2026-2027
STUDENT - PARENT HANDBOOK

**“Like the Phoenix,
We Rise Above.”**

**240 ARONA ROAD
NEW STANTON, PA 15672
724.925.3532
WWW.CWCTC.ORG**

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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 are responsive to community needs because society requires productive employees with proficient technical skills.
• Our educators are 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 Westmo-reland 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 Westmore-land CTC family. Again, welcome and let's have a great school year.

~ Dr. Jason Lucia, Executive Director

SECTION ONE: GENERAL INFORMATION

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
Southmoreland School District
Hempfield Area School District
Yough School District
Jeannette City School District
Mt. Pleasant Area School District

*The Frazier School District is a non-jointure 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

Mrs. Stacey Livengood - Belle Vernon
Mrs. Robin Savage - Greensburg Salem
Dr. Scott Learn - Hempfield
Mr. Tim Mortimore - Jeannette
Mr. Don Seder - Mt. Pleasant
Mr. Heath Shrum - Norwin
Mr. Jim Matarazzo - Penn-Trafford
Mr. John Eutsey - Yough
Mrs. Monica Ustazewski - Southmoreland
Dr. Jason Lucia - CWCTC Director

Central Westmoreland Career and Technology Center
240 Arona Road
New Stanton, PA 15672
(724) 925-3532

STATEMENT OF COMPLIANCE AND NON-DISCRIMINATION POLICY

As required by Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964 and Section 504 Regulations of the Rehabilitation Act of 1973, Central Westmoreland Career and Technology

Center does not discriminate on the basis of age, race, sex, religion, color, national origin, handicap, or limited English proficiency in its educational programs, activities, or employment. For information regarding services, activities, programs and facilities that are accessible to and usable by handicapped persons or, for inquiries regarding compliance with the above nondiscriminatory policies, please contact Mr. Dan Glover; 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 en 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.

CONTACT INFORMATION

CWCTC ADMINISTRATION

TITLE	NAME	EXT	EMAIL
Executive Director	Dr. Jason Lucia	1308	jason.lucia@cwctc.org
Director of CTE	Mrs. Darcy Szymkiewicz	1360	darcy.szymkiewicz@ cwctc.org
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Supervisor of Workforce Education	Mrs. Paige Ponsonby	1420	paige.ponsonby@ cwctc.org
Coordinator of Grants/Adult Ed	Mrs. Michelle DeLuca	1309	michelle.deluca@ cwctc.org

CWCTC MAIN OFFICE

Main Office Secretary	Mrs. Michelle Edwards	1308	michelle.edwards@ cwctc.org
Attendance Office		1301	attendance@cwctc.org cwctc.org
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CWCTC STUDENT SERVICES STAFF

Vocational Resource Counselor	Mrs. Rena Enterline	1320	rena.enterline@ cwctc.org
Cooperative Education	Mrs. Debbie Grindle	1314	debbie.grindle@ cwctc.org
Work-Based Learning Coordinator	Mr. Ken Lehnhardt	1345	ken.lehnhardt@ cwctc.org
Intervention Specialists	SVPP Intervention Specialist	1386	svcounselor@ cwctc.org cc@cwctc.org
First Aid/Covid Coord.	Ms. Kathy Rolka	1384	kathleen.rolka@cwctc.org

Workforce Education Coordinator	Ms. Taylor Bartlow	1354	taylor.bartlow@cwctc.org
Workforce Education Coordinator	Mr. Luke Ewing	1396	luke.ewing@cwctc.org
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CWCTC INSTRUCTORS

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CTE/STEM Integration Coach	Mr. Chris Mance		chris.mance@cwctc.org
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Construction Trades	Mr. Matt Keslar	1359	matt.keslar@cwctc.org
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Culinary Arts	Ms. Terri Walter	1315	terri.walter@cwctc.org
Culinary Arts	Ms. Colby Pettis	1313	colby.pettis@cwctc.org

Electrical Technology	Mr. Garrison Miller	1348/1368	garrison.miller@cwctc.org
Health Occupations Technology	Mrs. Meri Beth Elder	1331/1371/1334	meribeth.elder@cwctc.org
Health Occupations Technology	Mrs. Victoria Huber	1326/1371/1334	victoria.huber@cwctc.org
HVAC & Steamfitting	Mr. Kodie Claypoole	1349/1354	kodie.claypoole@cwctc.org
HVAC & Steamfitting	Mr. Josh Rambo	1350/1354	josh.rambo@cwctc.org
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Robotics, Engineering & Machine	Mr. Robert Pelzer	1398	bob.pelzer@cwctc.org
Multimedia Design Technology	Mrs. Alison Camut	1338/1337	alison.camut@cwctc.org
Powerline	Mr. Bob Wile	1361/1389	bob.wile@cwctc.org
Protective Services	Mr. Joe Paiano	1380	joseph.paiano@cwctc.org
Protective Services	Ms. Danielle Adamson	1387	danielle.adamson@cwctc.org
Painting, Restoration & Design	Mrs. Christine Richards	1356/1364	christine.richards@cwctc.org
Service Occupations	Mrs. Barb Gongaware	1355	barb.gongaware@cwctc.org
Service Occupations	Mr. Chris Wagner	1395	chris.wagner@cwctc.org
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Welding/Metal Fabrication	Mr. Mike Sidun	1346	mike.sidun@cwctc.org
Welding/Metal Fabrication	Mr. David Sidun	1345/1344	dave.sidun@cwctc.org
Welding/Metal	Ms. Starr Conlan	1346	starr.conlan@cwctc.org

Fabrication			
Workplace Wellness & Drivers Ed	Mr. Jason Braden	1333	jason.braden@ cwctc.org
Workplace Wellness & Drivers Ed	Mrs. Molly Hudson		

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; Dan Glover, dan.glover@cwctc.org, 240 Arona Rd, New Stanton, PA 724-925-3532 #1350

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 19 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, Worker Protection Standard, Landscape Safety

Aspiring Educators Program - The Aspiring Educators Program combines theory work, led by master-teachers with interactive field-experiences. The Program will work in conjunction with teacher preparation programs at nearby colleges and universities. Successful completion of the program will afford students articulation and dual enrollment opportunities at no additional cost. Candidates are required to complete an additional application and will go through an interview process to be considered. This program operates out of the Hempfield/Stanwood Elementary. Articulations for multiple higher education institutions and dual credit opportunities are available.

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, I-CAR.

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

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, Cisco, CompTIA, Oracle, Test Out, OSHA

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. Introduction to stocks, soups and sauces. 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.

GENERAL POLICIES AND PROCEDURES RELATED TO SCHOOL

*The CWCTC is currently updating some policies to align with State requirements. Check the **CWCTC.org** site intermittently for additional changes*

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 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. The CTC takes attendance, grades, and school recommendations into consideration during the application process.

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, Remind and the CWCTC Facebook page.

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

CORONA VIRUS / 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/they 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. Be sure to use your lock properly. 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. Unclaimed items are donated to our student "Caring Closet" at the end of each school year.

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. Students must notify their instructor if they are ill and need a parent to pick them up. Parents need to call the CTC to report a pick-up.

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. Students are provided with advanced notice of field-trips. If a student has not returned their signed permission slip by the required date, the student may not attend the trip. The student will remain at the CTC to complete any assigned work as a regular day of attendance. Note: A student may be denied approval for disciplinary infractions, poor grades/attendance, missing assignments.

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 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 - **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 implemented in the trades to protect the student, to prevent ruining regular school clothes and/or to prepare students for the workforce. Students in the CTC programs are expected to pay for their uniforms and wear them daily. 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. If your student is unable to purchase a uniform or PPE item due to financial difficulty please contact their instructor immediately to see what arrangements can be made.

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 parents/guardians 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 or MOVING/WORKING THROUGHOUT THE FACILITIES

When you have occasion to visit the office or other areas, please remember that this is a business office and workplace. Please act in a courteous manner conducive to the business/workplace 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.

3 Unexcused Days:

Parents/guardians receive ParentSquare notifications for each absence. These notifications serve as notice that the absence is considered unexcused and contributes toward truancy.

5 Unexcused Days:

Parents/guardians receive ParentSquare notifications that the student is approaching habitual truancy. After

five (5) unexcused absences, a School Attendance Improvement Plan (SAIP) may be offered to identify barriers to attendance and connect the family with available school and community resources.

10+ Unexcused Days:

After ten (10) unexcused absences, the sending school may file a citation with the local Magisterial District Judge and/or make a referral to the Westmoreland County Children's Bureau

TARDY TO SCHOOL

Tardiness shall be defined as any portion of arrival time after 8:05AM and 11:50 AM. A student is expected to maintain daily attendance for all portions of the school day. Any student who has accumulated five (5) tardies to school within each quartile will be placed upon the Attendance Probation list. Tardy counts will be reset at the beginning of each quarter.

Driving passes will be suspended and/or revoked for excessive tardiness to school.
5th Tardy - 25 day driving suspension
10th Tardy - 45 day driving suspension
15th Tardy - Loss of driving privileges

ABSENCE

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 their instructor. 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.

*Students who accumulate 18 or more unexcused absences during the school year may be subject to a review of their continued enrollment at CWCTC. As a result of this review, the student may not be permitted to return to CWCTC for the following school year.

ATTENDANCE PROBATION

Students will not be afforded the opportunity to participate in any extracurricular event (Field Trip, CTSO activities, Co-Op) upon missing the total number of unexcused days for each quartile.

a. First Quartile: 5 days
b. Second Quartile: 9 days
c. Third Quartile: 13 days
d. Fourth Quartile: 18 days

A student who has accumulated eighteen (18) or more days of absence (medical excuses excluded), whether parental excuse, unexcused or unlawful, in a school year shall be ineligible for credit in any full year course being taken at that time. In addition, such absence shall make the student ineligible for promotion in course advancement and may jeopardize returning to the CWCTC. Medical excuses will be required for every absence after a student reaches ten (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: 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, an 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.

Students participating in Sports, Band, Sending School Events will need to provide Team schedules and will report their absences in advance to the Main Office/Attendance. The sending schools will verify.
*4H students will need to get prior approval for events that may occur during the regular school day; See the **CWCTC.org** site for the signature sheet.

ABSENCE: EARLY DISMISSAL

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

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

CWCTC utilizes CSIU 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 the parent portal. 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, after 8:05 am for the morning session and 11:50 am for the afternoon session, 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. Students are not permitted to obtain a ride with another CWCTC student.

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.

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 a student earns a failing grade during a nine-week grading period, they will be ineligible to participate in field trips for the remainder of that grading period or until the failing grade is raised to a passing grade.

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 represents percentages combined from Theory, Skill, and Work Ethic. The CWCTC establishes each percentage value of the Theory, Skill, and Work Ethic categories that equal the total grade. 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 an 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. This can also include; proper uniform requirement, preparedness, time on task, and working with peers.

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 makeup 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 or designee. During the last grading period, a student must make up the work before the grades are sent to the sending schools. Incomplete grades will only be considered by administration for legitimate reasons such as Medical; Instructor/WEC recommendation, unforeseen family circumstances. They may not be approved for time missed due to disciplinary infractions or work avoidance on the part of the student.

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 translates 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 (3) excused days in a nine-week quartile
3. The student cannot have any infractions of the CWCTC discipline code.

PENNSYLVANIA STATE GRADUATION REQUIREMENT- ACT 158

Act 158 was put into place by Governor Tom Wolf in October of 2018 and will be effective statewide starting with the 2023 graduating class. Act 158 is a state requirement for graduation. Seniors must complete at least one of the five pathways in order to graduate, this will demonstrate postsecondary career preparedness. Each student will have a meeting with their school counselor to review which pathway is best for them to pursue. As the Pennsylvania Department of Education finalizes plans for future Keystone Exams or changes these graduation requirements, the High School Program of Studies will be revised to reflect the changes.

Pathway #3 Career and Technical Education (CTE) Concentrator

In addition to meeting local grade-based requirements for each Keystone Exam content area in which a student does not have a numeric or non-numeric score of Proficient/Advanced, the student must also meet one of the following:

1. Attainment of an Industry-Based Competency Certification related to the CTE concentrator's program of study.
2. Demonstration of high likelihood of success on approved industry-based competency assessment*
3. Demonstration of readiness for continued meaningful engagement in a CTE Concentrator Program of Study*

*As demonstrated by performance on benchmark assessments, course grades, and other factors consistent with the CTE concentrator's goals and career plan and as determined by a chief school administrator in consultation with the CTC director.

The CWCTC Administration will determine a student's readiness for the CTE Concentrator Pathway

using multiple measures, including, but not limited to, the following criteria:

- Completion of the program's required technical competencies and task list.
- An overall grade of C (70%) or higher in the CTE program.
- Demonstrated proficiency on benchmark assessments and performance tasks.
- Consistent attendance and participation.
- Demonstrated employability skills, including safety, responsibility, and professionalism.

HOMEBOUND INSTRUCTION/PLACEMENT

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.

If a student is placed in a disciplinary or alternative education program for an extended period, the CWCTC Administration will determine whether accommodations can be provided. Because many CTE programs require hands-on instruction, alternative assignments may not be feasible. Depending on the length of the absence, the student may be required to reapply for admission the following school year. Readmission is not guaranteed and will be based on program availability and administrative approval.

VIRTUAL INSTRUCTION

Virtual instruction may be assigned when appropriate based on individual circumstances. Assignments will be posted in Google Classroom and will not exceed two weeks of instruction. Because Career and Technical Education (CTE) programs require hands-on training and performance-based assessments, virtual instruction cannot replace all in-person learning experiences. As a result, students may miss opportunities to complete required performance tasks and may become ineligible to earn certain industry certifications, credentials, or program requirements.

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 West-moreland 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.

*Students may lose points from their Daily Work Ethic score if they do not dress in the required uniform. These add up quickly and can adversely affect the student's overall grade.

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: Programs that have uniform requirements will provide specifics to their students. Students are expected to wear required program uniforms for safety and professionalism to be modeled in the workplace environment.

1. Headwear (HOODS, HEAD BANDS, BANDANNAS, HEADPHONES/EARBUDS) expectations are determined by each program instructor based on industry standards. Students may wear headwear in programs where it is consistent with accepted industry practices. In programs where headwear is not permitted in the workplace, students will not be permitted to wear headwear during instructional time.
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 other 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 will report directly to their classroom. If a student is late, 8:05 am for the morning session and 11:50 am for the afternoon session, report to the Main office.

STUDENT DRIVER/RIDING GUIDELINES

Student driving to the CWCTC is limited to

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

*****All requests will be verified through the sending school, coaches, advisors, and employers. The 25-26 Driving/Rider Permit Request is located on the **CWCTC.org** site. Links at the bottom

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 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 parents/guardians 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 applications 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 and it has been approved by the CTC)

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 a 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, and entering another students vehicle prior to entering the building.

- ♦ 1st Offense – driving privileges may be suspended for five (5) school days
- ♦ 2nd Offense – driving privileges may be suspended for thirty (30) days and one (1) day of Out of School Suspension (OSS).
- ♦ 3rd Offense – driving privileges may be REVOKED for the remainder of the school year and two (2) days of Out of School Suspension (OSS).

MAJOR – Speeding, driving or behaving irresponsibly, leaving school grounds or driving the car for any reason without authorization from an administrator, interchanging permits with other students, or allowing another student to ride without permission.

- ♦ 1st Offense – driving privileges may be revoked or suspended for sixty (60) days and one (1) day of Out of School Suspension (OSS).
- ♦ 2nd Offense – driving privileges may be REVOKED for the remainder of the school year and two (2) days Out of School Suspension (OSS).

RIDERS - Students who have not obtained permission to ride to school with a student driver) Consequence Action;

- ♦1st Offense - Warning
- ♦2nd Offense -1-day out-of-school suspension and may lose the opportunity to obtain a student driving pass in the future.
- ♦ Additional Offenses or repeated violations will result in consequences determined by the CWCTC Administration.

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 VOCATIONAL COUNSELOR SUPPORTS

Helping students become successful adults is the main reason for vocational 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.

Unless urgent, students must complete a student assistance request. They will be provided with a response to guide them to the appropriate office for assistance. Urgent matters will be addressed immediately.

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 Workforce Education Department at CWCTC has materials that will help the student obtain information concerning the careers available. Materials such as scholarship opportunities are periodically distributed to students. The WED 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 Vocational 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. Students may also be offered a Career Scope evaluation to determine where their interests/abilities are best suited for a career exploration.

CHANGE OF STATUS

When a student changes address or telephone number or medication he/she must notify the School's Main Office of the change ASAP and complete a new online emergency form. This can be done on the **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 and parents/guardians

The primary focus of the program is to assess the student whose behavior raises concerns; and to develop a community 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 support for every Special Education student enrolled in a CTE Program. Students will work with a Workforce Education Counselor 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 Specialists are also available for counseling services. Requests for disability-related accommodations involving animals must be submitted to the school administration and will be reviewed in accordance with applicable federal and state laws and Board policy.

STUDENT ORGANIZATIONS

There are active and progressive youth clubs in operation at CWCTC; SkillsUSA, CWTHS (Central Westmoreland Technical Honor Society, Interact Outdoors, ESports, FFA, FCCLA), 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 he/she 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 whole some 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 he/she 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 he/she 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 he/she 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 live 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 reciprocal 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 I – INFRACTIONS VIOLATION AND CONSEQUENCES

Violation Examples	**Violations Consequences**
♦ 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	♦ Verbal Reprimand ♦ Parent Contact/Conference ♦ Written Assignment ♦ Withdrawal of Privileges ♦ Confiscation of Object ♦ CTC/Sending School Detention ♦ Counseling within the School ♦ Referral to Outside Agency ♦ Restriction from school activities (Field trips, club activities, and school events)

LEVEL II INFRACTIONS

The Level 2 acts represent violations of established school policies. These acts are considered unacceptable beyond Level 1 behaviors. Each Level 2 infraction is considered a serious misbehavior that may bring disruption to other students, 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 II – INFRACTIONS VIOLATION EXAMPLES

Violation Examples	Violations Consequences
♦ Repeated violations of Level I ♦ Threatening acts ♦ Insubordination ♦ Repeated refusal to complete assigned work ♦ 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 ♦ Defiant / Uncooperative behavior or actions ♦ Violation of driving policy ♦ Bullying	♦ Any Level I 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 ♦ No-Retaliation Agreement

NOTE:

♦ Students who have had a combination of three (3) suspensions under Level I 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 III 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 III – INFRACTIONS VIOLATION EXAMPLES

Violation Examples	**Violations Consequences**
♦ 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. ♦ 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	♦ Any Level I/II Consequence ♦ Immediate Out-of-School Suspension ♦ Referral to State Police ♦ Expulsion ♦ Removal from CWCTC ♦ No-Retaliation Agreement

♦ Possession/use/transfer of detonation of explosive devices ♦ Leading / Participating in school disruption ♦ Unauthorized recording of Instructors, students or any other school personnel	

BEHAVIOR PROBATION:

Continued discipline infractions, either in school or during a CTC related activity may result in the student being deemed ineligible for Student Ambassador, fieldtrips, CTSO membership/events, etc. and could be removed or held from Co-Op. The behavior eligibility list will reset at the beginning of the second semester in January.

* More than five (5) combined days of suspension, or three (3) separate instances of suspension (whichever occurs first), shall render a student ineligible to participate in the above mentioned events for the remainder of the semester. Combination of suspensions shall include both ISS and OSS.
* Incidents involving severe violations in regard to safety/drug/alcohol/weapons/fighting/vandalism/or other significant infractions may also cause a student to become ineligible for the above mentioned activities/events/memberships

CHEATING

First Offense - A zero "0" grade for the assignment and parent/guardian informed
Second Offense - A zero "0" grade for the assignment and parent/guardian informed, and in school detention
Third Offense - A zero "0" grade for the assignment and parent/guardian informed, and one (1) day of Out of School Suspension (OSS)
All other offenses - A zero "0" on the assignment, parent/guardian informed, and 1-3 days of Out of School Suspension or any other appropriate consequence as determined by administration

RECORDING OF STAFF AND STUDENTS

It is of utmost importance that staff feel secure in their classrooms and with the posting and sharing of teaching videos. Any student that shares an instructional or classroom video/voice recording for any reason without faculty consent, including but not limited to demeaning or criticizing a teacher, will be immediately suspended, ranging from one to ten days based on the infraction. Any student posting such videos or recordings on social media, recording and sharing of voice recordings or video images will not be given the courtesy of a tiered approach to discipline and can be turned over to authorities for criminal investigation.

ALCOHOL/DRUG PROCEDURES

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 minimum (5) 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.

Students possessing drug paraphernalia shall receive a minimum of five (5) 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.

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.

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.

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.

Failure to follow the procedures regarding assessment shall subject the student to suspension until the assessment is complete.

In all drug-related matters, the appropriate law enforcement officials and the sponsoring district will be notified.

In addition to disciplinary action taken by CWCTC, students may also be subject to disciplinary action by their sending school district. Students who are suspended or placed in an alternative education program by their sending school district may also be prohibited from attending CWCTC during that time.

ALCOHOL/DRUG CONSEQUENCES

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.

1st Offense Drug/Alcohol:

Student will be referred to our SAP Program
Minimum 5 Days OSS + Informal Hearing
Contact State Police - Charges will be filed/PSP Transports for fingerprinting
Recommendation to St.Vincent College MBI (Marijuana Brief Intervention) Program
Must pass drug test from a credentialed physician to return
(The CWCTC may impose reciprocal disciplinary measures consistent with those at the sending school.)

2nd Offense Drug/Alcohol:

Minimum 5 Days OSS + Informal Hearing
Contact State Police - Charges will be filed/PSP Transports for fingerprinting
Must pass drug test from a credentialed physician if board approves return
Student Expulsion procedures following CWCTC board policy for the specific offense $50.00 Fine

3rd Offense Drug/Alcohol:

Student will be withdrawn from their program and will return to their district

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
- 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/CELL PHONE USE AND STORAGE

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:

- 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. Students will be required to keep their device in a secure box or locked locker and used ONLY at the instructor's discretion, following program rules.
- 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.
- Use of cellular phones or any other personal electronic devices is prohibited in the program area, or computer labs designed for administering assessments during the school day.
- Students are not permitted to leave class in response to any electronic device.

RESPECT FOR PRIVACY

- 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.
- 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.
- 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.

ELECTRONIC DEVICE CONSEQUENCES

First Infraction – An employee shall direct the student to turn off the device and put it in a secured lock box, locker/backpack. The student will receive a documented 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 student's cell phone or electronic device will be confiscated, turned off, and taken to the school office. The parent/guardian will be notified that the student has lost the privilege of possessing or using a cell phone or other electronic device at school, including borrowing another student's device, for 20 school days. The parent/guardian must pick up the device from the school office during normal business hours. The student will receive one (1) day of out-of-school suspension. Refusal to surrender the device may result in additional disciplinary action, including further out-of-school suspension for insubordination.

Third Infraction – The student's cell phone or electronic device will be confiscated, turned off, and taken to the school office. The parent/guardian will be notified, and the student will lose the privilege of possessing or using a cell phone or other electronic device at school, including borrowing another student's device, for 90 consecutive school days, even if the period extends into the next school year. The parent/guardian must pick up the device from the school office during normal business hours. The student will receive two (2) days of out-of-school suspension. Refusal to surrender the device may result in additional disciplinary action, including further out-of-school suspension for insubordination.

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:

- Strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same
- Follows the other person in or about a public place or places
- Engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose
- Communicates to or about such other persons any lewd, lascivious, threatening or obscene words, language, drawings of caricatures
- Communicates repeatedly in an anonymous manner
- Communicates repeatedly at extremely inconvenient hours
- 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, he/she 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 by established that is severe, persistent or pervasive and has the effect of doing any of the following:

- ♦ Substantial interference with a student's education
- ♦ Creation of a threatening environment
- ♦ 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:

- Any unwelcome sexual advances, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature
- An explicit or implicit requirement of submission to sexual advances as a basis for an employment decision
- An explicit or implicit requirement of submission to sexual advances as a condition of employment, promotion, grades, or academic or social status
- 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
- Any case in which such conduct has the purpose or effect of interfering unreasonably with the individual's personal, professional, work or academic performance
- Any case in which conduct creates or tends to create an offensive, hostile, or intimidating work or academic environment
- 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:

- Sexual comments
- Sexually-oriented, verbal "kidding" or joke telling
- Explicit or implicit pressure to engage in sexual activity of any nature
- Repeated remarks to a person, if such remarks have sexually demeaning implications
- Non-verbal gestures of a sexual nature
- Physical acts such as touching, pinching, patting, hugging, fondling, brushing up against, assault, or restricting an individual's movement
- Use of display of visual objects such as sexually explicit photographs or posters
- 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:

♦ 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

♦ 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

- 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.
- 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.
- 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.

- 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.
- 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.
- 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:

- 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.

- 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.
- A "physical inspection" means actual entry into the passenger compartment, trunk or other storage area of the motor vehicle.
- 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:

- School officials may routinely conduct plain view inspections of any motor vehicles while said motor vehicles are on school premises.
- 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).
- Prior to the physical inspection of a motor vehicle, a student shall, when possible, be notified of the possibility of the physical inspection. The student shall also be notified of the law or policy, which the student is suspected of violating. The student shall be given an opportunity to address the grounds used by the Administration to search the vehicle and/or to voluntarily open or unlock the vehicle.

The student shall also be informed that:

- Failure to voluntarily unlock any part of the vehicle as requested will result in notification of his/her parent or legal guardian
- Failure to voluntarily unlock any part of the vehicle as requested may result in notification of law enforcement officials; and
- Failure to voluntarily unlock any part of the vehicle may result in revocation of permission to operate a motor vehicle on school premises
- 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.
- 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.

- 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.
- 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:

- "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.
- "Metal detector" means a portable, hand-held scanning device that detects metal.

B. PROCEDURE:

- 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.
- 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.
- 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.
- 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.
- 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.

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 contra band. The student will be advised if he/she does not produce a weapon or denies that he/she has one, a metal

detector may be used to detect the presence of the same.

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/VAPE 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. The CWCTC may use a wand to detect contraband concealed in clothing. An additional Administrator or School Security member will be present.

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 product; Parent notification and/or parent conference will follow.
   1st Offense - will result in a one (1) day OSS and Required In-Depth SVCPP Program completion - Failure to complete will result in one (1) additional day of OSS
   2nd Offense - will result in two (2) days OSS and Completion of Smokeless Saturday Program
   3rd Offense - will result in three (3) days OSS and $50.00 Fine
   Additional Offenses - See #7 Repeat Offenders
3. Use or possession of tobacco products will also 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 the $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 ten (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.