

# CWCTC 2018-2019 Student/Parent/Guardian Handbook

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## **WELCOME**

The faculty and the administration welcome you to Central Westmoreland Career and Technology Center. The school's goal is that your educational experiences will be positive and productive. A high school Career and Technology Education creates *Labor Market Advantage* for students when competing with others in the job market. By deciding to attend CWCTC, you have taken the first step in your career.

This handbook provides students and parents with information necessary to navigate the daily operation of the school so that you can succeed. The school's expectation is that you will be a responsible student who is receptive to learning the knowledge and skills taught in the school's programs. The school also expects that you adhere to and be respectful of all rules, regulations, and procedures identified in this handbook. This handbook should be used as a reference guide and includes information that will help you travel through your educational experience.

This school exists primarily to aid students to acquire and to apply the knowledge and the skills necessary for a meaningful life in today's complex society. Central Westmoreland administrators and teachers believe that your willingness to adapt to the procedures in the school will help you to establish stability in your life. Not only will you acquire a skill, but you also will learn how to learn and how to work productively. These abilities to know how to learn and how to work productively may be the most important skills that you will carry with you in life.

## **CENTRAL WESTMORELAND CTC MISSION STATEMENT**

The mission of Central Westmoreland Career and Technology Center is to provide students with an extensive technical education to meet the demands of an evolving workforce.

## **CENTRAL WESTMORELAND CTC VISION**

The vision of Central Westmoreland Career and Technology Center is to provide industry based technical programs that will meet the needs of an evolving workforce and develop skills for lifelong learning and living.

## **CENTRAL WESTMORELAND CTC SHARED VALUES**

We believe:

- all students are provided an equal opportunity and the right to a free and appropriate public education.
- all students have a right to a quality technical education.
- all aspects of technical education must be delivered through academic and technical rigor and relevance utilizing strategies, differentiated instruction, authentic tasks, demonstrations, and modeling.
- an individual's concept of self-worth increases as they learn to perform a useful service or function in society and in the accomplishment of challenging tasks.
- technical education programs being responsive to community needs because society requires productive employees with proficient technical skills.
- our educators being technically proficient as well as competent teachers.
- technical education programs must evolve and adapt to current industry standards.
- all students share responsibility in the educational process.
- the needs of individual students should be considered when determining their educational plans and they must be given the opportunity to develop personal career goals.
- parental involvement is essential to student planning and success in achieving career goals.
- the community is responsible for encouraging and fostering career and technical education with current technologies, as well as, optimal facilities having input to their use and direction.

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*A message from the Director of Career & Technology Education:*



Dear Student and Family:

As Director of the Central Westmoreland Career and Technology Center it is my pleasure to welcome you to our school. CWCTC has a well-established tradition of providing high quality Career and Technical Education to high school students from Westmoreland County. Since our opening in 1963, we have prepared thousands of students to become leaders in industry, business owners, and skilled craftsmen and women. Some graduate from CWCTC and enter directly into the workforce, while others continue their education in trade schools, as well as two or four year colleges and universities. By providing Workforce Education and Development, we play a valuable role in the economic growth of our area. These are some of the reasons why I congratulate you on deciding to attend CWCTC.

I encourage you to devote your time and effort into your selected program of study. The payoff will be highly marketable skills that lead to job opportunities. Expect excellence from the faculty and staff to provide you with meaningful and relevant learning experiences. Our curriculum is rigorous and we have made a strong commitment to maintain a world class facility. I ask that you take care of our school knowing you are now part of the Central Westmoreland Career and Technology Center family. Again, welcome and have a great school year.

Sincerely,

**Brad Elwood**

Brad Elwood

Administrative Director

## **CWCTC LEGAL AUTHORITY**

Central Westmoreland Career and Technology Center is a part of the Pennsylvania publicly funded school system. It is operated by nine school districts in Westmoreland County. These operating school districts are:

Belle Vernon Area School District  
Greensburg Salem School District  
Hempfield Area School District  
Jeannette City School District  
Mt. Pleasant Area School District

Norwin Area School District  
Penn-Trafford Area School District  
Southmoreland School District  
Yough School District

\*The Frazier School District is a non-operating participating school district.

The school boards of these operating districts represent the people of their school communities. Each board elects/appoints one member who represents the board's interest on the Joint Operating Committee of the Central Westmoreland CTC. This Joint Operating Committee represents each respective school board to establish policy and financial budgets for the technical school.

## **Central Westmoreland CTC Joint Operating Committee**

**Mr. Aaron Bialon**  
*Belle Vernon*

**Ms. Robin Savage**  
*Greensburg Salem*

**Dr. Scott Learn**  
*Hempfield*

**Mr. Mark Gogolsky**  
*Jeannette*

**Mr. Warren Leeder**  
*Mt. Pleasant*

**Mr. Shawn Petrisko**  
*Norwin*

**Mr. Nick Petrucci**  
*Penn-Trafford*

**Mr. Jason Pawlikowsky**  
*Southmoreland*

**Mr. Karl Spudy**  
*Yough*

**Dr. Jason Conway**  
*Chief School Administrator*

**CWCTC Main Phone Number (724) 925-3532**

### **STATEMENT OF COMPLIANCE AND NON-DISCRIMINATION POLICY**

As required by Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964 and Section 504 Regulations of the Rehabilitation Act of 1973, Central Westmoreland Career and Technology Center does not discriminate on the basis of age, race, sex, religion, color, national origin, handicap, or limited English proficiency in its educational programs, activities, or employment. For information regarding services, activities, programs and facilities that are accessible to and usable by handicapped persons or, for inquiries regarding compliance with the above nondiscriminatory policies, please contact Mr. Brad Elwood; Title IX and Section 504 Coordinator, CWCTC, 240 Arona Road, New Stanton, PA 15672. Telephone: (724) 925-3532. Central Westmoreland Career and Technology Center will make reasonable accommodations to its programs and services to assure access to all persons. If because of a disability, you require an accommodation, please contact Mr. Eric Westendorf, Americans with Disabilities Act Coordinator, (724) 925-3532

### **STATEMENT OF IN LOCO PARENTIS**

Central Westmoreland Career and Technology Center functions under the laws of the United States as interpreted by the United States Supreme Court. Therefore, teachers, administrators, school nurses, and guidance counselors have the right to exercise the same authority as a parent regarding the conduct and discipline of students. This authority over the students attending the school extends from the time a student leaves home in route to the school until the student returns to home after school hours. The school personnel's authority to stand in loco parentis over children does not extend to matters beyond conduct and discipline during school and school activities.

In regard to student acts of violence, school personnel maintain In Loco Parentis authority. Under the legal authority invested in them as school officials, the school administration has the right to contact police for involvement in the situation immediately. However, school authorities will notify the parents of students involved in acts of violence or possession of weapons as soon as possible after learning of the act(s) of violence or possession of a weapon(s). In cases of needed medical attention, school individuals will use a sense of urgency to contact parents. When parents cannot be reached immediately, school authorities will document attempts made to reach the parents or guardians of victims, witnesses, or suspects of the act(s) of violence or the possession of a weapon(s). Exceptions to this immediate notification of parents may occur in situations in which the parents or guardians may be considered co-suspects after police interrogation. In cases in which the suspect student has been injured and requires medical attention, the decision to notify the suspect's parents or guardian shall be a cooperative decision between school officials and law enforcement authorities unless immediate notification is otherwise required.

## CWCTC ADMINISTRATION

Title	Name	Phone Ext.	Email Address
Administrative Director	Mr. Brad Elwood	1306	belwood@cwctc.org
Assistant Director	Mr. Eric Westendorf	1308	ewestendorf@cwctc.org
Principal	Mr. Richard Capraun	1360	rcapraun@cwctc.org
Adult Ed & Bus/Ind Coordinator	Mrs. Michelle DeLuca	1309	mdeluca@cwctc.org
Business Manager	Mrs. MaryAnne Lupinetti	1305	mlupinetti@cwctc.org
IT Coordinator	Mr. Mitchell Mary	1312	mmary@cwctc.org
AM Maintenance Team Leader	Mr. Bruce Miller Mr. Roger Fox	1320 1358	bmiller@cwctc.org rfox@cwctc.org

## CWCTC FACULTY

Subject Area	Name	Phone Ext.	Email Address
Auto Collision	Mr. George Swartz	1336/1364	gswartz@cwctc.org
Auto Technology	Mr. Tom Yoder	1316/1362	tyoder@cwctc.org
Auto Technology	Mr. Chris King	1316/1363	cking@cwctc.org
Auto Technology	Mr. Brian Pegg	1316/1335	bpegg@cwctc.org
Carpentry	Mr. Gary Kistler	1342/1369	gkistler@cwctc.org
Commercial/Adv. Art	Mrs. Darcy Szymkiewicz	1357	dszymkiewicz@cwctc.org
Computer/Info Science	Mr. Eric Pino	1325	epino@cwctc.org
Construction Trades	Mr. Dave Gordon	1345/1344	dgordon@cwctc.org
Cosmetology	Mrs. Denise Nenni	1311/1330	dnenni@cwctc.org
Cosmetology	Mrs. Linda Iezzi	1311/1329	liezzi@cwctc.org
Culinary Arts	Ms. Christie Parks	1315/1351	cparks@cwctc.org
Electrical Tech	Mr. Kevin Rager	1348/1368	krager@cwctc.org
Graphic Arts	Mr. Shawn Meloy	1338/1337	smeloy@cwctc.org
Health Occupations	Mrs. Meri Beth Elder	1331	melder@cwctc.org
Health Occupations	Ms. Victoria McLaughlin	1326	vmclaughlin@cwctc.org
Horticulture	Mrs. Cynthia Huth	1321	chuth@cwctc.org
HVAC	Mr. Richard Heltion	1349/1354	rheltion@cwctc.org
Learning Facilitator	Mr. John DeMaria	1396	jdemia@cwctc.org
Learning Facilitator	Mr. Gordon Diehl	1318	gdiehl@cwctc.org
Learning Facilitator	Mrs. Barb Gongaware	1355	bgongaware@cwctc.org
Learning Facilitator	Mr. Mark Long	1385	mlong@cwctc.org
Logistics/Warehousing	Mr. Tim Cook	1339/1317	tcook@cwctc.org
Machine Trades	Mr. Todd Sedlacek	1343	tsedlacek@cwctc.org
Masonry	Mr. Doug Walt	1340	dwalt@cwctc.org
Painting, Restoration & Design	Mrs. Christine Richards	1356/1364	crichards@cwctc.org
Plumbing	Mr. Don Kuhn	1350/1397	dkuhn@cwctc.org
Powerline	Mr. Todd Bartlow	1361	tbartlow@cwctc.org
Protective Services	Mr. Mike Dortenzo	1380	mdortenzo@cwctc.org
Robotics Engineering	Mr. James Broker	1347	jbroker@cwctc.org
Sports Therapy	Mr. Jeremy Erkel	1327	jerkel@cwctc.org
Welding	Mr. Richard Baur	1346/1367	rbaur@cwctc.org
Welding	Mr. David Sidun	1353/1367	dsidun@cwctc.org
Wellness	Mr. Jason Braden	1333/1323	jbraden@cwctc.org
Wellness	Mrs. Michal Crist	1390/1353	mcrist@cwctc.org

## CWCTC STUDENT SERVICES

Service Area	Name	Phone Ext.	Email Address
Guidance Counselor	Mr. Jay Elder	1375	jelder@cwctc.org
Guidance Counselor	Mr. Lon Hayes	1310	lhayes@cwctc.org
Career Guidance Counselor	Ms. Beth Butala	1322	bbutala@cwctc.org
Cooperative Education	Mrs. Debbie Grindle	1314	dgrindle@cwctc.org
Intervention Specialist	Mrs. Lisa Rizza	1388	lrizza@cwctc.org
Guidance Support	TBD	1378	@cwctc.org

## CWCTC BUSINESS OFFICE/SUPPORT STAFF

Title	Name	Phone Ext.	Email Address
Payroll	Mrs. Leanne Phillips	1302	lphillips@cwctc.org
Bookkeeper	Ms. Mariann Gault	1303	mgault@cwctc.org
Administrative Secretary	Ms. Tina Sager	1300	tsager@cwctc.org
Attendance	Mrs. Linda Garland	1301	lgarland@cwctc.org
Evening School Facilitator	Mrs. Michelle Edwards	1304	amarkle@cwctc.org

## CWCTC PARAPROFESSIONALS/INSTRUCTIONAL ASSISTANTS

Title	Name	Phone Ext.	Email Address
Paraprofessional	Mrs. Sharon Andreani	1300	sandreani@cwctc.org
Paraprofessional	Mrs. Joy Bartlow	1300	jbartlow@cwctc.org
Paraprofessional	Mrs. Bonita Bower	1300	bbower@cwctc.org
Paraprofessional	Mrs. Chelsea Herrle	1300	cherrle@cwctc.org
Paraprofessional	Mr. Doug Marks	1300	dmarks@cwctc.org
Paraprofessional	Mr. Joe Martin	1300	martin1@cwctc.org
Paraprofessional	Mrs. Darlene Patrick	1300	dpatrick@cwctc.org
Paraprofessional	Ms. Erin Peck	1300	epeck@cwctc.org
Paraprofessional	Mrs. Cindy Woodward	1300	cwoodward@cwctc.org
Paraprofessional	Mrs. Darius Kovacina	1300	kyoungstead@cwctc.org

## **A NOTE TO PARENTS/GUARDIANS**

This handbook is issued so that students and parents become familiar with the general policies and procedures of Central Westmoreland Career and Technology Center. The handbook contains information that will help you guide your student to follow the expectations and practices of the school. Parents and Guardians are notified of progress through report cards and special notices. If, at any time, you have questions, comments, or concerns, please call the school at 724-925-3532. Parent/Guardian interest and support at home are important to the child and are greatly appreciated by the teachers.



## **CTE PROGRAMS OF STUDY**

There are 23 Career and Technology Education programs of study at CWCTC. The curriculum for each program is designed for students to participate in three years of training, and thus become a program completer. This three year model provides the ideal level of training. There are circumstances that lead to a student being enrolled in a program for periods of time other than three years. If you have any questions about the enrollment process you should contact the CWCTC guidance office. CWCTC provides opportunities for students to gain certifications in respective programs; however, enrollment in a program does not guarantee program certification. The CTE programs of study are:

### **Auto Collision Technology**

Students enrolled in the Auto Collision Technology program are exposed to the latest equipment and develop skills necessary to be an effective auto collision specialist. Students will be knowledgeable in the repair and restoration of body, frame and upholstery of automobiles. Students will work with practical application in metal straightening, gas and electric welding, spray painting and polishing.

### **Automotive Technology**

Students interested in the service and repair of automotive equipment will find the Auto Technology program an outstanding choice. Students will be trained to utilize all the latest diagnostic equipment in the industry. Emphasis is placed on standard shift drive and conventional and front wheel drive theory. Exploration will include a study of electricity. Advanced students will also receive instruction in air conditioning, wheel alignment, and brakes. Students will also complete the state vehicle safety and emissions inspector certifications. Students will work toward ASE (Automotive Standards of Excellence) certification and may participate in the AYES (Automotive Youth Education Systems) internship.

### **Carpentry**

Carpentry students develop skills to become effective members of a construction team. Students will gain valuable skills that will enable them to produce residential and commercial framework, cabinetry, and other forms of woodwork. The program consists of practical application in woodworking, tool/machine handling, building layout, and framing. Skills will also be developed in roof construction, exterior/interior finish work, stair construction, and concrete forms. Students are also exposed to the various inspection and building code requirements.

### **Commercial and Advertising Art**

Commercial Art students develop skills to serve the communication media needs in today's world. Greeting cards, cartooning, caricatures, and books are just a few products created by commercial art professionals. The program consists of basic theory as well as practical application. The practical application consists of drawing, figure construction and anatomy, cartooning, airbrush techniques, layout and graphic design, lettering and typography, mechanical overlays, and portfolio assembly.

### **Computer and Information Science**

The fast-paced, ever-changing computer field has opened many opportunities for individuals with a desire to work with computers. Students enrolled in the program will receive an overview of computer fundamentals. Students will have an extensive study of the software packages available on Microsoft Office, such as: Word, Power Point, Access and Excel. Students will compare text editors and WYSIWYG editors for web development. Students will also have the opportunity to explore and become knowledgeable in Visual Basic, Oracle SQL and Java Programming.

### **Construction Trades Technology**

A skilled Building Trades Mechanic is a valuable part of any construction team. They are skilled and knowledgeable in plumbing, carpentry, electricity, painting, wall coverings, and masonry. A trained professional can work on new construction, as well as restoration projects. Students enrolled in the Construction Trades program will also gain valuable skills in blueprint reading, tool and material handling, and building code requirements.

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## **Cosmetology**

Students enrolled in the Cosmetology Program will gain skills in haircutting techniques, shampooing, and coloring; and also develop skills in manicures, pedicures, and massages. Exploration in hair structure, anatomy, and sanitation will occur. The goal of the program is for students to gain skill proficiency in preparation for the State Board of Cosmetology Exam. The State Board Exam requires 1250 class hours. Cosmetology students must be present to receive hours.

## **Culinary Arts**

A reputation for serving and preparing good food is essential for any restaurant, hotel, or resort. The Culinary Arts students will gain the skills to become an effective part of the hospitality industry. Students will develop skills in hot/cold food preparation, baking, and menu planning in the school's kitchen. Techniques in cake decorating and other confectionary items will be explored. Emphasis will be placed on safety, nutrition, and restaurant operation.

## **Electrical Technology**

Electricity plays a vital role in the way we live, work, and spend our leisure time. Skilled electricians are needed to perform work in industrial, public, and residential buildings. Students acquire practical application in the installation and maintenance of programmable controls, residential wiring, electrical circuits, and commercial wiring. Students will gain valuable skills when working with transformers, capacitors, resistors, inductors, and conduit bending. Proficiency will be developed in blueprint reading and understanding of the National Electrical Code.

## **Graphic Design**

Students who enjoy working in a hands-on, fast-paced environment and are looking for an exciting future that will challenge them creatively and enable them to work in a variety of settings will enjoy the Graphic Communications program. The program consists of an overview of the graphic technology field. Students will explore such areas as: graphic design, art, digital design, photography, pre-press production, offset printing, bindery work, silk screen production, as well as desk top publishing. Students enrolled in this program can work towards the nationally recognized PrintEd certification.

## **Health Occupations Technology**

Students looking for a future in the health care industry can find plenty of opportunities while enrolled in the Health Professions/Occupations program. Students will gain valuable knowledge in assisting in a doctor's office. Students will study anatomy, physiology, and develop basic clinical procedures. The program covers first aid, bacteriology, nursing care, medical terminology, diseases, lab procedures, and nutrition. Students gain skills in the use and safe care of instruments used in a variety of health care settings. Students also gain valuable clinical work experience, where they will use skills learned in the classroom at an approved work site. Students who satisfactorily complete the requirements as approved by the Pennsylvania Department of Health will be encouraged to take the certification examination for the Nursing Assistant/Certified Health Aide.

## **Heating and Air Conditioning**

Heating and Air Conditioning Systems control the temperature, humidity, and total air quality. The demand for trained technicians continues to grow. Students enrolled in the program will gain valuable skills in all aspects of the HVAC industry. Entry level students will become knowledgeable in electricity beginning with OHM's Law, advancing to schematics and circuitry. Emphasis is placed on piping, soldering, and brazing. Students will be able to install, diagnose, and repair fossil fuel systems and heat pumps. Valuable skills will be gained in blueprint reading and customer service.

## **Horticulture**

The Horticulture program is an excellent opportunity for students to gain valuable skills to work in a greenhouse environment. Students will explore plant science concepts as they relate to producing crops in a greenhouse or nursery setting. Techniques for creating flower arrangements and corsages designed for use in weddings, parties, and other social affairs will be developed. Students will work in the retail store to develop skills in marketing and retailing. In the school's outdoor lab, students will become knowledgeable in landscape design, maintenance, and installation. Students will become proficient in the use of power tools, as well as basic hand tools used in the trade.

## **Logistics and Warehouse Management**

As technology advances the way we ship and receive goods, the need for trained material handlers will continue to grow. Students enrolled in the Logistics and Warehouse Management program will gain practical application by working in the school's live distribution center. Participants will gain valuable skills in the use of the computer in maintaining an ongoing inventory, receiving and shipping goods, and updating stock cards. Students will also learn the bar coding process for scanning merchandise for inventory control. Professional communication and telephone skills are stressed throughout the program. Students will also learn to properly use and operate an electric forklift, electric pallet lift, and other equipment used by a materials handler. Students will also be knowledgeable in postal regulations, preparing shipments, and costs.

## **Machine Trades Technology**

Metal Workers use powered machine tools to shape and form many parts which, when assembled, produce many of the products that we use. The Machine Trades Technology program is a NIMS (National Institute of Metal working Skills) certified program that consists of practical application in metal cutting, drilling, milling, turning, grinding, sawing, and non-traditional electrical discharge/plunge and wire cutting machines. Students become proficient in the use of rulers, micrometers, dial calipers, optical-comparator, CMM (Coordinate Measuring Machine), hardness testers, and surface finisher testers. Students will also gain skills in blueprint reading. Interested students may acquire NIMS credentials that are recognized by employers nationwide.

## **Masonry**

Mason work is used in every part of our daily lives. Skilled masons construct hospitals, schools, malls, and even our homes. Masons work with such materials as concrete, brick, stone, and tile. The program consists of the practical application of blueprint reading and the use of masonry tools and equipment. Students will become proficient in layout design, arches, bonds, corners, and ornamental patterns. Students will gain skills to complete fireplaces, glass block windows, walls, and ceramic tile work. Exercises will be repeated in order to develop accuracy, neatness, and speed. Students will also gain knowledge in estimating costs of projects and building code requirements.

## **Painting, Restoration and Design**

The Painting and Decorating program is an excellent opportunity for those interested in exterior/interior painting, interior decorating, wood finishing, dry wall finishing, and spray-painting. The program consists of practical application, as well as basic theory. The practical application includes applying paint to interior and exterior surfaces. Emphasis is placed on proper handling of brushes, rollers, and spray equipment. Students will be taught to hang wall coverings, borders, vinyl fabric, and faux finishing, enhancing the look of interior rooms. Students will gain skills in estimating, measuring, and color fundamentals. Time is also allotted for wood finishing and refinishing.

## **Plumbing**

Students enrolled in the Plumbing program will have a strong understanding of plumbing fundamentals. Explorations will occur in a hands-on environment, where students will develop skills in sanitary piping systems, venting piping systems, and water supply systems. Students will gain valuable knowledge in job planning and OSHA regulations.

## **Powerline**

Students enrolled in the Powerline TEC 2000+ program will make the connection to America's communication network. Students will gain technical skills in installations, trouble shooting, and repair of telecommunication equipment of all types, including but not limited to: telephone networks, computer networks, and video systems. Students will gain a fundamental understanding of electricity and electronics. Particular attention will be given to the computer and how it relates to telecommunication. Interested students may acquire industry certifications in networking and fiber optics through C-Tech.

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## **Protective Services, Grades 10-12**

The Protective Services program is intended to present a comprehensive public safety education to students interested in pursuing a career or volunteer service in the fire, emergency medical, law enforcement, or emergency management services. The primary focus in this program is personal safety and the interrelationship between public safety agencies. Since all areas of public safety must work together, and responsibilities often overlap boundaries, the student will be expected to meet a minimum level of proficiency in all areas of the training program. The program also serves as a springboard into health-care, legal, industrial safety, and public administration education careers.

## **Robotics Engineering**

Robotics Engineering is a new, dynamic field involving mechanical instrumentation, electronics, robotics, automation, computer components, and control systems. By networking hardware and software systems together, students will experience the demands of highly automated manufacturing processes commonly found in game machines, hybrid autos, "smart products", and a long list of other equipment and systems that we depend on daily. Students in this program may work toward ETA certification.

## **Sports Therapy and Exercise Science**

Students enrolled in the Sports Therapy and Exercise Science program will develop both academic, as well as technical skills and competence in the Pennsylvania Department of Education approved Program of Studies. These skills include, but are not limited to: safety, legal and ethical issues related to patient care, effective oral and written communication skills, infection control, disaster preparedness, emergency care and first aid, human needs and development, moving, lifting, positioning, and body mechanics, nutrition and hydration, basic clinical skills, mental health and wellness, rehabilitation and restorative care, medical terminology, administrative skills, anatomy, physiology, and pathophysiology, and mathematics in Allied Health.

## **Welding**

Welding is the most common way of permanently joining metal parts. Because of its strength, welding is used to construct and repair ships, automobiles, spacecraft, and many other manufactured products. Students enrolled in the program will be taught the fundamentals of metal fabrication/welding. Students will learn to join metals by using Electric Arc, Tungsten Arc Welding (TIG), and Semiautomatic Gas and Metal Arc Welding (MIG). Students will also acquire skills in Oxy Acetylene Gas Welding. Skills in metal forming, layout, and cutting will also be obtained. Job safety is stressed throughout the program.

## **Wellness - Health, Safety and Physical Education**

Enrollment in a *Wellness* course is required only as necessary to meet sending school district graduation requirements. *Wellness* provides students with course credit to meet the Health/Physical Education requirements of their sending school district.

Students can enroll in *Wellness* and earn .5 credits each year. This course uses a blended curriculum based on the Pennsylvania Academic Standards for Health, Safety, and Physical Education.

Students will engage in both physical activity and health concepts that promote "life-long" wellness. Throughout the course, personal and team fitness activities will be implemented to reinforce health concepts and encourage well-being. Through a broad range of differentiated activities and instruction, students will be given learning opportunities that enrich their personal health. This will include the physical, social, emotional, intellectual, and environmental aspects as related to their personal development.

The *Wellness* curriculum is designed to utilize and maximize use of our outdoor facilities. Therefore, students may be required to participate outdoors in moderate inclement weather and should dress appropriately. Additionally, proper footwear is required so as to avoid injury to self or others.

## **POLICIES AND PROCEDURES RELATED TO SCHOOL IN GENERAL**

### **ACCIDENTS**

Although effort is made to prevent injuries at CWCTC, accidents can occur in the technical setting. All accidents, regardless of the severity, must be reported to the instructor immediately. Material Safety Data Sheets are available in all programs so that information may be reported. Each teacher publishes and teaches the program safety instructions to all students. Strict adherence to all safety regulations, as outlined by the instructor, will be expected of all persons in the technical areas. Any students excessively, willfully, or repeatedly violating safety procedures and policies are subject to disciplinary action and may result in dismissal from CWCTC.

In case of an accident, no matter how minor, the student should report that accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be provided by the school nurse or certified medical care personnel. The parents will be notified immediately.

Any student who requires first aid due to injuries sustained in the shop will be directed to report directly to the office/first aid room. An authorized person will evaluate the extent of injuries or illness. The student's parent/guardian or emergency contact person will be contacted if the student is to be dismissed and/or transported to a doctor/hospital.

Under no circumstances should a student leave CWCTC, whether for home, doctor's office, hospital, or other destination without authorization from the school office and before signing out in the Attendance Office.

The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the student at school. The school is not responsible for charges related to transportation/ treatment of injured or ill students. The parent or guardian is responsible for the payment of such bills.

### **ACCIDENT INSURANCE**

Parents are responsible for medical coverage for their children. If you do not have medical coverage or do not have adequate coverage, SUPPLEMENTAL STUDENT INSURANCE coverage is available at a reasonable cost from your child's sending school district. The CWCTC administration strongly recommends that each student purchase the school insurance. Information regarding school insurance will be given during the first week of school.

### **ADMISSION PROCEDURE**

All secondary students from the ten participating school districts are welcome to enroll in courses at CWCTC. Interested students need to consult their home school guidance counselor and follow any policies of their sending school district with regard to admission to programs of study at CWCTC. Each school respectively determines the grade and the criteria that must be reached to enroll at CWCTC.

To be eligible to attend CWCTC, a student must reside in a member school district with his/her parent/guardian. All non-resident students are required to pay tuition, as established annually by the CWCTC Administration and the Joint Operating Committee.

The application process occurs during the spring of each school year for the upcoming school year. CTE course enrollment is available based on school district allocations. Once students are accepted into a CTE program, CWCTC and the sending school will work with students to complete a program.

Parents and/or students needing special assistance or information relevant to CWCTC admission and/or enrollment may contact the sending school's or the CWCTC Guidance Office. An appointment with the appropriate faculty member or support staff will be arranged. If a respective program has student slots available after the Spring enrollment period, there is an open enrollment window during the months of August and September for programs that have not filled all slots.

# CWCTC 2018-2019 Student/Parent/Guardian Handbook

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## **CARE OF SCHOOL PROPERTY**

Students are expected to be responsible for the care and/or proper use all school property. Any student defacing, damaging, or destroying school property will be subject to suspension, expulsion, or other punishment according to the nature of the offense. Students and/or parents/guardians will be liable for any expense incurred by the school in replacing or repairing school property lost, damaged, or destroyed by a student.

## **CLOSING/DELAYING OF SCHOOL - Inclement Weather/Emergency**

Should it become necessary to close or delay the opening of the school due to inclement weather or other cases of emergency, announcements regarding the closing will be made on KDKA TV, WPXI TV, and WTAE TV. CWCTC Administration will use an automated notification system to phone each household when a delay or closure is determined.

## **EMERGENCY DRILLS**

Emergency drills at regular intervals of the school year are required by law. These drills are a safety precaution to prepare students in the event of fire, severe weather, disaster, or other type of emergency. It is essential that when the first signal is given, all students follow the instructions given to them by the faculty/staff member assigned to them. Student cooperation is vital to being prepared for an emergency.

## **FLAG SALUTE, PLEDGE, RELIGION**

Through interpretation of the United States Supreme Court, a student is not required to participate in the Pledge of Allegiance or flag salute. Recognizing the fact that students have a responsibility to demonstrate proper respect for students who do stand and pledge allegiance, a student choosing not to participate shall either stand or sit and remain respectfully silent during the pledge/salute.

## **FREEDOM OF EXPRESSION**

Students have the right to express themselves in an appropriate manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights. Students have the responsibility to obey the laws governing slander, libel and obscenity. Students are expected to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

For further details regarding the freedom of expression, review the reference section of this handbook found in Appendix A.

## **HALL TRAFFIC**

Any student wishing to leave a lab/classroom area during class time must have permission from the teacher. Teachers are responsible to know the whereabouts of students assigned to them during an instructional period and are required to know where students are at any given time. Students are responsible for their conduct at all times.

Teachers are provided with a single, all-purpose solid pass for their lab/classroom. One student at a time is permitted to leave a lab/classroom with the all-purpose solid pass. **It is the student's responsibility to ask for permission to use the pass prior to leaving the lab/classroom.** When leaving a lab/classroom area, students are expected to sign out and indicate the accurate time s/he left the class or shop area. Although students will not be withheld opportunity to use the restroom, students who are excessive or abusive in their use of passes will be subject to the CWCTC Code of Conduct.

Teachers are also provided with written passes and may use them at their discretion.

## **LOCKERS**

Instructors assign lockers to students for the storage of protective clothing and personal items. Unfortunately, personal property is lost from time to time. To protect yourself from these losses, keep lockers locked at all times. **Keep the combination to yourself.** Students are reminded that lockers are school property and are subject to inspection/search at any time. Students shall have no expectation of privacy in their school locker.

# CWCTC 2018-2019 Student/Parent/Guardian Handbook

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## **LOST AND FOUND**

All textbooks, articles of clothing, and/or other items found in and around the building should be turned in to the Guidance Office. Students losing items should check at the Guidance Office to find out if items may have been turned in.

## **MEDICAL TRANSPORTATION AND CARE**

Parents are responsible to provide transportation and care beyond immediate school if a student becomes ill or injured on school property. Students may not be sent home without parental approval, and no student may drive when excused for medical reasons without parental consent. The school nurse or emergency personnel will provide care until parents arrive.

## **PERMISSION SLIPS**

Permission slips for school activities contain emergency information. Complete and accurate data on this form is vital to the safety of the student.

## **PHOTO/AUDIO/VIDEO RELEASE**

Throughout the school year, Central Westmoreland Career and Technology Center produces marketing pieces to promote the school. Pictures/video/ audio are used within these promotional pieces. The forms of media are current and may include the pictures or videos of students doing school activities. Parents or students may object to the use of these forms of media by informing CWCTC, in writing, within thirty-days of the release of the handbook. An additional Video Release form may be provided for specific projects.

## **SAFETY**

Safety is an extremely important part of the instructional training in each program area. To make each parent/guardian and student aware of the importance of our safety program, we ask that parents and students read the "Safety Pledge" carefully. Safety is incorporated into all competency-based student expectations. In addition, each training program instructor will conduct a safety lesson each month to cover rules and regulations required by Central Westmoreland Career and Technology Center.

### **CWCTC SAFETY PLEDGE**

I will model, demonstrate, and obey all safety regulations while on the school grounds of CWCTC.  
I will model, demonstrate, and obey all safety regulations while being transported to and from CWCTC and school functions.  
I will model, demonstrate, and obey all safety regulations while driving my vehicle (with or without passengers) to and from CWCTC.  
I will model, demonstrate, and obey all safety regulations in all CTE Programs of study and *Wellness*.  
I will model, demonstrate, and obey all policies and regulations found in the Student/Parent/Guardian Handbook.  
I am aware that supplemental insurance is available at a very reasonable cost and insurance can be obtained at the CWCTC office upon request.

Students who violate the respective program's safety regulations are subject to discipline as outlined in the Code of Conduct. Further, students who egregiously and repeatedly violate safety regulations will jeopardize their opportunity to participate in the CWCTC program.

Examples of safety violations are defined as, but not limited to:

- Lack of or refusal to complete necessary safety requirements
- Improper use of, lack of, or refusal to use/maintain Personal Protective Equipment or Uniform
- Failure to follow training/procedures when operating equipment or improper use of equipment
- Throwing of objects
- Any behavior that places self or others at risk of injury, or causes/results in injury

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## **STUDENT OBLIGATIONS**

CWCTC has educational materials and equipment that must be used by students in the learning process. Each student has a duty to use these materials and equipment conscientiously. Students will be held responsible for damage to equipment or loss of school issued books and tools. Any student with financial obligations due to damage of or loss of school supplied items will remain on the school obligation list until restitution is made. If necessary, a Civil Complaint to collect restitution will be filed at District Court against the student and his/her family.

## **STUDENT RECORDS**

Teachers maintain student classroom records to maintain information for parents, students, and other authorized personnel. Primarily records are kept for grade evaluation and disciplinary concerns. These teacher records are maintained so as to observe all laws applicable to student records by protecting the privacy for students and their parents/guardians.

CWCTC is also responsible for the proper dissemination of recorded information that can be forwarded records for official purposes to the sending school districts. The school is authorized to collect, maintain, review, and grant access to these records to authorized persons within CWCTC and the student's sending high school personnel, but cannot release records to persons outside the school unless authorized by the parent or student in writing. At times, directory information about students is made available to appropriate entities so long as the student and parent/guardian have given the proper signed consent. Parents have the right to review their child's records and to know what information is kept. A complete school board policy on collection, maintenance, and dissemination of student records is available for review in the school office or on the school's website.

For more information regarding Student Records and the rights of students and their families, please refer to Appendix A under FERPA notice.

## **TEXTBOOKS/TOOLS/SUPPLIES**

Textbooks, tools, and supplies are furnished by CWCTC for the purpose of instruction and learning. Damage to any item that has been issued to a student for educational purposes may result in the student and his/her family paying for the repair/ replacement of the item.

Certificates/diplomas will be withheld if a student owes an obligation. Students are **not** to remove tools or supplies from CWCTC, including, but not limited to: box cutters, utility knives, shears, chisels, etc. Students who do so will be subject to the CWCTC Code of Conduct, which may include reference for expulsion and criminal charges. If situations arise wherein items must be transported, parents/guardians are to transport tools and supplies. Situations may arise wherein students are given permission to transport items only with expressed permission of CWCTC and/or sending school administrations.

## **UNIFORMS**

Program uniforms are necessary in some of the trades to protect the student, to prevent ruining regular school clothes and/or to prepare students for the workforce. Students in these particular programs are expected to pay for their uniforms and use them conscientiously. Dressing areas and lockers are provided for students' convenience and usage. Students are to use dressing rooms provided in order to dress for their CTE program or *Wellness* class. Students should take their uniforms home at regular intervals for cleaning.

## **USE OF SCHOOL FACILITIES**

Student groups wishing to use school facilities after regular school hours must obtain permission from administration prior to the activity. A member of the faculty must supervise all groups.

## **USE OF THE OFFICE TELEPHONE**

Students **will not** be called from class to the telephone. If a message is urgent, it will be delivered immediately to the student. Students are urged to acquaint their parent/guardian with this regulation. In the case a student NEEDS to place a phone call, they may report to the front office.



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## **VISITORS**

CWCTC welcomes people who have legitimate business with the school to visit. For the sake of efficiency, visitors are asked to have a pre-arranged appointment. Visitors are expected to conduct themselves appropriately while at CWCTC. Visitors must register upon arrival. At that time, visitors will be issued a visitor's pass.

Parents are always welcome to speak with CWCTC staff. Again, for efficiency sake, we ask that parents have a pre-arranged appointment if they plan an onsite visit. Students wishing to bring a guest to school must obtain prior approval from administrative office personnel and his/her teacher in order to secure a visitor's pass.

Visitors are expected to leave promptly when their business is completed.

Any persons who are deemed to have no legitimate business on CWCTC property will be asked to promptly leave or be escorted off the premises.

## **WHEN IN THE OFFICE**

When you have occasion to visit the office, please remember that this is a business office. Please act in a courteous manner conducive to the business environment. If you wish to see an administrator, inform the secretary. If you are asked to wait, please be seated until you are called.

## **SECTION TWO: STUDENT REGULATIONS, PROCEDURES, POLICIES**

### **FREE EDUCATION AND ATTENDANCE**

All persons residing in Pennsylvania from age six through twenty-one years of age are entitled to a free and appropriate public education in the commonwealth's public schools. This right extends to migratory children and pregnant or married students. Special Needs children also are entitled to a public sponsored program of education and training appropriate to their learning capabilities.

Title 22 Chapter 11.13 of the Pennsylvania School Code states: "Except as otherwise provided by law, compulsory school age refers to the period of a child's life from the time the child enters school (which may be no later than at the age of 8 years), until the age of 17 or graduation from a high school, whichever occurs first." This law is known as the compulsory attendance law. Therefore, students up to the age of 17 who attend CWCTC are required to attend school.

School personnel may not ask students to leave school merely because the student has reached seventeen years of age if the student is fulfilling their responsibilities as student. A student may not be excluded from extracurricular activities because of being married or pregnant.

The following attendance regulations apply only to those persons who are enrolled as high school students at Central Westmoreland Career and Technology Center. These regulations are not intended to apply to night or summer programs run by the Central Westmoreland Career and Technology Center where the students are admitted upon a fee basis and where the students are not attending as part of a secondary educational program of the participating schools within the Central Westmoreland Career and Technology Center. Policy for admittance, attendance, and suspension or expulsion of summer, night, and fee students shall be governed by separate rules and regulations.

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## **DAILY ATTENDANCE**

CWCTC requires that students enrolled attend school regularly in accordance with state law. The educational program provided by the school is predicated on the student's regular attendance. This sustained attendance merges with the continuity of instruction and classroom participation. Curricula are planned and courses taught as a progression of learning activities and ideas, with each day's work building on work previously done. When students are absent, they miss one or more steps in the learning process. The Joint Operating Committee recognizes that there is a positive correlation between consistent attendance and achievement. Therefore, the JOC supports the school in expecting students to attend with very minimal absence from school.

CWCTC administrators and teachers recognize that there may be reasons that a student may not be present at certain times. For example, these may be reasonable causes that a student is absent from a daily class:

- Illness
- A physician's written determination that the student is unable to attend school
- Death in the immediate family
- Quarantine
- Impassable roads
- Suspension
- Observance of a bona fide religious holiday/holy day
- Required court appearances
- Parenting responsibilities when CWCTC administrators concur that this is a necessity

The school administration has the authority to determine if absences from school are **excused** or **unexcused**. Following an absence, a student is required to bring a parent/guardian or physician's written reason for the absence to the attendance office. If the absence corresponds with the list above, the absence will be deemed **excused**. If such a written note is not presented within three days of the absence, the absence will be deemed unexcused. At any point during the school year, a fourth **unexcused** absence will be deemed **unexcused and illegal**. Subsequent unexcused absences will also be deemed **illegal** and may provide the sending school with the evidence to bring action against the parents/guardians through the respective school district magistrate's office. Under Pennsylvania law, the parents/guardians of students who acquire more than three days of unexcused absence are liable for fines.

A parent/guardian absence note should include (1) the date of the student absence(s), (2) the reason for the student absence, and (3) the signature of the parent/guardian. ***The parent/guardian signature must be the same as the parent/guardian name on the student's emergency information.***

## **ABSENCE: HABITUALLY TRUANT**

If a student has been absent for three (3) days during the current school year without a lawful excuse, the home school may provide notice to the parent that the student is on the verge of being illegally absent from school. The parents/guardians can be notified that the student will be deemed **Habitually Truant** when six (6) or more school days of unexcused absences occur during the current school year. When a student is identified as **Habitually Truant** the home school:

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

***Medical excuses will be required for every absence after a student reaches 10 absences. At this point, the situation may be referred to sending school and ultimately, CWCTC may recommend that a Habitually Absent student return to the home school fulltime.***

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**ABSENCE: ATTENDANCE INTERVENTION TEAM** When a student is ***Habitually Absent***, the CWCTC principal may convene an Attendance Intervention Team to meet with a ***Habitually Absent*** student. The objective of the Attendance Intervention Team would be to work with the student to devise a plan for changing his/her attendance habits

**ABSENCE: EDUCATIONAL TRIP OR COLLEGE VISIT**

A student may be granted an ***excused*** absence for an “educational trip” or college visit that has been scheduled by the parent via note prior to the actual trip taking place and predetermined by the CWCTC designated as an ***excused*** absence.

**ABSENCE: ABSENCE WRITTEN EXCUSE FORGERY**

If a student presents a forged absence excuse, this forgery will provide administrators with the evidence to determine an ***unexcused*** absence, and also may subject the student to further school disciplinary action.

**ABSENCE: MAKE UP WORK**

When absent from classes, students may be required to make up learning experiences missed during an ***excused*** absence. Each teacher has the ability to determine how that experience will be made up. If a student has an ***unexcused*** absence, a teacher has the ability not to allow make-up of the learning experiences and grade the student accordingly. Each teacher will identify the expectations for make up work in that respective program.

**ABSENCE: ACTIVITIES AT SENDING SCHOOLS**

Students receive a half-day of skill training, written theory work, and *Wellness* at CWCTC. The other half of their day involves their academic course work at their sending high schools. Because of this schedule, there will be assemblies and other activities at the sending high school which morning students at CWCTC may not be able to attend. If the sending school makes arrangements for the students to attend a morning activity, the absence from CWCTC is ***excused***. Typically, the afternoon dismissal at CWCTC is early enough for most students to attend after school activities at their home school without missing the full afternoon session at CWCTC. However, students participating in sports, band, college visitations, etc. will be permitted to have excused early dismissals to return to the home school.

**ABSENCE: EARLY DISMISSAL** CWCTC recognizes that students may need to leave school early due to legitimate reasons. The school requires that early dismissals be verified and excusable under the Pennsylvania attendance laws.

- ◆ No student will be excused before the regular time of dismissal **without a written request** from the parent/ guardian **except for a serious illness, when confirmed by a school nurse or administrator.**
- ◆ Requests for early dismissal are granted primarily for medical appointments and must be presented to the Attendance Office for approval.
- ◆ The telephone number where a parent/guardian may be reached to verify an early dismissal must be indicated on the dismissal request. The parent/guardian will be contacted to verify the request. No student will be dismissed without verification from a parent/guardian.
- ◆ Students are required to report to the Attendance Office to verify dismissal and to sign-out before leaving the building.
- ◆ Students requesting an early dismissal from CWCTC must contact parents/guardians in the office via the office phone.
- ◆ Students being picked up must be picked up in the office area and parents/guardians must sign out the student at the Attendance Office.
- ◆ Under no circumstance should students leave the building during school hours unless authorized to do so. Students are not to arrange pick up on their own without notification to the office.
- ◆ If a student does not sign out, or leaves the building unauthorized, it will be considered truancy.

**CWCTC utilizes Skyward for attendance. Each day all absences, tardy arrivals and early dismissals are recorded. For each student who is absent, arriving late or leaving early, records are maintained.**

**ABSENCE: NOTIFICATION OF PARENTS** It is important that all phone numbers/addresses are correct and kept current so that parents/guardians can be notified if an absence is considered questionable. CWCTC wants to cooperate with parents/guardians concerning school attendance, therefore if you want to verify the attendance of your son or daughter, please feel free to call the school. If your son/daughter will be absent beyond three days, please call the school and let the instructor know what the situation is and how long the student is expected to be out. When in doubt about anything pertaining to your child, do not hesitate to call the school at 724-925-3532.

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## **ABSENCE: TARDINESS**

If a student arrives late to school, the student must immediately report to the attendance office where the student should present a note explaining the reason for the late arrival. The student will be given an entry pass to go to his/her program area. If students arrive late to class, they are required to get a late slip from the administrative office.

If students miss their bus from their sending school, they should report to the administrative office in their sending school. **DO NOT** get into a car with another student for a ride to CWCTC. If they miss the bus when leaving CWCTC, report to the administrative office and transportation will be arranged.

*Repeated tardiness will result in penalties and may require a parent conference. **Parents will begin to receive letters after their child has been tardy more than 10 times. Ultimately, CWCTC may recommend that the student be withdrawn from CWCTC to be reassigned to the sending high school fulltime.***

If students have been detained in the office or by CWCTC staff, they must have a class entry slip from the staff member who detained them before going to their next class.

## **CWCTC: GRADING SCALE**

Parents and students sometimes wonder what a numerical grade may mean in terms of a letter grade. CWCTC scales the numerical score in this way:

93%-100%=A      86%-92%=B      78%-85%=C      70%-77%=D      under 70%=F

If after four nine-week sessions in one school year, a student is earning a cumulative final grade percentage below 70%, CWCTC administration will inform the sending school to remove the student from the technical program. In a competency-based program, a student would have a serious challenge in overcoming a failing grade in order to complete the Technical School Program of Study in Pennsylvania.

## **GRADING: THE CWCTC PROCESS**

Central Westmoreland Career and Technology Center provides a grading system that all teachers use in evaluating students. Teachers grade by assessing three categories throughout each marking period. The three assessed categories are **Written Theory** (The ability to have the Cognitive knowledge necessary to do this type of job), **Skill Performance** (The ability to do those skills necessary in the field), and **Work Ethic** (The ability to demonstrate that the student has the skills to stay on task and work in the way an employee is expected to work.)

Students and parents should be aware that teachers have individual latitude to value each category in the most appropriate way for the grading process. The final grade posted on a report card may represent one third *Theory*, one third *Skill*, and one third *Work Ethic*. However, because this cannot always be the case, the individual teacher has the latitude to give each category a percentage value of the total grade as is necessary for the individual program. For example, during one marking period, an emphasis may be placed on the *Theory* knowledge at a much higher value than the *Skill* performance. In other marking periods, *Skill* performance may be of a higher value than *Theory* or *Ethic*. Teachers will identify the value of each category with students prior to reporting grades. Below are some descriptors for each grade category.

## **WRITTEN THEORY EVALUATION:**

Throughout a marking period, teachers deliver *Theory* lessons that provide facts, concepts, and procedures needed in the career being studied. When a teacher is assessing these *Theory* lessons, the teacher is finding out if students have learned specific knowledge. Students are expected to learn this material and be able to show that they have learned this knowledge. Students can show that they have learned the knowledge in many different ways. Below is a list of the possible ways that students will be asked to show that they have learned the knowledge.

Each teacher will determine the assessment process that will best evaluate a student's acquisition of knowledge. Teachers will advise students what knowledge will be imperative to know for any and all written or oral tests of knowledge.

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## **PERFORMANCE/SKILL EVALUATION:**

Throughout every marking period, teachers provide opportunities for students to use and develop the *skills* that are necessary to perform in a respective field. The teachers offer routine practice activities, work-like experiences, and projects that give students chances to use and develop their *Skills*. When students are working to develop these *Skills*, teachers are assessing how well students are achieving the necessary *Skills*. Each teacher establishes the specific criteria that will be evaluated in relation to each skill.

Each teacher will decide what evaluation activities are best used to assess a student's *skill* performance. Teachers will show students' performance rubrics that they use to evaluate these skills so that students know how the assessment is done.

## **WORK ETHIC EVALUATION:**

Since Central Westmoreland Career and Technology Center is preparing students for careers after high school and possible higher education experiences, teachers evaluate student traits of diligence, persistence, and attitude. Throughout every marking period, teachers provide experiences in which students can demonstrate their *Work Ethic* toward proper perseverance to complete work, toward a willingness to try continually to fulfill course requirements, and toward the demonstration of an approach about learning that would indicate the student would succeed in future adult endeavors. When students are going through learning experiences, teachers assess how well students demonstrate the *Work Ethics* of diligence, persistence, and attitude toward work. Each teacher establishes the specific criteria that will be evaluated in relation to each trait.

Each teacher will decide the criteria that is used to score a *Work Ethic* grade.

## **GRADING: EVALUATION FOR MAKE-UP WORK:**

Teachers have autonomy concerning the requiring of make-up work for absences. When make-up work is required, the student will be granted a time limit to complete the work. The limit will be equal to the number of days absent plus one, starting the day the student returns. It will be the student's responsibility to ask for make-up work. All make-up work not turned in on time will receive a failing mark assigned by the instructor.

## **GRADING: INCOMPLETE GRADES**

A major course requirement assigned in a specific nine-week grading period must be completed within the marking period as assigned by the teacher. If the major course requirement is not made up before the end of a grading period, the student will receive an incomplete for the grading period.

The incomplete, for a major course requirement, must be explained in a letter or failure report sent to the parent.

If the student has not made up the work within fifteen school days after the grade period (except for the last nine-weeks), the incomplete will be changed to a failing percentage grade assigned by the instructor, but will be no lower than 40% unless otherwise approved by the Administrative Director. **During the last grading period**, a student must make up the work before the grades are sent to the sending schools.

## **GRADING: GRADE CONVERSIONS**

Several sending schools issue converted percentage grades based on grades received at CWCTC. In these instances, the letter grade remains the same. Sending school conversions translate the CTC percentage to the sending school percentage as per their grading policy.

## **ADMINISTRATIVE DIRECTOR'S LIST QUALIFICATIONS**

Students at Central Westmoreland Career and Technology Center have the opportunity to be selected to the Administrative Director's List for outstanding achievement in their instructional areas. The qualifications required of a student being named to the list are as follows:

1. Student must have earned a letter grade of "A" in his/her CTE Program and in *Wellness*.
2. The student can be absent for no more than three excused days in a nine-week grading period.
3. The student cannot have any infractions of the CWCTC discipline code.

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## **HOMEBOUND INSTRUCTION**

As per PA school code: A school district, Career and Technical Center, charter, or independent school may provide students temporary homebound instruction for a period not to exceed 3 months. Students attending CWCTC are placed on homebound instruction through their sending school districts. CWCTC will work with sending schools, parents, and students to honor homebound instruction placement. Due to the competency based nature of activities at CWCTC, the administration and guidance department will review homebound students' enrollment after the allocated three month period.

## **BACKPACK POLICY**

CWCTC students are permitted to use a backpack for carrying school related work and materials. Backpacks, bags or any such carrying case must be placed in the student's assigned locker directly upon entering program and must remain there until dismissal. Backpacks assume no expectation of privacy and may be searched at the discretion of program instructor or administration based on suspicion as stated in Section Five of this handbook under "Searches".

## **COMPUTER USAGE POLICY**

The Joint Operating Committee supports use of the Internet and other computer networks in Central Westmoreland Career and Technology Center's instructional and operational programs in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration. Internet users are expected to use the Internet and World Wide Web as an educational resource. The Internet and World Wide Web has been available in the school as a resource to promote and enhance the educational experience. All school Internet and World Wide Web resources must be used appropriately and explicitly for educational purposes only.

For more information on the "ACCEPTABLE USE AND INTERNET SAFETY POLICY" refer to Appendix B.

## **DRESS CODE**

CWCTC students are being prepared for the world of work; therefore, **appropriate dress is mandated**. Students may be required to wear uniform type clothing or particular clothing that enhances student safety while participating in technical education classes. They may also be required to wear specific types for school sponsored extracurricular activities. Any clothing that is considered hazardous in an industrial area is not permitted due to safety concerns.

Students are expected to wear their usual school clothes in programs where uniforms are not required. Any clothing identified by the administration as being disruptive to the educational environment will not be tolerated. The CWCTC Joint Operating Committee recognizes that each student's appearance and grooming reflects personal style and individual preference. At the same time, the school has the right to deny the wearing of clothing that can cause a disruption to the educational process in the school. The Dress Code serves as a guide for students; no regulations, however, are all encompassing. Students are responsible to dress appropriately and will be held accountable. If a student is uncertain as to the appropriateness of clothing for school wear, s/he should check with the administration before wearing the clothing to school. Parents are reminded that student behavior improves as dress improves.

Although all items may not be included on this list, the following types of clothing will not be considered acceptable dress by CWCTC students:

1. Headgear must be removed in the hallways, offices, or lobbies. In order to introduce students to proper etiquette and to promote safety concerns, no head coverings or listening devices (**HATS, CAPS, HOODS, HEADPHONES/EARBUDS, SCARVES, HEADBANDS, BANDANNAS**) should be worn inside the building except where program instructors either require or grant permission for headgear in shops.
2. Halter-tops, tube tops, mesh shirts, spaghetti straps, gapping blouses, backless, strapless, and/or sheer garments are unacceptable. The bottom of the top garment should meet and overlap the top of the lower garment, or the top garment is tucked inside the lower garment. Shirts or tops with larger than normal armholes, which do not cover from the underarm to the waist, will not be permitted.
3. Students are required to wear securely fastened, appropriate footwear at all times. Safety is the major concern with footwear, so slippers and flip flops are not permitted in program areas.

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4. Due to safety concerns, clothing with holes, baggy pants, or pants that drag on the floor are not permitted. Loose-fitting pants must be secured with a belt and must be worn at or above the hips. Pant legs are not permitted to be worn below the student's footwear.
5. The **LENGTH** of Dresses/Skirts/ Shorts/Skorts must meet what is considered modest length and/or longer.
6. Any clothing/accessory containing obscene, lewd, violent, or vulgar words, depictions, prints or graffiti may not be worn, whether it is apparel, footwear, or other accoutrements usually associated with a person's dress.
7. Any clothing/accessory encouraging the use of, depicting or advertising any alcohol, drugs or tobacco may not be worn, whether it is wearing apparel, footwear or other accoutrements usually associated with a person's dress.
8. Due to safety conditions, any accessory such as body piercing, jewelry with spikes, dog collars, wallet chains, chains worn as belts, that may cause injury or compromise health/safety to a student may not be worn.
9. Sunglasses are not permitted to be worn inside the building unless required for medical purposes supported by a physician's prescription.
10. Any extremes in dress that create a disruption in the educational process of the school are prohibited. **An administrator or designee will make the final decision in this regard.**

\*Students who violate dress code policy will be required to secure appropriate apparel and subject to disciplinary action.\*

## **FOOD AND DRINKS**

Outside food and drinks should be limited to reasonable portion sizes (20 oz. bottles, quart jugs or less) and sealed by the manufacturer. Large portions, (including 2L bottles of pop and gallon jugs of tea), open containers, and all food and drinks that consumption was started on the sending school bus ARE PROHIBITED and should be discarded before exiting the bus or at the trash cans at the security desk.

Possession and consumption of outside food and drinks are subject to review by program instructor(s) and administration; including search, seizure and discarding of outside food and beverage items. Refusal to cooperate will result in further disciplinary action as an act of insubordination. Vending machines with healthier and portion controlled options are available for student consumption at the discretion of their respective program instructors.

## **MEDICATION PROCEDURES**

The administration of any student medication, ***both prescription and nonprescription (including over the counter medications)***, during school hours is strongly discouraged as there are many safety concerns about students carrying medication, forgetting to take medication, having an adverse reaction to medication, and sharing medications. For these reasons, CWCTC prefers that medications be administered at home. If a physician deems it medically necessary for a student to take medication, please arrange the times so that the medicine does not have to be administered at school.

If deemed necessary by a physician, all medications will be administered at CWCTC by or under the supervision of the school nurse, school principal, designee, or the parent/guardian. According to discretionary policy, the principal may investigate incidents in which students are observed to be taking or providing medication on their own without parent/guardian direction and school notification. Students who do not follow medication procedures will be subject to the CWCTC disciplinary Code of Conduct. Under no circumstances should students have in their possession *or* provide any medications or supplements in pill, liquid form, or otherwise on CWCTC property *or* transporting such medications to or from CWCTC. Only with the permission from CWCTC administration, parents/ guardians, and licensed physicians should students have medication in their possession (For Example: Rescue Inhaler).

## **PRESCRIPTION AND NON-PRESCRIPTION MEDICATION**

*The procedures for administration and dissemination of prescription and non-prescription medication or any substance in pill, liquid, or any otherwise form is the same.*

1. A "Physician's School Medication Directive" or "private Physician Request for Administration of Medication During School Hours" form must be completed by the student's physician to include: name of student, name of medication, dosage prescribed, time to be given, duration of medication, and physician's signature and date. This form can be obtained at the CWCTC office.

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2. "Permission to Administer and Maintain Medication" or "Consent form for Prescription Medication" form must be completed by the parent/guardian granting permission for medication to be dispensed.
3. Parent/Guardian must supply and transport medication in the original container. A prescription medication must be clearly labeled by the pharmacy or physician. The pharmacist can supply a second labeled bottle for school use.
4. Non-prescription medication must be supplied and transported by the parent/guardian in a clearly labeled original container (directions must be visible).
5. Written dated orders from the physician must accompany ANY CHANGE in the medication prescription.
6. Parents/Guardians are responsible to monitor the number of doses provided and know when a refill is needed.
7. If it is necessary for the parent/guardian to bring any medication of any type to their child during the school day without the proper documentation, it is the parent's responsibility to administer the medication in the first aid room.

**\*\*All medications, prescription or non-prescription, must be delivered to the school by an adult.\*\***

## **POSSESSION/USE OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS**

CWCTC shall permit students in schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Joint Operating Committee policy.

Before the CWCTC permits students to possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Joint Operating Committee and CWCTC Administration shall require the following:

1. A written request from the parent/guardian that the CWCTC complies with the order of the licensed physician, certified nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the CWCTC is not responsible for ensuring the medication is taken and relieving the CWCTC and its employees of responsibility for benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
  - a. Name of the drug
  - b. Prescribed dosage
  - c. Times medication is to be taken
  - d. Length of time medication is to be 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 able to self-administer the medication

A written request for student use of an asthma inhaler and/or epinephrine auto injector shall be submitted annually, along with required written statements and updated prescription. Students must demonstrate competency for self-administration.

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours at any time while on CWCTC property, during time spent traveling to and from the CWCTC or participating in school sponsored activities. Violations of this policy shall result in loss of privilege to self-carry said medications and disciplinary action in accordance with the CWCTC code of conduct and Joint Operating Committee policy.

## **SPECIAL MEDICAL CONDITIONS**

Parents are encouraged to report any medical conditions to the CWCTC Administration. The information is vital if a medical emergency arises. It is vital information not only for the student, but also for the medical or school personnel dealing with the emergency. Certain information may be shared with other staff members when the Health Personnel/Administration deems it necessary for the health and safety of the student. Otherwise, such information will be considered confidential.



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## **STUDENT ARRIVAL/DEPARTURE**

When students arrive for both the AM and PM sessions, they must remain in the main hallway between the entry doors and the vending area until dismissed.

Students returning from absence should report directly to the Attendance Office to obtain a "CWCTC Return from Absence" slip. At this time, students should provide their parental/guardian/physician's excuse to attendance personnel. After receiving a "CWCTC Return from Absence" slip, students should return to their program area.

If a student arrives to the building after students have moved to their program areas, the student should report directly to her/his assigned CTE program area unless s/he is returning from an absence. Students returning from absence are to report directly to the Attendance Office to obtain a "CWCTC Return from Absence" slip. At this time, the student is expected to provide attendance personnel with an excuse for the absence/s and then return to her/his program area with the slip.

## **STUDENT DRIVER/RIDING POLICY**

Because bus transportation is provided by each participating school district to and from Central Westmoreland Career and Technology Center, there should be no need for students to drive; however, driving may be necessary in special situations. A permanent "Driving Permit" will be issued to students who demonstrate the extreme need to drive for legitimate reasons. Each request will be given careful consideration. Additionally, students must provide a current copy of their driver's license, registration card for the vehicle they drive, and insurance card of the vehicle. These documents will be kept on file.

**Driving students may not transport passengers except by *prior* written approval from their parents, the parents of the driver, the CWCTC office, and the sending school.**

Driving permits will be revoked for students violating any part of the driving policy.

A one-day permit (temporary for a fee of \$5 per day) can be obtained from the Principal for appropriate reasons only by a request from the student's parent and the student's sending school principal **at least three days prior to driving**.

Driving is a PRIVILEGE not a Right. The school administration expects all parent/guardian and students to read and comply with all of the driving/parking/riding regulations if they elect NOT to use the bus transportation provided.

If a student drives to school without prior permission from CWCTC that student will be subject to disciplinary action (CTC Study, Sending School Detention, In-School Suspension or Out of School Suspension)

Driving a vehicle is a serious responsibility. The school will not hesitate to revoke a student's driving privileges for any irresponsible behavior. The school has the authority to enforce all driving and parking regulations under the Pennsylvania School code (24 PS-7-779) and in accordance with the Pennsylvania Motor Vehicle Code.

### **Procedures for PM Students Requesting Driving/Parking Permits:**

1. Permanent parking permit application can be obtained from the Principal.
2. Complete the form and return with signatures of parent, employer and sending high school principal along with a copy of the student's driver's license and insurance of the vehicle.
3. Pay a user's fee of \$20.00 to obtain the permit. If lost, student has to pay \$10.00 to replace.
4. **RIDERS –NO RIDERS ARE PERMITTED.**

**CWCTC accepts no responsibility for theft/damage to property or vehicle. Students drive and park at their own risk.**

**Students are reminded that there are young children across the street at Stanwood Elementary School; therefore, students are expected to drive with caution.**

**(§ 212.501: School zone speed limits of The *Pennsylvania Code*).**

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**BE AWARE OF YOUR VEHICLE'S CONTENTS. VEHICLES ARE SUBJECT TO RANDOM PLAIN VIEW SEARCHES. STUDENTS ARE HELD ACCOUNTABLE FOR CONTENTS OF THEIR VEHICLE(S) OR VEHICLE(S) THEY HAVE DRIVEN.**

If, for any reason, (1) the sending school does not permit a student to drive to school, or (2) the student is suspended from the sending school, or (3) the student is suspended from riding the school bus, or (4) the student is expelled from the sending school, the student will NOT be permitted to drive to the CWCTC.

## Driving Offenses

**MINOR - Not displaying permit, not parking properly, not parking in a designated student area, being in the parking lot without proper authorization, driving another student's vehicle or allowing another student to drive your vehicle on school property.**

- ◆ 1<sup>st</sup> Offense – driving privileges may be suspended for five (5) **school days**
- ◆ 2<sup>nd</sup> Offense – driving privileges may be suspended for thirty (30) days
- ◆ 3<sup>rd</sup> Offense – driving privileges may be REVOKED for the remainder of the school year

**MAJOR – Speeding, driving or behaving irresponsibly, leaving school grounds or driving the car for any reason without authorization from an administrator, or interchanging permits with other students.**

- ◆ 1<sup>st</sup> Offense – driving privileges may be revoked or suspended for sixty (60) days.
- ◆ 2<sup>nd</sup> Offense – driving privileges may be REVOKED for the remainder of the school year.

**Transporting or possessing drugs, alcohol or weapons on school property or possessing other “contraband”, under school policies on school property will result in driving privileges being revoked immediately.**

Student driving infractions may lead to school disciplinary action beyond suspension or revocation of driving privileges. A school administrator has the discretion to apply the school disciplinary code as well as suspend or revoke driving privileges for driving infractions.

## STUDENT TRANSPORTATION BY DISTRICT SCHOOL BUSES

Transportation to and from CWCTC is provided by the School District which each student attends. While traveling to and from CWCTC, 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 CWCTC will be addressed by the sending High School administration, the CWCTC administration, or a combination of both. Students may only ride their assigned bus within their sending district. Only in rare or emergency circumstances may a student do otherwise. To ride a bus other than the one assigned (within sending district), a student must obtain clearance to do so from their sending school principal. **STUDENTS ARE NOT TO RIDE A BUS TO TRANSPORT TO A DISTRICT OTHER THAN THEIR SENDING DISTRICT.** Students who do so will be subject to disciplinary action as per the CWCTC Code of Conduct. In case a student misses a bus, only a parent/guardian or adult approved by the parent may drive that student to or from CWCTC.

## STUDENT WALKING/PICK UP POLICY

The CWCTC permits students to walk home or be picked up by parents after the PM dismissal. Students are only permitted to do so after a walking/pick up contract is filled out, signed by a parent/guardian, and turned in to the office. A walking/pick up pass will be issued by the office and security informed. Student walkers are to report directly to their destination and are not to ride in vehicles with student drivers. During inclement weather students are to use their district provided transportation. This pass **DOES NOT** permit students to ride home with student drivers!

## **SECTION THREE: STUDENT SUPPORT SERVICES**

### **CAREER SUPPORTS**

Career Supports are available to students that attend CWCTC. These include Cooperative (Co-Op) Education and Job Placement upon graduation. The Co-Op Coordinator supervises these supports. All students must apply through their teacher and the Co-Op Coordinator.

### **PA CareerLink**

High quality development services and support are available to CWCTC students through a partnership with the Westmoreland Fayette Workforce Investment Board. The technology based CareerLink site is available to all students for resume writing, job search, and career exploration.

### **COOPERATIVE EDUCATION PROGRAM**

Cooperative Education is a program available to CWCTC students in the senior year. This experience will provide a student the opportunity to begin working in his/her field of study. Working through and with the Cooperative Education Coordinator, a student can be placed in a job for a half-day to learn how to work in industry and how to enhance his/her skills that he/she is studying at CWCTC. The student must still complete his/her academic course work at their home high school.

Grades and attendance are kept in the usual manner for this work. The employer furnishes most of the report grade during this period. The high school principal, parent, employer and CWCTC director sign a contract of agreement before a student starts this program.

The Cooperative Learning experience may lead to a permanent position upon graduation, but there is no guarantee of permanent placement due to the Coop experience. However, when students demonstrate that they have the knowledge, skill and work ethic that a company needs, they more readily have the chance of being considered for full time work after graduation. All students are required to furnish their own transportation to the job site. Students in CWCTC programs are eligible for this program *if they meet ALL requirements and there is a job available*. A list of all Cooperative Education requirements can be found by meeting with the Cooperative Education Coordinator.

### **GUIDANCE SUPPORTS**

Helping students become successful adults is the main reason for guidance. It is felt that when students understand themselves, their interests, abilities, and weaknesses - they make wiser career and educational choices. They must, of course, know what there is to choose from both in the world of work and in educational institutions.

A student must obtain a hall pass from his/her teacher to see the guidance counselor at a convenient time. Many times a problem may be solved by a private discussion with the teacher and/or guidance counselor.

Some of the main areas in which a student may need counseling are listed below:

- Educational planning (Secondary students)
- Educational planning beyond graduation
- Career Education materials and counseling
- Employment counseling
- Conflicts with other students
- Problems in class at CWCTC
- Personal problems

The Guidance Department at CWCTC has materials that will help the student obtain information concerning the careers available. Guidance materials are periodically distributed to students. The Guidance Office also houses a collection of occupational and college information. Scholarship information is available in this office and students are given assistance in completing applications to trade, technical, business, college and nursing schools. Students are also given assistance in completing applications for State Scholarships, College Entrance Examinations, etc.

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## Withdrawal From The CWCTC Program

Students attending CWCTC are still registered students of their sending school. If a student CWCTC wishes to return to his/her sending school, that must see a CWCTC Guidance Counselor and formally apply for withdrawal within the first four weeks of school. A CWCTC student may apply for withdrawal after the four week window at the start of a school year. If this occurs, the CWCTC Guidance Counselor will communicate with appropriate sending school personnel. The student's request for CWCTC withdrawal may be denied by the sending school administration after the four-week window for withdrawal has passed.

## Change of Address

When a student changes address or telephone number s/he must notify the Guidance Office of the change ASAP.

## Parental Involvement/Conferences

Parents/guardians actively support technical programs through their children's activities and special projects. Many parents/guardians have contributed to CWCTC through service on formal and informal committees. We believe that "Education is a Team Effort." Parents/guardians are always welcome to visit with the administration, guidance counselors, and faculty at CWCTC. An appointment is preferred, and can generally be made through the Guidance Office or with a specific person.

## Confidentiality and Disclosure of Student Records

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, and home and school visitors shall be respected and no confidential communication made to such employee shall be required to be revealed without the consent of the student or parent/guardian, unless the best interest of the student can be served only by such release. This confidentiality is not applicable when school employees are investigating an alleged violation of the drug policy. (This process is compliant with FERPA regulations.)

\*If you do not wish to have your child's name released to the military, post-secondary institutions or other agencies, nonprofit groups or businesses you must notify the Guidance Office before the end of September.

## **PREVENTION/INTERVENTION SUPPORTS**

As part of our efforts to provide a Safe and Drug-Free School, prevention and intervention supports are available to students on site through the St. Vincent Prevention Project. These supports include: individual assessment and counseling, group counseling, referral to outside service providers, and coordination of service delivery. Issues addressed through this program range from substance use/abuse to anger management. Students are to consult the CWCTC Guidance Department for more information.

## **STUDENT ASSISTANCE PROGRAM TEAM**

Many students have Barriers to Learning, which not only interfere with their educational performance, but also with their physical, mental, social, and emotional development. When students are troubled, so are teachers, counselors, and other school staff. Help is needed for students having difficulties.

The Student Assistance Program (SAP) is a systematic and voluntary response to students' problems in our school. The program is designed to:

1. Focus on educational concerns and improve the quality of education
2. Enlist the support of district staff, parents/guardians, and community

The primary focus of the program is to assess the student whose behavior raises concerns; and to develop a plan, with the help of the parents/guardians that addresses the specific needs of the student.

\*Referrals to the SAP TEAM are confidential and can be made by school faculty, student or family members.

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## **SPECIAL EDUCATION SUPPORTS**

CWCTC offers a spectrum of supports for every Special Education student enrolled in a CTE Program. Students are assigned a Support Facilitator who works with the CTE instructor in the implementation of all student IEPs. Additionally, students have access to a resource room which is outfitted with instructional areas and technology to promote student success through remediation of CTE curriculum. Quarterly progress reports are sent to caseload/monitor teachers indicating current grades and specific target behavior effecting student grades. Each sending school assigns a Special Education Liaison to assist in communication and problem solving throughout the student's education at CWCTC. CWCTC Guidance Department and the St. Vincent Intervention Specialist are also available for counseling services.

## **STUDENT ORGANIZATIONS**

There are active and progressive youth clubs in operation at CWCTC; namely, SkillsUSA, NTHS (National Technical Honor Society), NAHB (National Association of Home Builders) Student Chapter, and FFA (Future Farmers of America). These clubs provide a variety of interests for student members and we are very proud of their past achievements. Participation in these organizations is voluntary, but all students are urged to join.

All youth clubs are considered part of the Career and Technical Education instructional program. It is through student-run clubs that students enter trade contests, develop leadership abilities through democratic procedures, and plan recreational and educational activities. Teachers of each Career and Technical Education program act as club advisors and will provide students with all details of joining and participating.

## **ORGANIZATIONS/ACTIVITIES PROCEDURES**

Each student organization, club, or formally identified group must have a list of procedures that are compliant with the Joint Operating Committee Policy manual conditions. The organization, club, or formally identified group must also have regulations and procedures that reflect the current CWCTC administrative guidelines for organizations, clubs, or formally identified groups.

## ***SECTION FOUR: STAKEHOLDER RIGHTS AND RESPONSIBILITIES***

### **ADMINISTRATIVE RESPONSIBILITIES**

As an educational leader of the school, administrators set the school's disciplinary climate, not only for the students, but for the school staff as well. Therefore, administrators must:

- Seek to develop a sound and healthful atmosphere of mutual respect in the school;
- Develop procedures which will reduce the likelihood of student misconduct;
- Provide opportunity for students and staff to approach the Administration directly for redress of grievances;
- Assist staff members in resolving problems that may arise;
- Maintain an on-going communication with the faculty about the status of discipline within the school;
- Work closely with parents to establish a wholesome relationship between home and school;
- Utilize all the appropriate auxiliary staff and community agencies to help students and parents/guardians identify problems and seek solutions;
- Be fair, firm and consistent in all decisions affecting students, parents/guardians, and staff;
- Demonstrate by word and action through personal example, respect for law and order, self-discipline, and a genuine concern for all people under an administrator's authority;
- Become acquainted with the students by visiting classrooms and attending activities;
- Assume responsibility for dissemination and enforcement of the "*Student/Parent/Guardian Handbook*" and ensure that all discipline cases are resolved as promptly as possible;
- Exercise good judgment utilizing fairness, reasonableness and consistency;
- Comply with pertinent state laws governing hearings, suspensions, and student rights.

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## **INSTRUCTOR RESPONSIBILITIES**

Generally, it is the instructor's responsibility to handle common or minor discipline problems occurring in the classroom through fair, firm and consistent methods. For more serious issues, the instructor's responsibility is to inform, in writing, the Administration of the specific details of the case. While in the classroom, every instructor knows that s/he works every day with the nation's most precious natural resource – the future generation. In view of this responsibility, the instructor must:

- Promote a climate and culture of mutual respect, as well as dignity which will strengthen the students' positive self-image;
- Utilize classroom routines which contribute to the instructional goals and objectives of the program of study and further contribute to the development of a student's civic responsibility;
- Provide an interesting and stimulating classroom climate that will prevent most discipline problems from developing;
- Reflect a personal enthusiasm for teaching and learning, as well as a genuine concern for the individual student;
- Guide learning activities so students learn to think and reason independently, as well as assume responsibility for their actions and to respect the rights of others;
- Demonstrate in words and actions along with leading through personal example a respect for law and order, as well as self-discipline;
- Seek to develop and foster a close, cooperative relationship with parents/guardians for the educational benefit of the student;
- Distinguish between minor student misconduct that is best handled by the instructor and major problems that require the assistance of Administration;
- Help students positively cope with negative peer pressure;
- Be sensitive to changing student behavior patterns;
- Enable students to discuss their problems with them;
- Strive for a mutually respectful relationship with students;
- Assist students and Administration in developing a school climate and culture that is conducive to wholesome learning and living;
- Report to Administration any students who jeopardizes their own safety, the safety of others, or of the instructor, or who seriously interfere with the instructional program in the classroom or laboratory as required by the *"Student/Parent/Guardian Handbook"*;
- Review, read, and interpret the discipline code to the students in their class;
- Be fair, firm and consistent in enforcing the *"Student/Parent/Guardian Handbook"* in the classroom, hallways, restrooms, on school-property, school conveyance, and at all school sponsored events or activities.

## **PARENT/GUARDIAN RESPONSIBILITIES**

Beginning at home, parents/guardians must be the first to foster a child's self-discipline and respect. The school can provide the setting for this training to be carried further by enabling all students to have the right to pursue their own educational needs and interests without unnecessary disruption by others.

A cooperative relationship between home and school is essential to each student's successful development and achievement.

Moreover, parents/guardians should be aware that they are responsible for any financial obligations incurred by their child in school. These include, but are not limited to: lost books, damaged facilities, property, or equipment, etc.

To achieve a wholesome relationship, parents/guardians are urged to:

- Exemplify a positive, enthusiastic, and supportive attitude toward school and education;
- Build a good working relationship between themselves and all school personnel involved with their child's education;
- Teach their child self-respect, self-control, respect of law, respect of others and their property, as well as to be accountable for his/her actions;
- Insist on prompt and regular attendance;

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- Encourage their child to take pride in his/her appearance;
- Insist that their child promptly bring home all communications from school;
- Cooperate with the school in jointly resolving any school related issues;
- Set realistic standards of behavior for their child and be fair, firm, and consistent in applying them;
- Help their child learn to deal effectively with negative peer pressure;
- Provide a place conducive for study and completion of homework assignments;
- Help their child to develop an interest in learning while exploring a variety of fields of knowledge;
- Be aware of the school's attendance, discipline, and other policies, as well as the consequences associated with non-compliance and violations;
- Be sure their child is free of communicable disease and is in a good state of health in order to ensure effective classroom/laboratory performance;
- Attend parent/guardian--instructor or Administration conferences and other school functions;
- Provide complete and accurate information regarding contact phone number for work, home, and cellular; address and relevant health and/or medical conditions of the student as obligated by state law.

## **SCHOOL RESPONSIBILITIES**

The Joint Operating Committee has the authority to make reasonable and necessary rules governing the conduct of students in school. This rule-making power is limited by statutory and constitutional limits. School rules are assumed to be "reasonable" until they are rescinded or waived. Students, therefore, should obey all school rules while working through channels to help change those rules they do not feel stand the test of fairness and reasonableness.

## **SCHOOL RULES AND STUDENT RIGHTS & RESPONSIBILITIES**

CWCTC affirms the following policies in accordance with regulations and guidelines on Student Rights & Responsibilities. Attendance at CWCTC is a privilege, extended to the learner by his/her sending school district. CWCTC students must recognize that their abuse of this privilege can deny other students at the school their right to a quality education. Therefore, the Joint Operating Committee of the Central Westmoreland Career and Technology Center recognizes the importance of maintaining the proper educational climate within the school. The committee also believes that the basic rights and responsibilities of all people must be recognized and guaranteed.

All students that attend Central Westmoreland Career and Technology Center have a responsibility to conduct themselves in a safe and respectful manner. The CWCTC Joint Operating Committee has the authority to make reasonable and necessary rules governing the conduct of students in school. Each teacher defines a set of rules and responsibilities that fit within the CACTC Joint Operating Committee Policy for Student Behavior. Students learn of their rules within each respective program area.

## **STUDENT RIGHTS**

Students do have rights. They have legal rights as persons and citizens not to be deprived of what the law gives them. These rights include: the right to an education from age 8 to age 21, the right to reasonably express their opinion without disruption to the educational atmosphere of the school, and the right to be free from any form of discrimination or discriminatory practices. They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other students and the right to contribute to the educational process.

- ◆ A student has the right to a full education in the program to which s/he has been admitted.
- ◆ A student has the right to observe any religion (or none at all) that the school may not interfere with by requiring, establishing, or conducting religious exercises.
- ◆ A student has the right not to take part in the Pledge of Allegiance or salute to the flag, if doing so violates his/her beliefs or values.
- ◆ A student has the right to an education, regardless of race, gender or sexual orientation. The state or any other government body may not establish racially segregated schools.

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- ◆ A student has the right to the following, prior to being suspended from school three (3) days or less: To know verbally what policy has been violated, an explanation of why it is believed that a policy was violated if s/he denies it and an opportunity to explain his /her version of what happened.
- ◆ A student has the right to the following, prior to being suspended from school for more than three (3) days: To know in writing what policy has been violated, an explanation of why it is believed that a policy was violated if s/he denies it, and an opportunity to explain his/her version of what happened.

## **STUDENT RESPONSIBILITIES**

Along with Rights, students have responsibilities the same as any person and citizens who lives in the United States and Pennsylvania. These responsibilities reflect those basic conditions of human behavior and discipline that help a society function positively. Responsibilities include:

- ◆ Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning.
- ◆ The student is responsible for regular school attendance (except when excused), punctual arrival, and timely completion of assignments related to his/her program and activities conducted by that program or the school.
- ◆ The student must respect the religious beliefs of other learners. Students should express their ideas and opinions in a respectful manner.
- ◆ While expressing him/herself, the student may not violate another person's rights, use slanderous or libelous speech, materially and substantially interfere with the educational process, threaten an immediate harm to the welfare of the school or community, encourage unlawful activity, or interfere with another individual's rights.
- ◆ If a student does not participate in the Pledge of Allegiance or salute to the flag, he/she may not disrupt the activity of those who choose to do so.
- ◆ It is the responsibility of the student to respect the rights of school officials, administrators, teachers, personnel, other students, parents, and patrons and/or all others who are involved in the educational process. Students do not have the right to interfere with the education of other learners at the school.
- ◆ Students are responsible for being aware of school policies and procedures regarding student behavior and conduct themselves accordingly.
- ◆ It is the student's responsibility to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- ◆ The student has the responsibility to dress and groom him/herself to meet fair standards of safety and health, not causing substantial disruption to the educational process.
- ◆ It is the student's responsibility to assume that until a rule is waived, altered in writing, or repealed, it is in full effect.
- ◆ The student is responsible for assisting the staff in operating a safe school.
- ◆ The student shall comply with state and local laws.
- ◆ The student shall exercise proper care when using school facilities and equipment.
- ◆ The student shall make up work when absent from school.
- ◆ The student shall report accurately and not use indecent or obscene language in student newspapers, websites or publications.
- ◆ Students shall pursue and attempt to satisfactorily complete the courses of study prescribed by state and local authorities.
- ◆ Any student with a physical impairment should make this known to his/her teacher and guidance counselor if accommodations are needed.



## **SECTION FIVE: STUDENT DISCIPLINE POLICY**

### **STUDENT CONDUCT/CONSEQUENCES**

Proper conduct by learners provides for a safe and productive environment in which all students can learn. Policies for conduct parallel expectations that an employer may have established, thus assisting in students' preparation for work. Disciplinary actions are intended to deter recurrence of inappropriate behavior by addressing non-adherence to policies and will be progressive in nature.

### **CODE OF STUDENT CONDUCT**

The Administration, Faculty, and Staff at CWCTC feel that the educational and social needs of students can best be achieved by providing an atmosphere that allows them to grow and develop, but still contains the elements of discipline and responsibility necessary for functioning effectively with their peers. To achieve this goal, we are instituting a discipline policy that is progressive in nature and that we feel is fair to all students to provide the proper atmosphere for personal growth and social responsibility. We feel that the parents/guardians and school must work together for the betterment of education; therefore, we will be looking for parental support in disciplinary matters.

These rules apply when students are on **school property, including school buses, and while attending school functions.**

Students are reminded that CWCTC is an extension of their sending schools' curricula. **The administrations at CWCTC and the sending school district may impose cooperative disciplinary measures when appropriate to the infraction committed and/or the frequency of occurrence.**

## LEVEL I – MISCHIEVOUS INFRACTIONS

VIOLATION EXAMPLES	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> <li>➤ Displaying inappropriate behavior</li> <li>➤ Not following class/CTE policy</li> <li>➤ Not responsive to the teacher's request for modification of inappropriate behavior</li> <li>➤ Mild classroom disruption</li> <li>➤ Abuse of hall pass</li> <li>➤ Not following the dress code</li> <li>➤ Leaving class without permission</li> <li>➤ Unauthorized use of electronic devices, (MP3 players, iPods, laser pointers). Use of cellular phones is not permitted during the school day unless a component of the curriculum and/or otherwise approved.</li> <li>➤ Tardy to class</li> <li>➤ Cutting class</li> <li>➤ Unauthorized use of instructor's phone</li> <li>➤ Cheating</li> </ul>	<ul style="list-style-type: none"> <li>➤ Verbal Reprimand</li> <li>➤ Parent Contact/Conference</li> <li>➤ Written Assignment</li> <li>➤ Withdrawal of Privileges</li> <li>➤ Restriction from School Activities</li> <li>➤ Confiscation of Object</li> <li>➤ CTC Study/Sending School Detention</li> <li>➤ Counseling within the School</li> <li>➤ Referral to Outside Agency</li> </ul>

## LEVEL II – SEVERE INFRACTIONS

VIOLATION EXAMPLES	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> <li>➤ Repeated violations of Level I</li> <li>➤ Threatening acts</li> <li>➤ Insubordination, disrespectful speech or actions, profanity or vulgarity</li> <li>➤ Defacing of school property</li> <li>➤ Forgery (passes, excuses, early dismissals, etc.)</li> <li>➤ Safety violations</li> <li>➤ Possession of pornographic, racist and/or other inappropriate materials</li> <li>➤ Plagiarism</li> <li>➤ Violation of the Computer Acceptable Use Policy or Cyber Bullying</li> <li>➤ Violation of Sexual Harassment Policy</li> <li>➤ Possession, use, sale, or transfer of tobacco</li> </ul>	<ul style="list-style-type: none"> <li>➤ Any Level I Consequence</li> <li>➤ Behavior Contract</li> <li>➤ Probationary Status</li> <li>➤ Restitution for Damages</li> <li>➤ In-School Suspension</li> <li>➤ Out-of-School Suspension</li> <li>➤ Criminal Complaint Filed</li> <li>➤ Referral to Outside Agency/Services</li> <li>➤ Reschedule at Sending School</li> </ul>

LEVEL III – MOST SERIOUS INFRACTIONS	
VIOLATION EXAMPLES	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> <li>➤ Repeated violations of Level I/II</li> <li>➤ Fighting / disorderly conduct</li> <li>➤ Arson</li> <li>➤ Assault and battery</li> <li>➤ Indecent exposure</li> <li>➤ Theft</li> <li>➤ Leaving school without permission</li> <li>➤ Possession of a knife, firearm, fire cracker or any other objects that can be used as a weapon (see page 51)</li> <li>➤ Threatening, bullying or intimidating teachers, students or any other school personnel</li> <li>➤ Unauthorized use of school's fire alarm system</li> <li>➤ Threatening phone calls, bomb scares, e-mails, letters, cyber bullying etc.</li> <li>➤ Intentional or malicious damage to the property of others</li> <li>➤ Possession, use, sale, or transfer of alcoholic beverages, drugs, look-alike (counterfeit) drugs or controlled substances, or being under the influence of the same</li> <li>➤ Possession, use, sale, or transfer of drug paraphernalia</li> <li>➤ Violation of the Computer Acceptable Use Policy</li> <li>➤ Violation of Sexual Harassment Policy</li> <li>➤ Terrorist Threats Violation</li> </ul>	<ul style="list-style-type: none"> <li>➤ Any Level I/II Consequence</li> <li>➤ Immediate Out-of-School Suspension</li> <li>➤ Referral to State Police</li> <li>➤ Expulsion</li> <li>➤ Removal from CWCTC</li> </ul>

## **LEVEL I INFRACTIONS**

The Level 1 acts represent violations of established school policies. These acts are considered unacceptable, but carry with them a low degree of disciplinary action unless they are repeatedly done. Each time any Level 1 infraction occurs, the disciplinary action can increase and ultimately the repeated infraction will lead to an increase as to Level at which the infraction will be disciplined. Ultimately, students who have already been assigned multiple consequences/disciplinary measures for any Level I act or combination of acts may face suspension from school.

## **LEVEL II INFRACTIONS**

The Level 2 acts represent violations of established school policies. These acts are considered unacceptable beyond Level 1 behaviors. Each Level 2 infraction is considered a serious misbehavior that may bring disruption to other students, teachers, administrators, adult staff members or the operative procedures used to organize the school. The Level 2 disciplinary infraction can increase by repeatedly committing the same infraction. When repeatedly committed, the Level 2 infraction may become a Level 3 misbehavior. Ultimately, students who have already been assigned multiple consequences/disciplinary measures for any Level 2 act or combination of acts may face suspension from school.

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## **LEVEL III INFRACTIONS**

The following infractions are considered to be the most serious in nature. These acts are considered unacceptable beyond Level 1 and Level 2 behaviors. Level 3 infractions can lead to danger to other students, adults in the school or to oneself. These Level 3 infractions cannot be overlooked because of the severity of the action or the lack of conformity of the student.. Repeated violations of Level 1 and Level 2 infractions could result in treating the infraction as Level 3 because of the relentlessness of the student to conform to the expected behaviors in the school. These violations will generally result in suspension and/or expulsion and/or notification of the proper authorities.

### **NOTE:**

- **Students who have had a combination of three (3) suspensions under Level I or Level II for any reason may be referred to a hearing before the School Board of his or her Sending School for possible expulsion and return to the sending school.**
- **State Law mandates civil penalties for possession of tobacco products.**
- **State Law mandates up to a one-year expulsion for possession of weapons.**

## **ALCOHOL/DRUG PROCEDURES**

1. A student involved in the possession, use, sale, or distribution of a suspected controlled substance, including but not limited to, counterfeit drugs and the possession or use of alcoholic beverages, no matter how low the alcoholic content, shall receive a ten (10) day out-of-school suspension, be reported to the local law enforcement officials, and a parental conference will take place to inform the student and parent that the student will be recommended to the Chief School Administrator of his/her home school for a hearing before the Local Home School Board.
2. Students possessing drug paraphernalia shall receive a ten (10) day out-of-school suspension, be reported to the local law enforcement officials, and a parental conference will take place before the student returns to CWCTC.
3. In all drug and alcohol incidents, the parent shall immediately be notified of the situation. The parent will also be informed of the involvement of the local law enforcement officials.
4. **In all drug and alcohol matters, the student will be required to undertake a complete drug and alcohol assessment at the expense of the student/family before returning to school.** The student/family has the right to select the agency of their choice to conduct the assessment from a list provided by the school's administration at the time of the suspension.
5. If the written notification of the assessment is not received prior to the end of the tenth (10<sup>th</sup>) day of suspension, the family or student must notify the school and provide information containing when and where the assessment will take place. The student may then return to school temporarily until the assessment is complete.
6. Failure to follow the procedures regarding assessment shall subject the student to suspension until the assessment is complete.
7. In all drug-related matters, the appropriate law enforcement officials and the sponsoring district will be notified.
8. In addition to actions taken by CWCTC, students in violation may be subject to disciplinary action through their sending school district. Students who are suspended or expelled from their sending school districts shall also be prohibited from attending CWCTC.

### **Penalties**

- In the event the student is found to have violated this policy, the student may be subject to suspension and/or expulsion. Such penalties shall be given in conformance with due process proceedings required by law. Students removed from attending sending schools for expellable offenses shall consequently be removed from attending CWCTC.

## **DRUG AWARENESS**

CWCTC recognizes that the importance of the misuse of drugs and alcohol in any form is a serious problem with physical, legal, and social implications for the whole school. For purposes of this manual, drugs shall mean:

- ◆ All dangerous controlled substances as defined by the Pennsylvania Controlled Substance Drugs, Device, and Cosmetic Act
- ◆ All alcoholic beverages and products including those labeled as non-alcoholic beer or wine
- ◆ Look-alike (counterfeit) drugs

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- ◆ Any volatile solvents or inhalants, such as, but not limited to, glue and aerosol products and prescription or patent drugs, except those for which permission for use in school has been granted
- ◆ Drug paraphernalia

CWCTC prohibits the use, possession, sale, or distribution (including solicitation to sell or distribute) of any drug or alcohol (See Code of Student Behavior):

- ◆ On school property (whether owned or leased by the school)
- ◆ At any school sponsored activity, function, or event off school property
- ◆ On a school bus or other school provided transportation, to or from school or a school sponsored activity
- ◆ In a vehicle parked or driven upon school property (whether owned or leased by the school)

## **ELECTRONIC DEVICES**

The Central Westmoreland Career and Technology Center holds high expectations for student behavior, academic integrity, and responsible use of existing and emerging devices that can take photographs, play/ record audio or video data, store, transmit, or receive messages or images, or provide a wireless, unfiltered connection to the internet, such as cellular phones, digital picture/video cameras and/or phones and any other personal electronic devices capable of capturing, receiving and/or transmitting data or images. Central Westmoreland Career and Technology Center's Joint Operating Committee, its duly appointed administration, faculty, staff, or any other agent of the entity shall not be liable for loss, damage, or misuse of any personal electronic device brought to school by a student.

Standards for responsible use at school, during school hours, on conveyances, or at other school related or sponsored activities:

1. Cellular phones and other personal electronic devices shall be turned off and kept out of plain, clear sight during any instructional time throughout the entire school day.
2. Students shall not use any electronic device(s) that in any way disrupts, interrupts, or detracts from the educational environment for either the person who is in possession of the device, its owner, or any other student in the class where the device is being used.
3. Use of cellular phones or any other personal electronic devices is prohibited in the program area, wellness/fitness center, or computer labs designed for administering the PA Skills Assessment during the school day.
4. Students are not permitted to leave class in response to any electronic device.

## **Respect for Privacy**

1. Students shall not record, photograph or videotape themselves, students, teachers, any school employee or other individuals at school or at a school sponsored event or activity without that (those) individual's knowledge and express written consent; except for activities considered to be in the public arena such as public performances.
2. Students shall not email, post to the internet (e.g. Facebook, etc.) or otherwise electronically transmit images of other individuals taken at school without that person's express written consent.
3. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.

## **Pagers/Beepers**

Without prior administration approval, pager/beeper devices are prohibited. Exceptions may be made by the Administration.

## **Portable Storage Devices**

Students shall not be permitted to plug into any CWCTC computer hardware a portable storage device such as, but not limited to, a USB Thumb or Jump Drive. Students are encouraged to utilize Google Drive.

## **Compliance with Other District Policies**

Use of cellular phones or other personal electronic devices must not violate any other Joint Operating Committee policies, including those regarding student privacy, copyright, cheating, plagiarism, bullying, civility, student Code of Conduct, electronic technology acceptable use, or harassment. If a violation occurs involving more than one (1) such policy, consequences for each policy will apply.

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**First infraction** – An employee shall direct the student to turn off the device. The employee shall then confiscate the device and turn it in to the school office where the student may retrieve the device at the end of that school day, in which it was confiscated. The student will receive a written warning from the principal. If the student refuses to surrender the phone or electronic device, the result may be out-of-school suspension for insubordination and violating the provisions of this policy.

**Second Infraction** – The second infraction shall result in confiscation of the device, which is to be turned off and turned into the school office, notification of the parent/guardian of the revocation of the student's permission to possess a cellular phone or any other electronic device, or to borrow or use another's at school for forty-five school day period. The parent/guardian may retrieve the device from the school office during normal business hours. The student will receive one out-of-school suspension. If the student refuses to surrender the phone or electronic device the result may be out-of-school suspension for insubordination and violating the provisions of this policy.

**Third Infraction** – The third infraction shall result in confiscation of the device, which shall be turned into the office, notification of the parent/guardian, and termination of the privilege to possess a cellular phone or any other electronic device or to borrow or use another's at school for a period of ninety school days, which will run consecutive, and may overlap two concurrent school terms. If the student refuses to surrender the phone or electronic device, the result will be out-of-school suspension for insubordination and violating the provisions of this policy.

## **FIGHTING**

Fighting is not only contrary to good citizenship and conduct, but can also cause lasting injuries. The possibility of injury is even greater in an industrial atmosphere where there are revolving machines, sharp pointed materials and tools. Fighting is considered a most serious offense at CWCTC and will be dealt with by severe measures including suspension, expulsion, and a possible criminal charges.

## **HARASSMENT**

### **LEGAL DEFINITION OF HARASSMENT**

**Crime Code Citations: §2709. Harassment:** A person commits the crime of harassment when, with intent to harass, annoy or alarm another person:

1. Strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same;
2. Follows the other person in or about a public place or places;
3. Engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose;
4. Communicates to or about such other persons any lewd, lascivious, threatening or obscene words, language, drawings or caricatures;
5. Communicates repeatedly in an anonymous manner;
6. Communicates repeatedly at extremely inconvenient hours; or
7. Communicates repeatedly in a manner other than specified in sections (4), (5) and (6).

If a student engages in misconduct that meets this definition, a Criminal Complaint will be filed at the District Court. There, s/he will face a summary charge(s), with the maximum penalty being a \$300 fine plus cost.

### **HARASSMENT: BULLYING/CYBER BULLYING**

The Joint Operating Committee is committed to providing a safe, positive learning environment for district students. The JOC 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. The JOC prohibits bullying by students; therefore CWCTC has adopted a zero tolerance policy for bullying.

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 or where a link may be established that is severe, persistent or pervasive and has the effect of doing any of the following:

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

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In some cases, consequences for bullying may be commensurate with those consequences outlined by CWCTC regarding threats, harassment, and disorderly conduct. Students exhibiting bullying behavior will be subject to disciplinary action.

Punishment may include ten (10) days out-of-school suspension or expulsion from school and/or prosecution. Any student who violates this policy will be required to seek professional counseling at an approved mental health facility before being allowed to return to CWCTC. Prior to re-entry into classes a parent conference must take place. For more detailed information concerning CWCTC's definitions and policy on bullying or unlawful harassment, refer to Appendix C.

## **HARASSMENT: SEXUAL HARASSMENT POLICY**

All employees and students at CWCTC should enjoy a working and learning environment, free from all forms of discrimination, including sexual harassment. Sexual harassment is defined to include:

1. Any unwelcome sexual advances, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature;
2. An explicit or implicit requirement of submission to sexual advances as a basis for an employment decision;
3. An explicit or implicit requirement of submission to sexual advances as a condition of employment, promotion, grades, or academic or social status;
4. Any case in which submission to or rejection of such conduct is used as the basis for any employment or academic decision affecting any individual;
5. Any case in which such conduct has the purpose or effect of interfering unreasonably with the individual's personal, professional, work or academic performance;
6. Any case in which conduct creates or tends to create an offensive, hostile, or intimidating work or academic environment;
7. Actual or threatened retaliation against a person who complains or intends to complain of sexual harassment.

Furthermore, the following behavior, if unwelcome, may constitute sexual harassment:

1. Sexual comments;
2. Sexually-oriented, verbal "kidding" or joke telling;
3. Explicit or implicit pressure to engage in sexual activity of any nature;
4. Repeated remarks to a person, if such remarks have sexually demeaning implications;
5. Non-verbal gestures of a sexual nature;
6. Physical acts such as touching, pinching, patting, hugging, fondling, brushing up against, assault, or restricting an individual's movement;
7. Use of display of visual objects such as sexually explicit photographs or posters;
8. Use of unwelcome terms of endearment. Unwelcome is defined as being undesirable or unwanted or offensive to the harassed individual, and not solicited or incited by the individual.

All persons associated with this school system, including, but not necessarily limited to, the JOC, the administration, the staff, and the students, are expected to conduct themselves, at all times, so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school staff or student body will be in violation of this policy. Any occurrence should be reported to an instructor or administrator, who will forward the complaint to the Director for review.

## **SEARCHES OF STUDENTS AND PROPERTY**

### **LEGAL PRECEDENCE**

Public school students are protected against unreasonable search and seizures by school officials pursuant to the 4<sup>th</sup> Amendment of the United States Constitution and the Pennsylvania Constitution. This protection afforded to public school students, however, is not the same constitutional standards that are applicable to law enforcement officers. A student's person and property may be searched by school officials pursuant to a "reasonable suspicion" standard, rather than the more stringent "probable cause" standard applicable to police officers.

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## **Reasonable Suspicion (Cause) Standard**

Students may be subjected to searches if:

- A. There are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school; and
- B. The search, as actually conducted, is reasonably related in scope to the circumstances, which justified the search in the first place.

Except in situations where there is an immediate threat to the health, safety, or welfare of the student or others, the scope of a search should be limited to the least intrusive means available. A search is permissible in scope when it is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. The more serious the infraction, the more intrusive the search may be.

## **LOCKER SEARCH**

CWCTC acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property. As such, the school may, from time to time, provide lockers, cabinets or other storage facilities (hereinafter referred to as "lockers") for such use by students.

### **A. School Ownership**

All lockers are and shall remain the property of CWCTC. Students are merely being permitted by the school to utilize the lockers. Lockers and contents are the responsibility of the person(s) assigned.

### **B. No Expectation of Privacy**

Students shall have no expectation of privacy for any contents within their lockers. Any locker assigned to a student is subject to being searched at any time. Any locker assigned to a student is subject to being targeted for a physical search as a result of an unannounced, random detection of school lockers for dangerous devices or illegal drugs by mechanical means or the use of trained dogs.

Students are permitted to keep their assigned lockers secured with a lock against the incursion by other students. Only locks that CWCTC has a duplicate key and/or combination are to be permitted. The fact that students are allowed to maintain locks on their lockers is not to be interpreted in any manner as giving the students any expectations of privacy in their lockers.

### **C. Search Procedure**

1. The Joint Operating Committee hereby authorizes the appropriate school authorities to inspect a student's locker any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object, the possession of which is illegal, or any material that poses a hazard to the safety and good order of the school.
2. Prior to a locker search, the student shall be notified and be given the opportunity to be present unless the student is absent or unable to be present at the time of reasonable cause of search. The school official, in the presence of the student and another member of the school staff, may search the student's locker.
3. In the case of an emergency, such as a bomb threat, the locker may be searched without the student being present. When the school official has a reasonable suspicion that the locker contains materials that pose an immediate threat to the health, welfare and safety of the school community, the student's locker may be searched without prior warning and without the student being present.
4. The school official shall be responsible for the safe keeping and proper disposal of any substance, object or material found to be improperly stored in the student's locker, unless the contents have been confiscated by a law enforcement officer. The Principal or designee shall be responsible for the prompt recording, in writing, of each locker inspection. The record shall include the reasons for the search, persons present, objects found and their disposition. After a search has taken place, the parent/guardian of the student shall be notified.
5. Absent the existence of a search warrant, the school official may open a student's locker upon request of a law enforcement officer, provided the school official or a designee receives information from the officer that the locker contains illegal or hazardous materials, contraband, or any object or substance the possession of



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which is illegal. In such event, the search shall be conducted without the law enforcement officer and pursuant to the above procedures.

6. The school official shall open a student's locker for inspection on the request of a law enforcement officer on presentation of a duly authorized search warrant or on the intelligently and voluntarily given consent of the student. In such event, the school official shall not act as the student's informed adult for purposes of any Miranda warnings or for any other purpose; rather, the school official shall attempt to contact the student's parent/ guardian.

## **D. No Insurance**

The school is not obligated to insure the contents of lockers. Students should, therefore, be advised that such contents are not insured by the school against loss by theft, vandalism, fire or casualty.

## **E. Student Notification**

Students shall be notified at least annually or more often if deemed appropriate by Administration, concerning the contents of this Policy.

## **F. Police Investigation**

If local police are summoned, the parent/guardian of the student shall likewise be notified. School officials shall cooperate with any police investigation. Upon the police appearing, however, under no circumstances shall the school official act as the student's informed adult in regard to any Miranda warnings or for any other purpose.

## **MOTOR VEHICLE SEARCH**

CWCTC has authorized the use of motor vehicles by certain high school students on school premises, subject to rules, regulations, and policies established by the school. The Joint Operating Committee also recognizes that motor vehicles may be utilized by students in the possession, sale and/or transportation of illegal substances, devices and objects, or may be used as depositories of objects, substances or evidence of activities in violation of the law or policies of CWCTC. The Joint Operating Committee's obligation to maintain a safe, healthy and productive educational environment may at times require the search and conditions set forth herewith:

1. A "student motor vehicle" means any motor vehicle driven by a CWCTC student onto school premises, regardless of the actual legal ownership of the vehicle.
2. A "plain view inspection" means a visual inspection of the exterior and/or interior of a motor vehicle, effectuated through an open or closed window, door, hood, or unlocked trunk lid, and may involve a physical entry into the vehicle.
3. A "physical inspection" means actual entry into the passenger compartment, trunk or other storage area of the motor vehicle.
4. A "forced entry" means gaining access to the interior of a locked student motor vehicle without the use of a key.

## **Search Guidelines**

The following guidelines are set forth with respect to student motor vehicle searches:

1. School officials may routinely conduct plain view inspections of any motor vehicles while said motor vehicles are on school premises.
2. School officials may conduct a physical inspection of a motor vehicle while the vehicle is on school premises when there exist reasonable grounds to suspect that the student in question has violated the law or CWCTC policies, and that the vehicle is being used for the storage of objects, substances or other evidence of such activities or contains items which constitute a threat to the health, safety or welfare of the student or other students of the School District(s).
3. Prior to the physical inspection of a motor vehicle, a student shall, when possible, will be notified of the possibility of the physical inspection. The student shall also be notified of the law or policy, which the student is suspected of violating. The student shall be given an opportunity to address the grounds used by the Administration to search the vehicle and/or to voluntarily open or unlock the vehicle.

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## **The student shall also be informed that:**

- a. Failure to voluntarily unlock any part of the vehicle as requested will result in notification of his/her parent or legal guardian
  - b. Failure to voluntarily unlock any part of the vehicle as requested may result in notification of law enforcement officials; and
  - c. Failure to voluntarily unlock any part of the vehicle may result in revocation of permission to operate a motor vehicle on school premises
4. If following the student's explanation and/or the failure to open or unlock the motor vehicle voluntarily in the presence of the school official, a physical inspection of the motor vehicle remains reasonable. Therefore, the school official shall conduct a physical inspection of the vehicle limited to gaining access through any unlocked doors, trunks or hoods. The vehicle is not to be forced open by use of any tool. If such physical inspection is not possible, the school official shall request that either the owner or co-owner who is not the student open the vehicle. \* The student involved shall be informed of the right to be present during the physical inspection of the motor vehicle.
  5. Notwithstanding any other provision of this policy to the contrary, a school official or designate who reasonably suspects that the contents of a student motor vehicle creates an emergency situation in which the health or safety of the student in question, other students, school personnel or facilities may be endangered by the delay inherent in compliance with the notification procedures set forth herein, may undertake forced entry into the motor vehicle as expeditiously as deemed necessary to preserve the health, safety, and welfare of the school population.
  6. The Building Administrator or designate shall be responsible for the safekeeping and/or proper disposal of any substance, object or material found to be unlawfully or improperly placed in a student motor vehicle.
  7. Following the physical inspection of a student motor vehicle, the school official shall complete a written report indicating all details of the said search.

\* School official may request that the police open the vehicle, provided the scope of the search is not in violation of the law.

## **SEARCH OF PERSON OR BELONGINGS**

### **A. Definitions:**

1. "Individualized suspicion" means that a school official has reasonable belief that a particular student is in possession of an illegal substance, contraband, stolen property or weapon.
2. "Metal detector" means a portable, hand-held scanning device that detects metal.

### **B. Procedure:**

1. The rules and regulations of the State Board of Education provide that reasonable force may be used by teachers and school authorities to obtain possession of weapons or other dangerous objects.
2. Upon the existence of suspicion of an individual student possessing a weapon or dangerous object, a school official will request that the student voluntarily empty his/her pockets, remove his/her coat, jacket or sweater. A school official may further require the student to remove shoes, hats, or clothing below the knee or above the neck. The official has every right to inspect book-bag and/or backpack/purse and the contents of such container. Such search shall take place in the presence of a second school official.
3. If the student resists such a voluntary search, the school official shall immediately summon the police and request assistance. The parent/guardian of the student shall likewise be notified. School officials shall cooperate with any police investigation. Upon the police appearing, however, under no circumstances shall the school official act as the student's informed adult in regard to any Miranda warnings or for any other purpose.
4. A search may consist of a pat down. A pat down search of the student's person shall be done by a school official of the same sex and in the presence of another member of the school staff of the same sex.
5. Use of Metal Detector: A metal detector as defined herein may be used for purposes of determining if a student is in possession of a weapon. The Joint Operating Committee has balanced the limited intrusion of a metal detector upon individual freedom against the vital public interest in preserving an appropriate learning environment and to maintain safe schools.
  - a. The student will be informed why the school official has reason to believe that the student is in possession of a weapon. The student will be given an opportunity to produce the weapon. The student will be advised if s/he

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does not produce a weapon or denies that s/he has one, a metal detector may be used to detect the presence of same.

- b. If the metal detector is activated, the student may be asked to remove the object. If the student declines to remove the object, the school official shall advise the student that the police and the student's parent/guardian will be immediately called to appear at school.

## **SMOKING/TOBACCO PRODUCTS**

Possession or use of tobacco products by secondary students is prohibited in school buildings, in school buses, on school grounds, and at school sponsored activities held off of school premises.

Possession of tobacco products shall include having on one's person or personal property, smoking or smokeless tobacco in any form. Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe, electronic cigarettes of any kind, Vape Pens, Hookah Pens or other smoking product or material and smokeless tobacco in any form. Use of tobacco products includes the use of smoking or smokeless tobacco in any form.

School grounds are defined as property owned by, leased by, or under the control of CWCTC, including sidewalks, roadways, parking lots, courtyards, school buildings, and other campus areas not located in the school building.

A student is in possession of tobacco for purpose of this policy if tobacco products were found on the person of the student, in the student's locker, in the student's purse, gym bag or other like object, in a student's coat or other clothing, in the student's vehicle or otherwise under the student's control.

Students in violation of this rule will be subject to the following actions:

1. Use or possession of tobacco products will result in the issuance of no less than one (1) day out of school suspension. In some cases, additional days of suspension may be applied.
2. Use or possession of tobacco products will result in a \$50 fine payable to Central Westmoreland CTC within 30 days. Parent notification and/or parent conference will follow.
3. Use or possession of tobacco products will result in the student being referred to a school-based Tobacco Cessation Group or outside services.
4. Any student acting as a lookout for those using tobacco products will be subject to suspension including parent notification and/or conference.
5. Tobacco products will be confiscated by any teacher or administrator from students possessing them.
6. Failure to pay \$50 fine to CWCTC within 30 days and/or secondary offenses will result in the issuance of a non-traffic citation, which will be referred to the local district justice for prosecution.
7. Repeat offenders will be dealt with more severely by the CWCTC, district justice and may be subject to a 10-day suspension or expulsion.
8. Students suspected of possession/use of tobacco products may be subject to investigation procedures defined in the CWCTC use or possession of drugs and/or alcohol.

## **SOCIAL MEDIA**

The Central Westmoreland Career and Technology Center respects the rights of all students to express their opinions and beliefs on social media, (Facebook, Twitter, Instagram, Snapchat etc.), but students are strictly prohibited from utilizing these outlets during school hours as they do not fall within the standards for responsible use at school.

Furthermore, any social media posts, (even those made outside of schools hours), that substantially disrupts the education process and/or learning environment of any student is subject to disciplinary action under the Bullying/Cyberbullying policy. Examples include but are not limited to: Threats, references and/or unauthorized photographs of students or staff.

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## **THEFT (LARCENY)**

- ◆ Any student caught stealing tools, instruments, books, etc. and/or committing acts considered to be intentional “theft by deception” (trying to pass counterfeit money for example), will be subject to three (3) to ten (10) days of out-of-school suspension from CWCTC and the matter may be reported to the police for further investigation.
- ◆ The student will be responsible for the return/payment of/for item(s) taken from CWCTC or victim, as the case may be.
- ◆ Before the student can return to school, there will be a parent conference with the principal and other involved parties.
- ◆ Legal Action/Law Enforcement Officials may be notified.
- ◆ The student may be referred for a hearing before the School Board of the student’s sending school for expulsion from CWCTC and return to the sending school.

## **THREATS**

CWCTC has adopted a policy of zero tolerance for violence, threats and other behaviors that put students, staff or the public in danger. Any threat toward another person, student or staff member will be taken seriously. There will be no defense such as, “I was just joking” or “I didn’t really mean it”, etc.

**ALL THREATS WILL BE TREATED AS THOUGH THE ACTION IS PLANNED OR ABOUT TO TAKE PLACE!**

Threats can be verbal or written or may include gestures or any other actions that express violence or danger. Threats made on school property, school buses or school bus stops, field trips, or any location under the supervision of CWCTC will be acted upon.

Students making threats will be subject to disciplinary action. Punishment could include ten (10) days out-of-school suspension or expulsion from school and/or prosecution. Any student who violates this policy will be required to seek professional counseling at an approved mental health facility before being allowed back into classes at CWCTC. Prior to re-entry into classes, a parent conference must take place. Criminal charges may also be filed.

## **WEAPONS**

The Pennsylvania Crimes Code makes it a criminal offense for any person to possess a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any secondary or elementary public school. CWCTC, likewise, has a policy that prohibits a student from bringing onto or being in possession of a weapon on any school property, at any school-sponsored activity (whether on or off school property), or any school authorized vehicle-providing transportation to school, or school sponsored activities.

Weapons and replicas of weapons are forbidden on school grounds, in school buildings, in any school vehicle, or at any school-sponsored activity. Such weapons include, but are not limited to: firearms, knives, metal knuckles, straight razors, cutting instrument/tool, nun-chuck stick, archery equipment, explosives, noxious, irritating or poisonous gases, mace, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, school officials, parents, or patrons.

Weapon does not include any implement that is authorized by the school for a legitimate educational purpose, such as tools, scissors, compasses, or pencils. However, any student using any such object with intent to threaten or physically harm another shall be considered in possession of a weapon.

A destructive device is also considered a weapon. A destructive device means any explosive, incendiary, poison gas, bomb, grenade, a rocket having propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any device similar to any of the devices described above. A firecracker fitting this definition can be considered a destructive device.

A student is in possession of a weapon for purposes of CWCTC’s policy when the weapon is found on the person of the student, in the student’s locker, in a student’s vehicle, or was otherwise under his/her control at any time while the student was on school property, on property being used by the school, or at any school function or activity, or at any event held away from the school, or while the student is on his or her way to and from school. If a student has a weapon in a car used

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for purposes of transporting the student to or from school, or which is parked on school property, the student will be in violation of the weapons policy.

A violation of the weapons policy will lead to any or all of the following:

1. Notification of Law Enforcement Officials
2. Notification of Parent/Guardian
3. Notification of Sending School Personnel
4. Ten (10) days out-of-school suspension and referral to the School Board of his or her Sending School for an expulsion hearing.

The Safe School's Act states that a Career and Technology Center shall expel, for a period of not less than one (1) year, any student who is determined to have brought onto or is in possession of a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity.

A Weapon means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury. Any firearm or weapon possessed on or about a person while on school property is subject to seizure or forfeiture.

## **WEAPONS: INVESTIGATION PROCEDURES**

- Every school employee and/or student who has knowledge of a weapon being impermissibly on or in school property shall immediately inform a school official, who will immediately notify the director or his designee. The director or his designee shall conduct an investigation. A student who has knowledge of a weapon being in or on school property shall be subject to disciplinary proceedings if the student does not report the same.
- Upon reasonable suspicion that a student possesses a weapon, the director or his designee will request that the student voluntarily empty his or her pockets, and remove any coat, book-bag or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult. It is noted that Rules and Regulations of the State Board of Education provide that reasonable force may be used by the teachers and school authorities to obtain possession of the weapons or other dangerous objects.
- If the student resists such a voluntary search, the director or his designee shall immediately summon the local police and request assistance. The parent or guardian of the student shall likewise be notified. School officials and administrators shall cooperate with the police investigation arising out of possession of a weapon on school property by a student. Upon the police hearing, however, under no circumstances shall the school official act as the student's informed adult in regard to any Miranda Warnings.
- The school official shall also follow the procedures for student locker searches.
- The student shall be returned to the sending district for further disposition. The administration shall cooperate in any due process proceedings and investigations that may be required by a member school district for purposes of the member district enforcing its disciplinary policy and any compliance with any other applicable laws.
- The director or his designee shall report the discovery of the weapon to local law enforcement officials.

## **WEAPONS: PENALTIES**

- In the event the student is found to have violated this policy, the student may be subject to suspension and/or expulsion. Such penalties shall be given in conformance with due process proceedings required by law. Students removed from attending sending schools for expellable offenses shall consequently be removed from attending CWCTC.
- In the event the student is found to have a firearm, destructive device or weapon on school property, said student shall be removed from Central Westmoreland Career and Technology Center's program for a period of not less than one (1) year. Such penalty shall be given in conformance with due process proceedings required by law. The School Board of his or her Sending School may upon recommendation of the director issue lesser discipline on a case-by-case basis.