

# CWCTC 2017-2018 Student/Parent/Guardian Handbook

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### ***Central Westmoreland Career and Technology Center CORE Understandings***

#### **Mission:**

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.

#### **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.

#### **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:*

240 Arona Road  
New Stanton, PA 15672

Phone: 724-925-3532  
Fax: 724-925-1423  
[www.cwctc.org](http://www.cwctc.org)



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

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### Central Westmoreland CTC Directory

#### JOINT OPERATING COMMITTEE

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

**Ms. Robyn Savage**  
*Greensburg Salem*

**Mr. Robert McDonald**  
*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

#### 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	Mr. Bruce Miller	1320	bmiller@cwctc.org
Team Leaders	Mr. Roger Fox	1358	rfox@cwctc.org

#### 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	Mrs. Heather Martin	1378	hmartin@cwctc.org

#### 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	Ms. Amanda Staples	1304	amarkle@cwctc.org

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### 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		1316/1363	
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		1325	
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

### 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		1300	

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## SECTION ONE: GENERAL INFORMATION

### WELCOME

The faculty and the administration sincerely welcome you to Central Westmoreland Career and Technology Center and hope that your educational experiences here will be positive and productive. By deciding to attend CWCTC, you have taken the first step in your career. A high school Career and Technology Education creates *Labor Market Advantage* for students when competing with others in the job market. We want you to benefit from all the learning experiences offered.

The purpose of the student/parent handbook is to provide you with the information you will need to effectively participate in the educational process. You should expect to participate in a high quality learning environment that will challenge and provide you with Career Training that you can use throughout your lifetime. Our expectation is that you will be responsible, receptive, and respectful in following the rules and regulations of the school. This booklet should be used as a reference guide and includes information you may need to know to access our many programs.

Attendance and student conduct are important responsibilities for everyone. In order to get the most out of CWCTC, you have to be here and on time. The purpose of discipline is to ensure that a safe and conducive environment is provided for all students. Central Westmoreland Career and Technology Center challenges students to achieve the highest levels of academic, technical, personal, and workplace skills needed to be successful in the world of work. The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in orienting the new students and serve as a reference for the advanced student.

This school exists primarily to aid the student in acquiring and applying the knowledge and skills necessary for a meaningful life in today's complex society. The dignity and worth of the individual increases in relation to his/her ability to perform a useful service to society. Any knowledge, academic or technological, is most valuable when practically applied. For these reasons, we believe that Career and Technology Education provides the variety and flexibility in opening doors to the many careers waiting for fulfillment.

### NOTE TO PARENTS/GUARDIANS

This handbook is issued so that students and parents become familiar with the general policies of the school. It contains information that should be known by all those connected with the Career and Technology Center. At no time should you be in doubt of your child's progress. Parents and Guardians are notified of progress through report cards and special notices. If you still 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.

### WHO OWNS THIS SCHOOL

As part of Pennsylvania's System of Public Education in Central Westmoreland County, CWCTC is essentially owned by ALL. In essence, Parents/Guardians, businesses, and all individuals who pay taxes fund, and thus own this school.

Central Westmoreland Career and Technology Center is a part of the public 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*

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### **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.

#### **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.



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### 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.

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### 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

Masonry 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.

### 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.

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### **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.

### **ACCIDENTS AND INSURANCE**

Although great effort is made to prevent injuries at CWCTC, it is inevitable that accidents will occur. All accidents, regardless of the severity, must be reported to the instructor immediately. Program safety instructions are provided and completed in every course at CWCTC. 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.

Any student who requires first aid, due to injuries sustained in the shop or for personal illness while at CWCTC, should 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.

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.

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

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sending school district. The CWCTC administration strongly recommends that each student purchase insurance where needed. Students are urged to avail the protection afforded through school insurance. Information regarding school insurance will be given during the first week of school. 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 given and the parents will be notified. Any student with a physical impairment should make this known to his/her teacher and guidance counselor.

**Under no circumstances may 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.**

### **ADMISSION POLICY**

All secondary students from the ten participating school districts are welcome to enroll in courses at CWCTC. Interested students need to consult their guidance counselor and follow any policies of their sending school district with regard to admission to programs of study at CWCTC.

The application process occurs during the spring of each school year for the following school year. Once students are accepted into a CTE program, they are expected to complete it.

There is an open enrollment period during the months of August and September in a CTE Program that has availability. Due to CTE curriculum scope and sequence, no new enrollment will be accepted after October 1<sup>st</sup>, unless the student has prior and current career center education in the specific program area requested. CTE course enrollment is available based on school district allocations.

### **Resident Requirements:**

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 by the CWCTC Administration and the Joint Operating Committee, annually.

### **Enrollment Requirements:**

Any student enrolling in a technical program must have completed the requirements to be enrolled in the ninth grade at his/her sending school district. Students must have the approval of their sending school district before entering CWCTC.

Parents and/or students needing special assistance or information relevant to CWCTC admission and/or enrollment in a technical program may contact the school's Guidance Office. An appointment with the appropriate faculty member or support staff will be arranged.

### **CARE OF SCHOOL PROPERTY**

Any student defacing, damaging, or destroying school property shall be subject to suspension, expulsion, or other punishment according to the nature of the offense. Students and/or parents/guardians shall 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**

If and when it becomes necessary to close the school because of extremely bad weather conditions or other cases of emergency, announcements regarding the closing will be made on the early morning news of KDKA TV, WPXI TV, and WTAE TV. CWCTC Administration will, through an automated notification system, phone each household as soon as the closing/delay is determined necessary for the safety of students.

### **EMERGENCY DRILLS**

Emergency drills at regular intervals are required by law and are important safety precautions to be prepared 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.

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

The student shall not be forced to participate in the Pledge of Allegiance or flag salute. Recognizing the fact that a student has a responsibility to demonstrate proper respect for his or her country and its flag, a student choosing not to participate shall either stand or sit, remaining respectfully silent during the pledge/salute. Furthermore, students have the right to refrain from participating in any form of religious activity.

### **FREEDOM OF EXPRESSION**

Students have the right to express themselves in an appropriate manner unless such expression directly interferes with the educational process, threaten immediate harm to the welfare of the school or community, encourage unlawful activity, or interfere with another individual's rights. Students have the responsibility to obey the laws governing libel and obscenity, to be aware of the feelings and opinions of others, and to give others a fair opportunity to express their views. Obscenity shall be defined as the use of expressions, words, actions, or pictures which are utterly devoid of redeeming social value.

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

### **HALL TRAFFIC**

Anyone wishing to leave the shop/classroom area during the session must have permission from the teacher. Teachers are responsible for the whereabouts of students assigned to them during their instructional period and are required to know where their students are at any given time. Students are ultimately responsible for their conduct during times of indirect supervision.

Teachers are provided with a single, all-purpose solid pass for their shop/classroom. When leaving classroom areas (Resource/ Wellness) to use the restroom, students may be permitted, one at a time, using this pass. **When leaving the shop area to report to the vending area, no more than 1 student may use this pass at a time.** Students are required to obtain a "Hall Pass" or "Lavatory Pass" from the teacher before leaving.

Students are to sign out and indicate the accurate time s/he left the class or shop area. Teachers are also provided with written passes and may use them at their discretion.

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.

### **LOCKERS**

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

### **LOST AND FOUND**

All textbooks, articles of clothing, etc. found in and around the building should be turned in to the Guidance Office. Students losing items should check at the Guidance Office.

### **MEDICAL TRANSPORTATION**

It is the responsibility of the parents to provide transportation and further care of the student if the 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 unless parental consent has been given.

### **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

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the school. Pictures/video/ audio are used within these promotional pieces. The forms of media are current and are of students doing performance-based activities.

Parents or eligible students may object to the use of these forms of media by informing the Central Westmoreland Career and Technology Center, in writing, within thirty-days of the date of this publication. An additional Video Release form may be provided for specific projects.

### **SAFETY**

Safety is an extremely important part of the instructional training in every program area. Safety is also an expected competency required by every employer.

To make each parent/guardian and student aware of the importance of our safety program, we are asking both parent and student to read the "Safety Pledge" carefully. Safety is incorporated into all competency-based student materials. In addition, each training program instructor must conduct a separate safety lesson each month to cover rules and regulations required by Central Westmoreland Career and Technology Center.

An ability to conduct oneself in a safe manner is key to success at CWCTC. Students who violate safety rules policy and procedures are subject to discipline as outlined in the Code of Conduct. Further, students who egregiously and repeatedly violate safety policy will jeopardize their ability to participate in program areas and their ability to attend CWCTC.

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
- Reckless endangerment
- Throwing of objects
- Any behavior that places self or others at risk of injury, or causes/results in injury

### **STUDENT OBLIGATIONS**

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

### **STUDENT/PARENT/GUARDIAN 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.

### **STUDENT RECORDS**

Student records are collected and maintained to provide information to parents, students, and other authorized personnel. They are also maintained to provide a basis for evaluation and improvement of school programs. The school has the responsibility to observe all laws applicable to student records and provide for their security.

CWCTC is also responsible for the proper dissemination of information from records and forwarding records for official purposes to the sending school districts when appropriate. 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

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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 can be read 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.

### **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, particularly those that may be deemed weapons. Students who do so will be subject to the CWCTC Code of Conduct, which may include expulsion and criminal charges. If situations arise wherein items must be transported, parents/guardians are to transport such items. Situations may arise wherein students are given permission to transport items only with expressed permission of CWCTC and/or sending school administrations.

### **UNIFORMS**

Shop uniforms are necessary in some of the trades to prevent ruining regular school clothes and to prepare students for the workforce. Students in these particular shops 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 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.

### **VISITORS**

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Visitors must have a pre-arranged appointment. Visitors are to conduct themselves appropriately while at CWCTC. Visitors must register upon arrival, where they will receive a visitor's pass.

Parents are always welcome, but should arrange for an appointment if desiring to speak to CWCTC staff. Students wishing to bring a guest to school must obtain prior approval from administrative office personnel and his/her teacher to secure a visitor's pass. Visitors are expected to leave promptly when their business is completed.

Any visitors 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, conducted in a business-like manner. Please behave yourself in a courteous manner conducive to that environment. If you wish to see administration, inform the secretary. If you must wait, please be seated until you are called upon.

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### **SECTION TWO: CWCTC SCHOOL POLICY AND PROCEDURES**

#### **FREE EDUCATION AND ATTENDANCE**

All persons residing in Pennsylvania from 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.

Parents or guardians of all children between the ages of eight and seventeen are required by the COMPULSORY ATTENDANCE LAW to ensure that their children attend an approved educational institution, unless legally excused.

Students may not be asked to leave school merely because they have reached seventeen years of age if they are fulfilling their responsibilities as students, as defined hereafter. A student may not be excluded from extracurricular activities because of being married or pregnant.

The policy and rules set out hereafter are intended to apply only to those persons who are students at Central Westmoreland Career and Technology Center by virtue of meeting quota and other entrance requirements imposed upon the students and participating school districts for the full time students.

It is not intended that this policy shall 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.

For information on the Family Educational Rights and Privacy Act (FERPA), refer to Appendix A.

#### **ATTENDANCE**

The Joint Operating Committee requires that school-aged students enrolled in the technical school attend school regularly, in accordance with state laws. The educational program provided by the school is predicated upon the presence of the student and requires 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.

This is particularly the case wherein performance-based learning experiences are imperative. The Joint Operating Committee recognizes the positive correlation between regular attendance and achievement.

#### **Excused Absence upon verification**

1. Illness of the student
  - a) To qualify as an excused absence, a doctor and/or parental excuse must be delivered within three school days of the absence
2. *\*After 15 days absent, parental excuses no longer qualify as excused absences; must be doctor's excuses*
3. Death in the immediate family
4. Quarantine
5. Impassable roads
6. Excused educational absences preapproved by the administration, including those sponsored by sending school
7. Suspension
8. Observance of a bona fide religious holiday/holy day
9. Required court appearances
10. Parenting responsibilities, at the discretion of the administration



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### Unexcused Absence

All other absences shall be considered unexcused absences.

### ATTENDANCE POLICY

1. If a written excuse is not produced **within three (3) school days** upon returning to school from an absence, this will result in the absence being treated as unexcused absence regardless of its legitimacy.
2. A forged excuse will be considered an unexcused absence, and also may subject the student to further school disciplinary action.
3. Students will be required to make up any and all work missed during an excused absence.

### ACTIVITIES AT SENDING SCHOOLS

Students receive a half-day of skill training, theory, and *Wellness* at CWCTC and are provided the other half-day of academic subjects at their sending high schools. Because of this schedule, there will be assemblies and other activities at the sending high school which students at CWCTC will not be able to attend. The afternoon dismissal at CWCTC is early enough for most students to attend after school activities. Students participating in sports, band, college visitations, etc. will be given early dismissals when necessary.

### ABSENCE

If a student is returning to CWCTC after an absence, s/he is to report directly to the Attendance Office to obtain a "CWCTC Return from Absence" slip. At this time, students are to provide attendance personnel with an excuse for the absence and then return to their program area with their slip. Students will not be permitted to return to class without a "CWCTC Return from Absence" slip.

A student who must be out of school for reasons of health or family emergency must submit, to office attendance personnel, a written excuse from his/her parent or guardian on the first day of returning. The excuse should contain the date of absence, the reason, and the parent's signature. *Students who fail to bring in an excuse after **three school days** will be marked **illegally absent** and not be allowed to make up work.*

When a student has been absent for three (3) days during the current school year without a lawful excuse, center (school) staff shall provide notice to the person in parental relation who resides in the same household. The notice may include the offer of a School Attendance Improvement Conference. SC1546 Title 22 Sec 11.34

**Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance. When a student incurs six (6) or more days of unexcused absence the staff:

1. School 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 15 absences. At this point, the situation may be referred to sending school truancy officers and ultimately, a student may be reassigned back to the sending high school for excessive absence.***

### EARLY DISMISSAL

- ◆ 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. Requests, other than medical or due to a death in the immediate family, will be individually evaluated.

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- ◆ 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 through 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.

### **MAKE-UP WORK POLICY**

CWCTC students are being prepared for employment and/or post-secondary education upon graduation from high school. It is important that good habits of attendance, job performance, and the concept of pay for work performed be developed in technical education students. Business and industry representatives, who will employ graduates, expect employees to attend work consistently.

In the best interest of our students, CWCTC policies emphasize consistent attendance. The following procedure will be utilized:

**CWCTC utilizes Skyward for attendance. Each day all absences are recorded. For each student who is absent, the Skyward system generates an automatic phone call and email where applicable to the number/email address indicated by parents/guardians on the emergency contact form. This is done at varying times. It provides a message that the student is absent. When the call is made, a record is maintained verifying that the call was answered.**

***Please note: If a block is on a phone to filter calls, the computer generated call from CWCTC may be filtered.***

It is important that all phone numbers/addresses are correct and kept current so calls/letters will go to the proper home. 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.

All students will be graded at CWCTC based upon what they do and how well they do assigned tasks. These grades, along with tests and other measurements, will comprise the grade average entered at the end of each quarter.

1. Excused absences will be granted out-of-school make-up privileges. Time limit on make-up work 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 excused absences in any grading period may be made up with out-of-school assignments.
2. **Unexcused and unlawful absences will not be allowed make-up privileges.** Attendance at the sending school and absence from CWCTC on the same day will be considered truancy, unless excused by the sending school or CWCTC before the absence.
3. Any student missing more than 15 days during the school year must present a doctor's excuse. If there are extenuating circumstances, the student/parent may arrange a conference with the administration for permission to make up work beyond these limits. Failure to comply with the policy may result in loss of the make-up privileges and will result in a zero for the daily grade for every day of unexcused/unlawful absence after 15 days. Continual absences will result in a conference with parents and/or disciplinary action which may include rescheduling electives at the sending school.

### **TARDINESS**

If students arrive late to class, they are required to get a late slip from the administrative office.

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

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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.

*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, a student may be reassigned back to the sending high school for being tardy in an excessive manner.*

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

It is the policy of Central Westmoreland Career and Technology Center not to discriminate on the basis of age, race, sex, religion, color, national origin, handicap, or limited English proficiency in its Educational Programs, Activities, or Employment 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. 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.

### **GRADING POLICY**

The grade earned in both the CTE program as well as the CWCTC *Wellness* course are forwarded to the sending high school at the end of each grading period. The final grade for each course is the average of the four quarterly grades.

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

A student earning a cumulative final grade percentage below 70% will **NOT** be permitted to return to CWCTC the following year except by the approval of the Administrative Director.

### **GRADING PROCESS**

Central Westmoreland Career and Technology Center provides a grading system that all teachers use in evaluating students. Teachers can grade by assessing three categories throughout a marking period. The three assessed categories are *Theory*, *Skill*, and *Ethic*.

Central Westmoreland Career and Technology Center teachers can use the three categories and combine the value of each category into a grade. Students and parents should be aware that teachers have individual latitude to value each category in the most appropriate way for the grading process. In a few cases, the grade 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 score the three categories as 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.

### **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.

- Traditional Tests – multiple choice, matching, true/false, short answer completion

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- Traditional Quizzes - multiple choice, matching, true/false, short answer completion
- Graded Homework
- Graded Writing Assignments
- Graded Math Practice Assignments
- Graded Reading Assignments
- Notebook Checks
- Completed and Turned-in Make-Up Work
- Class Oral Responses

Not all teachers will use each of the tools shown in the list above. Each teacher will decide which of the ways is best used to evaluate his/her student's acquisition of knowledge. At the same time, teachers have the latitude to add ways to the list above in order to find out if the students have acquired the knowledge necessary to achieve the expectations of the course.

### **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. The ways that teachers may evaluate these *Skill* performances are listed below:

- Scores on projects when they are completed
- Teacher observing and scoring each step of the process as a job is being completed
- Teacher observing and recording the quality of work being done on an assigned job
- Teacher checking and scoring as each part of an activity is being done correctly
- Teacher observing and scoring as a job is done within a timeframe
- Teacher checking and scoring that students use the appropriate terminology for particular jobs
- Teacher determining if the student has the skills to work independently on an assigned job
- Teacher evaluating if PA Program of Study tasks are being achieved as expected

Not all teachers will use each of the methods shown in the list above. Each teacher will decide which of the evaluation activities is best used to evaluate his or her student's *Skill* performances. At the same time, teachers have the latitude to add ways to the list above in order to find out if the students are developing *Skills* that need to be achieved in order to prepare for a job within the respective program being learned.

### **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 for students to demonstrate their *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 *Ethics* of diligence, persistence, and attitude. Each teacher establishes the specific criteria that will be evaluated in relation to each trait. The ways that teachers may evaluate these *Ethic* traits are listed below:

- Determine if students follow the daily plan as laid out at the start of class
- Evaluate the student's ability to work within a team when teamwork is necessary
- Evaluate the student's responsibility to complete work logs as expected
- Determine and evaluate if students adhere to all safety procedures
- Evaluate if students work without hindering other students' progress
- Evaluate if students stay on task in accordance with the job expectation
- Account if students are prepared for class each day
- Account if students are wearing appropriate clothing when necessary
- Account if students make up missed assignments in the established time limit

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Not all teachers will use this category as part of the student's grade. Not all teachers who will use *Ethic* as a part of grading will use each of the criteria shown in the list above. Each teacher will decide the criterion that is a piece of an *Ethic* grade. At the same time, teachers have the latitude to add criteria to the list above in order to assess the *Ethics* that need to be achieved in order to prepare for a job within the respective program being learned.

### **MAKE-UP WORK:**

Excused absences will be granted out-of-school make-up privileges. Time limit on make-up work 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. However, if the instructor determines that the make-up work is a major course requirement, the student must still complete the work satisfactorily to avoid an INCOMPLETE for the nine-week grade period.

### **INCOMPLETE GRADES:**

A major course requirement not made up before the end of a grading period will result in 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), 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 or the incomplete will be changed to a failing percentage grade assigned by the instructor which could be as low as a 0%.

### **GRADE CONVERSIONS**

Several sending schools issue converted percentage grades based on grades received at CWCTC. In these instances, the letter grade remains the same. Conversions translate the CTC percentage to the sending school percentage as per their grading policy. The conversion scales can be found in the Appendix-D section on page 65 of this handbook.

### **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.

### **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 reasonable cause 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

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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 certain types of clothing while participating in technical education classes and extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student, as well as to conform to trade, industry or professional practices.

Students' dress reflects the quality of the school, of student conduct and of student schoolwork. Students are expected to wear their usual school clothes in programs where uniforms are not required. Any clothing that is considered hazardous in an industrial area cannot be permitted.

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. The school does not wish to interfere with the rights of students and their parents to make decisions regarding their appearance except when their choices affect the educational programs of the school or the health and safety of themselves and/or others. 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.

Out of respect to fellow students and faculty, all students are required to maintain their personal hygiene.

Although this is no attempt to include all items, the following types of clothing will be excluded from what is considered acceptable dress by CWCTC students:

1. No headgear; **HATS, CAPS, HOODS, HEADPHONES/EARBUDS, SCARVES, HEADBANDS, BANDANNAS**, or other head coverings are NOT permitted to be worn inside the building, except where allowed by program instructors.
2. Even when permitted by program instructors, headgear must be removed from door-to-door between entrance and class and vice versa.
3. 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 be worn tucked one inside the other. Shirts or tops with larger than normal armholes, which do not cover from the underarm to the waist, will not be permitted.
4. Students are required to wear securely fastened, appropriate footwear at all times. Slippers and flip flops are not permitted in program areas.
5. Clothing with holes, baggy jeans, or that drags on the floor is 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.
6. The **LENGTH** of Dresses/Skirts/ Shorts/Skorts must reach the length of the mid-thigh or be longer than the fingertips when standing straight with arms down (whichever is longer).
7. 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.
8. 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.
9. Shirts and blouses must be properly buttoned, tied, or otherwise secured.
10. Clothing with writing across the buttocks is not permitted.

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11. Tank tops must have shoulders that are at least two inches in width and necklines no lower than the collarbone.
12. Pajama bottoms, lounge pants, form fitting sweatpants (or with elastic at the ankle), stretch/spandex or clothing so tight as to be excessively revealing are prohibited.
13. 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.
14. Sunglasses are not permitted to be worn inside the building unless required for medical purposes supported by a physician's prescription.
15. Students are expected to dress in such a manner in which they are not disruptive, nor do they infringe upon the health and safety of themselves and/or others. 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 consumed on the sending school bus ARE PROHIBITED and should be discarded before exiting the bus or at the trash cans at the security desk.

Energy drinks, (Red Bull, Moster, Rockstar, 5-Hour Energy, etc.) in any portion, including pills, tablets or strips are strictly prohibited at CWCTC.

Possession and consumption of outside food and drinks are subject 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 or otherwise***, 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 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 otherwise, in any form (pill, liquid, etc.) must be delivered to the school by an adult.\*\***

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

The CWCTC Joint Operating Committee 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**

#### **AM ARRIVAL/DEPARTURE**

When students arrive between 7:30 AM and 7:45 AM, they must remain in the main hallway only up to the vending area unless returning from absence.

Students returning from absence are to report directly to the Attendance Office to obtain a "CWCTC Return from Absence" slip. At this time, students are to provide attendance personnel with an excuse for their absence/s and then return to the hallway area with their slip, where they will be dismissed from to program areas at 7:45 AM.

Students arriving after 7:45 AM are to report directly to their 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, students are to provide attendance personnel with an excuse for their absence/s and then return to their program area with their slip.

Attendance is taken as students report to their program areas. Students will then follow the bell schedule for CTE, and *Wellness* instruction. The bell at 10:10 AM ends *Wellness* instruction for the morning session. As students dismissing at 10:15 AM leave the building, remaining students who leave at the later dismissal times are to return/remain in their CTC program area until the 10:50 AM final dismissal bell. If a student arrives early at CWCTC (before 7:15 AM) or misses their bus during dismissal, they are to report directly to the office.

#### **PM ARRIVAL/DEPARTURE**

When students arrive between 11:30 AM and 11:40 AM, they must remain in the main hallway only up to the vending area unless returning from absence and obtaining a "CWCTC Return from Absence" slip.

Students returning from absence are to report to the Attendance Office to get their "CWCTC Return from Absence" slip as they arrive. After getting their slip, students are to report back to the hallway area until 11:40 AM. When the 11:40 AM bell rings, they are to report directly to their assigned CTE program area.

Students arriving after 11:40 AM are to report directly to their 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, students are to provide attendance personnel with an excuse for their absence/s and then return to their program area with their slip.

Attendance is taken as students report to their program areas. They will then follow the bell schedule for CTE and *Wellness* instruction. The bell at 2:10 PM ends *Wellness* instruction for the afternoon session. The bell at 2:20 PM is the indicator for students in the first PM dismissal to leave and for the other students to prepare for the second dismissal. Everyone else is to remain in their CTE program area until the 2:30 PM (second) dismissal bell.

### **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 copy of their driver's license and insurance of the vehicle to be kept on file.

**Passengers are not permitted except by *prior* written approval from their parents, the parents of the driver, the CWCTC office, and the sending school.**

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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 one day prior to driving.**

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.

Only PM students may drive, and only if they show an extreme need.

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.

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 will not be held responsible for any damage, vandalism, or theft that may occur on school property.

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 Guidance Office.
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 \$40.00 to obtain the permit. If lost, student has to pay \$10.00 to replace.
  - a. \$20 of this fee is refundable at the end of the school year if the driver has no violations.
4. After September 5, 2017, applications for permanent passes will only be processed on Mondays.
5. There will be NO REFUNDS for students who lose their permit for not following the rules.
6. RIDERS –**NO RIDERS ARE PERMITTED** from any district!

### **Driving Regulations**

**The following regulations must be obeyed.** Any violation of these regulations may result in forfeiture of the student's driving privileges.

- ◆ Any vehicle a student drives must be registered. The permit (issued by the school) must be clearly displayed in the front window while entering, being parked, and leaving school grounds. **Any unauthorized/unregistered vehicle can/will be towed and/or detained at the owner's expense. No warning is necessary for a vehicle to be towed. Students' vehicles can/will be towed if parked anyplace other than the designated student parking areas or parked improperly in the student lot.**
- ◆ Students must adhere to the supervised dismissal procedures. Buses depart before student drivers are dismissed to their vehicles.
- ◆ Interchanging permits with another student is PROHIBITED, unless from the same household and sharing a vehicle.
- ◆ **NO PASSENGERS** are permitted to ride with student drivers.
- ◆ All students must park in assigned areas. Students may not park in the teachers' or visitors' parking areas.
- ◆ Regardless of circumstances (inclement weather, etc.), students may not park in irregular patterns.
- ◆ Car trouble that results in tardiness or absenteeism is not an excused absence.
- ◆ Speed limit on school grounds is 5 m.p.h.
- ◆ Students must drive safely and obey all traffic signs.
- ◆ Students are not permitted to bring outside food or beverage (Wendy's, Sheetz, etc.) into the building.
- ◆ Students are not permitted to loiter in the parking lot. Students are to enter the school immediately upon arrival and leave the lot upon dismissal.
- ◆ Students are not permitted in the parking lot at any time during the school day without authorization from an administrator. Hall passes may not be used for the parking lot.

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- ◆ There will be no moving or driving of vehicles during school hours unless authorized by an instructor or administrator.
- ◆ Once the student enters the parking lot before the start of school, his/her car is not to leave the lot until the end of school, unless authorized for co-op, early dismissals or emergencies.
- ◆ **CWCTC accepts no responsibility for theft/damage to property or vehicle. Students drive and park at their own risk.**
- ◆ Students must yield the right of way to buses.
- ◆ Any behavior involving student drivers or riders that threatens the security or safety of students and vehicles will be dealt with firmly.
- ◆ Temporary permits are available for \$5 per day with written permission from the student's parent/guardian and by reporting to the Principal's Office where name, date, license plate number, make of car and insurance information will be recorded. A temporary permit will be issued for one (1) day, provided it is applied for at least one (1) day in advance, unless it is an emergency, and displayed in the front window.
- ◆ A student must drive only vehicles that are registered with the school, under his/her name. Students may not drive another student's vehicle to school.
- ◆ Students are not permitted to ride motorcycles to and from school.
- ◆ Unsafe driving practices will result in immediate loss of the driving permit.
- ◆ Excessive absence, tardiness, or discipline referrals can result in the suspension or loss of the driving privilege. Teachers will be asked for reports quarterly.
- ◆ Leaving the building before dismissal time without written authorization will result in a suspension and/or loss of the driving privilege.

**Students are reminded that there are young children across the street at Stanwood Elementary School; therefore, students are to drive with exceeding care on all adjacent streets. (§ 212.501: School zone speed limits of The Pennsylvania Code).**

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

**\*\*\*BE AWARE OF YOUR VEHICLE'S CONTENTS\*\*\***

If, for any reason, (1) the sending school does not permit a student to drive to school, (2) the student is suspended from the sending school, (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** as well as forfeiture of \$20 reimbursement
- ◆ 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 suspended for sixty (60) days as well as forfeiture of \$20 reimbursement
- ◆ 2<sup>nd</sup> Offense – driving privileges may be REVOKED for the remainder of the school year

### **OTHER MAJOR OFFENSES:**

Irresponsible behavior including, but not limited to: 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.

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A student's driving privileges may be suspended or further disciplinary actions may be taken at the discretion of an administrator due to repetitive infractions of CWCTC's Driving Policy.

### **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 Hempfield students, who live locally, 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 at CWCTC whereby a student in his/her senior year can work a half-day for industry and complete the academic subjects the other half-day at the sending school.

Students, who begin at CWCTC in the 9th grade, may be eligible to go on co-op during their junior year. Those students will be determined on an individual basis. The students must be accepted into this program and must be able to benefit from it by furthering his/her knowledge of the trade. A student is permitted to participate in this program during his/her senior year and receive pay from an employer that is equal to or greater than the minimum wage.

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. This program provides students who have learned their trade well in school and opportunity to acquire knowledge in an "on the job" situation under actual working conditions.

Many times a Career Services job develops into a permanent position upon 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.*

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### **Rules and Regulations**

All students employed under the Cooperative Education Program must comply with the following rules and regulations:

1. Students must complete all required forms and report to the Co-Op Coordinator at the announced time.
2. Students are to work only at training stations approved by the Co-Op Coordinator.
3. Students must receive approval from all members of the professional staff. Students shall have a "C" grade (78%) or higher in their technical program. Additionally, students must maintain a 70% or better in their other course work. If the student's grades fall below the established minimum grades, students will have a one week minimum suspension from co-op to get their grades to at least the minimum established percentages. If the grades do not reach the established percentages, the student will be removed from the co-op program. Students' skill achievements may be given special consideration through the development of a remedial education plan.
4. Students must have a positive attitude toward their career objectives, school, and community. The student must have a satisfactory discipline record to be considered for the program and maintain an acceptable record while working on the co-op program.
5. Students must demonstrate satisfactory attendance prior to entering the co-op program. Satisfactory attendance means the student will not have missed more than six (6) days of school in the preceding or current semester. These records must be maintained during the time they are working on the program.
6. Students must remain on the job until graduation or until released by the employer or school.
7. Students must attend school if not working on a school day.
8. A student absent from school will not report to work. Students must report by phone to the employer and Co-Op Coordinator when unable to work. An excuse, signed by the parent/guardian, must be brought in, upon the student's return.
9. Students are to demonstrate competence of all safety standards and use all equipment safely and carefully. Documentation from the instructor is required, including written and/or performance assessments.
10. Students are to provide their own transportation to and from work.

### **Job Placement**

Employers contact CWCTC regularly to seek applicants for positions within the training programs offered here. That information is passed along to both the CTE teachers as well as the Co-Operative Education Coordinator. The Co-Operative Education Coordinator will assist students in contacting employers related to student programs; however, the obtainment of student employment is not the sole responsibility of the Co-Operative 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

Career Education is a function emphasized by schools throughout the United States. It is provided to help people select and develop skills, knowledge, and attitudes in the chosen career most compatible to the interest and abilities of the individual and the needs of the world of work. Career Education begins in grade one or earlier and continues throughout the adult years.

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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.

Additionally, the Guidance Department organizes a "CAREER DAY" every spring for the students at CWCTC. This event gives students the opportunity to meet with representatives of a variety of post-secondary trade schools and colleges as well as the military.

### Withdrawals

It must be remembered that students attending CWCTC are still members of their sending school. A student wishing to return to his/her sending school must see a CWCTC Guidance Counselor to formally apply for withdrawal within the first four weeks of school.

Upon formal application for withdraw; the CWCTC Guidance Counselor will communicate with appropriate sending school personnel. The student's request for withdrawal may be denied by administration after the four week window for withdrawal has passed.

In either case, the CWCTC Administration reserves the right to request a formal exit interview whereby student, parent, and CWCTC exit team can meet in an attempt to reduce future withdrawals.

### Change of Address

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

**Please feel free to visit the Guidance Office at any time. The materials are placed there for your convenience. Parents/guardians are also encouraged to use the resources of the Guidance Office.**

### 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.

\*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.

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### SAP 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.

### 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

This policy reflects the current administration and organizational policies of CWCTC. Exceptions to this policy must be approved by the sponsoring advisor and CWCTC's administration.

1. Only members in a particular organization may participate in activities of that organization
2. Students anticipating absences due to school related activities/trips must obtain assignments in advance and agree to deadlines established by instructors **prior** to the activity or trip.
3. **Prior** to all activities beyond a local event, all teachers will be sent a list of participating students by the advisor. If a student is experiencing a grade problem, teachers should then notify the advisor. This will be taken under advisement in determining the student's eligibility to participate.
4. All CWCTC school rules apply to all sponsored trips and activities.
5. All students attending any function will be under the authority of the advisors at all times.
6. All participants in conferences must adhere to the rules and regulations set forth in the conference guidelines.
7. All state officer candidates must maintain a grade of at least 78% in in their technical program.
8. Students suspended under the Code of Student Conduct at the time of an activity **will not be permitted** to participate in the activity. Students previously suspended under the Code of Student Conduct may be permitted to participate only by approval of the sponsoring advisor and CWCTC administration.
9. Violation of the Computer Acceptable Use Policy may negate participation in extracurricular school activities.

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10. Students must be present for at least one-half day the day of the activity to be eligible to participate in any activity on that day. If the activity falls on a Saturday, the student must be present for at least one-half day on the preceding Friday. Any exceptions must be approved by the advisors and administration prior to the excuse.
11. All obligations must be paid in full before participating in a sponsored event.

### **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.

#### **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;



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- 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;
- 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 RULES**

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.

### **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.

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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.

### **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. Abuse of this privilege can deny other students at the school their right to a quality education.

### **STUDENT RIGHTS**

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.

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, the right to reasonably express their opinion, and the right to be free from discrimination. 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 participants 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.
- ◆ 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 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**

- ◆ 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.

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- ◆ 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.

### **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.**

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LEVEL I – MISCHIEVOUS INFRACTIONS	
VIOLATION EXAMPLES	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> <li>➤ Displaying inappropriate behavior (see page 40)</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>➤ Possession of tobacco look-alikes in any form</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 by the Director.</li> <li>➤ Tardy to class</li> <li>➤ Cutting class</li> <li>➤ Unauthorized use of instructor’s phone</li> <li>➤ Cheating</li> <li>➤ Violation of the Computer Acceptable Use Policy</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 (suspension plus restitution)</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> </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>

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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 tobacco</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 – MISCHIEVOUS INFRACTIONS**

The following acts represent violations of established school policies. The severity and frequency of the infraction(s) will determine the severity of the consequence and/or the issuing of a citation. In some cases, a suspension could also result.

1. Displaying inappropriate behavior (see page 40)
2. Not responsive to the teacher's request for modification of inappropriate behavior
3. Abuse of hall pass
4. Wearing articles of clothing that advertise alcohol, drugs, tobacco or contain sexual content
5. Possession of tobacco look-a-likes in any form
6. Leaving class without permission
7. Unauthorized use of electronic devices, (MP3 players, iPods, laser pointers).
8. Use of cellular phones is not permitted during the school day unless a component of the curriculum and/or otherwise approved by the Director (Please see Cellular policy on pages 53-54).
9. Tardy to class
10. Cutting class

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11. Unauthorized use of instructor's phone
12. Cheating: (non-plagiarism)
  - a. 1<sup>st</sup> Offense – zero grade issued and/or make-up work assigned, teacher contacts parent/guardian
  - b. 2<sup>nd</sup> Offense – zero grade issued and/or make-up work assigned, teacher contacts parent/guardian, discipline assigned
  - c. 3<sup>rd</sup> Offense – zero grade issued and/or make-up work assigned, parent/guardian conference, suspension
13. Violation of the Computer Acceptable Use Policy - Disciplinary action to be determined by the administration and will be contingent upon the intent and effect of the violation. Violation of any part of the Computer Use Policy may result in loss of computer privileges, disciplinary measures, suspension, possible expulsion from school, and possible referral to law enforcement.

**NOTE:** Students who have already been assigned multiple consequences/disciplinary measures for any Level I act or combination of acts may be suspended for any further violation.

### **LEVEL II – SEVERE INFRACTIONS**

The following acts represent violations of a more severe nature. In addition to any Level I Consequences, these violations may result in the assigning of a one (1) to three (3) school day(s) suspension.

1. Threatening acts
2. Insubordination, disrespectful speech or actions, profanity or vulgarity
3. Defacing of school property (suspension plus restitution)
4. Forgery (passes, excuses, early dismissals, etc.)
5. Safety violations
6. Possession of pornographic, racist and/or other inappropriate materials
7. Plagiarism
8. Violation of the Computer Acceptable Use Policy or Cyber Bullying
  - Disciplinary action to be determined by the administration and will be contingent upon the intent and effect of the violation. Violation of any part of the Computer Use or Bullying/Cyber Bullying policy may result in loss of computer privileges, disciplinary measures, suspension, possible expulsion from school, and possible referral to law enforcement.
9. Violation of Sexual Harassment Policy
  - Disciplinary action to be determined by the administration and will be contingent upon the intent and effect of the violation.

**NOTE:** Students who have been assigned one (1) suspension for any of the above may be suspended up to ten (10) school days for any further violation.

All students receiving suspensions will be given the opportunity to collect assignments prior to leaving school. All completed assignments and tests must be turned in the day the student returns to school.

The IEP team will develop a behavioral management plan for special needs students upon request from the parent/guardian, administration, teacher, or student.

After the **second suspension** a student will be excluded from all extracurricular activities.

### **LEVEL III – MOST SERIOUS INFRACTIONS**

The following infractions are clearly of a most serious nature. These violations will generally result in the assigning of up to ten (10) school days suspension and/or expulsion and/or notification of the proper authorities.

1. Fighting / disorderly conduct
2. Arson
3. Assault and battery
4. Indecent exposure
5. Theft (see page 50)
6. Leaving school without permission
7. Possession of a knife, firearm, fire cracker or any other objects including look-a-likes that can be used as a weapon

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8. Threatening, bullying or intimidating teachers, students or any other school personnel
9. Unauthorized use of school's fire alarm system
10. Threatening phone calls, bomb scares, e-mails, letters, cyber bullying etc. (a)
11. Intentional or malicious damage to the property of others
12. Possession, use, sale, or transfer of tobacco (see pages 49-50)
13. Possession, use, sale, or transfer of alcoholic beverages, drugs, look-alike (counterfeit) drugs or controlled substances, or being under the influence of the same
14. Possession, use, sale, or transfer of drug paraphernalia
15. Soliciting the sale or transfer of alcoholic beverages, drugs, look-alike (counterfeit) drugs, controlled substances or drug paraphernalia
16. Violation of the Computer Acceptable Use Policy
  - Disciplinary action to be determined by the administration and will be contingent upon the intent and effect of the violation. Violation of any part of the policy may result in loss of computer privileges, detention, suspension, possible expulsion from school, and possible referral to law enforcement.
17. Violation of Sexual Harassment Policy
  - Disciplinary action to be determined by the administration and will be contingent upon the intent and effect of the violation.
18. Terrorist Threats Violation (Examples: bomb scares, false fire alarms, leaving messages in restroom or on computer screens for others to see)

### **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.**

### **DEFINITIONS**

**Behavior Modification/Conflict Resolution** - These terms refer to action taken by faculty, support staff, and/or administration in an attempt to encourage the student to reflect on his/her behavior and independently initiate appropriate steps to resolve the problem, accepting applicable consequences. In other words, "a discipline within one's self."

**Direct Contact with Parents at the onset of an Issue** - CWCTC teachers will contact parents by phone in order to work in conjunction in a positive manner to solve issues of the CWCTC Code of Conduct.

**Removal of privileges** - School privileges may be withdrawn at CWCTC for a designated period of time. These privileges can include, but are not limited to: extracurricular activities, social events, breaks and parking permits.

**CTC Study** - A student may be removed from a program area and assigned to a study area at CWCTC. The student will be given the opportunity to make up work. This type of disciplinary action is less severe than in-school suspension at the sending school; however, it is governed by similar regulations.

**Sending School Detention** - A student may be assigned after school or weekend detention at his or her sending high school. The student will be given the opportunity to make up work. This type of disciplinary action is less severe than in-school suspension at the sending school; however, it is governed by similar regulations.

**In-School Suspension** - A student may be excluded from a program for a period of one to ten days. **In this situation, the student remains at his or her sending high school and is assigned to a special room.** The CWCTC instructor will supply study assignments. The power to give a student in-school suspension for cause shall be vested in the administration. The student will be informed of the reason for the suspension and also given an opportunity to respond before the suspension becomes effective. The parents/guardian will be informed of the action by telephone. If that is not possible, written notice will be mailed to the parents immediately. CWCTC administrators will continue to attempt to notify the parents/guardians

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by telephone within 24 hours following the suspension. Prior notice to the parents of suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

**Out-of-School Suspension** - Out-of-school suspension means exclusion from **CWCTC and the sending high school** for a period of up to 10 consecutive days. Suspension may not run consecutively beyond the 10-day school period. The parents/guardian will be informed of the action by phone and/ or a written notice will be given to the student or mailed home. When a suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing.

Prior notice to the parents of suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. If possible, assignments coinciding with the suspension dates will be given to the student upon notification of the suspension. All work given prior to the suspension is due on the student's first day back. If assignments are not given to the student prior to the suspension, the student will be given the number of days of the suspension plus one day to make up work or exams missed while being disciplined. Students must request make up work from their instructor.

**Expulsion** - A student may be excluded from CWCTC for a period exceeding 10 school days and may be permanently removed from the CWCTC roll. Expulsion can only be directed by the School Board of the student's sending school. Expulsion from CWCTC requires a prior formal hearing.

The sending school district may initiate disciplinary action.

**Expulsion Hearing** - A formal hearing is conducted in all expulsion actions. The hearing is held before the School Board of the student's sending school, a subcommittee thereof or a hearing examiner appointed by the School Board.

### **INAPPROPRIATE BEHAVIOR**

The following are examples of SOME inappropriate behaviors. Exhibiting these behaviors may result in some form of discipline.

- ◆ Violation of dress code
- ◆ Profanity or vulgarity
- ◆ Shouting or running in halls
- ◆ Overt emotional displays of affection (i.e., kissing, holding hands)
- ◆ Ignoring the safety of others
- ◆ Wearing of headgear (unless permitted by shop instructor and then only in that particular shop)
- ◆ Lockers that are NOT maintained in a clean and orderly manner

### **AGGRAVATED ASSAULT/DISORDERLY CONDUCT**

A person is guilty of aggravated assault if s/he attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, other employee, or student of any elementary or secondary publicly funded educational institution.

A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, s/he:

1. Engages in fighting or threatening, or in violent or tumultuous behavior;
2. Makes unreasonable noise;
3. Uses obscene language, or makes an obscene gesture; or
4. Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

Any student who attempts to cause or intentionally or knowingly causes bodily injury to a school official, faculty member, other employee, student, parent, or patron, on school vehicles or at a school sponsored activity is subject to any or all of the following:

1. Notification of Law Enforcement Officials



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2. Notification of Parent/Guardian
3. Notification of Sending School Personnel
4. Appropriate disciplinary action, up to ten (10) days out-of-school suspension, and be referred to the Joint Operating Committee and the sending school's Board of Directors for expulsion from school
5. Legal action

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.

### 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 for a hearing before the School Board of his or her Sending School for expulsion from CWCTC.
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.

### **Investigation Procedures**

- Every school employee and/or student who has knowledge of drugs or alcohol on or in school property, or has knowledge of persons under the influence of drugs or alcohol 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 drugs or alcohol use or possession 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 drugs or alcohol or is under the influence, 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
  - Submit to a locker or vehicle search (Please see locker search procedures)
  - Submit to medical evaluation by a qualified professional to ensure proper vital functioning
- 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 use/ possession of drugs or alcohol on school property by a student. Under no circumstances shall a school official act as the student's informed adult in regard to any police provided Miranda Warnings.

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- 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.

### 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.
- **Loco Parentis:** Teachers, vice principals, and principals in the public schools have the right to exercise the same authority, regarding the conduct and discipline, over the pupils attending school during the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. School authorities' ability to stand in loco parentis over children does not extend to matters beyond conduct and discipline during school and school activities. Generally, parents or guardians of students involved with use or possession drugs or alcohol will be notified as soon as possible. School entities will document attempts made to reach the parents or guardians of victims, witnesses, or suspects of violations of this policy. There are exceptions to this generalization such as situations in which the parents or guardians may be co-suspects and situations in which notification may result in the destruction of evidence or the tampering of evidence or witnesses. Except 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.

### **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

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 back into classes at 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.

### **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

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- ◆ Look-alike (counterfeit) drugs
- ◆ 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 devices is begin 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.
5. Students may use cellular phones or any other device, if used appropriately and respectfully within the board policies and established procedures set forth with the student/parent handbook while at the vending area or outside on school grounds, provided they are not participating in wellness education activities.
6. With prior written approval by the principal, teachers may permit the educationally purposeful use of personal electronic devices in support of the curriculum or identified learning objective contained within the Program of Study (POS), PA Common Core, academic standards, anchors or eligible content.
7. In case of medical necessity (health) or emergency, a student shall be permitted to be in visible possession of or use a cell phone or other electronic device provided the student receives advanced authorization from the principal or other member of the administrative team.
8. Students with disabilities that have such (cell phone or other electronic device(s)) use written into their Individualized Education Plan will be permitted supervised use in accordance with their IEP.

### **Respect for Privacy**

1. Students shall not 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.

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### Pagers/Beeper

Without prior administration approval, pager/beeper devices are prohibited. The following exceptions are permissible with prior written administrative permission:

1. A student who is a member of a volunteer fire department, ambulance or rescue squad
2. A student who has a need for such a device due to a medical condition of an immediate family member
3. Other reasons deemed appropriate by a building level administrator, which will be on a case-by-case basis

### Portable Storage Devices (also known as Thumb or Jump Drives)

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.

### Assuring Academic Integrity

Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student maybe cheating on tests, either written or electronic versions, or any other academic or technical work, as well as potential violation of copyright policy and laws.

### 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.

**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 will 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. After a parent/guardian conference with the principal or another administrator concerning repeated violations, the parent/guardian may retrieve the device from the school office during normal business hours. The student will receive one (1) day out-of-school suspension. 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.

**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.

**Repeated or Severe Infractions** – Any violation of this policy may also, at the principal’s discretion, result in additional disciplinary action.

### 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 criminal charge of DISORDERLY CONDUCT.

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### **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.

### **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.

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### **SEARCHES**

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.

#### **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 in 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. Prohibition**

No student may use a locker as a depository for a substance or object which is prohibited by law or school regulations and policies, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Any such materials may be used as evidence against the student in disciplinary proceedings, and may also be turned over to law enforcement agencies.

#### **D. 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.

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2. Prior to a locker search, the student shall be notified and be given the opportunity to be present. 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 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.

### **E. 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.

### **F. Student Notification**

Students shall be notified at least annually or more often if deemed appropriate by Administration, concerning the contents of this Policy. Students shall also be required to sign a waiver in order to have the use of a school locker. The waiver shall advise them that there is no expectation of privacy.

### **G. 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.

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### Search Guidelines

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

1. A prerequisite to operating a motor vehicle on school property shall be the execution by the student and the student's parent/legal guardian of a written consent form authorizing the search of a motor vehicle by a school official in accordance with the terms of this policy.
2. School officials may routinely conduct plain view inspections of any student motor vehicles while said motor vehicles are on school premises.
3. School officials may conduct a physical inspection of a student motor vehicle while the vehicle is on school premises when there exists 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).
4. Prior to the physical inspection of a student motor vehicle, the student shall, where possible, 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.

### 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
5. If following the student's explanation and/or the failure to voluntarily open or unlock the motor vehicle in the presence of the school official, a physical inspection of the motor vehicle remains reasonable, 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.
  6. 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.
  7. 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.
  8. Following the physical inspection of a student motor vehicle, the school official shall complete a written report indicating:
    - a. The date, time, and place of the inspection;
    - b. The name of the student and school official involved;
    - c. The name of the student's parent or legal guardian;
    - d. If a physical inspection, a statement concerning the information which provided reasonable suspicion for the physical inspection;
    - e. A statement of the student's explanation, if any, when confronted with the suspicions;
    - f. A statement concerning whether or not the student elected to voluntarily unlock any locked part of the vehicle as requested;
    - g. The names and title of the person who gained forced entry to the vehicle, and
    - h. The result of the physical inspection.

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



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### **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. It is noted that 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 individualized suspicion, the school official will request that the student voluntarily empty his/her pockets, and remove any coat, book-bag, backpack or purse, so that the same may be searched by the school official. Such search shall take place in the presence of another adult.
3. A student may be asked to remove his/her outer coat, sweater or jacket, which may be searched by the school official. A student may be asked by school officials to remove shoes, hats, or clothing below the knee or above the neck. A student may be asked to empty his/her pockets or book-bag and/or other bags, purses, etc.
4. 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.
5. 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.
6. 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 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**

**Tobacco Control Act** – In accordance with the Pennsylvania School Tobacco Control Act 128 of 2000, 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.

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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; Smokeless Saturday.
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.

### **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.

When threats meet the definition of Disorderly Conduct or Harassment, 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.

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### **TRUANCY**

Truancy is defined as a student who is out of school without permission. Truancy is covered by ACT 29 of 1995 and all truant students will be reported to the District Justice (Magistrate). Fines up to \$300 (plus court costs) may be imposed by the District Justice (Magistrate) and/or revocation of a student's driver's license or ability to get a license. Assignment of community service is also an option.

### **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 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.

Dangerous 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 loaded or unloaded firearm or dangerous weapon possessed on or about a person while on school property is subject to seizure or forfeiture.

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### **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.

### **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.

Loco Parentis: Teachers, vice principals, and principals in the public schools have the right to exercise the same authority, regarding the conduct and discipline, over the pupils attending school during the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. School authorities' ability to stand in loco parentis over children does not extend to matters beyond conduct and discipline during school and school activities. Generally, parents or guardians of students involved in acts of violence or possession of weapons will be notified as soon as possible. School entities will document attempts made to reach the parents or guardians of victims, witnesses, or suspects of acts of violence or the possession of a weapon. There are exceptions to this generalization such as situations in which the parents or guardians may be co-suspects and situations in which notification may result in the destruction of evidence or the tampering of evidence or witnesses. Except 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.

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### **APPENDIX-A**

#### **Freedom of Expression**

The right to print and distribute literatures is provided for by the First Amendment to the U.S. Constitution. The First Amendment gives students the right to publish and to distribute expressions of their opinions. In our constitutional system, students may not be regarded as closed circuit recipients of only that which the state chooses to communicate (Tinker vs. Des Moines Independent School Districts, 393 U.S. 503, 1969). The U.S. Supreme Court has said this right was fashioned to assure a free interchange for the bringing about of political and social changes. This constitutional right does not depend upon the truth, popularity, or social usefulness of the ideas which are offered. However, some types of communication do not belong to the intellectual content and truth-seeking rights which the First Amendment protects. Rather, they belong to a separate realm of impulse, passion, and desires (New York Times vs. Sullivan 376 U.S. 354). This latter realm has a large range, as large as that of the former. It stretches from the area of sexual titillation to that of personal vengeance and includes statements which are obscene, libelous, or equivalent to falsely crying fire in a crowded theater. Statements such as these latter types are given no protection under the constitution and are often against the laws. These principles shall be considered in rules hereafter set out.

Students shall have the right to publish and distribute literature including, but not limited to newspapers, handbills, leaflets, and pamphlets as a means of expressing their opinions. Students who publish and distribute such literature (whether school sponsored or not) shall have the responsibility of following all rules of good journalism, and shall refrain from using libelous or obscene statements, and shall be held responsible for any such statement.

Prior to the distribution of such literature, a copy of the item to be distributed shall be submitted to the Director for approval. Recognizing the student's right to distribute such material, approval shall not be denied unless it clearly contains libelous or obscene statements or would cause substantial disruption to the educational process of the school.

Students who are not members of the school-sponsored newspapers may have access to the newspaper for publication of articles pursuant to the procedure established by the Administrative Director.

Freedoms of expression, other means: Students shall have the right to express themselves by the wearing of buttons, badges, arm bands bearing slogans, sayings, etc., excepting that the Director may restrict such uses if they fall within the prohibitions of paragraph one (1) hereof.

#### **Free use of bulletin boards**

Students shall be permitted to use bulletin boards as designated by the Director. All posting shall be subject to the provisions of paragraph one (1) hereof. Further, the Director may establish reasonable written regulation providing for the dating, identification, and posting periods of material displayed on bulletin.

#### **FERPA NOTICE**

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. This law is enforced under the Office of Civil Rights. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that the faculty and staff have a working knowledge of FERPA guidelines before releasing educational records.

#### **Educational Records**

FERPA gives students the following rights regarding educational records:

- The right to access educational records kept by the school;
- The right to demand educational records be disclosed only with student consent;
- The right to amend educational records;
- The right to file complaints against the school for disclosing educational records in violation of FERPA.

Students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they

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give permission to the school to disclose such information. Therefore, it is important to understand how educational records are defined under FERPA.

Educational records are defined by FERPA as: **Records that directly relate to a student and that are maintained by an educational agency or institution or by a party acting for the agency or institution.**

Educational records are directly related to the student and are either maintained by the school or by a party or organization acting on behalf of the school. Such records may include:

- Written documents (including student advising folders);
- Computer media;
- Microfilm and microfiche;
- Video or audio tapes or CDs;
- Film;
- Photographs.

Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. This information can also include records kept by the school in the form of student files, student system databases kept in storage devices such as servers, or recordings or broadcasts which may include student projects.

### Records Not Considered As Educational Records

The following items are not considered educational records under FERPA:

- Private notes of individual staff or faculty (NOT kept in student advising folders);
- Police records;
- Medical records;
- Statistical data compilations that contain no mention of personally identifiable information about any specific student.

Faculty notes, data compilation, and administrative records kept **exclusively** by the maker of the records that are **not accessible or revealed to anyone else** are not considered educational records and, therefore, fall outside of the FERPA disclosure guidelines. However, these records may be protected under other state or federal laws such as the doctor/patient privilege.

### Two Types of Educational Records

There are two types of educational records as defined under FERPA. Each type of educational record is afforded different disclosure protections. Therefore, it is important for faculty and staff to know the type of educational record that is being considered for disclosure.

### Directory Information

Some information in a student's educational record is defined as directory information under FERPA. CWCTC may disclose this type of information without the written consent of the student. However, the student can exercise the option to restrict the release of directory information by submitting a formal request to CWCTC to limit disclosure. Directory information may include:

- Name;
- Address;
- Phone number and email address;
- Dates of attendance;
- Degree(s) awarded;
- Enrollment status;
- Major field of study.

CWCTC will disclose directory information to third parties upon request unless a student notifies CWCTC administration within ten (10) days of the beginning of the school year that such directory information should not be released.

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### Non-directory Information

Non-directory information is any educational record not considered directory information. Non-directory information must not be released to anyone, including parents of the student, without the prior written consent of the student. Further, faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include:

- Social security numbers;
- Student identification number;
- Race, ethnicity, and/or nationality;
- Gender;
- Transcripts/grade reports.

Transcripts are non-directory information and, therefore, are protected educational records under FERPA. Students have a right to privacy regarding transcripts held by the school where third parties seek transcript copies. Institutions should require that students first submit a written request to have transcripts sent to any third party as the privilege of privacy of this information is held by the student under FERPA.

### Prior Written Consent

In general, a student's prior written consent is always required before institutions can legitimately disclose non-directory information. Institutions may tailor a consent form to meet their unique academic needs. However, prior written consent must include the following elements:

- Specify the records to be disclosed;
- State the purpose of the disclosure;
- Identify the party or class of parties to whom the disclosure is to be made;
- The date;
- The signature of the student whose record is to be disclosed;
- The signature of the custodian of the educational record.

Prior written consent is not required when disclosure is made directly to the student or to other school officials within the same institution where there is a legitimate educational interest. A legitimate educational interest may include enrollment or transfer matters, financial aid issues, or information requested by regional accrediting organizations.

Institutions do **not** need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where, as a result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure.

### Conclusion

The Family Education and Privacy Act (FERPA) was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

- CWCTC must have written permission from the student in order to release any information from a student's educational record.
- CWCTC may disclose directory information in the student's educational record without the student's consent.
- It is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information.
- If a student does not wish CWCTC to release directory information, it must notify CWCTC within ten (10) days of the start of the school year that such directory information should not be released.

CWCTC should always seek a written consent from the student before disseminating educational records to third parties.

### MILITARY RECRUITERS - FERPA

Federal law requires Central Westmoreland CTC to give military recruiters access to names, addresses, and telephone listings of all secondary school students. A secondary school student or the student's parent may request that such information not be released to a military recruiter without prior written consent. Such a request will be honored by CWCTC if made, in writing, to the Assistant Director. If you have any questions regarding this FERPA Notice, please contact the Assistant Director at 724-925-3532.

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### **APPENDIX-B - ACCEPTABLE USE AND INTERNET SAFETY POLICY**

#### **COMPUTER USAGE POLICY**

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the School as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

As a public school entity receiving federal funds, this policy is also required for purposes of complying with the Child Internet Protections Act (CIPA) and regulations adopted by the Federal Communications Commission (FCC).

#### **DISCLAIMER**

The electronic information available to students and staff does not imply endorsement by the school of the content, nor does the school guarantee the accuracy of information received.

The school shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is received via the Internet.

The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### **NO EXPECTATION OF PRIVACY**

There is no expectation of privacy for any user of the Central Westmoreland Career and Technology Center's computer network, including Internet access and e-mail. Users shall have no expectation of privacy in anything created, stored, sent, or received on a school computer.

Central Westmoreland retains the right, but not the duty, to randomly or specifically monitor, without prior notice, any person's use to ensure that the computer network is being used properly, to ensure that it is used in compliance with CIPA, to prevent waste and misuse, for purposes of maintenance, and/or with reasonable cause to suspect misuse of the computer network. This monitoring includes accessing files and communication. The school reserves the right to log network use and to monitor fileserver space utilization by school users.

#### **PRIVILEGE/NOT A RIGHT**

The Joint Operating Committee establishes that network use is a privilege, not a right; inappropriate, unauthorized, and/or illegal use may result in cancellation of those privileges and/or appropriate disciplinary action.

#### **CIPA COMPLIANCE**

The Joint Operating Committee establishes that any information that is obscene, child pornographic, or harmful to students, all as defined by the Child Internet Protections Act (CIPA), is inappropriate for access by students.

The Administrative Director or designee shall be responsible for implementing technology and procedures to determine whether the school's computers are being used for purposes prohibited by law or this Policy. The procedure shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for students and adults to certain visual depictions that are obscene, child pornography, harmful to students with respect to use by students, or determined inappropriate for use by students by the JOC
2. Maintaining and securing a usage log
3. Monitoring online activities of students

#### **DELEGATION OF RESPONSIBILITY**

Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

The Administrative Director shall have the authority to determine what inappropriate use is.



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### **PROHIBITIONS**

All users are expected to act in a responsible, ethical, and legal manner in accordance with school policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

#### Unlawful activity

- Commercial or for-profit purposes
- Non-work or non-school related work
- Product advertisement or political lobbying
- Hate mail, discriminatory remarks, offensive or inflammatory communication, bullying and/or harassment
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
- Access to obscene, pornographic material, or child pornography
- Access by students to material that is harmful to students or is determined inappropriate for students in accordance with Board policy
- Inappropriate language or profanity
- Transmission of material likely to be offensive or objectionable to recipients
- Intentional obtaining or modifying of files, passwords, and/or data belonging to other users
- Impersonation of another user, anonymity, and pseudonym
- Fraudulent copying, communications, or modification of materials in violation of copyright laws
- Loading or using of unauthorized games, programs, files, or other electronic media
- Disruption of the work of other users
- Destruction, modification, abuse, or unauthorized access to network hardware, software, and files (i.e. hacking)
- Quoting of personal communications in a public forum without the original author's prior consent
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Chat rooms and Instant Messaging Software
- The use of hardware and/or software including: internet web pages and programs to by-pass network security (i.e.: proxies)

Student users shall not use electronic mail (e-mail) without receiving specific authorization from a teacher or Administrator.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

### **SECURITY**

System security may be protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the system, the following guidelines shall be followed:

- Users shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged in under another student's or employee's name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- Network accounts shall be used only by the authorized owner of the account for its approved purpose.
- All communications and information accessible via the network should be assumed by all users to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

### **COPYRIGHT/SOFTWARE**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

### **CONSEQUENCES FOR INAPPROPRIATE USE**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. The network user shall also be responsible for illegal use of the network, intentional deletion or damage to files of data belonging to others, and copyright violations. For any violations of these provisions, the network user shall be subject to discipline, including suspension or expulsion.

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### APPENDIX-C

#### UNLAWFUL HARASSMENT AND BULLYING

##### 1. **Purpose:**

Central Westmoreland Career and Technology Center strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of the school to maintain an educational environment in which student harassment in any form is not tolerated.

##### 2. **Definitions:**

**Authority Sec.703 of Title VII of Civil Rights Act of 1964; Sec. 5 (a) PHRC Act; Title IX of the 1972 Education Amendment:**

The Joint Operating Committee prohibits all forms of unlawful harassment of students by all students and staff members, contracted individuals and vendors, and volunteers in the school. It is the policy of the school that harassment, as defined below, is inconsistent with the educational goals of the School District(s) and are prohibited at all times while:

- A. On school property during school hours;
- B. On school transportation, including bus stops; or
- C. At a school sponsored event regardless of location or time.

The Joint Operating Committee encourages students who have been harassed to promptly report such incidents to the designated employees.

The Joint Operating Committee directs that complaints of harassment be investigated promptly and corrective action taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

The term **harassment** includes but is not limited to: repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's physical characteristics, race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating, hostile or offensive educational environment.

1. Harassment can take the form of, but not limited to: derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name-calling, graffiti, innuendo, gestures, physical conduct, stalking, threatening, **bullying**, exploiting, shunning, or the display or circulation of written materials or pictures.
2. **Computer technology**, such as e-mail and websites, can be a means for accomplishing harassing behavior. Such conduct, even if initiated outside of school, may be in violation of this policy if there is a valid nexus with the school and/or if it disrupts the educational process.
3. The term **Bullying** can be defined as repeated and systemic harassment and attacks on others, perpetrated by individuals or groups. Bullying is deliberate, hurtful behavior, repeated over a period of time. Bullying takes many forms and can include many behaviors. A person may be guilty of bullying if s/he:
  - i. Systematically and chronically inflicts psychological distress on one or more students
  - ii. Has an imbalance of physical or psychological power, with bullying actually being stronger or perceived to be stronger than the victim
  - iii. Uses direct behavior, such as insulting, hitting, threatening, or restraining another
  - iv. Uses indirect behaviors, such as intentional exclusion from a group and starting rumors

**Ethnic harassment** includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

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**Sexual harassment** shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status
- Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual
- Such conduct deprives a student of educational aid, benefits, services or treatment
- Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment Examples of sexual harassment include, but are not limited to: sexual flirtations, advances, touching or propositions, verbal abuse of a sexual nature, graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual, jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile, or offensive learning or working environment.

### **3. Delegation of Responsibility:**

**For allegations and investigations, see and follow the Central Westmoreland CTC Sexual Harassment Policy:**

#### **Bullying and Student on Student Harassment**

Student on student harassment is commonly referred to as "bullying".

The school recognizes that a certain amount of teasing is inherent among school age children. Therefore, verbal or physical actions that are not specifically defined as harassment may be deemed harassment in particular situations, on a case-by-case basis, by the school principal under the following conditions:

1. The principal shall warn the offending student that the principal considers the conduct to have reached the level of inappropriate behavior.
2. The warning shall be verbally issued and shall be confirmed in writing to the offending student and the offending student's parent.
3. The warning shall advise the student and parent that the school principal is available to further explain the purpose for the principal's warning.

If the offending student continues the inappropriate behavior, the student shall be in violation of this policy.

Determining whether or not **student-on-student** harassment has, in fact, occurred requires a determination based on all the facts and surrounding circumstances. School officials should consider the following:

1. The nature of the behaviors;
2. Whether there were past incidents involving same or other students;
3. Whether there were continuing patterns of behavior;
4. Relationship between the parties;
5. Context in which the alleged incident occurred;
6. How often the conduct occurred;
7. The race, national origin, religion, sex or age of the respective parties;
8. Whether the alleged perpetrator was in a position of power over the student allegedly subjected to harassment;
9. Number of alleged perpetrators;
10. Where harassment occurred; and/or
11. Whether the conduct adversely affected the victim's education or learning environment.

The school shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of students will not be tolerated.

Each staff member shall be responsible to maintain an educational environment free from all forms of harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

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Students shall be informed that they may choose to report harassment complaints to teachers, counselors, nurses, and administrators. Any employee, who receives a harassment complaint, whether verbal or written, shall report such to the school principal.

### **4. Guidelines**

#### **Reporting Procedures**

A student, who believes s/he is a victim of harassment, should bring the matter to the attention of a teacher, counselor, principal, administrator or activities sponsor in written or verbal form.

Any school employee receiving a complaint of, or observing or otherwise learning of an incident of alleged harassment, shall immediately report it to the principal, together with a summary statement providing background information regarding the incident.

Any reports of harassment shall be reduced to writing and forwarded to the Director as soon as possible, by the principal. In some cases, the investigation may encompass a monitoring of the situation by the principal or designee.

If the complaint concerns alleged conduct by the Director, the complaint form shall be delivered to the President of the Joint Operating Committee.

#### **Investigative Procedures**

The Director and/or designee(s) shall promptly and thoroughly investigate all matters or allegations of harassment in as confidential a manner as possible.

The Director and/or designee will promptly investigate the complaint and will prepare appropriate findings and written determinations and recommendations for alleviating the problem, including any discipline, as soon as practicable.

The Director has the discretion to initiate discipline, including suspension, prior to completion of any investigation. All formal and informal due process as required by law shall be followed.

If the allegations are verified by the investigation, the Director shall take appropriate corrective action as soon as practically possible after receipt of, or completion of, the investigative report. Corrective action may include appropriate discipline or may also include, in the case of student-on-student harassment, mediation.

In all cases where the complaint is founded and a decision has been made to take disciplinary action against the accused, the complainant may be informed as to the discipline to the extent permissible by law.

If, after a complete and thorough investigation, the allegations remain indeterminate, unsubstantiated, or unverifiable, the Director shall carefully record his/her conclusions in writing, and shall document all the steps that were taken in an attempt to verify the allegations. The Director shall also document the basis for his/her decision regarding the allegations. These results will be maintained by the school, separate and apart from any personnel or student file.

#### **Discipline**

A substantiated charge against a staff member shall subject such staff member to disciplinary action, including possible discharge.

In the case of **student-on-student** harassment and when appropriate, a reasonable attempt may be made to bring resolution to a matter between the complaining student and the alleged harassing student under the **mediation** of the principal or designee. The principal or designee shall not undertake mediation without the consent of both students' parents/guardians.

In determining an appropriate response to a finding that **student-on-student** harassment has occurred, school officials shall consider the following:

What response is most likely to end any ongoing harassment?; whether a particular response is likely to deter similar future conduct by the perpetrator or others; the amount and kind of harm suffered by the victim of the harassment; and the

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identity of the party who engaged in the harassing conduct.

A substantiated charge against a student shall subject such student to disciplinary action, consistent with the Student Code of Conduct, and may include educational activities and/or counseling services related to unlawful harassment.

### **Rights of the Accused**

The school recognizes that all allegations of harassment are not necessarily true and acknowledges that employees, supervisors, students and associates may be unjustly accused.

The school affirms its resolve to protect the rights of all accused parties, to fairly and accurately investigate all allegations coming to its attention, and to apply all appropriate disciplinary or administrative sanctions when necessary.


All matters involving unlawful harassment complaints shall remain confidential to the full extent possible.

The guidelines contained in this policy are not intended to supersede or circumvent any procedural rights accorded employees or students by the Pennsylvania Public School Code of 1949, as amended, federal or state laws or regulations, collective bargaining agreements or administrative compensation plans.

The Joint Operating Committee recognizes that the law of harassment is continually evolving as a result of judicial decisions. Therefore, upon receipt of any complaint or report of harassment, the Director shall consult with the solicitor to determine if any portions of this policy, including investigation and disciplinary procedures, are no longer lawful; or if additional procedures are required.

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### APPENDIX-D



**Sending School Grade Conversions**

	CWCTC	Belle Vernon	Frazier	Hempfield	Mt. Pleasant	Norwin	Penn-Trafford	Southmoreland
"A" Letter Grade	100	100	100	100	100	100	100	100
	99			99		99	99	99
	98			97		98	97	97
	97			96		96	96	96
	96			94		95	94	94
	95			93		94	93	93
	94			91		93	92	92
	93	93	92	90	93	92	90	90
"B" Letter Grade	92	92	91	89	92	91	89	89
	91			88		89	88	88
	90			86		88	86	86
	89			85		87	85	85
	88			83		86	83	83
	87			82		84	81	81
	86	85	83	80	84	82	80	80
	85	84	82	79	83	81	79	79
"C" Letter Grade	84			78		79	78	78
	83			76		77	76	76
	82			75		76	75	75
	81			74		75	74	74
	80			73		73	73	73
	79			71		71	71	71
	78	73	74	70	75	70	70	70
	77	72	73	69	74	69	69	69
"D" Letter Grade	76			68		68	68	68
	75			66		66	66	66
	74			65		65	65	65
	73			64		64	64	64
	72			63		63	63	63
	71			61		61	61	61
	70	63	65	60	65	60	60	60

\* Frazier - Both CTC & Sending School Grade on Report Card  
 \* Greensburg Salem - No Conversion. CWCTC Grades are entered as letter grades  
 \* Jeannette - No Conversion. CWCTC Grades are entered as letter grades  
 \* Mt. Pleasant - CWCTC Grades are entered as letter grades  
 \* Yough - No Conversion. Both CTC & Sending School Grade on Report Card

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**Student Excuse Form**

Student's Name \_\_\_\_\_

Program \_\_\_\_\_ Grade \_\_\_\_\_

Sending School \_\_\_\_\_

Was absent from school on (dates) \_\_\_\_\_

Because \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_



**Student Excuse Form**

Student's Name \_\_\_\_\_

Program \_\_\_\_\_ Grade \_\_\_\_\_

Sending School \_\_\_\_\_

Was absent from school on (dates) \_\_\_\_\_

Because \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_



**Student Excuse Form**

Student's Name \_\_\_\_\_

Program \_\_\_\_\_ Grade \_\_\_\_\_

Sending School \_\_\_\_\_

Was absent from school on (dates) \_\_\_\_\_

Because \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_



**Student Excuse Form**

Student's Name \_\_\_\_\_

Program \_\_\_\_\_ Grade \_\_\_\_\_

Sending School \_\_\_\_\_

Was absent from school on (dates) \_\_\_\_\_

Because \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

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## CWCTC Student Information Page

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Sending School District

\_\_\_\_\_  
Career & Technology Education Program

\_\_\_\_\_  
CTE Teacher

\_\_\_\_\_  
CWCTC Wellness Course

\_\_\_\_\_  
Wellness Teacher

### Notes From Student Handbook