



240 Arona Road | New Stanton, PA 15672
Tel: (724) 925-3532 | cwctc.org
Fax: (724) 925-1423

JOINT OPERATING COMMITTEE MEETING August 4, 2022, 7 PM

1. **Executive Session** (time _____ - _____)

2. **Call to order by the President** (time _____)

- Pledge of Allegiance
- Roll Call

_____ Ms. Stacey Livengood (Belle Vernon Area School District)

_____ Ms. Robin Savage (Greensburg Salem School District)

_____ Dr. Scott Learn (Hempfield Area School District)

_____ Mr. Mark Gogolsky (Jeannette City School District)

_____ Mr. John Weinman (Mt. Pleasant Area School District)

_____ Ms. Darlene Ciocca (Norwin School District)

_____ Mr. Nick Petrucci (Penn Trafford School District)

_____ Ms. Kristy Smith (Southmoreland School District)

_____ Ms. Amy Ulander (Yough School District)

_____ Mr. Jason Lucia (Administrative Director)

_____ Mr. Chris Tollari (Business Manager)

_____ Ms. Darcy Szymkiewicz (Assistant Director CTE)

_____ Mr. Russell Lucas (solicitor)

_____ Mr. Alex Novickoff (Assistant Director of Workforce Education)

_____ Ms. Michelle DeLuca (Coordinator of Grants & Adult Ed)

3. Public Comments

4. Communications

Add to the agenda the resignation letter of Richard Heltion, HVAC Teacher, effective July 27, 2022.

Add to the agenda the resignation email of Keith “Pete” Highlands, Paraprofessional, effective August 2, 2022.

5. Minutes

Motion to approve the minutes of the JOC meeting held June 2, 2022. (attachment 1)

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

6. Administrative Report

7. Treasurer’s Report

Motion to approve the Treasurer’s Reports ending May and June 2022. (attachment 2)

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

8. Payment of Bills

Motion to approve payment of bills. (attachment 3)

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

9. Permission to Advertise

Motion to permit the Administration to advertise for positions as deemed necessary during the 2022-2023 school year.

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

10. Health and Safety Plan

Motion to approve the Pennsylvania Department of Education ARP/ESSER Health and Safety Plan, as presented, for the 2022-2023 school year. No revisions have been made. (attachment 4)

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

11. Safety Report

Motion to approve the 2021-2022 safety report. (attachment 5)

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

12. Student Handbook

Motion to approve the 2022-2023 Student Handbook as presented, with the final form of the document subject to the solicitor's review and approval. (attachment 6)

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

13. Budgetary Amendment

Motion to grant the administration authority to amend the budget to reflect additional grants, revenues, and expenditures not in the original budget, pursuant to section 609 School Code for the 2022-2023 school year.

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

14. ARP ESSER Grant

Motion to approve the ARP/ESSER grant application.

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

15. FMLA

Motion approve Family Medical Leave (FMLA) for one employee (Employee ID #535) according to the school's policy under Section: Employees, Title: FMLA, Policy: #335, pending completion of necessary paperwork. The leave will commence after the sick days are exhausted.

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

16. Substitutes

Motion to approve the 2022-2023 list of substitute teachers and custodians, pending receipt of valid clearances and documentation. (attachment 7)

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

17. Compensation Plans

Motion to approve the Compensation Plans and Terms of Employment (attachment 8) for the following positions, with the final form of the document subject to the solicitor's review and approval:

1. Administrative Director
2. Assistant Director of Career and Technology Education
3. Assistant Director of Workforce Education
4. Business Manager
5. Assistant Business Manager
6. Supervisor of Building and Grounds
7. Assistant Buildings and Grounds Supervisor
8. Coordinator of Grants and Adult Education
9. Supervisor of Safety and Special Projects
10. Confidential Secretary
11. Supplementary School Nurse/LPN

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

18. Job Descriptions

Motion to approve the updated job descriptions (attachment 9) for the following positions, with the final form of the document subject to the solicitor's review and approval:

1. Administrative Assistant/Business Office Specialist
2. Assistant Director of CTE
3. Assistant Director of Workforce Education
4. Confidential Secretary
5. Cooperative Education Coordinator
6. CTSO Club Advisor
7. CTTA
8. Main Office Secretary
9. School Counselor
10. Student & Community Engagement Coordinator
11. Supervisor of Safety & Special Projects
12. Supplemental School Nurse
13. Workforce Education Coordinator

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

19. Personnel

Motion to hire Corry Vargo King as a long-term substitute instructor, with the commencement date to be determined based on the beginning of the approved leave for the permanent instructor, with the long-term substitute assignment lasting for the duration of the permanent instructor's approved leave, pending receipt of all necessary clearances and submission of any necessary documents.

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

Motion to approve leave for employee ID #5254101 with the commencement date to be determined and lasting for a period of ____ weeks after the commencement date.

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

Motion to accept the resignation of Richard Heltion, HVAC Teacher, effective July 27, 2022. (attachment 10)

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

Motion to accept the resignation of Keith "Pete" Highlands, Paraprofessional, effective August 2, 2022. (attachment 11)

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____

20. Report of Solicitor

21. Adjournment

Motion to adjourn at _____ until the next regular meeting on Thursday,
September 1, 2022, at 7 pm.

Motion by _____ Seconded by _____

Comments _____

Affirmative Vote _____ Negative Vote _____



attachment 1
240 Arona Road | New Stanton, PA 15672
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JOINT OPERATING COMMITTEE MEETING

June 2, 2022, 7 PM

Executive Session 6:00 pm - 7:04 pm for personnel matters

Call to order by the President

The meeting was called to order at 7:07 pm by Ms. Savage, followed by the Pledge of Allegiance.

Present:

Ms. Robin Savage (Greensburg Salem School District)
Mr. Mark Gogolsky (Jeannette City School District)
Mr. John Weinman (Mt. Pleasant Area School District)
Ms. Darlene Ciocca (Norwin School District)
Mr. Nick Petrucci (Penn Trafford School District)
Ms. Kristy Smith (Southmoreland School District)
Ms. Amy Ulander (Yough School District)

Excused:

Ms. Stacey Livengood (Belle Vernon Area School District)
Dr. Scott Learn (Hempfield Area School District)

Others Present:

Mr. Jason Lucia (Administrative Director)
Mr. Chris Tollari (Business Manager)
Mr. Russell Lucas (solicitor)
Mr. Curt Smithley (Questeq IT)
Ms. Marsha Welsh (CTDSL)
Zoom participants

Public Comments: none

Communications: none

Minutes

Motion by Ms. Smith and seconded by Mr. Petrucci to approve the minutes of the JOC meeting held May 5, 2022. All were in favor; motion carried unanimously. (attachment 1)

Administrative Report: See report 1

Treasurer's Report

Motion by Mr. Gogolsky and seconded by Mr. Weinman to approve the Treasurer's Reports ending April 2022. All were in favor; motion carried unanimously. All were in favor; motion carried unanimously. (attachment 2)

Payment of Bills

Motion by Ms. Smith and seconded by Ms. Ciocca to approve payment of bills. Discussion held. All were in favor; motion carried unanimously. (attachment 3)

Budgetary Transfer

Motion by Mr. Gogolsky and seconded by Mr. Petrucci to approve for the Administration to make any additional necessary budgetary transfers and to pay bills for June/July 2022. All were in favor; motion carried unanimously.

Contract Agreement

Motion by Ms. Smith and seconded by Ms. Ulander to approve the renewal contract with James Daniel & Associates for a one-year term, effective July 1, 2022 through June 30, 2023 for Professional Development and Curriculum Coaching at a rate of \$800/day paid through the Perkins Grant. No rate increase from the prior contract. All were in favor; motion carried unanimously. (attachment 4)

Insurance Proposal

Motion by Mr. Gogolsky and seconded by Ms. Smith to approve the Business Insurance Proposal from McDowell and Associates for insurance regarding Property Lines, General Liability, Automobile, Workers Compensation, School Leaders Liability, Commercial Umbrella effective for the 2022-23 school year, as presented in Total Premium below. Discussion held. All were in favor; motion carried unanimously.

	<u>2021-2022</u>	<u>2022-2023</u>	<u>Difference</u>
Total	\$77,390	\$91,854	\$14,464

Grants

Motion by Ms. Ciocca and seconded by Ms. Ulander to grant permission for Administration to submit grant proposals and to expend grant funds for the 2022-23 school year. All were in favor; motion carried unanimously.

Advisor Stipend

Motion by Mr. Petrucci and seconded by Ms. Smith to approve payment of annual Club Advisor stipends in the amount of \$1,250 per advisor for the 2021-22 school year, per the CWCTCEA CBA, for the following employees:

SkillsUSA:	Linda Iezzi John DeMaria
FCCLA:	Christie Parks
BotsIQ:	Nicholas Nelson Mark Long
SADD:	Michal Crist

All were in favor; motion carried unanimously.

FMLA

Motion by Mr. Petrucci and seconded by Mr. Weinman to approve Family Medical Leave (FMLA) for one employee (Employee ID #467) according to the school's policy under Section: Employees, Title: FMLA, Policy: #335, pending completion of necessary paperwork. The leave will commence after the sick days are exhausted. All were in favor; motion carried unanimously.

Committed Fund Balance

Motion by Mr. Weinman and seconded by Mr. Gogolsky to approve the establishment of a dedicated Fund Balance Account to be opened with First National Bank, and to authorize the Center's Administration to take any action necessary to carry out this Motion. Discussion held. All were in favor; motion carried unanimously.

Personnel

Motion by Ms. Ulander and seconded by Mr. Gogolsky to hire Holley Sanner as a Paraprofessional for the Protective Services program at a salary of \$24,109.91, effective for the beginning of the 2022-23 school year, pending receipt of all necessary clearances and submission of any necessary documents. All were in favor; motion carried unanimously.

Motion by Ms. Ciocca and seconded by Ms. Smith to hire Brian Billey as a Paraprofessional for the Construction Trades program at a salary of \$24,109.91, effective for the beginning of the 2022-23 school year, pending receipt of all necessary clearances and submission of any necessary documents. All were in favor; motion carried unanimously.

Motion by Mr. Weinman and seconded by Mr. Gogolsky to hire Greg Barnhart as a Special Projects Coordinator at a salary of \$55,000, effective July 1, 2022, pending receipt of all necessary clearances and submission of any necessary documents. Discussion held. All were in favor; motion carried unanimously.

Report of Solicitor

As Chair, the office has been working with Mr. Lucia in connection with filing with the IRS, a new application to revive the Foundation. Timing will depend on the speed of the IRS.

Adjournment

Motion by Mr. Petrucci and seconded by Mr. Weinman to adjourn at 7:51 until the next regular meeting on Thursday, August 4, 2022, at 7 pm. All were in favor; motion carried unanimously.

JOC Chairperson

JOC Board Secretary

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER
TREASURER'S REPORT
FOR THE MONTH ENDING MAY 31, 2022

GENERAL ACCOUNT

Beginning Bank Balance-First National Bank

\$ 1,015,477.17

DEPOSITS

CATEGORY	DATE	DESCRIPTION	AMOUNT
1380 610 CO	5/5/2022	Cosmo - Night School	60.00
1380 610 CO	5/5/2022	Cosmo - Day	197.00
1340 610 FS	5/5/2022	Culinary	40.00
6999 999 SR	5/5/2022	Driving Pass	20.00
6999 999 SR	5/5/2022	Isolved Benefits Services - March 2022 Billing	93.08
6946 999 SC	5/5/2022	Frazier SD April 2022 - 2021-2022	28,938.41
6946 999 SC	5/5/2022	Greensburg Salem SD May 2022 - 2021-22	50,481.17
6946 999 SC	5/5/2022	Southmoreland SD May 2022 - 2021-22	36,541.91
6946 999 SC	5/5/2022	Norwin SD April 2022 - 2021-22	71,520.92
10.1100.612.000.30.00.SE	5/5/2022	Snack Cart	1,205.50
10.1100.612.000.30.00.SE	5/5/2022	Snack Cart	2,324.75
6946 999 SC	5/10/2022	Hempfield Area SD April 2022 - 2021-22	126,750.83
6946 999 SC	5/10/2022	Penn Trafford SD May 2022 - 2021-22	56,589.92
6946 999 SC	5/10/2022	Southmoreland SD June 2022 - 2021-22	36,541.99
6946 999 SC	5/10/2022	Belle Vernon Area SD May 2022 - 2021-22	31,635.42
10.1310.610.000.30.00.HT	5/11/2022	Flowers Sales - Per Curriculum	3,374.00
10.1100.612.000.30.00.SE	5/13/2022	Snack Cart	1,047.50
10.6999.999.000.30.00.MR	5/13/2022	Snack Cart - Culinary Bake Sale	206.00
10.6999.999.000.30.00.MR	5/13/2022	Snack Cart	407.00
10.1310.610.000.30.00.HT	5/13/2022	Greenhouse Sales	1,252.44
10.6999.999.000.30.00.MR	5/13/2022	St. Vincent Donation - Sedlack	700.00
10.9400.000.000.00.00.00	5/13/2022	Municibid	3,666.00
10.6999.999.000.30.00.MR	5/13/2022	National Tech Honor Society - Debbie Grindle	450.00
10.6999.999.000.30.00.MR	5/17/2022	St. Vincent Donation - Sedlack	50.00
6999 999 SR	5/17/2022	Isolved Benefits Services - April 2022 billing	93.08
6999 999 SR	5/17/2022	Ewaste Recycling - Curt IT	770.00
10.1380.890.000.30.00.CO	5/17/2022	Chicago Trip - Cosmo	600.00
10.6999.999.000.30.00.MR	5/17/2022	Culinary	15.00
6946 999 SC	5/17/2022	Yough SD May 2021 - 2021-22	68,653.00
6946 999 SC	5/17/2022	Norwin SD May 2022 - 2021-22	71,520.92
10.2720.752.000.30.00.CW	5/23/2022	Meegan Ford -Refund Title Fee	58.00
10.2720.752.000.30.00.CW	5/23/2022	Meegan Ford -Refund Online Fee	88.75
10.6999.999.000.30.00.MR	5/23/2022	Culinary	108.00
10.6999.999.000.30.00.MR	5/23/2022	Snack Cart	138.83
6946 999 SC	5/23/2022	Hempfield Area SD May 2022 - 2021-22	126,750.83
6946 999 SC	5/23/2022	Frazier SD May 2022 - 2021-2022	28,938.41
10.8521.999.661.30.00.PK	5/23/2022	Perkins Grant - 2021-22	29,452.67
1380 610 CO	5/24/2022	Cosmo - Night School	57.00
10.1380.610.000.30.00.AB	5/24/2022	Automotive - Work done - parts LKQ	830.00
7810	5/26/2022	Social Security Subsidy	37,056.09
Total deposits			819,224.42

General Fund

Balance on Hand- April 30, 2022	826,273.29
Income	819,224.42
Total	1,645,497.71
Expenditures	619,497.59
Book Balance - May 31, 2022	819,016.47
May 31, 2022 - Outstanding Checks	196,460.70
Bank Balance May 31, 2022	1,015,477.17

(CONTINUED)

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER
TREASURER'S REPORT
FOR THE MONTH ENDING MAY 31, 2022
(CONTINUED)

Capital Reserve Fund

Balance April 30, 2022	196,178.82
Interest	101.85
Deposits	
Expenditures	
Balance May 31, 2022	<u>196,280.67</u>

ACH ACCOUNT

Balance April 30, 2022	3,639.12
Interest	0.93
Deposits	0.00
Expenditures	<u>179.14</u>
Balance May 31, 2022	<u>3,460.91</u>

Central Westmoreland CTC
Trial Balance 2021-2022

Ending Date: 05/31/22

FUND 80 FUND 80

Balance Sheet

80.0101.000.000.00.00.00	Cash Control Account	25,841.93
80.0102.000.000.00.00.00	Savings Account	14,140.99
80.0421.000.000.00.00.PY	Accounts Payable -	-215.21
80.0496.001.000.30.00.00	Auto Body	-16.59
80.0496.002.000.30.00.00	Auto Mechanics	-2,219.89
80.0496.003.000.30.00.00	Building Maintenance	-715.92
80.0496.004.000.30.00.00	Commercial Art	-503.23
80.0496.005.000.30.00.00	Cosmetology	-584.61
80.0496.006.000.30.00.00	Coca-Cola & Student Success Fund	-1,539.84
80.0496.007.000.30.00.00	Electricity	-1,005.91
80.0496.008.000.30.00.00	Future Builders	-928.77
80.0496.009.000.30.00.00	First Robotics	-1,277.07
80.0496.010.000.30.00.00	Culinary	2,181.07
80.0496.011.000.30.00.00	Graphic Arts	-4,839.14
80.0496.012.000.30.00.00	Health Assistant	-67.77
80.0496.013.000.30.00.00	Heating & Air	-702.35
80.0496.014.000.30.00.00	SHA	-6,931.25
80.0496.015.000.30.00.00	Masonry	-594.99
80.0496.017.000.30.00.00	National Honor Society	-357.29
80.0496.018.000.30.00.00	Powerline Construction	-12,531.96
80.0496.019.000.30.00.00	Painting & Decorating	-2,142.67
80.0496.020.000.30.00.00	Physical Education	-925.69
80.0496.021.000.30.00.00	Plumbing	-147.85
80.0496.022.000.30.00.00	Protective Services	-2,013.94
80.0496.023.000.30.00.00	Computer & Information Science	-208.56
80.0496.024.000.30.00.00	SkillsUSA	-536.83
80.0496.025.000.30.00.00	Spirit Squad	-538.53
80.0496.026.000.30.00.00	Sports Therapy	-855.36
80.0496.027.000.30.00.00	Welding	-242.76
80.0496.028.000.30.00.00	Warehousing	-76.15
80.0496.029.000.30.00.00	National Art Honor Society	-675.32
80.0603.000.000.00.00.00	Enc Control DBAcct	5,455.65
80.0604.000.000.00.00.00	Enc Control CRAcct	-5,455.65

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER
TREASURER'S REPORT
FOR THE MONTH ENDING JUNE 30, 2022

GENERAL ACCOUNT

Beginning Bank Balance-First National Bank

\$ 648,391.58

DEPOSITS

CATEGORY	DATE	DESCRIPTION	AMOUNT
7220 999 000 30 00 MD	6/1/2022	Vo-Ed cy- 2020-21	283,979.00
10.0101.006.000.00	6/1/2022	NTMA deposit 2020-21 expenses	10,000.00
1380 610 WH	6/6/2022	Logistic Revenue	25.00
1380 610 CO	6/6/2022	Cosmo Items Sold	50.00
1340 610 FS	6/6/2022	Culinary Bake Sale Fundraiser	50.00
6946 999 SC	6/6/2022	Greensburg Salem SD May 2022 - 2021-22	50,481.13
6946 999 SC	6/6/2022	Hempfield Area SD May 2022 - 2021-22	126,750.83
6946 999 SC	6/6/2022	Mt Pleasant Area SD April/May 2022 - 2021-2022	123,474.18
6946 999 SC	6/6/2022	Mt Pleasant Area SD June 2022 - 2021-2022	61,737.01
6946 999 SC	6/6/2022	Penn Trafford SD June 2022 - 2021-22	56,589.88
10.9400.000.000.00.00	6/6/2022	Michael Brothers - Scrap	1,019.20
7820 999 RE	6/16/2022	State Retirement	171,283.44
10.6993.113.000.00.30.00	6/21/2022	Check Number 3 - Scott Electric Grant	19,924.48
6946 999 SC	6/21/2022	Belle Vernon Area SD June 2022 - 2021-22	31,635.38
6946 999 SC	6/21/2022	Yough SD June 2021 - 2021-22	68,653.00
6946 999 SC	6/21/2022	Jeannette SD May n June 2022 - 2021-22	56,495.50
6946 999 SC	6/21/2022	Norwin SD June 2022 - 2021-22	71,520.88
10.8521.999.661.30.00 PK	6/21/2022	Perkins Grant - 2021-22	29,452.67
10.1330.810.999.30.00.cv	6/27/2022	Refund for PCT testing - Mckelvey	109.00
10.1330.810.999.30.00.cv	6/27/2022	Refund for PCT testing - Schade	109.00
10.1330.810.999.30.00.cv	6/27/2022	Refund for PCT testing - Esposto	109.00
10.1340.610.000.30.00.fs	6/27/2022	Natl Rest - Grant (refund) testing sheets	508.38
10.0154.000	6/27/2022	Activity Fund - pay for FNB CC 201-22	7,147.00
10.2600.810.000.30.00.mt	6/27/2022	Maintenance testing	200.00
10.9400.000.00	6/27/2022	Municibid -Print Cartridge	2.00
106999.999.000.30.00.sr	6/27/2022	Isolved refund	93.08
10.0101.006.000.00	6/27/2022	Evening School expenses paid by GF	198,000.00
Total deposits			1,369,399.04

General Fund

Balance on Hand- May 31, 2022	842,591.47
Income	1,369,399.04
Total	2,211,990.51
Expenditures	1,654,098.69
Book Balance - June 30, 2022	557,891.82
June 30, 2022 - Outstanding Checks	90,499.76
Bank Balance June 30, 2022	648,391.58

(CONTINUED)

CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER
TREASURER'S REPORT
FOR THE MONTH ENDING JUNE 30, 2022
(CONTINUED)

Capital Reserve Fund

Balance May 31, 2022	196,280.67
Interest	161.22
Deposits	65,000.00
Expenditures	
Balance June 30, 2022	<u>261,441.89</u>

ACH ACCOUNT

Balance May 31, 2022	3,460.91
Interest	1.28
Deposits	0.00
Expenditures	<u>179.14</u>
Balance June 30, 2022	<u>3,283.05</u>

Central Westmoreland CTC
Trial Balance 2021-2022

FUND 80 FUND 80

Balance Sheet

80.0101.000.000.00.00.00	Cash Control Account	20,770.81
80.0102.000.000.00.00.00	Savings Account	14,140.99
80.0421.000.000.00.00.PY	Accounts Payable -	-215.21
80.0496.001.000.30.00.00	Auto Body	-16.59
80.0496.002.000.30.00.00	Auto Mechanics	-2,419.89
80.0496.003.000.30.00.00	Building Maintenance	-715.92
80.0496.004.000.30.00.00	Commercial Art	-503.23
80.0496.005.000.30.00.00	Cosmetology	-584.61
80.0496.006.000.30.00.00	Coca-Cola & Student Success Fund	-1,539.84
80.0496.007.000.30.00.00	Electricity	-1,005.91
80.0496.008.000.30.00.00	Future Builders	-928.77
80.0496.009.000.30.00.00	First Robotics	1,626.27
80.0496.010.000.30.00.00	Culinary	3,862.75
80.0496.011.000.30.00.00	Graphic Arts	-2,831.16
80.0496.012.000.30.00.00	Health Assistant	-67.77
80.0496.013.000.30.00.00	Heating & Air	-702.35
80.0496.014.000.30.00.00	SHA	-7,308.87
80.0496.015.000.30.00.00	Masonry	-594.99
80.0496.017.000.30.00.00	National Honor Society	-357.29
80.0496.018.000.30.00.00	Powerline Construction	-12,531.96
80.0496.019.000.30.00.00	Painting & Decorating	-2,142.67
80.0496.020.000.30.00.00	Physical Education	-925.69
80.0496.021.000.30.00.00	Plumbing	-147.85
80.0496.022.000.30.00.00	Protective Services	-2,013.94
80.0496.023.000.30.00.00	Computer & Information Science	-208.56
80.0496.024.000.30.00.00	SkillsUSA	-1,159.83
80.0496.025.000.30.00.00	Spirit Squad	-859.79
80.0496.026.000.30.00.00	Sports Therapy	-855.36
80.0496.027.000.30.00.00	Welding	-242.76
80.0496.028.000.30.00.00	Warehousing	-76.15
80.0496.029.000.30.00.00	National Art Honor Society	-675.32
80.0603.000.000.00.00.00	Enc Control DBAcct	-1,260.79
80.0604.000.000.00.00.00	Enc Control CRAcct	1,260.79

Balance Amount

Date: 07/20/22

Time: 11:23:34

Check Dates 05/01/22 - 05/31/22

Central Westmoreland CTC
List of Payments 2021-2022

Page: 1

BAR0471

Check # 00000109 - 99999999

Vendor Name	Check	Date	Description	Check Amount
Bank Account: 10.0101.000.000.00.00.00 Bank Acct For Fund 10				
1ST CHOICE RV REPAIR	00040514	05/16/22	GEER III COVID GRANT - SUPPLIES SCISSOR JACKS	\$203.00
	00040592	05/24/22	MAINTENANCE SUPPLIES JACKS	\$107.48
ABCO FIRE PROTECTION, INC.	00040462	05/03/22	MAINTENANCE SUPPLIES	\$8,664.50
ACTION OIL COMPANY INC	00040515	05/16/22	Adult Voc Ed - Gasoline	\$430.25
ADVANCE AUTO PARTS	00040463	05/03/22	AUTOMOTIVE TECHNOLOGY SUPPLIES	\$48.35
	00040504	05/10/22	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$2,303.92
	00040516	05/16/22	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$2,120.93
	00040620	05/31/22	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$226.44
AFLAC	00040560	05/20/22	EMPLOYEE - CANCER INS-AMER FAM	\$137.50
ALLEGHENY LUMBER	00040464	05/03/22	ARP ESSR - Bldg Acquis/const Ser - Construction Services	\$5,038.14
	00040593	05/24/22	MAINTENANCE SUPPLIES	\$983.00
ALLEGHENY EDUCATIONAL SYSTEMS	00040505	05/10/22	OFFICE SUPPLIES	\$629.27
ALL ELECTRONICS CORP.	00040594	05/24/22	MECHATRONICS SUPPLIES	\$274.39
ALLIANCE PROPERTIES GROUP, LLC	00040621	05/31/22	ARP ESSR Oper/maint Of Plant Svcs - Repairs & Maint Svs	\$4,500.00
AMAZON	00040465	05/03/22	OFFICE SUPPLIES	\$1,091.80
	00040517	05/16/22	System-wide Tech Services - General Supplies	\$1,223.19
AMERICAN MEDICAL CERT. ASSOC. LLC	00040466	05/03/22	ARP ESSR Health Occupations Ed - Dues And Fees	\$1,635.00
AMERICAN HERITAGE LIFE INS CO	00040561	05/20/22	EMPLOYEE - CANCER INS- ALLSTATE	\$234.01
ANCHOR CEMENT BLOCK WORKS INC	00040506	05/10/22	MAINTENANCE SUPPLIES	\$227.25
	00040595	05/24/22	MAINTENANCE SUPPLIES SIDEWALK	\$309.25
ANDREWS & PRICE	00040518	05/16/22	LEGAL & ACCOUNTING SERVICES 4-8-22	\$1,979.00
ANNE BRIGGS	00040519	05/16/22	GEER III COVID GRANT - PROF & TECH SVCS	\$1,245.00
	00040596	05/24/22	GEER III COVID GRANT - PROF & TECH SVCS	\$840.00
AnyPromo	00040507	05/10/22	OFFICE SUPPLIES	\$914.68
APR SUPPLY CO	00040467	05/03/22	MAINTENANCE SUPPLIES	\$1,623.81
ASCD	00040622	05/31/22	OFFICE OF DIRECTOR DUES & FEES 6-1-22/ 5-31-23	\$239.00
ATLANTIC COAST COTTON	00040568	05/23/22	GEER III COVID GRANT - SUPPLIES	\$194.94
AUTOMOTIVE ELECTRONICS SERVICES INC	00040520	05/16/22	COMP EQUIP GRANT Trade/industrial Ed - Capital Equipment - O	\$15,414.60
BAILEIGH INDUSTRIAL HOLDINGS LLC	00040597	05/24/22	WELDING SUPPLIES	\$317.15
BCI EQUIPMENT SPECIALISTS	00040569	05/23/22	GEER III COVID GRANT - EQUIPMENT	\$8,458.20
BFG SUPPLY COMPANY	00040623	05/31/22	HORTICULTURE SUPPLIES	\$159.98
BRANDON MILLER	00040521	05/16/22	CONSTRUCTION TRADES TECH TUITION REIMBURSE spring 2022	\$574.20
	00040624	05/31/22	GEER III COVID GRANT - SUPPLIES ATTENDANCE AWARD	\$609.68
BRIAN PEGG	00040625	05/31/22	GEER III COVID GRANT - SUPPLIES ATTENDANCE AWARD	\$441.32
BRIAN RUFF	00040468	05/03/22	MAINTENANCE SUPPLIES	\$64.97
	00040522	05/16/22	MAINTENANCE SUPPLIES	\$68.49
	00040570	05/23/22	MAINTENANCE SUPPLIES tool cart	\$198.00
CAREERSAFE	00040571	05/23/22	Trade/industrial Ed - TECHNOLOGY RELATED SUPPLIES & FEES	\$750.00

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CATHERINE S. CACCIA	00040556	05/18/22	BUSINESS OFFICE - PROFESSIONAL ED SERVICES 4-21/04-29	\$500.00
	00040645	05/31/22	BUSINESS OFFICE - PROFESSIONAL ED SERVICES may 2022	\$500.00
CDW GOVERNMENT	00040572	05/23/22	Cosmetology - Technology Related Supplies & Fees	\$115.48
	00040627	05/31/22	CO-OP SUPPLIES	\$113.56
CENTRAL WESTMORELAND - PAYROLL	99996995	05/20/22	EMPLOYEE - NET PAY NOT DIRECT DEPOSITED - 05/20/22	\$5,008.55
	99997008	05/20/22	EMPLOYEE - Direct Deposit Net - 05/20/22	\$92,553.29
	99997015	05/05/22	EMPLOYEE - NET PAY NOT DIRECT DEPOSITED - 05/06/22	\$6,335.48
	99997028	05/05/22	EMPLOYEE - Direct Deposit Net - 05/06/22	\$92,968.50
CHEMWAY INC	00040524	05/16/22	MAINTENANCE SUPPLIES	\$1,098.87
	00040628	05/31/22	MAINTENANCE SUPPLIES	\$2,799.66
CHICK-FIL-A	00040573	05/23/22	GEER III COVID GRANT - SUPPLIES	\$132.00
	00040646	05/31/22	Office Of Super Services - Meals / Refreshments	\$583.60
CHRIS KING	00040574	05/23/22	AUTOMOTIVE TECHNOLOGY DUES & FEES INSPECT LICENSE	\$199.95
CHRISTIE PARKS	00040469	05/03/22	CULINARY ARTS SUPPLIES	\$24.15
CHRISTINE RICHARDS	00040525	05/16/22	Trade/Industrial Ed - TECHNOLOGY RELATED SUPPLIES & FEES	\$108.00
	00040575	05/23/22	PAINTING & DECORATING TRADES SUPPLIES	\$62.29
CLEVELAND BROTHERS EQUIP CO INC	00040470	05/03/22	All School Support Services - Rental of Equipment 3-25/ 4-22	\$1,515.00
	00040526	05/16/22	All School Support Services - Rental of Equipment 4-11/5-9	\$1,565.00
	00040566	05/20/22	All School Support Services - Rental of Equip 1-17/ 2-14	\$1,565.00
	00040598	05/24/22	All School Support Services - Rental of Equipment 4-22/ 5-20	\$1,515.00
CM REGENT LLC	00040599	05/24/22	EMPLOYER LIFE INSURANCE MAY	\$1,190.70
COLUMBIA GAS	00040471	05/03/22	MAINTENANCE NATURAL GAS FEB	\$4,659.49
	00040576	05/23/22	MAINTENANCE NATURAL GAS APRIL	\$3,235.99
CCI	00040523	05/16/22	MAINTENANCE COMMUNICATIONS	\$729.50
	00040626	05/31/22	MAINTENANCE COMMUNICATIONS MAY	\$738.62
CREST/GOOD MANUFACTURING CO INC	00040472	05/03/22	MAINTENANCE SUPPLIES	\$201.79
CRISSY LONG	00040473	05/03/22	BUSINESS OFFICE SUPPLIES	\$63.90
	00040577	05/23/22	BUSINESS OFFICE SUPPLIES COFFE/CREAMER	\$51.94
DANIELLE ADAMSON	00040527	05/16/22	PROTECTIVE SERVICES TRAVEL FIRE ACADEMY	\$519.35
DAVID SIDUN	00040528	05/16/22	WELDING TUITION REIMBURSEMENT SPRING 22	\$574.20
DBEC WHOLESALE COMPANY	00040578	05/23/22	HORTICULTURE SUPPLIES	\$141.45
	00040600	05/24/22	HORTICULTURE SUPPLIES	\$1,433.00
DELTA DENTAL OF PENNSYLVANIA	00040601	05/24/22	EMPLOYER SHARE OF DENTAL - MAY	\$3,800.00
DIRECT ENERGY BUSINESS	00040474	05/03/22	MAINTENANCE NATURAL GAS MARCH	\$2,242.83
DON PARKER SALES INC	00040529	05/16/22	AUTOMOTIVE TECHNOLOGY SUPPLIES	\$1,014.35
ENTERPRISE RENT A CAR OF PITTSBURGH	00040530	05/16/22	Student Activitives - Travel	\$50.00
ERRANDZ NOW, INC.	00040475	05/03/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES	\$12,741.22

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	00040531	05/16/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES	\$4,375.47
FAGAN SANITARY SUPPLY	00040579	05/23/22	MAINTENANCE SUPPLIES	\$12,296.21
	00040602	05/24/22	MAINTENANCE SUPPLIES	\$2,297.95
FEDERAL WITHHOLDING-EFTPS	99997005	05/20/22	EMPLOYEE - Federal Income Tax - 05/20/22	\$13,013.82
	99997025	05/05/22	EMPLOYEE - Federal Income Tax - 05/06/22	\$13,267.68
FICA - EFTPS	99996998	05/20/22	EMPLOYER - Social Security - 05/20/22	\$9,248.86
	99996999	05/20/22	EMPLOYEE - Social Security - 05/20/22	\$9,248.86
	99997003	05/20/22	EMPLOYER - Medicare - 05/20/22	\$2,163.10
	99997004	05/20/22	EMPLOYEE - Medicare - 05/20/22	\$2,163.10
	99997018	05/05/22	EMPLOYER - Social Security - 05/06/22	\$9,401.05
	99997019	05/05/22	EMPLOYEE - Social Security - 05/06/22	\$9,401.05
	99997023	05/05/22	EMPLOYER - Medicare - 05/06/22	\$2,198.72
	99997024	05/05/22	EMPLOYEE - Medicare - 05/06/22	\$2,198.72
FOXS PIZZA DEN	00040513	05/11/22	ARP ESSER Trade/Industrial Ed - General Supplies	\$780.30
HARBOR FREIGHT TOOLS	00040603	05/24/22	POWERLINE SUPPLIES	\$29.99
HAWLEY CONSULTING GROUP	00040476	05/03/22	BUSINESS OFFICE - PROFESSIONAL ED SERVICES GASB 75	\$3,650.00
HEPLERS HARDWARE	00040456	05/02/22	MAINTENANCE SUPPLIES	\$422.54
HOMERUN GRAPHICS	00040532	05/16/22	OFFICE SUPPLIES	\$2,940.00
	00040629	05/31/22	GEER III COVID GRANT - SUPPLIES	\$448.50
IMAGE360	00040533	05/16/22	SNACK CART Reg Prog-elem/sec Ed	\$4,349.00
IU 7 FEDERAL CREDIT UNION	00040500	05/05/22	EMPLOYEE - CREDIT UNION	\$1,046.25
	00040557	05/20/22	EMPLOYEE - CREDIT UNION	\$1,046.25
JAMES DANIEL & ASSOCIATES LLC	00040499	05/04/22	Support Svc-instr. Staff - Prof-educ Services	\$8,960.00
	00040580	05/23/22	Support Svc-pupil Person - Prof-educ Services	\$4,600.00
J C EHRLICH	00040604	05/24/22	MAINTENANCE EXTERMINATION SERVICES MAY	\$85.00
JENNA ELIAS	00040581	05/23/22	GEER III Trade/Industrial Ed - Dues And Fees	\$125.00
JOHN DEMARIA	00040630	05/31/22	SPECIAL ED TRAVEL MAY	\$9.24
JORDAN BANANA FOOD SERVICE	00040534	05/16/22	CULINARY ARTS SUPPLIES	\$832.71
	00040582	05/23/22	CULINARY ARTS SUPPLIES	\$513.44
K-LOG INC	00040583	05/23/22	GEER III COVID GRANT - SUPPLIES	\$7,686.64
KELLINGTON PROTECTION SERVICE, LLC	00040535	05/16/22	Oper/maint Of Plant Svcs - Security / Safety Services 4-24/4	\$15,679.25
	00040605	05/24/22	Oper/maint Of Plant Svcs - Security / Safety Services 2-13/2	\$3,195.75
	00040631	05/31/22	Oper/maint Of Plant Svcs - Security / Safety Serv 5-15/05-21	\$6,015.25
KODIE CLAYPOOLE	00040536	05/16/22	CONSTRUCTION TRADES TECH TUITION REIMBURS SPRING 22	\$574.20
KRIEBEL MINERALS INC	00040477	05/03/22	MAINTENANCE NATURAL GAS FEB/MARCH	\$270.23
	00040606	05/24/22	MAINTENANCE NATURAL GAS 3-22/ 4-18	\$114.77
LARRY J LINT FLOOR & WALL COVERING	00040503	05/05/22	ARP ESSER DEPOSIT Oper/maint Of Plant Svcs - Capital Equipm	\$60,188.70
LAURYN WINFIELD	00040478	05/03/22	GEER III Trade/Industrial Ed - Dues And Fees STATE BOARDS	\$125.00

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Bank Account: 10.0101.000.000.00.00.00 Bank Acct For Fund 10				
LILJA'S PREMIERE PIZZA	00040617	05/25/22	GEER III COVID GRANT - SUPPLIES	\$56.00
LINDA IEZZI	00040460	05/02/22	COSMO CHICAGO TRIP	\$4,030.78
	00040632	05/31/22	Student Activitives - Travel SKILLS NATIONALS	\$2,182.76
LOWES	00040567	05/20/22	Bldg Acquis/const Ser - Construction Services	\$7,478.80
Masons Mark Stone	00040537	05/16/22	MASONRY SUPPLIES	\$1,599.20
MATHESON TRI-GAS, INC.	00040633	05/31/22	MAINTENANCE SUPPLIES FORKLIFT	\$95.28
MAWC	00040538	05/16/22	MAINTENANCE WATER MARCH/APRIL	\$1,540.51
MERI BETH ELDER	00040539	05/16/22	HEALTH OCCUPATIONS TECH SUPPLIES INTERVIEW DAY	\$50.06
MICHAL CRIST	00040540	05/16/22	GEER III COVID GRANT - SUPPLIES FUNDAY	\$817.02
	00040607	05/24/22	GEER III COVID GRANT - SUPPLIES	\$175.00
MICHELLE DELUCA	00040634	05/31/22	EVENING SCHOOL COMMUNICATIONS POSTAGE	\$26.60
MILLER'S PIZZA	00040457	05/02/22	Office Of Super Services - Meals / Refreshments NOCTI	\$1,101.00
MODEL UNIFORMS	00040563	05/20/22	EMPLOYEE - UNIFORMS	\$322.32
MODEL Uniforms	00040541	05/16/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES	\$260.86
	00040608	05/24/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES 5-5	\$61.89
Moxie Events	00040496	05/04/22	WELLNESS/PHYS ED SUPPLIES	\$500.00
MSC INDUSTRIAL SUPPLY CO	00040584	05/23/22	Other Voc Ed Programs - General Supplies	\$185.93
	00040635	05/31/22	WELDING SUPPLIES	\$528.29
Mt. Pleasant Mine Service, LLC	00040479	05/03/22	MAINTENANCE SUPPLIES	\$246.51
	00040508	05/10/22	MAINTENANCE SUPPLIES snow plow	\$221.06
MULTI METAL INC	00040585	05/23/22	WELDING SUPPLIES	\$984.12
Myla Tarbuck	00040542	05/16/22	GEER III Trade/Industrial Ed - Dues And Fees STATE BOARDS	\$125.00
National Coatings and Supplies	00040480	05/03/22	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$955.92
	00040543	05/16/22	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$2,005.48
NATIONAL RESTAURANT ASSOC	00040636	05/31/22	CULINARY ARTS SUPPLIES	\$508.38
NICHOLAS NELSON	00040586	05/23/22	ELECTRICAL TECHNOLOGY TRAVEL	\$193.86
	00040609	05/24/22	ELECTRICAL TECHNOLOGY TUITION REIMBURS SPRING 22	\$574.20
OZ ENTERPRISES LLC	00040481	05/03/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES	\$4,500.00
PA DEPT OF AGRICULTURE	00040587	05/23/22	MAINTENANCE DUES & FEES PESTICIDE APP	\$35.00
PA DEPARTMENT OF REVENUE	99996997	05/20/22	EMPLOYEE - State Tax-PA - 05/20/22	\$4,579.00
	99997017	05/05/22	EMPLOYEE - State Tax-PA - 05/06/22	\$4,654.35
PAR, INC	00040544	05/16/22	SPECIAL ED SUPPLIES	\$351.00
PA SCDU	00040501	05/05/22	EMPLOYEE - LEVY - PA SCDU	\$323.54
	00040558	05/20/22	EMPLOYEE - LEVY - PA SCDU	\$323.54
PEARSON VUE.	00040458	05/02/22	ARP ESSER Dues And Fees PUHALA	\$93.00
POCKET NURSE	00040637	05/31/22	FIRST AID SUPPLIES	\$612.17
POINT OF SALE INNOVATION	00040459	05/02/22	Reg Prog-elem/sec Ed - TECHNOLOGY RELATED SUPPLIES & FEES	\$305.00
PRO POWER EQUIPMENT, INC.	00040482	05/03/22	MAINTENANCE SUPPLIES	\$125.24

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	00040610	05/24/22	MAINTENANCE SUPPLIES	\$76.15
PROSOFT TECHNOLOGIES	00040483	05/03/22	Instruc. Staff Dev (non-certified Staff Only) - EMPLOYEE TRA	\$100.00
	00040545	05/16/22	PAYROLL/PERSONNEL LICENSE	\$1,800.00
PSERS-RETIREMENT	99997001	05/20/22	EMPLOYEE - Ret. TG (DB) 6.25% - 05/20/22	\$1,101.04
	99997007	05/20/22	EMPLOYEE - RETIREMENT AT 7.50 % - TD - 05/20/22	\$7,093.22
	99997010	05/20/22	EMPLOYEE - RETIREMENT AT 10.8 - TF - 05/20/22	\$1,560.01
	99997014	05/20/22	EMPLOYEE - RETIREMENT AT 8.00% - TE - 05/20/22	\$2,039.17
	99997021	05/19/22	EMPLOYEE - Ret. TG (DB) 6.25% - 05/06/22	\$1,189.35
	99997027	05/19/22	EMPLOYEE - RETIREMENT AT 7.50 % - TD - 05/06/22	\$7,122.85
	99997030	05/19/22	EMPLOYEE - RETIREMENT AT 10.8 - TF - 05/06/22	\$1,561.69
	99997034	05/19/22	EMPLOYEE - RETIREMENT AT 8.00% - TE - 05/06/22	\$2,084.09
QUESTEQ	00040546	05/16/22	System-wide Tech Services - Repairs & Maint Svs	\$9,735.08
	00040588	05/23/22	System-wide Tech Services - TECHNOLOGY RELATED SUPPLIES & FE	\$371.29
QUEST TRANSIT	00040461	05/02/22	COSMO CHICAGO TRIP	\$1,220.80
	00040484	05/03/22	PAINTING & DECORATING TRADES TRAVEL	\$236.45
	00040547	05/16/22	COSMETOLOGY TRAVEL PHILLIP PELUSI TRAINING	\$438.50
	00040589	05/23/22	SPECIAL ED TRAVEL	\$1,016.75
	00040638	05/31/22	ELECTRICAL TECHNOLOGY TRAVEL PREMIER AUTO	\$1,939.70
REPUBLIC SERVICES #674	00040485	05/03/22	MAINTENANCE DISPOSAL SERVICES APRIL	\$826.75
ROBERTSON HEATING SUPPLY COMPANY	00040486	05/03/22	MAINTENANCE SUPPLIES	\$1,632.01
ROCK-N-RESCUE/J.E. WEINEL, INC	00040497	05/04/22	PERKINS Trade/Industrial Ed - General Supplies	\$1,500.36
RONDA J WINNECOUR	00040564	05/20/22	EMPLOYEE - LEVY -RONDA J WINNECOUR	\$520.00
S/P2	00040487	05/03/22	Culinary Arts - Technology Related Supplies & Fees	\$349.00
SAFETY-KLEEN SYSTEMS INC	00040611	05/24/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES	\$427.40
SAGE CORPORATION	00040488	05/03/22	EVENING SCHOOL PROFESSIONAL ED SERVICES	\$15,834.50
	00040509	05/10/22	EVENING SCHOOL PROFESSIONAL ED SERVICES	\$4,001.50
	00040548	05/16/22	EVENING SCHOOL PROFESSIONAL ED SERVICES	\$7,802.00
	00040612	05/24/22	EVENING SCHOOL PROFESSIONAL ED SERVICES	\$7,990.50
	00040639	05/31/22	EVENING SCHOOL PROFESSIONAL ED SERVICES	\$4,855.00
SAINT VINCENT COLLEGE	00040549	05/16/22	Support Svc-pupil Person - Prof-educ Services	\$2,800.00
SCOTT ELECTRIC	00040510	05/10/22	SCOTT ELECTRIC GRANT - SUPPLIES	\$413.10
	00040550	05/16/22	SCOTT GRANT Oper/maint Of Plant Svcs - Gen Supplies	\$615.21
	00040565	05/20/22	SCOTT ELECTRIC GRANT - SUPPLIES	\$5,048.22
	00040640	05/31/22	SCOTT GRANT Oper/maint Of Plant Svcs - Gen Supplies	\$1,601.21
SKILLS USA PENNSYLVANIA	00040641	05/31/22	Student Activities - Travel SKILLS - STATE COMP	\$3,300.00
STANWOOD AREA CREDIT UNION	00040502	05/05/22	EMPLOYEE - CREDIT UNION - STANWOOD	\$2,580.00
	00040559	05/20/22	EMPLOYEE - CREDIT UNION - STANWOOD	\$2,580.00
STEVEN SAUNDERS	00040642	05/31/22	SPECIAL ED SUPPLIES DRIVERS ED	\$51.68
STONE & CO	00040613	05/24/22	MAINTENANCE SUPPLIES WELDING PAD	\$4,823.50
TODD SEDLACEK	00040590	05/23/22	Office Of Super Services - Meals / Refreshments OAC	\$45.92

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			MEETING	
TOP SEPTIC SERVICE INC.	00040489	05/03/22	Adult Voc Ed - Rent Of Equip & Vehicle APRIL	\$120.00
	00040614	05/24/22	Adult Voc Ed - Rent Of Equip & Vehicle MAY	\$120.00
TOSHIBA FINANCIAL SERVICES	00040490	05/03/22	System-wide Tech Services - Rent Of Equip & Vehicle MARCH/AP	\$3,227.72
	00040615	05/24/22	System-wide Tech Services - Rent Of Equip & Vehicle APRIL/MA	\$2,686.91
TP ELECTRIC & POWER	00040491	05/03/22	ARP ESSR Oper/maint Of Plant Svcs - Repairs & Maint Svs	\$2,826.68
TRUMP'S LANDSCAPING	00040551	05/16/22	MAINTENANCE SUPPLIES GRAVEL	\$1,154.25
TSA CONSULTING GROUP	00040562	05/20/22	EMPLOYEE - ANNUITY - AXA Equitable	\$8,140.00
TUDI MECHANICAL SYSTEMS INC	00040492	05/03/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES	\$13,146.00
VERIZON	00040552	05/16/22	MAINTENANCE COMMUNICATIONS MAY	\$38.87
VERIZON WIRELESS	00040591	05/23/22	MAINTENANCE COMMUNICATIONS MAY	\$162.80
VICTORIA HUBER	00040553	05/16/22	HEALTH OCCUPATIONS TECHNOLOGY SUPPLIES INTERVIEW	\$74.94
VOYA FINANCIAL	99997011	05/20/22	EMPLOYER - Ret. TG (DC) 2.75% - 05/20/22	\$326.39
	99997012	05/20/22	EMPLOYEE - Ret. TG (DC) 2.75% - 05/20/22	\$398.93
	99997031	05/05/22	EMPLOYER - Ret. TG (DC) 2.75% - 05/06/22	\$329.36
	99997032	05/05/22	EMPLOYEE - Ret. TG (DC) 2.75% - 05/06/22	\$402.57
WCCC - BUSINESS & INDUSTRY CENTER	00040643	05/31/22	HEALTH OCCUPATIONS TECHNOLOGY SUPPLIES	\$90.00
WCPSHC	00040618	05/27/22	EMPLOYER SHARE OF VISION JUNE PLAN G	\$86,864.40
WEBB'S SERVICE CENTER INC	00040493	05/03/22	PROTECTIVE SERVICES REPAIRS & MAINTENANCE SERVICES	\$262.50
	00040644	05/31/22	POWERLINE REPAIRS & MAINTENANCE SERVICES	\$820.21
WEST GEORGIA CORNHOLE	00040554	05/16/22	WELLNESS/PHYS ED SUPPLIES	\$1,575.00
WESTMORELAND INTERMEDIATE UNIT	00040511	05/10/22	Office of Director - Professional EXECUTIVEServices	\$100.00
WESTMORELAND LOCK & SAFE LLC	00040512	05/10/22	MAINTENANCE SUPPLIES KEYS	\$13.00
WEST PENN POWER	00040494	05/03/22	Oper/maint Of Plant Svcs - Electricity FEB/MARCH/APRIL	\$7,129.14
	00040616	05/24/22	Oper/maint Of Plant Svcs - Electricity APRIL/MAY	\$5,941.01
WEX BANK	00040555	05/16/22	MAINTENANCE GASOLINE MARCH	\$264.45
WEX BANK SHEETZ	00040619	05/27/22	MAINTENANCE DUES & FEES	\$206.00
ZELENKOFKSKE AXELROD LLC	00040498	05/04/22	ACCRUED ACCOUNTS PAYABLE REPLACE CHECK #39958	\$14,000.00
ZERO GRAVITY ENTERTAINMENT	00040495	05/03/22	GEER III COVID GRANT - SUPPLIES	\$675.00
Report Total				\$826,203.80

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Vendor Name	Check	Date	Description	Check Amount
Bank Account: 10.0101.000.000.00.00.00 Bank Acct For Fund 10				
A/CAPA	00040717	06/28/22	OFFICE OF DIRECTOR DUES & FEES	\$230.00
ACTION OIL COMPANY INC	00040767	06/30/22	EVENING SCHOOL SUPPLIES	\$649.17
ADVANCE AUTO PARTS	00040650	06/03/22	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$617.16
	00040662	06/06/22	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$2,763.96
AED Superstore/Allied 100	00040718	06/28/22	GEER III GRANT Support Svcs-pupil Health - General Supplies	\$5,186.01
AFLAC	00040707	06/16/22	EMPLOYEE - CANCER INS-AMER FAM	\$137.50
ALEXANDER NOVICKOFF	00040663	06/06/22	Student Activities - Travel FCCLA SAN DIEGO 2022	\$7,737.68
	00040719	06/28/22	Office Of Super Services - Tuition Reimburs SPRING 2022	\$2,948.81
ALLEGHENY EDUCATIONAL SYSTEMS	00040720	06/28/22	GRAPHIC DESIGN TECHNOLOGY SUPPLIES	\$3,946.34
AMAZON	00040664	06/06/22	GEER III COVID GRANT - SUPPLIES	\$3,495.17
	00040721	06/28/22	RESOURCE ROOM SUPPLIES	\$366.74
AMERICAN MEDICAL CERT. ASSOC. LLC	00040722	06/28/22	ARP ESSR Health Occupations Ed - Dues And Fees	\$109.00
AMERICAN HERITAGE LIFE INS CO	00040708	06/16/22	EMPLOYEE - CANCER INS- ALLSTATE	\$234.01
ANDREWS & PRICE	00040679	06/14/22	LEGAL & ACCOUNTING SERVICES 5-22	\$1,968.00
ANNE BRIGGS	00040680	06/14/22	GEER III COVID GRANT - PROF & TECH SVCS	\$1,575.00
	00040723	06/28/22	GEER III COVID GRANT - PROF & TECH SVCS	\$1,260.00
BANC OF AMERICA PUBLIC CAPITAL CORP	00040716	06/24/22	Debt Service - Loans & Lease-pur Agts - July 2022 Payment	\$543,471.61
BBG BARBECUE & CATERING	00040681	06/14/22	Office Of Super Services - Meals / Refreshments	\$239.00
BCI EQUIPMENT SPECIALISTS	00040724	06/28/22	GEER III COVID GRANT - EQUIPMENT	\$22,390.26
BERKHEIMER TAX ADMINISTRATOR	99996956	06/30/22	EMPLOYEE - Wage Tax - 06/17/22	\$2,252.53
	99996976	06/30/22	EMPLOYEE - Wage Tax - 06/03/22	\$1,774.39
	99996996	06/30/22	EMPLOYEE - Wage Tax - 05/20/22	\$1,539.00
	99997016	06/30/22	EMPLOYEE - Wage Tax - 05/06/22	\$1,563.73
	99997036	06/30/22	EMPLOYEE - Wage Tax - 04/22/22	\$1,534.98
	99997056	06/30/22	EMPLOYEE - Wage Tax - 04/08/22	\$1,555.92
SUB-AQUATICS INC	00040757	06/28/22	PROTECTIVE SERVICES REPAIRS & MAINTENANCE SERVICES	\$837.86
BRIAN RUFF	00040725	06/28/22	MAINTENANCE SUPPLIES TOOL CART	\$396.00
CATHERINE S. CACCIA	00040726	06/28/22	BUSINESS OFFICE - PROF ED SERVICES JUNE 2022	\$625.00
CDI/ ACCTS RECEIVABLE	00040727	06/28/22	GEER III COVID GRANT - TECHNOLOGY RELATED SUPPLIES & FEES	\$7,000.26
	00040769	06/30/22	System-wide Tech Services - Trd/ind Shop	\$2,403.48
CDW GOVERNMENT	00040728	06/28/22	System-wide Tech Services - TECHNOLOGY RELATED SUPPLIES & FE	\$4,473.66
CENTRAL WESTMORELAND TEACHER ASSOCIATION	00040729	06/28/22	PLUMBING SALARY 21-22 SICK PAY TO DUES CLAYPOOLE	\$1,000.00
CENTRAL WESTMORELAND - PAYROLL	99996955	06/16/22	EMPLOYEE - NET PAY NOT DIRECT DEPOSITED - 06/17/22	\$4,788.83
	99996966	06/16/22	EMPLOYEE - Direct Deposit Net - 06/17/22	\$142,064.70
	99996975	06/02/22	EMPLOYEE - NET PAY NOT DIRECT DEPOSITED - 06/03/22	\$6,874.72
	99996988	06/02/22	EMPLOYEE - Direct Deposit Net - 06/03/22	\$100,434.79
CHRISTIE PARKS	00040682	06/14/22	CULINARY ARTS SUPPLIES	\$52.50

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Bank Account: 10.0101.000.000.00.00.00 Bank Acct For Fund 10				
	00040730	06/28/22	CULINARY ARTS MEALS & REFRESHMENTS	\$72.17
CLEVELAND BROTHERS EQUIP CO INC	00040683	06/14/22	All School Support Services - Rental of Equipment 5-9/6-6-2	\$1,955.00
	00040731	06/28/22	All School Support Services - Rental of Equipment MAY/JUNE	\$1,515.00
CM REGENT LLC	00040665	06/06/22	Income Protection Insurance JUNE 2022	\$1,190.70
COLUMBIA GAS	00040732	06/28/22	MAINTENANCE NATURAL GAS MAY 2022	\$2,179.44
CCI	00040768	06/30/22	MAINTENANCE COMMUNICATIONS MAY/JUNE	\$729.50
CRISSY LONG	00040684	06/14/22	BUSINESS OFFICE SUPPLIES	\$112.10
CRYTZERS EPOXY FLOORS AND MORE	00040733	06/28/22	Existing Bldg Improvement - Construction Services	\$37,522.00
DARCY SZYMKIEWICZ	00040734	06/28/22	CULINARY ARTS MEALS & REFRESHMENTS	\$70.00
DBEC WHOLESALE COMPANY	00040666	06/06/22	HORTICULTURE SUPPLIES	\$187.58
DELTA DENTAL OF PENNSYLVANIA	00040685	06/14/22	EMPLOYER SHARE OF DENTAL - june	\$3,800.00
DIRECT ENERGY BUSINESS	00040651	06/03/22	MAINTENANCE NATURAL GAS APRIL	\$1,546.17
	00040735	06/28/22	MAINTENANCE NATURAL GAS MAY 22	\$1,046.09
EXPORT FUEL CO. INC.	00040652	06/03/22	MAINTENANCE GASOLINE OFF ROAD DIESEL	\$1,059.72
	00040686	06/14/22	MAINTENANCE GASOLINE	\$952.05
FAGAN SANITARY SUPPLY	00040736	06/28/22	MAINTENANCE SUPPLIES	\$12,747.91
FCCLA	00040712	06/17/22	Student Activitives - Travel SAN DIEGO ZOO	\$1,905.00
FEDERAL WITHHOLDING-EFTPS	99996965	06/16/22	EMPLOYEE - Federal Income Tax - 06/17/22	\$27,865.74
	99996985	06/02/22	EMPLOYEE - Federal Income Tax - 06/03/22	\$14,117.25
FICA - EFTPS	99996958	06/16/22	EMPLOYER - Social Security - 06/17/22	\$13,709.98
	99996959	06/16/22	EMPLOYEE - Social Security - 06/17/22	\$13,709.98
	99996963	06/16/22	EMPLOYER - Medicare - 06/17/22	\$3,206.41
	99996964	06/16/22	EMPLOYEE - Medicare - 06/17/22	\$3,206.41
	99996978	06/02/22	EMPLOYER - Social Security - 06/03/22	\$10,115.10
	99996979	06/02/22	EMPLOYEE - Social Security - 06/03/22	\$10,115.10
	99996983	06/02/22	EMPLOYER - Medicare - 06/03/22	\$2,365.66
	99996984	06/02/22	EMPLOYEE - Medicare - 06/03/22	\$2,365.66
GARRISON MILLER	00040667	06/06/22	ELECTRICAL TECH TUITION REIMBURS SPRING 22	\$574.20
	00040737	06/28/22	ELECTRICAL TECHNOLOGY TUITION REIMBURSEMENT SUMMER 2022	\$600.00
HEPLERS HARDWARE	00040687	06/14/22	MAINTENANCE SUPPLIES	\$436.05
	00040738	06/28/22	MAINTENANCE SUPPLIES	\$413.22
HOMERUN GRAPHICS	00040668	06/06/22	WELLNESS/PHYS ED SUPPLIES	\$1,001.00
	00040739	06/28/22	WELLNESS/PHYS ED SUPPLIES	\$1,001.00
	00040770	06/30/22	OFFICE SUPPLIES	\$1,006.00
IU 7 FEDERAL CREDIT UNION	00040647	06/02/22	EMPLOYEE - CREDIT UNION	\$1,046.25
	00040704	06/16/22	EMPLOYEE - CREDIT UNION	\$1,046.25
JAMES DANIEL & ASSOCIATES LLC	00040688	06/14/22	Support Svc-instr. Staff - Prof-educ Services	\$8,960.00
	00040740	06/28/22	Support Svc-instr. Staff - Prof-educ Services	\$11,840.00
JEREMY ERKEL	00040741	06/28/22	GEER III COVID GRANT - SUPPLIES	\$154.07
JULIE LEA	00040689	06/14/22	BUSINESS OFFICE SUPPLIES	\$15.96
KELLINGTON PROTECTION SERVICE, LLC	00040742	06/28/22	MAINTENANCE DUES & FEES CELL/INS	\$2,783.25
KEYSTONE COLLECTIONS GROUP	00040714	06/21/22	EMPLOYEE - OCCUPATION PRIV TAX	\$813.92

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Bank Account: 10.0101.000.000.00.00.00 Bank Acct For Fund 10				
KRIEBEL MINERALS INC	00040743	06/28/22	MAINTENANCE NATURAL GAS april/ may	\$131.66
LKQ NORTHEAST INC	00040744	06/28/22	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$830.00
LOWES	00040713	06/17/22	Existing Bldg Improvement - General Supplies	\$572.54
MAWC	00040690	06/14/22	MAINTENANCE WATER & SEWAGE APRIL/MAY	\$1,630.56
MCDOWELL ASSOCIATES	00040771	06/30/22	Board Services - Official/adm Serv CHRIS	\$100.00
MERI BETH ELDER	00040669	06/06/22	Office Of Super Services - Communications POSTAGE	\$46.98
METCO SUPPLY INC	00040653	06/03/22	WELDING SUPPLIES	\$172.80
MICHAL CRIST	00040670	06/06/22	WELLNESS/PHYS ED SUPPLIES ROADSHOW	\$210.85
	00040745	06/28/22	WELLNESS/PHYS ED SUPPLIES roadshow	\$192.49
MODEL UNIFORMS	00040710	06/16/22	EMPLOYEE - UNIFORMS	\$321.04
MODEL Uniforms	00040654	06/03/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES	\$137.08
	00040691	06/14/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES	\$198.97
	00040746	06/28/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES	\$123.78
MSC INDUSTRIAL SUPPLY CO	00040671	06/06/22	MACHINE TRADES TECHNOLOGY SUPPLIES	\$445.20
	00040772	06/30/22	WELDING SUPPLIES	\$836.48
Mt. Pleasant Mine Service, LLC	00040692	06/14/22	MAINTENANCE REPAIRS & MAINT DUMP HINGES	\$1,398.40
MUTUAL AID AMBULANCE SERVICE, INC.	00040672	06/06/22	FIRST AID SUPPLIES	\$125.00
National Coatings and Supplies	00040655	06/03/22	ARP ESSER Trade/Industrial Ed - General Supplies	\$1,419.07
	00040673	06/06/22	AUTOMOTIVE COLLISION TECHNOLOGY SUPPLIES	\$457.32
PA DEPARTMENT OF REVENUE	99996957	06/16/22	EMPLOYEE - State Tax-PA - 06/17/22	\$6,788.00
	99996977	06/02/22	EMPLOYEE - State Tax-PA - 06/03/22	\$5,007.93
PA SCDU	00040648	06/02/22	EMPLOYEE - LEVY - PA SCDU	\$323.54
	00040705	06/16/22	EMPLOYEE - LEVY - PA SCDU	\$323.54
PA UNEMPLOYMENT COMPENSATION TAX	99996962	06/30/22	EMPLOYEE - PA Unemployment Comp - 06/17/22	\$132.66
	99996982	06/30/22	EMPLOYEE - PA Unemployment Comp - 06/03/22	\$97.88
	99997002	06/30/22	EMPLOYEE - PA Unemployment Comp - 05/20/22	\$92.21
	99997022	06/30/22	EMPLOYEE - PA Unemployment Comp - 05/06/22	\$93.67
	99997042	06/30/22	EMPLOYEE - PA Unemployment Comp - 04/22/22	\$92.05
	99997062	06/30/22	EMPLOYEE - PA Unemployment Comp - 04/08/22	\$93.24
PEB ENTERPRISES LLC	00040693	06/14/22	Supplemental Equip Grant -Trade/Industrial Ed - Trd/ind Shop	\$8,877.04
PERSONNEL CONCEPTS	00040747	06/28/22	Office Of Super Services - Communications compliane posters	\$847.39
POCKET NURSE	00040694	06/14/22	Other Voc Ed Programs - General Supplies	\$3,989.00
PRO POWER EQUIPMENT, INC.	00040656	06/03/22	MAINTENANCE SUPPLIES	\$211.38
PROSOFT TECHNOLOGIES	00040748	06/28/22	Instruc. Staff Dev (non-certified Staff Only) - EMPLOYEE TRA	\$100.00
PSERS-RETIREMENT	99996960	06/30/22	EMPLOYER - RETIREMENT AT 7.50 % - TD - 06/17/22	\$35,217.33
	99996961	06/16/22	EMPLOYEE - RETIREMENT AT 7.50 % - TD - 06/17/22	\$7,559.55
	99996967	06/30/22	EMPLOYER - RETIREMENT AT 10.8 - TF - 06/17/22	\$4,569.31
	99996968	06/16/22	EMPLOYEE - RETIREMENT AT 10.8 - TF - 06/17/22	\$1,412.38
	99996971	06/30/22	EMPLOYER - Ret. TG (DB) 6.25% - 06/17/22	\$5,406.14
	99996972	06/16/22	EMPLOYEE - Ret. TG (DB) 6.25% - 06/17/22	\$1,030.52

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Bank Account: 10.0101.000.000.00.00.00 Bank Acct For Fund 10				
	99996973	06/30/22	EMPLOYER - RETIREMENT AT 8.00% - TE - 06/17/22	\$9,377.28
	99996974	06/16/22	EMPLOYEE - RETIREMENT AT 8.00% - TE - 06/17/22	\$2,147.07
	99996980	06/30/22	EMPLOYER - Ret. TG (DB) 6.25% - 06/03/22	\$5,889.78
	99996981	06/16/22	EMPLOYEE - Ret. TG (DB) 6.25% - 06/03/22	\$1,112.96
	99996986	06/30/22	EMPLOYER - RETIREMENT AT 7.50 % - TD - 06/03/22	\$30,886.39
	99996987	06/16/22	EMPLOYEE - RETIREMENT AT 7.50 % - TD - 06/03/22	\$6,629.89
	99996989	06/30/22	EMPLOYER - RETIREMENT AT 10.8 - TF - 06/03/22	\$5,057.04
	99996990	06/16/22	EMPLOYEE - RETIREMENT AT 10.8 - TF - 06/03/22	\$1,563.14
	99996993	06/30/22	EMPLOYER - RETIREMENT AT 8.00% - TE - 06/03/22	\$14,047.75
	99996994	06/16/22	EMPLOYEE - RETIREMENT AT 8.00% - TE - 06/03/22	\$3,216.44
	99997000	06/30/22	EMPLOYER - Ret. TG (DB) 6.25% - 05/20/22	\$5,828.77
	99997006	06/30/22	EMPLOYER - RETIREMENT AT 7.50 % - TD - 05/20/22	\$33,044.92
	99997009	06/30/22	EMPLOYER - RETIREMENT AT 10.8 - TF - 05/20/22	\$5,046.90
	99997013	06/30/22	EMPLOYER - RETIREMENT AT 8.00% - TE - 05/20/22	\$8,906.03
	99997020	06/30/22	EMPLOYER - Ret. TG (DB) 6.25% - 05/06/22	\$6,319.35
	99997026	06/30/22	EMPLOYER - RETIREMENT AT 7.50 % - TD - 05/06/22	\$33,182.95
	99997029	06/30/22	EMPLOYER - RETIREMENT AT 10.8 - TF - 05/06/22	\$5,052.36
	99997033	06/30/22	EMPLOYER - RETIREMENT AT 8.00% - TE - 05/06/22	\$9,102.27
	99997040	06/30/22	EMPLOYER - Ret. TG (DB) 6.25% - 04/22/22	\$5,561.52
	99997046	06/30/22	EMPLOYER - RETIREMENT AT 7.50 % - TD - 04/22/22	\$33,085.41
	99997049	06/30/22	EMPLOYER - RETIREMENT AT 10.8 - TF - 04/22/22	\$5,006.20
	99997053	06/30/22	EMPLOYER - RETIREMENT AT 8.00% - TE - 04/22/22	\$9,050.38
	99997060	06/30/22	EMPLOYER - Ret. TG (DB) 6.25% - 04/08/22	\$5,861.28
	99997066	06/30/22	EMPLOYER - RETIREMENT AT 7.50 % - TD - 04/08/22	\$33,282.46
	99997069	06/30/22	EMPLOYER - RETIREMENT AT 10.8 - TF - 04/08/22	\$5,119.56
	99997073	06/30/22	EMPLOYER - RETIREMENT AT 8.00% - TE - 04/08/22	\$9,248.99
QUESTEQ	00040749	06/28/22	System-wide Tech Services - Purch Prof & Tech Svcs	\$9,735.08
QUEST TRANSIT	00040657	06/03/22	SPECIAL ED TRAVEL	\$270.00
REPUBLIC SERVICES #674	00040695	06/14/22	MAINTENANCE DISPOSAL SERVICES MAY	\$826.75
	00040773	06/30/22	MAINTENANCE DISPOSAL SERVICES JUNE	\$849.18
RICHARD HELTION	00040750	06/28/22	GEER III COVID GRANT - SUPPLIES	\$1,095.52
RONDA J WINNECOUR	00040711	06/16/22	EMPLOYEE - LEVY -RONDA J WINNECOUR	\$520.00
RYLIE COLES	00040696	06/14/22	GEER III Trade/Industrial Ed - Dues And Fees STATE BOARD	\$125.00
SAGE CORPORATION	00040751	06/28/22	EVENING SCHOOL PROFESSIONAL ED SERVICES	\$4,743.50
	00040774	06/30/22	EVENING SCHOOL PROFESSIONAL ED SERVICES	\$13,659.50
SAINT VINCENT COLLEGE	00040658	06/03/22	Support Svc-pupil Person - Prof-educ Services	\$3,150.00
	00040697	06/14/22	Support Svc-pupil Person - Prof-educ Services	\$2,280.00
	00040752	06/28/22	CA/SNACK CART 4-25-22 PER JL 5-4-22	\$2,075.00
SCOTT ELECTRIC	00040659	06/03/22	MAINTENANCE SUPPLIES	\$25.62
	00040674	06/06/22	SCOTT GRANT Oper/maint Of Plant Svcs - Gen Supplies	\$193.69
	00040753	06/28/22	MAINTENANCE SUPPLIES	\$264.74
SHERWIN WILLIAMS COMPANY	00040754	06/28/22	EVENING SCHOOL SUPPLIES highway yellow	\$190.35
SMOUSE TRUCKS & VANS INC	00040678	06/09/22	All School Vehicle Operation Svcs - Capital Equipment	\$18,080.00

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Bank Account: 10.0101.000.000.00.00.00 Bank Acct For Fund 10				
	00040755	06/28/22	All School Vehicle Operation Svcs - Capital Equipment	\$400.00
STANWOOD AREA CREDIT UNION	00040649	06/02/22	EMPLOYEE - CREDIT UNION - STANWOOD	\$3,330.00
	00040706	06/16/22	EMPLOYEE - CREDIT UNION - STANWOOD	\$2,430.00
STONE & CO	00040660	06/03/22	MAINTENANCE SUPPLIES	\$2,916.65
	00040756	06/28/22	Bldg Acquis/const Ser - Construction Services COSMO BLDG	\$6,976.80
SUNBELT RENTALS INC	00040698	06/14/22	CONSTRUCTION TRADES TECHNOLOGY EQUIPMENT	\$3,250.00
TINY TIM'S TIRE	00040758	06/28/22	MAINTENANCE SUPPLIES tires	\$684.00
TOP SEPTIC SERVICE INC.	00040699	06/14/22	Adult Voc Ed - Rent Of Equip & Vehicle JUNE	\$120.00
TOSHIBA BUSINESS SOLUTIONS	00040759	06/28/22	System-wide Tech Services - General Supplies copies	\$6.32
TOSHIBA FINANCIAL SERVICES	00040700	06/14/22	System-wide Tech Services - Rent Of Equip & Vehicle JUNE	\$1,716.53
TRUMP'S LANDSCAPING	00040760	06/28/22	Bldg Acquis/const Ser - Construction Services cosmo bldg	\$2,484.06
TSA CONSULTING GROUP	00040709	06/16/22	EMPLOYEE - ANNUITY - AXA Equitable	\$7,145.00
TSA CONSULTING GROUP INC	00040715	06/21/22	C HUTH SICK PAYOUT	\$6,050.00
TUDI MECHANICAL SYSTEMS INC	00040701	06/14/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES	\$1,015.00
	00040761	06/28/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES	\$2,162.00
UNITED STATES TREASURY	00040762	06/28/22	BUSINESS OFFICE SUPPLIES JUNE 30 QTR	\$436.91
UNT WISE	00040675	06/06/22	PATTAN GRANT TRAINING SPEC ED	\$1,080.00
USCUTTER INC	00040763	06/28/22	GRAPHIC DESIGN SUPPLIES PO20210735	\$504.90
VERIZON	00040764	06/28/22	MAINTENANCE COMMUNICATIONS JUNE	\$38.87
VERIZON WIRELESS	00040702	06/14/22	MAINTENANCE COMMUNICATIONS MAY	\$172.34
VOYA FINANCIAL	99996969	06/16/22	EMPLOYER - Ret. TG (DC) 2.75% - 06/17/22	\$354.78
	99996970	06/16/22	EMPLOYEE - Ret. TG (DC) 2.75% - 06/17/22	\$433.63
	99996991	06/02/22	EMPLOYER - Ret. TG (DC) 2.75% - 06/03/22	\$331.96
	99996992	06/02/22	EMPLOYEE - Ret. TG (DC) 2.75% - 06/03/22	\$405.75
WASP BARCODE TECHNOLOGIES	00040676	06/06/22	GEER III GRANT System-wide Tech Services - TECHNOLOGY RELATE	\$7,150.00
WEST PENN POWER	00040703	06/14/22	Oper/maint Of Plant Svcs - Electricity MAY	\$6,494.19
	00040765	06/28/22	Oper/maint Of Plant Svcs - Electricity SIGN MAY	\$29.28
WEX BANK	00040677	06/06/22	MAINTENANCE GASOLINE MAY/APRIL	\$539.23
WISNESKI'S	00040661	06/03/22	MAINTENANCE REPAIRS & MAINTENANCE SERVICES	\$500.00
	00040766	06/28/22	MAINTENANCE DISPOSAL SERVICES	\$500.00
Report Total				\$1,583,540.86



CENTRAL WESTMORELAND CTC

2021-2022

ANNUAL SAFETY REPORT

Appointed Administrator:

Darcy Szymkiewicz; Asst. Director CTE

School Threat Assessment/Safety Committee Members:

Kathy Rolka; School Nurse & Covid Coordinator, First Aid/CPR, SAP
Danielle Adamson; Protective Services Paraprofessional, EMT, First Aid/CPR
Chris King; Automotive Instructor; Student Entrance Location
Todd Sedlacek; Machine Trades Instructor; Rear Entrance Location
Lon Hayes; School Counselor, Workforce Office Location, SAP
Debbie Grindle; CoOp Coordinator; Workforce Office Location

SAP Team:

Kathy Rolka; School Nurse & Covid Coordinator, First Aid/CPR, SAP
Mark Long; Student Support Services/SAP Team Lead
Mikki Crist; Wellness Instructor/SADD Advisor
Darlene Patrick; Multimedia Design Paraprofessional
John DeMaria; Student Support Services/Skills Advisor
Lon Hayes; School Counselor, Workforce Office Location, SAP
St. Vincent Prevention Services Representative
Samantha Howard; SAP Liaison/Westmoreland Case Management

2021 - 2022 SCHOOL SAFETY AND SECURITY MEETINGS

***Via Zoom and/or in person, Hosted by Joseph Rice SS&SC/WIU**

October 15, 2021

Training requirements
MOU and Risk/Vulnerability Assessment
Emergency Operations Plan for the CTC (Gene Komondor reviewing)

November 19, 2021

Developing Emergency Operations Plans
Reunification
MERP Introduction
Act 57 - Substance Abuse Training
Safe2Say Reminders

December 17, 2021

MERP Training Q/A

January 21, 2022

EOP and MOU August Review
PDE's website for SS&SC
2/16 Family Reunification Plan Review Q/A

February 18, 2022

REMS Training
PDE Statewide Support
One-Star Gene Komondor

March 18, 2022

WC Children's Bureau and Entering Schools Procedures
REMS Training

April 22, 2022

Secret Service and School Security/Internet Threats
WIU Safety Symposium Information
National Threat Assessment Center
Weather Emergency Drills
WCDPS-WebEOC

May 20, 2022

WCDPS-WebEOC
Safer Schools Together Program

2021 - 2022 SAFETY/THREAT ASSESS COMMITTEE ACTIVITY

*** Team Meetings, Activities, and Trainings**

*** SAP Team meetings are held weekly/Friday 7:00 - 7:45 AM**

October 15, 2021

Training requirements

MOU and Risk/Vulnerability Assessment

Emergency Operations Plan for the CTC (Gene Komondor reviewing)

November 7, 2021

Szymkiewicz - Completed Threat Assessment Training Modules

MOU and Risk/Vulnerability Assessment

Emergency Operations Plan for the CTC (Gene Komondor reviewing)

December 14, 2021

MERP for CWCTC Training/Szymkiewicz

December 15, 2021

Developing Emergency Operation Plans/Szymkiewicz

January 17, 2022

Threat Assessment Team - Meeting/Review of Current EOP/ Planning

January 31, 2022

Threat Assessment Team - Meeting/Review of Current EOP/Lockdown Review

February 8, 2022

Threat Assessment Team - Meeting/Review of Current EOP

February 16, 2022

Threat Assessment Team - attended Family Reunification Training at the WIU

March 2, 2022

ICS 100- Introduction to Incident Command Centers and Operations

Threat Assessment Team - attended this Training at the WIU

March 22, 2022

Threat Assessment Team - Meeting/Review (Meeting canceled/Review of Information Indep)

MERP Information

April 20, 2022

PEMA Weather Emergency Drill - Countywide

Established communications with Westmoreland County of Public Safety

Held Drill with students in attendance during announced interments

June 9, 2022

Szymkiewicz/via ZOOM meeting
Emergency Operations Plan for the CTC (Gene Komondor review)

June 13, 2022

Safety Symposium held at the WCCC
D. Szymkiewicz and C. Smithley attended the all day event; the following breakout sessions,
Mark Follman Trigger Points
Student Resilience and Recovery
Teens and Social Media
Cyber Threats and Resources

June 23, 2022

D. Szymkiewicz/Zoom ;Reaching for Hope - School Shooting Discussion/Youth Mental Health

SAP assisted approximately 40 students based on referrals.

St Vincent Prevention and Connellsville Counseling assisted students through group support and one on one services.

This school year our students participated in the Annual PAYS survey; attached

The CWCTC Threat Assessment and Safety Team will continue to review and update any lacking processes and procedures throughout the school year. The goal is to update any necessary information and to have set plans in place for family reunification in the event that students need to be evacuated from the CTC property. We are working with Hempfield SD/Stanswood to ensure our plan is more structured. The Team will also continue to work on the Mobile Emergency Response Plan (MERP), which is the CTC's Emergency Operations Plan that has been formatted for use with digital resources. The CTC is in the process of upgrading campus surveillance systems and is investing in new communication devices.

Drill Detail Report

School Year: 2021-2022

LEA: Central Westmoreland CTC-107651207

School: All

Drill Type: FIRE & SECURITY

SUBMITTING AUN	LEA NAME	SCHOOL NUMBER	REPORTING DATE	CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4	PRIMARY MEASURE TYPE	INDICATOR	DATE	COMMENT
107651207	Central Westmoreland CTC	6172	2022-06-30	DRILL	FIRE	APR	N/A	INDICATOR	Y	2022-04-20	
107651207	Central Westmoreland CTC	6172	2022-06-30	DRILL	FIRE	AUG	03	INDICATOR	N		FIRST WEEK
107651207	Central Westmoreland CTC	6172	2022-06-30	DRILL	FIRE	DEC	N/A	INDICATOR	Y	2021-12-01	
107651207	Central Westmoreland CTC	6172	2022-06-30	DRILL	SECURITY	FEB	N/A	INDICATOR	Y	2022-02-02	
107651207	Central Westmoreland CTC	6172	2022-06-30	DRILL	FIRE	FIRSTDAY	N/A	INDICATOR	Y	2021-08-30	
107651207	Central Westmoreland CTC	6172	2022-06-30	DRILL	FIRE	JAN	N/A	INDICATOR	Y	2022-01-20	
107651207	Central Westmoreland CTC	6172	2022-06-30	DRILL	FIRE	JUL	02	INDICATOR	N		NO STUDENTS
107651207	Central Westmoreland CTC	6172	2022-06-30	DRILL	FIRE	JUN	03	INDICATOR	N		THREE DAYS
107651207	Central Westmoreland CTC	6172	2022-06-30	DRILL	FIRE	MAR	N/A	INDICATOR	Y	2022-03-31	
107651207	Central Westmoreland CTC	6172	2022-06-30	DRILL	FIRE	MAY	N/A	INDICATOR	Y	2022-05-31	
107651207	Central Westmoreland CTC	6172	2022-06-30	DRILL	FIRE	NOV	N/A	INDICATOR	Y	2021-11-30	
107651207	Central Westmoreland CTC	6172	2022-06-30	DRILL	FIRE	OCT	N/A	INDICATOR	Y	2021-10-01	
107651207	Central Westmoreland CTC	6172	2022-06-30	DRILL	FIRE	SEP	N/A	INDICATOR	Y	2021-09-29	

Safe Schools ACS and LEA Profile

School Year: 2021-2022

LEA: Central Westmoreland CTC-107651207

ENROLLMENT	1083	INCIDENTS INVOLVING LOCAL LAW ENFORCEMENT	2
INCIDENTS	81	FOUNDED INCIDENTS INVOLVING LAW ENFORCEMENT	2
FOUNDED INCIDENTS	81	UNFOUNDED INCIDENTS INVOLVING LAW ENFORCEMENT	0
UNFOUNDED INCIDENTS	0	TOTAL ARRESTS	0
OFFENDERS	64	ASSIGNMENTS TO ALTERNATIVE EDUCATION	0

Misconduct Categories*

INFRACTION	INCIDENTS ASSOCIATED WITH THE INFRACTION
Possession, Use, or Sale of Vaping Materials	16
Possession/Use of a Controlled Substance	2
Student Code of Conduct	64

* Categories with zero values are not shown on this report. Incidents may involve more than one Misconduct Type. The total of incidents by Misconduct Type may be greater than the actual number of incidents

Incident Place and Time

INCIDENT PLACE	INCIDENT TIME FRAME	TOTAL INCIDENTS
On district provided public conveyance providing transportation to and from school		1
On school property/grounds	After school hours	1
On school property/grounds	During school hours	79
SUMMARY		81



Filter Date: August 2021 Run Date: 2022/06/25

[illegible]



STUDENT - PARENT HANDBOOK

**240 ARONA ROAD
NEW STANTON, PA 15672**

724.925.3532

WWW.CWCTC.ORG

2022-2023

**"Like the Phoenix,
We Rise Above."**

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WELCOME

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

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

**** The policies and procedures outlined in this handbook are subject to change by the administration of the Central Westmoreland Career and Technology Center pending approval by the Joint Operating Committee.****

CENTRAL WESTMORELAND CTC MISSION STATEMENT

The Central Westmoreland Career and Technology Center is committed to impacting a life-long influence on the technical, professional, and educational future of all students who attend the center.

CENTRAL WESTMORELAND CTC VISION

The Central Westmoreland Career and Technology Center envisions an environment where a positive learning culture influences students to develop necessary academic skills, technical competence, professional qualities, and personal confidence so that graduates can meet the expectations and responsibilities of life.

CENTRAL WESTMORELAND CTC SHARED VALUES

We believe:

- All students are provided an equal opportunity and the right to a free and appropriate public education.
- All students have a right to a quality technical education.
- All aspects of technical education must be delivered through academic and technical rigor and relevance utilizing strategies, differentiated instruction, authentic tasks, demonstrations, and modeling.
- An individual's concept of self-worth increases as they learn to perform a useful service or function in society and in the accomplishment of challenging tasks.
- Technical education programs being responsive to community needs because society requires productive employees with proficient technical skills.
- Our educators being technically proficient as well as competent Instructors.
- 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.

DIRECTOR'S MESSAGE:

Dear Student and Family:

As the Director of Career and Technical Education, I would like to personally welcome you to the Central Westmoreland CTC family. At Central Westmoreland CTC we aim to continue the well-established tradition of providing high quality learning experiences for students attending our sending schools. Since our opening, we have prepared thousands of students that have become leaders in industry, business owners, and skilled craftsmen and women. Some graduate from Central Westmoreland CTC and enter into the workforce, while others continue their education in trade schools as well as two or four year colleges and universities. By providing Career and Technical Education, 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 be a part of the Central Westmoreland CTC.

I challenge you to give your best effort in all of your assigned classroom and shop work. You can expect to be engaged in many educational areas whether it is academic or skill related, to prepare you for entry into college, or your chosen career field. 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 do your part and take care of our school as you are now a member of the Central Westmoreland CTC family. Again, welcome and let's have a great school year.

~ Mr. Jason Lucia, Director

CENTRAL WESTMORELAND CTC LEGAL AUTHORITY

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

Belle Vernon Area School District	Norwin Area School District
Greensburg Salem School District	Penn-Trafford Area School District
Hempfield Area School District	Southmoreland School District
Jeannette City School District	Yough School District
Mt. Pleasant Area School District	

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

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

Central Westmoreland CTC Joint Operating Committee

Ms. Stacey Livengood
Belle Vernon

Mrs. Robin Savage
Greensburg Salem

Dr. Scott Learn
Hempfield

Mr. Mark Gogolsky
Jeannette

Mr. Jay Weinman
Mt. Pleasant

Mrs. Darlene Ciocca
Norwin

Mr. Nick Petrucci
Penn-Trafford

Mrs. Kristy Smith
Southmoreland

Mrs. Amy Ulander
Yough

Dr. Jason Conway
Chief School Administrator

CWCTC Main Phone Number (724) 925-3532

Central Westmoreland Career and Technology Center
240 Arona Road
New Stanton, PA 15672

STATEMENT OF COMPLIANCE AND NON-DISCRIMINATION POLICY

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

STATEMENT OF IN LOCO PARENTIS

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

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

CWCTC ADMINISTRATION

TITLE	NAME	PHONE EXT.	EMAIL ADDRESS
Administrative Director	Mr. Jason Lucia	1308	jluca@cwctc.org
CTDSL Consultant	Mrs. Marsha Welsh		mwelsh@cwctc.org
Asst. Director of CTE	Mrs. Darcy Szymkiewicz	1360	dszymkiewicz@cwctc.org
Asst. Director of Workforce Ed	Mr. Alex Novickoff	1373	anovickoff@cwctc.org
Coordinator of Grants/Adult Ed	Mrs. Michelle DeLuca	1309	mdeluca@cwctc.org
Business Manager	Mr. Chris Tollari	1305	ctollari@cwctc.org
IT Coordinator	Mr. Curtis Smithley	1382	csmithley@cwctc.org
Building & Grounds Supervisor	Mr. Brian Ruff	1358	bruff@cwctc.org

CWCTC BUSINESS OFFICE

Payroll/Admin. Secretary	Mrs. Chrissy Long	1306	clong@cwctc.org
Assistant Business Manager	Mrs. Julie Lea	1303	jlea@cwctc.org
Confidential Secretary	Mrs. Renee Jones	1378	rjones@cwctc.org
Main Office Asst	Mrs. Lindsay Schulte	1301	lschulte@cwctc.org
Main Office Secretary	Mrs. Michelle Edwards	1304	medwards@cwctc.org

CWCTC STUDENT SERVICES STAFF

School Counselor Main Office	Mr. John Elder	1375	jelder@cwctc.org
School Counselor Main Office	Mr. Lon Hayes	1310	lhayes@cwctc.org
Cooperative Education	Mrs. Debbie Grindle	1314	dgrindle@cwctc.org
Intervention Specialists	St. Vincent Counselor Connellsville Counselor	1341	svcounselor@cwctc.org cc@cwctc.org
Workforce Education Coord.	Mr. Gordon Diehl	1318	gdiehl@cwctc.org
First Aid/Covid Coord.	Ms. Kathy Rolka	1384	krolka@cwctc.org
Learning Facilitator	Mr. Mark Long	1385	mlong@cwctc.org
Learning Facilitator	Mr. John DeMaria	1396	jdemaria@cwctc.org

CWCTC CAREER & TECHNICAL TEACHER ASSISTANTS

CTTA	Mrs. Joy Bartlow		jbartlow@cwctc.org
CTTA	Mr. Brian Billey		bbilley@cwctc.org
CTTA	Mrs. Bonnie Bower		bbower@cwctc.org
CTTA	Mrs. Chelsea Herrle		cherrle@cwctc.org
CTTA	Mr. Pete Highlands		phighlands@cwctc.org

CWCTC CAREER & TECHNICAL TEACHER ASSISTANTS

CTTA	Mrs. Darius Kovacina		dkovacina@cwctc.org
CTTA	Mr. Doug Marks		dmarks@cwctc.org
CTTA	Mrs. Darlene Patrick		dpatrick@cwctc.org
CTTA	Ms. Erin Peck		epeck@cwctc.org
CTTA	Mrs. Kim Raviart		kraviart@cwctc.org
CTTA	Ms. Holly Sanner		hsanner@cwctc.org
CTTA	Mrs. Lindsay Schulte		lschulte@cwctc.org
CTTA	Mrs. Pat Walter		pwalters@cwctc.org

CWCTC FACULTY

Auto Collision	Mr. Jason Tuccarello	1336/1364	jtuccarelli@cwctc.org
Auto Technology	Mr. Stone Lewandowski	1316/1362	slewandowski@cwctc.org
Auto Technology	Mr. Chris King	1316/1363	cking@cwctc.org
Auto Technology	Mr. Brian Pegg	1316/1335	bpegg@cwctc.org
Computer/Info Science	Mr. Eric Pino	1325	epino@cwctc.org
Construction Trades	Mr. Brandon Miller	1342/1369	bmiller3@cwctc.org
Construction Trades	Mr. Ken Lehnhardt	1342/1369	klehnhardt@cwctc.org
Construction Trades	Mr. Doug Walt	1340	dwalt@cwctc.org
Cosmetology	Mrs. Linda Iezzi	1311/1329	llezzi@cwctc.org
Cosmetology	Mrs. Denise Nenni	1311/1330	dnenni@cwctc.org
Culinary Arts	Ms. Christie Parks	1315/1351	cparks@cwctc.org
Electrical Technology	Mr. Garrison Miller	1348/1368	gmiller@cwctc.org
Health Occupations	Mrs. Meri Beth Elder	1331	melder@cwctc.org
Health Occupations	Mrs. Victoria Huber	1326	vhuber@cwctc.org
HVAC/Steamfitting	Mr. Richard Heltion	1349/1354	rheltion@cwctc.org
HVAC/Steamfitting	Mr. Kody Claypoole	1350/1354	kclaypool@cwctc.org
Landscape Architecture	Mr. Daniel Overdorff	1339/1317	doverdorff@cwctc.org
Machine Trades/REM	Mr. Todd Sedlacek	1343	tsedlacek@cwctc.org
Multimedia Design	Mrs. Jessica Lingsch	1338/1337	jlingsch@cwctc.org
Powerline	Mr. Todd Bartlow	1361	tbartlow@cwctc.org
Protective Services	Mr. Mike Dortenzo	1380	mdortenzo@cwctc.org
Protective Services	Ms. Danielle Adamson	1380	dadamson@cwctc.org
Restoration & Design	Mrs. Christine Richards	1356/1364	crichards@cwctc.org
Robotics Eng/REM	Mr. Nick Nelson	1347	nnelson@cwctc.org
Service Occupations	Mrs. Barb Gongaware	1355	bgongaware@cwctc.org
Sports Medicine	Mr. Jeremy Erkel	1327	jerkel@cwctc.org
Welding/Fab	Mr. Richard Baur	1346	rbaur@cwctc.org
Welding/Fab	Mr. David Sidun	1345/1344	dsidun@cwctc.org
Workplace Wellness/Driver's Ed	Mr. Jason Braden	1397	jbraden@cwctc.org
Workplace Wellness/Driver's Ed	Mr. Steve Saunders	1397	ssaunders@cwctc.org
Workplace Wellness/Driver's Ed	Mrs. Michal Crist	1390	mcrist@cwctc.org

CTE PROGRAMS OF STUDY

It is the policy of Central Westmoreland Career and Technology Center not to discriminate on the basis of 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 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, and the American Disabilities Act. 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, contact the Title IX /Section 504 Coordinator; Alex Novickoff, anovickoff@cwctc.org, 240 Arona Rd, New Stanton, PA 724-925-3532 #1373

Central Westmoreland Career & Technology Center offers vocational skill training and academic course work for secondary students from 10 sending districts. Upon completion of their program of study, secondary students enter the workforce or continue onto a post-secondary institution. CWCTC is committed to helping all students become lifelong learners to keep pace with the changes in technology which will permit them to remain competitive in a highly complex work environment and to contribute to our region's economic growth. The CWCTC offers 18 Programs of Study with opportunities to earn industry certifications/credentials and articulated credits for higher education. See www.cwctc.org for more information.

Agriculture & Landscape Design - This program is a specialized curriculum designed to prepare students to be desirable employees of architects, landscapers, nurseries, greenhouses, florists or various other landscape businesses. Both maintenance and establishment of lawns, as well as, landscaping homes and businesses are included in the curriculum. The principles of design are also included along with plant identification, budgeting, and cultivation procedures. Certification opportunities; PA Pesticides, ICPI, NCMA, Versa Lock Basic Training

Automotive Collision Technology - Automotive Collision students will learn the skills needed to repair, reconstruct, and finish damaged vehicle bodies, and external features. In a garage setting, students will learn maintenance and safety standards of the automobile industry. They will have the opportunity to work with frame straightening equipment, complete car panel replacement, and work in a spray booth, which includes state-of-the-art water-based technology. Students will also practice customer service skills and estimate the cost of vehicle repairs. Certification opportunities; SP2 & OSHA 10

Automotive Mechanics Technology - Students who choose this program will be prepared to work with the latest technology that will provide them with the skills needed to repair, service, and maintain automobile systems and their components. Students will receive instruction in brake systems, electrical systems, fuel systems, engine performance and repair, suspension and steering, and air conditioning. Critical thinking skills will be employed and strengthened through the diagnosis and repair of current model vehicles. System training simulators are utilized and students will learn the procedures for State Inspection and Emissions. Certification opportunities; ASE, PA State Safety Inspection & Emissions, SP2 Safety/Pollution, A4, Lifting it Right, EPA 609 Refrigerant

Computer Information Science - Students in the Computer Information Science classroom will be instructed in various programming languages. Students will gain an understanding of computer fundamentals, Microsoft Office, HTML, Javascript, CSS, C++, Java, and Linux Operating Systems. Students will develop web pages and sites and will learn to troubleshoot back-end and front-end applications in a variety of workplace environments. Certification Opportunities; Microsoft Applications, Oracle Data Modeling/SPL, Oracle Java Programming

Construction Trades - Students will be instructed in a variety of the skills in several construction trades areas including carpentry, electrical, masonry, plumbing, and equipment operating. Students will learn the following carpentry skills, cutting, shaping and installation of building materials during the construction of buildings, bridges, concrete form work, etc. Students will learn aspects of the electrical trades by installing and repairing wiring, and maintaining electrical systems. Students will also learn relevant safety regulations and electrical codes to ensure that they perform a job properly. Students will study the art of masonry which includes bricks, concrete blocks, or natural stones to build structures that include walls, walkways, fences, and chimneys. Students will learn the systems of pipes, tanks, fittings, and other apparatus required for the water supply, heating, and sanitation in a building. This program also prepares students to safely maintain and operate different pieces of diesel equipment such as skid loaders and mini excavators. Student learning will include cost estimating and blueprint reading, use and maintenance of power and hand tools, general safety and building code requirements. Certification opportunities; OSHA 10, OSHA 30, American Ladder Safety.

Cosmetology - A salon environment allows students to practice and prepare to become licensed cosmetologists. Students will gain skills in haircutting and shampooing techniques, hair styling, chemical treatments, manicures and pedicures, as well as facial treatments. Information and training will be focused on salon safety and sanitation, customer service, and applicable labor laws and regulations. Students who successfully complete the 1250 hours of coursework will be eligible to take the PA State Board of Cosmetology Examination and may become certified as a licensed cosmetologist upon passing the exam. Certification opportunities; Licensed Cosmetologist, Licensed Nail Technician, and Licensed Esthetician.

Culinary Arts - The students will gain the skills to effectively work in the hospitality industry. Instruction will focus on selecting, storing, preparing and serving food, waitstaff training, menu planning and basic nutrition. Food safety and sanitation and learning the proper techniques to use and care for commercial equipment will be taught as well. Throughout the course, students will receive an introduction to baking and pastry arts, to include cake decorating. Instruction and on the job training will occur in our industry equipped kitchen and restaurant type setting. Certification opportunities; SP2, OSHA 10, Servsafe - Allergens, Food Handler, Manager, ProStart COA, Rouxbe-Professional Cooking, Heartsaver First Aid/CPR, ACF (CFC), ACF (CC)

Electrical Technology - Students in this program will learn to install, operate, maintain and repair electrical systems. Use of electrical codes, circuit diagrams, and blueprint reading will be key components. Students will gain valuable experience working with transformers, capacitors, resistors, and conduit bending resulting in a solid background to working in the electrical field. Certification opportunities; OSHA 30, Ladder Safety, Heartsaver First Aid/CPR

Health Occupations Technology - Students choosing this program will gain knowledge to assist them in preparing for a future career in a health related field. The class will focus on basic structures and functions of the human body, related diseases with associated terminology, legal and ethical aspects of health care, and communication. Nutrition, safety, infection control, emergency care, and disaster preparedness are also studied. Students will combine core book knowledge with skills practice in order to be ready to meet the needs of the healthcare industry. Certification opportunities; AMCA-PCT Testing, First Aid/CPR

HVAC & Steamfitting - Students will learn to repair, install, service and maintain heating, air conditioning, and refrigeration systems as well as installing, assembling, fabricating, maintaining, and repairing mechanical piping systems. Students will learn diagnostic techniques, blueprint reading, the use of testing equipment, electronic and pneumatic control systems, and the principles of electricity, electronics and mechanics as each relates to the industry. Students will also learn how to overhaul, repair, and make adjustments to various units and parts. Certification opportunities; OSHA 10/30, EPA, 608 Refrigerant

Multimedia Design - Students in this program will be able to apply knowledge and skills in the field of multimedia design. The elements and principles of art are the basis of good design. Combined with graphic design, audio, visual, web introduction, and photography this course provides the instruction necessary to develop a creative concept into a final visual communication product. Oral and written communication, customer service, and display production are a focus. Students will design, edit, and create projects using hand illustration and computer design software such as Adobe Illustrator, InDesign, Photoshop, Premiere, and AfterEffects. Certification opportunities; Adobe Certified Associate in multiple areas

Powerline - Students will gain technical knowledge and skills in installation, troubleshooting and repair of telecommunication equipment of all kinds. Throughout the course, students will gain a fundamental understanding of electricity and electronics and will learn about fiber optics and copper based systems. CWCTC students will have the opportunity to study pole and tower climbing techniques, trenching, high voltage installation, maintenance and inspection. safety and applicable codes and standards in regards to the powerline and telecommunications fields. Certification opportunities; National Ladder Safety, OSHA 10, Copper Networking, Fiber Optico

Protective Services - Our instructional program focuses on three areas of learning: firefighting services, emergency medical technician training, and law enforcement. Students will apply technical knowledge and skills required to work in the public safety sector and will be expected to learn a minimum level of proficiency in all areas of the training program. Students have the ability to earn various certifications during their time in the program. The program focuses on personal safety and the relationship between the public safety agencies. Skill sets within the program include vehicle and equipment operations, application of math skills, communication skills, and pre-hospital emergency medical assessment and treatment. Students will participate in live fire exercises in a simulated residential burn building. Certification opportunities; (EBM Program) ICS 100/700, HMA, PSFA Rope I, II, PA-DOH Basic Vehicle Rescue, (Exterior & Interior), First Aid/CPR

Restoration & Design - Students in this program will be prepared to apply technical knowledge and skills to finish exterior and interior structural surfaces by applying protective or decorative coating materials, such as paint, stain, and wallpaper. Includes instruction in surface preparation; selecting, preparing, and applying finishes. Students will learn equipment operation and maintenance; finish selection; safety and clean-up; environmental effects on finishes; adhesion properties; and applicable codes and standards. Design, color theory, and faux finishes are also explored. Certification opportunities; NCCER CORE, National Ladder Safety, OSHA 10

Robotics Engineering & Manufacturing - Robotics, Engineering & Manufacturing is a program focused on the development, installation, and use of Advanced Manufacturing devices. This program prepares students for careers in the engineering and manufacturing fields. Students enrolled will learn a combination of electronics, manual machining, mechanical drives, CNC machining, fluid systems, programming, inspection, robotics, properties of materials, and engineering processes. Students who enjoy STEM activities will enjoy this classroom and will be engaged in designing, developing, and testing electromechanical devices, automation systems, manufacturing systems. Students will also learn how to work as a team and develop engineering solutions to problems. There is a focus on industrial systems and procedures. Certification opportunities; SACA(Smart Automation Certification Alliance) Certifications, CNC Mill/Lathe Certifications, OSHA 10 Certification, Ladder Safety Certifications

Service Occupations - Service Occupations is an innovative program focusing on training students in a diverse array of skill sets in service-related employment areas. Students will learn in an environment that fosters good work ethic, competitive time on task and appropriate work skills for each identified career area. The Service Occupations curriculum encompasses the areas of workplace safety, grounds maintenance, cleaning practices, housekeeping, custodial and retail stock, as well as, kitchen safety, cooking and baking, food preparation, dining room services, commercial dish washing and commercial laundry services. All areas are instructed with the intent of achieving a level of competency commensurate with competitive employment. Certification opportunities; American Ladder Institute, ServeSafe Food Handler, First Aid/CPR

Sports Medicine - Students will learn the skills necessary to become a rehabilitation aid. They will gain knowledge in medical terminology, anatomy, physiology, and orthopedics. In a rehabilitation lab setting, students will learn how to work with patients in regards to physical therapy treatment plans, how to safely and correctly use equipment, and how to practice taping and wrapping techniques. Additionally, there is a focus on concussion management, emergency medicine, CPR and first aid. Documentation and communication skills are highlighted throughout the course. Certification Opportunities; Articulations with local Colleges

Welding & Metal Fabrication - Welding is the most common way to permanently join metal parts. Students in this class will learn technical knowledge and skills to join or cut metal surfaces using stick welding, tig welding, mig welding, and flux core welding. Safety practices are a focus in this program. Instruction includes welding symbols, properties of metals, types and uses of electrodes and welding rods, and blueprint reading. Certification Opportunities; AWS Sense

POLICIES AND PROCEDURES RELATED TO SCHOOL IN GENERAL

ACCIDENTS

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

In case of an accident, no matter how minor, the student should report the accident to the Instructor immediately. In the case of severe accidents or acute illness, emergency care will be provided by the school nurse or certified medical care personnel. Any student who requires first aid due to injuries sustained in the program will be promptly sent 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. In the event an emergency contact cannot be reached and the student requires additional medical attention, the student will be transported to the nearest medical center via ambulance. Under no circumstances should a student leave CWCTC, whether for home, doctor's office, hospital, or other destination without authorization from the school office and before signing out in the Attendance Office.

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

BE SURE TO HAVE RELIABLE EMERGENCY CONTACTS & ACCURATE CONTACT
INFORMATION IN THE EVENT OF AN EMERGENCY.

ACCIDENT INSURANCE

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

ADMISSION PROCEDURE

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

To be eligible to attend CWCTC, a student must reside in a member school district with his/her parent/guardian. Non-resident students are required to pay tuition, as established annually by the CWCTC Administration and the Joint Operating Committee. The application process occurs during the spring of each school year for the upcoming school year. CTE course enrollment is available based on school district allocations. Once students are accepted into a CTE program, CWCTC and the sending school will work with students to complete a program. Parents and/or students needing special assistance or information relevant to CWCTC admission and/or enrollment may contact the sending school's or the CWCTC Guidance Office. An appointment with the appropriate faculty member or support staff will be arranged. If a respective program has student slots available after the Spring enrollment period, there is an open enrollment window during the months of August and September for programs that have available openings.

CARE OF SCHOOL PROPERTY

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

CLOSING/DELAYING OF SCHOOL - Inclement Weather/Emergency

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

***BE SURE TO PROVIDE ACCURATE CONTACT INFORMATION TO ENSURE THAT
YOUR FAMILY RECEIVES CTC COMMUNICATIONS***

CORONAVIRUS / COVID-19

Student instruction will be conducted in accordance with the school's Covid-19 plan of action and in conjunction with applicable laws, school policies, and CDC guidelines. CWCTC will operate within the boundaries of Pennsylvania's designated phase and offer educational options to students while schools are mandated to conduct distance learning. During any designated phase and form of instructional delivery, students are subject to the policies and procedures of the school. Regardless of the type of instruction delivery or Pennsylvania's designated phase of operation, it is the students' responsibility to check-in daily with instructors, complete assignments, maintain communication with instructors and school personnel, and check grades regularly.

***Please see the cwctc.org website for our current Covid safety procedures.**

*Given the recommendations of state and federal guidelines, visitors of CWCTC may experience restricted access to the school or grounds.

EMERGENCY DRILLS

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

EYE PROTECTION

Every Instructor, student, visitor, spectator or other person in a lab shall wear protective eye devices at all times while engaged in the following activities or exposed to such dangers: (1) the use of hot liquids, solids/gases or caustic or explosive materials (2) milling, sawing, turning, shaping, cutting, grinding or stamping materials, (3) tempering, heating or firing of metals or other materials, (4) gas or electric welding, (5) repairing or servicing of vehicles, etc. Individuals who do not conform to PA state law are subject to disciplinary action and may be withdrawn from the lab.

FLAG SALUTE, PLEDGE, RELIGION

Through interpretation of the United States Supreme Court, a student is not required to participate in the Pledge of Allegiance or flag salute. Any student choosing not to participate shall either stand or sit and remain respectfully silent during the pledge/salute.

FREEDOM OF EXPRESSION

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

HALL TRAFFIC

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

One student at a time is permitted to leave a lab/classroom with the all-purpose solid pass. It is the student's responsibility to ask for permission to use the pass prior to leaving the lab/classroom. When leaving a lab/classroom area, students are expected to sign out and indicate the accurate time s/he left the class or program area. Although students will not be withheld the 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. Instructors are also provided with written passes and may use them at their discretion.

LOCKERS

Instructors assign lockers to students for the storage of protective clothing and personal items. Unfortunately, personal property is lost from time to time. To protect yourself from these losses, keep lockers locked at all times. Keep the combination to yourself. Students are reminded that lockers are school property and are subject to inspection/search at any time. Students shall have no expectation of privacy in their school locker. Students are asked not to bring valuables to school. Valuables may include money, electronic devices (laptops, cellular phones, smartphones, digital music players, electronic tablets, headphones, etc.), jewelry, designer clothing, leather coats, gym bags, etc. Students who carry valuables to school run the risk of loss/damage to these articles. The Central Westmoreland Career and Technology Center is not responsible for lost, stolen or damaged valuables. Lockers and locks are provided for the temporary storage of school-related articles, coats, jackets etc. Valuables should not be stored in lockers and CWCTC is not responsible for lost or stolen items.

LOST AND FOUND

All textbooks, articles of clothing, and/or other items found in and around the building should be turned in to the Main Office. Students losing items should check with the Main Office for lost items.

MEDICAL TRANSPORTATION AND CARE

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

PERMISSION SLIPS

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

PHOTO/AUDIO/VIDEO RELEASE

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

SAFETY

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

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

CWCTC SAFETY PLEDGE:

I will model, demonstrate, and obey all safety regulations while on the school grounds of CWCTC.

I will model, demonstrate, and obey all safety regulations while being transported to and from CWCTC and school functions.

I will model, demonstrate, and obey all safety regulations while driving my vehicle (with or without passengers) to/ 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 OBLIGATIONS

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

STUDENT RECORDS

Instructors maintain student classroom records to maintain information for parents, students, and other authorized personnel. Primarily records are kept for grade evaluation and disciplinary concerns. These Instructor records are maintained so as to observe all laws applicable to student records by protecting the privacy for students and their parents/guardians. CWCTC is also responsible for the proper dissemination of recorded information that can be forwarded records for official purposes to the sending school districts. The school is authorized to collect, maintain, review, and grant access to these records to authorized persons within CWCTC and the student's sending high school personnel, but cannot release records to persons outside the school unless authorized by the parent or student in writing. At times, directory information about students is made available to appropriate entities so long as the student and parent/guardian have given the proper signed consent. Parents have the right to review their child's records and to know what information is kept. A complete school board policy on collection, maintenance, and dissemination of student records is available for review in the school office or on the school's website - www.cwctc.org. For more information regarding Student Records and the rights of students and their families, please refer to Appendix A under FERPA notice.

TEXTBOOKS/TOOLS/SUPPLIES

Textbooks, tools, and supplies are furnished by CWCTC for the purpose of instruction and learning. Damage to any item that has been issued to a student for educational purposes may result in the student and his/her family paying for the repair/ replacement of the item. Certificates/diplomas will be withheld if a student owes an obligation. Students are not to remove tools or supplies from CWCTC, including, but not limited to: box cutters, utility knives, shears, chisels, etc. Students who do so will be subject to the CWCTC Code of Conduct, which may include reference for expulsion and criminal charges. If situations arise wherein items must be transported, parents/guardians are to transport tools and supplies. Situations may arise wherein students are given permission to transport items only with expressed permission of CWCTC and/or sending school administrations.

UNIFORMS

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

USE OF SCHOOL FACILITIES

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

USE OF THE OFFICE TELEPHONE

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

VISITORS

CWCTC welcomes people who have legitimate business with the school to visit. Visitors are required to have a pre-arranged appointment. Visitors are expected to conduct themselves appropriately while at CWCTC. Visitors must register upon arrival in the Main office. All visitors must present a valid government issued ID to enter the building. Once verified, visitors will be issued a visitor's pass. Students wishing to bring a guest to school must obtain prior approval from the administrative office personnel and his/her Instructor in order to secure a visitor's pass. Visitors are expected to leave promptly when their business is completed.

Any persons who are deemed to have no legitimate business on CWCTC property will be promptly escorted off the premises. Given the recommendations of state and federal guidelines, visitors of CWCTC may experience restricted access to the school or grounds.

WHEN IN THE OFFICE

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

SECTION TWO: STUDENT REGULATIONS, PROCEDURES, POLICIES

FREE EDUCATION AND ATTENDANCE

All persons residing in Pennsylvania from age six through twenty-one years of age are entitled to a free and appropriate public education in the commonwealth's public schools. This right extends to migratory children and pregnant or married students. Special Needs children also are entitled to a public sponsored program of education and training appropriate to their learning capabilities. Title 22 Chapter 11.13 of the Pennsylvania School Code states: "Except as otherwise provided by law, compulsory school age refers to the period of a child's life from the time the child enters school (which may be no later than at the age of 8 years), until the age of 17 or graduation from a high school, whichever occurs first." This law is known as the compulsory attendance law. Therefore, students up to the age of 17 who attend CWCTC are required to attend school. School personnel may not ask students to leave school merely because the student has reached seventeen years of age if the student is fulfilling their responsibilities as a student. A student may not be excluded from extracurricular activities because of being married or pregnant.

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

DAILY ATTENDANCE

CWCTC requires that students enrolled attend school regularly in accordance with state law. The educational program provided by the school is predicated on the student's regular attendance regardless of delivery method. This sustained attendance merges with the continuity of instruction and classroom participation. Curricula are planned and courses taught as a progression of learning activities and ideas, with each day's work building on work previously done. When students are absent, they miss one or more steps in the learning process. The Joint Operating Committee recognizes that there is a positive correlation between consistent attendance and achievement. Therefore, the JOC supports the school in expecting students to attend with very minimal absence from school. CWCTC administrators and Instructors recognize that there may be reasons that a student may not be present at certain times.

For example, these may be reasonable causes that a student is absent from a daily class:

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

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

***A parent/guardian absence note should include :

- (1) the date of the student absence(s)
- (2) the reason for the student absence
- (3) the signature of the parent/guardian.

***The parent/guardian signature must be the same as the parent/guardian name on the student's emergency information.

ABSENCE: HABITUALLY TRUANT

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

When a student is identified as Habitually Truant the home school:

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

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

ABSENCE: EDUCATIONAL TRIP OR COLLEGE VISIT

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

ABSENCE: ABSENCE WRITTEN EXCUSE FORGERY

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

ABSENCE: MAKE UP WORK

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

ABSENCE: ACTIVITIES AT SENDING SCHOOLS

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

ABSENCE: EARLY DISMISSAL

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

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.
- ☐ The telephone number where a parent/guardian may be reached to verify an early dismissal must be indicated on the dismissal request. The parent/guardian will be contacted to verify the request. No student will be dismissed without verification from a parent/guardian.
- ☐ Students are required to report to the Attendance Office to verify dismissal and to sign-out before leaving the building.
- ☐ Students requesting an early dismissal from CWCTC must contact parents/guardians in the office via the office phone.
- ☐ Students being picked up must be picked up in the office area and parents/guardians must sign out the student at the Attendance Office.
- ☐ Under no circumstance should students leave the building during school hours unless authorized to do so. Students are not to arrange pick up on their own without notification to the office.
- ☐ If a student does not sign out, or leaves the building unauthorized, it will be considered truancy.

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

ABSENCE: NOTIFICATION OF PARENTS

It is important that all phone numbers/addresses are correct and kept current so that parents/guardians can be notified if an absence is considered questionable. CWCTC wants to cooperate with parents/guardians concerning school attendance, therefore if you want to verify the attendance of your student, please check eSchoolData , or feel free to call the school. If your student 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 student, do not hesitate to call the school at 724-925-3532.

ABSENCE: TARDINESS

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

If students miss the 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 students miss the bus when leaving CWCTC, report to the Main Office and a guardian will be notified of transportation arrangements if available. If arrangements cannot be made between the CTC and the sending school, a guardian or other emergency contact must transport their student.

****This person must be named on the student's emergency form.****

Repeated tardiness will result in penalties and may require a parent conference. Parents will begin to receive letters after their child has been tardy more than 10 times. Ultimately, CWCTC may recommend that the student be withdrawn from CWCTC to be reassigned to the sending high school full-time. If students have been detained in the office or by CWCTC staff, they must have a class entry slip from the staff member who detained them before going to their next class.

CWCTC: GRADING SCALE

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

90 - 100 A
89 - 80 B
79 - 70 C
69 - 60 D
59 - Below F

If after four nine-week sessions in one school year, a student is earning a cumulative final grade percentage below 60%, CWCTC administration will inform the sending school to remove the student from the technical program. In a competency-based program, a student would have a serious challenge in overcoming a failing grade in order to complete the Technical School Program of Study in Pennsylvania.

GRADING: THE CWCTC PROCESS

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

The final grade posted on a report card may represent one third Theory, one third Skill, and one third Work Ethic. However, because this cannot always be the case, the individual Instructor has the latitude to give each category a percentage value of the total grade as is necessary for the individual program. Instructors will identify the value of each category with students prior to reporting grades. Below are some descriptors for each grade category.

WRITTEN THEORY EVALUATION:

Throughout a marking period, Instructors deliver Theory lessons that provide facts, concepts, and procedures needed in the career being studied. When a Instructor is assessing these Theory lessons, the Instructor 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. Each Instructor will determine the assessment process that will best evaluate a student's acquisition of knowledge. Instructors will advise students what information will be imperative to know for any and all written or oral tests of knowledge.

PERFORMANCE/SKILL EVALUATION:

Throughout every marking period, Instructors provide opportunities for students to use and develop the skills that are necessary to perform in a respective field. The Instructors 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, Instructors are assessing how well students are achieving the necessary Skills. Each Instructor establishes the specific criteria that will be evaluated in relation to each skill. Each Instructor will decide what evaluation activities are best used to assess a student's skill performance. Instructors will show students' performance rubrics that they use to evaluate these skills so that students know how the assessment is done.

WORK ETHIC EVALUATION:

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

GRADING: EVALUATION FOR MAKE-UP WORK:

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

GRADING: INCOMPLETE GRADES

A major course requirement assigned in a specific nine-week grading period must be completed within the marking period as assigned by the Instructor. If the major course requirement is not made up before the end of a grading period, the student will receive an incomplete for the grading period. The incomplete, for a major course requirement, must be explained in a letter or failure report sent to the parent. If the student has not made up the work within fifteen school days after the grade period (except for the last nine weeks), the incomplete will be changed to a failing percentage grade assigned by the instructor, but will be no lower than 40% unless otherwise approved by the Administrative Director. During the last grading period, a student must make up the work before the grades are sent to the sending schools.

GRADING: GRADE CONVERSIONS

Several sending schools issue converted percentage grades based on grades received at CWCTC. In these instances, the letter grade remains the same. Sending school conversions translate the CTC percentage to equal the same value on the district scale.

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. Students must have earned a letter grade of "A" in his/her CTE Program and in Wellness (if applicable)
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 the program and must remain there until dismissal. Backpacks assume no expectation of privacy and may be searched at the discretion of the program instructor or administration based on suspicion as stated in Section Five of this handbook under "Searches".

COMPUTER USAGE POLICY

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

DRESS CODE

CWCTC students are being prepared for the world of work; therefore, appropriate dress is mandated. Students may be required to wear uniform type clothing or particular clothing that enhances student safety while participating in technical education classes. They may also be required to wear specific types for school sponsored extracurricular activities. Any clothing that is considered hazardous in an industrial area is not permitted due to safety concerns. Students are expected to wear school appropriate clothes in programs where uniforms are not required. Any clothing identified by the administration as being disruptive to the educational environment will not be tolerated. The CWCTC Joint Operating Committee recognizes that each student's appearance and grooming reflects personal style and individual preference. At the same time, the school has the right to deny the wearing of clothing that can cause a disruption to the educational process in the school.

The Dress Code serves as a guide for students; no regulations, however, are all encompassing. Students are responsible to dress appropriately and will be held accountable. If a student is uncertain as to the appropriateness of clothing for school wear, she/he should check with the administration before wearing the clothing to school. Although all items may not be included on this list, the following types of clothing will not be considered acceptable dress by CWCTC students:

1. Headgear must be removed in the hallways, offices, or lobbies. In order to introduce students to proper etiquette and to promote safety concerns, no head coverings or listening devices (HOODS, HEAD BANDS, BANDANNAS, HEADPHONES/EARBUDS,) should be worn inside the building except where program instructors either require or grant permission for headgear in program areas.
2. Halter-tops, tube tops, mesh shirts, spaghetti straps, gapping blouses, backless, strapless, and/or sheer garments are unacceptable. The bottom of the top garment should meet and overlap the top of the lower garment, or the top garment is tucked inside the lower garment. Shirts or tops with larger than normal armholes, which do not cover from the underarm to the waist, will not be permitted.
3. Students are required to wear securely fastened, appropriate footwear at all times. Safety is the major concern with footwear, slippers and flip flops are NOT permitted in program areas.
4. Due to safety concerns, clothing with large holes, baggy pants, or pants that drag on the floor are not permitted. Loose-fitting pants must be secured with a belt and must be worn at or above the hips. Pant legs are not permitted to be worn below the student's footwear.
5. The LENGTH of Dresses/Skirts/ Shorts/Skorts must meet what is considered modest length and/or longer.
6. Any clothing/accessory containing obscene, lewd, violent, or vulgar words, depictions, prints or graffiti may not be worn, whether it is apparel, footwear, or other accessories associated with a person's dress.
7. Any clothing/accessory encouraging the use of, depicting or advertising any alcohol, drugs or tobacco may not be worn, whether it is wearing apparel, footwear or other accessories associated with a person's dress.
8. Due to safety conditions, any accessory such as body piercing, jewelry with spikes, dog collars, wallet chains, chains worn as belts, that may cause injury or compromise health/safety to a student may not be worn.
9. Sunglasses are not permitted to be worn inside the building unless required for medical purposes supported by a physician's prescription.
10. Any forms of 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.

* Instructors will make safety of clothing
determinations that are the industry standard *

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

FOOD AND DRINKS

Outside food and drinks should be limited to reasonable portion sizes (20 oz. bottles, quart jugs or less) and sealed by the manufacturer. Large portions, (including 2L bottles of pop and gallon jugs of tea), open containers, and all food and drinks that consumption was started on the sending school bus **ARE PROHIBITED** and should be discarded before exiting the bus or at the trash cans at the security desk. Energy drinks, (Red Bull, Monster, 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 to review by program instructor(s) and administration; including search, seizure and discarding of outside food and beverage items. Refusal to cooperate will result in further disciplinary action as an act of insubordination.

MEDICATION PROCEDURES

The administration of any student medication, both prescription and nonprescription (including over the counter medications), during school hours is strongly discouraged. There are many safety concerns about students carrying medication such as, forgetting to take medication, having an adverse reaction to medication, and sharing medications. For these reasons, CWCTC prefers that medications be administered at home. If a physician deems it medically necessary for a student to take medication, please arrange the times so that the medicine does not have to be administered at school. If deemed necessary by a physician, all medications will be administered at CWCTC by or under the supervision of the school nurse, designee, or the parent/guardian. According to discretionary policy, the Administration 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 or EpiPen).

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 Main Office or on the www.cwctc.org site.

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. Parents/Guardians must supply and transport all medication in the original container to the school. All prescription medication must be clearly labeled by the pharmacy or physician. The pharmacist can supply a second labeled bottle for school use. Medication delivered to the school should not exceed more than a one-month supply. If a narcotic is administered to the student at school, the nurse will contact the parent/guardian to come to school and take the student home.
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.
8. If a new medication is prescribed for your child by his/her physician, the initial dose should be administered prior to the first school dose.
9. All unused medication must be picked up by a parent/guardian prior to the last day of school. Any medication that is not picked up will be properly disposed of at the end of the last school day. No medication will be saved for use the following year.

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

POSSESSION/USE OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS

CWCTC shall permit students in schools to possess asthma inhalers and epinephrine auto-injectors and to self administer the prescribed medication in compliance with state law and Joint Operating Committee policy. Before the CWCTC permits students to possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Joint Operating Committee and CWCTC Administration shall require the following:

1. A written request from the parent/guardian that the CWCTC complies with the order of the licensed physician, certified nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the CWCTC is not responsible for ensuring the medication is taken and relieving the CWCTC and its employees of responsibility for benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug
 - b. Prescribed dosage
 - c. Times medication is to be taken
 - d. Length of time medication is to be prescribed
 - e. Diagnosis or reason medication is needed, unless confidential
 - f. Potential serious reaction or side effects of medication
 - g. Emergency response
 - h. If student is able to self-administer the medication

A written request for student use of an asthma inhaler and/or epinephrine auto injector shall be submitted annually, along with required written statements and updated prescription. Students must demonstrate competency for self-administration. Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours at any time while on CWCTC property, during time spent traveling to and from the CWCTC or participating in school sponsored activities. Violations of this policy shall result in loss of privilege to self-carry said medications and disciplinary action in accordance with the CWCTC code of conduct and Joint Operating Committee policy.

SPECIAL MEDICAL CONDITIONS

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

STUDENT ARRIVAL/DEPARTURE

When students arrive for both the AM and PM sessions, they must remain in the main hallway between the entry doors and the vending area until released/dismissed. If a student is Late, report to the Main office.

STUDENT DRIVER/RIDING GUIDELINES

Student driving to the CWCTC is limited to:

- Cooperative Education students (These students have parking pass priority)
- Students who need to work directly after school with a shift starting prior to 3:30PM
- Students required to attend extra-curricular activities at their sending school
- Occasional day pass for Medical Appointments/ Family Need/ Emergency

In order to receive a parking pass please read the following guidelines:

*All requests will be verified through the sending school, coaches, advisors, and employers.

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, we recognize driving may be necessary in special situations.

A permanent "Driving Permit" will be issued to students who demonstrate the extreme need to drive for legitimate reasons. Each request will be given careful consideration. Additionally, students must provide a current copy of their driver's license, registration card for the vehicle they drive, and insurance card of the vehicle. These documents will be kept on file and all documentation needs to remain up to date.

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

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

Driving is a PRIVILEGE not a Right. The school administration expects all parent/guardian and students to read and comply with all of the driving/parking/riding regulations. If a student drives to school without prior permission from CWCTC that student will be subject to disciplinary action (CTC Study, Sending School Detention, In-School Suspension or Out of School Suspension) Driving a vehicle is a serious responsibility. The school will not hesitate to revoke a student's driving privileges for any irresponsible behavior. The school has the authority to enforce all driving and parking regulations under the Pennsylvania School code (24 PS-7-779) and in accordance with the Pennsylvania Motor Vehicle Code. Driving permits will be revoked for students violating any part of the driving policy.

PROCEDURES FOR STUDENTS REQUESTING DRIVING/RIDING PASS:

1. Permanent parking permit application can be submitted from the cwctc.org site.
2. Complete and return with signatures of parent, employer and sending high school principal along with a copy of the student's driver's license, current insurance, and current registration of the vehicle being driven.
3. Pay a (non-refundable) fee of \$40.00 to obtain the permit. If lost, the student has to pay \$10.00 for a replacement. Assigned Spots are limited. Co-Op students will receive priority pass assignments.
4. RIDERS –NO RIDERS ARE PERMITTED. (Unless it is a sibling)
CWCTC accepts no responsibility for theft/damage to property or vehicle.
Students drive and park at their own risk.
Students are reminded that there are young children across the street at Stanwood Elementary School; therefore, students are expected to drive with caution.
(§ 212.501: School zone speed limits of The Pennsylvania Code).

BE AWARE OF YOUR VEHICLE'S CONTENTS. VEHICLES ARE SUBJECT TO RANDOM PLAIN VIEW SEARCHES. STUDENTS ARE HELD ACCOUNTABLE FOR THE

CONTENTS OF THEIR VEHICLE(S) OR VEHICLE(S) THEY HAVE DRIVEN.

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

Driving Offenses

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

- ☐ 1st Offense – driving privileges may be suspended for five (5) school days
- ☐ 2nd Offense – driving privileges may be suspended for thirty (30) days
- ☐ 3rd 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.

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

Transporting or possessing drugs, alcohol or weapons on school property or possessing other “contraband”, under school policies on school property will result in driving privileges being revoked immediately. Student driving infractions may lead to school disciplinary action beyond suspension or revocation of driving privileges. A school administrator has the discretion to apply the school disciplinary code as well as suspend or revoke driving privileges for driving infractions.

STUDENT TRANSPORTATION BY DISTRICT SCHOOL BUSES

Transportation to and from CWCTC is provided by the School District which each student attends. While traveling to and from CWCTC, students are expected to abide by all of their school's bus riding rules and policies. Acts of misconduct committed on the buses to and from CWCTC will be addressed by the sending High School administration, the CWCTC administration, or a combination of both. Students may only ride their assigned bus within their sending district. To ride a bus other than the one assigned (within the sending district), a student must obtain clearance to do so from their sending school principal. **STUDENTS ARE NOT TO RIDE A BUS 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.

STUDENT WALKING/PICK UP POLICY

The CWCTC permits students to walk home or be picked up by parents after the PM dismissal. Students are only permitted to do so after a walking/pick up contract is filled out, signed by a parent/guardian, and turned in to the Main Office. A walking/pick up pass will be issued by the office and security will be 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 Instructor and the Co-Op Coordinator.

PA CareerLink

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

COOPERATIVE EDUCATION PROGRAM

Cooperative Education is a program available to CWCTC students in the senior year. This experience will provide a student the opportunity to begin working in his/her field of study. Working through and with the Cooperative Education Coordinator, a student can be placed in a job for a half-day to experience working in industry and how to enhance his/her skills that he/she is studying at CWCTC. The student must still complete his/her academic course work at their home high school. Grades and attendance are kept in the usual manner for this work. The employer furnishes most of the report grade during this period. The high school principal, parent, employer and CWCTC Assistant Director of Workforce Development sign a contract of agreement before a student starts this program. The Cooperative Learning experience may lead to a permanent position upon graduation, but there is no guarantee of permanent placement due to the Co-Op experience. However, when students demonstrate that they have the knowledge, skill and work ethic that a company needs, they more readily have the chance of being considered for full time employment after graduation. All students are required to furnish their own transportation to the job site. Students in CWCTC programs are eligible for this program if they meet ALL requirements and there is a job available. A list of all Cooperative Education requirements can be found by meeting with the Cooperative Education Coordinator.

SCHOOL COUNSELOR SUPPORTS

Helping students become successful adults is the main reason for school counselors. 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 Instructor to see the school counselor. Many times a problem may be solved by a private discussion with the Instructor and/or school 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
- Rehabilitation consultation

The School Counselor Department at CWCTC has materials that will help the student obtain information concerning the careers available. Guidance materials are periodically distributed to students. The School Counseling 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.

CHANGE OR WITHDRAWAL FROM A CTC PROGRAM

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

CHANGE OF STATUS

When a student changes address or telephone number or medication s/he must notify the School Counselor Office of the change ASAP and complete a new online emergency form. This can be done on the www.cwctc.org site

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, school counselors, and faculty at CWCTC. An appointment is preferred, and can generally be made through the School Counselor Office or with a specific person.

CONFIDENTIALITY AND DISCLOSURE OF STUDENT RECORDS

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

*If you do not wish to have your child's name released to the military, post-secondary institutions or other agencies, nonprofit groups or businesses you must notify the School Counselor in the Main 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 School Counselor Department for more information.

SCHOOL BASED COUNSELING at CWCTC

Connellsville Counseling and Psychological Services will be offering school based mental health counseling services at CWCTC. Connellsville Counseling has two office locations, one in Connellsville, and one in Mt. Pleasant. Therefore, even when school is not in session students can continue to receive support at one of these office locations. Connellsville Counseling is a Licensed Outpatient Facility and is also accredited nationally by COA. For the convenience of students and families, students will be able to be seen for outpatient mental health counseling during the school day at CWCTC. The therapist will work with the student to develop comprehensive treatment goals and will assist the student to develop necessary skills to accomplish these goals. The therapist can address issues such as grief, anxiety, trauma, depression, bullying, social skills, lack of focus, coping skill development and any other mental health concern the student may experience. The student may only be seen however if they are not already being seen elsewhere, such as in their home school district by a therapist. In addition to the therapy they would receive in school the student is also able to be seen by the Psychiatrist, should this be deemed necessary, either at the Mt. Pleasant or Connellsville location, whichever is most convenient for the student and family. The school based counselor will collaborate with the staff at CWCTC to assure the best outcomes for the student. If you have further questions please feel free to contact the offices at: (724) 542- 4585 Mt. Pleasant or (724) 626-8420 Connellsville.

STUDENT ASSISTANCE PROGRAM TEAM

Many students have Barriers to Learning, which not only interfere with their educational performance, but also with their physical, mental, social, and emotional development. When students are troubled, so are Instructors, 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, students or family members.

SAFE 2 SAY SOMETHING

In 2018, the General Assembly passed Act 44 mandating the establishment and use of the "Safe2Say Something" (S2SS) anonymous reporting system by every Pennsylvania school entity. S2SS is a life-saving and changing school safety program that teaches students, educators, and administrators how:

- (1) to recognize the signs and signals of individuals who may be at risk of hurting themselves or others.
- (2) to anonymously report this information through the S2SS app, website, or 24/7 Crisis Center Hot-line. Safe2Say information is available on the cwctc.org site.

Safe2Say Something allows you to submit secure and anonymous safety concerns to help identify and intervene with at-risk individuals BEFORE they hurt themselves or others. You can do this by reporting observed threats, behaviors, actions, and harassment.

Here are some examples of common behaviors and incidents to report: Assault; Abuse (physical, verbal); Bullying; Bragging about an upcoming planned attack; Depression, anxiety, or loss of self-control; Fighting; Gun violence / violence;

Harassment; Hopelessness, excessive guilt or worthlessness; Reckless behavior; Social isolation or withdrawal; Substance abuse; Suicide threats, cutting, or other self-harm; Threats; Weapons (use of and/or discussion about).

S2SS works through 5 easy steps:

1. A tip is submitted via mobile app, website, or by calling the PA based 24/7 Crisis Center at 1-844-SAF2SAY
2. The tip is then triaged by the Crisis Center to gather enough information to act on it
3. The tip is delivered to the impacted school and, as needed, local law enforcement via 911 County Dispatch

4. The school and, as needed, local law enforcement assess and intervene with the at-risk individual
5. The school then closes out the tip and reports actions taken as a record for their school

****Any person(s) proven to be making false reports are subject to disciplinary and legal action.****
This program is intended to help students and families.

SPECIAL EDUCATION SUPPORTS

CWCTC offers a spectrum of supports for every Special Education student enrolled in a CTE Program. Students will work with a Support Facilitator along with their CTE instructor to ensure implementation of all student IEPs. Additionally, students have access to a resource room with instructional areas and technology to promote student success through remediation of CTE curriculum. Mid-quarter progress reports are sent to caseload/monitor Instructors indicating current grades and specific target behavior affecting 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 School Counselor 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; SkillsUSA, NTHS (National Technical Honor Society), and others. These clubs provide a variety of interests for student members and we are very proud of their 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.

ORGANIZATIONS/ACTIVITIES PROCEDURES

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

SECTION FOUR: STAKEHOLDER RIGHTS AND RESPONSIBILITIES

ADMINISTRATIVE RESPONSIBILITIES

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

Therefore, administrators must:

- Seek to develop a healthful atmosphere of mutual respect in the school

- ☐ Develop procedures which will reduce the likelihood of student misconduct
- ☐ Opportunity to approach the Administration directly to address concerns
- ☐ Assist staff members in resolving problems that may arise
- ☐ Maintain communication with the faculty about discipline within the school
- ☐ Work closely with parents to establish a relationship between home and school
- ☐ Utilize appropriate auxiliary staff and 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 future generation. In view of this responsibility, the Instructor must:

- ☐ Promote a climate and culture of mutual respect, as well as dignity which will strengthen the students' positive self-image
- ☐ Utilize classroom routines which contribute to the instructional goals and objectives of the program of study and further contribute to the development of a student's civic responsibility
- ☐ Provide an interesting and stimulating classroom climate that will prevent most discipline problems from developing
- ☐ Reflect a personal enthusiasm for teaching and learning, as well as a genuine concern for the individual student
- ☐ Guide learning activities so students learn to think and reason independently, as well as assume responsibility for their actions and to respect the rights of others
- ☐ Demonstrate in words and actions along with leading through personal example, a respect for law and order, as well as self-discipline
- ☐ Seek to develop and foster a close, cooperative relationship with parents/guardians for the educational benefit of the student
- ☐ Distinguish between minor student misconduct that is best handled by the instructor and major problems that require the assistance of Administration
- ☐ Help students positively cope with negative peer pressure

- ☐ Be sensitive to changing student behavior patterns
- ☐ Enable students to discuss their problems with them
- ☐ Strive for a mutually respectful relationship with students
- ☐ Assist students and Administration in developing a school climate and culture that is conducive to wholesome learning and living
- ☐ Report to Administration any students who jeopardizes their own safety, the safety of others, or of the Instructor, or who seriously interfere with the instructional program in the classroom or laboratory as required
- ☐ 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, hall ways, 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 student’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 student 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 student’s education
- ☐ Teach their student 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 student to take pride in his/her appearance
- ☐ Insist that their student 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 student and be fair, firm, and consistent in applying them
- ☐ Help their student learn to deal effectively with negative peer pressure
- ☐ Provide a place conducive for study and completion of homework assignments;
- ☐ Help their student 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 student 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 numbers for work, home, and cellular; email and home address and relevant health and/or medical conditions of the student as obligated by state law

SCHOOL RESPONSIBILITIES

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

SCHOOL RULES AND STUDENT RIGHTS & RESPONSIBILITIES

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

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

STUDENT RIGHTS

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

- A student has the right to a full education in the program to which s/he has been admitted.
- A student has the right to observe any religion (or none at all) that the school may not interfere with by requiring, establishing, or conducting religious exercises.
- A student has the right not to take part in the Pledge of Allegiance or salute to the flag, if doing so violates his/her beliefs or values.

- A student has the right to an education, regardless of race, gender or sexual orientation. The state or any other government body may not establish racially segregated schools.
- A student has the right to the following, prior to being suspended from school three (3) days or less: To know verbally what policy has been violated, an explanation of why it is believed that a policy was violated if s/he denies it and an opportunity to explain his /her version of what happened.
- A student has the right to the following, prior to being suspended from school for more than three (3) days: To know in writing what policy has been violated, an explanation of why it is believed that a policy was violated if s/he denies it, and an opportunity to explain his/her version of what happened.

STUDENT RESPONSIBILITIES

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

- Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning.
- The student is responsible for regular school attendance (except when excused), punctual arrival, and timely completion of assignments related to his/her program and activities conducted by that program or the school.
- The student must respect the religious beliefs of other learners. Students should express their ideas and opinions in a respectful manner.
- While expressing him/herself, the student may not violate another person's rights, use slanderous or libelous speech, materially and substantially interfere with the educational process, threaten an immediate harm to the welfare of the school or community, encourage unlawful activity, or interfere with another individual's rights.
- If a student does not participate in the Pledge of Allegiance or salute to the flag, he/she may not disrupt the activity of those who choose to do so.
- It is the responsibility of the student to respect the rights of school officials, administrators, Instructors, personnel, other students, parents, and patrons and/or all others who are involved in the educational process. Students do not have the right to interfere with the education of other learners at the school.
- Students are responsible for being aware of school policies and procedures regarding student behavior and conduct themselves accordingly.
- It is the student's responsibility to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- The student shall comply with state and local laws.
- The student shall exercise proper care when using school facilities and equipment
- The student shall make up work when absent from school.
- The student shall report accurately and not use indecent or obscene language in student newspapers, websites or publications.

- Students shall pursue and attempt to satisfactorily complete the courses of study prescribed by state and local authorities.
- Any student with a physical impairment should make this known to his/her Instructor and School Counselor if accommodations are needed.

SECTION FIVE: STUDENT DISCIPLINE POLICY

STUDENT CONDUCT/CONSEQUENCES

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

CODE OF STUDENT CONDUCT

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

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

LEVEL I INFRACTIONS

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

LEVEL 1 – INFRACTIONS VIOLATION EXAMPLES

- ☐ Displaying inappropriate behavior
- ☐ Not following class/CTE policy
- ☐ Not responsive to the Instructor's request for discontinuing inappropriate behavior
- ☐ Mild classroom disruption
- ☐ Abuse of hall pass
- ☐ Not following the dress code
- ☐ Leaving class without permission
- ☐ Unauthorized use of electronic devices, (iPods, laser pointers). Use of cellular phones is not permitted during the school day unless a component of the curriculum and/or otherwise approved.
- ☐ Tardy to class
- ☐ Cutting class
- ☐ Unauthorized use of instructor's phone
- ☐ Cheating
- ☐ Dishonesty / Lying
- ☐ Inappropriate display of affection

POSSIBLE CONSEQUENCES FOR LEVEL 1 INFRACTIONS

- ☐ Verbal Reprimand
- ☐ Parent Contact/Conference
- ☐ Written Assignment
- ☐ Withdrawal of Privileges
- ☐ Restriction from School Activities
- ☐ Confiscation of Object
- ☐ CTC Study/Sending School Detention
- ☐ Counseling within the School
- ☐ Referral to Outside Agency
- ☐ Restriction from school activities (Field trips, club activities, and school events)

LEVEL 2 INFRACTIONS

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

LEVEL 2 – INFRACTIONS VIOLATION EXAMPLES

- ☐ Repeated violations of Level 1
- ☐ Threatening acts
- ☐ Insubordination, disrespectful speech or actions, profanity or vulgarity
- ☐ Defacing of school property
- ☐ Forgery (passes, excuses, early dismissals, etc.)
- ☐ Safety violations
- ☐ Recording or Possession of pornographic, racist and/or other inappropriate materials
- ☐ Plagiarism
- ☐ Violation of the Computer Acceptable Use Policy or Cyber Bullying
- ☐ Possession, use, sale, or transfer of tobacco (Including electronic devices or similar devices)
- ☐ Violation of Harassment Policy
- ☐ Gambling
- ☐ Falsification of school records
- ☐ Defiant / Uncooperative behavior or actions
- ☐ Violation of driving policy

POSSIBLE CONSEQUENCES FOR LEVEL 2 INFRACTIONS

- ☐ Any Level 1 Consequence
- ☐ Behavior Contract
- ☐ Probationary Status
- ☐ Restitution for Damages
- ☐ In-School Suspension
- ☐ Out-of-School Suspension
- ☐ Criminal Complaint Filed
- ☐ Referral to Outside Agency/Services
- ☐ Reschedule at Sending School

NOTE:

- ☐ Students who have had a combination of three (3) suspensions under Level 1 or Level 2 for any reason may be referred to a hearing before the School Board of his or her Sending School for possible expulsion and/or 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.

LEVEL 3 INFRACTIONS

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

LEVEL 3 – INFRACTIONS VIOLATION EXAMPLES

- ☐ Repeated violations of Level I/II
- ☐ Fighting / disorderly conduct
- ☐ Arson
- ☐ Assault and battery
- ☐ Indecent exposure
- ☐ Theft
- ☐ Leaving school without permission
- ☐ Violation of Weapons policy
- ☐ Possession of a knife, firearm, explosive or any other objects that can be used as a weapon
- ☐ Threatening, bullying or intimidating Instructors, Students or any other school personnel
- ☐ Unauthorized use of school's fire alarm system
- ☐ Threatening phone calls, bomb scares, e-mails, letters, cyber bullying etc.

POSSIBLE CONSEQUENCES FOR LEVEL 3 INFRACTIONS

- ☐ Any Level I/II Consequence
- ☐ Immediate Out-of-School Suspension
- ☐ Referral to State Police
- ☐ Expulsion
- ☐ Removal from CWCTC
- ☐ Intentional or malicious damage to the property of others
- ☐ Possession, use, sale, or transfer of alcoholic beverages, drugs, look-alike (counterfeit) drugs or controlled substances, mind-altering substances, or being under the influence of the same
- ☐ Possession, use, sale, or transfer of drug paraphernalia
- ☐ Violation of the Computer Acceptable Use Policy
- ☐ Violation of Sexual Harassment Policy
- ☐ Terrorist Threats Violation
- ☐ Any misconduct which causes harm to a person/property of which poses a direct threat to the safety and welfare of CWCTC students, staff, and personnel
- ☐ Possession/use/transfer of detonation of explosive devices
- ☐ Leading / Participating in school disruption

ALCOHOL/DRUG PROCEDURES

1. A student involved in the possession, use, sale, or distribution of a suspected controlled substance, including but not limited to, counterfeit drugs and the possession or use of alcoholic beverages, no matter how low the alcoholic content, shall receive a ten (10) day out-of-school suspension, be reported to the local law enforcement officials, and a parental conference will take place to inform the student and parent that the student will be recommended to the Chief School Administrator of his/her home school for a hearing before the Local Home School Board.

2. Students possessing drug paraphernalia shall receive a ten (10) day out-of-school suspension, be reported to the local law enforcement officials, and a parental conference will take place before the student returns to CWCTC.
3. In all drug and alcohol incidents, the parent shall immediately be notified of the situation. The parent will also be informed of the involvement of the local law enforcement officials.
4. In all drug and alcohol matters, the student will be required to undertake a complete drug and alcohol assessment at the expense of the student/family before returning to school. The student/family has the right to select the agency of their choice to conduct the assessment from a list provided by the school's administration at the time of the suspension.
5. If the written notification of the assessment is not received prior to the end of the tenth (10th) day of suspension, the family or student must notify the school and provide information containing when and where the assessment will take place. The student may then return to school temporarily until the assessment is complete.
6. Failure to follow the procedures regarding assessment shall subject the student to suspension until the assessment is complete.
7. In all drug-related matters, the appropriate law enforcement officials and the sponsoring district will be notified.
8. In addition to actions taken by CWCTC, students in violation may be subject to disciplinary action through their sending school district. Students who are suspended or expelled from their sending school districts shall also be prohibited from attending CWCTC.

PENALTIES

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

DRUG AWARENESS

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

- ☐ All dangerous controlled substances as defined by the Pennsylvania Controlled Substance Drugs, Device, and Cosmetic Act
- ☐ All alcoholic beverages and products including those labeled as non-alcoholic beer or wine
- ☐ Look-alike (counterfeit) drugs
- ☐ Any volatile solvents or inhalants, such as, but not limited to, glue and aerosol products and prescription or patient 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 are being used.
3. Use of cellular phones or any other personal electronic devices is prohibited in the program area, wellness center, or computer labs designed for administering assessments during the school day.
4. Students are not permitted to leave class in response to any electronic device.

RESPECT FOR PRIVACY

1. Students shall not record, audio record, photograph or videotape themselves, students, Instructors, 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, Snapchat, Twitter, Tumblr, Instagram, etc.) or otherwise electronically transmit images, video recordings, and or audio recordings 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.

PORTABLE STORAGE DEVICES

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

COMPLIANCE WITH OTHER DISTRICT POLICIES

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

First infraction – An employee shall direct the student to turn off the device and put it in a secured locker/backpack. The student will receive a written warning from their Instructor and a guardian will be contacted. If the student refuses to secure the phone or electronic device, the result may be out-of-school suspension for insubordination and violating the provisions of this policy.

Second Infraction – The second infraction shall result in confiscation of the device, which is to be turned off and turned into the school office, notification of the parent/guardian of the revocation of the student's permission to possess a cellular phone or any other electronic device, or to borrow or use another's at school for a twenty (20) school day period. The parent/guardian may retrieve the device from the school office during normal business hours. The student will receive one (1) day of out-of-school suspension. If the student refuses to surrender the phone or electronic device the result may be additional out-of-school suspension for insubordination and violating the provisions of this policy.

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

FIGHTING

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

HARASSMENT

LEGAL DEFINITION OF HARASSMENT

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

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

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

HARASSMENT: BULLYING/CYBER BULLYING

The Joint Operating Committee is committed to providing a safe, positive learning environment for district students. The JOC recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. The JOC prohibits bullying by students; therefore CWCTC has adopted a zero tolerance policy for bullying. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting or where a link may be established that is severe, persistent or pervasive and has the effect of doing any of the following:

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

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

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

HARASSMENT: SEXUAL HARASSMENT POLICY

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

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

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

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

All persons associated with this school system, including, but not necessarily limited to, the JOC, the administration, the staff, and the students, are expected to conduct themselves, at all times, so as to provide an atmosphere free from sexual harassment.

Any person who engages in sexual harassment while acting as a member of the school staff or student body will be in violation of this policy. Any occurrence should be reported to an instructor or administrator, who will forward the complaint to the Administrative Director for review.

SEARCHES OF STUDENTS AND PROPERTY LEGAL PRECEDENCE

Public school students are protected against unreasonable search and seizures by school officials pursuant to the 4th 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 for any contents within their lockers. Any locker assigned to a student is subject to being searched at any time. Any locker assigned to a student is subject to being targeted for a physical search as a result of an unannounced, random detection of school lockers for dangerous devices or illegal drugs by mechanical means or the use of trained dogs.

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

C. SEARCH PROCEDURE

1. The Joint Operating Committee hereby authorizes the appropriate school authorities to inspect a student's locker any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object, the possession of which is illegal, or any material that poses a hazard to the safety and good order of the school.
2. Prior to a locker search, the student shall be notified and be given the opportunity to be present unless the student is absent or unable to be present at the time of reasonable cause of search. The school official, in the presence of the student and another member of the school staff, may search the student's locker.
3. In the case of an emergency, such as a bomb threat, the locker may be searched without the student being present. When the school official has a reasonable suspicion that the locker contains materials that pose an immediate threat to the health, welfare and safety of the school community, the student's locker may be searched without prior warning and without the student being present.
4. The school official shall be responsible for the safekeeping 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 an 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 an event, the school official shall not act as the student's informed adult for purposes of any Miranda warnings or for any other purpose; rather, the school official shall attempt to contact the student's parent/ guardian.

D. NO INSURANCE

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

E. STUDENT IDENTIFICATION

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

F. POLICE INVESTIGATION

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

MOTOR VEHICLE SEARCH

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

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

SEARCH GUIDELINES

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

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

The student shall also be informed that:

- a. Failure to voluntarily unlock any part of the vehicle as requested will result in notification of his/her parent or legal guardian
 - b. Failure to voluntarily unlock any part of the vehicle as requested may result in notification of law enforcement officials; and
 - c. Failure to voluntarily unlock any part of the vehicle may result in revocation of permission to operate a motor vehicle on school premises
4. If following the student's explanation and/or the failure to open or unlock the motor vehicle voluntarily in the presence of the school official, a physical inspection of the motor vehicle remains reasonable. Therefore, the school official shall conduct a physical inspection of the vehicle limited to gaining access through any unlocked doors, trunks or hoods. The vehicle is not to be forced open by use of any tool. If such physical inspection is not possible, the school official shall request that either the owner or co-owner who is not the student open the vehicle. * The student involved shall be informed of the right to be present during the physical inspection of the motor vehicle.

5. Notwithstanding any other provision of this policy to the contrary, a school official or designate who reasonably suspects that the contents of a student motor vehicle creates an emergency situation in which the health or safety of the student in question, other students, school personnel or facilities may be endangered by the delay inherent in compliance with the notification procedures set forth herein, may undertake forced entry into the motor vehicle as expeditiously as deemed necessary to preserve the health, safety, and welfare of the school population.
6. The Building Administrator or designate shall be responsible for the safekeeping and/or proper disposal of any substance, object or material found to be unlawfully or improperly placed in a student motor vehicle.
7. Following the physical inspection of a student motor vehicle, the school official shall complete a written report indicating all details of the said search.

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

SEARCH OF PERSON OR BELONGINGS

A. DEFINITIONS:

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

B. PROCEDURE:

1. The rules and regulations of the State Board of Education provide that reasonable force may be used by Instructors and school authorities to obtain possession of weapons or other dangerous objects.
2. Upon the existence of suspicion of an individual student possessing a weapon or dangerous object, a school official will request that the student voluntarily empty his/her pockets, remove his/her coat, jacket or sweater. A school official may further require the student to remove shoes, hats, or clothing below the knee or above the neck. The official has every right to inspect the book-bag and/or backpack/purse and the contents of such a container. Such search shall take place in the presence of a second school official.
3. If the student resists such a voluntary search, the school official shall immediately summon the police and request assistance. The parent/guardian of the student shall likewise be notified. School officials shall cooperate with any police investigation. Upon the police appearing, however, under no circumstances shall the school official act as the student's informed adult in regard to any Miranda warnings or for any other purpose.
4. A search may consist of a pat down. A pat down search of the student's person shall be done by a school official of the same sex and in the presence of another member of the school staff of the same sex.

5. Use of Metal Detector: A metal detector as defined herein may be used for purposes of determining if a student is in possession of a weapon or contraband. 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 or contraband. 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 the same.
- B. If the metal detector is activated, the student may be asked to remove the object. If the student declines to remove the object, the school official shall advise the student that the police and the student's parent/guardian will be immediately called to appear at school.

SMOKING/TOBACCO PRODUCTS

Possession or use of tobacco/nicotine products by secondary students is prohibited in school buildings, in school buses, on school grounds, and at school sponsored activities held off of school premises. Possession of tobacco products shall include having on one's person or personal property, smoking or smokeless tobacco in any form. Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe, electronic cigarettes of any kind, vape pens, hookah pens or other smoking product or material and smokeless tobacco in any form. Use of tobacco products includes the use of smoking or smokeless tobacco in any form. School grounds are defined as property owned by, leased by, or under the control of CWCTC, including sidewalks, roadways, parking lots, courtyards, school buildings, and other campus areas not located in the school building. A student is in possession of tobacco for purpose of this policy if tobacco products were found on the person of the student, in the student's locker, in the student's purse, gym bag or other like object, in a student's coat or other clothing, in the student's vehicle or otherwise under the student's control.

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

1. Use or possession of tobacco products will result in the issuance of no less than one (1) day out of school suspension. In some cases, additional days of suspension may be applied.
2. Use or possession of tobacco products will result in a \$50 fine payable to Central Westmoreland CTC within 30 days. Parent notification and/or parent conference will follow.
3. Use or possession of tobacco products will result in the student being referred to a school-based Tobacco Cessation Group or outside services and SAP team/Drug and Alcohol assessment will be made available.
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 Instructor 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 school 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. Criminal charges may also be filed.

WEAPONS

The Pennsylvania Crimes Code makes it a criminal offense for any person to possess a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any secondary or elementary public school. CWCTC, likewise, has a policy that prohibits a student from bringing onto or being in possession of a weapon on any school property, at any school-sponsored activity (whether on or off school property), or any school authorized vehicle-providing transportation to school, or school sponsored activities. Weapons and replicas of weapons are forbidden on school grounds, in school buildings, in any school vehicle, or at any school-sponsored activity. Such weapons include, but are not limited to: firearms, knives, metal knuckles, straight razors, cutting instrument/tool, nun-chuck stick, archery equipment, explosives, noxious, irritating or poisonous gases, mace, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, school officials, parents, or patrons.

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

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

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

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

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

WEAPONS: INVESTIGATION PROCEDURES

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

WEAPONS: PENALTIES

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



attachment 7
240 Arona Road | New Stanton, PA 15672
Tel: (724) 925-3532 | cwctc.org
Fax: (724) 925-1423

2022-2023 CWCTC Substitute List

Substitute Teachers

Debbie Davis
Rebecca Hald
Marvin Keller
Paula Marks
Krista Matijevic
Missy McGrew
Dale Struzzi
Kerry Wagner

Substitute Custodians

Rick Delmaster
Blaine Morrison
Karyssa Mongell





ARP ESSER Health and Safety Plan Guidance & Template

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:

- a. Universal and correct wearing of masks;
- b. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding);
- c. Handwashing and respiratory etiquette;
- d. Cleaning and maintaining healthy facilities, including improving ventilation;
- e. Contact tracing in combination with isolation and quarantine, in collaboration with State and local health departments;
- f. Diagnostic and screening testing;
- g. Efforts to provide COVID-19 vaccinations to school communities;
- h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
- i. Coordination with state and local health officials.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021.* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

Additional Resources

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Operational Strategy](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Through an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

Health and Safety Plan Summary: Central Westmoreland Career and Technology Center

Initial Effective Date: August 5, 2021

Date of Last Review: August 5, 2021

Date of Last Revision: August 5, 2021

1. **How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?**

Central Westmoreland Career and Technology Center has stayed current with the most recent guidance from the CDC, PA Department of Health, and the Pennsylvania Department of Education. We continue to rely on the information of sending school districts when making decisions for safety of all students, staff, and the community. Central Westmoreland Career and Technology Center will continue to cooperate and communicate with our sending school districts and other educational partners to implement appropriate prevention and mitigation protocols in response to the level of community spread. Central Westmoreland Career and Technology Center will continue to maximize the amount of in-person learning for our students in the safest manner possible.

2. **How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?**

Central Westmoreland Career and Technology Center will continue to offer services that focus not only on the educational needs of the students but the social, emotional, mental health and other needs that may arise in coordination with our sending school districts. This coordination of services with sending districts combined Saint Vincent counseling services and with professional development for all staff on best practices will be used to identify areas of needs and remediation strategies for students.

3. **Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.**

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of <u>masks</u> ;	Face coverings are not currently required, however, any student or employee who prefers to wear a face covering will be permitted to do so.

ARP ESSER Requirement**Strategies, Policies, and Procedures**

- b. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding);

CDC guidelines, state orders and/or local data may result in modifications to the CTC's face covering practices.

Students and employees will be encouraged to maintain physical distance to the maximum extent feasible and appropriate.

- c. Handwashing and respiratory etiquette;

CDC guidelines, state orders and/or local data may result in modifications to the CTC's physical distancing practices.

Guidelines and training for hand-washing and other best practices.

Frequent hand washing with students and employees will be encouraged throughout the CTC.

Posting of signs in highly visible locations that promote everyday proactive practices.

- d. Cleaning and maintaining healthy facilities, including improving ventilation;

Hand sanitizer will be readily available throughout the CTC buildings.

Clean and sanitize each classroom, restroom, hallway, transportation vehicles and touch points per CDC recommendations.

Classrooms: Nightly cleaning including sanitizing and disinfecting per CDC recommendations

- e. Contact tracing in combination with isolation and quarantine, in collaboration with the State and local health departments;

Ventilation: Increased ventilation through extended occupancy times and exhaust ventilation. Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible. Additional air purifiers/air handlers are being installed in office areas, classrooms, program areas with less access to ventilation.

Each case (or possible case) will be handled on an individual basis as each case may have individual/unique factors that impact the decision-making process.

ARP ESSER Requirement**Strategies, Policies, and Procedures**

All stakeholders should not come to school and should notify school officials if they have COVID-19 symptoms, are diagnosed with COVID-19 symptoms, are waiting test results, or have been exposed to someone with symptoms or a confirmed case.

In general, if a student or staff member is identified with COVID symptoms while in school or prior to attending school the school will follow the prescribed DOH "Self- Reporting" and "Line-List" protocols. We will immediately separate individuals with symptoms and contact family members to ensure the health and safety of all students and staff members.

Areas used by the sick will be closed off and areas will not be used until after a thorough cleaning/disinfection.

Advise sick individuals and families that they should not return to school until they have a physician's excuse and have followed all CDC/DOH guidelines.

The Westmoreland County Health Department will also take the lead on guidance and contact tracing, isolation/quarantine of ill students and staff, and any further actions needed to contain the spread of COVID-19.

All new procedures will be evaluated regularly and may be adjusted as needed. All individuals should still closely monitor their own symptoms and should stay home if symptomatic.

It is critically important for employees and students to stay home regardless of whether their symptoms are indicative of COVID, influenza, or other infections that are more commonly transmitted through close personal contact.

Employees are required to report positive diagnosis of COVID-19 to administration.

f. Diagnostic and screening testing;

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>g. Efforts to provide <u>vaccinations to school communities</u>;</p> <p>h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and</p> <p>i. Coordination with state and local health officials.</p>	<p>Parents/Guardians of students are required to report positive diagnosis of COVID-19 to the school Safety Coordinator.</p> <p>Coordination with sending districts to report cases and contact tracing will continue.</p> <p>Central Westmoreland Career and Technology Center will collaborate with all local pharmacies and agencies who provide vaccination efforts to provide communication regarding vaccination opportunities to all of the school communities that feed into CWCTC.</p> <p>Students with disabilities will have access to the same programs and opportunities as non-disabled peers, as well as accommodations detailed within their IEP or 504 plan based on their individual needs.</p> <p>Central Westmoreland Career and Technology Center will collaborate with state and local health officials by: directly contacting them as needed or directly through known contacts.</p> <p>Additionally, administration will continue to coordinate with sending districts as well as attend regular updates through WIU7.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Central Westmoreland Career and Technology Center** reviewed and approved the Health and Safety Plan on **August 5, 2021**.

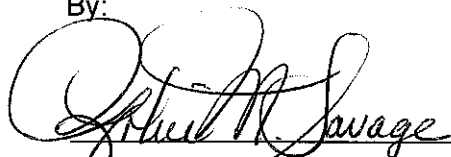
The plan was approved by a vote of:

6 Yes

0 No

Affirmed on: **August 5, 2021**

By:



(Signature* of Board President)

ROBIN M. SAVAGE
(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.

Central Westmoreland Career and Technology Center,

It is with a heavy heart that I must submit my letter of resignation today, July 27th 2022. Central Westmoreland CTC has been like a home to me for my seven years teaching here and has helped me advance my teaching style and tactics over that time frame. The building is ever evolving and I plan to keep in touch and watch the changes as it undoubtedly evolves into one of the best CTCs in the state.

Please wish me luck in the next chapter of my career, keep in touch, and let me know if there is anything I can do to further assist faculty, staff or students in the future.

Respectfully,

A handwritten signature in black ink, appearing to read 'Richard J. Helton', with a long horizontal stroke extending to the left.

Richard J Helton

esignation

Pete Highlands <phighlands@cwctc.org>

Tue, Aug 2, 2022 at 10:56 /

o: Jason Lucia <jlucia@cwctc.org>, Darcy Szymkiewicz <dszymkiewicz@cwctc.org>, Renee Jones <rjones@cwctc.org>, Richard Baur <rbaur@cwctc.org>, Crissy Long <crlong@cwctc.org>

Hey Guys and Gals, It's been a great ride but I'm going to go back to EWCTC. They have a spot in Auto Dept that just fits me. I am not upset with anybody and no one has done me wrong, Its just that I feel more comfortable at a slower pace and I really don't feel I can handle that many students any more.

I wish you all the very best and pray for God's guidance to you all. I assure you I will miss you and speak highly of you all.

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Pete Highlands