</p>

<p>4. Guidelines Pol. 801</p>	<p>Applications and supporting documentation for waivers applied for and those currently in force, as well as approval notices from the Secretary of Education, shall be public records maintained permanently by the Joint Operating Committee Secretary and shall be made available for public inspection and copying, in accordance with Joint Operating Committee policy.</p> <p>When amendments to adopted Joint Operating Committee policy or existing administrative regulations are necessary or appropriate in order to effectively implement the waiver, the final recommended application presented to the Joint Operating Committee and final solicitor's review shall be accompanied by specific language for proposed policy revisions and information about associated changes in administrative regulations.</p> <p>Except where clearly not pertinent nor appropriate, all bid specifications; requests for proposals and quotations; and similar documents shall contain language advising that:</p> <ol style="list-style-type: none"> 1. The effect of laws, regulations or standards otherwise applicable to the center may have been altered by virtue of a waiver. 2. It is the responsibility of persons contemplating doing business with the center to be familiar with waivers in force or applied for as listed in school records. <p>Suggestions for waiver applications may be submitted by any Joint Operating Committee member, staff member, student, resident or taxpayer of a participating school district. All suggestions must be in writing and submitted to the Administrative Director, except that staff proposals shall be routed through the chain of command, with comments or recommendations from supervisors and administrators.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1714-B</p> <p>Joint Operating Committee Policy – 000, 801</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: FRAUD

ADOPTED: February 18, 2009

REVISED:

	828. FRAUD
1. Authority	<p>The Joint Operating Committee expects all Joint Operating Committee members, employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the center to act with integrity, due diligence, and in accordance with law in their duties involving the center's resources. The Joint Operating Committee is entrusted with public funds, and no one connected with the center shall do anything to erode that trust.</p>
2. Definitions	<p>Fraud, financial improprieties, or irregularities include but are not limited to:</p> <ol style="list-style-type: none"> 1. Forgery or unauthorized alteration of any document or account belonging to the center. 2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document. 3. Misappropriation of funds, securities, supplies, or other assets. 4. Impropriety in handling money or reporting financial transactions. 5. Profiteering because of insider information of Joint Operating Committee information or activities. 6. Disclosure of confidential and/or proprietary information to outside parties. 7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the center. 8. Destruction, removal, or inappropriate use of center records, furniture, fixtures, or equipment. 9. Failure to provide financial records to authorized state or local entities.

	<p>10. Failure to cooperate fully with any financial auditors, investigators or law enforcement.</p> <p>11. Other dishonest or fraudulent acts involving the center's monies or resources.</p>
3. Delegation of Responsibility	<p>The Administrative Director or designee shall be responsible to develop and implement internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the center, subject to review and approval by the Joint Operating Committee.</p> <p>The Office Manager shall be responsible for maintaining a sound system of internal controls that is designed to identify potential risks, evaluate the nature and extent of those risks, and manage them effectively.</p> <p>Administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility.</p> <p>The Administrative Director shall recommend to the Joint Operating Committee for its approval completion of a forensic audit when it is deemed necessary and beneficial to the center.</p> <p>The Administrative Director shall ensure the appropriate authorities are notified, pursuant to state law, when cases of fraud, embezzlement or theft have been identified.</p>
4. Guidelines	<p><u>Reporting</u></p> <p>An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to the Administrative Director.</p> <p>If the report involves the Administrative Director, the employee shall report his/her suspicions to the Superintendent of Record.</p> <p>Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.</p> <p><u>Investigation</u></p> <p>The Administrative Director shall have primary responsibility for conducting necessary investigations of reported fraudulent activity.</p>
43 P.S. Sec. 1423 18 U.S.C. Sec. 1513 Pol. 317	

	<p>Based on his/her judgment, the Administrative Director shall coordinate investigative efforts with any of the following:</p> <ol style="list-style-type: none">1. Solicitor.2. Auditor.3. Insurance agent.4. Internal departments.5. External agencies.6. Law enforcement officials. <p>If the Administrative Director is involved in the complaint, the Superintendent of Record is authorized to initiate investigation of the complaint and coordinate the investigative efforts with individuals and agencies s/he deems appropriate.</p> <p>Records shall be maintained for use in an investigation.</p> <p>Individuals found to have altered or destroyed records shall be subject to disciplinary action.</p> <p>If an investigation substantiates the occurrence of a fraudulent activity, the Administrative Director shall present a report to the Joint Operating Committee and appropriate personnel.</p> <p>The Joint Operating Committee shall determine the final disposition of the matter, if a criminal complaint will be filed, and if the matter will be referred to the appropriate law enforcement and/or regulatory agency for independent investigation.</p> <p><u>Confidentiality</u></p> <p>The Administrative Director shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts.</p> <p>All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation.</p> <p>Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public.</p>
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Prevention

In order to prevent fraud, the Joint Operating Committee directs that a system of internal controls be followed that may include but are not limited to the following:

1. Segregation of Duties - Where possible, more than one (1) person will be involved in pieces of financial transactions. No one (1) person shall be responsible for an entire financial transaction.
2. Payments - Payments shall be made only by checks. No cash transactions shall be permitted. Check signers shall be approved annually by the Joint Operating Committee and will consist of persons not involved in the transaction. All checks shall have at least two (2) signatures.
3. Bank Reconciliations - Bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.
4. Access to Checks - Physical and electronic access to checks and accounts shall be limited to those employees with designated business functions.
5. Capital Assets - The business office shall maintain updated lists of capital assets.
6. Training - Administrators shall be responsible for ensuring that employees under their supervision receive training regarding fraud prevention.

References:

Whistleblower Law – 43 P.S. Sec. 1421 et seq.

Sarbanes Oxley Act of 2002 – 15 U.S.C. Sec. 7201 et seq.

Whistleblower Protection – 18 U.S.C. Sec. 1513

Joint Operating Committee Policy – 317

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: OPERATIONS

TITLE: BREACH OF COMPUTERIZED
PERSONAL INFORMATION

ADOPTED: February 18, 2009

REVISED:

<p>1. Purpose</p> <p>2. Authority 73 P.S. Sec. 2301 et seq</p> <p>3. Definitions 73 P.S. Sec. 2302</p> <p>73 P.S. Sec. 2302</p>	<p style="text-align: center;">830. BREACH OF COMPUTERIZED PERSONAL INFORMATION</p> <p>With the increased reliance upon electronic data, and the maintenance of personal information of students and employees in electronic format, the Joint Operating Committee is concerned about the risk of a breach in the center's electronic system security and the possible disclosure of personal information. This policy addresses the manner in which the center will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.</p> <p>The Joint Operating Committee directs that administrators shall provide appropriate notification of any computerized system security breach to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.</p> <p>Breach of the system's security - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the center as part of the database of personal information regarding multiple individuals and that the center reasonably believes has caused or will cause loss or injury to any state resident. Good faith acquisition of personal information by an employee or agent of the center for the purpose of the center is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the center and is not subject to further unauthorized disclosure.</p> <p>Individual - means any natural person, not an entity or company.</p> <p>Personal information - includes an individual's first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:</p> <ol style="list-style-type: none"> 1. Social security number.
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	<ol style="list-style-type: none"> 2. Driver's license number or state identification card number issued instead of a driver's license. 3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.
<p>Pol. 801</p>	<p>Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.</p>
<p>73 P.S. Sec. 2302</p>	<p>Records - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.</p>
<p>4. Delegation of Responsibility 73 P.S. Sec. 2303</p>	<p>The Administrative Director or designee shall ensure that the center provides notice of any system security breach, following discovery, to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made without a reasonable delay, except when a law enforcement agency determines and advises the center in writing that the notification would impede a criminal or civil investigation, or the center must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system. The center will also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.</p>
<p>73 P.S. Sec. 2302, 2303</p>	<p>The center shall provide notice by at least one (1) of the following methods:</p> <ol style="list-style-type: none"> 1. Written notice to last known home address for the individual. 2. Telephone notice if the individual can be reasonably expected to receive the notice and the notice is given in a clear and conspicuous manner; describes the incident in general terms; verifies the personal information but does not require the individual to provide personal information; and provides a telephone number to call or Internet web site to visit for further information or assistance. 3. E-mail notice, if a prior business relationship exists and the center has a valid e-mail address for the individual.

<p>73 P.S. Sec. 2305 15 U.S.C. Sec. 1681a</p>	<p>4. Substitute notice if the center determines that the cost of notice exceeds \$100,000, the affected individuals exceed 175,000 people, or the center does not have sufficient contact information. Substitute notice shall consist of an e-mail notice, conspicuous posting of the notice on the center's web site, and notification to major statewide media.</p> <p>If the center provides notification to more than 1,000 persons at one (1) time, the center shall also notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution and number of notices, without unreasonable delay.</p> <p>References:</p> <p>Breach of Personal Information Notification Act – 73 P.S. Sec. 2301 et seq.</p> <p>Fair Credit Reporting Act – 15 U.S.C. Sec. 1681a</p> <p>Joint Operating Committee Policy – 801</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: COMMUNITY

TITLE: PUBLIC RELATIONS
OBJECTIVES

ADOPTED: March 18, 2009

REVISED:

901. PUBLIC RELATIONS OBJECTIVES	
1. Purpose	<p>The purpose of the school-community relations program is to establish and maintain communication that informs the public and involves them in the educational goals and programs of the center. The school-community relations program shall be based on the following principles:</p> <ol style="list-style-type: none"> 1. Communication must be honest in intent and execution. 2. School-community relations must be an integral part of the total educational program. 3. Ideas should be communicated in simple, easily understood language.
2. Authority	<p>To achieve this purpose, the Joint Operating Committee shall provide students, parents/guardians and other residents opportunities to receive information and orientation regarding the center and the vocational programs. The Joint Operating Committee will utilize all appropriate means and media to achieve its public relations objectives. The Joint Operating Committee shall function with an awareness of the importance of good communication on the quality and effectiveness of the educational program.</p>
3. Delegation of Responsibility	<p>All center personnel shall, under the direction of the Administrative Director, decide upon and follow a continuing public relations program designed to acquaint the citizens of the community and the general public with the achievements and needs of the center.</p>
Pol. 902, 911	<p>The Administrative Director shall be responsible for dissemination of news releases and the publication of educational reports. These may include the presentation of information pertaining to:</p> <ol style="list-style-type: none"> 1. Strengths, weaknesses, and needs of the educational, physical, and fiscal phases of the center's programs. 2. Plans for the future.

	<ol style="list-style-type: none">3. Scholastic achievement and honors of students and staff.4. The what, when, and how of the basic skill subjects.5. Curriculum development, experimentation, improvement and evaluation.6. Special instructional services.7. Report of follow-up studies on students and graduates.8. Reports on research findings.9. Reports on opinion polls and surveys.10. Handbooks.11. Newsletters.12. Pamphlets.13. School year annual report.14. System-wide news and publications. <p>The Administrative Director, with the approval of the Joint Operating Committee, shall authorize the participation of the center in educational exhibits and functions at the local, state and national levels.</p> <p>All staff shall bear in mind that good school-community relations depend upon the nature of daily life in the center. Employees should seek the following objectives as they have the opportunity in their respective fields of service:</p> <ol style="list-style-type: none">1. Acquaint citizens with the work of the center.2. Give courteous and thoughtful consideration to all inquiries and complaints.3. Make parents/guardians feel welcome in the center and at appointed hours in the classrooms.4. Cooperate as fully as practicable with parent-teacher groups and other organizations seeking information or offering assistance to the center.
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5. Maintain all student relations with firmness, intelligence, and sympathy so as to command the respect and enlist the cooperation of the home.
6. Develop interstaff relations which merit the respect of the community.

References:

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Joint Operating Committee Policy – 903

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: March 18, 2009

REVISED:

	902. PUBLICATIONS PROGRAM
1. Purpose	The Joint Operating Committee believes that all reasonable means should be employed to keep the public informed on matters of importance regarding the center's policies, finances, programs, personnel and operations.
2. Authority	The Joint Operating Committee shall determine which of its official actions have such community impact and interest to warrant special release, and it will release information to the media on matters of importance.
3. Delegation of Responsibility	<p>Matters of a routine nature may be released by the Administrative Director or designee as they have been recorded in the minutes of Joint Operating Committee meetings and upon request of media representatives.</p> <p>All publications, releases, photographs and the like depicting the accomplishments of students and staff may be approved at the discretion of the Administrative Director.</p>
Pol. 901	<p>The responsible administrator shall direct an information program designed to acquaint the public with the achievements, programs and the needs of the center.</p> <p>The Administrative Director or designee shall develop guidelines to be observed in matters of taste, relevance, and individual privacy in the writing and photographing of publications, including provisions for personal release.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee – 901</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: COMMUNITY

TITLE: PUBLIC PARTICIPATION IN
JOINT OPERATING
COMMITTEE MEETINGS

ADOPTED: March 18, 2009

REVISED:

	<p style="text-align: center;">903. PUBLIC PARTICIPATION IN JOINT OPERATING COMMITTEE MEETINGS</p>
1. Purpose	<p>The Joint Operating Committee recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Joint Operating Committee meetings. The Joint Operating Committee also recognizes its responsibility for proper governance of the center and the need to conduct its business in an orderly and efficient manner.</p>
2. Authority SC 1850.1 65 Pa. C.S.A. Sec. 710	<p>The Joint Operating Committee shall adopt policy to govern public participation in Joint Operating Committee meetings necessary to conduct its meeting and to maintain order.</p>
65 Pa. C.S.A. Sec. 710.1	<p>In order to permit fair and orderly expression of public comment, the Joint Operating Committee shall provide an opportunity at each open meeting of the Joint Operating Committee for residents and taxpayers of participating districts to comment on matters of concern, official action or deliberation before the Joint Operating Committee prior to official action by the Joint Operating Committee.</p>
65 Pa. C.S.A. Sec. 710.1	<p>The Joint Operating Committee shall require that all public comments be made at the beginning of each meeting.</p> <p>If the Joint Operating Committee determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.</p>
3. Delegation of Responsibility SC 407 Pol. 006	<p>The presiding officer at each public Joint Operating Committee meeting shall follow Joint Operating Committee policy for the conduct of public meetings. Where his/her ruling is disputed, it may be overruled by a majority of those Joint Operating Committee members present and voting.</p>

<p>4. Guidelines</p>	<p>Whenever issues identified by the participant are subject to remediation under policies and procedures of the Joint Operating Committee, they shall be dealt with in accordance with those policies, procedures and the organizational structure of the center.</p> <p>The Joint Operating Committee requires that public participants be residents or taxpayers of participating school districts, anyone representing a group in the community of a participating school district, any representative of a firm eligible to bid on materials or services solicited by the Joint Operating Committee, any employee of the center or any student of the center.</p> <p>Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.</p> <p>No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.</p> <p>All statements shall be directed to the presiding officer; no participant may address or question Joint Operating Committee members individually.</p> <p>The presiding officer may:</p> <ol style="list-style-type: none">1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.2. Request any individual to leave the meeting when that person does not observe reasonable decorum.3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.4. Call a recess or adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting.5. Waive these rules with the approval of the Joint Operating Committee. <p>Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established by the Joint Operating Committee.</p> <p>No placards or banners will be permitted within the meeting room.</p>
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	<p>The meeting agenda and all pertinent documents shall be available to the press and public at the meetings.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 407, 1850.1</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Joint Operating Committee Policy – 006</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: COMMUNITY

TITLE: PUBLIC ATTENDANCE AT
CENTER EVENTS

ADOPTED: March 18, 2009

REVISED:

	904. PUBLIC ATTENDANCE AT CENTER EVENTS
1. Purpose	The Joint Operating Committee welcomes the public at activities and events sponsored by the center, but acknowledges its duty to maintain order and preserve school facilities during such events.
2. Authority SC 511, 775, 1850.1	The Joint Operating Committee has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Joint Operating Committee prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises by any person.
3. Guidelines	A schedule of fees for attendance at school events shall be prepared by the Administrative Director or designee and adopted by the Joint Operating Committee.
35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7181 et seq	<u>Tobacco Use</u> The Joint Operating Committee prohibits tobacco use by any persons in its buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the center.
35 P.S. Sec. 1223.5	The Joint Operating Committee may designate specific areas for tobacco use by the public on property owned, leased or controlled by the center that is at least fifty (50) feet from the school building, stadium and bleachers.
35 P.S. Sec. 1223.5	The center shall annually notify staff, parents/guardians and members of the public about the Joint Operating Committee's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods. Members of the public who fail or otherwise refuse to adhere to this policy will be asked to leave the premises and may be subject to temporary or permanent exclusion from school grounds.

References:

School Code – 24 P.S. Sec. 511, 775, 1850.1

State Board of Education Regulations – 22 PA Code Sec. 403.1

School Tobacco Control – 35 P.S. Sec. 1223.5

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: COMMUNITY

TITLE: PUBLIC COMPLAINTS

ADOPTED: March 18, 2009

REVISED:

	906. PUBLIC COMPLAINTS
1. Purpose	<p>The Joint Operating Committee welcomes inquiries, suggestions, and constructive criticism regarding the center's programs, personnel, operations and facilities. Any parent/guardian, student, resident or community group shall have the right to present a request, suggestion or complaint. The Joint Operating Committee intends to provide a fair and impartial method for seeking appropriate resolution.</p>
2. Authority	<p>Attempts to resolve public concerns and complaints of residents shall begin with informal, direct discussions among the affected parties, following the established guidelines and center's organizational structure. Only when informal meetings fail to resolve the issue shall more formal procedures be utilized.</p>
3. Guidelines	<p>Any requests, suggestions or complaints directed to individual Joint Operating Committee members and/or the Joint Operating Committee shall be referred to the Administrative Director for consideration and action. If further action is warranted, based on the initial investigation, such action shall be in accordance with the following procedures.</p> <p><u>General Complaint Procedure</u></p> <p>General complaints about Joint Operating Committee policy and the center's procedures, programs, operations, facilities and personnel shall be processed in accordance with the following procedure.</p> <p>First Level - Complaints and requests shall be addressed initially to the concerned employee, who shall discuss it with the complainant and attempt to provide a reasonable explanation or take appropriate action within the employee's authority.</p> <p>As appropriate, the staff member shall report the matter and the resolution to the building administrator or immediate supervisor.</p> <p>Second Level - If the issue cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the building administrator or the employee's immediate supervisor.</p>

Third Level - If a satisfactory solution is not achieved by discussion with the building administrator or immediate supervisor, a conference shall be scheduled with the Administrative Director or designee. The administrator or supervisor shall provide to the Administrative Director or designee a report that includes the specific nature of the complaint, brief statement of relevant facts, how the complainant has been affected adversely, the action requested, and the reasons why such action should be taken or not taken.

Fourth Level - Should the matter not be resolved by the Administrative Director or designee or is beyond his/her authority and requires Joint Operating Committee action, the Administrative Director or designee shall provide the Joint Operating Committee with a complete report.

Final Level - After reviewing all information relative to the complaint, the Joint Operating Committee shall provide the complainant with its written decision and may grant a hearing before the Joint Operating Committee or a committee of the Joint Operating Committee.

The complainant shall be advised of the Joint Operating Committee's decision, in writing, no more than ten (10) days following the hearing.

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: March 18, 2009

REVISED:

	907. SCHOOL VISITORS
1. Authority SC 1850.1	It shall be the policy of the Joint Operating Committee to encourage parents/guardians, adult residents and interested educators to visit the center throughout the school year. To ensure security and order in the center, it is necessary for the Joint Operating Committee to establish policy governing school visits.
2. Delegation of Responsibility	The Administrative Director or designee and building administrator have the authority to prohibit the entry of any individual to the center, in accordance with Joint Operating Committee guidelines.
3. Guidelines	<p>After the start of the school day, access to the building shall be limited to one (1) entrance. All internal doors shall be kept locked.</p> <p>Security guards shall be placed at the gated entrance to school grounds and at the main entrance.</p> <p>All visitors and guests shall be required to register in the office before visiting any area of the center. Each visitor will be issued a visitor's pass that will be worn in full view when visiting programs and will return the pass to the office when ready to leave the building.</p> <p>Parents/Guardians who wish to visit the center should arrange for an appointment. Students who wish to bring a guest to the center must obtain prior approval from the office and secure a pass.</p> <p>Staff members shall be expected to require that a visitor has registered at the center office and received authorization to be present for the purpose of conducting business.</p> <p>Salespersons will be discouraged from visiting instructors while classes are in session.</p>

No visitor may confer with a student in the center without the approval of the building administrator.

Should an emergency require that a student be called to the office to meet a visitor, the building administrator or designee shall be present during the meeting.

Visitors are expected to leave promptly when their business is completed.

References:

School Code – 24 P.S. Sec. 1850.1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: COMMUNITY

TITLE: RELATIONS WITH PARENTS/
GUARDIANS

ADOPTED: March 18, 2009

REVISED:

908. RELATIONS WITH PARENTS/GUARDIANS	
1. Purpose Pol. 917	The Joint Operating Committee believes that the education of students is a joint responsibility that it shares with parents/guardians. To ensure that the best interests of each student are served in the educational process, a strong program of communication and cooperation between home and the center must be maintained, and parental involvement encouraged.
2. Authority	The Joint Operating Committee feels that it is the parents/guardians who have the ultimate responsibility for their children's behavior in school, including the behavior of students who have reached the legal age of majority but are still, for all practical purposes, under parental authority.
3. Delegation of Responsibility SC 1317	During school hours, the Joint Operating Committee acts in loco parentis, or in place of the parents/guardians, through its designated administrators.
4. Guidelines	Parents/Guardians are requested to keep the school staff apprised of changes in the home situation that may affect a student's conduct or performance.
Pol. 212	<p>The Joint Operating Committee directs that the following activities be implemented to encourage parent-school cooperation:</p> <ol style="list-style-type: none"> 1. Parent-teacher conferences to permit two-way communication between home and the center. Parent-teacher conferences may be held after regular school hours or in evenings when both parents/guardians can be present without conflict with their employment and at the convenience of the employee. 2. Special events of a cultural, ethnic or topical nature that are of general interest to the students or community residents.

Pol. 212	<p>The Joint Operating Committee believes that parents/guardians have a responsibility to support and encourage their child's career in school through the following actions:</p> <ol style="list-style-type: none">1. Require that students observe all Joint Operating Committee policies, rules and regulations, and accept responsibility for their behavior.2. Send children to school with proper attention to their health, personal cleanliness and dress.3. Maintain an active interest in the student's daily work and provide appropriate supervision for completion of assigned homework.4. Read, sign and return promptly all communications from the center, when requested.5. Attend conferences set up for the exchange of information on the student's progress in school.6. Participate in the center's activities and special functions. <p><u>Open House</u></p> <p>At least once each year, an open house shall be arranged to provide prospective students and their parents/guardians an opportunity to tour the center, learn about the vocational technical programs, and speak with the faculty.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1317</p> <p>Joint Operating Committee Policy – 212, 235, 917</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: COMMUNITY

TITLE: COMMUNITY ENGAGEMENT

ADOPTED: March 18, 2009

REVISED:

	910. COMMUNITY ENGAGEMENT
1. Purpose	The purpose of community engagement is to create a collaborative environment in which students, parents/guardians, families, residents, businesses, and community organizations are encouraged and invited to be involved stakeholders in the school community. Such engagement strengthens broad-based community support for the center's mission, goals, operations and educational programs.
2. Definition	Community engagement is defined as an ongoing collaborative process in which the center works with the public to build understanding, guidance, and active support for the education of students in the community.
3. Authority	<p>The Joint Operating Committee endorses the concept that community engagement is essential for the center and the community to maintain mutual understanding, respect and trust, and to work together to improve the quality of education for students. The Joint Operating Committee intends, through this two-way communication, to identify the community's concerns, needs and suggestions, and to be responsive to the community through the actions of the Joint Operating Committee.</p> <p>The Joint Operating Committee also recognizes that the public offers resources of training and experience useful to the center. The quality of the center's operations and programs can be strengthened when these resources are used in an advisory capacity.</p> <p>The Joint Operating Committee, with assistance from the administration, shall determine the appropriate strategy when utilizing the community engagement process.</p> <p>The Joint Operating Committee, in consultation with the Administrative Director, shall identify a team of individuals who will be responsible for developing, implementing and delivering a community engagement program.</p> <p>After the community engagement process is concluded, the Joint Operating Committee shall make the final decision regarding an issue.</p>

	<p>The Joint Operating Committee shall annually assess the effectiveness of the community engagement program.</p>
4. Delegation of Responsibility	<p>The Joint Operating Committee directs the administration to develop and implement a planned program of community engagement that regularly provides opportunities for students, parents/guardians, families, residents, businesses and community organizations to participate in dialogue and decision-making related to school issues.</p> <p>The administration shall develop and use varied, effective communication methods to ensure that all community members receive information about the center's programs and the available opportunities to become actively involved.</p>
5. Guidelines	<p>The Joint Operating Committee and administration shall give substantial weight to the input received from the community. When evaluating the community's suggestions, the Joint Operating Committee and administration will consider the impact on the center's goals, operations, programs, and financial resources. Recommendations made by the community shall not reduce the authority or responsibility of the Joint Operating Committee, which may accept or reject such recommendations.</p> <p>The center shall communicate to the community the decision of the Joint Operating Committee and its rationale regarding an issue involving community engagement.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: COMMUNITY

TITLE: NEWS MEDIA RELATIONS

ADOPTED: March 18, 2009

REVISED:

	911. NEWS MEDIA RELATIONS
1. Purpose	Representatives of the local press, radio and TV are an important link in the communications chain between the center and the community. Maintenance of good working relationships with media representatives is essential to meeting the objectives of the school-community relations program.
2. Authority	<p>The Joint Operating Committee shall have final approval for all policies and procedures regarding relations between the news media and the center.</p> <p>The Joint Operating Committee reserves the right to negotiate for radio broadcasting, televising, filming, or sound recording of any school event by an outside agency. These rights, if sold, shall be contracted under conditions that bring the most favorable terms to the center.</p>
3. Delegation of Responsibility	<p>The chief communications representative for the Joint Operating Committee shall be the Administrative Director.</p> <p>The communications representative shall be responsible to:</p> <ol style="list-style-type: none"> 1. Be readily available to media representatives. 2. Keep media representatives informed of all aspects of the center so that reporting will be done on the basis of a complete and valid overview. 3. Submit and suggest feature stories or articles of interest or relevance. 4. Assist various school-related groups in their relations with the news media. 5. Assist the Joint Operating Committee in preparing regular and special publications for the public.
4. Guidelines	Staff members shall not give school information or interviews requested by news media representatives without prior approval of the center's communications representative.

Students shall not give school information or interviews requested by news media representatives without prior approval of the center's communications representative.

Submission of photographs to news media or permission for news media representatives to photograph center subjects, personnel, or students shall be authorized by the communications representative and the individuals involved or their parents/guardians.

References:

School Code – 24 P.S. Sec. 1850.1

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: COMMUNITY

TITLE: RELATIONS WITH
EDUCATIONAL INSTITUTIONS

ADOPTED: March 18, 2009

REVISED:

	<p style="text-align: center;">912. RELATIONS WITH EDUCATIONAL INSTITUTIONS</p> <p>The center in which students are in attendance has the responsibility and authority for them. In order for those students to receive maximum benefit from their program of studies, articulation between the technical school and the participating school districts is essential.</p> <p>It is the policy of the Joint Operating Committee that lines of communication be maintained with institutions that provide programs, training or services available to students and with participating districts whose resident students are enrolled in programs of the center.</p> <p>Maintaining cordial and constructive relationships with other educational institutions shall be the responsibility of the Administrative Director or designee.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p>
1. Authority	
2. Delegation of Responsibility	

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: COMMUNITY

TITLE: NONSCHOOL
ORGANIZATIONS/GROUPS/
INDIVIDUALS

ADOPTED: March 18, 2009

REVISED:

	913. NONSCHOOL ORGANIZATIONS/GROUPS/INDIVIDUALS
1. Purpose	Any requests from nonschool organizations, groups or individuals seeking to have students participate in or be informed of the opportunity to participate in nonschool-sponsored activities, awards or scholarships shall be governed by this policy.
2. Definitions	<p>Nonschool organizations, groups or individuals - those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Joint Operating Committee policy. When employees, students or Joint Operating Committee members act on behalf of a nonschool organization or group, or on their own behalf, this policy applies to them.</p> <p>Nonschool materials - any printed or written materials prepared by nonschool organizations, groups or individuals for posting or general distribution which are not prepared as a part of the curricular or approved extracurricular programs of the center. This includes such things as fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, nonschool organization web sites and the like.</p> <p>Distribution - handing nonschool written materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool written materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing nonschool written materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy.</p> <p>Posting - publicly displaying nonschool written materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on school-sponsored web sites, through other school-owned technology and the like.</p> <p>Prohibited activities and materials - activities and materials which are:</p> <ol style="list-style-type: none"> 1. Libelous, defamatory, obscene, lewd, vulgar, or profane.

	<p>2. Violate federal, state or local laws.</p> <p>3. Violate Joint Operating Committee policy, administrative regulations or school rules.</p> <p>4. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol or illegal drugs.</p> <p>5. Incite violence.</p> <p>6. Advocate use of force or urge violation of federal, state or municipal law, Joint Operating Committee policy, administrative regulations or school rules.</p> <p>7. Interfere with or advocate interference with the rights of any individual or the orderly operation of the school and its programs.</p>
<p>3. Authority Pol. 707</p> <p>SC 1850.1</p>	<p>It is the policy of the Joint Operating Committee that center facilities be used in accordance with the guidelines established in Joint Operating Committee policy.</p> <p>The Joint Operating Committee prohibits the use of students and staff members for advertising or promoting nonschool organizations, groups or individuals during instructional time or at school-sponsored locations or events not otherwise open to nonschool organizations, groups or individuals.</p>
<p>4. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall be responsible for carrying out the provisions of this policy, unless otherwise specifically noted in this policy.</p>
<p>5. Guidelines</p>	<p><u>Nonschool Activities/Materials</u></p> <p>The Joint Operating Committee recognizes the social and educational values that may be derived from student participation in various activities sponsored by nonschool organizations, groups or individuals, but specifies that unreasonable demands on the time and energies of students and staff by such entities during school hours, or at school-sponsored activities, be prevented.</p> <p>Requests for student participation in nonschool organizations, groups or individually sponsored activities must be made in writing to the Administrative Director or designee in accordance with administrative regulations, written announcements and this policy.</p>

	<p>Activities sponsored by nonschool organizations, groups or individuals may not occur, and nonschool written materials may not be used, during instructional time or school-sponsored activities unless they are of educational value to the school program, they benefit students or the school community, and they are factually accurate. Prohibited activities or materials may never be used.</p> <p>Where the nonschool entity is a for-profit entity that will benefit commercially from an activity or distribution of its material during instructional time, other factors must outweigh the commercial benefit to the nonschool entity; and the Joint Operating Committee must approve proposals that would commercially benefit a for-profit entity.</p> <p>A review of any activities or nonschool written materials under this policy shall not discriminate on the basis of content or viewpoint, except that prohibited activities or materials will be rejected, as will any activities or materials that do not comply with Joint Operating Committee policy, administrative regulations, or written announcements relating to the proposed nonschool-sponsored activity or materials.</p>
Pol. 121	<p>Participating students may not leave the center unless the Joint Operating Committee policy for field trips has been followed or the Joint Operating Committee has granted special permission.</p>
SC 775	<p><u>Fundraising</u></p> <p>Fundraising by nonschool organizations, groups or individuals is prohibited on school property or in the name of the center.</p> <p>Where activities or materials otherwise comply with this policy, administrative regulations and written announcements, fundraising activities may be announced.</p> <p>Directory information regarding students or staff may only be released in accordance with law and Joint Operating Committee policy. Directory information for students or staff members will not be released to nonschool organizations, groups or individuals that seek this information for the purpose of fundraising.</p>
Pol. 240	<p><u>Scholarships/Awards</u></p> <p>The Joint Operating Committee is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Joint Operating Committee directs that established criteria be observed.</p>

<p>Pol. 216</p>	<p>No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Joint Operating Committee's policy on student records.</p> <p>The scholarship or award, and any pertinent restrictions, shall be approved by the Joint Operating Committee.</p> <p>All pertinent information regarding the scholarship or award shall be submitted for review by the Administrative Director or designee prior to the date on which it is to be presented.</p> <p>The building administrator, together with a committee of staff members designated by the administrator, shall be involved in the selection of the recipient of an award or scholarship, pursuant to administrative regulations adopted for this purpose and consistent with the restrictions applicable to each approved scholarship or award.</p> <p><u>Travel Services/Foreign Trips</u></p> <p>Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Joint Operating Committee.</p> <p>Sellers of travel services to students must meet the following criteria:</p> <ol style="list-style-type: none"> 1. Belong to an association of certified sellers of travel. 2. Provide proof of insurance. 3. Submit references. 4. Provide proof of a performance bond. 5. Include in all information provided to students and parents/guardians that use of tobacco, alcohol and controlled substances will be prohibited. 6. Include in all information provided to students and parents/guardians that the activity is not a school-sponsored event.
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	<p>References:</p> <p>School Code – 24 P.S. Sec. 775, 779, 1850.1</p> <p>Joint Operating Committee Policy – 000, 121, 216, 240, 707</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: COMMUNITY

TITLE: RELATIONS WITH
INTERMEDIATE UNIT

ADOPTED: March 18, 2009

REVISED:

<p>1. Authority SC 951, 952</p>	<p>914. RELATIONS WITH INTERMEDIATE UNIT</p> <p>It is the policy of the Joint Operating Committee that open lines of communication be maintained with Westmoreland Intermediate Unit Number 7 to ensure maximum effectiveness of school programs.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 951, 952</p>
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CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: COMMUNITY

TITLE: PARENTAL/FAMILY
INVOLVEMENT

ADOPTED: March 18, 2009

REVISED:

917. PARENTAL/FAMILY INVOLVEMENT	
1. Purpose	<p>The Joint Operating Committee recognizes the vital role parents/guardians and family play in the education, welfare and values of their children.</p> <p>The center is committed to the belief that all students can learn and acknowledges that the center and parents/guardians share a commitment to the educational success of children.</p>
2. Definition	<p>Parental and family involvement shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels.</p>
3. Authority	<p>The Joint Operating Committee recognizes that the responsibility for each student's education is shared by the center and the family and acknowledges that the center and families must work as knowledgeable, cooperative partners to effectively educate all students.</p>
Title 22 Sec. 339.32	<p>To this end, the Joint Operating Committee shall support the development, implementation, and continuing evaluation of a parental and family involvement program that will involve parents/guardians in a variety of roles.</p>
4. Guidelines	<p>Because parents/guardians are familiar with the needs, problems and abilities of their children, staff should communicate with and seek their input throughout the school year.</p> <p>The parental and family involvement program may include the following:</p> <ol style="list-style-type: none"> 1. Support for parents/guardians as school leaders and decision-makers, in addition to serving in advisory roles. 2. Promotion of clear two-way communication between the center and the family about school programs and student progress.

3. Assistance to parents/guardians and families in developing parenting skills to foster positive relationships at home, to support children's educational efforts, and to assist their children with learning at home.
4. Involvement of parents/guardians, with appropriate training, in support roles at the center.

References:

School Code – 24 P.S. Sec. 1850.1

State Board of Education Regulations – 22 PA Code Sec. 339.32

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: COMMUNITY

TITLE: SCHOOL REPORT CARDS

ADOPTED: March 18, 2009

REVISED:

	<p style="text-align: center;">919. SCHOOL REPORT CARDS</p>
<p>1. Authority SC 220 Title 22 Sec. 4.61, 403.1</p>	<p>To provide pertinent information regarding the academic performance of the center, the Joint Operating Committee shall annually develop and publicly disseminate a school report card in accordance with federal and state laws and regulations.</p> <p>The Joint Operating Committee, at its discretion, may include additional information not required by law on the school report card.</p>
<p>2. Guidelines SC 220</p>	<p>Center report cards shall contain the following information:</p> <ol style="list-style-type: none"> 1. Student achievement data aggregated at each proficiency level on state academic assessments and disaggregated data that reflect race, ethnicity, sex, disability, migrant status, English proficiency and status as economically disadvantaged. 2. Comparison of the above student groups regarding achievement levels on state assessments. 3. Percentage of students not tested, disaggregated by student groups. 4. Most recent two-year trend data in achievement by subject area and grade level in areas where assessments are required. 5. Aggregate data on state indicators used to determine Adequate Yearly Progress (AYP) such as attendance rates and assessment scores, as well as the center's performance on each of the indicators. 6. Information on the number of students to whom the PSSA test was administered who were enrolled in the center for less than two (2) school years as of the day the PSSA test was administered. 7. Information on the number of students to whom the PSSA test was administered who were classified as Limited English Proficient as of the day the PSSA test was administered.

<p>3. Delegation of Responsibility</p> <p>SC 220 Title 22 Sec. 4.61</p>	<ol style="list-style-type: none"> 8. Information on the number of students to whom the PSSA test was administered who were classified as students with a disability as of the day the PSSA test was administered. 9. Professional qualifications of teachers and percentage of teachers with emergency or provisional credentials. 10. Percentage of classes not taught by highly qualified teachers. 11. Comparison of the center's students' achievements on state assessments compared to students in the state as a whole. 12. Results of end of program testing of all senior completers. <p>The Administrative Director or designee shall be responsible to ensure:</p> <ol style="list-style-type: none"> 1. The required information is annually updated and posted. 2. Center report cards are provided to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand. 3. Center report cards are made available to the public through posting on the Internet, distribution to the media, and distribution to public agencies. 4. Public access is provided to the state report card and the center's profile maintained by the state. <p>References:</p> <p>School Code – 24 P.S. Sec. 220</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.61, 403.1</p>
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CENTER
POLICY MANUAL

This Index is designed to direct the reader to an individual policy dealing with a specific topic. The terminology used in the Policy Manual has been included here, including a listing of all sections covered under each topic heading.

In addition, popular synonyms have also been utilized where necessary to guide the reader. Cross-referencing has been employed to provide all the major sections dealing with specific topics.

The Index is a useful tool for searching for specific policy topics and issues.

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