

Welcome to A.W. Beattie Career Center



“Your future starts today!”

2020 - 2021

**Student
Handbook**

Welcome to . . .

A. W. BEATTIE CAREER CENTER

The faculty, staff, and administration of the A.W. Beattie Career Center is looking forward to an exciting and rewarding 2020-2021 school year for our student body. This handbook is designed to help students and their parents/guardians in understanding the principles, policies, regulations, and traditions of the A.W. Beattie Career Center. All students and parents/guardians should read this handbook and become familiar with the information contained herein. This information is based upon the laws of the Commonwealth of Pennsylvania, the policies and procedures passed by the A. W. Beattie Career Center Joint Operating Committee and the Regulations and Guidelines on Student Rights and Responsibilities.

“Your Future Starts Today!” A. W. Beattie Career Center provides opportunities to earn advanced college credits and industry certifications that will enhance your college and career potential.

Students enrolled through Avonworth, Deer Lakes, Fox Chapel Area, Hampton Township, North Allegheny, North Hills, Northgate, Pine-Richland and Shaler Area learn to work in teams, develop concepts and problem solve using authentic applications that meet industry standards while attending A. W. Beattie Career Center.

Students have the opportunity to excel beyond the classroom through externships and observations with local employers and volunteering within non-profit organizations. Students will gain valuable industry recognized experience through a variety of options to expand their horizons.

A.W. Beattie Career Center is consistently rated by the PA Department of Education as one of the top performing Career Centers for high school students who are enrolled in post-secondary education, employed in their field of study or engaged in military services one year after graduation. A. W. Beattie students also exceed the state average in industry certifications earned in their chosen career while in high school.

It is with great pride that A. W. Beattie Career Center and its member school districts acknowledge the dedicated efforts of our college and career ready students as they prepare for a successful future.

We hope that the 2020-2021 school year will be meaningful and beneficial to each of you and that all of our students reach their fullest potential across the world.

Have a great school year.

Eric C. Heasley
Executive Director

Dr. Jason Watkins
Assistant Director/Principal

Thea Holzworth
Assistant Principal



A.W. Beattie Career Center

*Avonworth, Deer Lakes, Fox Chapel Area,
Hampton Township, North Allegheny, North Hills,
Northgate, Pine-Richland, and Shaler Area*



2020-2021

A. W. BEATTIE CAREER CENTER STUDENT/PARENT SIGNATURE SHEET

“Your Future Starts Today”

I have received a copy and have read the entire “Student/Parent Handbook” and understand the consequences of violating any of the policies or procedures contained herein. Signatures below also constitute acceptance/notification of but not limited to:

Student Policies are located on the Career Center website for review under Joint Operating Committee. The policies may directly be obtained by contacting the Principal’s Office.

1. Use of Student Photos, Interviews for Publicity (Page 22)
2. Bullying Policy #249 (Page 29-31)
3. Harassment Policy #248 (Page 32-36)
4. Student Computer Use (Page 48-49)
5. Student E-mail System (Page 49)
6. Acceptable Use of Internet Policy #815 (Page 51-55)
7. Use of E-mail & Electronic Communication Policy #815.1 (Page 56-58)
8. Acknowledgement of Integrated Pest Management Notification Letter (Page 61)

Student Policies are located on the Career Center website for review under Joint Operating Committee. The policies may directly be obtained by contacting the Principal’s Office.

Student’s Signature

Date

Parent’s Signature

Date

A. W. BEATTIE CAREER CENTER

The Mission of the A.W. Beattie Career Center is to empower each student to become a successful professional in a continuously evolving regional and global economy through equitable access to the latest industry standards and technology education.

Vision

The vision of A.W. Beattie Career Center is to be a progressive career center that fosters excellence in career and technical education for students. This vision includes students being well educated and skilled for their postsecondary education and career pathway.

Shared Values

We will pursue excellence for all those we serve in a safe, secure and inclusive learning environment.

About Students

- All students want to learn and can learn when their social/emotional, physical, academic, and college/career needs are being met.
- All students need nurturing, support and recognition to foster self-esteem.
- Students must attend school regularly and actively engage in learning.
- Student success requires organized leadership, shared expectations, collaboration with community partners, teamwork, and well managed resources.

About Teachers

- Teachers must be passionate, caring and respectful.
- Teachers must be student-centered.
- Teachers must be knowledgeable about content and methodology.
- Teaching is craft that must be continually developed and reflected upon to promote growth.
- Teachers must seek collaboration and innovation.

About our Learning Community

- A. W. Beattie Career Center is a partnership among the nine consortium school districts, parents, staff and the community at large.
- Authentic learning experiences must be extended beyond the walls of the Career Center.
- Recognizing and embracing diversity adds value to learning experiences for all students.
- A.W. Beattie Career Center strives to best serve the surrounding communities by educating our students in fields adapted to meet the needs of area employers.
- Collaboration with businesses, industry, post-secondary institutions, as well as community organizations enriches and strengthens the bond of the Career Center within the culture of the community.

**A.W. Beattie Career Center
Joint Committee**

Superintendent of Record, Dr. Patrick Mannarino, North Hills School District

Avonworth

Kate Monti

Hampton Township

Greg Stein, Vice-President
Larry Vasko

Northgate

Daniel O'Keefe, President
Cindy West

Deer Lakes

Dr. Eric Bieniek, Secretary
Louis Buck

North Allegheny

Libby Blackburn
Elizabeth Warner

Pine-Richland

Christine Misback
Katarzyna Swope

Fox Chapel

Ronald Frank
Sommer Obernauer

North Hills

Rachael Rennebeck
Helen (Dee) Spade

Shaler Area

James Fisher, Treasurer
James Tunstall

Participating School Districts

Avonworth
Deer Lakes
Fox Chapel Area

Hampton Township
North Allegheny
North Hills

Northgate
Pine-Richland
Shaler Area

Non-Discrimination Statement

A.W. Beattie Career Center does not discriminate on the basis of race, color, national origin, sex, disability, age, or limited English proficiency in its program or activities in the Educational Program clusters of: Business, Building Construction/HVAC, Engineering/Mechanical Technologies, Health and Human Services, and Transportation. Admission to Career Center Programs depends upon availability and class size and meeting established Career Center and district criteria. Inquiries may be directed to Executive Director, Title IX/Section 504 Coordinator, A.W. Beattie Career Center, 9600 Babcock Blvd., Allison Park, PA. 15101, (412) 847-1900 or eric.heasley@beattietech.com.

A. W. BEATTIE CAREER CENTER STAFF

Administration

Executive Director	Eric C. Heasley
Assistant Director/Principal	Dr. Jason Watkins
Assistant Principal.....	Thea Holzworth
Business Manager	
Technology Director.....	Joseph Miller
Building & Grounds Supervisor.....	William Steiner, Jr.
Kiddie Tech Day Care Center Director	Krista Charlton

Coordinators

School Counselors.....	Kim Zylinski, Sara Goodyear
Cooperative Education Coordinator.....	Joanne Zangaro-Vano
Assessment & Steam Coordinator.....	Clif Bossong
Student Ethics Coordinator (ISS Coordinator).....	Scott Scariot
Business Office Coordinator	Maureen Golden
Public Relations Assistant/Recruitment Coordinator.....	Shawn Annarelli

Instructors

Advertising Design	Heather Brown, Andrew Dumbeck
Automotive Collision Technology.....	Pat Ciccone, Joe Pelesky
Automotive Technology	Nathan Monroe, Larry Parks
Carpentry/Building Construction	John Brown, Eric Carlini
Computer Systems, Network Engineering and Cyber Security.....	Donald Ricetti
Cosmetology	Cynthia Cazin, Sarah Christen, Joan Zelazowski
Culinary Arts.....	Aaron Yurek, John Ellis
Dental Careers	Paula Gibson
Early Childhood Education.....	Cari Ludwig
Emergency Response Technology.....	James Thomas
Engineering Design & Advanced Manufacturing (EDAM)/Robotics.....	Michael Purucker
Health and Nursing Sciences.....	Sarah Dietz, Douglas Moran
HVAC	Roy Hughes, Scott Miller
Integration Resource Specialists: Math	Jennifer Groomes
Science/CPR	Tad Thayer
ESL/Portfolios.....	Gretchen Boyette
Introduction to Pharmacy	Paula Gibson
Learning Facilitators.....	Erin Brennan, Nancy Loughrey, Erin Rushe
Pastry Arts.....	Ken Morehead
Robotics Engineering Technology (RET)	Michael Purucker
Sports Medicine – Rehab Therapy & Exercise Sciences Technology	Darrin Vtipil
Surgical Sciences – Operating Room Technology	Vincenzina Olszewski
Veterinary Sciences Technology	Megan Chuckery, Jennifer Evanitsky

Support Staff

Administrative Assistant/PIMS Coordinator	Susan Hughes
Administrative Executive Assistant.....	AnnMarie Wasielewski
Administrative Specialist for Accounts Payable and Purchasing	Susan Dankmyer
Technology Assistant.....	Alex Gralia
Pastry Arts Assistant.....	Samantha Singer
Instructional Assistants	Bernie Bileck, Daniel Fried, Cam Galloway, Stephany Lang, Diane Murray, Cheryl Rogowski, Tina Swanson, Eric Szelc, Annette Udanis

Custodians

Bernard Born, Ken Long, Charles Mikulan, Jay Schelling & Ronald Zangaro

TABLE OF CONTENTS

WELCOME PAGE.....	1
STUDENT/PARENT SIGNATURE PAGE.....	2
MISSION STATEMENT.....	3
A. W. BEATTIE CAREER CENTER JOINT COMMITTEE.....	4
COMPLIANCE & NON-DISCRIMINATION STATEMENT.....	4
A. W. BEATTIE CAREER CENTER STAFF.....	5
SCHOOL CALENDAR.....	9
GENERAL INFORMATION.....	10
Daily Schedule.....	10
Flag Salute.....	10
School Closing.....	10-11
School Mascot/Colors.....	11
Visitors.....	11
Contacting School.....	11
ADMISSIONS POLICY.....	11
Resident Requirements.....	12
Non-Resident Requirements.....	12
Enrollment Requirements.....	12
Adult Career Training.....	12
ATTENDANCE POLICY.....	12
Attendance Procedure.....	12-13
Excessive Absences.....	13-14
Unexcused Absences.....	14
Tardiness.....	14
Early Dismissal.....	14
Remaining at Beattie for the Entire Day.....	14
Student Visitors.....	14
BEATTIE ASSISTANCE TEAM MISSION.....	15
Guidance and Career Counseling.....	15
Conferences with School Personnel.....	15
Confidential Information.....	15
Student Assistance Program (Beattie Assistance Team).....	15-16
Withdrawals.....	16
Transfers.....	16
Learning Facilitators.....	16
IEP (Vocational Component).....	16
Manda Beattie/Robert J. Havey, Jr. Student Success Center.....	16

INSTRUCTION	16
Program of Instruction.....	16
Career-Related Training.....	16- 17
AYES.....	17
Cooperative Education	17 - 18
Skills Certificates.....	18
NOCTI.....	18
Portfolios.....	18
Certificate of Achievement	19
Computer Literacy.....	19
Internet Use.....	19
Cosmetology Hours of Instruction	20
STUDENT RECORDS	20
Confidentiality of Student Records	20
Rights of Non-Custodial Parents	21
Release of Information.....	21
Exceptions That Permit Disclosure without Consent.....	21
Release of Information to Military Recruiters.....	22
Use of Photos/Interviews for Publicity.....	22
Maintenance of Records.....	22
STUDENT HEALTH AND SAFETY	22
Student Insurance	23
Safety	24
Safety Glasses	24
Fire/Emergency Drills.....	24
Illness/Injury.....	24
Student Information/Emergency Forms.....	24
Medication.....	24-25
SCHOOL AUTHORITY.....	25
STUDENT RULES.....	25
Student Entrance.....	25
Leaving the School Building and Grounds.....	25
Field Trips/Guidelines (Policy 121).....	25-26-27
Restrooms.....	27
Personal Appearance.....	27
Hall Passes.....	28
Student Use of School Phone	28
Food and Beverages	28
Locker Regulations	28
Lost and Found.....	28
Care of School Property	28
Bullying/Harassment.....	28
Policy #249 – Bullying.....	29-31
Policy #248 – Harassment	32-36
Bullying/Harassment/Hazing/Threats Form.....	37
Student Intimidation	38
Student Standard of Conduct.....	38
School Tobacco Control.....	38
Student Drug/Alcohol Use/Abuse/Possession.....	38
Weapons Policy/Act 167	38-39
Violent Acts	39
Stealing.....	39
Student Use of the Beattie Salon.....	39-40
Electronic Devices.....	40

STUDENT TRANSPORTATION40
 Student Driving & Parking Rules40
 Regulations41
 Vehicle Repair41

STUDENT DISCIPLINE41
 Student Discipline Policy..... 41-42
 Disciplinary Procedures42
 Level I Infractions43
 Level II Infractions43
 Level III Infractions 44-45
 In-School Suspension.....45
 Out-of-School Suspension45

GRADING POLICY.....45-46

2020 - 2021 GRADING PERIODS.....47

STUDENT ACTIVITY CLUBS48

SCHOOL ACTIVITIES48

**EDUCATIONAL TECHNOLOGY (Student Computer Use/Student Email System)
.....48-50**

BULLYING & CYBERBULLING50

POLICY #815 – ACCEPTABLE USE OF INTERNET51-55

POLICY #815.1 – USE OF E-MAIL & ELECTRONIC COMMUNICATION56-58

NON-DISCRIMINATION STATEMENT59

NON-DISCRIMINATION IN SERVICES60

INTEGRATED PEST MANAGEMENT SYSTEM61

**A.W. BEATTIE CAREER CENTER
2020 – 2021 SCHOOL CALENDAR**

August 11, 12, 13.....	In-Service New Teachers
August 18, 19, 20, 21.....	Full Staff In-Service
August 24.....	No School
August 25.....	First Day for Students
September 3.....	Back to School Night
September 7.....	Labor Day/No School
October 12.....	Full Staff In-Service
October 12.....	Fall Open House
November 3 (Tuesday).....	Advisory Board Meetings/In-Service
November 26, 27, 30.....	Thanksgiving Vacation/No School
December 23 - January 1.....	Winter Holidays/No School
January 18.....	Martin Luther King Day/No School
January 28.....	District Tours/ No School for Students
February 15.....	Full Staff In-Service
March 11.....	Spring Open House
March 12.....	No School
April 1, 2, 5.....	Spring Break/No School
April 27, 28.....	NOCTI Testing (Seniors Only)
May 18.....	Professional Resource Day
May 26.....	Senior Recognition Night
May 31.....	Memorial Day/No School
June 3.....	Last Day for Students
June 4, 7 & 8.....	Teacher In-Service

Snow Contingency Make-up Days: March 12th, April 1st and April 5th

This calendar is subject to revisions as needed.

GENERAL INFORMATION

2020-2021

DAILY SCHEDULE:

The morning session will begin at 7:45 a.m. and ends at 10:30 a.m. Students arriving after 7:45 a.m. will be tardy.

The afternoon session begins at 12:00 p.m. and ends at 2:30 p.m. North Allegheny and Fox Chapel students who drive are tardy if they have not arrived by 12:15 p.m.

(On arrival students should proceed directly to their instructional area.)

FLAG SALUTE: It is the responsibility of all citizens to show proper respect for our country and our flag.

1. Students may decline to recite the Pledge of Allegiance on the basis of personal belief or religious convictions.
2. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

EMERGENCY SCHOOL CLOSING INFORMATION

PRIOR TO STUDENT ARRIVAL: In the event severe weather conditions or any other emergency that warrants a school delay or cancellation, an announcement will be made in the following manner. The following radio/television stations will be contacted to provide the information to the public.

KDKA - WPXI - WTAE
or
www.beattietech.com

DURING THE SCHOOL DAY: In the event an emergency arises during the day that would cause a need to dismiss students from school or evacuate to a predetermined safe location, parents and guardians of record will be notified by the following methods:

1. An announcement made by the following radio/television stations:
KDKA – WPXI – WTAE.
2. Posting of announcement of the school web site at www.beattietech.com.
3. An automated call through the schools SKYALERT System. Please remember that the school needs to be updated as home and cell phone numbers change.

For a student to be released from a predetermined evacuation site:

Parent(s)/guardian(s) will have to provide a photo ID to sign a student out of the evacuation location. Student drivers will not have access to their vehicles during an emergency and are not permitted to leave school property on their own accord.

These emergency procedures are in place to provide for the safety and security of the students and staff of A.W. Beattie Career Center.

School delays in the sending district or at A. W. Beattie Career Center may affect transportation to the Career Center. Parents should check with their sending school district as to the policy of providing transportation to A.W. Beattie Career Center on days school is delayed or cancelled.

SCHOOL MASCOT/COLORS: Bulldog, Grey and Burgundy.

VISITORS: All visitors must register in the School Office upon entering the building. No student from another school may visit A. W. Beattie Career Center without permission from his/her sending school principal/counselor and A. W. Beattie Career Center's administration during regular school hours. Any student not enrolled at A. W. Beattie Career Center or in one of the nine sending school districts will not be permitted to visit at any time. All visitors must observe A. W. Beattie Career Center's rules and regulations. (Policy #907)

Visitors will be required to have a State issued ID verified electronically through the Raptor Visitor ID System.

CONTACTING SCHOOL: The school may also be contacted by fax or e-mail utilizing the numbers and addresses listed on the front page. When placing a telephone call to A. W. Beattie Career Center, please note the following voice mail extensions in order that you call may be expedited.

Executive Director's Office	412-847-1900
School Office/Attendance/Principal	412-847-1902
School Counselor	412-847-1912
Graduate Student Records/Transcripts	412-847-1912
Cooperative Education Coordinator	412-847-1914

ADMISSIONS POLICY

All consortium secondary students are welcome to enroll in career training at A.W. Beattie Career Center during their sophomore, junior or senior year. Enrollment is an open process during the first semester in all available career programs. In the event that a career program has reached the maximum enrollment based on safety or by Joint Operating Committee action, new student enrollment will be determined by implementing the five (5) year average daily membership (ADM) effective March 1st of the prior school year. No new enrollment will be accepted after the 10th day of the first semester, unless the student has prior Career Center education.

Resident Requirements:

To be eligible to attend A. W. Beattie Career Center, a student must reside in a member school district.

Non-Resident Student Requirements:

All non-resident students are required to pay tuition as established by the A. W. Beattie Career Center administration and the Joint Operating Committee annually. Non-resident students may only enroll in a program based upon available slots after A. W. Beattie Career Center consortium students are enrolled, and their local Career Center does not offer the program of choice. Students requesting admission would have to meet all established criteria and provide their own transportation.

Enrollment Requirements:

Any student enrolling in a three-year technical program must have completed the ninth grade in his/her member high school. Students must have the approval of their sending school district before entering A. W. Beattie Career Center.

Adult Career Training (ACT):

Through the ACT program, recent high school graduate adults may enroll in the A. W. Beattie Career Center cosmetology program to continue training or to receive training at the Career Center. Additionally, evening ACT Programs are open to recent high school graduates and area adults who wish to receive the specialized training offered at A. W. Beattie Career Center. Tuition is charged to persons enrolling at A. W. Beattie Career Center through the adult program. Interested persons should contact the School Counselor. The adult student must have all clearances required by the Pennsylvania School Code and the Pennsylvania Child Protective Services Law on file before admission is granted provided there are available slots. Adult students will also have to submit to a drug screen at a lab selected by A.W. Beattie Career Center. The initial test may not be older than 30 days prior to enrollment. The cost of the test will be the student's responsibility.

ATTENDANCE POLICY

ATTENDANCE PROCEDURE: Employers have also told A. W. Beattie Career Center that we must emphasize the importance of coming to school every day and being on time. Having employees show up for work and be on time is a major priority for employers. A. W. Beattie Career Center recognizes the seriousness of this problem and intends to take an aggressive approach to instill the work ethics needed by our students.

The Pennsylvania School Code requires that every child of compulsory school age, having legal residence in the Commonwealth, attend public school or private school meeting standards prescribed the State Board of Education. "Every parent, guardian or other person having control or charge of any child of school age is required to send such child to school." The Pennsylvania School Code stipulates compulsory school attendance requirements and penalties for violations.

In an effort to improve attendance and education in all programs, the following attendance procedures have been implemented:

1. Students are required to have an absence excuse signed by a parent/guardian upon returning to school. The school office will collect and record each excuse. If a student is 18 years old and lives at home, a parent must sign his/her excuse. Failure to bring in an excuse after 24 hours will result in the student being given an unexcused absence. Students **cannot** make-up work for an unexcused absence; therefore, the student is to be given a "0" for his/her daily grade. In an effort to avoid student truancy issues, the school will notify parents on a daily basis of a student's absence through an automated system called SKYALERT. The student excuse form may be located on the AWBCC website and may be submitted electronically. Additionally, a parent may submit a written excuse to studentexcuse@beattietech.com. Please include the parent name and phone number for verification.
2. A written notice to a parent/guardian will be issued when there has been a violation with the compulsory attendance provisions of the Pennsylvania School Code.
3. When a sending school is not in session, students are still expected to attend A. W. Beattie Career Center. The only exception to this policy is when school is canceled due to weather and transportation is not provided. Students who are tardy or have been absent are to report to the school office before being admitted to class. Excessive absenteeism and tardiness will not be tolerated. Every student must refer to the Attendance Policy of the school for specific details.
4. Make-up work is strictly student-initiated. Students must make up assignments within one week except in cases of long illness. The administration must approve all exceptions. **The instructor for any student requesting make-up work will arrange a written plan.** Missing a day at A. W. Beattie is the same as missing 3 days of class at the school district. Because of the length of daily instruction, we cover a large amount of material daily.

(In cases where the absence is in the last week of the grading period, an incomplete grade may be given. If makeup work is not completed within 10 days, the incomplete grade will automatically become a failing grade.)

EXCESSIVE ABSENCES:

After three days of unexcused absences, parents will be notified by mail and a student attendance improvement conference will be scheduled. A. W. Beattie Career Center will seek to assist parents and students in resolving chronic attendance problems.

A student will become habitually truant, and further action may be taken by the sending District when the student has received six (6) unexcused absences.

After 35 days the student may not be given credit for the year and may not be permitted to return to A. W. Beattie Career Center pending a review with the Career Center and school district.

UNEXCUSED ABSENCES: Any student who has more than three (3) Unexcused Absences will not be eligible to attend field trips in addition to (some program specific competitions) and may be ineligible to stay all day at A. W. Beattie Career Center to complete extra requirements as determined by the administration.

If a student fails to submit an excuse within 24 hours to the school office, it will remain unexcused. (Per attendance policy).

1. All absences are marked unexcused until one of the following occurs:
 - a. Written excuse signed by the parent/guardian;
 - b. Email excuse using the Career Center form;
 - c. Notification from the home school of approved event or suspension;
 - d. Receipt of documentation of court appearance.

TARDINESS: Tardiness is a violation of student attendance regulations. **Students are required to be at school on time.** A. W. Beattie Career Center, because of its mission and goals will not tolerate tardiness. We recognize our responsibility to prepare students to meet the employers' expectations. Therefore, A. W. Beattie Career Center will be aggressive in deterring tardiness. **Students arriving late to school will be placed on in-school suspension after three (3) tardies, and each subsequent three (3) tardies. Parents will be notified. Excuses for tardiness should be submitted upon arrival.**

EARLY DISMISSAL: A request for an early dismissal must be submitted to the School Office prior to the beginning of each session. The note should indicate the time of dismissal, the reason, the parent/guardian's signature and a telephone number where they may be contacted to confirm the request. **If a parent or guardian verification is not obtained, the student will not be released. Students will not be dismissed early without prior confirmation.** Students must sign out in the School Office. Students attending a field trip must remain at Beattie until the end of the school day.

REMAINING AT BEATTIE FOR THE ENTIRE DAY: No student may remain at A.W. Beattie Career Center all day unless the instructor has **requested it in writing to the School Office at least 3 days prior to the activity.** This request must be approved by the administration and the student's high school principal. There must be a valid reason for the student to remain at A. W. Beattie Career Center.

STUDENT VISITORS: Students from the sending districts must make arrangements in advance with the A. W. Beattie Career Center Guidance Department if they desire to visit one of the A. W. Beattie Career Center Programs. Students from a district other than the A. W. Beattie Career Center sending districts will not be given permission to visit the programs.

BEATTIE ASSISTANCE TEAM MISSION

The primary mission of the Beattie Assistance Team (BAT) is to ensure that all students are engaged in an effective entry-to-exit college and career preparation program. This includes changing the percentages of students entering a Career and Technology Program unprepared to succeed in an academically rigorous CTE Program. The team is responsible for administering college and career preparatory assessments and for providing remediation and enrichment where necessary. The Beattie Assistance Team will also ensure that students are adequately prepared to progress through their chosen career pathway in coordination with the sending school districts.

GUIDANCE AND CAREER COUNSELING: Guidance and Career Counseling Services are available for students who need assistance. A. W. Beattie Career Center is staffed with a School Counseling Team who will coordinate the Career Center's program with each home school. The Counselors will be available to help the students make decisions planning their career, solve personal problems and supply information concerning employment, career choices and post-secondary education. Appointments for students or parents may be arranged. The Counselors will issue the day and time of your appointment. The School Counselors will see students who have an emergency situation in a timely manner. The subject and content of a conference are held in strictest confidence. Other services include attendance issues, crisis assistance, transcript requests, school records and home school support. Students interested in this information should contact the School Counselors.

CONFERENCES WITH SCHOOL PERSONNEL: Students and parents are encouraged to seek the assistance of instructors, learning facilitators, school counselor or administration whenever they feel it is appropriate. Conferences may be arranged in advance by telephoning to (412) 847-1902.

CONFIDENTIAL INFORMATION: Confidential information acquired from a student by a staff member while in the course of his/her professional duties will be considered privileged information to the extent that it will not be divulged in any proceeding without the consent of the student's parents/guardian (if student is under 18 years of age) or with the student's permission if he/she is 18 years or older. Information will be revealed when there is evidence of child abuse, neglect, injury, a life-threatening situation or a legal requirement to report such information.

STUDENT ASSISTANCE PROGRAM: In response to the school's commitment to educational excellence, A. W. Beattie Career Center has an active Beattie Assistance Team. This program is designed to help identified high-risk teenagers who are having school related problems for a variety of reasons. The program is not a treatment program, but an intervention program, that follows a systematic process for intervening and referring the student to the appropriate in-school or community services.

The program will provide a structured, organized approach for students attending A. W. Beattie Career Center and will offer assistance to those students who are troubled by physical, emotional, social, and familial or chemical abuse problems. It will also provide a structured, organized liaison between sending school, outside agencies, and A. W. Beattie Career Center. Process would

include monitoring the educational program of any referred student and assisting with the adjustment process if they are returning from an outside placement. In order to ensure successful reentry to school, the recommendation of the outside agency will be followed.

WITHDRAWALS: If a student requests to withdraw from A. W. Beattie Career Center, he/she will see the A. W. Beattie School Counselor prior to a formal decision being made. Appropriate forms will need to be completed for any student making such a request. Students will not be officially withdrawn until the form is signed by the parent and a sending school district official and approved by A. W. Beattie Career Center.

TRANSFERS: Requests for program changes are to be discussed with the School Counselor and the parent/guardian. Prior to the end of the first nine-week grading period, the parent/guardian will need to attend a conference to discuss any program transfer. Administration must approve all transfers.

LEARNING FACILITATORS: The facilitators will assist in modifying instructional materials for the students. Learning facilitators will assist in the integration of academic standards into all curriculums, and will assist students individually and in groups for skill mastery. Students should not hesitate to take the initiative to seek the assistance of this valuable source.

IEP (VOCATIONAL COMPONENT): All students enrolled at A. W. Beattie Career Center with an IEP must have the vocational component to their IEP completed prior to the student's placement in a career program. A. W. Beattie Career Center is required to participate in developing the vocational component. The Learning Facilitators will work with each student's instructor to design this vital educational component.

MANDA BEATTIE & ROBERT J. HAVEY, JR. STUDENT SUCCESS CENTER: Facilitators are available to help students reach their fullest potential and to assure success in the A. W. Beattie Career Center programs. Students are encouraged to take advantage of this valuable resource. The Learning Center is designed to provide individual and small group instruction through various educational approaches.

INSTRUCTION

PROGRAM OF INSTRUCTION: All A. W. Beattie Career Center programs are competency-based instruction and identify tasks that are critical to successful employment and require that students' performance be evaluated according to clearly defined criteria. A number of programs have practicum settings outside of the classroom. A student may not be eligible to participate in the practicum experiences if there is a violation of student conduct resulting in a level 3 discipline.

CAREER-RELATED TRAINING: Student participation in work-related training while at A. W. Beattie Career Center is viewed as an important factor in a student's preparation for employment in areas that are available for such an experience. Eventually, it will become a performance standard for earning a certificate in areas where the experience is available.

Types of programs available are:

- Automotive Youth Education Systems (AYES)
- Clinical Experience
- Community Service
- Cooperative Education
- Internship
- Job Shadowing
- Junior Achievement
- Health & Nursing Sciences
Clinical Experience

1) **AYES:** Students enrolled in the AYES program are making a commitment that begins the summer before their senior year. They will work a full-time schedule at an automotive participating dealership for approximately 12 weeks before returning to A. W. Beattie Career Center for their senior year. Their AYES experience will continue after the third week of the school year and will follow the AYES schedule.

Participation in all career-related training is contingent upon the availability of appropriate training stations, transportation, and demonstrations of the student's readiness to enter the workforce.

2) **COOPERATIVE EDUCATION:** A paid work-based learning component of a student's program will be provided where available through a cooperative education experience. Participation in cooperative education allows the employer and A. W. Beattie Career Center to work together to meet the training needs of eligible students. Students in the second year of training in their vocational program will be eligible during the third grading period. Students in the third year of training in their vocational program will be eligible during the second grading period. A returning co-op student from the previous year may return to the same co-op experience, if available, during the third week of the first grading period. In all co-op placement arrangements, the employment must be related to the student's program of study. Students interested in cooperative education should contact the school's Cooperative Education Coordinator to discuss cooperative education requirements and opportunities. Individual exceptions to the criteria for placement must be approved by the Executive Director of A. W. Beattie Career Center.

All students seeking to participate in career-related training outside of the traditional classroom will be required to meet any standard beyond the school's that relates to a particular worksite.

(Examples, but my not be limited to: Criminal history checks, drug screenings, and abilities related to the training sites certification and licensure requirements.)

The final decision on participation in cooperative education will be determined by the school administration.

Each student wishing to participate to any portion of the cooperative Education Program will be required to submit to an annual drug test at the student's cost through the testing lab selected by A. W. Beattie Career Center. Student's results will be submitted directly to the Career Center and maintained in a secure file. Test submittals will be required at the beginning of each school year, following the initial screening.

As described in Pupils Policy #227 Controlled Substances, students who appear to be under the influence will be subject to section "Reasonable Suspicion/Testing". A student refusing to participate will be immediately removed from the Cooperative Education site, returned to the career program classroom and referred to the Student Assistance Program.

Any student who does not meet the requirements for a Cooperative Education Placement will be ineligible for another placement for a minimum of 6 weeks. After the 6-week period, a student may request a review of the requirements and begin the process again at the discretion of the administration.

3) SKILLS CERTIFICATES: Program level certificates are available as students make positive progress through their Program of Study (POS). Each program instruction will determine a student's progress based on attendance, career exploration activities, lab performance and grades.

Skill Level Certificates represent a student's positive progress within the:

- Introductory Skills Certificate
- Intermediate Skills Certificate
- Advanced Skills Certificate

4) NOCTI: The National Occupational Competency Testing Institute (NOCTI) has developed and validated over 250 career and technical competency assessments. Crafted and refined over 20 years, these job-ready tests provide a nationally recognized and standardized approach to occupational competency evaluation.

The Pennsylvania Department of Education (PDE) requires that career and technical program completers (students who have been in the program for two or more years and have completed more than 50% of the instructional competencies and graduating high school) must take the NOCTI test. Students passing both the written and performance tests to measure their workplace skills at the Advanced and Competent level will receive the Pennsylvania Skills Certificate.

A.W. Beattie Career Center annually reviews the NOCTI achievement data with local Advisory Committee members. A number of the Advisory Members employ Beattie students while enrolled and following graduation. NOCTI data becomes part of the annual data shared with the consortium school districts of participation.

PDE has established an incentive program for all vocational technical schools in the state. Baseline standards have been established in the areas of student attendance, student completers and students' performance on the NOCTI test.

5) PORTFOLIOS: All A. W. Beattie Career Center students will be responsible for developing a portfolio of their accomplishments during their enrollment. The portfolio will include the student's resume, cover letter, and list of competencies, awards, references and samples of work where applicable. Students will add to their portfolio as they continue to build their skills. The portfolios will become the property of the student at the end of their enrollment, and may be shown to prospective employers and college recruiters when seeking employment and postsecondary education.

6) CERTIFICATE OF ACHIEVEMENT: Students who successfully complete their Program of Study (POS) through A. W. Beattie Career Center shall be awarded a Certificate of Achievement at the end of their senior year that indicates the following:

- Course title and training
- Actual number years of training received

The successful completion of the Program of Study requires a passing grade.

COMPUTER LITERACY: A. W. Beattie Career Center has determined that it is imperative that all students, regardless of their occupational area, have a working knowledge of the computer. The degree of computer proficiency required relates directly to the technical program. Computer competencies will be identified by the assessment Coordinator. Computers are available in all classrooms for daily reference. Computer time will be scheduled for students in the Manda Beattie Career Center for in-depth instruction.

INTERNET USE: Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette and Federal and State law.

Students at A. W. Beattie Career Center now have the opportunity to be given access to a school issued student email account. The email system we will be using is Microsoft Office 365, which will be a white-listed system. This means that it will only be able to communicate with addresses that have been approved through our filtering system. The filtering system monitors offensive language, images, and other inappropriate content and allows for our Administration to be notified of inappropriate usage. As we continue to work towards creating a supportive and collaborative environment at A. W. Beattie Career Center, a student email is a valuable resource. The ability to use a student email address promotes collaboration amongst students and staff as well as using resources more efficiently and effectively.

Please note that while A. W. Beattie Career Center is taking all necessary steps to prohibit inappropriate access to objectionable material, and does not condone inappropriate content, it is not possible for us to absolutely prevent such access.

With this educational opportunity also comes responsibility. It is important that you and your child read the administrative regulations and agreement form and discuss these requirements together. Inappropriate system use can result in the loss of privilege to use this educational tool, as well as result in possible disciplinary or legal actions.

The school requires the signature of the user and his/her parent/guardian on an Internet Use Consent Form prior to allowing use of the facilities.

Student accounts are the property of A. W. Beattie Career Center. A. W. Beattie Career Center reserves the right to review the content of any student account including individual student e-mail accounts. Accessing or using someone else's network account is not acceptable. The school's Internet Policy and Administrative Guidelines for student emails are located on pages 59 through 61 of the Student Handbook. The school requires the signature of the user and his/her parent/guardian on an Internet Use Consent Form prior to allowing use of the facilities.

COSMETOLOGY HOURS OF INSTRUCTION: The Pennsylvania Cosmetology Board of Licensing requires that students complete a predetermined set of instructional hours prior to taking the State Boards and complete 1250 hours to receive their Cosmetologist's License. Students must be in uniform and have a complete kit to earn hours of instruction.

STUDENT RECORDS

School records are an important part of a student's formal educational file in a public school setting. They are confidential and privileged; a policy regarding the collection, maintenance and dissemination of records has been adopted by the A. W. Beattie Career Center Joint Committee School Board. As a parent of an eligible/non-eligible child, you have rights guaranteed by the Family Educational Rights and Privacy Act, (FERPA) (20 U.S.C. §1232 g; 34 CFR Part 99). This notice outlines your rights.

Parents and students who are 18 years of age or older ("eligible students") have the right to inspect the student's education records within 45 days from the date of a written request. The written request should identify which records you wish to inspect. You may make a written request for copies of the student's records at a fee not to exceed duplicating costs as set forth by the A.W. Beattie Career Center. Requests for review, inspection, or duplication should be submitted to the staff person designated as having responsibility for the records. (See chart)

Location of Records Chart	
• Directory Information	School Office
• Cumulative or Permanent Records	Principal's Office or Counselor's Office
• Discipline Records	Principal's Office
• Principal's File	School Office
• Annual Attendance Records	School Office
• Exceptional Children's Files	Special Education Office
	A. W. Beattie Career Center
	9600 Babcock Boulevard
	Allison Park, PA 15101

If you believe that any information in the records is inaccurate, misleading, or in violation of privacy, you may request a change in records or have a hearing if the request is refused.

Confidentiality of Student Records:

A. W. Beattie Career Center protects the confidentiality of personally identifiable information for all students in accordance with state and federal law and the school's student records policy.

Rights of Non-Custodial Parents:

The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, State statutes or legally binding documents relating to such matters as divorce, separation or custody that specifically revokes these rights. Such an order is to be on file in the school and those persons responsible for the child are to be informed of the circumstances.

Release of Information:

Personally identifiable information from the student's education records cannot be released without written consent except for directory information and incidents specified in the policy. Directory information may consist of name, address, telephone number, date and place of birth, major field of study, honors won and offices held, recognition for achievements, post high school endeavors, recognition of graduating seniors, participation in officially recognized activities and sports, weight and height (for members of athletic team), dates of attendance, enrollment status, degrees and awards received and the last educational agency or institution attended by the student. If you do not want directory information about your child disclosed, you may prevent release by contacting A. W. Beattie Career Center in writing within thirty days from receipt of this notice. Please address such request to the building principal.

Exceptions that Permit Disclosure Without Consent:

1.) A disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the joint operating committee board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another School official in performing his or her tasks. A school official has a legitimate educational interest, if the official needs to review an educational record in order to fulfill his or her professional responsibility.

2.) An agency caseworker or other representative of a State or local child welfare agency, or tribal organization, who has the right to access a student's case plan, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student.

3.) Individuals who can obtain educational records under this exception, specifically those who have the right to access the child's case plan, includes the following: (1) The child's caseworker from the public children and youth agency; (2) the child's caseworker from a private children and youth agency with whom the public agency contracts; and (3) the supervisors or managers or such agencies.

Your child's records may be moved to another school or school system in which you plan to enroll your child if you notify the responsible staff person at A. W. Beattie Career Center, or if the enrolling school system submits written notification of enrollment.

Release of Information to Military Recruiters:

A.W. Beattie Career Center will provide student names, addresses and phone numbers to military recruiters upon request unless a parent and/or student has opted out of providing such information. Parents and/or students may choose to opt out by providing a written request to A. W. Beattie Career Center, 9600 Babcock Boulevard, Allison Park, PA 15101. This request must be completed by the twenty-first (21) day of the school term upon enrollment. This request must be directed to the Principal's Office.

This information is provided as required by Section 9528 of the ESEA, 20 U.S.C. §7908 as amended by NCLB and 10 U.S.C. 503, as amended by §544 of the National Defense Authorization Act for Fiscal Year 2002 (Pub. L. No. 107 – 107) and Pennsylvania Act 10 (The Armed Forces Recruiting Act).

Use of Student Photos, Interviews for Publicity

Individual and/or group interviews, photographs or videotapes of students may be taken during the school year for use in district publications, on the Internet, or by the local media. This publicity provides the community with school information. A. W. Beattie Career Center also facilitates positive media publicity by arranging for interviews and/or photographs of students. If you prefer that your child's photograph not appear in these publications or that your child not be interviewed for publicity purposes, please notify the School Office in writing by September 20, 2019.

Maintenance of Records:

Records will be maintained on a child until no longer necessary. Before records are destroyed you will be notified of your rights to receive a copy of material. Permanent records will be kept for 100 years beyond the date the student attains the age of 21. The permanent records may contain such information as the student's name, birth date, address, enrollment date, class rank, grades and academic and non-academic awards. Parents have certain rights with respect to their child's records that are transferred to a student when he or she reaches the age of 18 or attends an institution of post secondary education unless the student is dependent upon the parent, as defined in Section 152 of the Internal Revenue Code of 1954.

Should your primary language not be English, you may write for assistance in understanding the records policy and your child's records.

Should you feel that A. W. Beattie Career Center is not providing the rights as guaranteed by the Family Educational Rights and Privacy Act, you may file a letter with U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20201.

STUDENT HEALTH AND SAFETY

STUDENT INSURANCE: It is strongly recommended by the Administration that every student purchase student accident insurance through the home school. Although A. W. Beattie Career Center has an excellent safety record, the potential for accidents is higher than the home school due to the industrial type of equipment that is located throughout the building. The school is not responsible for the cost of medical treatment. Therefore, unless a student's parents carry sufficient medical coverage, a sizable hospital bill could be incurred for x-rays, treatment, or other medical expenses, including medical transport to the hospital, if necessary.

SAFETY: All students will be advised of safety procedures to be followed in each program. The following regulations are to be observed:

- ☑ Students must wear the proper type clothing and footwear as prescribed by the instructor. This may include hard toed and soled work shoes (no tennis shoes). Loose/ragged clothing is “poor safety practice” when power driven machinery is being operated.
NO shorts or flip-flops may be worn in lab and shop areas.
- ☑ Students must wear eye protection devices as recommended by the instructor. Act 116 and the Beattie administration requires that eye protection devices must be worn in all trade and industrial vocational-technical school programs as required. Students must purchase approved safety glasses at the beginning of the year.
- ☑ Hairstyles should conform to regulations. In some cases, hairnets or hats will be required.
- ☑ The classroom must be kept clean and orderly. Cleanliness of the school is essential for proper safety to be observed.
- ☑ Wearing loose or dangling jewelry is prohibited in programs while operating equipment, food preparation, patient care and/or programs that may cause injury to self or others.
- ☑ Practical jokes and “horseplay” in any form will not be tolerated.
- ☑ Tools/materials should be placed in their appropriate space and at no time be left lying on the floor.
- ☑ Students must use tools as instructed and maintain responsibility for their personal items as well as school-issued training equipment.
- ☑ Students must never operate machinery without previous instruction.
- ☑ Students will be tested on safety procedures pertaining to that particular piece of equipment, prior to operating.
- ☑ Students are to report all damaged tools and equipment to their instructor.
- ☑ Students must report all accidents to the instructor immediately.
- ☑ Students must never leave the program area without the instructor’s permission.
- ☑ Students will write all safety procedures pertaining to that particular piece of equipment, prior to operating.
- ☑ Students not adhering to safety regulations will not be permitted in program areas until the student conforms. Persistent violations of safety regulations will lead to suspension and/or expulsion from program.

SAFETY GLASSES: Safety glasses are mandatory for all required shops. In keeping with Act #116 regarding the use of eye protective devices by persons engaged in hazardous activities or exposed to known dangers in schools, colleges and universities. The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Every teacher, student, visitor, spectator, and every other person in any shop or laboratory in public or private schools, colleges, and universities who is engaged in or is within the area of known danger zone: Shall wear industrial quality eye protection devices at all times while engaged in such activities or exposed to such known dangers.

FIRE/EMERGENCY DRILLS: A. W. Beattie students and staff will prepare for a variety of emergencies every year. Therefore, it is imperative that all persons leave the school or shelter in place in a swift orderly fashion upon the sounding of the fire alarm or other alerts. Any student who is out of the class in another part of the building should leave by the nearest exit and report to the closest instructor. **Each instructor will take roll call.** Each instructor will explain the assigned routes of exit or shelter in place location depending on the emergency situation. A diagram of this route is posted in each classroom.

ILLNESS AND INJURY: All accidents, regardless of the severity, must be reported to the instructor immediately. The instructor will refer the student to the Emergency Response Technology Instructor who is the school Emergency Medical Tech (EMT), or along with the home school nurse, who is the School Nurse where the extent of the injury will be evaluated. The EMT/School Nurse will notify the Administration and will contact the parent/guardian and advise them of the situation. It is the responsibility of the parent to assume any charges for the transportation or necessary treatment either through insurance or by direct payment. Under no circumstances may a student leave the building for home, a hospital, or a doctor's office without authorization from the school administration.

STUDENT INFORMATION/EMERGENCY FORMS: At the beginning of each school year all students are given an emergency information/parental consent form. The form must be completed and returned to the classroom instructor within the first seven (7) days of school. Students will not be permitted to operate equipment until the completed form is returned. Any student who fails to return a form will be sent to the Principal for appropriate action. During the course of the school year, **changes to the student information** (*address, area code/phone, social security number, etc.*) are to be reported to the school counselor promptly. This information is imperative in the event that the Career Center has to conduct an emergency evacuation. An emergency evacuation may include moving students to predetermined evacuation sites for family reunification. In the event of an emergency evacuation, the Career Center will rely on the emergency contact information provided by each family. Communication of such an event may be conducted by: direct call, recorded automated calling, text and e-mail messaging along with local news media announcements.

MEDICATION: A. W. Beattie Career Center requires that, (to the extent medically possible), use of medication by the students takes place outside the school day. Beattie recognizes, however, that there may be situations when it is necessary to permit a student to self-administer medication during the school day. Parents/guardians are hereby notified that such medication will not be given

by a school employee. Under such circumstances and in accordance with this policy, authorized personnel will supervise the self-administration of prescription medication by students. Students requiring medication usage during school hours, must see the school office for the proper procedures and forms.

For purposes of the policy, “prescription medication” shall be restricted to those medications prescribed in writing by a physician and accompanied by a note from parent or guardian. All medication must be turned into the school office in original prescription bottle with medicine name, dose and prescribing physician clearly stated on printed label.

Students who require a physician’s pre-prescribed inhaler for asthma or epinephrine auto injectors for allergies may carry their medication and self-administer as per the directions. The student must report to the Emergency Response Technology Instructor after each use.

The Emergency Response Technology Instructor will then record the usage. Inappropriate use to self or others will result in the student being in violation of the Discipline Code at a Level III infraction. Please refer to Student Policy #210 Use of Medication and Policy #210.1 Possession of Life Saving Medications.

SCHOOL AUTHORITY: There is no division of authority among the faculty of A. W. Beattie Career Center, secretarial staff and maintenance department. Instructors and staff are authorized to correct and reprimand students from any program who are in violation of unacceptable school behavior.

STUDENT RULES

STUDENT ENTRANCE: Students are to enter and exit the building at the main entrance.

LEAVING THE SCHOOL BUILDING AND GROUNDS: Upon entering A. W. Beattie Career Center property, students are not permitted to leave the building and grounds unless they have written permission by the parent/guardian or sending school principal including a contact phone number and verified by the School Secretary.

FIELD TRIPS: **Field Trips are a privilege – not an educational requirement.** All rules and regulations, outlined in the Student Handbook, are to be followed when students attend school-sponsored field trips. Any misbehavior will result in disciplinary action and exclusion from future field trips. A copy of the Field Trip Policy may be viewed on the A. W. Beattie Career Center Web Site. Any student not meeting field trip deadlines **will not** be eligible to attend. Students who are removed from field trips because of attendance or disciplinary infractions will not be reimbursed for any deposits that have been previously paid to the field trip site. Students are to remain at A. W. Beattie Career Center until dismissal for their district upon returning from the field trip.

Guidelines (Policy 121)

*Responsibility (of the student)

Day Field Trip

- a. In order for any student to participate in any school-sponsored trip all obligations, financial and academically must be met. Students may be excluded from trips at the discretion of the administration and/or faculty for the following reasons:
 - Behavior/deportment (Discipline Code)
 - Grades
 - Excessive absenteeism
 - Failure to turn in the appropriate permission forms from their sending school principal and parents

Major Field Trip

- a. In order for any student to participate in any school sponsored MAJOR TRIP, all obligations, financial and academic must be met. Students may be excluded from trips at the discretion of the administration and/or faculty for the following reasons:
 - Behavior by Discipline Code
 - Grades – 79% or less
 - Absenteeism – Exceeding more than 10% from the day the permission slips are due
 - Failure to turn in the appropriate permission forms from their sending school principal and parents.
- b. Time away from classes shall be minimized. Students missing class time while participating on such trips are required to obtain assignments and complete all work required of such classes.
- c. All schoolwork missed during the approved trips shall be made up within one week of the students return from the trip. If the administration denies a student's educational tour or trip and the student still leaves, the student will receive an unexcused absence for every day that he/she is gone.
- d. All students must adhere to the A. W. Beattie Career Center Drug and Alcohol Policy, and Discipline Code while on all types of field trips as stated in the Student Handbook. Student found in possession of any drug or alcohol or is insubordinate while on a trip will be SENT HOME IMMEDIATELY. Notification of such a violation will be an immediate phone call to both the Administrative Director or designee, and the parent/guardian of said student. The administration will then notify the sending school administration of this violation in writing within twenty-four (24) hours of notification. It will be the responsibility of the parent/guardian to arrange for the student's return home both financially and logistically.
- e. It is the responsibility of the teachers to supervise students at all times. Students must adhere to the itinerary set forth by the instructor.
- f. Students on field trips shall remain subject to the rules and policies of the Joint Committee and A. W. Beattie Career Center at all times.

****Responsibility (of the parent)**

- a. A parent meeting of all participating students will be held at least two (2) weeks prior to the field trip of three (3) nights or more. Non-attendance by a parent/guardian of a student scheduled to participate in a major field trip scheduled for three (3) or more nights, will exclude that student from participating and also will result in a loss of all deposited money. At this meeting parents will sign the designated forms and receive all necessary itineraries from the instructors and review all policies governing the discipline and the expectations of the students.
- b. A. W. Beattie Career Center does not insure students for accidents or other medical needs while they are on field trips. It is the responsibility of the parent/guardian to present a copy of the student's insurance card, which is needed to go on a trip. Parents also must sign off that a student has sufficient medical insurance to be covered in case of an accident/mishap.
- c. All students must adhere to the A. W. Beattie Career Center Drug and Alcohol Policy, and Discipline Code while on all types of field trips as stated in the Student Handbook. Student found in possession of

any drug, alcohol or is insubordinate while on a trip will be SENT HOME IMMEDIATELY. Notification of such a violation will be an immediate phone call to both the Administrative Director or designee, and the parent/guardian of said student. The administration will then notify the sending school administration of this violation in writing within twenty-four (24) hours of notification. It will be the responsibility of the parent/guardian to arrange for the student's return home both financially and logistically.

Field Trip (Student Activity Transportation)

- a. Students are expected to follow the same required behavior expectations as in the classroom.
- b. Students can expect that the method of transportation may contain both video and audio recording devices that are supplied by the transportation contractor. Information that is recorded by these devices if in use may be used in student discipline issues by the administration of A.W. Beattie Career Center.

RESTROOMS: At all times, **students must have a hall pass** going to and from the restroom. **Students will use the restroom closest to their classroom.** Students are encouraged to help keep the restroom clean. Smoking and/or loitering is not permitted. If a student is ill, he/she should not remain in the restroom, but should report to the School Office for help.

PERSONAL APPEARANCE: In addition to providing students with entry-level job skills, A. W. Beattie Career Center staff also has a responsibility to work with the students to prepare them to meet employer expectations. Employers are telling us that dressing properly and practicing good grooming, no matter what the occupation, needs to be emphasized at A. W. Beattie Career Center. Appropriate school uniform is required as designated by the instructor.

A. W. Beattie Career Center students will be expected to dress appropriately for school. **The administration and staff have the right to decide what is appropriate.** Any student who arrives at school inappropriately dressed will be sent to the administrative office for disciplinary action. Please emphasize with students that the **A. W. Beattie Career Center guidelines for appropriate dress are as follows:**

1. Clothing will not be suggestive, vulgar, or contain obscene and lewd expressions.
2. Shirts and blouses will not include mesh, strapless or spaghetti-strap tops.
3. Coats and outerwear are not permitted to be worn in the classroom.
4. Dress shorts that extend to the finger-tips when worn are appropriate.
5. Clothing will be worn that is free of holes, tears and frayed edges.
6. Sunglasses will not be worn in the school building.
7. Uniforms must be clean and neat. Students not in uniform are subject to disciplinary action.
8. Shoes appropriate for school and/or the training program will be worn. No flip-flops are permitted as appropriate attire in any area of the building.
9. Hair will be styled and at a length to ensure safety and sanitation.
10. Personal belongings (back packs & purses) and outerwear are to be stored in student lockers during class time.
11. Students are not to bring or wear chains attached to clothing to school.
12. Due to safety concerns, oversized clothing is not permitted in the shops.
13. Upon entering the building, hats are not to be worn. The exceptions will be in shops where hats are required or seen as appropriate for the trade. Under no circumstances are bandanas, wave caps, visors, or headbands to be worn in the building.

HALL PASSES: While classes are in session, students should only be in the halls to go to the restroom or for some other authorized reason. **In each case, the student must have an official hall pass from the instructor.** Students are expected to walk quickly through the halls and go directly to their destination.

STUDENT USE OF SCHOOL PHONE: There is a phone located in the School Office for emergency uses only. The Administration will determine the appropriate use of the phone by the student. Cell phone and classroom phone use by any student is prohibited.

FOOD AND BEVERAGES: Administration has the right to limit student access to outside food and beverage in the building.

LOCKER REGULATIONS: It shall be the policy of the Joint Committee that all lockers are and shall remain the property of the school. As such, students shall have no expectation of privacy in their lockers, with or without the student using a personally supplied or school-issued lock.

The Joint Committee establishes that students should keep their assigned lockers closed and locked against incursion by other students. No student may use a locker as a depository for a substance or object which is prohibited by law or school rules, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Personal locks must be removed by the last student day of attendance. Locks left on after the last student day will be cut off.

LOST AND FOUND: Articles that have been lost or found in and around the school building may be reported to the School Office.

CARE OF SCHOOL PROPERTY: A. W. Beattie Career Center is foremost a secondary career/technical training facility. School pride and ownership is reflected in the care you take of the facilities.

BULLYING/HARASSMENT: Reports or complaints of bullying shall be made to Dr. Jason Watkins, Assistant Director/Principal at 412-847-1802 or email jason.watkins@beattietech.com, who shall have responsibility for ensuring that such claims are investigated.

A. W. BEATTIE CAREER CENTER

SECTION: PUPILS
 TITLE: BULLYING
 ADOPTED: August 23, 2007
 APPROVED: September 27, 2007
 REVISED: August 21, 2008
 APPROVED: September 25, 2008
 REVISED: April 26, 2011
 APPROVED: May 26, 2011
 REVISED & APPROVED: May 23, 2013
 REVISED & APPROVED: May 28, 2015
 REVISED: May 26, 2016
 APPROVED: June 23, 2016
 REVIEWED & APPROVED: August 16, 2018
 REVIEWED & APPROVED: May 28, 2020

249 BULLYING	
1. Purpose	The A. W. Beattie Career Center Joint Operating Committee recognizes that bullying and intimidation have a negative effect on school climate. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by A. W. Beattie Career Center. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses and at school-sponsored events and/or activities whether occurring on or off campus.
2. Definitions	<p>Bullying shall mean an intentional, unwelcome electronic, verbal, written, visual or physical act or series of acts directed at a student by another student, which occurs in a school setting, that is severe, persistent or pervasive and has the intent and effect of:</p> <ol style="list-style-type: none"> a. Reducing the dignity of that individual with respect to race, color, creed, religion, national origin, gender identity, gender expression, age or disability. b. Physically, emotionally or mentally harming a student. c. Placing a student in reasonable fear of damage to or loss of a student's personal property. d. Placing a student in reasonable fear of physical or emotional harm. e. Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation or ridicule. f. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities. g. Creating verbal statement or written remarks that are taunting, malicious, threatening or sexual.

<p>3. Authority School Code 24 P.S. 13-1303.1A</p> <p>4. Delegation of Responsibility</p> <p>5. Guidelines</p>	<p>Bullying, as defined in this policy, shall include cyber-bullying. Cyber-bullying is a form of verbal and psychological bullying that may occur on the internet through e-mail, instant messaging or personal profile web sites.</p> <p>The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.</p> <p>A. W. Beattie Career Center will not tolerate known acts of bullying occurring on school property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities.</p> <p>It shall be the responsibility of staff members who observe or become aware of an act of bullying to take immediate appropriate steps to intervene.</p> <p>If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the administration for further investigation.</p> <p>The Director or designee shall develop and maintain administrative regulations to implement this policy. The Director or designee shall ensure that this policy and Administrative regulations are reviewed annually with students. The Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Operating Committee.</p> <p>School administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> 1. Joint Operating Committee's Bullying Policy. 2. Report of bullying incidents. 3. Information on the development and implementation of any bullying prevention, intervention or education programs. <p>Inclusion in Code of Student Conduct and Annual Review/Posting.</p> <p>The Code of Student Conduct shall contain this policy and be disseminated annually. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on A. W. Beattie's website.</p> <p><u>Student, Parent/Guardian and Employee Reporting</u></p> <p>A. W. Beattie Career center 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, administration or other school employees.</p>
--	---

Investigation Procedures

The Joint Operating Committee directs that complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified. Each administrator or designee is authorized to investigate reports of bullying brought to their attention by students, parents/guardians, school employees or bus drivers. Any investigation of a report may include meetings with students, parents/guardians or employees, a review of student records and other reasonable efforts to understand the facts surrounding a reported incident. Confidentiality of all parties shall be maintained, consistent with A. W. Beattie's legal and investigative obligations.

Consequences/Discipline

Students who violate this policy will be subject to discipline consistent with the Code of Student Conduct. Consequences for students who are found to have bullied others may include counseling, Student Assistance Program (SAP) referral, a parent/guardian conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities as defined in the Student Discipline Policy. Depending upon the severity of a particular situation, the administrator may also take the appropriate steps to ensure students' safety. Such steps may include separating and supervising the students involved, providing employee support for students as needed, reporting incidents to law enforcement, if appropriate, and the implementation of a safety plan and/or a supervision plan with parents/guardians.

Interplay With Other School District Policies

Nothing in this policy shall prevent school employees from enforcing, imposing discipline or fulfilling their professional responsibilities under other school district policies or student disciplinary rules.

This policy shall not be interpreted as preventing a student or parent/guardian from filing a complaint under the school's harassment policy (#248).

Reprisal

No reprisals or retaliation shall occur as a result of good faith reports of bullying. Any student who retaliates against another student for reporting bullying or for assisting or testifying in the investigation or hearing will be subject to a disciplinary consequence under the Student Discipline Policy.

References:

School Code - 24 P.S. Sec. 1302-A, 1303.1-A
 State Board of Education Regulations - 22 PA Code Sec. 12.3
 Board Policy - 000, 218, 233, 236, 248, 815

A. W. BEATTIE CAREER CENTER

SECTION: PUPILS
 TITLE: HARASSMENT
 ADOPTED: May 27, 1999
 REVISED: February 24, 2005
 APPROVED: March 29, 2005
 REVISED: May 27, 1999
 APPROVED: June 23, 2011
 REVISED &
 APPROVED: May 28, 2015
 REVISED: May 26, 2016
 APPROVED: June 23, 2016
 REVIEWED & APPROVED: August 16, 2018
 REVIEWED & APPROVED: May 28, 2020

248 HARASSMENT	
1 Purpose	The Joint Operating Committee strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the school to maintain an educational environment in which harassment in any form is not tolerated.
2. Definitions 29CFR Sec. 1606.8(a)	<p>For the purpose of this policy harassment of a student consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin, ethnicity, gender identity, gender expression, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> 1. Is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance. 3. Otherwise adversely affects an individual's learning opportunities. <p>For purposes of this policy, sexual harassment of a student shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status. 2. Submission to or rejection of such conduct is used as the basis for academic decisions affecting the individual. 3. Such conduct deprives a student of educational aid, benefits, services, or treatment.

<p>3. Authority 43 P.S. Sec. 951 et seq. Title IX 20 U.S.C. Sec. 1681 et seq 29 CFR Sec. 1606.8(a)</p> <p>4. Delegation of Responsibility</p>	<p>4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile, or offensive education environment.</p> <p>Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar or abusive language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.</p> <p>The Joint Operating Committee prohibits all forms of unlawful harassment of employees by all school students and staff members, contracted individuals and vendors, and volunteers in the school. The Joint Operating Committee encourages employees who have been harassed to promptly report such incidents to the designated administrators.</p> <p>The Joint Operating Committee directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p> <p>All persons associated with this school, including, but not necessarily limited to, the Joint Operating Committee, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from any harassment. Any person who engages in any harassment while acting as a member of the school community will be in violation of this policy.</p> <p>Harassment is strictly forbidden and will not be tolerated. Harassment of a student(s) by other students or any member of the staff is contrary to the school's commitment to provide a physically and psychologically safe environment in which to learn. Additionally, such actions are a violation of Federal or State law.</p> <p>A. W. Beattie Career Center shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of students will not be tolerated, by publication and distribution of this policy and complaint procedure at least annually in the school handbook and through other appropriate means, including posting in a visible area of the school facility and on the school website. Publication shall include the position, office address and telephone number of those administrator(s) or employees designated to ensure compliance with this policy.</p>
---	---

5. Guidelines	<p>The administration shall be responsible to provide training for students and employees regarding all aspects of harassment.</p> <p>Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.</p> <p>Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.</p> <p>Students shall be informed that they may choose to report harassment complaints to the Principal or School Counselor.</p> <p>If the Principal or School Counselor is the subject of complaint, the student shall report the complaint directly to the Executive Director.</p> <p><u>Complaint Procedure</u></p> <ol style="list-style-type: none"> 1. Any student who feels that she/he has been the subject of alleged harassment must contact the school Principal or School Counselor as soon as the objectionable conduct occurs, or otherwise as soon as possible after the incident. This report can be oral or written, but the student, parent or reporting employee are encouraged to use the A. W. Beattie Career Center Harassment Report Form. A written and signed statement of the complaint should be submitted by the complaining student within three (3) days of the initial report. 2. Upon receipt of the written complaint, the Principal or School Counselor shall contact the person who initiated the alleged harassment, and inform the person of the basis of the complaint, as well as provide the opportunity to respond in writing to the allegations set forth in the complaint. 3. The Principal or School Counselor shall conduct an investigation of the factual allegations of the complaint as expeditiously as possible. Witnesses, if any, will be interviewed when appropriate. The complainant and the individual identified as the person charged with alleged harassment shall also be interviewed. All of the information obtained in the investigation will be kept in confidence. writing to the allegations set forth in the complaint. 4. The Principal or School Counselor shall prepare a written report within fifteen (15) days, unless additional time to complete a through 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 recommended disposition of the complaint. The findings of the investigation shall be provided to the complainant and the accused.
---------------	---

5. If it is determined that harassment by a student has occurred and constitutes a violation of this policy, appropriate and prompt corrective action will be taken. Violations by students will be dealt with according to the guidelines of student conduct/behavior/interventions. Any discipline will be determined by the severity and frequency of the offense, or other relevant conditions surrounding the incident.
6. Cases which involve charges against a student shall be subject to the student discipline policies and procedures and all applicable State and Federal laws. If it is concluded that a student has knowingly made a false complaint under this policy, such student may be subject to disciplinary action.
7. It must be recognized that an individual's failure to report an incident of harassment within ten (10) days of its occurrence may impair the school's ability to investigate and deal with any unlawful harassment. Similarly, an individual's failure to submit a written complaint within three (3) days of his/her verbal report of harassment is filed fails to respond to the complaint within seven (7) days of notification by the school, the school may, nevertheless, pursue the investigation of the complaint and impose appropriate discipline.
8. The obligation to conduct an investigation shall not be negated by the fact that a criminal investigation of the incident is pending or had been concluded.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, she/he may submit a written appeal to the Executive Director within Fifteen (15) days.
2. The Executive Director shall review the investigation and the investigative report and also conduct a reasonable investigation.
3. The Executive Director 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 Principal or School Counselor who conducted the initial investigation.

References:

Pennsylvania Human Relations Act - 43 P.S. Sec. 95 et seq.

Federal Anti-Discrimination Law - 20 U.S.C. Sec. 1681 et seq. (Title IX)

Harassment Regulations and Guidelines

Code of Federal Regulations - 29 CFR Sec. 1604.11(a), 1606.8(a)

Office for Civil Rights - Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties

Board Policy - 103, 103.1, 122, 123, 218, 233, 237, 247, 249, 249, 806

A.W. BEATTIE CAREER CENTER

(Check box for appropriate reporting)

BULLYING HARASSMENT HAZING THREATS

All Reports require the signature of the Executive Director

COMPLAINANT _____

RELATIONSHIP TO AWBCC: EMPLOYEE STUDENT VOLUNTEER

OTHER _____
SPECIFY _____ DEPARTMENT/SCHOOL _____

HOME ADDRESS: _____

WORK ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

DATE OF ALLEGED INCIDENT(S) _____

NAME OF PERSON YOU BELIEVE HARASSED YOU _____

LIST ANY WITNESSES WHO WERE PRESENT:

WHERE DID THE INCIDENT(S) OCCUR? _____

DESCRIBE THE INCIDENT(S) AS CLEARLY AS POSSIBLE, INCLUDING SUCH THINGS AS: ANY VERBAL STATEMENTS (I.E. THREATS, REQUESTS, DEMANDS, ETC.); WHAT, IF ANY, PHYSICAL CONTACT WAS INVOLVED; ETC. (ATTACH ADDITIONAL PAGES IF NECESSARY)

I HEREBY CERTIFY THAT THE INFORMATION I HAVE PROVIDED IN THIS COMPLAINT IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

COMPLAINANT SIGNATURE _____ DATE _____

PARENT SIGNATURE IF STUDENT IS CONSIDERED A MINOR _____ DATE _____

INTERVIEWED BY _____ DATE _____

RECEIVED BY EXECUTIVE DIRECTOR _____ DATE _____

STUDENT INTIMIDATION: No student should direct toward any school employee, other student or any other person on school property any language which threatens force or violence, or which is abusive or insulting, or any sign or act which constitutes a threat of force or violence, or which is abusive or insulting. These infractions will be referred directly to administration.

STUDENT STANDARD OF CONDUCT: All students are to report to school mentally alert and prepared to perform their responsibilities.

SCHOOL TOBACCO CONTROL: Act 168 of 1977 along with Act 128 of 2000, prohibits all persons from possessing and using tobacco products on school property (including road ways, parking lots and any areas within the property boundaries), school buses, and at school-sponsored activities. A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction be sentenced to pay a fine as designated by the local magistrate. When a pupil is charged with a violation, the court may admit the offender to an adjudication alternative as authorized under 24 PA C.S. Section 1520 in lieu of imposing the fine. Students who violate the school's non-smoking policy will have all tobacco products, matches, lighters, or other related materials confiscated and will be subject to the consequences listed in the discipline code. **The no smoking rule will be strictly enforced.**

With regards to school law, schools are not required to prove someone was smoking. The school is only required to provide substantial evidence of a person's guilt. A student involved in a situation where there is substantial evidence that the student was smoking will result in an automatic suspension.

"Tobacco" is defined as a lighted or unlighted cigarette, cigar, pipe, or other lighted smoking product & smokeless tobacco in any form. In addition, any Electronic Smoking Device, or alternative smoking device is strictly forbidden.

STUDENT DRUG/ALCOHOL USE/ABUSE/POSSESSION: Any student on school grounds or anywhere during a school activity, who sells, uses or is under the influence of, possesses or aids in the procurement of intoxicating beverages, narcotics or restricted drugs, including marijuana or paraphernalia, shall be subject to withdrawal from A. W. Beattie Career Center. Each student will be subject to his/her sending school policies for such actions. The Controlled Substance Policy may be viewed on the A. W. Beattie Career Center Website or a copy can be obtained in the administration office.

WEAPONS POLICY/ACT 167: Consistent with Act 167 of 1980, students shall not carry weapons on school property. Further, students are not permitted to possess any type of weapon or engage in making a weapon on A. W. Beattie Career Center campus. Weapons and look-alike weapons are forbidden in any school building on school property; school buses or vehicles used for school purposes; or at any school function, activity or event.

Weapons shall include, but not limited to any knife, cutting instrument, cutting tool, nun-chuck stick, brass or metal knuckles, firearm, shotgun, rifle, look-a-like gun, chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury and fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

A weapon authorized by the school, possessed and used in conjunction with a lawful, supervised school activity or course shall be permitted (Example: Culinary Arts). Any student, however, using any such object in an aggressive, threatening and/or intimidating manner shall be considered in possession of a weapon.

Any loaded or unloaded firearm or weapon possessed on or about a person while on school property is subject to seizure or forfeiture. (As stipulated under Section 912 of Title 18 of the Pennsylvania Crime Code.) Incidents of a student possessing weapons will be reported to the student's parents. Any person or persons in violation of this policy may be subject to penalties as stated in Section 907 of Title 18 of the Pennsylvania Crime Code. Acts which are in violation of this policy may be criminal in nature are deemed so serious that they require administrative action resulting in the immediate removal of the violator from A. W. Beattie Career Center premises.

Pursuant to Pennsylvania law, Act 26 of 1995, there is a mandatory one (1) year expulsion for the possession of weapons on school property including buses and school sponsored events. Parents must provide a sworn statement upon registering their child at A. W. Beattie Career Center whether the child has been suspended or expelled from another school.

VIOLENT ACTS: Any act in which the use of physical force to injure somebody or damage something and/or the illegal use of the effect created by the threat of this and/or the use of any object as a weapon (i.e.: tools, equipment, chairs, etc.) to create a threat will be viewed as a violent act.

STEALING: Any student caught stealing school property, tools, instruments, books, or property of a fellow student, teacher, administrator, or other school employee will receive a three to ten day out-of-school suspension from Beattie and the matter reported to the police for further investigation.

The student will be responsible for the return or payment of the item or items taken. Before the student returns to school, there will be a parental conference. The student may be recommended to the Director for expulsion from A. W. Beattie Career Center.

STUDENT USE OF THE A. W. BEATTIE CAREER CENTER SALON:

At the instructor's discretion, a student may be granted the privilege to use the clinic during the school day, if the student has all his/her class assignments up-to-date, has excellent attendance and is carrying a satisfactory grade, may request a

visit to the salon. The student will need to obtain a pass from his/her instructor and report to the A. W. Beattie Career Center Salon. Morning students should report from 8:00 a.m. to 9:00 a.m. and afternoon students from 12:30 to 1:00 p.m.

On days when models are used in cosmetology classes, these practices are to be observed:

1. Outside models should sign a visitor sheet in the cosmetology lab. No non-A. W. Beattie Career Center high school students will be permitted to act as models if their high school is in session.

2. A. W. Beattie Career Center models are to be issued a pass by the cosmetology instructor. The model must present this pass to his/her shop instructor and obtain their approval before reporting to cosmetology.

Approval will only be granted if the model has class assignments up-to-date, excellent attendance and carries a satisfactory grade.

ELECTRONIC DEVICES: No student is permitted to wear a beeper or paging device unless he/she is a member of a local Fire Department and/or enrolled in the Emergency Response Technology Program or have a documented medical reason. Appropriate use of electronic devices shall include any use of such **documented medical reason**. Appropriate use of electronic devices shall include any use of such devices for educational purposes, when specially authorized by a classroom teacher with approval from the administration. Any use of electronic devices that leads to the disruption of the educational process or violates the rights of the individual students, or staff is a violation of the established code of behavior and will result in the appropriate disciplinary action, loss of usage privileges, and confiscation of the electronic device. Inappropriate use of these devices includes, but is not limited to the following examples:

- Placing and/or receiving a call, text message, or other communication during instructional time (classroom instruction, independent work period and hallways).
- The use of electronic devices in hallways, restrooms and changing rooms.
- Using the electronic device, or any application on the device that is not directly relevant to the instruction or authorized by the teacher or staff member.
- Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd, inappropriate, unauthorized, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
- Using any electronic device for purposes which are in direct violation of other provisions within the code of behavior, such as bullying, cyber-bullying, cheating or otherwise violating academic integrity, or harassing or intimidating students or staff members.

STUDENT TRANSPORTATION

Students are required to arrive and leave school on assigned sending school district busses unless a parent/guardian drives the student or if the student has prior permission to drive. No student is allowed to walk off school property or to leave with anyone except parent/guardian or assigned adult verified by parent/guardian. Failure to comply will result in disciplinary action.

STUDENT DRIVING AND PARKING RULES: The student parking permit fee is \$40.00 and the Cooperative Education student driver fee is \$25.00. All checks should be made payable to "A. W. Beattie Career Center." These fund support related activities. All students and parents (guardians) are reminded to review the changes that have taken place with a junior driver's license. The school will not issue any student passenger rider passes and will be unable to regulate student passengers.

REGULATIONS: Permission for students to drive to and from A. W. Beattie Career Center will be granted only by joint approval of the home school and A. W. Beattie Career Center. Driving Permission Request Forms are available from the Principal's Office. Student drivers must submit to having their valid driver's license photocopied and kept on file in the school office. The charge for a permanent pass issued for the year, or at any time during the school year, will be the same. This money will help support the student activity fund. There will be **no exceptions** to the charge even if the student drives only one day per week. **No** parking passes will be issued after April 1st of each school year.

Student parking tags must be displayed at all times and will be issued upon proper approval. Students may come to the Principal's Office two days prior to needing a special one-day parking pass. Students may only park in the designated student lots. No student may take his or her car to any shop without prior approval from the administration. Reckless driving and failure to obey school driving regulations and speed limits (**10 mph**) will result in disciplinary action.

The school is not responsible for damage or theft of vehicles or their contents. Student vehicles parked on school property may be inspected/searched when circumstances warrant such action.

No motorcycles are permitted to be operated on A. W. Beattie Career Center property by students.

Driving to school is a privilege not a right.

Dismissal Times: **AM & PM** – All student drivers & riders will be dismissed at the same time as their sending district bus schedule.

Students being picked up at dismissal times will meet their parent/guardian in the main parking lot.

All student driver regulations will be strictly enforced and appropriate disciplinary action will be taken. Any student vehicle parked on the property without proper approval will be subject to towing at the owner's expense. This action is at the discretion of the administration.

VEHICLE REPAIR: Students bringing in vehicles for repair in the Auto Programs must have a Work Order Form that is pre-approved. The Work Order Form must be completed by the instructor and approved by the administration before any work may start. No student may remove his or her vehicle before having all financial obligations for any repair work satisfied. The school is not responsible for damage or theft of vehicles or their contents.

STUDENT DISCIPLINE

STUDENT DISCIPLINE POLICY: The discipline policy of A. W. Beattie Career Center is designed to establish a code of behavior that will benefit the student, the school, and society in which the student will eventually live and work as an adult. The policy is designed to address issues that cause a substantial disruption to the daily educational learning environment.

Students on the A. W. Beattie Career Center campus are expected to exercise foresight and judgment in the manner which they conduct their lives. All disciplinary action will be administered fairly and firmly for the good of the students and school.

Students are attending the A. W. Beattie Career Center to acquire the fundamental skills, knowledge, and habits that are essential for career success. Rule infractions disrupt the educational process and create a detrimental effect that is harmful to the students and instructors.

The Discipline Policy will be given to and reviewed with students. Students will acknowledge in writing that they received and have reviewed the Discipline Policy with the instructor.

PROCEDURE:

1. Immediate intervention will be taken by the instructor who observes the misbehavior. Accurate anecdotal records of unacceptable behaviors will be kept by the instructor.
2. Instructor initiates Student Discipline Referral.
3. The student is referred to administration for appropriate disciplinary action if necessary.
4. Proper records of the offense will be placed in the student's file.
5. A phone call is made in most incidents to the parent/guardian by a member of the Administrative Team and/or a Learning Center Facilitator.
6. A fax/letter is sent to the parent/guardian and a sending school contact by the school office personnel.

DISCIPLINARY PROCEDURES: The seriousness of the act and the frequency of occurrence determine disciplinary action. Infractions are divided into three levels: Level I misbehavior involves minor infractions that includes referring a student to the Student Liaisons who will work with the student to resolve issues that impede the student from achieving educational success. The Student Liaisons work under the direct supervision of the building administration. Level II infractions involve more serious issues that could involve the district magistrate. Level III misconduct involves criminal acts that may require the intervention of law enforcement authorities and the expulsion from school. The parent/guardian and the home school will be notified of all disciplinary infractions.

All external suspensions will be reciprocal with the home school.

<p>LEVEL I – INFRACTIONS</p> <p>Insubordination Refusal to participate in class/lab Misuse of school supplies & equipment Dress code violation Leaving class without permission Disrespect and defiance Defacing school property (graffiti) Lack of proper tools and equipment</p>	<p>LEVEL I – May result in the following:</p> <p>1st OFFENSE: Verbal Warning/ 1 day in-school suspension</p> <p>2nd OFFENSE: 1-3 days in-school suspension</p> <p>3rd OFFENSE: 1-3 days out-of-school suspension & parent conference</p>
<p>LEVEL II – INFRACTIONS</p> <p>Unmodified Level I behavior Leaving campus w/o permission Disruptive Behavior/Insubordination Safety Violation Profanity Abuse of driver/rider regulations Repeated Tardiness Smoking (Possible Magistrate Referral) Snowballing Unauthorized/unexcused absence from school (Possible Magistrate Referral)</p>	<p>LEVEL II – These offenses being of a more serious nature shall result in the following:</p> <p>1st OFFENSE: Verbal Warning 1-3 days of in-school suspension or 1-3 days of out-of-school suspension Parental Conference</p> <p>2nd OFFENSE: Up to 5 days out-of-school suspension & parental conference</p> <p>3rd OFFENSE: Up to 10 days out-of-school suspension & parental conference</p> <p><u>Abuse of driver/rider regulations:</u></p> <ol style="list-style-type: none"> 2. Verbal warning 3. Loss of pass 3 days 4. Loss of pass 5 days 5. Loss of pass for the school year <p>After 3 unexcused tardies, students will be referred to 1st offense level.</p>

<p>LEVEL III – INFRACTIONS</p> <p>Unmodified Level II Behavior</p> <p>Possession/use of alcohol/drugs/paraphernalia</p> <p>Possession/use of tobacco / alternative tobacco / smokeless products / possession/use of vaping products</p> <p>Sale of drugs/ alcohol</p> <p>Appearance on school property under the influence of alcohol/ drugs</p> <p>Possession of dangerous weapons including but not limited to knives, firearms, mace, razors & explosive devices</p> <p>Theft</p> <p>Bullying</p> <p>Harassment</p> <p>Fireworks</p> <p>Fighting</p> <p>Threats to student</p> <p>Threats to staff member</p> <p>Aggravated assault of a staff member</p> <p>Arson, bomb threats, setting of fire alarm</p> <p>Possession/use of a laser pointer</p> <p>Violent disruptive behavior</p> <p>Violation of Student Use of Medication Policy #210</p> <p>Computer Network/Internet abuse</p> <p>Destruction of school property</p> <p>Possession of “look-alike” drugs</p> <p>Possession of “look-alike” weapons</p> <p>Use of pagers/cell phones</p>	<p>LEVEL III –</p> <p>May result in a 3-10 day out-of-school suspension and/or expulsion. The offenses at this level may represent a violation of the law and are subject to civil and/or criminal penalties. The local law enforcement agency may be notified.</p> <p>BULLYING</p> <p>Staff-supervised peer mediation along with appropriate sanctions as required.</p> <p>DRUG & ALCOHOL INFRACTIONS</p> <p>5 to 10 day out of school suspension, pending a home school expulsion hearing. Mandated rehabilitation program.</p> <p>TOBACCO or ALTERNATIVE POSSESSION & USE</p> <p>3 day out-of-school suspension, subject to prosecution at District Magistrate. Possession/use of vaping products will result in parents picking up the student. All confiscated e-cigarette/vaping devices will be confiscated and turned over to the Town of McCandless Police.</p> <p>COMPUTER/ INTERNET ABUSE</p> <p>Suspension, libel for civil/criminal penalties & privileges revoked</p> <p>CELL PHONES (ELECTRONIC DEVICES)</p> <p>1st OFFENSE: The parent must pick student up at A. W. Beattie Career Center on the day of the infraction. This action will be considered a one-day out-of-school suspension.</p> <p>2ND OFFENSE & SUBSEQUENT OFFENSES: The student will receive an automatic three-day out-of-school suspension.</p>
---	---

A discipline infraction at Level II or III, based on the severity and occurrence, may disqualify a student from being able to participate in any school-sponsored class or activity field trip. This decision may be appealed to the Principal, who will have the final decision-making authority.

The A. W. Beattie Career Center complies with federal and state law and regulations in the matter of disciplining students with disabilities for violations of policy or school rules. The school will collaborate with the student's home school and the student's IEP Team or Section 504 Team to ensure implementation of all procedure safeguards.

IN-SCHOOL SUSPENSION (ISS): Students on in-school suspension are required to do work assigned to them for the day. A student's assignment may constitute a behavior-learning packet, career exploration module, or worked assigned by their classroom instructor. **Failure to complete the assigned work will result in a zero for the daily grade and the student will return to in-school suspension the following day.**

While on in-school suspension, the student will not talk, rest their head on the desk, eat or drink. The wearing of hats/head bands, coats, and sweatshirts will be prohibited in the ISS room. Personal items will be placed in an assigned area until the end of the day.

AM Session: From assigned time until released by ISS teacher, to go directly to their bus.

PM Session: From assigned time until released by ISS teacher, to go directly to their bus.

OUT-OF-SCHOOL SUSPENSION (OSS): A student who has received an out-of-school suspension at A. W. Beattie Career Center will not be permitted to attend his/her sending school on the suspension date(s), depending on the policy/practice of the sending school. Students are not permitted to be on school property or participate in any school activity during the suspension.

GRADING POLICY

All curriculums are competency-based with specific tasks identified by industry standards. It is the responsibility of the school to teach the tasks. Students are responsible to learn the task and demonstrate mastery. This process requires the student to be graded on the following:

- | | | |
|----|---|-----|
| A. | Daily Grade (Attendance, uniform/proper tools & equipment, participation and professionalism) | 1/3 |
| B. | Competencies | 1/3 |
| C. | Assessments Tests/Written Work/Homework/Projects | 1/3 |

Make-up work is required and a student's responsibility whenever they are legally absent. A student who is absent for less than 20-days must present a parent/guardian signed excuse. After the 20-day period, a legal excuse is required by a physician or by court document. This work will be graded by the instructor as his/her daily grade. Students must ask the instructor for make-up work when returning from an absence. All make-up work must be completed within five (5) school days or no credit will be issued.

The final grade for the year will be the average of the four nine-week grading periods (percentage). Students must pass three of the four grading periods regardless of overall percentage to pass for the year.

A. W. Beattie Career Center issues a student grade. The sending school district will make the final determination of the student's credit status on their sending school district issued report cards.

A student earning a cumulative final grade point average below 60% or failing two or more of the four nine-week grading periods will jeopardize their ability to return to A. W. Beattie Career Center the following year, or participate in senior recognition if they are a senior, and must receive the approval of the A. W. Beattie Career Center Administration to re-enroll. In such a situation, a meeting of all stakeholders in the student's education may be required.

Tardiness is part of the criteria for a daily grade and will lower the daily grade.

INCOMPLETE GRADES:

Incomplete or "I" grades are issued to students who have not completed all assigned work by the end of the reporting period. Any "I" grade for incomplete work must be cleared within 10 days of the end of the grading period. All work must be completed prior to the deadline, otherwise the work will factor as a "0" in the grading period.

If a student has questions about a report grade, the matter should be discussed with the instructor first. If questions remain, the student may approach the Administration. A Progress Report will be issued midpoint in each nine-week grading period to parents, ending school principals and sending school counselors for each student in the program.

A. W. Beattie Career Center learning facilitators will discuss Unsatisfactory Progress Reports with the students. A. W. Beattie Career Center's School Counselor will schedule a parent conference if needed.

For information on the Student Grievance Procedure, please call the Office of the Executive Director.

**A.W. Beattie Career Center
Student Grading Periods
2020-2021**

First Grading Period:

Progress Reports	September 23	(21 Days)
Grades End	October 24	(42 Days)
Grades in Skyward	October 30	(8am Deadline)

Second Grading Period:

Progress Reports	December 2	(22 Days)
Grades End	January 13	(44 Days)
Grades in Skyward	January 19	(8am Deadline)

Third Grading Period:

Progress Reports	February 17	(22 Days)
Grades End	March 22	(44 Days)
Grades in Skyward	March 29	(8am Deadline)

Fourth Grading Period:

Progress Reports	April 30	(23 Days)
Grades End Seniors:	May 21	
Grades in Skyward	June 4	(37 Days)
Grades End Underclassmen	May 28	
Grades in Skyward	June 3	(42 Days-46 total)

- *Grading periods may change due to school cancelations and/or delays.*

A.W. Beattie Grading Scale

96-100	A+
90-95	A
86-89	B+
80-85	B
76-79	C+
70-75	C
65-69	D+
60-64	D
59 & Below	F

STUDENT ACTIVITY CLUBS

CLUBS AND ACTIVITIES: Students are encouraged to participate in the following clubs and activities:

1. Beattie Ambassadors
2. FCCLA (Culinary Arts and Child Care Services)
3. Skills USA – VICA
4. NTHS (National Technical Honor Society)
5. BAMP – Builders Association of Metropolitan Pittsburgh
6. First Robotics
7. Junior Achievement of Western Pa
8. V.I.P. – Volunteer Initiative Program
9. Leadership CTE

SCHOOL ACTIVITIES: A.W. Beattie Career Center is a school that is built upon hard work, enthusiasm, and pride. These types of student activities promote positive attitudes in our students and staff. Throughout the course of the school year, students will participate in the following activities:

- Canned Food Dive
- Back to School Drive
- Skills Olympics
- Fall Open House
- Advisory Board Meetings
- District Tours
- Spring Open House
- NOCTI Exams
- Fishing Trip
- Staff Appreciation Day
- Senior Recognition
- Blood Drives

These activities promote not only the school, but also community service and pride in each student's chosen career path. By participating in these activities, students gain valuable soft skills that employers look for in future employees. A.W. Beattie Career Center is proud of the efforts of all students and staff and recognizes the amount of hard work and dedication put forth to make A.W. Beattie Career Center a community example asset through these activities.

EDUCATIONAL TECHNOLOGY

STUDENT COMPUTER USE

Computers have become an integral part of today's society as well as an integral part of specific programs at A. W. Beattie Career Center. Customized computer equipment is presently used in all classrooms. This equipment is expensive to purchase and maintain.

We have experienced situations that have resulted in unnecessary repairs due to student abuse of the equipment. Discipline for such acts will include restitution, suspension and/or return to the home school.

We are informing each student enrolled, as well as their parent/guardian, of our present policy.

As a student, I understand that if I cause unnecessary damage to the equipment provided for my use at A. W. Beattie Career Center, I am responsible for the payment of repairs.

Additionally, as a parent/guardian, I understand that if he/she causes unnecessary damage to the equipment provided for use at A. W. Beattie Career Center, I am responsible for the payment of the repairs.

The use of A. W. Beattie's computers is a privilege and not a right thus the Career Center technology resources are not a public forum.

STUDENT EMAIL SYSTEM

Students are being given access to A.W. Beattie Career Center's student email system. Through this system, students will be able to communicate with other AWBCC students and staff. With this educational opportunity comes responsibility. Inappropriate system use will result in the loss of the privilege to use this educational tool, and may result in disciplinary action being taken. Please note that while A.W. Beattie Career Center will take responsible steps to prevent access to inappropriate material, and does not condone access to objectionable material, it is not possible for A. W. Beattie Career Center to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate use.

Rules for Appropriate Use

- Students will be assigned an individual account. Do not share the password with others.
- The account is to be used for identified educational purposes only.
- Students will be responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the agreement.
- Remember that people who receive e-mail from students with a school address might think your message represents the school's point of view.
- Students must log into their account only under their personal, assigned account and shall not log into accounts as another student

Inappropriate Uses

- Using the system for any illegal purpose.
- Using another person's account.
- Posting personal information about yourself or others (such as street addresses and phone numbers).
- Downloading or using copyrighted information without the permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

Consequences for Inappropriate Use

- Suspension of access to the system
- Revocation of the student email account
- Other disciplinary, or legal action, in accordance with the Student Code of Conduct and applicable laws.

- Email is to be treated as an extension of the classroom. Speech that is inappropriate for class is not appropriate for student email.

The student email agreement will be active from the time of signing the Career Center Internet Policy Agreement through the student's enrollment in the A.W. Beattie Career Center unless the school is notified.

BULLYING, CYBERBULLYING

Bullying, Cyberbullying is a serious concern that can create social, emotional and physical issues. Parents, students and teachers much work together to ensure that all students are happy, safe and ready to learn. Unfortunately bullying can occur anywhere and to anyone. Cyberbullying can happen using any number of technologies including email, cellular phones, social networking, blogs and wiki's to name a few. Below are several resources parents, teachers and students can use to learn more about bullying and cyberbullying.

If you or someone you know is being bullied, contact Dr. Jason Watkins, Assistant Director/Principal at 412-847-1902 or jason.watkins@beattietech.com to make a report or to seek assistance.

Cyberbullying Resources:

[Stop Bullying Now](#)

[Cyberbullying Research Center](#)

[NetSmartz](#)

[Wired Safety](#)

A. W. BEATTIE CAREER CENTER

SECTION: OPERATIONS
 TITLE: ACCEPTABLE USE OF INTERNET POLICY
 ADOPTED: June 24, 1999
 REVISED: April 28, 2005
 APPROVED: May 26, 2005
 REVISED: February 25, 2010
 APPROVED: March 25, 2010

815. ACCEPTABLE USE OF INTERNET POLICY	
1. Purpose	The Joint committee supports use of the Internet and other computer networks in the school's instructional program in order to facilitate learning and teaching through interpersonal communications and access to information, research and collaboration.
2. Authority	<p>Staff and students who claim that this policy is denying them access to material that is not within the prohibitions of this policy, shall direct their claim in writing, to the Career and Technical Director of the school, who shall review the matter with the Technology Committee and respond to the claimant in a timely manner.</p> <p>The Career and Technical Education Director shall have the authority to determine what is appropriate and inappropriate use of the school's network and Internet.</p> <p>The electronic information available to students and staff does not imply endorsement by the school of the content, nor does the school guarantee the accuracy of information received on the Internet. The school shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.</p> <p>The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.</p> <p>The school reserves the right to log, monitor, inspect, copy, review and store, at any time, and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.</p> <p>The Joint committee establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.</p>
20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254	
3. Delegation of Responsibility	The school shall make every effort to ensure that this educational resources used responsibly by students and staff.

815. Acceptable Use Of Internet Policy

<p>4. Guidelines</p> <p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p> <p>Pol. 103,104, 248, 249, 348, 448, 548</p>	<p>Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate amount information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p> <p>Administrators, teachers and staff have the responsibility of educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.</p> <p><u>Administrators, teachers and staff have the responsibility of educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.</u></p> <p>Students and staff have the responsibility to respect and protect the rights of every other user in the school and on the Internet.</p> <p>Network accounts shall be provided by the Network Administrator or his or her designee. Any such account shall be used only by the authorized owner of the account for its authorized purpose. A. W. Beattie Career Center will make reasonable efforts to keep the activities of network users private; however no communications or any information made accessed via the network should be assumed to be private and all users of the system should be aware that they have no expectation of privacy with respect to any aspect of their use of the network property. Network users, however, shall respect the privacy of other users on the system.</p> <p><u>Prohibitions</u></p> <p>Students and staff are expected to act in a responsible, ethical and legal manner in accordance with Joint Operating Committee policy, accepted rules of network etiquette, and federal and State law. Specifically, the following uses are prohibited:</p> <ol style="list-style-type: none"> a. To facilitate illegal activity b. Commercial or for-profit purposes c. Non-work or non-school related work d. Product advertisement or political lobbying e. Hate mail, discriminatory remarks, and offensive or inflammatory communication f. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials, including, without limitation, the unlicensed use, downloading or acquisition of copyrighted software or media files g. To access obscene or pornographic material h. inappropriate language or profanity f. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials, including, without limitation, the unlicensed use, downloading or acquisition of copyrighted software or media files g. To access obscene or pornographic material
---	--

815. Acceptable Use Of Internet Policy

<p>Pol. 814</p> <p>17 U.S.C. Sec. 101 et Seq.</p> <p>5. Security and Safety</p> <p>47 U.S.C. Sec. 254</p>	<ul style="list-style-type: none"> h. inappropriate language or profanity i. To transmit material likely to be offensive or objectionable to recipients j. Intentionally obtain or modify files, passwords, and data belonging to other users or to attempt to obtain unauthorized access to the network account or other personal folder or account of another k. Impersonation of another user, anonymity, and pseudonyms l. Copying, communications, or modification of any materials in violation of copyright laws m. Loading or use of unauthorized games, programs, files or there electronic media, including, without limitation spyware, key loggers and adware. n. To disrupt the work of other users or to intentionally delete or damage the files or data of another user, including, without limitation, the creation of viruses o. Destroying, modifying, or abusing network hardware and software p. Quoting personal communications in a public forum without the original author's prior consent <p>System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in undesired and unauthorized access to personal or school files such as:</p> <p>To protect the integrity of the system, the following guidelines shall be followed:</p> <ul style="list-style-type: none"> a. Employees and students shall not reveal their passwords to another individual. b. Users are not to use a computer that has been logged in under another student's or employee's name. c. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network. <p>To the greatest extend possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who received threatening or unwelcome communications shall bring them to the attention of a teacher or administrator immediately.</p> <ul style="list-style-type: none"> d. <u>General Warning: Individual Responsibility of Parents and Users</u> All users and their parents/guardians are advised that access to the electronic network may include and potential for access to materials inappropriate for school-aged pupils. The A. W. Beattie Career Center does us an Internet filtering package. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the
---	--

<p>6. Privacy</p>	<p>best guides to materials to shun. If a student or employee finds that other users are visiting offensive or harmful sites, he or she should report such use to the network administrator.</p> <p>e. <u>Personal Safety</u> Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a persona to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet. If someone attempts to arrange a meeting with you as a result of an Internet contact you must report the communication, immediately, to your teacher or administrator.</p> <p>f. <u>"Hacking" and Other Illegal Activities</u> It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such authorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.</p> <p>Network and Internet access is provided as a tool for education. A. W. Beattie Career Center reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School and no user shall have any expectation of privacy regarding such materials.</p>
<p>7. Failure to follow Policy</p>	<p>The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.</p> <p>Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.</p> <p>General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy set forth in Paragraph 4. Loss of access and other disciplinary actions shall be consequences for inappropriate use.</p>

815. Acceptable Use Of Internet Policy

<p>8. Copyright Pol. 814</p> <p>9. Updates</p>	<p>General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy set forth in Paragraph 4. Loss of access and other disciplinary actions shall be consequences for inappropriate use.</p> <p>Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.</p> <p>Any violation of this policy or other complaints or communications should be addressed to the Network administrator, who will report the violation or complaint to the Director for disciplinary or remedial action.</p> <p>The unlicensed downloading, uploading and/or copying of any content without permission or the legal right to do so (for example, under fair use standards) is prohibited because such is a violation of copyright law. Staff members or students should direct any questions to the Director or his or her designee.</p> <p>Users, and if appropriate, the user's parents/guardian, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian), and such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, person some or all of the information changes, you must notify the person designated by the school to receive such information.</p> <p>References:</p> <p>State Board of Education Regulations - 22 PA Code Sec. 403.1</p> <p>Child Internet Protection Act - 24 P.S. Sec. 4601 et seq.</p> <p>U.S. Copyright Law - 17 U.S.C. Sec. 101 et seq.</p> <p>Enhancing Education Through Technology Act of 2001 - 20 U.S.C. Sec. 6777</p> <p>Internet Safety - 47 U.S.C. Sec. 254</p> <p>Board Policy - 103, 104, 248, 348, 448, 548, 814</p>
--	---

A. W. BEATTIE CAREER CENTER

SECTION: OPERATIONS

TITLE: USE OF E-MAIL & ELECTRONIC
COMMUNICATIONS

FIRST READING: January 24, 2013

SECOND READING: February 28, 2013

ADOPTED: March 21, 2013

815.1. USE OF E-MAIL & ELECTRONIC COMMUNICATIONS	
1. Purpose	The Joint Operating Committee (JOC) supports use of the e-mail and other electronic communication devices for the purposes of facilitating learning and enhancing the ability of employees and other authorized users to efficiently conduct school-related business.
2. Authority	The use of school-provided e-mail accounts, servers and other means of electronic communication, including but not limited to telephones, voice mail, facsimile machines, scanners, cell phones and related components, systems, networks and devices, shall be subject to the requirements of this policy.
Pol. 815	<p>All school employees and all students and/or third parties provided or granted access to such electronic communications facilities shall be required to comply at all times with the requirements set forth in this policy and Board Policy 815 Acceptable Use of Technology. Violations of the requirements of this policy will result in appropriate disciplinary action, and could lead to civil or criminal liability.</p> <p>All messages, documents, information and other data created or transmitted through the use of the school's e-mail accounts, servers or other electronic communication systems constitute the property of the school. No user of such accounts or systems has a right or expectation of privacy in any information or data created, stored upon, transmitted or through such systems.</p> <p>The Career Center reserves the right to monitor use of school-provided e-mail accounts, and servers for compliance with the requirements of this policy and applicable law. In addition, e-mail sent to or stored upon the district's mail server is subject to review for inappropriate content. The Career Center reserves the right to use/modify incoming e-mail for purposes other than the sender's original intent, including but not limited to deletion, error correction, redirection or reposting.</p>

3. Guidelines	<p><u>Prohibited Conduct</u></p> <p>Employees and authorized student and third party users are prohibited from using any of the school's electronic communications systems for purposes prohibited by law or from creating, storing or transmitting information or material that is not work or school-related, or which is otherwise inappropriate in a public school setting. Examples of prohibited uses of electronic communication systems include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. Engaging in or facilitating illegal activity 2. Engaging in or conducting personal business or other activities for personal monetary gain or commercial enterprise. 3. Engaging in non-work or non-school related discussions that are disruptive to the the operation of the district or its programs or which interfere with job performance or productivity. 4. Promoting religious beliefs or political lobbying or campaigning. 5. Creating, storing or transmitting any communication or material, including images, that is sexually explicit, obscene, pornographic, hateful, derogatory, defamatory or which otherwise violates the school's Nondiscrimination or Bullying/Harassment policies or any other school policy or federal, state or local law. 6. Creating, storing or transmitting material that contains or uses profanity, obscenities other language that is otherwise inappropriate for a public school setting. 7. Creating, storing or transmitting frivolous e-mails such as chain letters or "spam" e-mail. 8. Creating, storing or transmitting material that infringes upon another party's copyright, trademark or other intellectual property rights. 9. Creating, storing, or transmitting any communication that would result in the unauthorized disclosure of confidential information pertaining to a student or school employee. 10. Utilizing e-mail to send or transmit viruses or similar programs which infiltrate, hack into, vandalize or damage other user accounts, computer systems or district networks or facilities, or which are designed or intended to accomplish such a purpose. 11. Bullying/Cyberbullying
---------------	---

12. Engaging in any action that would be in violation of any law or any Board policy, including without limitation Board Policy 815.

E-mail Storage and Deletion

Retention of e-mails and attachments should be kept to a minimum by deleting e-mails when they are no longer needed or by printing hard copies. E-mail sent and received through the district's e-mail system will be maintained and disposed of in accordance with the district's record management policy and record retention schedule.

Junk E-mail and Viruses

All employees and authorized e-mail account users are responsible for handling junk e-mail or "spam" in accordance with directions issued by the Technology Department.

References:

School Code - 24 P.S. Sec. 510

Board Policy - 103, 104, 248, 249, 348, 801, 802, 815

July 1, 2020

**A.W. BEATTIE CAREER CENTER
NON-DISCRIMINATION
STATEMENT**

It is the policy of A.W. Beattie Career Center to not discriminate on the basis of race, color, national origin, sex, disability, age, or limited English proficiency in its programs or activities in the Educational Program clusters of Business, Building Construction/HVAC, Engineering/Mechanical Technologies, Health and Human Services, and Transportation. Admission to Career Center Programs depends upon availability and class size and meeting established Career Center and district criteria. Inquires may be directed to Executive Director, Title IX/Section 504 Coordinator, A.W. Beattie Career center, 9600 Babcock Blvd., Allison Park, PA 15101, (412) 847-1900 or eric.heasley@beattietech.com

Reference:

A.W. Beattie Career Center Policies 103 and 104.

July 1, 2020

TO: Parents/Guardians of Students attending A.W. Beattie Career Center

SUBJECT: Nondiscrimination in Services

FROM: Eric C. Heasley
Executive Director, A.W. Beattie Career Center

Admissions, the provision of services, and referrals of students shall be made without regard to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability, gender identity/expression, or limited English proficiency.

Program services shall be made accessible to eligible individuals. These methods include, but are not limited to equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with any of the following:

Executive Director
A.W. Beattie Career Center
9600 Babcock Boulevard
Allison Park, PA 15101

PA Human Relations Commission
Pittsburgh Regional Office
301Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105

Department of Public Welfare
Bureau of Equal Opportunity
Western Region
301 Fifth Avenue
Suite 410, Piatt Place
Pittsburgh, PA 15222

US Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

Reference:
A.W. Beattie Career Center Policy 103 and attachments.

Integrated Pest Management System

In accordance with Pennsylvania Act 35 and Act 36, A. W. Beattie Career Center uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM Coordinator, who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques may include one or more of the following: increased sanitation, modification of storage practices, controlling entry points, or physically removing the pests.

On occasion, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to seek the least toxic product that is effective. Pesticides and Herbicides will never be sprayed inside or outside while students are present in the school. If spraying does take place there will be at least seven hours before students can be in school. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your e-mail address if you would like to be notified electronically. There is also a PA State “Pesticide Hypersensitivity Registry” you may place your child in. An application is available online through the PA Department of Agriculture.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students; gel type baits placed in cracks, crevices or voids; and certain maintenance chemicals.

Each year A. W. Beattie Career Center will prepare a new notification registry.

If you have any questions, please contact William Steiner, Supervisor of Building & Grounds at 412-847-1900.