

**EASTERN WESTMORELAND CAREER & TECHNOLOGY CENTER**  
**2011-2012 STAFF LISTING**

**ADMINISTRATION**

Superintendent of Record  
Administrative Director  
Facility Manager  
Business Manager  
Principal

Roberta McCahan  
Marie Bowers  
Eugene Matteo  
MaryAnne Lupinetti  
Todd Weimer

**PROFESSIONAL STAFF**

Allied Health  
Automotive Technology  
Cabinetmaking  
Collision Repair Technology  
Construction Trades  
Cooperative Education Coordinator  
Cosmetology  
Culinary Arts  
Digital Media Technology  
English  
Graphic Communications  
Health Occupation Technology  
Information Technology / CISCO  
Machine Tool Technology  
Masonry  
Mechatronics (Electronics)  
Plumbing/HVAC  
School Counselor  
Special Population Coordinator  
Welding Technology

Susan McCreery  
Gerald Frain  
Kevin Schmucker  
Jacob Hoffman  
Scott Hogben  
Lisa Newhouse  
Glenn Isaac  
Dhara McCaver  
Melaney Brubaker  
Benjamin Shaw  
Brent Polinsky  
Lindsey Smetak  
William Beldham  
Kenneth Pedder  
William Wilson  
Jeffrey Mori  
Gary Zacur  
Heather Kaecher  
Joy Gezo  
Lou Toth

**SUPPORT STAFF**

Accounting Clerk  
Administrative Secretary  
Custodian  
Custodian

Debra Allison  
Linda Miller  
James Shawley  
Larry Smith

**TEACHING ASSISTANTS**

Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant

Chris Allison  
Al Borowski  
Bob Cain  
Susan Davis  
Cherie Hendrick  
Pete Highlands  
Joyce Gessler Shafran

**EASTERN WESTMORELAND CAREER & TECHNOLOGY CENTER**  
**JOINT OPERATING COMMITTEE MEMBERS**

The Joint Operating Committee (JOC) is responsible for setting policy relative to the operation of the Eastern Westmoreland Career and Technology Center. The Joint Operating Committee is comprised of three (3) members from each participating school Board of Education: Derry Area, Greater Latrobe and Ligonier Valley. These members are:

**DERRY AREA SCHOOL DISTRICT**

Ralph Neiman, III-Chairperson

Lucinda Nicely

Kelley McGinnis

**GREATER LATROBE SCHOOL DISTRICT**

Kathryn Elder-Treasurer

Heidi Kozar

William Palmer

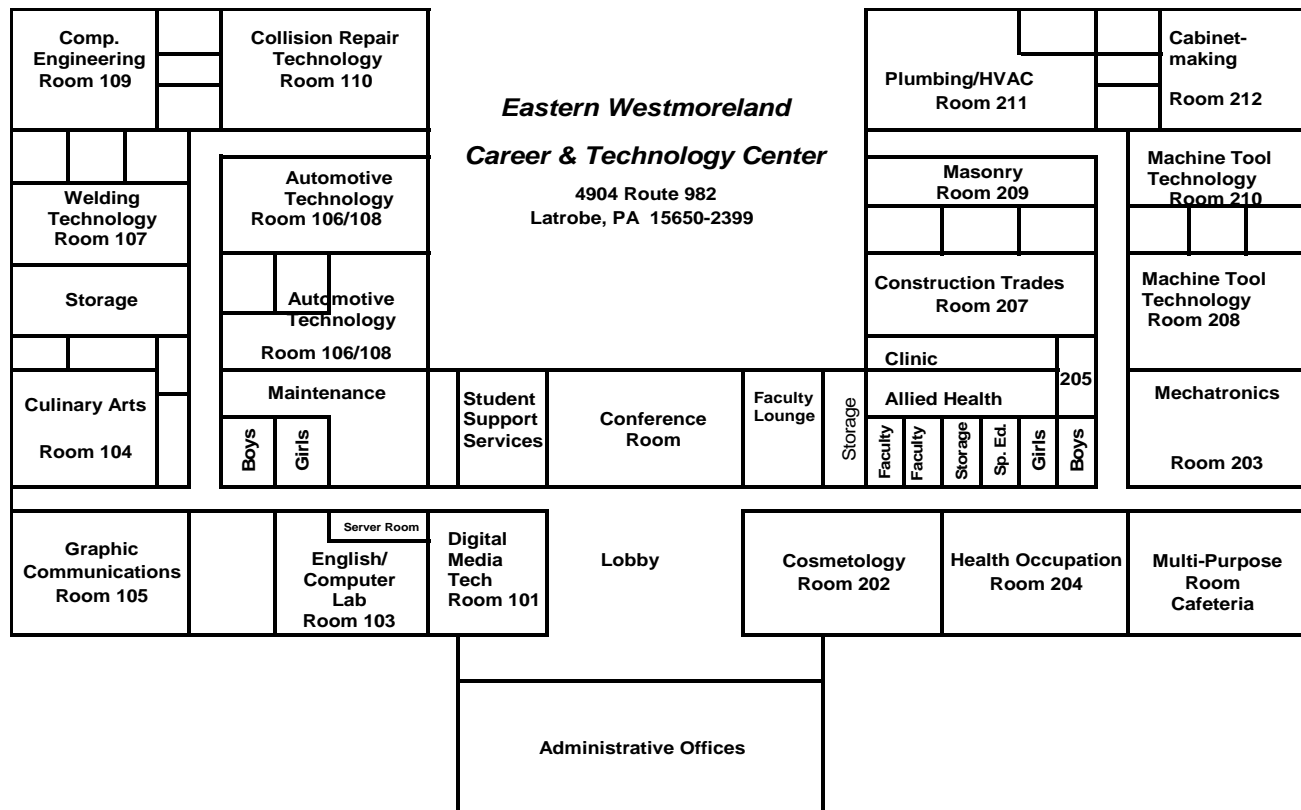
**LIGONIER VALLEY SCHOOL DISTRICT**

Irma Hutchinson

Irvin Tantlinger-Vice Chairperson

Martin Stahl

**MAP OF EWCTC**



# EASTERN WESTMORELAND CTC 2011-2012 CALENDAR

AUGUST 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	23	23	24	25	26	27
28	29	30	31			

**August** 3 = 3 days  
 25-26 In-Service – No Students  
 29 Classes Begin

FEBRUARY 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

SEPTEMBER 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**September** 21 = 24 days  
 2 Latrobe closed – Students report to CTC  
 5 Labor Day – No School

MARCH 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	15	
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**October** 20 = 44 days  
 14 In-Service – No Students

**November** 17 = 61 days  
 3 2-hour late start for Latrobe  
 10 In-Service – No Students  
 11 Veterans Day – No School  
 23 2-hour early dismissal for Ligonier  
 24-28 Fall Recess – No School

APRIL 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOVEMBER 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
21	21	22	23	24	25	26
27	28	29	30			

**December** 17 = 78 days  
 23 2-hour early dismissal for Ligonier & ½ day for Latrobe  
 26-30 Winter Recess – No School

MAY 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	12	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**January** 22 = 100 days  
 2 Derry closed – Students report to CTC  
 17 2-hour late start for Latrobe

**February** 20 = 120 days  
 20 Presidents Day – No School (1<sup>st</sup> Snow Make-Up Day)  
 21 Ligonier closed – Students report to CTC

JUNE 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**March** 22 = 142 days  
 20 2-hour late start for Latrobe

**April** 18 = 160 days  
 2-4 Latrobe closed – Students report to CTC  
 5 Spring Break – No School (2<sup>nd</sup> Snow Make-Up Day)  
 6 Spring Break – No School  
 9 Spring Break – No School (3<sup>rd</sup> Snow Make-Up Day)

JULY 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**May** 21 = 181 days  
 11 In-Service – No Students (4<sup>th</sup> Snow Make-Up Day)  
 28 Memorial Day – No School  
 29 Last day of Instruction for Ligonier  
 31 Last day of Instruction for Derry & EWCTC

**June**  
 1 In-Service – No Students /Last Day of Instruction for Latrobe  
 4 In-Service – No Students  
 5 In-Service – No Students

LEGEND	
	First Day of Instruction
	In-Service – No Students
	Act 80 Day - No Students
	EWCTC Closed
	Last Day of Instruction

181 instructional days + 8 in-service days (August 25 & 26, October 14, November 10, May 11, June 1, 4,5) = 189 days

The schedule listed above is tentative and subject to adjustments.  
 Board approved: 4/27/11

**2011-2012 DAILY SCHOOL SCHEDULE**

	<b>EWCTC</b>	<b>LIGONIER VALLEY</b>	<b>DERRY AREA</b>	<b>GREATER LATROBE</b>
Professional Staff Reports	7:00 am 7:30 am			
Substitute Teachers Report	7:30 am			
AM Students Arrive		7:55 am	8:02 am	7:40 am
English – Period 1 Start Period 1 End	8:00 am 8:45 am			
Attendance Bell	8:15 am			
Dismissal for AM Students		10:25 am	11:07 am	10:37 am
Half-Day Substitute Teacher Arrival/Dismissal	11:07 am			
Lunch Time	11:07 am to 11:37 am			
PM Students Arrive		11:45 am	11:37 am	11:37 am
Attendance Bell	12:00 pm			
English – Period 2 Start Period 2 End English – Period 3 Start Period 3 End	11:45 am 12:30 pm 12:35 pm 1:20 pm			
Dismissal for PM Students		2:26 pm	2:40 pm	2:15 pm
Dismissal of Substitute Teachers	2:45 pm			
Dismissal of Professional Staff	2:45 pm 3:15 pm			

**OFFICE HOURS**      7:30 a.m. - 4:00 p.m.

## **COMPLIANCES**

### **NOTICE OF NONDISCRIMINATION**

Eastern Westmoreland Career and Technology Center, in accordance with Title IX of the Educational Amendments of 1972, will not discriminate in educational programs which it operates, or in admission or enrollment procedures on the basis of race, religion, sex, color, age, national origin, or handicap. The Eastern Westmoreland Career and Technology Center is an equal opportunity employer and educational institution. We assure that procedures and practices are followed to provide equal access to all programs. Any questions concerning the application of Title IX, compliance or complaints may be referred to the Vocational Administrator, Compliance Officer, at 4904 Route 982, Latrobe, PA 15650, 724-539-9788 - Extension 331.

### **CIVIL RIGHTS COMPLIANCE**

Eastern Westmoreland Career and Technology Center is in compliance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975; all provisions required by state and federal provisions to the effect that no person shall, on the basis of race, color, national origin, age, sex or handicap be excluded from participation, be denied benefits or otherwise be discriminated against in any program or activities for which the school is responsible.

### **COMPLAINTS**

Any individual may file a complaint with regard to Title IX, Section 504, Individuals with Disabilities Act (IDEA), American Disabilities Act (ADA) or other federal and/or state provisions with the Compliance Officer - Vocational Administrator, at 4904 Route 982, Latrobe, PA, 15650 or 724-539-9788 - Extension 309. For complete details concerning grievance procedure, see the Title IX Grievance Procedure outlined in this handbook.

### **ADMISSION POLICY**

The Eastern Westmoreland Career & Technology Center is an equal opportunity institution and offers admission to its programs to all students without regard to race, sex, color, religion, national origin, age, or handicap as required by Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964.

Enrollment vacancies are based on the percentage of average daily membership in Grades 9, 10 and 11 in accordance with the Articles of Agreement. The school has established eligibility criteria based on interest, aptitude, and attendance in order to predict an applicant's ability to succeed in a CTC program at EWCTC. Vacancies not filled by a school district may be distributed to another school district that has a waiting list of qualified applicants. In the event that the number of students desiring enrollment exceeds this maximum, then student selection to the program will be based on the following criteria:

- 1) The student's stated interest and career objective should be relevant to the student's vocational program choice.
- 2) Aptitude will be evaluated by SAGE, a Work Keys assessment or a district administered aptitude test. The Talent Assessment Program, administered by EWCTC, is available to students who need an alternative assessment.
- 3) Attendance will be rated based on the number of unexcused absences beginning September of the current school year.

Adults who reside in the participating school districts and students who reside outside of the participating school districts will be considered for admission only in the event that all waiting lists are exhausted. Secondary students who reside outside of the participating school districts must be enrolled through their sending school district. At the discretion of the Joint Operating Committee, Eastern Westmoreland Career and Technology Center may accept tuition students.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## PROGRAMS/CERTIFICATIONS

### PROGRAMS

EWCTC offers the vocational programs listed below. Complete program descriptions are available from the School Counselor.

Allied Health	Graphic Communications
Automotive Technology	Health Occupation Technology
Cabinetmaking	Information Technology / CISCO
Collision Repair Technology	Machine Tool Technology
Construction Trades	Masonry
Cosmetology	Mechatronics (Electronics)
Culinary Arts	Plumbing/HVAC
Digital Media Technology	Welding Technology

EWCTC meets industry standards through the following certifications:

<u>Program</u>	<u>Program Certification</u>
Automotive Technology	Automotive Service Excellence (ASE)
Automotive Technology	Certified Emissions Inspector
Automotive Technology	Certified Safety Inspector, Cat I
Collision Repair Technology	Automotive Service Excellence (ASE)
Construction Trades	RCA National Registry
Construction Trades	Pennsylvania Builders Association (PBA)
Cosmetology	Cosmetologist- State Board of Cosmetology
Culinary Arts	ServSafe PA Food Employee
Digital Media Technology	Internet/Computer Core Competency (IC <sup>3</sup> )
Digital Media Technology	Microsoft Office Specialist
Graphic Communications	PrintED Certification
Health Occupation Technology	Nurse Aid/CPR/AED/First Aid Certification
Health Occupation Technology	Community First Aid and Safety
Information Technology / CISCO	Cisco Certified Entry Networking Technician (CCENT)
Information Technology / CISCO	Cisco Certified Network Administrator (CCNA)
Information Technology / CISCO	CompTIA A+ Certification
Information Technology / CISCO	CompTIA Network+ Certification
Information Technology / CISCO	CompTIA Security+
Machine Tool Technology	National Institute for Metalworking Skills (NIMS)
Masonry	Pennsylvania Builders Association (PBA)
Mechatronics (Electronics)	Certified Electronics Technician Associate (CETA)
Mechatronics (Electronics)	CompTIA A+ Certification
Mechatronics (Electronics)	Student Electronics Technician (SET)
Plumbing/HVAC	Pennsylvania Builders Association (PBA)
Plumbing/HVAC	RCA National Registry
Welding Technology	American Welding Society (AWS)

**ASSOCIATE DEGREE PATHWAYS FOR EWCTC STUDENTS ATTENDING WCCC**

<b>PROGRAM AT EWCTC</b>	<b>ASSOCIATE OF APPLIED SCIENCE WESTMORELAND COUNTY COMMUNITY COLLEGE</b>	<b>ARTICULATED TECHNICAL CREDITS</b>	<b>DUAL ENROLLMENT CREDITS</b>	<b>TOTAL</b>
Digital Media	Computer Technology (Technical Support), AAS	6	9	15
	Graphic Design and Animation (Flash Design), AAS	3	9	12
	Graphic Design and Animation (Graphic Design), AAS	3	9	12
	Multimedia and Photography (Multimedia Technology), AAS	6	9	15
	Multimedia and Photography (Photography), AAS	3	9	12
	Office Technology (Office Administration), AAS	13	9	22
	Web Technology (Web Commerce), AAS	9	9	18
	Web Technology (Web Publishing), AAS	9	9	18
Graphic Communications	Graphic Design and Animation (Flash Design), AAS	7	9	16
	Graphic Design and Animation (Graphic Design), AAS	10	9	19
Computer Engineering Technology	Computer Information Security, AAS	12	9	21
	Computer Systems Electronics Technology (Networking), AAS	9	10	19
	Computer Technology (Networking), AAS	12	9	21
	Computer Technology (Programming for the Enterprise), AAS	6	9	15
	Computer Technology (Technical Support ), AAS	12	9	21
	Computer Technology (Telecommunications), AAS	29	9	38
Mechatronics	Bionanotechnology, AAS	8	9	17
	Computer Information Security, AAS	12	9	21
	Computer Systems Electronics Technology (Electro-Optics), AAS	8	10	18
	Computer Systems Electronics Technology (Networking),AAS	17	9	26
	Computer Technology (Networking Option), AAS	15	9	24
	Computer Technology (Programming for the Enterprise), AAS	6	9	15
	Computer Technology (Technical Support Option), AAS	15	9	24
	Computer Technology (Telecommunications), AAS	9	9	18
	Electronics Engineering Technology, AAS	5	10	15
	Manufacturing Technology (Manufacturing Process), AAS	8	10	18
	Manufacturing Technology (Nanofabrication Manufacturing), AAS	8	10	18
Robotics Technology , AAS	5	9	14	
Culinary Arts	Baking and Pastry (Apprenticeship Option), AAS	10	12	22
	Baking and Pastry (Non-Apprenticeship Option), AAS	9	12	21
	Culinary Arts (Apprenticeship Option), AAS	7	12	19
	Culinary Arts (Non-Apprenticeship Option), AAS	7	12	19
	Dietetic Technician/Nutritional Services Management, AAS	6	12	18
	Restaurant/Culinary Management, AAS	7	12	19
	Travel, Tourism & Lodging Management, AAS	7	12	19
Plumbing/HVAC	Heating, Ventilation, Air Conditioning and Refrigeration, AAS	9	13	22
Machine Tool	Computer Numerical Control Technology, AAS	9	10	19
	Machine Technology, AAS	14	10	24
Welding Technology	Welding Engineering Technology, AAS	10	13	23

## ATTENDANCE

### ATTENDANCE POLICY

Attendance and punctuality are serious responsibilities for every student, and students at EWCTC are expected to demonstrate an understanding of these responsibilities. Poor attendance will affect your opportunity for success. The school policy regarding absence from school is in strict accord with the Pennsylvania School Code. Absences from school are recorded as “excused” or “unexcused” but shall be treated as unexcused until the school receives a written excuse explaining the absence.

**“Excused”** absences are legal excuses from school attributable to illness, death in the family, or any situation that has administrative consent. A written excuse, signed by the parent, guardian or licensed physician, is required for an absence to be deemed excused.

**“Unexcused”** absences are illegal and are defined as any absence for reasons other than those classified above or absences that have not been verified by an approved written excuse. Absences classified as unexcused will be treated as skipping and will result in the offending student losing his or her make-up privileges for class work missed. In addition, these students will be given a zero for all missed tests, quizzes, assignments and/or daily grades.

2 Unexcused Absences - \*Parent/guardian receives first written notice of unlawful absence including the legal penalties established by law for violation of compulsory attendance requirements.

4 Unexcused Absences - Student will meet with the guidance counselor to discuss their attendance issue and is referred to the Student Assistance Program. This meeting will be documented and followed by a parent call. \*Parent/guardian receives second written notice of unlawful absence including the legal penalties established by law for violation of compulsory attendance requirements.

6 Unexcused Absences - Parent conference including student, parent(s)/guardian(s), principal, and guidance counselor to discuss the cause of the child’s truancy and develop a mutually agreed upon Truancy Elimination Plan (TEP) to resolve truant behavior. Issues to be reviewed at the school/family conference include the appropriateness of the child’s educational environment, current academic difficulties, physical or behavioral health issues, and family/environment concerns. \*Parent/guardian receives third notice of unlawful absence by certified mail providing “official notice of child’s sixth illegal absence.”

- Student becomes ineligible to participate in the Cooperative Education Program, will not be permitted to attend any EWCTC organized field trips or after-school activities, and will lose driving privileges.

7th Unexcused Absence - \*Parent/guardian receives official notice that the student has again violated the compulsory attendance requirements and that he or she will be referred to their home school for a citation through the local magistrate.

\*Applies to any student of compulsory age.

A maximum of ten (10) days of cumulative excused absence verified by parental notification will be permitted during a school year. **All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician or will be recorded as unexcused.**

Any student who has accumulated **thirty-five (35) or more days of absence**, whether excused or unexcused, in a single school year **shall be ineligible for credit from their program**. The only exceptions are absences that have been verified by a licensed physician or absences approved by EWCTC or sending school administration.

Any tardy or early dismissal that results in a student missing **more than one (1) hour** of instruction will be considered a day of absence. Written excuses must be submitted accordingly.

## **AUTOMATED ABSENCE REPORTING**

Parents and guardians of students who are absent will receive notification through our automated phone system. Calls will be made to the student's residence as well as to the cell phones of the parents or guardians unless otherwise specified by the parents or guardians.

## **EARLY DISMISSALS**

Students may be excused early from school by written excuse for medical or family matters only with parental permission. The Administrative Office will confirm all written excuses. Students in need of medical or dental treatment, illness, or other such reasons requiring an early dismissal should present a written excuse to the Attendance Secretary. A phone number where a parent or legal guardian may be reached is required for all written requests for early dismissals.

## **LATE/TARDY POLICY**

It is the full responsibility of the students to be in class on or before the starting bell time. **STUDENTS WHO ARE LATE MUST REPORT TO THE SCHOOL OFFICE** and obtain an admission slip. A written note explaining their tardiness must be presented, unless a parent or guardian accompanies the student. Excessive tardiness will not be tolerated and may be cause for disciplinary action. If a student's tardiness becomes excessive the school may require a doctor's excuse on each occurrence thereafter. After 5 unexcused tardies, students will receive a warning. Additional unexcused tardies will result in a parent meeting and in-school suspension.

## **MAKE-UP WORK**

Students with an excused absence are to have the opportunity to make-up any work they have missed on their own time. It is the student's responsibility to approach the instructor, within 3 days of their return from the excused absence, and request to make-up work. Failure to do so will result in the student not receiving credit for missed work.

## **SUBMISSION OF EXCUSE SLIPS**

Students are to use EWCTC excuse slips and must include the date(s) and reason(s) for each absence. The excuse slip must be presented within three (3) days after returning to class and must be initialed by the teacher prior to submission to the attendance secretary. All medical excuses must be signed by a licensed physician on a prescription form or the physician's letterhead. This communication must clearly state the date(s), reason(s) and time, if only for a portion of a day, which the student was to be excused from school. Any claims of continued or repeated illnesses justify the school to ask for a statement from a licensed physician.

## **GRADING AND CERTIFICATES**

### **CERTIFICATE OF COMPLETION**

**All students are entitled to receive a record of their grades because they are enrolled in this school. Each student's sending school district sets the number of credits to be awarded for CTC enrollment and the requirements for high school graduation.**

Eastern Westmoreland CTC has set the requirements below for students who wish to earn a Certificate of Completion from the school.

- ✓ Complete all program competencies necessary to achieve his or her career objective
- ✓ Complete a PDE- approved occupational end-of-program assessments
- ✓ Demonstrate adequate yearly progress on the writing assessment or achieve proficiency on PSSA writing exam
- ✓ Demonstrate adequate yearly progress on the reading assessment or achieve proficiency on PSSA reading exam
- ✓ Demonstrate adequate yearly progress on the math assessment or achieve proficiency on PSSA math exam
- ✓ Present an Excellent or Satisfactory Portfolio
- ✓ Earn a high school diploma

### **NOTES:**

**\*Certificates of Completion do not affect the award of credit or requirements for home school graduation.**

**\*Certificates of Completion are not an entitlement.**

### **CERTIFICATE OF ADVANCED SKILL**

The requirements for the Certificate of Advanced Skill are individualized by program according to the specifications of the Occupational Advisory Committee for that program. Students must see the program area teacher to determine the exact criteria, which may include one or more of the criteria listed below.

- ✓ Completion of more tasks than those identified for the Certificate of Completion as required by the Occupational Advisory Committee
- ✓ Completion of tasks to a higher standard of performance than those required for the Certificate of Completion and as identified by the Occupational Advisory Committee
- ✓ Achievement of the Pennsylvania Skills Certificate as it is defined by the Pennsylvania Department of Education
- ✓ Combination of one or more of the above
- ✓ Earn a high school diploma

### **DIRECTOR'S LIST OF OUTSTANDING ACHIEVEMENT**

The intent of this award is to recognize those students who have consistently displayed an excellent level of achievement, behavior, and attendance in their Eastern Westmoreland Career and Technology Center's course of study. The qualifications for this award are as follows:

- Year end grade average of A
- No more than 1 excused absence per grading period
- No infractions of the EWCTC and/or sending district discipline policy

### **NOCTI JOB READY ASSESSMENT**

The National Occupational Competency Testing Institute (NOCTI) Job Ready Assessment is a national written and hands-on assessment given to seniors upon completion of a vocational program in the spring of the senior year. The test indicates the level to which the student has achieved competency in that program.

The test indicates the student's achievement in comparison to other students who have taken the test in the school, state and nation. Each student who completes this test will receive a certificate of test completion signed by his/her CTC teacher indicating his or her level of achievement on the test.

### **PENNSYLVANIA SKILLS CERTIFICATE**

A Pennsylvania Skills Certificate (PSC) is awarded to students who performed at the advanced level on the NOCTI. The Governor of the Commonwealth of Pennsylvania and the Secretary of Education signs this certificate.

### **GRADING POLICY**

Each student will be given a percentage and letter grade for each nine-week period. EWCTC report cards will be mailed home. Grades will also be reported to the sending school and listed on the sending school report card. Final grades are an average of the four (4) nine-week percentage grades. In addition, any student who receives a failing grade (F) for the last two quarters will receive a failing final grade. Credit for attendance at EWCTC is awarded in accordance with sending school policy. The following components will each comprise one third of the student's grade and represent the basis for evaluating a student's progress:

- ✓ **Theory** is evaluated in the traditional written work format. This may include completion, multiple choice, matching, short answer, and paragraph form for problem solving or case studies, or true/false responses as well as regular homework assignments. **Students are required to complete a minimum of two writing assignments each year to be incorporated in their grade.**

- ✓ **Technical Competencies:** The assessment of technical competencies by the instructor through hands-on performance of both simulated and real work experiences is based upon industry standards. Instructors will identify the minimum standard of performance required for successful completion of each competency.
- ✓ **Daily Work Grade:** The daily work grade is based upon those personal characteristics that employers identify as vital to all employees. These characteristics may include, but are not limited to: safety, time-on-task, punctuality, attendance, positive attitude, ambition, motivation, initiative, problem solving, teamwork, honesty, and reliability.

**GRADING SCALE**

A - 93%-100%	Excellent	D - 60%-69%	Below Average
B - 85%-92%	Above Average	F - 0%-59%	Not Passing
C - 70%-84%	Average	I - Incomplete	

**HOMEWORK POLICY**

Each student should leave Eastern Westmoreland Career and Technology Center with a firm foundation for pursuing knowledge and developing skills on an independent basis. Homework is an essential component to reach this goal. Homework serves to develop individual study skills and responsibility while reinforcing skills and concepts.

Homework is defined as specific tasks assigned by teachers to be completed on non-school hours. The purpose of homework may be practice, preparation and/or the extension of instructional objectives aligned to curriculum. Homework assigned will be at a level that students can complete independently whether done at home, a library or other educational settings.

The expectation is that all students will complete regular weekly homework assignments. Homework activities may include: reading, reinforcement of skills, special projects and/or research and must be relevant to present topics covered in class. Homework will be assessed, the score(s) recorded, and feedback given promptly. Each instructor will develop a plan that addresses this policy and outlines the consequences for students failing to complete homework.

**INCOMPLETE GRADE**

A student may receive an incomplete grade on his/her report card. In this case, the student will complete make-up work within a ten school day period. Extensions of the ten-day period to complete make-up work may be made at the discretion of the Instructor, Administrative Director, or School Counselor. If the work is not made up during the specified time period, the incomplete grade may become a failing grade.

**PORTFOLIO PROJECT\***

All students enrolled at Eastern Westmoreland Career and Technology Center are required to maintain a Portfolio. Minimum contents of the portfolio are:

- Job Specific Application form
- Career Research Paper
- Competency task list
- Cover and Thank You letter
- Letters of Recommendation
- Certificates, Awards and Recognitions
- Resume and References
- Artifacts (Academic and Non-Academic) –  
Some Best Works from Seniors will be grandfathered.

Portfolio schedules must be followed.

\*Subject to change upon finalization of portfolio guidelines.

## **PROGRAM REQUIREMENTS**

### **COSMETOLOGY**

Students enrolled in the Cosmetology program must achieve 1250 hours to test for the state boards. A failing grade for any grading period will result in a loss of all applicable hours. Students who move in or out of the Eastern Westmoreland Career and Technology Center shall request a transfer of hours from the Cosmetology Teacher. Hours must be documented by a certified Cosmetology teacher and submitted to the new teacher. Cosmetology hours may be earned for qualified hours of cosmetology instruction. Students will also be required to purchase suitable uniforms. See the Cosmetology Teacher for full details.

### **HEALTH OCCUPATION TECHNOLOGY**

Students enrolled in the Health Occupation Technology program must complete and submit a Pennsylvania State Police - Criminal History Record Information check **before** the first day of class. A resident of the Commonwealth for less than two full years, prior to the date of application, must complete and submit a PA and an FBI report **before** the first day of class. An applicant's CHRI report must be in compliance. It may not contain prohibitive offenses as cited in Act 14.

A physical exam is required. The physical exam must include:

- Evidence that the applicant is free of communicable disease
- Documentation of a negative 2-step Mantoux that is dated within a year of starting class. If a PPD is documented as positive, a negative chest x-ray, less than 5 years old must be submitted.

Students who are not interested in testing to be certified nurse aides are not required to have such background checks. Students and parents must waive their right to be included in the certified nurse aide program if they decide not to take advantage of this industry certification process.

## **GUIDANCE AND SUPPORT SERVICES**

### **COLLEGE CREDITS**

Articulation agreements for college credit are available for a variety of post secondary schools to ensure a seamless transition from secondary to post secondary school. These agreements allow students to receive post secondary school credit for work completed in the CTE program. For a complete listing of articulation agreements for specific programs, see the School Counselor.

### **COMPUTER LAB/SKILLS CENTER**

The Job Skills Center provides pre-employment skills to students enrolled in Grades 10, 11 and 12 at the Eastern Westmoreland Career and Technology Center. Its purpose is to help students gain skills necessary for employment, to improve basic academic skills, and to create a professional portfolio. Students have access to computer programs, videotapes and audiotapes along with individualized instruction to ensure that all students, including members of special populations, have acquired the necessary academic and pre-employment skills prior to completing Grade 12. Students and instructors are encouraged to utilize the Center beginning in Grade 10. The teaching assistant may be contacted by telephone at 724-539-9788 (Ext. 333).

#### **Basic Skills**

There are many additional services available to all students to help them meet with success while enrolled in the Eastern Westmoreland Career and Technology Center. Services are available to all students including members of special populations through the Coordinator of Special Populations who can be reached at 724-539-9788 (Ext. 334). These services include, but are not limited to:

- Academic or vocational remedial assistance
- Individualized career planning
- Note taking assistance
- Goal setting
- Written test assistance

- Study skills
- Math Tutoring
- Individualized instruction
- Aptitude testing
- Organizational assistance

School to work transition  
Emotional support services  
IEP planning  
Self-appraisals

Setting short and long-term goals  
Study Island online tutorial  
Interest inventories  
Interviewing skills

## **COOPERATIVE EDUCATION**

The Cooperative Education Program is for students enrolled in Grades 11 and 12 who have completed basic competencies and can be recommended by the CTC instructor for employment. Transportation to and from the work site is the responsibility of the student. In addition to technical competencies, a student must possess the personal characteristics required by employers, such as dependability, good attendance, positive attitude, neat personal appearance, desire to learn, initiative, honesty and courtesy.

### **In order to qualify for Cooperative Education:**

- **A student must complete 90% of basic competencies at satisfactory level;**
- **A student must maintain passing status in all classes and a 2.0 grade point average or higher at the home school and in the vocational program;**
- **A student must be on track with portfolio completion according to the portfolio schedule;**
- **A student must pass the pre NOCTI test;**
- **A student must have teacher recommendation for Cooperative Education;**
- **All cooperative education students are required to participate in bi-monthly employment seminars.**

Personal qualities are crucial for successfully finding and keeping employment, even for students who possess technical skills. Any exceptions with the respect to admission into the cooperative education program are at the discretion of the director. **Students who violate the discipline policy may be removed from the Cooperative Education program.** Additional information concerning the Cooperative Education Program or assistance with job placement may be found by contacting the Cooperative Education Coordinator, (724) 539-9788 (Ext 308).

## **COOPERATIVE EDUCATION COORDINATOR**

The Cooperative Education Coordinator places students in cooperative education experiences, monitors co-op placements and student performance, provides career counseling, and acts as an instructor for employability skills. In addition, he/she functions as a liaison between EWCTC and local industry. As part of EWCTC's commitment to transition graduates into long-term employment, he/she assists with post-graduation job placement and conducts annual follow-studies. The Cooperative Education Coordinator's office is located in within Student Services office. He/she may be reached at 724-539-9788 (Extension 308).

## **COURSE SEQUENCE**

For all students enrolled in the Career and Technology Center, the following academic course sequence is recommended:

Grade 9	College Prep Algebra I, College Prep English I, College Prep Biology, College Prep Civics
Grade 10	College Prep Geometry, College Prep English II, College Prep Chemistry, College Prep US History
Grade 11	College Prep Algebra II, College Prep English III, College Prep Physics, College Prep World History
Grade 12	College Prep Math, College Prep English IV

It is recommended that students complete the highest level of rigorous, academic courses in order to ensure success in CTE studies and post secondary education. For most program completers, it is recommended that the student continue his/her education and achieve an Associate Degree in a technical field.

## **DUAL ENROLLMENT**

Eastern Westmoreland Career and Technology Center and Westmoreland County Community College have collaborated to provide a Dual Enrollment program that allows eligible students to take classes that will simultaneously fulfill graduation requirements at both WCCC and the student's sending district. Benefits to students include:

- Students free up their high school schedules to allow for additional math and science/lab classes.
- Students get a jump start on their associate degree by earning general education credits as well as the articulated technical credits.

High School Requirement	WCCC General Education Requirement	Grade
English	ENG 161— College Writing	12
Mathematics	MTH 108 – Mathematics for Technology I	11 or 12
Mathematics	BUS 120 – Mathematics for Business	11 or 12
Mathematics	MTH 157 – College Algebra	11 or 12
Science	BIO 171 – Anatomy and Physiology I	11 or 12
Social Studies	HIS 155 – Early Western Civilization	11 or 12
Social Studies	PSY 160 – General Psychology	11 or 12
Social Studies	SOC 155 – Principles of Sociology	11 or 12
Economics	ENC 155 – Macroeconomics	12
Foreign Language	SPA 155 – Beginning Spanish I	11 or 12
Foreign Language	SPA 156 – Beginning Spanish II	11 or 12
Humanities	ART 155 – Introduction to Art	11 or 12
Humanities	MUS 155 – Introduction to Music	11 or 12

For more information about enrolling in this program, please contact the School Counselor.

### **HOMEBOUND INSTRUCTION**

Homebound instruction is available through the sending district to students who, in the opinion of their physician, are unable to attend school for an extended period of time. Generally, homebound instruction is provided for courses necessary to meet the requirements for graduation. **It is the responsibility of the parent/guardian and student to contact the CTC for specific guidelines and assignments regarding homebound instruction for CTC education.**

### **MATH REMEDIATION**

Students identified as needing additional help in math by either the sending school or EWCTC will be referred to the Skills Center for math remediation. These students will be required to attend regular sessions using PLATO software, Study Island software, individual tutoring, and/or structured math classes. These services are not optional and are an integral part of being prepared with the necessary math skill for success in the workplace.

### **PROGRAM CHANGES**

Due to the availability of vacancies in vocational programs at EWCTC and in accordance with our admission policy, program changes are highly discouraged. Students who wish to change programs must make an appointment with the School Counselor and complete a Change of Program Request form. In addition, conferences with the student, parent, EWCTC staff, and sending School Counselor may be held. After the beginning of the year program changes are completed, no other program changes will be considered until the end of the first semester.

### **SCHOOL COUNSELOR**

Eastern Westmoreland Career and Technology Center employs a full-time School Counselor to assist students in many situations, including but not limited to application, enrollment, and/or scheduling into a CTC program, assistance with remediation, conflict resolution, monitoring student progress, improving student-teacher relationships, post secondary school applications, referrals for student assistance, drug/alcohol concerns, school-to-work transition, application for scholarships, student awards, and aptitude/ interests surveys. The School Counselor’s Office is located within the Student Services Office. He/she may be reached at 724-539-9788 (Extension 309).

## **STUDENT ASSISTANCE PROGRAM**

Each sending school and EWCTC maintains an active Student Assistance Program (SAP) designed to help students overcome problems related to chemical abuse, alcohol, pregnancy, depression, and other such life-threatening issues. If student behavior at the Career and Technology Center indicates that there is a problem, which may be related to any of these concerns, the student may be referred to the Student Assistance Program. Referrals are made confidentially without accusation. The purpose of the program is to determine if there is reasonable cause to assume the student's problem(s) is/are related to these causes and to refer the student for assistance to overcome them. All referrals are made in complete confidentiality. A student who violates the Student Discipline Code related to chemical or alcohol abuse will be referred to the Student Assistance Program.

## **STUDENT ORGANIZATIONS**

**National Technical Honor Society (NTHS)** is a non-profit educational organization that was created to reward excellence in CTC education. Only those students with a overall grade point average of a 3.0 or higher, recommended by the faculty, and exhibit the qualities of skilled workmanship, honesty, responsibility, leadership, citizenship, scholastic achievement, and excellent attendance are selected into membership.

**SkillsUSA** - The purpose of SkillsUSA is to unite a common bond for all students enrolled in trade, industrial, technical and health education; to develop leadership activities through participation in educational, CTC, civic, recreational, and social activities; to promote high standards in trade ethics, workmanship, scholarship and safety.

In becoming a SkillsUSA member, you will: participate in community projects, skill competitions, fund raising projects, SkillsUSA-sponsored social and recreational activities; develop leadership skills, high standards in trade ethics, workmanship, scholarship and safety; be able to have a voice in school-related activities and be eligible to run for a SkillsUSA office, school-wide and in-class.

Criteria for students to attend SkillsUSA competition, workshops and conferences are:

1. Be recommended by the program instructor
2. No disciplinary action beyond Level I
3. Demonstrate community service, leadership and character

**Red Cross Club** - The Red Cross Club is an integral part of the Health Assistant program at EWCTC. The students gain experience in leadership, fund-raising and disaster preparedness. The Red Cross Club sponsors an annual blood drive and participates in disaster team training

**Home Builders Association** - Home Builders Association is an organization dedicated to enriching and advancing the education of those students in the building industry. The goal of this organization is to provide trained skilled workers, promote the industry as a career and help the membership address its need for qualified employees. Students who are enrolled in the construction programs or any other related program at EWCTC have the opportunity to join this organization.

## HELP NUMBERS

Al-Anon	800-628-8920
Alcoholics Anonymous	412-471-7472
Big Brothers/Big Sisters of Westmoreland	724-837-6198
Blackburn Center	724-836-1122 888-832-2272
Catholic Charities	724-837-1840
Childline (Child Abuse Hotline)	800-986-2229
Children's Bureau of Westmoreland County	724-836-4580 800-548-2741
Comprehensive Substance Abuse Service	724-832-5880
DUI	724-832-5880
Excelsa Health - Latrobe Mental Health	724-537-1650 800-964-3484
Excelsa Health - Westmoreland Behavioral Health	724-832-4110
Family Services of Western PA	724-335-9883
Gateway Rehabilitation Center	724-853-7300
Helpline Westmoreland County	800-222-8848 724-836-2020
Hero Project (Child Sexual Abuse)	877-874-4376
Lifeway Pregnancy Clinic	724-539-2002
Myriad Greensburg	724-834-0420
Narcotics Anonymous Hotline	412-391-5247
National Runaway Switchboard	800-786-2929
Parent Wise of Westmoreland County	724-837-1555 800-544-0227
St. Vincent Prevention Project	724-537-4590
Underage Drinking Program	724-832-5880
Westmoreland Co. Drug & Alcohol Comm.	724-832-4110

## PROCEDURES AND LOGISTICS

### ACCIDENTS

The faculty of Eastern Westmoreland Career and Technology Center is committed to safety instruction and practices in all educational activities. However, despite best efforts, accidents may occur. In the event of an accident or medical emergency, students may be transported to Excelsa Health/Latrobe Area Hospital by ambulance for emergency medical treatment. It is very important that all students have on file a current record of their medical history and health insurance information.

### BACKPACKS, GYM BAGS, TOTE BAGS, ETC.

Providing a safe and secure educational environment for all students and staff is of the utmost importance. It is for that reason; students are not permitted to take backpacks, gym bags, knapsacks, etc., to their classroom. Students bringing these types of articles to Eastern Westmoreland Career and Technology Center will be directed to take them to a designated area where they will be temporarily stored for security purposes until dismissal time. **EWCTC is not responsible for valuables brought to school.** Administration or the Student Services office must approve any exceptions to this rule in advance.

### BEEPERS/PAGERS

As written in the Public School Code of 1949, 1317.1, the possession by students telephone paging devices, commonly referred to as beepers, shall be prohibited on school grounds, at school sponsored activities and on school buses or other vehicles provided by the school. The only exception to this code is (1) a student who has a need for a beeper due to the medical condition of an immediate family member or (2) a student who is a member of a volunteer fire company, ambulance or rescue squad. Students requesting permission to possess a pager/beeper must provide a signed statement from either the family physician or the Chief of the Fire Department that the student is a member.

### CELLULAR PHONES/ MUSIC PLAYERS/BLUETOOTH/HEADPHONES

Student use of cellular phones, music players (mp3 players, CD players, radios, etc.), Bluetooth devices, and headphones in the school is not permitted, as this action may result in personal injury. Students must be able to hear warnings or alarms when participating in class or operating equipment. Students must be able to recognize the sound of a mechanical problem when operating equipment as well. Because of the serious need for all senses to be involved in the learning process, **the use of cellular phones, music players (mp3 players, IPOD's, CD players, radios, etc.), Bluetooth devices, and headphones is not permitted.**

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Offense: | Verbal warning  |
| 2 <sup>nd</sup> Offense: | Confiscation by staff – returned at dismissal         |
| 3 <sup>rd</sup> Offense: | Confiscation by staff – parent/guardian must retrieve |

### CHANGE OF ADDRESS AND PHONE

Students are required to report a change of address and/or phone number to the Attendance Secretary in the Administrative Office. This information is required in case of emergency contact for medical assistance, early dismissal, parental conferences, etc. and is necessary to ensure that all relevant information is conveyed to parents and/or legal guardians. **To report a change of address and/or phone number, please call 724-539-9788 (Extension 301) and speak to the Attendance Secretary.**

### CLOSING OF SCHOOL

In the event that it is necessary to close or delay school due to hazardous weather or other conditions, the school's welcome message will indicate the nature of the delay or closure.

Parents and students should view Channel 11, WPXI, for the official announcements of the closing of school. If two or more of the sending districts (Derry, Greater Latrobe or Ligonier Valley) delay or close, Eastern Westmoreland will follow the

same pattern, even if the television station fails to display the school name. In addition school closings will be listed on the school website at [www.ewctc.net](http://www.ewctc.net).

### **COMPUTER ETHICS/ACCEPTABLE USE POLICY**

Eastern Westmoreland Career and Technology Center maintains full access to the Internet. As such, students and parents are informed of the acceptable uses of the Internet. **(For a copy of the complete policy, please refer to pages 41-45)**. All uses of the Internet must be educational and support the purposes of the Eastern Westmoreland Career and Technology Center. Use of the Internet to access inappropriate materials, including but not limited to pornography, gambling or chat rooms, or to download files dangerous to the integrity of the network is prohibited. All users must identify their intent in using the computers, the network or the Internet to the teacher in charge to gain permission. All information accessible through the network by students is assumed to be school property. Students must have parental permission for computer usage. Users may not reveal any personal information via the network or Internet about themselves. Any violations of the use of the network, the Internet or school technology will be handled through the discipline policy and may result in termination of all computer and technology privileges, referral to local enforcement, suspension, or expulsion from school.

### **CONFIDENTIALITY OF STUDENT RECORDS - RELEASE OF INFORMATION**

Information and identifying data concerning students including attendance, grades, discipline, etc. may be released to the sending district without written consent, as Eastern Westmoreland Career and Technology Center is the CTE department extension of that district. However, information concerning attendance, grades, discipline, etc., will be released to others requesting such information only with written consent from the student's parents/guardians specifying records to be released, to whom and with a copy of the records released kept on file or in compliance with judicial order or orders of agencies where those agencies have the power of subpoena. Parents/Guardians will be notified of all such orders and the school's compliance.

### **DRESS CODE FOR STUDENTS**

Students are expected to exercise prudent judgment when selecting clothing for school use. Students should choose clothing that is neat, clean, non-offensive and in good taste. Shirts should be tucked in, shoes and boots clean, and pants un-tattered. Apparel that is generally worn to the beach, picnics, parties, etc. is unacceptable at Eastern Westmoreland Career and Technology Center. **Every teacher will prescribe appropriate clothing for his/her particular industrial activity.** No one is permitted to enter any lab area without the approval of the teacher. If necessary, the following guidelines will be used to determine the appropriateness of student attire:

1. **Safety:** Any form of clothing that may interfere or impair a student's ability to perform classroom activities or that which may create a generally hazardous condition will be considered as unacceptable. **Example:** Beach sandals, shower shoes, shoes with skates, chains hanging from belt or clothing.
2. **Health:** Any type of apparel that is judged to be unhealthy or unsanitary to the individual or his/her peers will be considered inappropriate for school use. **Example:** Clothing that is dirty and gives off a foul odor due to lack of washing.
3. **Disruptive:** Any form of dress judged to be offensive, not in good taste or interferes with the educational rights of others will be considered inappropriate for school use. **Example:** Suggestive or obscene remarks on patches on clothing, pajamas, tank tops, tube tops, miniskirts, or any item of clothing that is too tight, too revealing, or exposes the midriff.
4. Hats and headbands are to be removed upon entering the building. **They may only be worn in program areas where they are required for safety reasons.** Hats and headbands are not to be worn in the lobby, cafeteria, hallways, skills center or computer lab.
5. To accommodate the change in clothing styles available to students during the warm months while school is in session, shorts may be worn at the school at the CTC teacher's discretion considering the activities planned for that day.
6. Articles of clothing and/or personal possessions advertising drugs, tobacco, alcohol, profanity, or with sexual meanings are not permitted.

Students who do not conform to the above-stated standards or do not exercise good judgment in their selection of school apparel will be sent home or asked to call home for a change of clothing.

## **EMERGENCY PHONE CONTACT**

As stated above, cell phone use is strictly prohibited. Parents/guardians may contact students on school phone lines at Eastern Westmoreland Career and Technology Center during instructional periods in emergency situations only. As phone calls to students engaged in classroom activities disturb the student and others, it is requested that phone calls to students from parents/guardians be restricted to emergency calls only so that all such calls may be received by the Administrative Office. Phone calls to or from friends are not accepted.

**Students who need to place an emergency phone call to a parent or guardian must secure permission from their teacher.** This courtesy is extended for local, emergency calls only. Phone calls to places of employment, friends or for non-emergency reasons will not be permitted. **In the case of illness student must be sent to the office to call home. The office phone is only to be used in cases of illness.**

## **EYE PROTECTIVE DEVICES**

As required by PA statute, Title 35, every teacher, 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. Individuals who do not conform to PA state law will be withdrawn from the lab.

## **FINANCIAL OBLIGATIONS**

Student report cards will be held by each sending district for financial obligations owed to this school for items, such as fund raising, projects, fines, etc. Students are urged to check with the CTE instructor and/or club sponsor to make sure that he/she has no outstanding financial obligations prior to the close of school each year. Districts generally hold back report cards only at the end of the year, when teachers are dismissed for the summer. Financial obligations may be paid at the school at any time, but since teachers are not available to confirm payments, it is best to take care of all financial obligations prior to the close of school. Students must receive a written receipt for all cash transactions. No financial obligations may be eliminated without written verification of payment or without teacher authorization of payment.

## **FIELD TRIPS**

Individual teachers may plan instructional field trips for their respective labs. The Administrative Director shall authorize all field trips in advance. In addition, students must return to their CTE teacher completed field trip permission slips **before** they are permitted to participate. Each sending district also has forms required to be signed by the high school principal. Students are responsible for submitting field trip forms and permission slips at least one week before the trip to the teacher.

## **FIRE DRILL EVACUATIONS**

In case of an emergency, including fire, requiring the evacuation of the school building, students and faculty will be notified by the sounding of the fire alarm and lights. Students are to move in an orderly fashion to a designated area under the supervision of the teacher as quickly and quietly as possible. Specific evacuation routes and instructions will be provided by the teacher and posted in each room. A student who is unsupervised by his/her teacher in another part of the building should leave by the closest exit, walk around the outside of the building, and report to the closest teacher for roll. Once outside, the teacher will take roll to determine if any students may still be inside the building.

Students must remain outside until directed by school personnel to return to class. If the student is under the supervision of another teacher, the student should remain with that teacher until reunited with his/her class.

## **FIRST AID**

Emergency first aid services will be provided by Emergency Medical Team personnel when necessary. School personnel are instructed to call 911 when in their opinion, emergency services are required for student health. The school does not employ the services of a school nurse. It is important that school forms requesting health and medical information be filled out completely and accurately for this reason. Accurate and complete information concerning student medication is crucial to ensure appropriate medical assistance for all students.

## **FOOD AND BEVERAGES**

Students are permitted to bring to school legal beverages only in unopened, factory-sealed container. The Administration reserves the right to inspect any and all beverage containers and confiscate those containers found to have the factory seal broken.

**Students are not permitted to eat or drink in the classroom or lab areas except during break time as designated by the instructor.** Food and beverages should **never** be around computers or other technical equipment.

## **FUNDRAISING ACTIVITIES**

Students participate in fundraising activities on a voluntary basis to support events such as additional field trips. As such, students assume responsibility for the financial obligation that accompanies participation in such an activity. Students are required to check all products as they are received to be sure that they have received the correct quantity and type of fundraising product. Many miscommunications take place when fundraising sponsors give students products and students indicate at a later date that they did not receive the correct quantity or type of product.

Students incur financial obligations whenever they participate in fundraising activities. Students should never turn in money to anyone other than the designated sponsor of the fundraising activity. **It is strongly recommended that students pay for all fundraising products with a check.** In this way, the student will have a receipt.

At any time that the student must give the fundraising sponsor cash, the student must receive a written receipt from the sponsor. Students and parents are advised that without a written receipt, the only record of financial obligation rests with the fundraising sponsor. Without a written receipt, students remain financially obligated to the school until the fundraising sponsor indicates that all financial obligations have been met.

## **HALL PASSES**

All students must obtain a hall pass to be outside their program area. It is the students' responsibility to complete the information necessary to be excused from class and have it signed by their teacher. Prior permission is required, if students wish to go to another program area, Skills Center, or Support Service Office. **Students who abuse the use of passes will be subject to disciplinary action.**

## **HAZARDOUS WEATHER EVACUATIONS**

In the event of dangerous weather conditions, students and staff will be notified by a continuous intermittent sounding tone and a PA announcement. Students are to exit their program area in a quiet and orderly fashion and report with their instructor to a predetermined secure area inside the school building. Specific instructions pertaining to the various classrooms are posted in each program area. Students who are outside the building or visiting another program should report to the closest instructor and remain with them until instructed to do otherwise.

## **HEALTH SERVICES AND INSURANCE**

Providing for the safety of students, visitors and staff are the highest priority of Eastern Westmoreland Career and Technology Center. Students enrolled in Eastern Westmoreland Career and Technology Center **are not covered by accident, health or medical insurance** as a result of their enrollment in the school. Parents whose children are not covered by accident, health or medical insurance are urged to purchase low-cost medical coverage through the sending school district. Each district offers low-cost insurance for school-aged children.

**Free insurance** may be provided for children under the age of 19 through the Western Pennsylvania Caring Foundation, Inc., a local contractor for the Children's Health Insurance Program (CHIP). The benefits of this insurance coverage include:

Check-up and immunizations	Doctor visits for sick children	Diagnostic tests
Emergency care	Outpatient surgery	Dental care
Vision care	Hearing services	
In-patient hospital care	Prescription drugs	

Eligibility is based upon family income. Parents/guardians interested in this program should contact the **Western Pennsylvania Caring Foundation at 1-800-KIDS-105** or School Counselor at 724-539-9788 (Extension 309).

## **ID BADGE**

The EWCTC **requires** students to wear the center's identification badge at **all times**. **ID badges should be worn on the front of the upper torso area to be clearly visible**. Identification badges are the property of the center and, as such, should remain stored in the program area at the end of the school day. Students will be assessed a fee of \$2.00 and will be subject to disciplinary action for noncompliance with this policy, or for lost, destroyed and/or altered identification badges. It shall be the responsibility of the classroom instructor to enforce this policy and monitor the wearing of identification badges, and to take appropriate disciplinary action when necessary. Students are required to wear their identification badges for off-site experiences.

## **LAPTOP COMPUTERS**

Students are not permitted to use laptop computers or other devices capable of accessing EWCTC's wireless network. This includes but is not limited to laptops, electronic notebooks, iPad's, smartphones, PDA's, etc. Students are strongly encouraged to leave these items at home as EWCTC will not assume responsibility for lost, stolen, or damaged valuables (see Valuables). If a student requires use of a laptop computer to complete online coursework, permission must be received from the Administrative Director or Principal.

## **PARENT-TEACHER CONFERENCES**

Communication between parents and teachers is vital for student success. Parents are invited and encouraged to participate in multiple discussions concerning student progress throughout the school year. Conferences may be scheduled with your child's teacher between 7:00 a.m. and 3:15 p.m. To schedule a conference, contact the program instructor or School Counselor, at 724-539-9788 (Extension 309).

## **PA SECURE ID**

Eastern Westmoreland Career and Technology Center is responsible for reporting to the Pennsylvania Department of Education the standards and measures to which its program completers achieve. This information is recorded by PA Secure ID to the Department of Education. Follow-up survey data is also tracked through the student's PA Secure ID number.

## **PRESCRIPTION MEDICATION**

Eastern Westmoreland Career and Technology Center does not employ a school nurse. Medicine prescribed by a student's physician should be scheduled so that the medication may be taken at home. However, any medicine which the student must take during the school day must be stored in the Administrative Office at the Career and Technology Center. It must be labeled in the original bottle with the student's name, doctor's name, medicine name and dosage. A note from the parent/guardian must accompany the medicine requesting that the school give the medicine, at what time and what amount. A parent/guardian must sign and date the request.

## **PUBLICITY RELEASE AUTHORIZATION**

Unless notified otherwise, an EWCTC student's name and/or picture may be used for newspaper/school publications, radio, television, video and/or the web site. Our goal is to promote those students and the programs they are enrolled in that have received noteworthy awards such as scholarships, honor roll status, intra-school competition winners, and students of the month. If you do not want your students' name, photograph or video to appear in newspaper/school publications, radio, television, video and/or the EWCTC web site, please contact EWCTC in writing.

## **STUDENT/LOCKER SEARCHES**

Searches are conducted on the basis of reasonable suspicion that the student is concealing something, which is either in violation of federal/state laws or of school rules, and a concern for the safety of the student body. Voluntary disclosure of suspected property or consent to make a search may be sought before commencing a search. Search dogs may be used in accordance with school policy.

School officials, "in loco parentis", may ask students to empty pockets, purses, gym bags, containers, etc. Automobiles parked on school property may be searched if there is reasonable suspicion to believe a school rule has been violated. The danger presented by the property being sought, the student's age and past record of conduct and the urgency of making

the search without delay are all circumstances bearing on its reasonableness. The primary purpose and justification for any search is the protection of the health, safety and welfare of the students, faculty and school property. Parents will be contacted in any case where an intrusive search will be conducted on a minor student.

A search of the school by drug-dogs will be instituted at the discretion of the administration when reasonable suspicion indicates that such a search may be necessary. Prior to entry of K-9 Teams, a strict lockdown of all students is mandatory. Students will be advised that taunting and teasing a police dog is a felony in the State of Pennsylvania.

Lockers are the property of Eastern Westmoreland Career and Technology Center and are only on loan to students. The school reserves the right to inspect lockers periodically, if there is reasonable suspicion that a locker is being used for unauthorized materials or substances. Any illegal materials found within can be used in disciplinary, juvenile or criminal proceedings. Searches may be conducted without prior warning, especially when the search is to protect the health, safety and welfare of the students and staff. School officials fulfilling their duties will not be held to the same standards as law enforcement officials.

Eastern Westmoreland Career and Technology Center will have the final decision as to the outcome in the event contraband is found. If the school elects to file charges, the administration will notify the police.

### **SCHOOL PROPERTY**

School property includes the school building, grounds, buses and bus stop. Student conduct and behavior should be consistently acceptable at each of the locations above. Inappropriate behavior related to smoking, drugs/alcohol, fighting, etc. whether the student is in the school building or at the bus stop will be considered a violation of the Eastern Westmoreland Career and Technology Center's discipline policy.

Respect for school property is essential as the equipment, materials, supplies and other resources necessary for public education are funded at public expense. Care should be exercised for all school property. Destruction of school property will result in charges being filed with legal authorities. Restitution for the destruction of school property will be required for settlement of an individual's financial obligation.

### **SCHOOL VISITATION**

Legitimate visitors are welcome to Eastern Westmoreland Career and Technology Center as long as they do not pose a disruption to educational activities. Former students are not permitted to visit during instructional time. **All visitors must register in the Administrative Office and be issued a Visitor's Pass. As a security measure and to ensure all visitors sign out before leaving the building, we ask that ALL visitors leave their car keys with the secretary in the office and they will be returned when they sign out.**

Friends of students may not visit the school. Students enrolled in the sending districts may visit the school with **prior permission** of the sending School Principal, the Administrative Director of Eastern Westmoreland Career and Technology Center or School Counselor.

### **STUDENT PROJECTS – UNAUTHORIZED PROJECTS**

Students wishing to construct projects or perform activities in their program for personal use must adhere to the following guidelines:

1. Project or activity must be relevant to the program the student is enrolled in.
2. Student must provide a written description and/or lab drawing to the instructor along with a material list, if necessary.
3. Student must either provide material for project or purchase necessary material in advance from EWCTC. Instructor will make final determination.
4. Student must secure permission from instructor **before** the project is started and again before the project leaves the program area.
5. Any violation of this procedure may be grounds for referral to the Discipline Policy.

## VALUABLES

Students are asked not to bring valuables to school. Valuables may include money, electronic devices (laptops, cellular phones, smartphones, PDA's, iPods and other digital music players, iPads and other electronic tablets, CD players, radios, 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 Eastern Westmoreland Career and Technology Center is not responsible for lost, stolen or damaged valuables.** Lockers and locks are provided for the temporary storage of school-related articles, coats, jackets etc. **Valuables should not be stored in lockers.**

## DISCIPLINE AND STUDENT CONDUCT

### STUDENT DISCIPLINE PHILOSOPHY

The staff at EWCTC believes that our school must provide a safe and effective learning and teaching environment for students and staff. We believe that the entire community must contribute to creating and maintaining such a learning environment. We believe that to attain this goal requires a code of discipline that clearly defines individual responsibilities, categorizes unaccepted behavior, and provides for appropriate disciplinary options. In that no written code can cover all possible contingencies, the following code may be augmented or adapted by the Director, when in his or her judgment, the situation so warrants.

Every teacher and administrator of the CTC shall have the right to exercise the same authority to conduct any behavior over the attending pupils as the parents, guardians, or persons in parental relation to such pupils may exercise over them. This authority may be exercised by the CTC administrator and employees during those hours when they have the right to exercise "in loco parentis powers" over the student in accordance with the Public School Code of 1949, including but not limited to, school hours, at any school-sponsored event and during the time required in going to and from the CTC.

All students are expected to respect and observe the basic rules of conduct established by the CTC. The enforcement of these basic rules becomes the mutual responsibility of the entire staff. Total staff cooperation and collaboration should have as its goal the encouragement of self-discipline within students.

The following procedures promote the discipline philosophy at the CTC.

1. Structure shall be provided by teachers, counselors, and administrators. Such structure includes explaining the rationale for setting limits, the rules of acceptable behavior and the consequences of unacceptable behavior.
2. Administrators may use discretion in making decisions regarding discipline. Referring teacher should be kept informed and teacher-counselor conferences encouraged, when appropriate.
3. Counselors are a referral source to help students adjust to school life. When staff members initially observe changes in student behavior, they will inform the counselor in order to facilitate intervention.
4. Parents should be kept informed, when appropriate, with an effort being made to achieve a home-school collaboration.
5. Chronic or severe causes of disruptive behavior should be recognized as potentially symptomatic of more serious causative factors. When appropriate, they should be referred to sending school or community support services for review and recommendations.
6. When appropriate, discipline issued should be treated as confidential, involving only appropriate staff members, the student and his or her parents or guardian.

### STUDENT CONDUCT

The following conduct on the part of a student is expressly forbidden:

1. Conduct which violates or is not in keeping with one or more of the student responsibilities.
2. Conduct which violates school regulations regarding weapons.
3. Conduct which violates school regulations related to alcohol and other drugs.
4. Conduct which violates school regulations regarding tobacco products.
5. Conduct which violates school attendance and absenteeism rules.
6. Conduct which violates school regulations regarding school bus safety.

7. Conduct on the part of the student which impedes orderly classroom procedures.
8. Conduct on the part of the student which impedes orderly operation of the school.
9. Conduct on the part of the student which causes damage to or loss of school property or the property of others.
10. Conduct on the part of the student which results in violence to another person or poses a threat to the health or safety of others.

When behavior described in STUDENT CONDUCT Item 1 occurs, a determination should be made as to the nature and severity of the violation. The following staff responses and disciplinary options should be followed in all cases.

When the conduct described in STUDENT CONDUCT Item 2 through 6 occurs, the staff responses and disciplinary options and requirement specifically set forth in those sections shall be followed.

When conduct described in STUDENT CONDUCT Item 7 and 8 above occurs, there would be immediate intervention by the staff member supervising the student or by the staff member who observes the misbehavior. A record of the offense and disciplinary actions taken should be maintained by that staff member. The staff member may, at his or her option, discuss the behavior with the parents, administrators, or appropriate support personnel. Disciplinary responses for the conduct described in STUDENT CONDUCT Item 7 and 8 may include, but are not limited to, verbal reprimand, special duties or activities, classroom contracts, withdrawal of privileges, parental contact or conferences, or sending school detention.

When conduct described in STUDENT CONDUCT Item 9 occurs, an investigation should result, after which the Administrator will meet with the student and notify the student's parents of the misconduct and resulting disciplinary action. Law enforcement officials may also be notified if warranted. A record of the offense and disciplinary action will be maintained by the administrator. If applicable, restitution of property damages will be sought. Disciplinary responses for violations under STUDENT CONDUCT Item 9 includes, but are not limited to temporary removal from class, parental conferences, agency referral, detention, exclusion from extra-curricular school activities, in-school suspensions, suspensions, sending school expulsion, exclusions from bus privileges, and removal from CTC programs.

When conduct described in STUDENT CONDUCT Item 10 occurs, the Administrator shall verify the offenses, confer with the staff, and meet with the student. The student shall be immediately removed from class. Law enforcement officials may also be notified by the Administrator. A record will be kept by the Administrator concerning the violation. Restitution of property will be sought if applicable. Disciplinary responses for a violation under STUDENT CONDUCT Item 10, may include, but are not limited to, suspension, expulsion from home school, removal from CTC and criminal prosecution. For cases involving expulsion only, sending school Board action will result, and the appropriate policies relating to hearing will be followed.

The disciplinary actions listed above are suggested responses. The Administrative Director and staff have the discretion to fashion appropriate disciplinary responses on a case-by-case basis. In fashioning a disciplinary response, the Administrator and staff may take into account the student's prior disciplinary record, if any, all aspects of the student's record, the age of the student, the cooperativeness and honesty of the student, whether or not the violation was a one-time occurrence or on-going courses of conduct, and other relevant and material facts existing on a case-by-case basis.

### **STUDENT RESPONSIBILITIES**

- A. Student responsibilities include: regular school attendance, conscientious effort in work, and conformance to school rules and regulations. Students share with the administration and faculty a responsibility to develop a positive climate within the school that is conducive to wholesome learning and living.
- B. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- C. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

- D. It is the responsibility of the students to:
1. Be aware of all rules and regulations set forth in the student handbook for student behavior and conduct themselves in accordance with said rules.
  2. Express ideas and opinions in a respectful manner, so as not to offend or slander any other person.
  3. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school, school community and the protection of school property.
  4. Dress and groom themselves so as to meet fair standards of safety and health and so as not to cause substantial disruption to the educational processes.
  5. Assume that until a rule is waived, altered, or repealed, it is in full effect.
  6. Assist the school staff in operating a safe school for all students enrolled herein.
  7. Exercise proper care when using public facilities and equipment.
  8. Be aware of and comply with state and local laws.
  9. Attend school daily, except when excused, and be on time at all classes and other school functions.
  10. Make all necessary arrangements for making up work when absent from school.
  11. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
  12. Avoid inaccuracies in student publications, either written or electronic.
  13. Avoid the use of indecent or obscene language.

### **DISCIPLINE LEVELS AND ACTIONS/OPTIONS**

Students whose behavior fails to comply with the policies and regulations governing the school will receive consequences. The examples below of misconduct are meant to serve as a guide for students, parents, and school personnel. They have been categorized from the least to the most serious with increasing consequences. The Administrative Director and staff have the discretion to fashion appropriate disciplinary responses on a case-by-case basis. In fashioning a disciplinary response, the Administrator and staff may take into account the student's prior disciplinary record, if any, all aspects of the student's record, the age of the student, the cooperativeness and honesty of the student, whether or not the violation was a one-time occurrence or on-going courses of conduct, and other relevant and material facts existing on a case-by-case basis.

<b>DISCIPLINARY LEVEL I</b>	<b>ACTIONS/OPTIONS</b>
<ol style="list-style-type: none"> <li>1. Cheating/Forgery/Plagiarism</li> <li>2. Classroom disturbance</li> <li>3. Classroom/school tardiness</li> <li>4. Cutting class</li> <li>5. Defacing of school/personal property</li> <li>6. Dishonesty/lying</li> <li>7. Disrupting orderly operation of the school</li> <li>8. Eating/drinking in unauthorized areas</li> <li>9. Failure to complete assignments</li> <li>10. Failure to comply with school/program</li> <li>11. Gambling</li> <li>12. Horseplay</li> <li>13. Inappropriate display of affection</li> <li>14. Inappropriate written or verbal comments</li> <li>15. Leaving class without permission</li> <li>16. Lunchroom misbehavior</li> <li>17. Possess/use of electronic devices</li> <li>18. Snowballing</li> <li>19. Profanity / Obscene language or gestures</li> </ol>	<ol style="list-style-type: none"> <li>1. The teacher will manage misconduct by withdrawing classroom/lab privileges, providing assignments that are reasonable in length and content, isolation, providing supervised study or by contacting the parent. Other possible actions include parent/teacher conferences, and counseling.</li> <li>2. Classroom intervention strategies will be applied before referring a student for discipline.</li> <li>3. Repeated offenses will be referred to the school disciplinarian for further disposition.</li> </ol>

**DISCIPLINARY LEVEL II****ACTIONS/OPTIONS**

1. Repeat LEVEL I misconduct
2. Harassment
3. Disrespect/abuse of another's property
4. Disrespect to staff/administration
5. Dress code violation
6. Failure to carry out directives
7. Failure to possess proper identification
8. Failure to submit required excuses
9. Falsification of school records
10. Horseplay (Safety violation)
11. Insubordination
12. Leaving school/program without permission
13. Profanity / Obscene language or gestures
14. Possession of obscene materials
15. Presence in an unauthorized area
16. Safety violations
17. Truancy/Unexcused absences
18. Unauthorized lab projects
19. Uncooperative/defiant attitude
20. Violation of Internet/Computer Policy
21. Violation of School Driving Policy

1. In-school suspension
2. Out-of-school suspension
3. Referral to magistrate

**DISCIPLINARY LEVEL III****ACTIONS/OPTIONS**

1. Repeat LEVEL II misconduct
2. Being in school building or on school property at an unauthorized time
3. Bus infractions
4. Defiant trespass; being on school property while on out-of-school suspension
5. Destruction of property
6. Extortion
7. Bullying-intimidation and threats, verbal or physical, towards other student
8. Leading/participating in a school disruption
9. Physical contact, fighting, physical abuse, or physical aggression
10. Possession/use of tobacco products
11. Sexual harassment
12. Theft of school property or property of another person
13. Vandalism such as destroying or defacing school buildings

1. Out-of-school suspension
2. Referral to magistrate or law enforcement agency
3. Restitution will be mandatory for vandalism or building equipment damage, or for theft of school or personal property

#### DISCIPLINARY LEVEL IV

#### ACTIONS/OPTIONS

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. Repeat LEVEL III</li><li>2. Any misconduct which causes harm to a person/property of which poses a direct threat to the safety and welfare of EWCTC students or staff</li><li>3. Arson</li><li>4. Assault/battery</li><li>5. Furnishing or selling drug or alcohol</li><li>6. Harassment/intimidation to school personnel</li><li>7. Possession or use of alcohol, drugs, or mind-altering substances, or weapons of any type on school property</li><li>8. Possession or use of any explosive device in or on school property</li><li>9. Setting of false fire alarms or bomb threats</li><li>10. Terrorist threats</li><li>11. Threatening physical harm to school personnel</li><li>12. Vandalism</li><li>13. Violation of the fire alarm preventive code</li><li>14. Violation of Weapons Policy</li></ol> | <ol style="list-style-type: none"><li>1. Out-of-school suspension</li><li>2. Referral to Joint Operating Committee</li><li>3. Referral to the proper law enforcement agency</li><li>4. Restitution will be mandatory for any damages caused</li></ol> |
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#### RETURNING TO SENDING HIGH SCHOOL

**It is the belief of the staff at EWCTC that all students have the ability to learn and be prepared for successful careers.** Failing grades, poor attendance, and discipline violations will not necessarily constitute removal from EWCTC. All students are expected to follow the educational rules, regulations, policies, and procedures needed to be a successful student at our school.

In the event where placement at EWCTC is seen as possibly inappropriate:

- ✓ A meeting between administration and appropriate staff of both EWCTC and the sending high school will be held to discuss the issue.
- ✓ A subsequent parent conference will be scheduled.
- ✓ The final result will be a collaborative decision of all parties.

#### SUSPENSION FROM SCHOOL

Suspension from school may result from serious violations of the Student Discipline Policy.

**In-School Suspension (ISS) means that the student attends the CTC but is removed from his/her CTC program and isolated from the rest of the student population.** During the period of suspension, written work or community service may be assigned and must be completed. Talking, sleeping and inappropriate behavior will not be tolerated. Students refusing to serve in-school suspension will be assigned out-of-school for a minimum of two days for insubordination.

**Out-of-School Suspension (OSS) means that the student may not report to the CTC or the sending high school until the period of suspension has been completed.** Students are permitted to make up working during a suspension period. Students will be given a reasonable time frame to makeup work as determined by the instructor. Suspension is only assigned after numerous attempts to modify the misbehavior have occurred or in the case of a serious infraction which may have resulted in injury to self or others. Alternatives to suspension, such as community service are sometimes offered, depending upon the infractions and severity of misbehavior.

The administration may suspend any pupil for disobedience or misconduct for a period of one to ten consecutive school days. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened. The parents of the student and the Administrator Director shall be notified immediately in writing when the student is suspended.

When a suspension from school exceeds three school days, the student and parent shall be given the opportunity for an informal hearing. The CTC may require an informal hearing for a suspension of any length. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parents or guardian to meet with the administrators to discuss ways by which future offenses can be avoided. In the event the student or his/her parents or guardian chooses not to avail themselves of the opportunity, the CTC's obligation has been fulfilled.

### **BULLYING/CYBERBULLYING/FIGHTING/ASSAULT**

Bullying/cyberbullying, fighting, and assault are serious violations of the Student Code of Conduct and Discipline that requires attention in addition to general inclusion in the Discipline Policy (**For a copy of the complete policy, please refer to pages 38-40**). Students and parents must be informed that these incidents occurring on the school property, including the bus and bus stop, may result in referral to the appropriate legal authorities and out-of-school suspension. The school may contact the state police any time there is a physical confrontation between or among students, or against teaching staff members, school board members or other employees. This generally results in charges filed by the state police with the local magistrate and a fine.

**Bullying** is any activity which improperly intimidates another person.

**Fighting** is the confrontation between two or more students that results in physical contact and/or injury.

**Aggravated assault** is an attempt to intentionally or knowingly cause bodily injury to another person.

**Students are encouraged to resolve conflicts through the Student Services Office with the School Counselor or to follow the formal procedure included in this handbook.** Additional resources are available to help students solve problems, including high school counselors and parents.

### **CHEATING/PLAGIARISM**

Academic dishonesty is a serious offense and, as such, carries with it a serious penalty. The primary mission of the EWCTC is to prepare students for the career opportunity available to them. Holding to strict standards of academic honesty is a very important component of our school's program of education. Students found guilty of academic dishonesty will receive as a consequence one or more of the following depending upon the frequency and severity of the offense: Counseling Referral, Parent Conference, Lowering of Grade, Restriction of Extracurricular Activity Participation, School Suspension.

### **DRUGS AND ALCOHOL**

The use and abuse of alcohol and drugs in our country is well documented. We prohibit the use of alcohol and drugs or look alike products. The following guidelines are in effect:

1. If a student commits an offense and is found to be in possession of chemically-related paraphernalia in school or at a school sponsored activity:
  - a. The student will be required to meet with the school disciplinarian and/or Administrative Director. If additional evidence indicates that the student is in possession of, using, under the influence, or distributing a chemical substance, he/she will be reprimanded according to the Guidelines for Student Discipline and at the Administrative Director's discretion other disciplinary actions may be initiated.
  - b. The student will be referred to the Student Assistance program.
2. If the student is found to be in possession of, using, or under the influence of chemicals or look-alike products while attending any school-sponsored activity:
  - a. The student may be sent home at the parent's expense if the group supervisor or administrator finds this to be an appropriate action. If the student is sent home, he/she must be accompanied by a chaperon or may be detained at the function until the parent can accompany the student. Subsequently, the student will be disciplined as provided in the Guidelines for Student Discipline.
  - b. The student will be referred to the Student Assistance Program.

3. If the student commits an offense and is found to be in possession of, using, or under the influence of chemicals or look-alike products for the first time in school or at a school-sponsored activity:
  - a. The student will be referred to the school disciplinarian and/or Administrative Director. Following an informal hearing, the student will be suspended for ten (10) days out of school. The student will be excluded from all extracurricular activities. The student may be required to have an assessment by a licensed drug and alcohol facility at the parent's expense within ten (10) days. If the student does not participate in an assessment, a school board hearing will be held to determine expulsion.
  - b. The student will be referred to the Student Assistance Program.
4. If a student is caught a second time during the student's school career in possession of, using, or under the influence of chemicals or look-alike products in school or at a school-sponsored activity:
  - a. The student will be referred to the school disciplinarian and/or Administrative Director. Following an informal hearing, the student will be suspended for ten (10) days out-of-school. The student will be excluded from all extracurricular activities. A formal school board hearing will be arranged to determine if the student will be expelled from school. If the student is expelled, the board will be requested to set conditions for his/her return to school which may include an assessment by a licensed drug and alcohol facility and be in compliance with the recommendations of the facility at the parent's expense.
5. If a student is caught distributing any chemical or look-alike products as defined in this guideline:
  - a. The student will be referred to the school disciplinarian and/or Administrative Director. Following an informal hearing, the student will be suspended for ten (10) days out of school. If the chemical is deemed to be harmful or with the intent to distribute, a formal school board hearing may be arranged to determine if the student will be expelled from school. If the student is expelled, the Board will be requested to set conditions for his/her return to school which may include an assessment by a licensed drug and alcohol facility and be in compliance with the recommendations of the facility at the parent's expense.
6. Notification of Parents:
  - a. Parents will be contacted as soon as possible and informed of an alcohol/drug related situation. The parent will be notified of the action taken against the student, including police involvement.
  - b. The parent of any student found to be in possession of, using, or under the influence of chemicals (alcohol/drugs) will be requested to come to the school immediately.
7. Notification of Appropriate Civil Authorities:
  - a. Alcohol and/or drug-related incidents will be referred to the police for further legal action.
8. At all levels involving drug and/or alcohol use, the student will be referred to the Student Assistance Program.

### **SEXUAL HARASSMENT/SEXUAL VIOLENCE**

Eastern Westmoreland Career and Technology Center is committed to maintaining an environment free from sexual harassment and sexual violence, where all employees and students can work and learn together comfortably and productively. This school prohibits all forms of sexual harassment or sexual violence.

Sexual harassment is any repeated/unwanted verbal or physical sexual advance, sexually explicit derogatory statement, or sexually discriminatory remark made by someone in the school or workplace which is offensive or objectionable to the recipient that causes the recipient discomfort or humiliation or which interferes with the recipient's work or educational performance.

Sexual harassment is the perception by the victim of actions directed toward or about that person. Specific behaviors that are unwanted and sexual in nature that could constitute sexual harassment especially to students at school are:

- a) Touching
- b) Verbal and written comments of a sexual nature
- c) Sexual name calling
- d) Spreading sexual rumors

- e) Gestures
- f) Jokes, cartoons, pictures
- g) Leers
- h) Too personal a conversation
- i) Physically blocking a person's path or bumping/rubbing against someone
- j) Pulling at clothes
- k) Attempted rape/rape

Any student who believes that he or she has been subjected to sexual harassment or sexual violence has the right to file a complaint and receive prompt and appropriate action. Those students seeking guidance and support in addressing matters of sexual harassment/violence should contact Eastern Westmoreland Career and Technology Center Vocational Administrator, at 724-539-9788 (Ext. 331), or the Administrative Director, Mrs. Marie Bowers, at 724-539-9788 (Ext. 373) immediately.

### **SMOKING AND TOBACCO USE POLICY**

The Joint Operating Committee of the Eastern Westmoreland Career and Technology Center, pursuant to authority contained in the Public School Code of 1949, as amended, and Act 168 of 1988, which amends the Fire and Panic Act, does hereby adopt a policy prohibiting smoking and tobacco use by pupils, employees, visitors, as well as any persons enrolled in any evening school and summer programs, in any school building and school buses and on any school property owned by, leased by or under the control of the Joint Operating Committee of the Eastern Westmoreland Career and Technology Center. Tobacco use is also strictly prohibited during any school related off campus activity such as, but not limited to, field trips, clinical experience, internship activities, job shadowing activities and school club activities.

Under this policy, **SMOKING** includes the possession of a lighted cigarette, cigar, pipe or other lighted smoking equipment and **TOBACCO USE** includes smoking and the use of smokeless tobacco in any form.

The Joint Operating Committee, by and through its administrative officers, shall notify pupils, employees, visitors as well as evening school and summer program enrollees of this **NO SMOKING AND NO TOBACCO USE POLICY** by publishing this information in the Student Handbook and/or Student/Parent Newsletter as well as on posters and signs in and about the school buildings.

Any violation of this policy shall be referred to the District Magistrate for prosecution and shall be punishable by a civil fine. Repeated offenses will result in an increase of fines and suspension. In addition, any pupil found smoking or using tobacco products shall be subjected to suspension for a minimum of three (3) school days. Possession of tobacco products by a pupil shall be punishable by suspension along with confiscation of the products. A pupil acting as a "look-out" for smokers shall be suspended.

### **WEAPONS**

EWCTC 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.

The Administrative Director may recommend modifications of such expulsion requirements for a student on a case-by-case basis. The Administrative Director shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act (Public Law 91-230, 20 U.S.C. § 1400 et seq.).

The provisions of this section shall not apply to the following:

- (1) A weapon being used as part of a program approved by an individual who is participating in the program; or
- (2) A weapon that is unloaded and is possessed by an individual while traversing School property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities.

Nothing in this section shall be construed as limiting the authority or duty of an area CTC school to make an alternative assignment or provide alternative educational services during the period of expulsion.

- (1) A school district receiving a student who transfers from a public or private school during a period of expulsion for an act or offense involving a weapon may assign that student to an alternative assignment or provide alternative education services, provided that the assignment may not exceed the period of expulsion.

EWCTC shall report all incidents involving possession of a weapon prohibited by this section as follows:

- (1) The administrative director shall report the discovery of any weapon prohibited by this section to local law enforcement officials.
- (2) The administrative director shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyance providing transportation to a school or school-sponsored activity. Reports shall include all information as required under Section 1302-A.

A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings, on the grounds or in any mode of transportation to, from or between schools. A weapon shall include but not be limited to a knife, cutting instruments, cutting tools, nunchuck, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury. It shall be in the student's defense if the weapon is possessed and used in conjunction with a supervised school activity or course. The term weapon shall also include objects, which have the appearance, or characteristics of weapons as defined above, such as look-alike or replica weapons that are not necessarily operable. The possession of a laser pointer may also be considered a violation of the school's weapons policy.

As a rule, leave all hunting equipment, ammunition, martial arts, self-defense, or other sports equipment at home.

An individual "possesses" a weapon in violation of this policy when the weapon is found on his/her person. Additionally, an individual will be deemed to be in possession of a weapon if the weapon is found in his/her personal property (for example: backpack, gym bag, purse) or in a place where the individual exercises exclusive control (for example: a desk or a locker).

Throughout our school in all of our classrooms and labs, our students work with and have access to a wide variety of tools, equipment and materials. The use of these objects in a menacing or dangerous fashion toward others in the school is a serious violation of our school's weapons policy.

Staff members and students having knowledge of the possession or use of weapons, look-alike weapons, or of other objects being used in a menacing fashion either on school property or at school-related activities must report this information to the Administrative Office immediately. To the greatest extent possible, information which is supplied by students shall be kept confidential to protect those students making the reports.

## **STUDENT RIGHTS**

Rules protect the individual and groups of individuals as they function in society. The success of the following guidelines is dependent upon the student's acceptance of responsibility for the well-being of others. The items contained within this handbook are consistent with the **Regulations and Guidelines on Student Rights and Responsibilities** adopted by the Pennsylvania State Board of Education. Students may review this publication by obtaining copies from the School Counselor in the Student Services Office.

1. No student shall be denied access to a free and public education because of race, religion, sex, national origin or handicaps.
2. Physical punishment may be administered by school officials to discipline students under the following conditions  
(a) to quell a disturbance, (b) to obtain possession of a weapon or other dangerous object, (c) in self-defense, (d)

for the protection of persons or property, (e) in relationship to the severity of the offense. Students shall not be required to remove clothing.

3. No student shall be suspended unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective. Communication to parents shall follow the suspension. When an Out-of-School Suspension exceeds 3 days, the school shall offer an informal hearing to the student and parents. When an In-School Suspension exceeds 10 days (PA Code 12.7) the school shall offer an informal hearing before the 11th school day.
4. Students will be afforded appropriate elements of due process if they are to be excluded from school, including a formal hearing in a case involving a possible expulsion from school.
5. Students have the right to express themselves unless such expression materially and substantially 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.
6. Students who choose to refrain from participation in the flag salute and Pledge of Allegiance shall respect the rights of others who do participate.
7. Information received in confidence from a student may be revealed to the student's parents, principal or authorities where the health, welfare or safety of the student or other persons is clearly in jeopardy.

### **STUDENT COMPLAINT POLICY**

Students have the right to enjoy an educational environment free from but not limited to discrimination, harassment, intimidation, and threats of violence. When a complaint or grievance arises regarding a student's grades, attendance, classroom or other program/school related issues, the course instructor is the designated individual to address the issue. Individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided and implemented.

Whenever possible the student should explain the problem to the instructor and a resolution discussed as soon as possible. If the student and instructor are unable to resolve the issue, or if the grievance is against the instructor, the grievance should be brought to the attention of the School Counselor or the Administrative Director according to the following procedures. False accusations on innocent individuals will result in the same disciplinary action applicable to one found guilty of discrimination, intimidation, harassment or threats of violence.

1. Student should first make the complaint known to the staff member most closely involved, or if none is identifiable or if the closest staff member is the individual against whom the complaint is made, the student's School Counselor at EWCTC or the sending high school; shall attempt to resolve the issue informally and directly with those persons involved.
2. If not resolved, the second level is established. The student shall prepare a written statement of his/her complaint which shall identify the specific nature of the complaint, a brief statement of the facts surrounding the situation and a proposed solution to the complaint. The individual against who the allegation is raised shall also be asked to submit an account of the facts. These complaints are submitted to the Administrative Director, where there will be an informal hearing and a response will be submitted within 30 days.
3. If not resolved, the third level is established. The complaint will then be submitted to the JOC for a hearing of complaint. The JOC shall be provided with the complaint for hearing at the next regularly scheduled meeting.
4. At each step beyond the first, the school authority shall be in contact with the student's parent. The student may seek the assistance of a parent or guardian at any step. At each step, the complainant shall indicate written consent to or rejection of the resolution to the issue.

### **TITLE IX GRIEVANCE PROCEDURE**

The Grievance Procedure addresses the procedures used for filing a grievance if the parties involved feel that they were discriminated against by the policies of Eastern Westmoreland Career & Technology Center on the basis of sex, handicap, race, color, age and national origin in its educational and vocational programs, activities or employment as required by Title IX, Section 504, and Title VI.

Grievance: A formal written complaint which:

1. Sets forth the allegation that there has been a violation, misinterpretation, or inequitable application of any district policy or practice, involving Federal Anti-discrimination legislation.
2. Specifically identifies the policy or statute violated, misinterpreted or inequitably applied.
3. Furnishes sufficient background concerning the alleged violation, misinterpretation, or inequitable application to identify persons, actions, and/or omissions that led to the allegation.

Grievant: Any student, employee, teacher, or parent aggrieved by a decision or condition falling under the guide of Federal Anti-discrimination legislation.

Student: Any person enrolled as a student in an educational or recreational program authorized by the Joint Operating Committee.

Employee: Any full-time or part-time teacher, secretary, clerk, maintenance/custodian, administrator, or other person receiving compensation for services rendered to the Joint Operating Committee.

Chief School Administrator: The Superintendent of Record or a designated agent for the Board of Education.

CTC Vocational Administrator: The school employee or employees designated to coordinate compliance efforts with Federal anti-discrimination legislation and charged with the responsibility of investigating complaints.

Vocational Administrator  
Eastern Westmoreland Career & Technology Center  
4904 Route 982, Latrobe, PA 15650, 724-539-9788 - Extension 309.

#### **GENERAL PROVISIONS**

- A. A grievance must be filed within ten (10) days of the circumstances that occasioned the grievance.
- B. No person shall suffer recrimination or discrimination because of participation in this grievance procedure.
- C. Whenever possible, hearings will be scheduled during a mutually convenient time that does not conflict with the regularly scheduled school program.
- D. Employees shall be freed to testify regarding any grievance filed hereunder and the expense or necessary and approved release time shall be borne by the school when hearings must be scheduled during the school day.
- E. Confidentiality will be observed pending resolution of the grievance or final decision by the Joint Operating Committee.
- F. Nothing contained herein shall be construed to limit in any way the option of the school and the grievant to resolve the grievance mutually and informally.
- G. These grievance procedures will not be required to be followed if other statutory procedures are available.

#### **PROCEDURE**

##### **LEVEL I**

The grievant shall prepare and file the grievance with the Compliance Officer, at 4904 Route 982, Latrobe, PA 15650, 724-539-9788 (Extension 309).

The compliance officer shall investigate the complaint with the parties concerned in the grievance within ten (10) calendar days of the grievance filing. The compliance officer shall issue a written report setting forth his/her finding and recommendations for resolution of the grievance within five (5) calendar days after the conclusion of the investigation.

The grievance shall be considered resolved if the grievant fails to file the grievance at Level II within the time limits set forth herein.

If no written report has been issued within the time limits set forth herein above, or if the grievant or school shall reject the recommendations of the compliance officer, the grievant shall be free to file the grievance at Level II.

#### **LEVEL II**

The grievant shall file the grievance with the designated agent of the Joint Operating Committee within ten (10) days of the date the compliance officer's report was (or should have been) issued. The designated agent may be a person involved in the grievance. This agent is:

Marie Bowers, Administrative Director, Eastern Westmoreland Career & Technology Center, 4904 Route 982, Latrobe, PA 15650-2399, 724-539-9788 (Extension 373).

Within ten (10) days of the receipt of the grievance, the Joint Operating Committee's agent shall conduct a hearing with all parties involved in the grievance.

The grievance shall be considered resolved if the grievant accepts the recommendations of the agent of the JOC, or if the grievant fails to file the grievance at Level III within the time limits set forth herein.

#### **LEVEL III**

If the grievant rejects the recommendations of the JOC's agent, or if the JOC's agent fails to issue a report within limit set forth above, the grievant shall be free to file the grievance at Level III within ten (10) days of the date the JOC's agent recommendations were (or should have been) issued.

In any matter where the law requires a hearing before the JOC, the third step of this procedure shall be that hearing. In any matter where the law does not require a hearing before the Board of Education within the time limits set forth herein:

- 1) The grievant shall file the grievance by delivering it to the JOC within the time limits set forth herein. Such filing shall name a person selected by the grievant to sit upon an ad hoc compliance panel.
- 2) Within five (5) days of receipt of the grievance, the ranking officer of the JOC shall appoint one member of the compliance panel.
- 3) The two members so selected shall meet and mutually agree upon a third panel member. In the event the two members are unable to agree upon a third member, they shall request the presiding judge of the county court to appoint the chairperson.
- 4) Within fifteen (15) days of the filing of the grievance at Level III, the compliance panel shall convene hearing the testimony of all interested parties, and seek such legal guidance which seems necessary. The compliance panel shall have the authority to call witnesses and to establish the procedures for the hearing.
- 5) Within twenty-five (25) days of the filing of the grievance at Level III, the compliance panel shall issue its Finding of Facts and specific recommendations for the resolution of the grievance to both the grievant and the JOC. The grievance shall be considered resolved if the recommendations of the panel are accepted by the JOC and the grievant.
- 6) The actual and necessary expenses of the panel shall be jointly borne by the JOC and the grievant. Fees of panel members, if any, shall be paid by the parties who appointed them and fees, if any, of the panel chairperson shall be jointly paid by the grievant and the districts.

#### **LEVEL IV**

- 1) Issues not resolved at Level III may be appealed to the Commissioner of Basic Education, at Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333.
- 2) The appeal must state the decision being appealed, the rationale for the appeal and the desired resolution. The appeal must be presented with 30 days from the date on which the information about the disputed action was communicated to the local agency.

The PDE will attempt to resolve appeals through correspondence and telecommunication. In the event that resolution cannot be reached, an appeal hearing will take place within 30 days of the PDE's receipt of a written request for such a hearing. A written ruling will be issued no later than ten days after the hearing. If the eligible recipient is dissatisfied with the PDE's ruling, the next right of appeal is to the U.S. Secretary of Education. This right must be exercised within 20 days of the PDE notification of the ruling.

## TRANSPORTATION

### BUS RULES, REGULATIONS AND SAFETY

Proper bus conduct requires students to conduct themselves in a manner that will not distract the driver. The driver has complete charge of the bus and students, along with the responsibility of operating the bus in a safe manner to ensure the safety of students to and from the Eastern Westmoreland Career & Technology Center. Proper conduct, therefore, includes the following:

1. Students shall sit in assigned seats.
2. Students may not move out of their seats while the bus is moving.
3. Students may not throw objects in the bus or out of the windows.
4. Students may not extend arms, legs, or heads out of the windows.
5. Students may not engage in horseplay, fighting, shouting, or the use of profane language.
6. Students may not display obscene gestures in the bus or out of the windows.
7. Students must obey the instructions of the driver.
8. Students may not use drugs, tobacco or alcohol.

Failure to follow school regulations is potentially more dangerous while in a vehicle than in a school building; therefore, in addition to the **School Conduct and Discipline Code**, the following may be applied:

<u>1st Offense</u>	<b>Loss of bus privileges for three days</b>
<u>2nd Offense</u>	<b>Suspension plus loss of bus privileges for five days</b>
<u>3rd Offense</u>	<b>Termination of bus privileges for the remainder of the school year</b>

Note: Any person willfully damaging a bus will be held responsible for the cost of restitution. There will be no driving or parking permits issued to students who have their bus riding privileges terminated or suspended.

### STUDENT DRIVING, RIDING AND PARKING POLICY

Students are not permitted to drive to, park at, or transport other students to and from the school without obtaining written permission from the CTC Cooperative Education Coordinator. Driving permits issued by the sending school are not valid at EWCTC.

Driving/riding privileges will only be considered for students participating in the Cooperative Education employment program or students enrolled in the after school Allied Health internship program.

Students are required to ride the bus to and from their home school. **Students are not permitted to drive to the CTC for after school jobs.**

**Students are not permitted to ride to school with a student who is an approved driver without permission. If found doing so, they will be disciplined.**

Students must park in the designated student parking area only. Students will be required to display their parking permit on the rearview mirror. **Students will be required to pay \$5.00 for parking permits and \$5.00 for each lost or damaged permit.**

### **Revocation of Driving Privileges**

Driving privileges may be revoked for the following reasons:

- ✓ Transporting other students without permission
- ✓ Reckless driving
- ✓ Leaving the parking lot before district school buses
- ✓ Changes in the circumstances that warranted driving privileges
- ✓ Leaving school before dismissal time
- ✓ Violations of the School Discipline Policy
- ✓ Excessive absenteeism or tardies

**1<sup>st</sup> Offense: Written notice to student and parent/guardian plus applicable discipline**

**2<sup>nd</sup> Offense: Loss of driving privileges plus applicable discipline**

### **TRANSPORTATION TO AND FROM SCHOOL**

Students are required to arrive and leave school on assigned buses unless parent/guardian drives the student or if the student has prior permission to drive or walk to school. No student is allowed to walk off school property or to leave with anyone except parent/guardian or assigned adult verified by administrative staff. Failure to comply may result in suspension.

### **STUDENT WALKERS**

Parental permission is required for any students who desire to walk to or from school. Completion of the **Walking Permit Form (F-15)** is necessary for this purpose.