

WEST SIDE CAREER AND TECHNOLOGY CENTER

2018-2019 Student Handbook

Contained in this student handbook are many policies and procedures that help serve as a guide for our student body. This handbook is not meant to be the final word regarding policies and procedures at West Side Career and Technology Center. Rather, our goal is to offer a blueprint to guide us as we begin the school year. Like any work in progress, we will continue to refine our policies and procedures to ensure that each student is provided with the tools necessary to become a productive citizen and a life-long learner.

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INTRODUCTION

The West Side Career and Technology Center is beginning its 51st year of providing career educational opportunities as a comprehensive career and technical high school. West Side CTC offers to students from the five sending school districts 16 different career and technical areas of skilled training as well as extensive academic program in Communication Arts, Social Studies, Science and Mathematics. Students completing the high school program receive a high school diploma in accordance with the curriculum regulations established by the Pennsylvania Department of Education. The basic program of the school is the high school program which is open for enrollment to students who have successfully completed eighth grade in the sending districts of the Dallas, Lake Lehman, Northwest, Wyoming Area and Wyoming Valley West. West Side CTC's technical programs include options for those students whose career goals include post-secondary education.

PHILOSOPHY OF CAREER & TECHNICAL EDUCATION

We believe that career and technical education offers the students a well-rounded educational program with emphasis placed upon practical work experience and democratic group participation to promote a satisfying adjustment to life.

We believe that career and technical education is a personal asset to an individual because it enables the student to earn a living, maintain a home and afford a family. It is a social asset because success in work gives happiness, satisfaction and a feeling of security. It is an economic asset to our society because intelligent production is a basis to wealth. Career and technical education is an organized effort to develop individual skills, habits, attitudes and ideas. Students will find their economic position in society and use that position to shape both themselves and society.

We believe that the place where people work is a real melting pot of America. It is there that nationality and creed give way to a common denominator of technical knowledge, craftsmanship and team work. The extent of one's learning is quickly identified because the product of learning is evident and measurable.

We believe that under the guidance of understanding teachers, the career and technical student will acquire skills, technical knowledge, strength of character and social understandings. This will prepare the student for entry into the workforce.

We believe that the student should be encouraged to think about and accept their responsibilities and to recognize the rights and privileges of others.

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SECTION

1

SCHOOL PERSONNEL

- **Joint Operating Committee**
- **Sending School Districts and Administration**
- **Administration**
- **Business and School Plant Administration**
- **Business Office**
- **Clerical Staff**
- **Custodial/Maintenance Staff**
- **Hall Monitors**
- **Para Educators**
- **Professional Staff**

JOINT OPERATING COMMITTEE

Dr. Thomas Duffy, Chief School Administrator
Attorney Charles R. Coslett, Solicitor
Miss Elaine Pallone, Secretary/Treasurer

Mr. Carmen Bolin	Mr. David Paulauskas
Mr. Gerald Conger	Mr. Thomas Pieczynski, Sr.
Dr. James Fender	Mrs. Kristin Pitarra
Mr. Michael Kreidler	Mr. Gary Richards
Mr. Peter Lanza	Mr. Larry Schuler
Mr. John Marianacci	Mr. Gerald Stofko
Mrs. Karen Masters	Mr. Robert Wright
Mr. Patrick Musto	

SENDING SCHOOL DISTRICTS & ADMINISTRATION

<u>District</u>	<u>Superintendent</u>	<u>Secondary Principal</u>
Dallas	Dr. Thomas Duffy	Mr. Jason Rushmer
Lake Lehman	Mr. James McGovern	Mr. Douglas Klopp
Northwest	Ms. Elizabeth Ellis	Mr. Ryan Miner
Wyoming Area	Mrs. Janet Serino	Dr. Jon Pollard
Wyoming Valley West	Mr. Irvin DeRemer	Mr. David Novrocki

ADMINISTRATION

Mr. Richard Rava	Assistant Director/Principal, ext. 124
Mr. David Williams	Business Manager, ext. 127

BUSINESS AND SCHOOL PLANT ADMINISTRATION

Mr. James Gaydos	Network Administrator/Technology Director, ext. 131
Mrs. Bernadette Lawler	Business Office Supervisor, ext. 135
Miss Elaine Pallone	Administrative Assistant, ext. 121
Mr. John Rayeski	Supervisor of Building and Grounds, ext. 129

BUSINESS OFFICE

Mrs. Joanne Elko	Accounts Payable/Purchasing, ext. 128
Mrs. Diane Wood	General Ledger, ext. 161

CLERICAL STAFF

Mrs. Christina Kocher
Mrs. Danette Mynes
Miss Elizabeth Piperato
Mrs. Samantha Warnagiris

Principal Secretary, ext. 124
Child Accounting, ext. 130
Main Office/Attendance, ext. 0
Guidance Secretary, ext. 122

CUSTODIAL/MAINTENANCE STAFF

Mr. Nick Barna	Mr. John Richards
Mrs. Karen Bruno	Mr. Daryl Shaver
Mr. David Richards	Mr. David Winters

HALL MONITORS

Mr. Edward Macosky
Mrs. Marcella Padavan

PARA EDUCATORS

Ext. 143

Mrs. Karen Gomba
Mr. Richard Jones
Mrs. Patrice Yurek
Miss Mary Zultevecz

PROFESSIONAL STAFF

Mr. Joseph Bednarek	Science	jbednarek@wsctc.net	323
Mrs. Kathy Bonning	Special Education	kbonning@wsctc.net	317
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Mrs. Nicole Daniels	Special Education	ndaniels@wsctc.net	202
Mr. Michael Dennis	Multi-Media Technology	mdennis@wsctc.net	337
Mr. Raymond Eichler	Electrical Technology	reichler@wsctc.net	330
Mrs. Danielle Ezzo	Special Education	dezzo@wsctc.net	202
Mrs. Tracey Faux	Co-Operative Education	tfaux@wsctc.net	203
Mrs. Mary Fiedorczyk	Life Skills	mfiedorczyk@wsctc.net	327
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Miss Mary Kay Kimelewski	Social Studies	mkimelewski@wsctc.net	312
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Mrs. Maria Morreale	Special Education	mmorreale@wsctc.net	202
Mrs. Margaret Mullin	Family Consumer Science/Art	mmullin@wsctc.net	343
Mr. Daniel Natitus	Special Education	dnatitus@wsctc.net	202
Mr. Lyle Newell	Mathematics	lnewell@wsctc.net	324
Mrs. Stephanie Newell	English Language Arts	snewell@wsctc.net	443
Mr. Brian Novicki	Special Education Coordinator	bnovicki@wsctc.net	352
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Mrs. Erin Phillips	Music/Senior Experience	ephillips@wsctc.net	342
Mr. Thomas Pieczynski	Business Marketing	tpieczynski@wsctc.net	302
Mrs. Francis Scaramastro	Social Studies	fscaramastro@wsctc.net	311
Miss Lauren Shovlin	English Language Arts	lshovlin@wsctc.net	445
Mr. Albert Strish	HVAC	astrish@wsctc.net	332
Miss Helene Strutko	Science	hstrutko@wsctc.net	336
Mrs. Patricia Temple	Early Childhood Education	ptemple@wsctc.net	442
Mrs. Krista Wadas	Special Education	kwadas@wsctc.net	317
Mr. James Zalewski	Automotive Technology	jzalewski@wsctc.net	334

ALMA MATER

Looking o'er the valley wide,
From high upon the hill.
Symbol of unending pride,
Her purpose to fulfill.

For our country and our school,
We as one proclaim
Our loyalty to West Side Tech,
The symbol of our fame.

To the honor of her name,
Loyal we will be
May no act of ours bring shame,
But dignity to thee.

CHORUS:

West Side Tech
West Side Tech
Titans bold and true
We will pledge our trades and skills
For old gold and blue.

COLORS OF THE SCHOOL

Navy Blue and Old Gold are the colors of West Side CTC.

SECTION

2

GUIDANCE INFORMATION

- **Guidance Services**
- **Student Assistance Program (S.A.P. Team)**
- **Student Concern Process**
- **Parent Visitation & Teacher Conferences**
- **Student Career-Technical Transfer Policy**
- **Study Habits**
- **Standardized Testing**
- **Grading Scale**
- **Minimum Grade**
- **Participation Point System**
- **Honor Roll Requirements**
- **Requirements for Promotion**
- **Physical Education Requirements**
- **Graduation Requirements**
- **Senior Awards**
- **Articulation Agreement**
- **Release of Student Records**
- **Homebound Instruction**
- **Withdrawal Procedure**

GUIDANCE SERVICES

The guidance department seeks to help students in every way possible. It covers particularly those areas of a student's life in school which are not cared for in regular classes or co-curricular activities. The department is concerned with their present work and future plans. More specifically, the purpose of this service is to assist students in problems such as adjusting themselves to their school surroundings, making a choice of subjects which will prepare them for career and technical choices, securing information about various occupations, making progress in their various school subjects and activities, choosing a school in which to continue their education beyond high school, planning courses and electives to meet the necessary entrance requirements for college (two and four years) and to secure information about these schools and their requirements.

NOTE: Parents of students in 11th and 12th grade have the option of not being on the list of students provided to the U.S. Military. If you choose to not be on the list, a written letter stating such must be provided to the Guidance Office by September 30th.

STUDENT ASSISTANCE PROGRAM (S.A.P.)

The Student Assistance Program at West Side CTC consists of a comprehensive, systematic and organized approach designed to identify, refer and support "at risk" students. The program is staffed by teachers, administrators, school counselors, the school nurse and appropriate agencies from the community.

At Risk Students – Chemical substance abuse, depression, suicide prevention, and Intervention

Identification of "at risk" students comes from referrals made by other students, parents, teachers, counselors, administrators and staff to the S.A.P. Team.

Referrals are made to the team if there is a concern for the physical and/or emotional well-being of a student. They can be based on grades, attendance, behavior and/or physical symptoms.

Support occurs during the intervention process. The student, his/her family and the school work together in providing a more conducive atmosphere for the "at risk" student during the rehabilitation process. This process involves not only placement (when needed), but aftercare support for the student.

STUDENT ASSISTANCE PROGRAM (S.A.P.) cont'd

S.A.P. Team Members

Joseph Bednarek – Science Instructor
Christine Butchko – Certified School Nurse
Mary Kay Kimelewski – Social Studies Instructor
Jerry Ogurkis – Guidance Counselor
Richard Rava – Assistant Director/Principal

STUDENT CONCERN PROCESS

A “concern” shall be defined as an event that arises out of actions that directly affect the student’s participation in an approved educational program. The student should first make the concern known to the staff member most closely involved or if none is identifiable, his/her guidance counselor, and both shall attempt to resolve the issue informally and directly.

For concerns which must move beyond the first step, the student shall prepare a written statement of his/her concern which shall set forth the specific nature of the concern and a brief statement of the details relating to the concern. This will be submitted to the high school principal. A meeting will be held with a committee composed of administration, a faculty member and the student to determine appropriate action regarding their concern.

PARENT VISITATION & TEACHER CONFERENCES

Parents are invited to visit West Side CTC to talk with the student’s instructors or administration, however, to ensure a minimum disruption to instruction and the classroom environment, the following guidelines must be followed:

1. Appointments with teachers/administration must be made twenty-four (24) hours in advance.
2. Multiple teacher conferences will be scheduled for 2:40pm.

STUDENT CAREER-TECHNICAL PROGRAM TRANSFER POLICY

Any student presently attending West Side CTC who wishes to change their CTE program must submit a Student Request for Transfer of Vocational Program form to the Guidance Counselor. The request should outline, in detail, the reason(s) for the desired program change. The request must be signed by a parent/guardian.

Any student who wishes to transfer CTE Programs will have such request considered based upon the following guidelines:

1. An evaluation by the Guidance Counselor of the student's career goals and academic preparation as it relates to the requirements of the career choice.
2. Whether the student's attitude, attendance, behavior and performance are satisfactory.

STUDY HABITS

Every successful student takes his/her school work seriously. It is equally important that there is time for co-curricular activities, but with proper scheduling of your time will also be able to take time to apply a serious approach to your school work.

Here are some helpful tips to better study habits:

1. Turn off the radio, TV and any other distractions.
2. Study where it is quiet – possibly in your room at home.
3. Put aside a certain amount of time every night for study.
4. If your eyes feel strained; check to be sure you have sufficient lighting.
5. Concentrate on your work; do not allow your mind to wander to other thoughts.
6. Do not look for excuses to delay your studying.
7. Being a student at West Side CTC may be more difficult. In addition to shop skills you must learn, you also have a full academic schedule that you must satisfactorily pursue. Therefore, you will need to apply extra effort to your school work.
8. Vocational-technical students must use their heads as well as their hands because they must "think" before they "do."

STANDARDIZED TESTING

State mandated testing such as, but not limited to, the Keystone Examinations and NOCTI will occur during a student's academic experience at West Side CTC. It is the belief that these examinations are of the utmost importance and student participation/effort is essential.

GRADING SCALE

Numeric Average	Letter Grade	Quality Points	Numeric Average	Letter Grade	Quality Points
100.....	A.....	4.0	79.....	C.....	1.9
99.....	A.....	3.9	78.....	C.....	1.8
98.....	A.....	3.8	77.....	C.....	1.7
97.....	A.....	3.7	76.....	D.....	1.6
96.....	A.....	3.6	75.....	D.....	1.5
95.....	A.....	3.5	74.....	D.....	1.4
94.....	A.....	3.4	73.....	D.....	1.3
93.....	A.....	3.3	72.....	D.....	1.2
92.....	B.....	3.2	71.....	D.....	1.1
91.....	B.....	3.1	70.....	D.....	1.0
90.....	B.....	3.0	69.....	F.....	0.9
89.....	B.....	2.9	68.....	F.....	0.8
88.....	B.....	2.8	67.....	F.....	0.7
87.....	B.....	2.7	66.....	F.....	0.6
86.....	B.....	2.6	65.....	F.....	0.5
85.....	B.....	2.5	64.....	F.....	0.4
84.....	C.....	2.4	63.....	F.....	0.3
83.....	C.....	2.3	62.....	F.....	0.2
82.....	C.....	2.2	61.....	F.....	0.1
81.....	C.....	2.1	60.....	F.....	0.0
80.....	C.....	2.0			

Numeric grades will appear on the report card.

The only letter indications allowed are: W = Withdrawal, I = Incomplete

Students who have a legal medical excuse will be given appropriate time to make up work missed during the time the student was legally, medically absent.

Students who do not successfully complete make-up work will receive a failing grade for the marking period involved. Long term illness, hospital confinement, quarantine or extenuating circumstances will be handled on an individual basis.

MINIMUM GRADE

Teachers may assign students a minimum failing grade of 50 for each of the first two marking periods. There will be no minimum failing grade for the third and fourth marking period. Students must achieve a minimum final grade of 70 to pass a subject for the year.

PARTICIPATION POINTS SYSTEM

All instructors are mandated to allocate a minimum of 10% of each student's quarterly grade to be used for class participation points.

Students participating in school related activities such as field trips, assemblies, clinical community service or student organizations must be allowed an opportunity to earn points towards the participation grade for that day. This is contingent on the student completing that day's missing assignment.

HONOR ROLL REQUIREMENTS

1. For highest honors, a student must have a quality point average of 3.75 – 4.0.
2. For high honors, a student must have a quality point average of 3.50 – 3.74.
3. For honors, a student must have a quality point average of 3.0 – 3.49.
4. Any student receiving a 76 or below in any subject is automatically eliminated from consideration for honor roll status.

REQUIREMENTS FOR PROMOTION

9th – 10th Grade:

Student attaining 4.00 credits (one of which MUST be English) in grade 9 will be promoted to grade 10. New students transferring to West Side CTC will follow promotion requirements from their sending school.

10th – 11th Grade:

To be promoted from grade 10 to grade 11, students must have attained 10.5 credits. These include their career-technical program and three additional credits from the following courses: English, Mathematics, Science or Social Studies.

New students transferring to West Side CTC will follow the grade promotion requirements from their sending school. Transfer students must have a minimum of 11.8 required credits in order to be classified as a junior.

11th – 12th Grade:

To be promoted from grade 11 to grade 12, students must attain 17.00 credits. Students must pass their career-technical program and three other additional credits from the following courses: English, Science and Social Studies.

PHYSICAL EDUCATION REQUIREMENTS

All students will be required to wear appropriate gym attire for all Physical Education classes. Gym shorts, an appropriate T-shirt (no half shirts or muscle shirts), socks and sneakers will constitute appropriate gym attire. For safety reasons, all earrings must be removed prior to Phys. Ed. class. If the student does not comply with this dress code or does not participate in the Phys. Ed. activity eight times, the student will fail for the marking period.

Students who fail Phys. Ed. will not be permitted to make up the class during the school semester. Any physical education failures will need to be made up in an approved summer school course.

Medically excused students will be required to write a ten (10) page typed or a fifteen (15) page hand-written paper utilizing five (5) appropriate references. Topics will be assigned by the Physical Education Instructor.

***All medical excuses must be turned in to the Phys. Ed. Instructor by the fifth scheduled class of the marking period for which it is to be in effect.**

GRADUATION REQUIREMENTS

West Side CTC is a comprehensive career and technical school. To graduate from West Side CTC, each student must meet the following requirements:

1. Demonstrate through successful completion of a series of planned academic and career-technical courses, mastery of the student curriculum standards as set forth in Chapter 4 Section 4.21.
2. Each student must complete a project in one or more areas of concentrated study under the direction of the high school faculty.
3. All graduating students must demonstrate mastery of the Pennsylvania Academic Curriculum Standards by participating in the school's local system on assessment of the Pennsylvania State Standards.
4. No student will be allowed to participate in the graduation ceremony who has not fully and completely satisfied all West Side CTC and PA Department of Education requirements.

Participation in the commencement is a privilege, not a right, and may be denied to any student who does not meet behavioral expectations or violates the discipline policy.

West Side CTC strongly recommends that students make every effort to successfully pass each and every subject. Because of the mandated time in the program of study, students are not permitted to make up academic courses during their program of study time. All make up courses must be made up through an approved 30 hour summer school program or private tutoring with a certified instructor.

Credit Requirements and Course Sequences

Grade 9

English Language Arts 9	1.00
History 9	1.00
Mathematics	1.00
Science	1.00
Physical Education	0.25
Career-Technical Program	3.75

Total Credits Grade 9 8.00

Grade 10

English Language Arts 10	1.00
History 10	1.00
Mathematics	1.00
Science	1.00
Physical Education	0.25
Career-Technical Program	3.75

Total Credits Grade 10 8.00

Grade 11

English Language Arts 11	1.00
History 11	1.00
Mathematics	1.00
Science	1.00
Physical Education	0.25
Health	0.25
Career-Technical Program	3.50

Total Credits Grade 11 8.00

Grade 12

English Language Arts 12	1.00
Senior Experience	1.00/0.50
(Optional Music Elective – reduction of 0.50)	
Family Consumer Science	1.00
Elective	1.00
Physical Education	0.25
Career-Technical Program	3.75/3.25
(Optional Art Elective – reduction of 0.50)	

Total Credits Grade 12 8.00/7.50

CAREER-TECHNICAL PLANNED REQUIREMENTS - To be eligible to graduate from West Side CTC, students must pass a minimum of three (3) years of a career-technical program, one of which must be the senior year.

Students who enter West Side CTC as a junior must complete and successfully pass both years of their career-technical program.

For those students who elect to attend West Side CTC during their senior year must complete and successfully pass their career-technical program to graduate.

Seniors not meeting the graduation requirements will not be permitted to participate in the graduation ceremony.

CAREER-TECHNICAL CERTIFICATES – The career-technical program pursued by a student at West Side CTC is considered a part of their total education curriculum. A certificate of proficiency shall be awarded to all qualified seniors. It is the responsibility of the career-technical instructor to provide a list of qualified seniors by a date to be established each year.

The grade of 70% or more must be received in the shop course each marking period to accumulate hours towards credited hours received. The certificate shall indicate the following:

1. The student's name.
2. The name of the career-technical program.
3. The official career-technical program CIP code.
4. The number of hours of successful completion in relation to the total number of hours of available instruction in the approved curriculum.

MASTERY OF ACADEMIC STANDARDS – Beginning with the graduation class of 2003, each student must demonstrate mastery of the Pennsylvania academic standards in reading, writing, mathematics, science and technology, and environment and ecology. The student must achieve a proficient score in these areas on a locally developed assessment, which will be aligned with the state standards.

As per Section 14.39 (course completion and diplomas), students who satisfactorily complete a special education program developed by and individualized education program team shall be granted and issued a regular high school diploma. Those students who have reached their graduation (last year) may elect to return to West Side CTC if the objectives of the I.E.P. have not been met. Students who elect to return to West Side CTC are not permitted to participate in the graduation ceremony or accept a diploma. Students electing to return will graduate the year that their I.E.P. is fulfilled and the appropriate graduation date will be included in the graduation plan of the I.E.P.

Students who do not complete the requirements for graduation by the end of their senior year are not permitted to participate in the graduation ceremony.

SENIOR AWARDS

Every year, the most outstanding senior student in each of the career and technical programs is selected by the program instructor to be the recipient (according to the established criteria) of a West Side CTC plaque and a check donated by community groups and businesses.

Academic excellence awards are also presented to the most outstanding senior in each of the academic areas. These students also receive a West Side CTC plaque and a check donated by community groups and businesses.

ARTICULATION AGREEMENT

West Side CTC has the opportunity to enter into post-secondary articulation agreements with local institutions. Those agreements may change on a yearly basis regarding the necessary requirements. Approved articulation agreements may be reviewed and discussed with the school counselor.

SOAR

SOAR (Students Occupationally and Academically Ready) is a career and technical Program of Study (POS) which prepares students for college and careers in a diverse, high-performing workforce. It articulates the secondary career and technical programs to postsecondary degree, diploma or certificate programs. SOAR programs lead students into a career pathway that align the secondary courses to a postsecondary program to complete a degree or certificate. SOAR programs prepare today's student for High Priority Occupations (HPO) which include career categories that are in high demand by employers, have higher skill needs and are most likely to provide family sustaining wages

RELEASE OF STUDENT RECORDS

Students are advised that West Side CTC will release "directory information" contained in an educational record of a student "that would not generally be considered harmful or an invasion of privacy". Specifically, "directory information" includes but is not limited to, the student's name, address, telephone listing, e-mail address, photograph, date and place of birth, major field of study, dates of attendance, co-curricular activities and honors and awards received. Any student wishing to opt-out of having their "directory information" disclosed must notify the administration of West Side CTC in writing prior to September 30th of each school year.

HOMEBOUND INSTRUCTION

In the event a student's medical condition will require a ten (10) day absence, homebound instruction will be necessary. Students who require homebound instruction must notify their guidance counselor immediately. West Side CTC does not supply homebound instruction. Students will be directed to their sending school's counselors. Homebound instruction will be provided through the home school.

WITHDRAWAL OF STUDENTS FROM WEST SIDE CTC

In some instances, the enrollment of a student at West Side CTC may become unwise. Either the student or West Side CTC may initiate action which may result in a return to the sending school. The student and parent/guardian must have an exit interview with the guidance counselor prior to withdrawing from West Side CTC. A parent/guardian signature is required on the official withdrawal form. All outstanding obligations must be satisfied before withdrawal and release can be approved, otherwise, records will not be forwarded until all outstanding obligations are satisfied.

SECTION

3

ATTENDANCE

- **Attendance Policy**
- **Cancellations, Delayed Starts, Early Dismissals**
- **Student Early Dismissal**
- **Tardy Policy**
- **Truancy**

ATTENDANCE POLICY

PURPOSE – The Joint Operating Committee requires that school age students enrolled in West Side CTC attend regularly, in accordance with state laws. The educational program offered by West Side CTC is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The Joint Operating Committee recognizes the positive correlation between regular attendance and achievement.

PHILOSOPHY – To be successful in today’s society, a person needs to be educated. Attendance at school is a prerequisite to a successful education. Class attendance has a stronger impact on the student’s academic progress than any other factor. Therefore, West Side CTC encourages all students to remain in school until graduation and urges students and parents/guardians to dedicate themselves to ensuring that students attend school.

The School Code requires student attendance from the time the child’s parents/guardians elect to have the child enter school, which shall not be later than eight (8) years of age, until age seventeen (17). The district accepts the responsibility for enforcing the School Code and encouraging student attendance. Therefore, the district will develop procedures to encourage regular attendance and to prosecute violations to the compulsory attendance law.

AUTHORITY – Attendance shall be required of all students enrolled in West Side CTC during the days and hours that the school is in session. The school may excuse a student for temporary absences when receiving satisfactory evidence of illness or other urgent reasons that may reasonably cause the student’s absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

EXCUSED ABSENCES FOR TEMPORARY PERIODS

The following conditions constitute reasonable cause for absence:

1. Religious holidays observed by bona fide religious groups when requested in writing by the parent/guardian stating the name and date of the holiday.
2. Religious instruction for a maximum of thirty-six (36) hours per year when requested in writing by the parent/guardian.
3. Medical, dental or other health care appointments when requested in writing by the parent/guardian and/or verified by the practitioner.

For this section, such excuse shall be granted when:

- a. The health or therapeutic services are to be rendered by a licensed practitioner.
 - b. It is not practical or possible for the student to receive the services outside of school hours.
 - c. The time of necessary absence from school involves a minimum of interference with the student’s regular program of studies.
4. Illness or recovery from an accident.
 5. Quarantine of the home.

6. Death in the family, limited to (5) days per occurrence.
Exceptions may be granted by the principal.
7. Court appearance.
8. Unavoidable family emergencies including such conditions as hazardous roads. Excuses for unavoidable family emergencies will be reviewed by the principal or designee who will make the decision whether the emergency is unavoidable.
9. Out-of-School Suspension.

EXCUSES – Students are to turn in written excuses for all absence within five (5) days of their return to school. The principal and attendance personnel will review the excuse to determine if the absence is excused or unexcused. All unexcused absences will be recorded as unlawful for students under seventeen (17) years of age. If an excuse is not turned in within five (5) days, the absence will be declared unlawful.

A maximum of ten (10) days cumulative of parental written excuses may be permitted during a school year. All absences beyond twenty (20) days will require and excuse from a licensed physician.

UNEXCUSED ABSENCES – Absences for temporary periods may be declared as unexcused and potentially unlawful include, but are not limited to, the following:

1. Oversleeping.
2. Missing the bus.
3. Routine babysitting and personal child care.
4. Failing to turn in an excuse within five (5) days.
5. Skipping a class or classes.
6. Leaving the school grounds after arriving.
7. Refusing to attend school.
8. Working at a part-time job.
9. Missing school in excess of twenty (20) days without a licensed physician's excuse for each subsequent absence.
10. Hunting/fishing.
11. Taking an "educational trip" (vacation) without following the education trip guidelines.
12. Being absent for reasons other than those listed under "Excused Absences".

West Side CTC may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The school shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted in accordance with the law.

DISCIPLINARY ACTIONS

The following procedures will be used:

1. Students with three (3) unlawful absences will receive their first written notice of unlawful absences.
2. Students with six (6) unlawful absences will receive a second notice and will also be referred to a PASS program (Parent and Student Success Program)
3. Parents/Guardians of students who have failed to comply with attempts of the Pass Program and have reached nine (9) unlawful absences will then be referred to the district magistrate which then can result in a fine.
4. The district's intent is to encourage school attendance; therefore, the district will support innovative methods for disciplining violators of the compulsory attendance law.

EXCESSIVE ABSENCES – Absences in excess of ten (10) days may result in a warning notice being issued by the principal. The notice will state that unless attendance improves, a doctor's excuse or other acceptable evidence will be required.

Absences in excess of twenty (20) days may require a doctor's excuse or other acceptable evidence. The principal will notify the parent/guardian in writing of this requirement. If a doctor's excuse is not presented within five (5) days of the student's return to class, the absence will be declared as unlawful.

Additionally, the principal, teachers and guidance counselor are encouraged to develop attendance contracts with the parent/guardian and student to combat excessive absenteeism.

EDUCATIONAL TRIPS – Students may be excused from school attendance to participate in non-school sponsored educational trips (vacations).

To be eligible under this section, the student's parent/guardian must provide written application on the Parental Request for Student Participation in a Non-School Sponsored Educational Activity (ws-5693) form provided by the school at least ten (10) days prior to the trip. It is recommended that district approval for educational trips to obtain prior to finalizing trip plans (i.e. plane tickets, hotel reservations, etc.). Failure to submit the request prior to ten (10) days in advance may result in denial of the trip by the administration.

The principal will review the form, the student's attendance record and teacher recommendations. Approval will be based on the date of submission, attendance record, current student academic standing, the student's previous trips, and the educational value of the trip. When appropriate, the principal will give permission for such trips.

Students may not spend more than a total of five (5) school days on approved educational trips in any given school year.

Failure to get written administrative approval for an educational trip will result in the absences for the trip being declared unexcused and, where appropriate, unlawful.

The student is expected to make arrangements with his/her teacher to obtain and complete work missed. Work is to be presented to the appropriate teacher within three (3) days of the student's return.

The student may be required to provide the principal with a written account describing what was learned during the educational trip. The written account must be at least one (1) page in length. Failure to provide the written account within five (5) days of returning to school will result in the absence being declared unlawful.

COLLEGE VISITATIONS – Students will be allowed to complete college visitation while in the 11th and 12th grades, with the following exceptions:

1. 11th grade students will be permitted a total of three (3) absences during the school year for college visitations. Parents/guardians must provide verification of such visitations to the principal upon return. A letter from the admission office or student recruitment office of the respective college documenting the visit is acceptable. The student is responsible to make up all school work missed during such absences.
2. 12th grade students will be permitted a total of six (6) absences during the school year for college visitations. Parents/guardians must provide verification of such visitations to the principal upon return. A letter from the admissions office or student recruitment office of the respective college document the visit is acceptable. The student is responsible to make up all school work missed during such absences.

EXCUSAL FROM INSTRUCTION FOR RELIGIOUS OBJECTIONS –

Parents/guardians may request that their child be excused from specific lessons or units of instruction such as sex education, AIDS education, evolution or other topics for religious reasons. Students will be excused upon completion of the following:

1. A parental letter requesting student dismissal from instruction which explains the reason for the request.
2. A parental meeting with the teacher to review the unit to which he/she objected and to determine appropriate alternative assignments.
3. Completion of an agreement between the parent/guardian and teacher which specifies the requirements of the alternative unit.

Principals will be responsible for approving the excusal.

SCHOOL CANCELLATION • DELAYED START • EARLY DISMISSAL

In the event that inclement weather causes the cancellation or delay of classes at West Side CTC, students are to follow the schedule of their home school district. If the home school is delayed by two hours, the students should report to their bus stop two hours later. If the home school cancels school, the student does not have to report to classes at West Side CTC. In this case, the absence from West Side CTC will be classified as an excused absence that will not be held against the student's attendance.

***In the event that weather causes an early dismissal, parents should consult the local television station and refer to their home school district listing.**

STUDENT EARLY DISMISSAL

Students are encouraged to schedule medical and dental appointments after school hours or on Saturdays. In some instances, when this is not possible, an early dismissal will be permitted providing the student brings a note from the parent or guardian. Students eighteen (18) years of age or older that reside with their parent/guardian must also provide a note from their parent/guardian. Students eighteen (18) years of age or older who do not reside with their parent/guardian and have been legally emancipated may write an excuse to be excused. All students must present this note to the Main Office prior to homeroom. All notes must include a phone number of where the parent/guardian can be reached to verify the early dismissal. **NO STUDENT IS TO LEAVE THE BUILDING WITHOUT FOLLOWING THIS PROCEDURE.** For security purposes, photo ID must be presented when picking up a student. Violations will be considered as truancy and subject to the student discipline policy.

**Students are NOT able to leave the school property together.*

TARDY POLICY

Promptness at school and at the workplace is a learned behavior. Since school tardiness is a disruptive occurrence to the educational process and unaltered continuation of tardiness may be carried over to the workplace environment, West Side CTC is initiating the following rules on tardiness.

TARDY – Students are deemed tardy once the Homeroom bell rings at 7:55am. Those arriving late must report directly to the Main Office in order to complete a tardy slip. **Students who arrive tardy and do not report to the Main Office will be marked as absent for a full day.**

ARRIVAL

7:56am – 9:40am: Student will be recorded as **tardy**.

9:41am – 12:40pm: Student will be recorded as **½ day AM absence**.

12:41pm – 2:30pm: Student will be recorded as **full day absence**.

*Part-time students switch at 11:10am. Any part-time student arriving after 11:10am will be declared as tardy.

The Main Office and guidance counselor will help monitor tardiness and assist parents in correcting their child's promptness to school. There are two types of tardiness to school:

1. **Excused Tardiness** – If a student is late to school and produces a written parental excuse acceptable to the building administration, the lateness will be excused. Students are permitted up to six (6) parental excused tardies per semester without penalty. Students have a maximum of five (5) days from the date of tardiness to provide the parental excuse.

*Tardiness beyond the six allowed per semester will be treated as an unexcused tardy regardless of parental documentation. Doctor's notes, court orders, etc. will be considered excused.

2. **Unexcused Tardiness** – Students arriving late to school/homeroom will be deemed tardy. In order to discourage such tardiness, students arriving late without proper documentation and/or those who have exceeded the acceptable limit of parental excuses per semester will be subject to consequences.

The following consequences will occur:

- 1st Unexcused Tardy – Verbal warning
- 2nd Unexcused Tardy – Detention – the guidance counselor will meet with the student and will contact the parent/guardian.
- 3rd Unexcused Tardy – 1 day In-School Suspension
- 4th Unexcused Tardy – 2 days In-School Suspension with the loss of driving privileges for 30 days.
- 5th Unexcused Tardy – 3 days In-School Suspension

TRUANCY

Truancy shall be defined as:

Leaving school property during school hours without permission or being absent from school for a reason which is not legally excused. The student will be subject to appropriate disciplinary action as per the student code of behavior. The student will also receive a zero for each class missed. No student, regardless of age, is to leave the school building without proper permission. Any student that is found truant will be subject to involvement in the P.A.S.S. program and will be subject to the following:

1st Offense:

- 2 days In-School Suspension
- Zero participation grade in all classes missed

2nd Offense:

- 3 days In-School Suspension
- Zero participation grade in all classes missed
- Parent conference with the principal

3rd and subsequent Offenses:

- 5 days In-School Suspension
- Zero participation grade in all classes missed
- Parking permit revoked for the remainder of the school year
- Possible recommendation for expulsion at the discretion of administration

SECTION

4

DISCIPLINE PROCEDURES, POLICIES & GUIDELINES

- **Discipline Code**
- **Dress & Accessories Policy**
- **Electronic Devices**
- **In-School Suspension & Rules**
- **Drug & Alcohol Policy**
- **Tobacco Violations**
- **Policy on Fighting/Violence**
- **Possession of Dangerous/Concealed Weapons**
- **Locker Search**
- **Expulsion**
- **Anti-Bullying Policy**
- **Sexual Harassment**

DISCIPLINE CODE

It is the duty of each district to provide an atmosphere where students can learn and teachers can instruct. It is also the duty of the school districts to develop a code of behavior, which is fair and just, and to make this code known to both students and parents/guardians. It is also the goal of this Code of Behavior to create an optimal learning environment in a positive atmosphere and instill in the students that they are ultimately responsible for their actions.

The first level of behavior and control lies within the realm of the classroom teacher. This control is not restricted to the classroom but rather extends throughout the entire educational environment (i.e. halls, gym, cafeteria and school grounds). It is the responsibility of all employees to maintain a positive and safe environment. Instructors are encouraged to assign after school detention for behavior infractions such as, but not limited to, class tardiness, unauthorized use of passport, cell phone violations, etc.

In the event that a student's behavior requires a written referral, it is the individual instructor's responsibility to inform that student that his/her actions are unacceptable and a formal written referral is being submitted to administration.

The school administration should be the last step of intervention. Instructors should feel free to utilize administration to handle severe situations but not to administer reprimands and admonishments. Administration is always available to assist any employee who requests alternative classroom management techniques.

Parent/guardian involvement is also another key ingredient to a successful code. Faculty should involve parents/guardians in the correction of chronic problems and administration will depend on parent/guardian conferences as a subsequent item to suspensions.

For those students who have a legal Individual Education Plan and have accumulated suspensions that may affect the student's placement must attend a meeting with the Intermediate Unit representative, sending school representative, principal and student in compliance with all due process regulations.

The following code of behavior is hereby established by West Side CTC:

REFERRAL OFFENSES

Acts Endangering Safety of Others	Possession of Stolen Property
Assault	Horseplay
Class Cut/Class Tardiness	In Unauthorized Area
Damage to Property	Left School Property
Defiant Behavior	Safety Violation
Disrespect/Insubordination	Sexual/Verbal Harassment
Disruptive Behavior	Smoking/Tobacco Violation
Dress Code Violation	Tardy Violation
Drug/Alcohol Violation	Truant
Ethnic/Racial Intimidation	Terroristic Threats
Electronic Devices Violation	Threats to student/employee
Failure to follow school policy	Use of Profanity
Fighting	Weapons Violation

Any student action that prevents the teaching and learning process is considered a disciplinary issue. Teachers should take initial action on all small disciplinary infractions before referral to administration.

Teacher/Administration Progressive Disciplinary Action:

- Verbal Warning
- Parent Contact
- After School Detention
- In-School Suspension
- Guidance Referral
- Parent/Guardian Conference
- Bus Suspension
- Denial of Privileges
- Revoking of Driving Privileges

DRESS, ATTIRE AND GROOMING

West Side CTC recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. However, the safety of all students, the security of the building and the environment in which students learn shall be the foremost objective of the center.

The provisions of a quality education program which seeks to prepare students to become productive members of the workforce necessitates the establishment of industry standards reflecting minimal standards of workplace professionalism.

West Side CTC has the authority to impose limitations on students' dress in the center. The Joint Operating Committee will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the center or constitute a health or safety hazard.

West Side CTC may require students to wear standard dress uniforms, which may be required center-wide or by individual programs. Students may be required to wear certain types of clothing while participating in physical education classes, technical education programs, extra-curricular activities or other situations where special attire may be required to ensure the health and/or safety of the student. The building administrator or designee shall be responsible to monitor student dress and grooming and to enforce the Joint Operating Committee policy and center rules governing student dress and grooming. The building administrator or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.

Staff members shall be instructed to demonstrate by example positive attitudes towards safety, neatness, cleanliness, propriety, modesty and good sense in attire and appearance.

Students and parents/guardians may be granted exemption from clothing and attire requirements that conflict with their religious beliefs or for medical reasons, upon receipt of a written request and relevant documentation(s) to the building administrator or designee.

Violations may result in disciplinary action in accordance with applicable Joint Operating Committee policy.

Technical programs may require specific dress to meet safety requirements or industry standards and those instructors reserve the right to alter their prohibited clothing procedure with prior administrative approval.

All West Side CTC students are encouraged to seek direction from their individual teacher regarding clothing requirements as it relates to individual program areas. The enforcement of acceptable dress is the responsibility of the school community (i.e. professional staff, administrative staff, etc.) to assist and enforce West Side CTC's policy and expectations.

RECOMMENDED AND PRIVILEGED ATTIRE

West Side CTC apparel (except sweatpants) purchased from West Side CTC entities including, but not limited to, the school store, clubs, CTSO's (DECA, HOSA, FBLA, etc.) and program areas are acceptable. This will allow students to represent their school in a positive fashion and help promote school spirit.

The following is a clear and concise list of what is NOT to be worn by students or any other article of clothing that is deemed inappropriate by administration:

1. Pajamas
2. Slippers, Flip Flops, Sandals and any other opened toed footwear of any kind
3. Yoga pants and spandex style, silhouetting garments (upper and lower body clothing)
4. Sweatpants, athletic, jogging, warm-up and any other pant style that would be considered for athletic competition
5. No vulgar language on t-shirts including, but not limited to:
 - Drug promotion
 - Weapons
 - Foul language (curses or inappropriate words)
 - Death imagery
 - Nudity
 - Tobacco and alcohol promotion
 - Sexual innuendos
6. Tank tops or shirts exposing the mid-section or upper chest areas (formal dresses, business attire, etc. are an exception)
7. Hats, bandanas and any headwear that interrupts the educational process
8. Shorts and skirts should be at knee level.
9. Ripped or tattered clothing of any kind (i.e. cut of shirts, shorts, etc.)

Outerwear – (i.e. hats, coats, jackets, trench coats, gloves, ski jackets/masks, etc.) are not permissible during the school day. These articles must be stored in the students designated locker.

Backpacks/String bags – are not allowed to be used during the school day. Backpacks/string bags are allowed to be used to transport books/athletic clothes to and from school.

Jeans – are acceptable (career and technology instructors may override this based on safety, educational and input from their Occupational Advisory Committee concerns)

- NO rips, holes, tears, frayed, etc.

Jewelry/Piercings will be evaluated by instructor and they will determine whether it is suitable for the classroom environment. Individual instructors may require the removal of piercings only when it poses a safety concern and/or in line with industry standards.

Hooded Sweatshirts are acceptable (career and technology instructors may override this based on safety, educational and input from their Occupational Advisory Committee concerns)

- The hood on the “Hoodies” will not be worn up over the head during school time.

Field Trips will require specifically dress shirts, khakis and in the case of dresses the teacher will determine whether or not they are acceptable. No exceptions. Students will be evaluated by instructor before departure. Students can be removed from participation from any activity if the instructor deems it necessary.

Violation(s) of these and more specific classroom rules will result in disciplinary action.

POSSESSION OF CELL PHONES/ ELECTRONIC DEVICES

West Side CTC adopts this policy in order to maintain an educational environment that is safe and secure for students and employees.

Electronic devices shall include all devices that can take photographs, record audio or video data, and store, transmit or receive messages or images, or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, Walkman, CD players, iPod, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cell phones, Black Berries and personal laptop computers as well as any new technology developed with similar capabilities.

West Side CTC prohibits use of electronic devices by students during the school day in center buildings, on center property, on center busses and vehicles, during the time students are under the supervision of the center and in locker rooms, bathrooms, health suites and other changing areas at any time.

West Side CTC authorizes the Administrative Director or designee to authorize usage of electronic devices during the lunch period and at such other times as may be deemed appropriate.

West Side CTC prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in center buildings, on center property, on center busses and vehicles, and at center-sponsored activities.

The center shall not be liable for the loss, damage or misuse of any electronic devices.

ELECTRONIC IMAGES AND PHOTOGRAPHS

The Joint Operating Committee prohibits the taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to, texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the center may report such conduct to state and/or federal law enforcement agencies.

OFF-CAMPUS ACTIVITIES

This policy shall also apply to student conduct that occurs off center property and would otherwise violate the Student Code of Behavior if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from the center or a school center sponsored activity, whether or not via center furnished transportation.
2. The student is a member of an extra-curricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the center or the administration reasonably anticipates that the expression of conduct is likely to materially and substantially disrupt the operations of the center.
4. The conduct has a direct nexus to attendance at the center or a center-sponsored activity, for example, a transaction conducted outside of the center pursuant to an agreement made in the center that would violate the Student Code of Behavior if conducted in the center.
5. The conduct involves the theft or vandalism of center property.
6. There is otherwise a nexus between the proximity and timing of the conduct in relation to the student's attendance at the center or center sponsored activities.

1st Offense

- 1 day In-School Suspension*
- Device confiscated for the remainder of the school day
(The student may pick up the device in the Main Office at the end of the day)

2nd Offense

- 2 days In-School Suspension*
- Device confiscated until the parent/guardian picks it up from the school
(Parent/guardian will be notified to make arrangements to pick up the device)

*If the student refuses to turn over the device at any point, disciplinary action will result in a 3 day In-School Suspension.

NOTE: As per Section 1317.1 of the PA School Code, the policy restricting beepers/pagers shall not apply in the following cases, provided that the school authorities approve of the presence of the beeper/pager in each case:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
2. A student who has a need for a beeper/pager due to the medical condition of an immediate family member.

IN SCHOOL SUSPENSION

1. The purpose of the ISS room is to provide a highly structured, supervised learning environment for students who have demonstrated an inability to adhere to established school procedures and regulations. The decision to place a student in the ISS room shall be made by the administrator. The number of days a student is placed in ISS will depend on the infraction and severity of misconduct.
2. Academic achievement is the main objective of West Side CTC. Upon assignment to ISS, students are given an opportunity to continue their academic classwork as well as analyze the cause for their removal from the regularly assigned program of study.
3. In the event of a student absence during their scheduled assignment in ISS, the student must complete the requirements upon return to school.
4. Parental notification for ISS assignment will take place in written communication from school personnel.
5. Students are not permitted to participate in assemblies, class trips, program of study events or any other program deemed as a privilege, unless authorized by administration.

IN SCHOOL SUSPENSION RULES

Students assigned to the ISS classroom are required to arrive by 7:55am. All textbooks, notebooks and assignments should be in possession at arrival time. A summary sheet of classroom assignments is the responsibility of the student. Failure to complete will result in an additional day of ISS.

1. ALL SCHOOL POLICIES APPLY WHILE IN IN-SCHOOL SUSPENSION.
2. No one leaves ISS unless during a designated bathroom or lunch break or by office request.
3. Seating will be assigned on a daily basis.
4. NO TALKING!
5. No sleeping or putting head down.
6. No food, drinks, gum, etc.
7. Lunch will be supervised in the cafeteria during the designated lunch break. Standard lunch only, no snacks.
8. There will be 3 designated bathroom breaks. (Approximately at 9:15am, 10:55am and 1:15pm)
9. No books/materials should be left in ISS.
10. Morning – ISS writing assignment.
Afternoon – assigned classwork (after lunch break)
* All students in ISS should have work all nine (9) periods. If they complete all of their work, the teacher scheduled at that time should call for additional work and provide supplemental academic related assignments as assigned.

11. Any student that has to leave the ISS room at any time other than the specified times, the teacher on duty must contact the hall monitors to accompany them to the designated area.
12. Students are required to turn in all cell phones upon entering the ISS room.

DRUG & ALCOHOL POLICY

West Side CTC recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the center shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, **controlled substances** shall mean any:

1. controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Volatile solvents or inhalants, such as but not limited to, glue and aerosol products.
7. substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Joint Operating Committee policy.

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

Distribution shall mean to deliver, sell, pass, share or give any controlled substance/paraphernalia from one student to another.

Possession shall mean possessing, holding or having within immediate control controlled substances/paraphernalia.

For purposes of this policy, **look-alike drugs** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

West Side CTC prohibits students from using, possessing, distributing and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from the school and school-sponsored activities.

West Side CTC may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement in to the school's educational or extracurricular programs resulting from violations of this policy. West Side CTC maintains a strong working relationship with Wyoming Valley Drug and Alcohol Services, Inc. to ensure the students have the opportunity to access help at any time. Additionally, the Student Assistance Program (S.A.P.) within the school is a valuable resource for students.

In the case of a student with a disability, including a student for whom an evaluation is pending, the school shall take all steps required to comply with state and federal laws and regulations.

SEARCH AND SEIZURE

Lockers and Desks – Lockers and desks belong to the school and not to the student. They are assigned to the students and students have the responsibility to properly care for this school property. Students shall not store any drugs and/or alcohol or drug devices, equipment, and/or paraphernalia in lockers and desks. The school reserves the right to inspect a student(s) locker (hall locker, gym locker, or shop locker) or desk if the school has reasonable suspicion to suspect the student in violation of the school drug and alcohol policy, identified herein, or if school officials can show that they have heightened awareness of drug activity permeating throughout the entire school population which appears to be escalating. Parents/Guardians will be notified immediately whenever an illegal item is removed from a student's locker and/or desk and law enforcement authorities will be immediately notified.

NOTE: Where school officials have a reasonable suspicion that a locker contains materials that pose a threat to the health, welfare and safety of students in the school, student's lockers may be searched without prior warning. Police drug detection dogs will be utilized as well in seizures.

NOTE: Every student is assigned to a locker. Students are responsible for all contents in their assigned locker.

Use of Canines – The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. Canines shall not be used to search a student unless school officials have established that there is a reasonable cause to believe that a student possesses a contraband on his or her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or automobile shall be reasonable cause for further search by school officials. The use of dogs to detect drugs on a student falls within the category of a personal search. Consequently, this means of ferreting out substance abuse is considered intrusive and will be used only as a last resort.

Motor Vehicle Searches – Students by virtue of having the privilege of parking a motor vehicle on school property are deemed to have given prior consent for a search of a motor vehicle that has been brought by the student onto school premises. The principal, or a member of the administrative staff, may authorize a search of a motor vehicle on school premises if there is a reasonable suspicion that the search will result in the discovery of contraband.

HANDLING DRUG RELATED INCIDENTS

Students suspected of being under the influence of drugs and alcohol

- In such instances, the student shall not be left alone. The principal or designee shall be summoned immediately and he/she in turn shall summon the school nurse and, if necessary, secure additional medical help.
- In such an emergency, the principal/designee shall be responsible for all necessary investigation to be carried out. The principal/designee shall search the student's locker and desk and remove any apparent drug substances if there is reasonable suspicion to believe that there are additional drug substances stored there.
- Parents/guardians shall be notified and symptoms of their child described.
- Should any substance be discovered, it shall be shown to medical personnel for identification to aid in the treatment of the emergency.

PROCEDURE TO FOLLOW FOR DRUG/ALCOHOL VIOLATIONS

If the administration determines that a student:

- is under the influence of drugs/alcohol
- is in possession of drugs/alcohol
- is in possession with intent to sell or deliver drugs/alcohol
- is in possession with intent to use, sell or dispense drug paraphernalia which contains drug residue

DISCIPLINARY ACTION FOR 1ST OFFENSE

1. Notify parents/guardians
2. Law enforcement authorities are to be notified and confiscated drugs shall be turned over to them.
3. Out-of-School Suspension for nine (9) school days.
4. Parents/guardians will be notified of a scheduled formal meeting with the Joint Operating Committee if applicable.
5. Possible referral to the Joint Operating Committee for expulsion or change in placement.

If the administration determines that a student:

- is in possession of drug paraphernalia with no drug residue (such as, but not limited to: rolling papers, roach clips, etc.)

DISCIPLINARY ACTION FOR 1ST OFFENSE

1. Notify parents/guardians
2. Out-of-School Suspension for nine (9) school days...reduced to five (5) days
Out-of-School Suspension with student and parent/guardian agreement to assessment/evaluation by Wyoming Valley Drug and Alcohol Services, Inc. and acceptance of their treatment protocol.
3. Referred to the Student Assistance Program (S.A.P.) Team

DISCIPLINARY ACTION FOR 2ND OFFENSE

1. Notify parents/guardians
2. Out-of-School Suspension for nine (9) school days.
3. Parents/Guardians will be notified of a scheduled formal meeting with the Joint Operating Committee.
4. Referred to the Joint Operating Committee for expulsion or change in placement.

If the administration determines that a student:

- is in possession of their own over-the-counter drugs/medications (all medications must be labeled and stored by the school nurse – see Medication Policy)

DISCIPLINARY ACTION FOR 1ST OFFENSE

1. Notify parents/guardians
2. Out-of-School Suspension for five (5) school days.
3. Referred to the Student Assistance Program (S.A.P.) Team.

DISCIPLINARY ACTION FOR 2ND OFFENSE

1. Notify parents/guardians.
2. Out-of-School Suspension for nine (9) school days.
3. Parents/guardians will be notified of a scheduled formal meeting with the Joint Operating Committee.
4. Referred to the Joint Operating Committee for expulsion or change in placement.

HANDLING OF CONFISCATED SUBSTANCES

A witness should be present when handling of confiscated substances and a label made of the following:

1. Date and Time
2. School Name
3. Description of contents (i.e. leafy vegetable matter, pill, capsule)
4. Signature of administration and witness.

DUE PROCESS REQUIREMENT

These review procedures provide for student and/or parent/guardian the right to contest a charge that the student has violated the school's Drug and Alcohol Policy.

1. The student and parent/guardian will be entitled to meet with the designated school administrator at an initial informal hearing.
2. Should a formal hearing before the Joint Operating Committee be in order, the following will be adhered to:
 - A reasonable time and date for the hearing
 - Notice of the hearing
 - The charges to be stated in clear, concise terms
 - Opportunity to offer evidence and cross-examine witnesses
 - The right to have an attorney present at the hearing

PROCEDURE FOR STUDENTS SEEKING ASSISTANCE FOR SELF-REFERRAL

Since all school personnel must be sensitive to the needs of those students who are experiencing problems with drugs and/or alcohol, it is important to give the student the feeling that they can come forward to seek assistance without retribution.

When a student voluntarily requests assistance for their own drug and/or alcohol use, they shall be fully informed of services available. Wyoming Valley Drug and Alcohol Services, Inc., 437 North Main Street, Wilkes-Barre works cooperatively with West Side CTC in ensuring for student access to assessment and treatment in a timely manner. Students will be encouraged to include their parents/guardians in any treatment experience.

NOTE: Students who seek assistance from West Side CTC will not face disciplinary action.

TOBACCO VIOLATIONS

West Side CTC recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of West Side CTC.

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form. For the purposes of this policy, **possession** shall mean holding or having within immediate control of tobacco.

As required by law (Act 145 of 1996) West Side CTC prohibits possession, use or sale of tobacco by students at any time on school property, busses, vans and vehicles that are owned, leased or controlled by West Side CTC and at school-sponsored activities held off school property.

A student who commits an offense under this action shall receive:

1st Offense

1. Notify parents/guardians
2. Two (2) days In-School Suspension
3. Citation sent to the magistrate for prosecution

2nd Offense

1. Notify parents/guardians
2. Three (3) days In-School Suspension
3. Citation sent to the magistrate for prosecution
4. Parent/guardian conference with the principal

3rd and subsequent offenses

1. Notify parents/guardians
2. Five (5) days In-School Suspension
3. Citation sent to the magistrate for prosecution
4. Parent/guardian conference with the principal

POLICY ON FIGHTING/VIOLENCE

Fighting or violence of any type will not be tolerated on the school grounds, in hallways, classrooms or in any area of the school. There are two classifications of fighting:

Assault will be considered as one person causing bodily harm to another who does not fight back except as a defensive measure to ensure ones safety. The student who assaults another will face an automatic five (5) days of Out-of-School Suspension and will be cited for disorderly conduct. In addition, the student may face civil action filed by the other student.

Mutual Fight is a physical altercation between two or more students. Students found to be in violation of this offense will be suspended for five (5) days or more of Out-of-School Suspension and will be referred to the local law enforcement agency.

A mandatory parent/guardian conference is required for any fighting violations. Any student who cannot demonstrate consistent non-violent behavior may be recommended to the Joint Operating Committee for expulsion.

Teachers or other school personnel who witness the fighting incident will take appropriate action by escorting the student to the principal and complete a discipline referral which is to be submitted to the principal immediately.

POSSESSION OF DANGEROUS/CONCEALED WEAPON

West Side CTC recognizes the importance of a safe school environment relative to the educational process. Possession of a weapon in the school setting is a threat to the safety of students and staff and is prohibited by law.

The term **weapon** shall include, but is not limited to any knife, straight razor, cutting instrument, cutting tool, metal knuckles, nunchaku, firearm, shotgun, rifle, explosives, noxious, irritation or poisonous gases, poisons, replica of a weapon and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession of a weapon is when the weapon is found on the person of the student, in the student's locker, under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, while the student is coming to or from the school or in a vehicle owned or operated by a student.

West Side CTC prohibits students from possessing and bringing weapons and replicas of weapons into any school building, onto school property, to any school-sponsored activity and into any vehicle providing transportation to the school or a school-sponsored activity or while the student is coming to or from the school.

A student found in violation of this policy will be subject to administrative action according to the Pennsylvania School Code, Section 1217.2.

LOCKER SEARCH

West Side CTC acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers for such storage.

All lockers are, and shall remain, in the property of West Side CTC. As such, students shall have no expectation of privacy in their lockers. Students are encouraged to keep their assigned lockers closed and locked against incursion by other students but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.

West Side CTC reserves the right to authorize its employees to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the possession of that which is illegal or any material that poses a hazard to the safety and good order of the school.

Prior to a locker search, the student shall be notified and be given the opportunity to be present. Students shall be notified at least annually, or more often if deemed appropriate by administration, concerning the contents of this property.

The Administrative Director shall develop procedures to implement this policy which shall require:

- The principal or designee shall be present whenever a student locker is inspected.
- The principal or designee shall open a student's locker for inspection on the request of law enforcement officer only on presentation of a duty authorized search warrant or on the intelligently and voluntarily given consent of the student.
- The principal shall be responsible for the safe keeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker.

EXPULSION

It is the responsibility of the administration to protect the rights, safety and welfare of all students. Any student who has accumulated multiple discipline offenses, committed a serious act which has been determined by the administration as being a serious safety concern to other students may be referred for expulsion.

Expulsion is exclusion from school by the Joint Operating Committee for a period exceeding ten (10) consecutive school days. The Joint Operating Committee may permanently expel from the school's rolls any student whose misconduct or disobedience warrants this sanction.

All expulsions require a prior formal hearing. During the period prior to the hearing and decision of the Joint Operating Committee, the student shall be afforded the rights set forth in Chapter 12 of Title 22 of the State Board of Education Regulations except if the health, safety or welfare of the school community is threatened.

ANTI-BULLYING POLICY

West Side CTC recognizes that bullying of students has a negative effect on the educational environment of the school. Students who or bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school. Bullying of a student by another student is strictly prohibited.

Bullying shall mean an unwelcome and/or intentional electronic, written, verbal or physical act or series of acts directed at another student or students that is severe, persistent or pervasive and has the intent or effect of doing any of the following:

- Substantially interfering with a student's education.
- Creating a threatening environment.

- Substantial disruption of the orderly operation of the school.
- Physically harming a student (i.e. hitting, kicking, spitting at, pushing and invading one's personal space in an aggressive manner).
- Damaging, extorting or taking a student's personal property.
- Placing a student in reasonable fear or physical harm.
- Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation and ridicule.
- Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.
- Cyberbullying: forms of verbal and psychological bullying may also occur on the internet through e-mail, instant messaging, text messaging, chat rooms or social media such as Facebook, Snapchat, etc.

Employees who observe or become aware of an act of bullying or extortion must take immediate appropriate steps to intervene. If an employee believes that his/her intervention has not resolved the matter, or if the bullying or extortion persists, he/she shall report the bullying or extortion to the school principal for further investigation.

West Side CTC strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, principal or other school employees supervising school sponsored activities. Parents/guardians may contact the principal to report such acts of bullying.

Consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, In- or Out-of-School Suspension, expulsion, loss of school privileges and/or exclusion from school-sponsored activities.

ACCEPTABLE USE OF THE INTERNET

The computers and technology equipment at West Side CTC is intended to further the educational process of the school by provided students and employees access to online research and to use the technology present as an educational tool. Use of the school's technology is to be for these intended purposes only and any violation of the guidelines listed below will result in the loss of computer privileges and possible disciplinary action.

ELECTRONIC MAIL POLICY

E-mail files are neither confidential nor private: West Side CTC reserves the right to examine files at its discretion. All mail sent includes your username and you are responsible for any e-mail sent from your logon.

- You are entirely responsible for all activities conducted through your website account. It is therefore imperative that you keep your logon password secure.
- Attempts to read, delete, copy or modify the e-mail of others is prohibited.

- Forgery (or attempted forgery) of e-mail messages is prohibited.
- Sending (or attempts to send) harassing, obscene and/or threatening e-mail to others is strictly prohibited.
- Sending (or attempts to send) unsolicited junk mail, "for-profit" messages or chain letters is prohibited.
- Attempting or assisting others in attempting to compromise the security or integrity of the West Side CTC website is strictly prohibited.

GENERAL COMPUTING POLICY

Everyone will be issued a User ID to be used to access the school computer network. Everyone is responsible for any violations to the acceptable use policy which occurs under their logon.

- Sharing a User ID with any other person is prohibited. Any person found using a logon not his/her own may lose network privileges.
- Deletion, examination, copying or modification of files and/or data belonging to another user is prohibited.
- Attempts to change your User ID, or circumvent network logon protocols are prohibited.
- Use of school facilities and/or services for any commercial or non-educational purposes is prohibited.

NETWORK SECURITY

As a user of the school network, you may be allowed to access other computers on the network, therefore:

- Use of the systems and/or networks in an attempt to gain unauthorized access to remote or local systems is prohibited.
- Decryption of system and/or user passwords is prohibited.
- The copying, modification and/or deletion of systems is prohibited.
- Any attempts to "crash" network systems or programs is a serious violation of the acceptable use policy. This would include "tampering" with system settings and/or the downloading or introduction of viruses.

INTERNET USE

It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems and people. The user is ultimately responsible for his/her actions in accessing online services.

- Use of the Internet is restricted to accessing research and other educational material directly related to the school curriculum. The Internet is not to be used for recreational, game-playing or personal uses.
- West Side CTC reserves the right to monitor and log all internet use. If it is found that a User ID has accessed a website which contains pornography, sexual material, illegal material/information or any other material contrary to the West Side CTC mission the user may lose all privileges and will be subject to further disciplinary action.

COMPUTER LAB USE

The use of the school computer labs and other technology areas (i.e. Multi-Purpose Room) is restricted to instructional, educational and research purposes only. The following rules apply at all times when using these computing areas:

- No food or drink is allowed at any computer workstations, at any time.
- All users must use their User ID to gain access to their computer and must log off when they are finished using the computer.
- Users may not modify any of the system settings or other software environments of the computers without permission.
- All work is to be saved in the individual's network folder. Users may not use flash drives in the school computers without the prior permission of the instructor or supervisor.
- If, at any time, a user's computer should crash, malfunction or cease operating, the student should immediately notify the instructor or supervisor.

TERMS AND CONDITIONS

These terms and conditions are governed by West Side CTC. The school administration reserves the right to modify these terms and conditions at any time without prior notification. These terms and conditions, along with the policies and procedures governing them, apply to all members of the West Side CTC school community.

NONDISCRIMINATION IN CENTER AND CLASSROOM PRACTICES

The Joint Operating Committee declares it to be the policy of the center to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the center regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The center shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The center shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Joint Operating Committee encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.

The Joint Operating Committee directs that complaints of discrimination shall be investigated promptly and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the center's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Joint Operating Committee designates the Administrative Director as the center's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

1. Curriculum and Materials – Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training – Provision of training for students and staff to identify and alleviate problems of discrimination.
3. Student Access – Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. Equitable Support – Assurance that like aspects of the vocational technical program receive like support as to staffing and compensation, facilities, equipment and related matters.
5. Student Evaluation – Review of tests, procedures and guidance and counseling materials for stereotyping and discrimination.

The building administrator shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that he/she may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building administrator is the subject of the complaint.

COMPLAINT PROCEDURE – STUDENT/THIRD PARTY

STEP 1 – REPORTING

A student or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator.

An employee of the center who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator.

If the building administrator is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building administrator, but oral complaints shall be acceptable.

STEP 2 INVESTIGATION

Upon receiving a complaint of discrimination, the building administrator shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building administrator to investigate the complaint, unless the building administrator is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the building administrator shall inform law enforcement authorities about the incident.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

STEP 3 – INVESTIGATIVE REPORT

The building administrator shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

STEP 4 – ACTION OF CENTER

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the center shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Center staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Joint Operating Committee policies and center procedures, applicable collective bargaining agreements, and state and federal laws.

APPEAL PROCEDURE

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, he/she may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building administrator who conducted the initial investigation.

103.1. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

The Joint Operating Committee adopts this policy to ensure that all center programs and practices are free from discrimination against all qualified students with disabilities. The Joint Operating Committee recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The center shall provide to each qualified student with a disability enrolled in the center, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Joint Operating Committee encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Joint Operating Committee directs that complaints of discrimination or harassment shall be investigated promptly and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the center's legal and investigative obligations.

The center shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Qualified student with a disability – a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the center’s educational programs, nonacademic services or extracurricular activities.

Section 504 Team – A group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurse, outside care providers and the student’s parents/guardians. A representative from the center shall participate as a member of the Section 504 Team.

Section 504 Service Agreement (Service Agreement) – an individualized plan for a qualified student with a disability which sets forth the specific related aids, services or accommodations needed by the student, which shall be implemented in the center, in transit to and from the center and in all programs and procedures so that the student has equal access to the benefits of the center’s educational programs, nonacademic services and extracurricular activities.

Disability harassment – intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services or opportunities in the center’s educational programs, nonacademic services or extracurricular activities.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Joint Operating Committee designates the Business Manager as the center’s Section 504 Coordinator.

The center shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the center’s website, if available, and in the student handbook. The center shall notify parents/guardians of the center’s responsibilities under applicable law and regulations and that the center does not discriminate against qualified individuals with disabilities.

IDENTIFICATION AND EVALUATION

If a parent/guardian or the center has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability or requires a change in or modification of the student’s current Service Agreement, the parent/guardian or the center shall provide the other party with written notice and the center shall notify the student’s school district of residence.

The center, in coordination with participating school districts, shall establish standards and procedures for initial evaluations and periodic re-evaluations for students who need or are believed to need related services because of a disability.

The center, in coordination with the student's school district of residence, shall specifically identify the procedures and types of tests used to evaluate a student and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.

The center shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

SERVICE AGREEMENT

If a student is determined to be a qualified student with a disability, the center shall coordinate with the student's Section 504 Team to develop, modify or terminate a written Service Agreement. The center shall implement a student's Service Agreement for the delivery of all appropriate aids, services or accommodations necessary to provide the student with FAPE. The Service Agreement shall address safety education and training in accordance with state regulations, as applicable to each qualified student with a disability enrolled in career and technical programs.

The center shall not implement a Service Agreement until the written agreement is executed by a representative of the center and a parent/guardian.

The center shall not modify or terminate a student's current Service Agreement without the written consent of the student's parent/guardian and the student's school district of residence.

**WEST SIDE CAREER AND TECHNOLOGY CENTER
REPORT FROM FOR COMPLAINTS OF DISCRIMINATION**

Complainant: _____
Home Address: _____
Home Phone: _____
Building: _____
Date of Alleged Incident(s): _____

Alleged discrimination was based on: _____

Name of person you believe violated the school's (center's) nondiscrimination policy: _____

If the alleged discrimination was directed against another person, identify the other person: _____

Describe the incident as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary: _____

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

SECTION

5

GENERAL INFORMATION

- **Change of Address**
- **Student Rights & Responsibilities**
- **Lockers**
- **Lavatory**
- **Cafeteria Privileges**
- **Multi-Purpose Room**
- **Wellness Policy**
- **Clinical Services (Nurse)**
- **Medication Policy**
- **Textbooks**
- **Backpacks**
- **Working Papers**
- **School Visitors**
- **Transportation**
- **Parking & Driving Regulations**
- **Career & Technical Student Organizations (CTSOs)**
- **Extracurricular Activities**
- **National Technical Honor Society**
- **Eligibility for Semi-Formal and Prom**
- **School Sponsored Activities**
- **Field Trips**
- **Cooperative Education**
- **Student Tours**
- **Criminal History Report (HRT Students)**

CHANGE OF ADDRESS

Students and/or parents/guardians are required to notify the Main Office whenever there is a change of address, phone number or a change in guardianship. This is necessary so that all student records are kept current.

STUDENT RIGHTS & RESPONSIBILITIES

The Joint Operating Committee has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence and free expression and association in accordance with these guidelines. Attendant upon the rights established for each student are certain responsibilities which include:

1. An awareness of all rules and regulations for student behavior.
2. Punctuality for classes
3. Acceptable school attendance.
4. Dress and grooming habits that meet fair standards of health and safety which do not cause any disruption to the educational process.
5. An awareness of and compliance with federal, state and local laws.
6. Daily actions which do not interfere with the education of fellow students and which do not show or imply disrespect for the rights of others (students, teachers, administrators).
7. Behavior showing care and respect for school property and facilities.
8. An understanding that school work missed because of excused absences must be made up within a reasonable time.
9. No participation in any action that threatens the safety of school personnel.

Students are encouraged to express their ideas, opinions and concerns to any administrator of the West Side CTC.

LOCKERS

We have installed combination locks on all lockers in the school. Each student will be assigned a locker at the beginning of each school year. You are advised that your locker combination is a very important item. You should memorize it, as your locker will lock automatically when closed. **DO NOT GIVE THIS COMBINATION TO ANY OTHER PERSON**, as you will be in violation of security which West Side CTC has sought to provide for your benefit.

It is the student's responsibility to protect personal property in the locker. Lockers should always be locked when not in use. Do not leave money or valuables in your locker. Lockers are not safes. Students must only use the locker that is assigned to them – not those of friends.

Students will be billed for any damage done to the locker. West Side CTC is NOT responsible for items left in lockers. Students must remove all personal items from their lockers prior to the end of the school year. All items remaining will be discarded after the last day of school.

LAVATORY

Student lavatories are available for student use. Students must have permission and a school approved hall pass to visit the lavatory.

CAFETERIA PRIVILEGES

West Side CTC participates in a FREE breakfast/lunch program and maintains a cafeteria for the employment and convenience of its students. To facilitate a more pleasant breakfast and lunch period, please observe the following:

1. Wait your turn in line rather than pushing and shoving; do not crowd in front of others.
2. Memorize your Student ID number as this will be your PIN number to enter.
3. Leave you place as clean as you would like to find it.
4. Put trash in the containers provided.
5. Food and/or drinks are not to be taken out of the cafeteria.
6. Outside food (fast food) is not allowed to be delivered during the school day. This interruption causes a disruption to the school environment. You may bring a bagged lunch from home if you wish.

MULTI-PURPOSE ROOM

The Multi-Purpose Room (MPR) is to be used for individual research and class research. Multi-media material and equipment are available for student use. Students must have a hall pass and teacher permission to be in the MPR and must be supervised.

WELLNESS POLICY

West Side CTC recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Joint Operating Committee is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Joint Operating Committee establishes that the school shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.

The Administrative Director shall be responsible to monitor the school's programs and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations. Staff members responsible for programs related to student wellness shall report to the Administrative Director regarding the status of such programs. The Administrative Director shall annually report to the Joint Operating Committee on the school's compliance with the law and policies related to student wellness. The report may include recommendations for policy and/or program revisions. An assurance that school guidelines for reimbursement meals are not less restrictive than regulations and guidelines issued for the school in accordance with federal law shall be provided annually by the Food Services Director.

Wellness Committee

The Joint Operating Committee shall appoint a Wellness Committee comprised of at least one (1) of each of the following:

- Joint Operating Committee member
- School administrator
- School Food Service representative
- Student
- Parent/Guardian
- Member of the public
- Teacher
- School nurse
- School counselor
- Classified staff
- Dietitian
- Health professional
- And any other individual(s) chosen by the Joint Operating Committee

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing a Student Wellness Policy that complies with the law to recommend to the Joint Operating Committee for adoption.

The Wellness Committee may examine related research and laws, assess student needs and the current school environment, review existing Joint Operating Committee policies, administrative regulations and raise awareness about student health issues. The Wellness Committee may make policy recommendations to the Joint Operating Committee related to other health issues necessary to promote student wellness.

Nutrition Education will be provided within the sequential, comprehensive health education program in accordance with the State Board of Education curriculum regulations and academic standards for Health, Safety and Physical Education and Family and Consumer Sciences.

Physical Activity – The school shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

Physical Education – Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided. Physical education classes shall be the means through which all students learn, participate and are assessed on developmentally appropriate skills and knowledge necessary for lifelong health-enhancing physical activity.

Other School Based Activities

- The school shall provide adequate space, as defined by the school, for eating and serving school meals.
- Students shall be provided a clean and safe meal environment.
- Drinking water shall be available at all meal periods and throughout the school day.
- Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

Nutrition Guidelines

All foods available in the school during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods provided through the National School Lunch or School Breakfast Program shall comply with federal nutrition standards under the School Meals Initiative.

Competitive foods are defined as foods offered at school other than through the National School Lunch or School Breakfast Programs and included a la carte foods, snacks and beverages, vending food, snacks and beverages, fundraisers, classroom parties and/or holiday parties.

All competitive foods available to students in the school shall comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The nutritional standards shall be implemented as a three (3) year plan. All competitive foods available to students in the school shall comply with the established nutritional guidelines, as listed in the Student Wellness Plan.

References: Child Nutrition and WIC Reauthorization Act of 2004 – P.L. 108-265 Sec. 204.

CLINICAL SERVICES • (NURSE)

Any medical concerns should be reported to the school nurse. An ill child must be kept home until symptom free for 24 hours. Symptoms include: fever, vomiting and diarrhea.

Students with minor illnesses are allowed to rest, but if unable to return to class after one half hour (30 minutes) or when the condition warrants, they are sent home and referred for further medical treatment, if necessary.

First aid for all injuries occurring in school or in-route to school is provided in the Health Office by the school nurse. Students with injuries requiring further medical treatment are sent home with the parent/guardian or take to a medical facility, if deemed necessary.

Student drivers who are ill are not allowed to drive home until permission to do so has been obtained from the parent/guardian. This may be done by a verified phone conference between the nurse and parent/guardian. No ill or injured student, regardless of age, is allowed to sign out of the building, without permission of the nurse.

MEDICATION POLICY

If it is necessary for a student to take any medication during the school day, a medication form must be completed by the doctor and parent/guardian. No medication will be administered without the proper authorization completed. Medication will be administered by the school nurse or substitute. All morning doses of medication must be given at home unless other arrangements are made with the school nurse. Prescription medication must be taken to the Nurse's Suite in the appropriately labeled container from the pharmacy or physician. Over the counter medication must be in a new, sealed container.

A standing order for Tylenol is kept on file in the Nurse's Suite. This can only be given for minor complaints, such as a headache, body aches, menstrual cramps, etc., with parent/guardian permission. A medication form is available to have completed and signed by the parent/guardian to avoid repeated phone calls to obtain permission to administer medication.

Students in possession of unauthorized medication of any type will be dealt with through the Drug and Alcohol Policy.

TEXTBOOKS

Any student who loses or destroys a book will be required to pay for it. Every student is responsible for the textbooks they are issued and must bring all textbooks to the appropriate classroom.

BACKPACKS

West Side CTC is very concerned with the safety of our students. It is with this thought in mind that backpacks/string bags are not permitted in the classrooms. Students may carry one to school but it must be stored in the student's locker prior to their arrival to homeroom/first period. The use of backpacks/string bags may be allowed with a documentation that is medically approved.

WORKING PAPERS

West Side CTC issues working papers to those students who present their birth certificate or baptismal papers to the Main Office.

VACATION EMPLOYMENT CERTIFICATE

Vacation employment certificates are required when minors between 14 and 18 years of age are employed after school hours or during school vacations.

GENERAL EMPLOYMENT CERTIFICATE

A general employment certificate is required when a 16 year old minor wishes to leave school for full-time employment. If the minor loses his/her job before his/her seventeenth (17) birthday, the general employment certificate is thereby automatically cancelled and he/she must return to school until he/she is 17 years of age. Failure to return to school will subject the parents to fines under the state law.

SCHOOL VISITORS

West Side CTC welcomes and encourages visits to the school by parents, residents of the community and interested educators. To insure security and order in the school, guidelines governing school visitors shall be established.

The administration has the authority to prohibit the entry of any person into the school in accordance with the following procedures:

1. All visitors must report to the Main Office with a valid ID to secure a visitor's pass.
2. Visitors are not permitted in the classroom or lab areas without prior approval of the instructor. Such visits must be scheduled during non-instructional time.
3. Children not accompanied by parents may not visit the school. Students of West Side CTC are not permitted to bring children or infants to school without administrative approval.
4. Visitors will not be permitted during the first and last week of school or the day prior to a holiday vacation.
5. All student visitors must obey the same rules and regulations as regular members of the student body of West Side CTC.

6. All faculty and staff will refuse to allow unknown or unidentified persons in their rooms or in the building without proper identification (West Side CTC visitor's pass). Any faculty or staff members encountering an unidentified visitor in the building is to notify the Main Office immediately.

TRANSPORTATION

Students must use their sending school's transportation to and from West Side CTC. Students will abide by all rules and regulations as established by the sending school when riding the bus. Bus privileges may be suspended if rules are broken. It will be the discretion of the sending school to levy punishments. The principal of West Side CTC or the sending school will inform students of any bus discipline.

PARKING & DRIVING REGULATIONS

West Side CTC will permit the use of motor vehicles by students in accordance with the following guidelines:

- Parking permits are issued as a privilege to West Side CTC students in good standing and may be revoked for violations of the student discipline code, attendance policy, tardy policy or other actions at the discretion of the high school principal.
- All students driving to school must have a West Side CTC parking permit. The fee for a parking permit is \$5.00 and all students must complete an application to obtain a permit.
- Students will be given a parking permit and a specific number parking spot. Parking permits must be displayed in the vehicle when parked on school property. Any vehicle parked on West Side CTC's property without proper authorization will be towed away at the owner's expense.
- All students must park in their designated parking spot located in the parking area on the east (MPR) side of the school, behind the first row.
- Students are not allowed to park in the lot behind the shop areas.
- No cars are to be left overnight, except by permission of the Main Office.
- School property speed limit is fifteen (15) miles per hour. Students that are reported as driving at an excessive rate of speed or in a careless manner are subject to losing their parking privileges.
- Students driving to school are not permitted to leave until school dismissal, cooperative education dismissal or office excused dismissal. Drivers violating this rule will be subject to loss of their parking permit and penalties as per the discipline code.
- West Side CTC is not responsible for damage or theft of vehicle or its contents while the vehicle is parked on school property. It is recommended that all car doors are kept locked.
- Parking privileges will be revoked if the student does not comply with attendance, tardy and/or discipline policies. If a student misses more than 20 days of school, their parking privileges will be revoked. Students who have more than 10 tardies will have their parking privileges suspended for a month.

CAREER & TECHNOLOGY STUDENT ORGANIZATIONS (CTSOs)

The Pennsylvania Department of Education (PDE) and the Bureau of Career and Technical Education (BCTE) coordinate the four student organizations listed below*:

DECA	An Association of Marketing Students
FBLA	Future Business Leaders of America
HOSA	Health Science Technology Education
Skills USA	Trade and Industrial Students of America

***See back of handbook for more information**

EXTRA-CURRICULAR ACTIVITIES

Junior Leadership Program
National Technical Honor Society
Student Council
School Newspaper
Student Ambassadors
Yearbook Staff

NATIONAL TECHNICAL HONOR SOCIETY

West Side CTC participates in the National Technical Honor Society through our local chapter. Students in their Sophomore, Junior or Senior year are nominated for this organization by the faculty based on the following criteria:

1. The student must be enrolled at West Side CTC for at least one full school year.
2. The student's cumulative grade point average is no less than a 91 (3.1).
3. Students may not have any D's or F's in their prior school year.
4. Any student who has accumulated a total of two (2) or more days Out-of-School Suspension in his/her prior school year.
5. Any student with more than 10 days of cumulative absences for the first and second marking periods will not be considered for membership in to the National Technical Honor Society. Days absent will be defined in groupings (i.e. if a student is out sick with the flu for five (5) consecutive days shall be considered as one absence). A student's absence from school due to an illness must be documented by a physician to be considered for review by the NTHS advisor. Family and/or catastrophic emergencies resulting in a student's absence will also be considered with appropriate documentation.
6. Students must be model citizens in the school setting and in their community. They must follow instruction, attend class regularly, be safety conscious, exhibit good teamwork skills, take pride in their work, be dependable, responsible and honest, exhibit a positive attitude, exhibit leadership and good citizenship and show initiative

7. All incumbent members of the National Technical Honor Society will have their criteria evaluated each marking period. In the event that a student's grade point average (GPA) drops below a 91 (3.1), he/she will be given one marking period probationary period to bring their GPA back to the required 91 (3.1). If a student does not bring their GPA back to the required 91 (3.1), the student will be removed as a member. If a student is suspended for any reason while a member of the National Technical Honor Society, the student will automatically be removed as a member. Attendance will be reviewed and if a member reaches the 10 day maximum of absences, the student will be removed as a member.

If any one nominating faculty member does not approve of a student's entry in to the National Technical Honor Society for any reason based on criteria, the student is no longer eligible to be a member.

ELIGIBILITY FOR SEMI-FORMAL AND PROM

Student attendance at the annual semi-formal and prom are viewed as a privilege. Proper conduct for all attendees is required throughout the evening. Students may be denied attendance based on accumulation of disciplinary incidents/consequences during that school year. Specific guidelines are supplied to all students wishing to attend and reinforced by professional staff. The selection committee will consist of the guidance counselor and the semi-formal/prom coordinators.

- All participants must have a cumulative GPA totaling a 2.5 or better.
- Students that have a significant number of school offenses which have been substantiated by teacher referrals will be ineligible to participate.
- All students must comply with the attendance and tardy policies.
- Any student who has had a disciplinary action taken against them for the violation of the drug and alcohol policy will be ineligible.
- Student candidates for semi-formal/prom court must attend the semi-formal/prom.
- Students must be in attendance at school on the day of the semi-formal/prom.

SCHOOL SPONSORED ACTIVITIES

School sanctioned activities have specific rules outlining student participation. However, students must be aware that these extra-curricular activities require acceptable behavior, satisfactory academic achievement and regular acceptable school attendance. Violation of any of these rules can prevent a student from participation in any or all of the school sponsored activities. This may include school dances, programs, proms and educational family approved trips.

Students who bring discredit to West Side CTC in the school or school community will be suspended from the team or activity and may be removed completely.

FIELD TRIPS

It is the instructor's responsibility to see that all students who are participating in a field trip fill out the "Parental Request – Field Trip" form and return it to the instructor prior to departure. The instructor is to see that all students participate in the field trip unless they have written permission to remain in school. Any tickets purchased for field trips are considered as final. There will be no refunds for tickets purchased.

All students must be eligible to attend the field trip by complying with the attendance, discipline and tardy policies.

It is the instructor's responsibility to determine the dress code for their particular field trips and to insure students are in compliance of that dress code. All instructors are responsible for checking with administration regarding student eligibility.

Students who have accumulated several discipline actions throughout the school year may not be eligible for a particular field trip. This will be determined on a case by case basis by the administration.

Should a field trip last longer than the normal school hours, West Side CTC is not responsible for a student's transportation home upon arrival back to the school. This will be the responsibility of the student and instructor.

CO-OPERATIVE EDUCATION

The Capstone Co-Operative Education experience is available to all qualifying seniors at the beginning of the school year. Juniors are eligible at the start of the 3rd marking period. Students must have at least a 1.7 (77) average in their program of student, as well as passing grades in all academic classes to remain eligible. Co-Op Education provides supervised on the job training that may lead to full-time employment upon graduation. Students have the ability to earn money while they continue to learn their trade. A minimum of 15 hours per week is required to participate. Interested students can apply at the West Side CTC Co-Op Office with Mrs. Faux.

STUDENT TOURS

West Side CTC provides the opportunity for its member districts to have their grades K-12 tour our facilities. West Side CTC offers a complete source of career information that can be used for elementary, middle school and junior high schools. Because we feel that dissemination of career information should begin as early in a child's life as possible, we open our doors to tours from our member districts and community civic groups. In addition, we offer the opportunity for students in grades 8-11 to experience our school for a day through our "shadowing" program.

CRIMINAL HISTORY REPORT

REQUIRED FOR HEALTH RELATED TECHNOLOGY STUDENTS

All applicants prior to enrollment into the NATCEP (Nurse Aid Training and Competency Evaluation Program) must submit a CHRI report accompanied by cash, certified check or money order in the amount of \$8.00 made payable to West Side CTC to the Business Office. The applicant will secure a receipt of payment and then proceed to the Administrative Director's Secretary's office for processing the PATCH report. The \$8.00 fee must be paid regardless of the outcome and is non-refundable.

All students are required to sign a document to verify their residency in PA for two years prior to enrolling in a nurse aid training program. Students are also required to sign a review of the list of prohibitive offenses contained in Act 14 and sign an Attestation of Compliance with Act 14.

If the applicant is not a resident of PA, and has not been a resident of PA for the two years immediately preceding the application, then the Criminal History Report information must be obtained from the PA State Police and FBI report. The process for submitting an FBI request is as follows:

1. The applicant must register prior to going to the fingerprint site. Walk-in service without prior registration will not be provided at any fingerprinting location. Registration is completed online 24 hours/day, seven days per week at www.pa.cogentid.com or over the phone Monday through Friday, 8am to 6pm EST at 1-888-439-2486. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) so there is no data entry required at the fingerprint collection site. This registration will remain open for 90 days. If the registration is not used within 90 days, it will be cancelled and the fee refunded.
2. The applicant will pay a fee of \$27.00 for the fingerprint service and the CHRI. The new system provides the CHRI online to the school and all applicants will receive a paper copy of the report at no additional cost.
3. Applicants may make their payment online at www.pa.cogentid.com using a credit or debit card. Money orders or cashier's checks payable to 3M Cogent will be accepted on site for those applicants who do not have the means to pay electronically. No cash transactions or personal checks are accepted.

The NATCEP Coordinator will be responsible for verifying the CHRI reports as originals and will sign and date all copies that they receive.

Other members who will assist the NATCEP Coordinator are as follows:

Mr. Richard Rava, Assistant Director/Principal
Mr. Daniel Hunsinger, Police Science Instructor
Mr. Gerald Ogurkis, Guidance Counselor
Mrs. Jeanne Kravitz, RN

All of the above mentioned members will also sign and date all original copies.

Mr. Gerald Ogurkis has been appointed as the person who will determine if a student meets the residency requirements for the program. He will verify this information through the student's driver license or state issued identification card.

Students will be advised by the program coordinator that once the CHRI reports are in their possession, that they will be kept in a locked filing cabinet to which only they have the key. The original CHRI will be returned to the student.

All students will be informed in writing as to their entry or denial into the NATCEP Program. If the student is denied entry into the program, they will receive a denial letter based upon convictions found in their CHRI report. The student will not be allowed to enroll in the NATCEP Program.

The NATCEP Coordinator will maintain on file a listing of all students enrolled in the state approved NATCEP Program with Criminal History Record Information reports dated and filed.

**Please be advised that any cost mentioned are subject to change at any time and is up to the student to check for updates.*

While a student's CHRI may be acceptable for nurse aid training, the student should be aware that PA maintains a database by the Department of Health and Human Services Office of the Inspector General (HHS-OIG) that identifies individuals or entities that have been excluded nationwide from participating in any federal health care program. If a student is on this exclusion list, it is possible that they will not be eligible for employment in a health care agency. To see if you are on this list, please go to the following website:

<http://oig.hhs.gov/fraud/exclusions.asp>

**Please remember that this is a privilege and not a right to be accepted in to the Nurse Aid Training Program.*

West Side Career & Technology Center 2018-2019 School Calendar

J.O.C. Approved- May 21, 2018

First Day of School – August 27, 2018

AUGUST

Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER

Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER

Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER

Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Act-80 Days
 October 31, 2018
 November 16, 2018
 January 25, 2019
 April 12, 2019
 May 24, 2019

Teacher In-Service Days (No School for Students)

August 23, 2018
 August 24, 2018
 October 5, 2018
 March 15, 2019
 June 7, 2019

Local School District Holidays (no school)

Labor Day.....September 3, 2018
 Columbus Day.....October 8, 2018
 Veterans Day Observed.....November 12, 2018
 Thanksgiving.....November 22 – 26, 2018
 Winter Recess.....Dec. 24 – Jan. 1, 2019
 Martin Luther King Day...January 21, 2019
 Presidents' Day....February 15 - 18, 2019
 Spring Recess...April 18 – April 24, 2019
 Memorial Day.....May 27, 2019

Other Dates of Importance

New Student Orientation – August 23, 2018
 Fall OAC – October 25, 2018
 Parent Teacher Conferences – November 15, 2018
 Open House – January 24, 2019
 Spring OAC - April 11, 2019

Marking Period Ending Dates	
October 31, 2018	March 27, 2019
January 17, 2019	June 6, 2019

Incident Weather Make-Up Days

February 15, 2018
 April 24, 2018
 April 23, 2018
 April 18, 2018

(All other make-up days will be added to the end of the year. Utilization of make-up days/order will be determined by Administration.)

Tentative Graduation / Last Day of School... June 6, 2019

School Day Hours for Students: 7:55 a.m. – 2:30 p.m.
 Act 80 Day Student Dismissal Time: 11:30 a.m.

JANUARY

Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY

Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH

Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY

Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE

Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Legend:

First/Last day of School

Local Holidays

Act 80 days: half-day

Teacher In-Service

DAILY SCHEDULE

Homeroom	7:55 – 8:08
Period 1	8:08 – 8:50
Period 2	8:52 – 9:34
Period 3	9:36 – 10:18
Period 4	10:20 – 11:02
Period 5 Class	11:04 – 11:46
Period 5 Lunch	11:04 – 11:34
Period 6 Class	11:36 – 12:18
Period 6 Lunch	11:48 – 12:18
Period 7 Class	12:20 – 1:02
Period 7 Lunch	12:20 – 12:50
Period 8	1:04 – 1:46
Period 9	1:48 – 2:30
Dismissal	2:30

ACT 80 DAILY SCHEDULE

Homeroom/Period 1	7:55 – 8:35
Period 2	8:37 – 9:17
Period 3	9:19 – 9:59
Period 5 Class/Lunch	10:01 – 10:31
Period 6 Class/Lunch	10:33 – 11:03
Period 7 Class/Lunch	11:05 – 11:35
Dismissal	11:35*

***via PA System**

2hr DELAY SCHEDULE

Homeroom/Period 1	9:55 – 10:27
Period 2	10:30 – 10:56
Period 3	10:59 – 11:25
Period 4	11:28 – 11:54
Period 5 Class/Lunch	11:57 – 12:27
Period 6 Class/Lunch	12:30 – 1:00
Period 7 Class/Lunch	1:03 – 1:33
Period 8	1:36 – 2:03
Period 9	2:06 – 2:30
Dismissal	2:30

STUDENT ACTIVITY SCHEDULE

Homeroom	7:55 – 8:08*
	*no bell will ring
Activity Period	8:08 – 8:45
Period 1	8:48 – 9:18
Period 2	9:20 – 9:50
Period 3	9:52 – 10:22
Period 4	10:25 – 11:02
Period 5 Lunch	11:04 – 11:34
Period 5 Class	11:04 – 11:46
Period 6 Class	11:36 – 12:18
Period 6 Lunch	11:48 – 12:18
Period 7 Lunch	12:20 – 12:50
Period 7 Class	12:20 – 1:02
Period 8	1:04 – 1:46
Period 9	1:48 – 2:30
Dismissal	2:30



The Bureau of Career and Technical Education's mission is to support each of the Career and Technical Student Organizations (CTSOs) and their purpose and educational objectives by encouraging schools to allow their students to participate in CTSOs.

The Carl D. Perkins Career and Technical Education Act of 2006 encourages CTSOs to be an integral part of the career and technical education. This same emphasis is also reinforced in the Pennsylvania's School Law under Chapter 4 and in the Chapter 339 program standards.

Career and Technical Student Organizations (CTSOs)

The Pennsylvania Department of Education (PDE) and the Bureau of Career and Technical Education (BCTE) coordinate the eight (8) student organizations listed below:

DECA – An Association of Marketing Students

FBLA – Future Business Leaders of America

FCCLA – Family, Career and Community Leaders of America

FFA – An Association of Agriculture Education Students

HOSA – Health Science Technology Education

PYFA – Pennsylvania Young Farmers Association

SKILLS USA – Trade and Industrial Students of America

TSA – Technology Student Association

The BCTE provides:

- Seven professional staff.
- Secretarial support and assistance.
- PDE management staff ensures the continuation of CTSOs.
- Supplies and related materials to encourage communication with teachers and schools.
- Web and electronic information access.
- ListServe to CTSOs.
- PDE staff to participate at statewide CTSO conferences.



The mission of DECA is to enhance to co-curricular education of students with interests in marketing, management and entrepreneurship. DECA helps students develop skills and

competence for marketing careers, build self-esteem, experience leadership and practice community service. DECA is committed to the advocacy of marketing education and the growth of business and education partnerships.

DECA Programs

- Annual Plan of Work
- Career Development Conferences and Workshops
- Community involvement through service Projects
- District, State and National Competition
- District, State and National Performance Awards
- Fundraising
- Leadership Training
- Publications
- Scholarships for students and advisors
- School stores
- Web Site

Membership

- Co-curricular for Business, Marketing, Entrepreneurship and Hospitality classes
- Student, advisor, alumni, collegiate and professional divisions

Member Benefits

- Networking with students, adults and potential employers
- Professional Development
- Rewards of being involved in school and community
- Travel Opportunities

Individual and/or Team Events

- Accounting Applications
- Advertising Campaign
- Apparel & Accessories Marketing
- Automotive Services Marketing
- Business & Financial Services
- Business Law & Ethics
- Business Services Marketing
- Buying & Merchandising
- Careers in Marketing
- Community Service Project
- Creative Marketing Project
- DECA Quiz Bowl
- Entrepreneurship Promotion Project
- Entrepreneurship Written
- Fashion Merchandising
- Financial Analysis Management
- Food Marketing
- General Marketing Research
- Hospitality Services Management
- Hospitality & Recreation Marketing Research
- International Business Plan
- Internet Marketing Business Plan
- Internet Marketing Management
- Job Interview
- Learn & Earn Project
- Marketing Management
- Material Handling/Logistics
- Modeling
- Public Relations Project
- Public Speaking
- Quick Serve Restaurant
- Restaurant & Food Services
- Retail Marketing Research
- Retail Merchandising
- School-Store Based Event
- Sports & Entertainment Marketing
- Stock Market Game
- Sunkist Challenge
- Technical Sales Event
- Transportation/Logistics Written
- Travel & Tourism
- Virtual Business Challenge

For More Information:

DECA State Facilitator
PA Department of Education
333 Market St., 11th Floor
Harrisburg, PA 17126-0333
www.padeca.org
www.deca.org



FBLA-PBL's mission provides innovative leadership development programs to bring business and education together in a positive working relationship. Participation in FBLA-PBL can have a direct impact on the direction and success of a young person's career. Millions of students have learned through active membership in FBLA-PBL about the

world of business and what is expected of them in the workplace. FBLA prepares students for leadership and careers in business through business-related education and entrepreneurial skill development, community service and partnerships with the professional sector.

FBLA Programs

- State Level Community Service Project
- State and National Leadership Development Workshops
- Regional, State and National Competitions
- Publications and Web Site
- Scholarships

Membership

- Middle School Chapters
- High School Chapters
- Collegiate Division
- Alumni and Professional Chapters
- Over 13,500 Pennsylvania members
- 294 Pennsylvania Chapters in 28 PA Regions

Member Benefits

- Develop Competent, Aggressive Business Leadership
- Strengthen the confidence of students in Themselves and their work
- Create more interest in and understanding Of American Business Enterprise
- Develop character, prepare for useful Citizenship and foster patriotism
- Encourage and practice efficient money Management
- Encourage scholarship and promote school Loyalty
- Assist students in establishing occupational Goals
- Facilitate the Transition from school to work

Awards/Scholarships

- 26 Post-secondary School Awards
- 10 Pennsylvania FBLA Awards

For More Information:

FBLA State Facilitator
PA Department of Education
333 Market St., 11th Floor
Harrisburg, PA 17126-0333
www.pafbla.org
www.fbla-pbl.org

Events

- Accounting I & II
- American Enterprise Project
- Banking and Financial Systems
- Business Calculations
- Business Communication
- Business Ethics
- Business Law
- Business Math
- Business Plan
- Business Procedures
- Community Service Project
- Computer Applications
- Computer Concepts
- C++ Programming
- Desktop Publishing
- Economics
- Emerging Business Issues
- Entrepreneurship
- FBLA Principles and Procedures
- Impromptu Speaking
- International Business
- Introduction to Business & Business Communication
- Introduction to Parliamentary Procedure
- Java Programming
- Job Interview
- Local Chapter Annual Business Report
- Marketing
- Mr. & Mrs. Future Business Leader
- Multimedia Presentation
- Network Design
- Networking Concepts
- Parliamentary Procedure
- Partnership with Business
- Public Speaking I & II
- Technology Concepts
- Visual Basic Programming
- Web Site Development
- Who's Who in FBLA
- William Selden Outstanding Chapter
- Word Processing I & II



HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of compassionate, quality health care to help students meet the needs of the health care community. HOSA's goal is to encourage all health science technology instructors and students to

affiliate and be actively involved in the HOSA-HSTE (Health Science Technology Education) Partnerships and serve as a major pipeline of health care professionals in the future.

HOSA Programs

- Career Exploration Center
- Leadership and Self Development
- Competency Skill Development – National Standards Approval
- Motivation
- Recognition
- Community Awareness
- On-line Credit Courses
- College Career Center
- Hall of Fame
- Partnership Links
- Program of Work
- Policy and Procedure Manuals
- Student Handbooks

Membership

- Secondary Division
- Collegiate Division
- Post-secondary Division
- Associate Division
 - Elementary
 - Middle School/Junior High
- Professional Division
- Alumni

Member Benefits

- Career Development
- Career Employment
- Access to Career Pathway Mentors
- Involvement
- Leadership
- Recognition
- Scholarships
- Networking
- Community
- HOSA Supply Service
- Publications
- State and National Websites
- Individual Portfolios
- Travel

Events

- Health Science Related Events
- Health Science Skill Events
- Individual Leadership Skills
- Team Leadership Skills
- Recognition

Partnerships

- Penn, Inc. Foundation:
 - Genesis Eldercare
 - Stabler Foundation
 - Highmark Blue Shield
 - Lancaster Area Senior Services
 - County Meadows Retirement Communities
 - Alert Pharmacy Services, Inc.
 - Kline Foundation, Inc.
 - Independence Blue Cross
 - Monongahela Valley Hospital
 - Association of Healthcare Enterprises
 - Pennsylvania Medical Society
- Area Health Education Centers (AHEC)
- National HOSA

Awards/Scholarships

- Penn HOSA, Inc. Foundation Scholarships

For More Information:

HOSA State Facilitator
PA Department of Education
333 Market Street, 11th Floor
Harrisburg, PA 17126-0999
www.pahosa.org



The Skills USA mission is to help students become world-class workers and responsible American citizens. Skills USA is a national non-profit student organization that serves students enrolled in career and technical education training programs in our nation's public schools and colleges.

Skills USA Programs

- Community Service
- Public Relations
- Professional Development
- Social Activities
- Employment
- Ways and Means
- Skills USA Championship

Membership

- Active Membership
- Professional Membership
- Associate Membership
- Honorary Membership

Member Benefits

- Skills USA offers cutting edge skills training.
- Employability skills, leadership, goal settings
- Competition in skill areas
- Opportunities for industry contact, jobs and Scholarships
- Fun, travel and excitement
- Social outlets with peers and community

Events

- Regional Leadership Conferences
- State Leadership Conferences and Skills USA Championship
- National Leadership Conference and Skills USA Championship
- International Competition every two years
- National Leadership Development Academy
- Washington Leadership Training Institute

Partnerships

- Pennsylvania Builders Association
- Snap-On Tools
- Irwin Industrial Tools
- DeWalt Tools
- Harley Davidson, Inc.

Awards/Scholarships

- Rex Wright (Pennsylvania Youth Development Foundation)
- Skills USA
- Pennsylvania College of Technology
- New England Institute of Technology
- PA Builders Association Travel Scholarship
- Irwin Industrial Tools Travel Scholarship
- Culinary Institute of America
- Johnson and Wales
- Northwest College of Ohio
- Universal Technical Institute
- Miller Electric Manufacturing Co.

For More Information:

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