



2021-2022

**Student
Information
Handbook**

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NONDISCRIMINATION POLICY

To comply with Federal Laws, State Laws and the Pennsylvania Department of Education's regulations concerning equal rights and opportunities, the Crawford County Career & Technical Center declares itself to be an Equal Rights and Opportunities Career & Technical Center. It does not discriminate against individuals or groups because of race, color, ethnic origin, religion, age, sex, marital status, sexual preference, disadvantageousness or non-relevant handicaps and disabilities. All services, facilities, and activities are accessible to the handicapped. The Crawford County Career & Technical Center hereby resolves as a policy that no persons shall on the basis of the foregoing be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program, activity or employment. The Center's commitment to nondiscrimination extends to students, employees, prospective employees, and the community.

For information about your rights or grievance procedures, contact: Title VI Coordinator, and the Section 504 Coordinator – Kevin Sprong, Director at the Crawford County Career & Technical Center, 860 Thurston Road, Meadville, PA 16335. Phone (814) 724-6024.

No employee or student, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. This includes unwelcome sexual advances or inappropriate verbal or physical conduct of a sexual nature. Any person who alleges sexual harassment by any staff member or student in the school may complain directly to the Director or the Assistant Director. A complete copy of the "School Policy on Sexual Harassment" is available in the Main Office or on the Center's website. Reporting parties are encouraged to use the report form attached to Policy 103 & 104. However, oral complaints can also be made. A complete description of the complaint procedure and investigative process is included in the policies.

All complaints of harassment and sexual harassment will be investigated promptly. The confidentiality of all parties will be maintained, consistent with the Center's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

Contact the Title IX Compliance Officer – Michael Costa, Principal/Assistant Director at the Crawford County Career & Technical Center, 860 Thurston Rd, Meadville, PA 16335. Phone (814) 724-6024.

WELCOME

You have chosen to attend the Crawford County Career & Technical Center to obtain job skills during your high school years. We commend you on your choice and welcome you to our outstanding school. The faculty and staff will assist you to develop the skills necessary to become successfully employed upon graduation, or go on for further education in your chosen area. Your success will depend upon the effort you put forth in developing the knowledge, skills and attitudes necessary for successful employment.

INTRODUCTION

The Crawford County Career & Technical Center (CCCTC) has rules of conduct and work practices and procedures all students are expected to follow. They are necessary to assure a safe, efficient operation; to assure compliance with the public law; and to protect the well being and rights of students and staff. Many of the rules are common in public schools while others are unique to the Career & Technical Center setting.

The following information is a guide to let you know the behavior expected of you, and the behavior you may expect from other students.

ACCIDENTS

The nature of the course offerings at the CCCTC presents a more hazardous work setting than most students have experienced. Utmost caution and strict adherence to safety regulations will be of major importance.

Emergency Procedure Cards must be filled out in duplicate and be on file with the shop instructor and the Main Office at the beginning of each school year. **Students are not permitted to participate in shop activities until the emergency procedure cards are on file.** Students will be released only to individuals whose names appear on the emergency cards and excuses must be signed only by the persons whose names appear on the emergency cards. All students are urged to carry an accident insurance policy. **The school does not assume any liability for accidents.** All accidents or injuries must be reported to the instructor immediately. An accident report must be completed for any injury that causes bleeding or swelling that occurs at the school.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT NOTIFICATION

The Asbestos Hazard Emergency Response Act (AHERA) regulations require that building occupants and their legal guardians be informed at least once each school year of inspections, response actions and post response activities which are planned or in progress in a school building. No unusual problems or circumstances were found during the inspection of the CCCTC. There are no areas where removal or repair was recommended. There is a complete copy of the AHERA Inspection Report and Management Plan available for your review in the Main Office of the CCCTC. Copies may be obtained for a charge of \$.15 per copy.

ATTENDANCE

Regular school attendance is essential for success in school as well as employment. Daily attendance is recorded by the instructors.

Legal excuses for not attending school shall be limited to: illness or recovery from an accident, quarantine to the home or death in the immediate family. Certain absences may be classified as excused at the discretion of school officials. These may include court appearances, unavoidable family emergencies, religious holiday/instructions, educational trips or health care such as medical appointments. These should be approved in advance.

The CCCTC's Joint Operating Committee (JOC) Policy states that regular attendance in school is a necessary condition for a student to secure maximum benefit from the public school program being provided. The school's administration may require a student to provide a medical statement or excuse from a licensed practitioner of the healing arts for every absence from school, subsequent to that student having accumulated absences of ten (10) school sessions and/or ten (10) school days in any school year. Failure to provide the requested medical excuse may result in such absences being classified as unexcused and/or unlawful depending on the age of the student.

Reasons for absences that are not acceptable include, but are not limited to:

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| Personal Reasons | Illegal Employment |
| Babysitting | Truancy – Absence without parental knowledge |
| Running Errands | Leaving School during School Hours |
| Shopping | Hunting |
| Missing the Bus | |
| Parental Neglect – Parent knows of the absence | |

(i.e. unauthorized trips, babysitting, errands, housework, oversleeping)

Check with the Attendance Office **before** the absence to avoid being penalized for an unexcused absence. Acceptance of excuses will be determined by school personnel. Notification at the school does not insure that an excuse will be considered excused/legal.

Unexcused absences constitute truancy and for students of compulsory school age, unexcused absences are illegal. All class work lost during unexcused or unlawful absences may not be made up and is recorded on the school records as a zero (0). A total of more than three days of unlawful absences makes the parents subject to a fine or imprisonment under provisions of the Pennsylvania School Code. Students beyond compulsory school age are expected to attend school regularly. Students in this category may be excluded from school if persistently absent without acceptable excuses.

Students must account for all absences by notes from parents or guardians. These notes signed by the parent, guardian or responsible adult containing the date or dates of absences and the reason for the absence are to be presented to the CCCTC's Attendance Clerk at the beginning of the **next class** attended. Any absence not covered by an excuse within three days of the absence will be recorded as unexcused and may result in disciplinary action. **The responsibility for arranging to make up work rests entirely with the student.**

Students will not be excused before the regular dismissal time without a written request from a parent or guardian, except for serious illness. The request must be

presented to the Attendance Office for approval before the beginning of class. **Students are not permitted to leave the building or absent themselves from their assigned area DURING SCHOOL HOURS without signing out in the Attendance Office at the sending school or the CCCTC.** A student who arrives at his/her class after the scheduled starting time will be considered tardy or late and must report to the Attendance Office for an admittance slip. Excuses for early dismissals and tardiness will follow the same requirements outlined for absences.

Students who become ill during the day must report to the Attendance Office. Ill students are not to go to the restroom to stay or go home without signing out in the office at the sending school or the CCCTC Attendance Office. Students waiting to be taken home must wait in the Attendance Office until released by office staff.

Students are required to attend the CCCTC on days that the Sending Schools have scheduled Act 80 Days. If the student is not in attendance on these days the student will be marked absent. An excuse must be submitted to the CCCTC's Attendance Office, or the absence will become unexcused after three days.

BULLYING

Bullying, harassment or intimidation means any written, verbal or physical act that takes place on school property, at any school sponsored function or while traveling to and from school, and that: a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, damaging the student's property, or placing the student in reasonable fear of harm to his/her person or property; or has the effect of insulting or demeaning an individual or group in such a way that causes fear in the victim(s).

Bullying, harassment or intimidation, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate. Consequences and appropriate remedial actions for a person who commits one or more acts of bullying, harassment, or intimidation may range from positive behavioral intervention to detention or even suspension or expulsion in some cases.

BUS TRANSPORTATION

The busing of students to and from the CCCTC is provided by the sending school. **Incidents of misconduct reported by the bus driver will result in disciplinary action.** Students (except those walking from MASH) are not permitted to use other means of transportation to and from the CCCTC without permission from the sending school Principal and CCCTC Administration.

Safety must receive prime consideration while waiting for, entering, riding or leaving the school bus. Students must meet the bus at the scheduled time and place. There will be no pushing or crowding while entering or leaving the bus. The bus driver is in charge of the bus and the students. He/she can deny the privilege of riding the bus to anyone who does not show proper courtesy and/or endangers passengers by disregarding rules of common sense or safety. **If a student is not permitted to ride the school bus, it is his/her parents' responsibility to provide transportation to and from the school.**

CANCELLATION OF CLASSES

A decision will be made by 6:00 a.m. to either delay or cancel school. The delay/cancellation announcement will be made through public media (local radio and Erie television stations).

COURSE OFFERINGS

Courses offered at the CCCTC are dependent upon adequate enrollment. If student numbers drop below an acceptable level in any program, as determined by the JOC, a program may be terminated.

All requests for course changes will be handled through the Student Services/Guidance Office. The Counselor will discuss the change requested and outline procedures to follow to make the change.

CODE OF STUDENT CONDUCT

All students are expected to develop good work habits and attitudes. They will enter into class activities, and conduct themselves appropriately while attending the CCCTC. It is necessary for each individual to make every effort to maintain a dignified and courteous attitude in social relationships.

The following rules and guidelines have been developed to assist in maintaining orderly, safe and responsible conduct. These apply to activities in any school building, on school grounds, in any school vehicle and at any school sponsored activity. They are grouped by classes of offense and probable consequences that may be assigned based upon the circumstances.

When discipline is necessary, the following are guidelines to be followed, but are subject to administrative discretion. Students violating these discipline guidelines will be held accountable and parents will be enlisted in curtailing further occurrences. Students involved in repeated discipline situations (or situations of a severe or extreme nature) may be subject to expulsion proceedings.

Upon completion of any suspension, both the student and his/her parents may be required to attend a conference with the Assistant Director. The purpose of this conference will be to develop a plan of action that will ensure future student success.

I. Class I Offenses and Penalties

A. Class I Offenses

1. Late to class/school, tardiness
2. Unprepared for class, improper clothing, dress code violations
3. Disruption to class, horseplay or cafeteria misbehavior
4. Away from assigned area, refusal to work, not working
5. Public display of affection
6. Use/possession of a prohibited portable electronic/mechanical device (device may be confiscated)
7. Throwing objects (candy, snowballs, food, etc.)
8. Lunch period infractions
9. Unauthorized use of cellular phones, iPads and/or pagers
10. Computer misuse

- B. Class I Penalties
 1. Written warning
 2. Notification of parents or guardian
 3. Additional shop assignment
 4. Out of School Suspension, In-School Suspension, Formal Detention, After School Detention, Before School Detention, Saturday Detention or Lunch Detention
 5. Assignment from the Assistant Director
- II. Class II Offenses and Penalties
 - A. Class II Offenses
 1. Repeated violation of Class I offenses
 2. Cutting class or leaving school without signing out
 3. Insubordination, failure to follow shop rules or school employee's instructions
 4. Disrespectful behavior/uncooperative attitude; refusal to follow directions of a school employee
 5. Use of profanity and obscenities
 6. Dishonesty (theft, cheating, lying, falsifying records, etc.)
 7. Truancy, persistent absenteeism
 8. Safety violation (unsafe practices or improper clothing)
 9. Unauthorized use of tools, equipment or materials
 10. Violation of driving/riding regulations (suspension of privileges may result)
 11. Disruptive behavior on a school bus/van
 12. Disruption to the educational process
 - B. Class II Penalties
 1. Notification of parents or guardian
 2. Assignment from the Assistant Director
 3. In-School Suspension, Formal Detention, After School Detention, Before School Detention, Saturday Detention or Lunch Detention
 4. Suspension (1 to 5 days)
 5. School officials may also file charges of disorderly conduct with the local magistrate against all parties involved. A parent conference with a school administrator will be scheduled.
- III. Class III Offenses and Penalties
 - A. Class III Offenses
 1. Repeated violations of Class II offenses
 2. Possession, use or distribution of tobacco products on school property, school transportation or at school sponsored activities
 3. Direct bullying, fighting, minor altercation, horseplay or acts of violence that may result in injury
 4. Vandalism, misuse or defacing of school property
 5. Tampering with safety/emergency equipment
 6. Threatening a student, staff member, or an adult with harm through a verbal assault
 - B. Class III Penalties
 1. Notification of parents or guardian
 2. Assignments from the Assistant Director
 3. Referral to the sending school principal
 4. Suspension (1 to 10 days)
 5. Referral to law enforcement authorities
 6. Replacement/repair costs may be required where appropriate.
- IV. Class IV Offenses and Penalties
 - A. Class IV Offenses
 1. Repeated violations of Class III offenses
 2. Assault/Battery (defined as no provocation and little or no resistance from the victim)
 3. Possession of dangerous items or weapon (including, but not limited to, knives, cutting instrument, firearm, etc. as described in the Weapons Policy).
 4. Possession, use or distribution of alcoholic beverages, drugs, including look a likes or drug paraphernalia on school property, school transportation or at school sponsored activities.

5. Sexual harassment, hazing
 6. Ethnic intimidation
 7. Terrorist threat – shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience.
 8. Terrorist act – shall mean an offense against property or involving danger to another person. (Note: Items or products in violation of Class IV offenses will be confiscated).
- B. Class IV Penalties
1. Notification of parents or guardian
 2. Out-of-school suspension (3 to 10 days)
 - The student will be suspended immediately for 3 days with an informal hearing with parents to consider suspension of up to 10 days.
 - The sending school's Superintendent will be notified immediately.
 - The Vocational Director may recommend expulsion of the student to the sending school's Superintendent.
 3. Referral to the sending school's Principal
 4. Referral to law enforcement authorities
 5. Removal from the CCCTC
 6. Expulsion

<p><u>COMPUTER AND NETWORK GUIDELINES</u> <u>AND STANDARDS OF CONDUCT</u></p>
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The CCCTC has, as part of its commitment to technology, provided the students, faculty, staff and administration of the school a workplace rich in resources to allow the greatest productivity for all involved. The computers in the computer labs and classrooms, and the computer network at the CCCTC are intended for educational and administrative use only.

These computers are operated by students and faculty for the mutual benefit of all concerned and all users are expected to assist in the successful operation of the facilities. Students should not do, or attempt to do, anything that might disrupt the operation of the network or equipment, and/or interfere with the learning of the other students. The following guidelines are intended to help students understand appropriate use. The school may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems. Other disciplinary action may also be imposed as stated in the CCCTC Student Rights and Responsibilities Policy. The CCCTC retains ownership and rights of access to all files stored on the equipment under the control of the school. Student accounts are considered an extension of the school locker policy.

Educational Use: The computers in the computer labs and classrooms are intended for educational purposes:

School related files are the only files to be saved on your account. Storing commercial software, utility programs, games or hidden files to your account is not permitted.

Playing unauthorized computer games on the school's computer equipment or using the systems in association with inappropriate sexual material or graphic images is prohibited.

Saving to the hard disk drive is granted only with permission of the instructor.

Electronic communication (email) and use of the modem pool is to be restricted to brief appropriate communications to one or a few individuals. Users should be polite when using electronic communications and clearly identify themselves by name or log-in. Offensive, obscene or harassing communications are strictly prohibited.

Respect for Others: Students should respect the rights of others using the labs and networks.

Use assigned workstations, if required by the instructor.

Be considerate when using scarce resources.

Always log off of your workstation when connected to a network.

Avoid deliberately attempting to disrupt system performance or interfering with the work of another user.

Leave equipment and the room in good condition for the next user or class.

Respect for Privacy: User accounts on the systems at the CCCTC are considered private.

Use only your account/password. Others should not have access or rights to your account or directory.

Reading, modifying or removing files and/or mail owned by other users is not allowed. Your mail directory is for mail ONLY, not for storage.

Respect for Property:

Copyright: The only software, other than student projects, to be used on systems in the school's labs and classrooms are those products for which the school owns a valid license or the school may legally use. Copying the school's software from the computer systems is considered theft and is a serious crime. Copying or modifying school software and/or borrowing software from the school is not permitted.

Hardware: Report equipment problems immediately to the instructor. Keep food and drink out of the computer labs and classrooms. Keyboard, individual key covers, monitors and printers are to remain in their designated places. Keep work areas neat and clean.

Mail/Internet Usage: The use of the Internet is a privilege, which may be revoked at any time for abusive conduct.

Responsibilities: The student exercising his/her privilege to use the Internet as an educational resource shall also accept the responsibility for all material received under his/her account. Students will accept the responsibility of keeping all offensive or pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet. The use of abusive or otherwise objectionable language in either public or private messages is prohibited. It is a student's responsibility to maintain the integrity of the private electronic mail system. The student has the responsibility to report all violations of privacy. Students are responsible for all mail received under their user accounts. The student is responsible for making sure that all e-mail received to his/her account does not contain offensive or pornographic material, inappropriate information or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises. All "chain letters" or "broadcast" messages to lists or individuals and any other type of use which would cause congestion of the network or interfere with the work of others is not permitted.

COOPERATIVE EDUCATION

Cooperative Education (Co-op) is a method of training whereby the student combines classroom instruction with on-the-job training in a career area of his/her choice. It is a unique plan of education designed to integrate classroom study with planned, supervised, practical work experience. The program helps students relate school work to "real world" employment. Students should have less than 12 absences and a "C" grade average in all subjects during the previous year to be considered for placement in the Co-op Program.

DISCIPLINARY ACTION

Disciplinary action begins in the classroom/training area. The faculty will provide verbal and written warnings for minor infractions and refer students to the Main Office for further action when necessary. Any infractions that involve a violation of public law such as the use of tobacco or drugs, possession of a weapon, stealing, truancy, or vandalism may be referred to the local authorities for prosecution. Violations of items that are policy matters in the sending schools will be referred to sending school principals. Parents will be notified of a suspension or a referral to law enforcement officials. Once a student is referred to another authority the person making the referral may no longer be able to determine the penalty.

DRESS, GROOMING and MANNERS

Students are urged to be concerned with their personal appearance. Cooperation in maintaining a business-like atmosphere will be appreciated. Students' dress should reflect the standards of the occupations they plan to enter. Employers may visit the school and their impression may determine if they look for their future employees in our classes.

Appropriate work clothes/business dress is expected and should be maintained in a neat and safe condition. Distracting, frayed or torn clothing; clothing that includes suggestive, indecent or obscene behavior, written expression of immorality, vulgarity, or advertises the use of drugs or alcohol; or clothing that is excessively revealing are prohibited. The following items are not considered acceptable for in-school dress: sweat pants, hats/head coverings (except where required for safety), half-tops, halter tops, cutoffs, gym trunks, sagging pants, revealing undergarments or undershirts, or ripped and/or clothing with holes. Work clothes, uniforms and coveralls must be laundered regularly to maintain a neat and presentable appearance.

Coats will not be worn during school hours. They are to be left in the student's locker.

In addition, use the following guidelines for dress DURING HOT WEATHER:

1. Skirts and shorts must not exceed two inches above the knee.
2. Skirts and shorts are to be neat, clean, attractive and discretion should be used. Articles of clothing which are too tight are not acceptable.
3. See-through clothing or that which does not cover the midriff and shoulders are not acceptable.
4. Tank-tops with 2" minimum wide straps are permitted.
5. Existing health laws prohibit students from attending school barefoot. Clogs and dressy sandals are permitted. Thong sandals and flip-flop sandals ARE NOT permitted.

The administration reserves the right to make final judgment in questionable situations.

FACE COVERING PROTOCOL

The World Health Organization has declared the current outbreak of COVID-19 a global pandemic. On August 18, 2021, the Joint Operating Committee approved the Health and Safety Plan which includes information on face coverings for students. Effective June 28, 2021, face coverings are no longer required; however any student or employee who prefers to wear a face covering will be permitted to do so. State orders, Federal orders and/or local data may result in modifications to the CCCTC's face covering practices.

When worn properly, face covering helps reduce the spread of the coronavirus (COVID-19) by reducing droplet transmission between people. As a reminder, face coverings in conjunction with increased physical distancing, frequent hand washing, and our cleaning and disinfecting routines assists in mitigation of the spread of COVID-19.

Face covering means a covering of the nose and mouth that is secured to the head with ties, straps or loops over the ears or is wrapped around the lower face. A face covering can be made of a variety of synthetic or natural fabrics, including cotton, silk or linen.

GUIDANCE

- If masks are mandated, face coverings should be worn by all students, staff, contractors, and visitors (including parents and guardians), while on our property, including during student drop-off and pickup.
- Staff and students should remain mindful not to unnecessarily touch masks except for removal for meals and breaks.
- When masks are removed, they should be placed below the chin, in a pocket or on the lap. Masks should not be placed on tabletops or other communal surfaces.
- It is also recognized that some students and clients may be unable to wear masks for medical reasons, to offer the best service please provide written documentation to be marked in our records.

DRIVING, RIDING AND PARKING REGULATIONS

Due to safety and liability concerns, student driving and riding is not encouraged, and only a limited number of reasons will be considered when issuing driving/riding permits (employment after school, athletic participation for the season, extracurricular activities, sending school activities). A driving permit is required any time a student drives to school. Only students in good academic standing at the CCCTC and the Sending School will be issued a driving permit. To obtain a driving permit, the student must complete an application. Cost will be \$20 for the year (fee to be determined due to COVID). The fee will not be reimbursed if the permit is revoked. Cooperative education students who must report to school once a week must also obtain a driving permit. No passengers to CCCTC are allowed, unless with written permission from school administration. Violations of the driving/riding policy will be dealt with as follows:

1. Riding/Driving without permission is a Class II offense.
2. **Vehicles not properly displaying a parking permit may be ticketed by the Meadville City Police Department and/or towed at the owner's expense.**

3. If a student drives without permission and/or transports an unauthorized rider; the first violation will result in loss of driving/riding privileges for 10-30 days for both the driver and the rider; the second violation may result in loss of driving/riding privileges for the balance of the school year. Additional disciplinary measures may also be assigned. The cost of the permit will not be reimbursed.

Since the school is responsible for the student from the time he/she leaves home until he/she returns home, travel to and from the CCCTC is the responsibility of each sending school. **Students may drive or ride to the CCCTC only with prior written permission from CCCTC administration, parent or guardian and the sending school principal.**

One day driving or riding passes may be issued to bring materials and projects to and from the CCCTC, or when school transportation is not available. One day driving passes may be obtained from an instructor or the Main Office, and must be filled out completely 48 hours prior to the student driving to CCCTC. Student vehicles parked on school property or property adjacent to the school without permission or an approved pass will be towed at the owner's expense.

Driving passes for driving on a daily or weekly basis must be obtained in the Main Office. Proper documentation such as work schedules and the name of the employer must be provided to support the request for a driving pass. The parking permit must be returned to the Main Office if the conditions that required the pass change.

Permission to ride from the CCCTC to a job site with another student may be permitted providing that the driving student has a valid parking permit for the CCCTC or a valid one day driving pass. Permission from parent/guardian, sending school and CCCTC administration must be obtained prior to the event.

The following rules apply to driving and riding to the CCCTC:

1. Students will park their vehicle promptly upon arrival in the lower side of the lot behind the CCCTC and immediately enter the school.
2. Students who attend daily must maintain at least a "C" grade point average in order to keep their driving permit.
3. **Students will not carry passengers or allow other students in their vehicle before or after the school session unless their names are listed on the pass and are approved by the school administration.**
4. Students will display their parking permit so that it is clearly visible through the front windshield while parked at the CCCTC.
5. Students will obey all speed limits (10 mph) and traffic signs on school grounds and operate their vehicle in a safe and responsible manner.
6. Students will drive directly from their high school to the CCCTC and **back, or to their final destination without stopping for lunch or to shop.**
7. Students will not leave the school parking lot at the end of the session until after the buses have departed.
8. Students will return their parking permit to the CCCTC's Main Office if the circumstance that created the need to drive changes at any time during the school year.
9. Students understand that a violation of these rules will result in disciplinary action and suspension of driving privileges.
10. Students understand that parking lots and vehicles may be searched for materials which pose a threat to the health, welfare and safety of students in the school. Vehicles parked on school property may be searched by school authorities or police without warrant for any reasonable cause.
11. Driving/Parking Permits are not transferrable to other students and vehicles.

ELECTRONIC DEVICES

The use of portable electronic/mechanical devices during the school day is strictly prohibited. It is recommended that such devices not be brought to school. Such devices are to remain turned off and out of sight at all times. With the exception of the time period while entering or exiting the school, such devices are to be kept in a locked locker and not on the student's person. The CCCTC shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

Portable electronic devices may include, but not be limited to, portable video games, cellular phones, telephone paging devices/beepers, MP3 players, iPods, iPads, cameras, laptops, as well as any new technology developed with similar capabilities.

In addition, CCCTC prohibits the possession/use of any device that provides for a wireless, unfiltered connection to the Internet.

Exceptions to the prohibitions set forth here may be made for educational, health, safety or emergency reasons with prior approval of both the CCCTC Instructor and CCCTC administration.

Violations of this policy will result in confiscation of the device. The student's parent or guardian will need to report to the Main Office at the CCCTC to retrieve the device. Additional disciplinary measures may be applied.

EMPLOYMENT CERTIFICATES

All employment certificates will be issued by the sending school in compliance with State and Federal laws. Every student under eighteen years of age must have an employment certificate to work in a commercial establishment.

FIRE DRILLS

Order, rather than speed, will be stressed during a fire drill. Exit routes and instructions are posted in each training area.

FIRST AID

If students become ill they should be sent to the Attendance Office. They will obtain authorization to go home through contact with their parent/guardian or other individual designated on the emergency card.

The instructor may provide first aid or send the student to the Main Office if a student receives a minor cut or abrasion. Major accidents, serious cuts, abrasions, broken bones, eye injuries, etc. should be reported to the Main Office immediately for assistance. If an instructor feels that it is necessary to call an ambulance, he or she should do so. The Main Office should be notified immediately.

Any injury must be reported on an accident report form.

GRIEVANCE PROCEDURE

Any student, parent/guardian or other person who has a complaint alleging violations of individual rights or school policy shall initiate an informal discussion with the Instructor, Guidance Counselor, Principal/Assistant Director or Director (in that order, depending on the situation), immediately following the incident that resulted in the complaint. If the informal discussion does not resolve the issue, the grievant shall submit a written complaint to the Principal/Assistant Director as outlined in the "Equal Rights and Opportunities, Grievance Procedure" on file in the Main Office.

HALL PASSES

Students who leave their shop area during the session to go to any other area must sign out on a sign out sheet and have a hall pass signed by his/her instructor.

HAZING

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school and are prohibited at all times.

For purposes of this policy, **hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Joint Operating Committee (JOC).

Endanger the physical health shall include, but not be limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The JOC does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or school employee shall plan, direct, encourage, assist or engage in any hazing activity.

The JOC directs that no administrator, coach, sponsor, volunteer or school employee shall permit, condone or tolerate any form of hazing.

The school will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The JOC encourages students who have been subjected to hazing to promptly

report such incidents to the school's administration.

School administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers and school employees shall be alert to incidents of hazing and shall report such conduct to the Assistant Director.

The school shall annually inform students, parents, coaches, sponsors, volunteers and staff that hazing of students is prohibited, by means of distribution of written policy, publication in handbooks, or verbal instructions by the coach or sponsor at the start of the season or program.

Hazing Complaint Procedure

1. When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the Assistant Director.
2. The Assistant Director shall conduct a timely, impartial, thorough and comprehensive investigation of the alleged hazing.
3. The Assistant Director shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the Assistant Director shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Rules of Conduct. Additionally the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

LOCKERS

Most training areas have locker facilities to serve as receptacles for books and clothing during the school day. Money and valuables should be checked with the instructor for safekeeping. The CCCTC is not responsible for stolen valuables. You must properly secure your locker at all times. Lockers and locks will be assigned by the instructor. No personal locks are to be used at the CCCTC. Lockers are the property of the school and subject to inspection as determined necessary or appropriate. Search dogs may be used on lockers or anywhere on school property.

MATERIALS FOR INSTRUCTION

Supplies necessary for assigned instruction projects will be supplied by the school. Materials for personal projects approved by the instructor will be paid for by the student.

A number of courses require uniforms or items of personal safety that must be purchased or rented by the student. This clothing must be clean, serviceable, and properly worn during class sessions. Students without appropriate clothing will not be permitted to participate in training activities.

MARKING SYSTEM

The following values are assigned to grades issued each nine weeks:

A	93 – 100%	Excellent
B	85 – 92%	Above Average
C	74 – 84%	Average
D	65 – 73%	Poor
F	64 – Below	Failing
I	Incomplete	

Any incomplete grade not made up after ten days or by the end of the school year will become an “F” unless extenuating circumstances dictate otherwise. Students performing below a “C” average are considered as making unsatisfactory progress. Progress reports for these students will be issued to the parents/guardians by the instructor at the mid-point of each grading period. Any student who receives a final grade of “F” for the year will not continue in that training area.

MEDICATIONS

Medication (prescribed and/or over the counter) use during school hours is strongly discouraged due to the numerous problems this creates. It is suggested that every attempt be made to schedule any medications around school hours. You may wish to consult your physician regarding alternatives which would allow medication to be given at home only. If, however, medication use is found to be absolutely necessary during school hours, school district policy requires that the following conditions must be met:

1. A written doctor’s order must be obtained for any medication, including over-the-counter medications.
2. Parental permission must be provided in writing.
3. The medication must be in appropriate pharmacy containers in dosages not to exceed a one week’s supply.
4. This medication must be delivered to the school by the Parent/Guardian of the student.

Forms to provide this information may be obtained from the Main Office at the CCCTC. When this information is completed, your child will be advised to report to the office at the appropriate time for him/her to take the ordered medication.

SAFETY GLASSES

Safety glasses will be required in many activities performed at the CCCTC. Students will be provided with one pair of safety glasses that he or she will be responsible for during their attendance at the CCCTC. Instructors may collect these glasses for inventory and control over vacation periods. If the glasses are badly scratched, lost, broken, or stolen while in the possession of the student they must be replaced by the student. Replacements may be purchased in the Main Office.

Students who wear corrective lenses must be safety lenses and side shields, or safety glasses/goggles that fit over the corrective lens frames. These will also be provided to first year students by the school.

WHAT IS SAFE2SAY SOMETHING?

As mandated by the state, the CCCTC collaborates and works with the PA Safe2Say Program. Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies. To report a tip, you can: use a downloadable mobile app, call 1-844-SAF2SAY, or go to SAFE2SAYPA.org.

Here’s how it works:

- Submit an anonymous tip report through the Safe2Say Something System
- The crisis center reviews, assesses and processes all submissions
- The crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, the crisis center may contact tipster anonymously through the app

SEXUAL HARASSMENT

All employees and students shall enjoy a working/education environment free from all forms of discrimination, including sexual harassment. The Joint Operating Committee advises all students that sexual harassment, including sexual violence, in any form is prohibited. Such conduct shall result in disciplinary action, which may include suspension and/or expulsion, as appropriate.

Under Title IX, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A Center employee conditioning the provision of an aid, benefit, or Center service on an individual’s participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a Center education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

- c. Sexual assault means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- d. Stalking, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a CCCTC education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the CCCTC exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of the CCCTC’s education programs or activities, whether such programs or activities occur on-campus or off-campus.

No employee or student, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. This includes unwelcome sexual advances or inappropriate verbal or physical conduct of a sexual nature. Any person who alleges sexual harassment by any staff member or student in the school may complain directly to the Director or the Principal/Assistant Director. A complete copy of the “School Policy on Sexual Harassment” is available in the Main Office or on the CCCTC’s website. Reporting parties are encouraged to use the report form attached to Policy 103 & 104. However, oral complaints can also be made. A complete description of the complaint procedure and investigative process is included in the policies.

All complaints of harassment and sexual harassment will be investigated promptly. The confidentiality of all parties will be maintained, consistent with the CCCTC’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

SIGN IN/SIGN OUT PROCEDURES

Students who arrive late to a session or desire to leave before the session is over must sign in/out in the Attendance Office. The secretary in the Attendance Office will verify time of arrival and the reason for the tardiness or the need for an early dismissal. The secretary will provide either an admit slip or an early dismissal pass. Students desiring an early dismissal must report to the Attendance Office at the beginning of the session so as not to delay their departure.

TELEPHONE

Cell phones/pagers, like other electronic devices are to remain turned off and placed in a locked locker during school hours, including lunch periods. **Any violation of this policy will result in the confiscation of the cell phone. The student’s parent or guardian will need to report to the Main Office at the CCCTC to retrieve the student’s cell phone. Additional disciplinary measures may be applied.** Students are not permitted to use the telephones in the classrooms for personal use or to call home. If a student needs to call home in an emergency he or she may do so through the Main Office with a pass from their instructor. Only emergency incoming calls will be referred to the student concerned.

VISITORS

Visitors are welcome at the CCCTC by appointment only. Visitors must stop in the Main Office to obtain a Visitor's Badge to gain entrance to any shop area. It is required that **prior approval** be obtained from the administration at the CCCTC for all student visitors. Individuals who want to have work done must obtain a work order from the Main Office prior to visiting any training area. Visitors will return their pass and sign out in the Main Office when they depart.

The Administration and Staff at the CCCTC are always anxious to show the public what we are doing. Encourage your parents and friends to visit and learn more about the instruction provided at the CCCTC. Visitors will not be admitted to any instructional area unless they show evidence that they are authorized to be in the building.

VOCATIONAL STUDENT ORGANIZATIONS

The purpose of the vocational student organizations are to provide experiences similar to civic, trade or professional organizations to which the student will belong in the future and to provide leadership training. SkillsUSA, National Technical Honor Society (NTHS), the American Welding Association (AWS) and the Electronics Technician Association (ETA) are nationally recognized student clubs available to students at the CCCTC. Students are encouraged to join and participate in the club that is related to their particular training area.

WEAPONS POLICY

Possession of weapons, replicas of weapons, or toy weapons on school property, at a school sponsored activity or on school transportation is prohibited. If a student is found in possession of a weapon the matter will be reported to the student's parents and to the police. The student will be immediately suspended and a recommendation will be made that the student be processed for expulsion. **Under Pennsylvania law, any student who is determined to have brought onto or is in the possession of a weapon on school property, at a school sponsored activity or on school transportation must be expelled for a period of not less than one calendar year.**

Students are charged with the responsibility to check the content of their pockets, wallets, purses, book bags, gym bags and automobiles before coming onto school property or before using school transportation. Once a student is discovered to be in possession of a weapon on school property or on school transportation, excuses such as; "I used the knife for hunting yesterday and forgot to take it out of my pocket" will not be accepted.

If a student realized that he or she has mistakenly brought a weapon to school, it is the student's responsibility to surrender the weapon to a school administrator immediately. If the weapon is turned over, before the student is reported by other means and the administrator believes that the weapon was brought onto school property by mistake, the student may possibly avoid discipline. Otherwise, the student will face expulsion.

ALCOHOL AND DRUG POLICY STATEMENT

The Joint Operating Committee (JOC) recognizes that the misuse of drugs is a serious problem with legal, physical, emotional and social implications for the entire school community. As such, the JOC adopts the position that students must be chemically free so that they may develop in a productive and healthy manner.

It is, therefore, the Crawford County Career & Technical Center's policy to prevent and prohibit the possession and/or use, mimic of use, sale, distribution, and/or intent to distribute any illegal or controlled mood-altering chemical medications, including look-a-like drugs or abused chemicals including alcohol or intoxicating beverages not approved by the health office on school property, at school-sponsored events, on school buses and en route to and from school or any school sponsored events by any mode of travel.

Such prevention and/or prohibition shall occur through a three-faceted program including: 1) education, 2) prevention and 3) intervention.

Violations of this policy include the possession, use, sale or mimicking the possession, use, sale or distribution of chemicals and drug paraphernalia defined and described within the parameters of this policy. The consequences of such violations will result in disciplinary action including suspension or permanent expulsion.

This policy will be carried out through the cooperative efforts of all school employees, students, parent/guardians and community agencies, including sending school personnel. In those sending schools where a student assistance program is in effect, students with chemical problems will be channeled through the principal and/or counselor to the student assistance team.

A student or any school personnel may contact the administration or guidance personnel to request a referral for drug or alcohol use by a student. A student suspected of using drugs or alcohol may be referred even though there is not clear evidence or obvious behavior changes. A student may volunteer information about personal drug/alcohol use.

Definition of Terms

CONFISCATION – When there is reasonable cause to believe that a student is in possession of drugs or mood-altering chemicals, there is an obligation to search for and seize chemicals or substances by **all** school employees or any employer of contracted groups who work with students. This will include school lockers, clothing, purses, book bags, books, automobiles and other personal property. Reasonable efforts will be made to secure the student's voluntary agreement to search and have the student present at the time of the search.

COOPERATIVE BEHAVIOR – Defined as the willingness of a student in word and deed to work with staff and school personnel in a responsible and helpful manner, complying with requests and recommendations of said staff.

DISTRIBUTION – To deliver, sell, pass, share or give; or the intent to sell, pass, share or give any mood-altering chemical as defined by this policy from one individual to another.

DRUG AND MOOD-ALTERING CHEMICALS – May be used interchangeably, and shall include any alcoholic or malt beverage, controlled substance, illegal and abused substance, and/or any medication, registered or unregistered with the school officials and annotated within the student's health record including prescription and over-the-counter drugs, and/or any substance which is intended to alter mood or which could

harm the individual. Examples include thinners, glues, chemical solvents, beer, wine, liquor, marijuana, cocaine, LSD, capsules or pills, and look-alike substances.

PARAPHERNALIA – Any utensil, item or apparel that in the judgment of school personnel can be associated with the use of controlled substances. Examples include roach clips, pipes, cigarette papers, beer cans, liquor containers, etc.

PHYSICAL EVIDENCE – Any tangible substance pertinent to the situation.

POSSESSION – To have available without any attempt to distribute as defined by this policy, any mood-altering chemical as defined by this policy or any substance determined illegal.

SCHOOL PROPERTY – Includes not only actual buildings, facilities and grounds on the school campus, but shall also include school buses, parking areas and any facility being used for a school activity or function.

SCHOOL SPONSORED EVENT – Shall include, but not be limited to, all extra-curricular activities such as field trips, conferences, social activities, etc.

Alcohol and Drug Enforcement Procedures

SITUATION 1: A **staff member is concerned** about a student's inappropriate behavior, poor class performance, tardiness, absenteeism, etc. and suspects mood-altering chemical involvement.

Immediate Action: Notify the administration or guidance personnel describing the student's behavior and any attempts at previous intervention and the results.

Investigation: The administrator or counselor will relay the referral to the appropriate high school principal and monitor student activity/performance.

Notification of Parent: At the discretion of the administrator or counselor

Notification of Police: Not applicable

Disposition of Substance: Not applicable

Discipline: Conference with administrator and/or counselor

SITUATION 2: A **student volunteers information** about personal drug use.

Immediate Action: Notify administration or guidance personnel.

Investigation: Instructor will discuss the problem with the student and encourage a counseling conference to determine the seriousness of the problem. Refer to sending school guidance personnel.

Notification of Parents: At the discretion of counselors

Notification of Police: Not applicable

Disposition of Substance: Not applicable

Discipline: Not applicable

SITUATION 3: A student contacts a member of the faculty regarding mood-altering chemical use of another student.

Immediate Action: The faculty member will encourage the student to have the student with the problem seek help and alert the guidance counselor.

Investigation: The counselor and instructor will collect data to determine if there are behavior or performance indicators to support the allegation.

Notification of Parents: Not applicable

Notification of Police: Not applicable

Disposition of Substance: Not applicable

Discipline: Not applicable

SITUATION 4: A student is **caught with or under the influence** of a mood-altering chemical on school property, at a school sponsored event, or during school hours.

Immediate Action: Notify administration immediately. Staff member writes an

anecdotal report of the incident, and insures the student is not left alone until administration arrives. Sending school principals will be notified.

Investigation: The student, his/her locker and other possessions (including automobiles under the student's control) will be searched.

Notification of Parents: Parents will be notified and asked to meet with a CCCTC administrator or high school principal.

Notification of Police: By administration or principal

Disposition of Substance: Confiscate, label, seal and give to police for analysis.

Discipline: Minimum of 5 to 10 days suspension, possible expulsion.

SITUATION 5: A student is caught with or under the influence of a mood-altering chemical for a **second time**.

Immediate Action: Notify administration immediately. The staff member will write an anecdotal report of the incident and insure that the student is not left alone until administration arrives. The sending school principal will be notified.

Investigation: The student, his/her locker and other possessions (including automobiles under the student's control) will be searched.

Notification of Parents: Parents will be notified and asked to meet with a CCCTC administrator or high school principal.

Notification of Police: By administration or principal

Disposition of Substance: Confiscate, label, seal and give to police for analysis.

Discipline: Minimum 5 to 10 days suspension, possible expulsion.

SITUATION 6: A student is caught in the process of **distributing or selling** drugs or mood-altering chemicals to anyone on school property, at a school sponsored event or during school hours.

Immediate Action: Notify administration immediately. Staff member will write an anecdotal report of the incident and insure the student is not left alone until administration arrives. The sending school principal will be notified.

Investigation: The student, his/her locker and other possessions (including automobiles under the student's control) will be searched.

Notification of Parents: Parents will be notified and asked to meet with a CCCTC administrator or high school principal.

Notification of Police: By administration or principal

Disposition of Substance: Confiscate, label, seal and give to police for analysis.

Discipline: Immediate 10 day suspension and referred for a School Board hearing at the student's sending school for possible expulsion.

SITUATION 7: A student is in the possession of drug or mood-altering chemical related **paraphernalia**.

Immediate Action: Notify administration immediately and confiscate the paraphernalia.

Investigation: The student, his/her locker and other possessions (including automobiles under the student's control) will be searched.

Notification of Parents: Parents will be notified by an administrator.

Notification of Police: At the discretion of the administration.

Disposition of Substance: Confiscate substance or paraphernalia, label and seal pending results of investigation and determination of findings.

Discipline: First offense – one to five days suspension. Additional offenses treated the same as possession of a drug or mood-altering chemical.

SITUATION 8: A student shows **symptoms** of a possible chemical overdose

(staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, unconsciousness, etc.)

Immediate Action: This situation will be treated as a medical emergency. Standard health and first aid procedures will be followed. The administration will be notified, and the student will be transported to a medical facility at the parents' expense. Sending school nurse and/or principal will be notified.

Investigation: The administration and instructor will conduct an investigation that will include questioning other students regarding the incident and a search of the student, his/her locker and other possessions (including automobiles under the student's control).

Notification of Parents: Parents will be notified of the incident by an administrator.

Notification of Police: At the discretion of the administration.

Disposition of Substance: Any substance discovered will be turned over to medical personnel.

Discipline: Evidence of violation of this policy will be considered under the appropriate situational category.

STUDENT RECORDS POLICY

The CCCTC has developed policies on pupil records consistent with the Family Educational Rights and Privacy Act of 1974. This policy can be seen in the Student Services/Guidance Office of the school. This policy states that parents of students or eligible students are permitted to inspect and review the educational records of the student. This includes the right to a response from the school to reasonable requests for explanations and interpretations of the records. Complaints concerning alleged failure by the school to comply with the Act may be submitted to the Department of Health, Education and Welfare of the Federal Government.

The types of records kept by the CCCTC include:

1. Category A – The minimum personal data necessary for the operation of the school (name, address, parents/guardian, etc.)
2. Category B – This is verified information of clear importance, but not essential to the operation of the school (test scores, health data, systematic observations and reports).
3. Category C – Potentially or temporarily useful information that is not yet verified, nor clearly needed beyond the present for the education of the student (unevaluated reports from teachers or counselors).
4. Directory Information – Basic information about the student such as name, address, course of study, awards, etc.

The Supervisor of Student Records for the CCCTC is Mrs. Laura Peterson, who can be reached by phone at (814) 724-6024, ext. 208.

The policy for reviewing, expunging or challenging student records is as follows:

1. Students, parents/guardians or their legal representative shall have access to Category A data.
2. Parents/guardians and students with parental permission shall have access to Category B data.
3. Category C data shall be released only through judicial order or order of an agency having subpoena power.
4. Access to student records may be arranged by requesting an appointment in writing at a time mutually convenient for the Supervisor of Records and the parties concerned.
5. The right of access includes the right to challenge the validity of information contained in

the records through due process procedures.

The school procedure for challenging the information in a student's record is as follows:

1. Notify the Director of Vocational Education in writing.
2. Specify the correspondence and/or item(s) to be considered.
3. An informal conference to discuss the problem will be arranged within five school days of receipt of the request.
4. If the matter cannot be resolved, the Director will arrange a hearing before the Chief School Administrator no more than ten school days following the conference, and shall notify the person(s) requesting the meeting not less than five school days prior to the meeting date.
5. All parties have the right to provide council, call witnesses and to cross examine witnesses at the hearing.
6. The decision of the Chief School Administrator will be provided within five school days of the hearing.

Parents may submit a formal written request to reproduce copies of their student's records for students under 18 years of age. Forms for this purpose are available upon request in the Student Services/Guidance Office. Students over 18 years of age may request that records be sent to a third party by using the same form or indicating in a letter exactly where records are to be sent.

STUDENT RIGHTS AND RESPONSIBILITIES

I. FREE EDUCATION AND ATTENDANCE

- A. No student will be denied access to a free and full public education, on account of race, color, ethnic origin, religion, age, sex, marital status, sexual preference, disadvantageousness or non-relevant handicaps and disabilities.
- B. Students will not be asked to leave school because they have reached seventeen years of age provided they are fulfilling their responsibilities as students, as defined hereafter. A student will not be excluded from the CCCTC, nor from extra-curricular activities because of being married or pregnant.

II. STUDENT RESPONSIBILITIES

- A. It is the responsibility of the student to:
 1. Attend school regularly and be on time for classes and other school functions.
 2. Put forth conscientious effort in school work.
 3. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
 4. Express their ideas and opinions in a respectful manner so as not to offend or slander others.
 5. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 6. Develop a climate within the school that is conducive to wholesome, learning and living.
 7. Respect the rights of teachers, students, administrators and all others who are involved in the educational process and not interfere with the education of others.
 8. Assume that until a rule is waived, altered or repealed in writing, it is in effect.
 9. Dress and groom themselves to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
 10. Assist the school staff in operating a safe school for all students.
 11. Be aware of and comply with state and local laws.
 12. Exercise proper care when using public facilities and equipment.
 13. Make all necessary arrangements for making up work missed when absent from school.
 14. Avoid inaccuracies in student publications and indecent or obscene language.
 15. Avoid active or passive discrimination against another student or group of students

because of race, color, ethnic origin, religion, age, sex, marital status, sexual preference, disadvantageousness or non-relevant handicaps and disabilities.

III. SCHOOL RULES

- A. The JOC has the authority to make reasonable and necessary rules governing the conduct of students in school within statutory and constitutional restraints which are enumerated in the laws of the state, or which may reasonably be implied as necessary for the orderly operation of the school.
- B. School rules are assumed to be “reasonable” until they are rescinded or waived. Students, therefore, shall obey school rules while working through proper channels to help change those of which they do not approve.

IV. CORPORAL PUNISHMENT

- A. No person employed or engaged by the CCCTC may inflict or cause to be inflicted, corporal punishment upon a student.
- B. Reasonable force may be used by teachers and school authorities in the following instances:
 - 1. To quell a disturbance
 - 2. To get possession of weapons or other dangerous objects
 - 3. To protect one’s person or property
 - 4. In self-defense

V. EXCLUSIONS FROM SCHOOL – SUSPENSION AND EXPULSION

- A. When any student engages in conduct that is detrimental to the safety and welfare of others, including students, instructors, administrators and others in the school community; engages in conduct that is disruptive of the educational process of the school; and/or fails to fulfill his/her responsibilities as a student and member of the school community; he/she may be excluded from school according to the procedures herein described. The administration shall have the power, and it shall be his/her duty to initiate action which may lead to the suspension and/or possible expulsion of the student.
- B. Violations of the Code of Student Conduct are specifically prohibited in the school community, apply equally to sponsored school activities, both off and on school property, and may lead to suspension and/or expulsion. They are not meant to be totally inclusive of all reasons for suspension and/or expulsion. The following specific actions will lead to suspension and/or expulsion.
 - 1. Bringing onto school property or having in one’s possession a dangerous or illegal weapon.
 - 2. Dispense, sell, possess or aid in the procurement of tobacco, alcoholic beverage, narcotics or restricted drugs or any look-alike substance.
 - 3. Violent actions threatening the safety of students and school personnel, including loud statements which may lead to disruption of the learning process.
 - 4. Overt insubordination to the clear directions of a school employee.
 - 5. Committing immoral or obscene acts or gestures.
 - 6. Destruction, defacing or stealing property.
 - 7. Initiate or be involved in bomb scares, false alarms, threatening phone calls, etc.
 - 8. Conduct detrimental to the safety and welfare of other students or the school.
 - 9. Extortion or intimidation of persons causing them to commit illegal or unlawful acts.
 - 10. Violation of parking and/or driving privileges.
 - 11. Failure to carry out student responsibilities as listed in this document.

NOTE: In addition to possible exclusion from school, students involved or suspected of being involved in any activity that is contrary to civil or criminal law may be referred to legal authorities outside the school community.

- C. Exclusion from school may take the form of suspension or expulsion.

1. Suspension is exclusion from school for a period of 1 to 10 consecutive school days.
 - a. Suspensions from the CCCTC may be given by the CCCTC administrator.
 - b. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond.
 - c. The parent/guardian and sending school shall be notified in writing when a student is suspended.
 - d. When a suspension exceeds 3 school days, the student and parent/guardian shall be given the opportunity for an informal hearing.
 - e. Suspensions may not be made to run consecutively beyond the 10 day period.
 - f. The student shall have the responsibility to make up exams and work missed while on suspension within 3 days after returning to school.
2. Expulsion is exclusion from school by the sending school's board of education for a period exceeding 10 school days, and may be permanent expulsion from school. All expulsions require a prior formal hearing. During the period prior to the hearing and decision of the sending school's board of school directors in an expulsion case, the student shall be placed in his/her normal class unless this presence would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of suspension. Students who are less than 17 years of age are subject to the compulsory school attendance law even though expelled, and they must be an education. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent. If the parents or guardian are unable to provide for the required education, they must, within 30 days submit to the sending school district written evidence so stating. The district then has the responsibility to make some provisions for the student's education.
3. Exclusion from class is considered an in-school suspension. No student may receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective. Communication to the parents or guardian shall follow the suspension action taken by the school. When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the administrator or principal shall be offered to the student and the student's parents or guardian prior to the 11th school day. The student's school district has the responsibility to make some provisions for the student's education during the period of the in-school suspension.

VI. HEARINGS

- A. Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing. This hearing may be held before the Board of School Directors of the sending school or a duly authorized committee of the board or a qualified hearing examiner. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
- B. The following due process requirements will be observed with regard to the formal hearing:
 1. Notification of the charges shall be sent by the sending school to the student's parents or guardian by certified mail.
 2. Sufficient notice of the time and place of the hearing must be given.
 3. The hearing shall be held in private unless the student or parent requests a public hearing.

4. The student has the right to be represented by counsel.
 5. The student has the right to be presented with the name of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 6. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 7. A record must be kept of the hearing either by a stenographer or by tape recorder and the student is entitled, at his/her expense, a copy of the transcript.
 8. The proceeding must be held with all reasonable speed. Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.
- C. The informal hearing is provided to enable the student to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parents or guardian to meet with the administrator or principal to discuss the ways by which future offenses can be avoided. The following due process requirements are to be observed in regard to the information hearing:
1. Notification of the reasons for the suspension shall be given by the CCCTC in writing to the parents or guardian and to the student.
 2. Sufficient notice of the time and place of the informal hearing shall be given.
 3. A student has the right to question any witnesses present at the hearing.
 4. A student has the right to speak and produce witnesses on his/her own behalf.
 5. The CCCTC shall offer to hold the informal hearing within the first five days of suspension.

VII. FREEDOM OF EXPRESSION

- A. The right of public school students to freedom of speech was affirmed by the United States Supreme Court in *Tinker v. Des Moines Community School District*, 393 US 503 (1969).
1. Students have the right to express themselves unless such expressions directly interfere with the educational process, threaten immediate harm to the welfare of the school or community, or encourage unlawful activity, or interfere with another individual's rights.
 2. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication, provided that the use of public school communications are in accordance with the regulations described herein. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 3. Students will be required to submit a copy of all materials to be displayed, posted or distributed on school property to the administration for prior approval, and the name of the individual student or at least one

responsible person in a student group is required on any posted or distributed materials.

- B. Bulletin board use shall conform with the following guidelines:
 - 1. Bulletin boards in the Main Office and Staff Room will be reserved for professional information, while bulletin boards in the main lobby and between the cafeteria doors may be used by students and student organizations.
 - 2. Notices and other communications will be officially dated before posting and removed after the date of the event or after being posted for two weeks.
- C. School newspapers and publications shall conform with the following:
 - 1. Students have a right and are free as editors to report the news and editorialize under the supervision of school officials.
 - 2. School officials will remove obscene or libelous material and edit other material that could cause a substantial disruption or interference with school activities.
 - 3. School officials may not restrict or censor material simply because it is critical of the school or its administration.
 - 4. Prior approval by a faculty advisor and an administrator is required for copy of school newspapers and they will have two weeks to review the material prior to publication. If the two weeks for approval lapses without a decision, the material shall be considered authorized for distribution.
 - 5. Students who are not members of the newspaper staff shall have access to its pages under guidelines published in each edition.
- D. The wearing of buttons, badges or armbands shall be permitted as another form of expression. School officials may set forth the time and place of distribution of materials so distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school. Arrangements must be made with the administration.
- E. Use of school facilities and equipment outside the normal classroom activities must be approved by the school administration. The constitutional right of freedom of speech guarantees the freedom of public school students to publish materials on their own; however, the school has no responsibility to assist students or provide facilities in the publishing of such materials. The students themselves have sole responsibility for any statements published. Approval procedures must be followed prior to distribution or display of material on school property.

VIII. FLAG SALUTE AND PLEDGE OF ALLEGIANCE

- A. It is the responsibility of every citizen to show proper respect for his or her country and its flag. It is recommended that the flag salute and Pledge of Allegiance be conducted at the beginning of each morning session.
- B. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

IX. HAIR AND DRESS

- A. Students have the right to govern the length or style of their hair, including facial hair. Any limitation of their right shall include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Training area rules shall identify requirements for hair, and outline procedures to insure that safety and sanitation requirements are met.
- B. School officials may not impose limitations on dress unless attire causes the disruption of the educational process or constitutes a health or safety hazard. Frayed or torn clothing; clothing that includes written expressions of immorality, vulgarity, or advertises the use of drugs or alcohol; or clothing that is excessively revealing is prohibited.
- C. Students will be required to wear certain types of clothing while participating in training areas where specific work clothing or uniforms are a requirement of the course. Decisions regarding the type clothing required will be based on legal, health and safety requirements of the occupational area.
- D. Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

X. CONFIDENTIAL COMMUNICATIONS

Information received in confidence from a student may be revealed to the student's parents, the administration or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

XI. SEARCHES

School authorities may search a student's locker and/or student's vehicle under their control and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker/vehicle search, students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker/vehicle contains materials that pose a threat to the health, welfare and safety of students in the school, student lockers/vehicles may be searched without prior warning.

Students are not permitted at any time to exclude authorized school district personnel from entry into his/her locker. There can be no personal locks or devices of any form to prevent entry by school district personnel.

Students are hereby placed on notice that all contents of lockers are subject to search, including coats, bags, gym bags or any containers found therein.

PHOTO RELEASE – MINOR – UNDER 18

We are pleased your child has chosen the Crawford County Career & Technical Center for their career and vocational-technical training. To help us recruit and inform other students of the many classes available, we would appreciate your help. Your child may be photographed for use in promotional materials, such as the school's website, yearbook, posters, DVD's and slide shows.

We request that the student, and the parent or legal guardian of the student, for good and valuable consideration, the receipt of which is acknowledged, give to the photographer, his/her legal representatives, successors, and all persons or corporations acting with his/her permission, unrestricted permission to copyright and/or use, and/or publish photographic portraits or pictures of the student, and the negatives, transparencies, prints, or digital information pertaining to them, in still, single, multiple, moving or video format, or in which the student may be included in whole or in part, or composite, or distorted in form, or reproductions thereof, in color or otherwise, made through any media in photographer's studio or elsewhere for art, or any other lawful purpose. We ask that you hereby waive any right that you may have to inspect and approve the finished product or copy that may be used in connection with an image that the photographer has taken of the student, or the use to which it may be applied. You further release the photographer, or others for whom he/she is acting, from any claims for remuneration associated with any form of damage, foreseen or unforeseen, associated with the proper commercial or artistic use of these images unless it can be shown that said reproduction was maliciously caused, produced and published for the sole purpose of subjecting the student to conspicuous ridicule, scandal, reproach, scorn and indignity. You acknowledge that the photography session was conducted in a completely proper and highly professional manner, and this release was willingly given at its termination. You acknowledge that the student is a minor, and certify that you have given your consent freely by signing the student's emergency card.

What do Employers Expect of Me as an Employee?

They expect me to:

Come to work every day... on time

Make smart decisions

Follow directions

Concentrate on my work and care about the quality of my work

Read, write and calculate well

Recognize problems and find solutions

Finish a job when I'm supposed to without sacrificing quality

Be honest and dependable

Take the lead and work hard

Communicate well and get along with others...especially customers

Dress properly and practice good grooming.

Be cooperative

Have a positive attitude

2021 - 2022 CLASS SCHEDULE

SENDING SCHOOL	ARRIVAL TIME	CLASS BEGINS	DISMISSAL TIME
<u>A.M. SESSION</u>			
Conneaut	8:12 a.m. 8:17 a.m.	8:15 a.m.	11:25 a.m.
Conneaut – Satellite	8:45 a.m.	8:50 a.m.	11:25 a.m.
Cochranton	8:40 a.m.	8:45 a.m.	11:00 a.m.
Meadville	8:40 a.m.	8:45 a.m.	11:15 a.m.
Cambridge Springs	8:30 a.m.	8:35 a.m.	11:20 a.m.
Maplewood	8:25 a.m.	8:30 a.m.	11:25 a.m.
Saegertown	8:25 a.m.	8:30 a.m.	11:20 a.m.

<u>P.M. SESSION</u>			
Conneaut	12:20 p.m.	12:25 p.m.	3:00 p.m.
Conneaut – Satellite	12:05 p.m.	12:10 p.m.	2:35 p.m.
Cochranton	12:10 p.m.	12:15 p.m.	3:00 p.m.
Meadville	12:20 p.m.	12:25 p.m.	3:00 p.m.
Cambridge Springs	12:15 p.m.	12:20 p.m.	2:40 p.m.
Maplewood	12:10 p.m.	12:15 p.m.	2:40 p.m.
Saegertown	12:15 p.m.	12:20 p.m.	2:40 p.m.
Saegertown – Satellite	12:15 p.m.	12:20 p.m.	2:40 p.m.

2021 - 2022 SCHOOL CALENDAR

	S	M	T	W	T	F	S	
2021 September				1	2	3		September 1 – Students' Frist Day September 6 – Labor Day
		6	7	8	9	10		
		13	14	15	16	17		
		20	21	22	23	24		
		27	28	29	30			
October						1		October 11 – Teachers' In-Service October 29 – No School
		4	5	6	7	8		
		11	12	13	14	15		
		18	19	20	21	22		
		25	26	27	28	29		
November		1	2	3	4	5		November 25-29 – Thanksgiving Break
		8	9	10	11	12		
		15	16	17	18	19		
		22	23	24	25	26		
		29	30					
December				1	2	3		December 24-31 – Christmas Break
		6	7	8	9	10		
		13	14	15	16	17		
		20	21	22	23	24		
		27	28	29	30	31		
2022 January		3	4	5	6	7		January 17 – Martin Luther King Jr Day
		10	11	12	13	14		
		17	18	19	20	21		
		24	25	26	27	28		
		31						
February			1	2	3	4		February 18 – No School February 21 – President's Day
		7	8	9	10	11		
		14	15	16	17	18		
		21	22	23	24	25		
		28						
March			1	2	3	4		March 11 – No School
		7	8	9	10	11		
		14	15	16	17	18		
		21	22	23	24	25		
		28	29	30	31			
April						1		April 1-5 – Easter Break
		4	5	6	7	8		
		11	12	13	14	15		
		18	19	20	21	22		
		25	26	27	28	29		
May		2	3	4	5	6		May 27-30 – Memorial Day
		9	10	11	12	13		
		16	17	18	19	20		
		23	24	25	26	27		
		30	31					
June				1	2	3		June 8 – Students' Last Day
		6	7	8	9	10		

Snow Days will be made up in this order: 1) February 18 2) May 27 3) February 21 4) April 14 5) April 18