Northumberland County Career and Technology Center

Northumberland County Career and Technology Center does not discriminate on the basis of race, color, natural origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Northumberland County Career and Technology Center does not discriminate in admissions or eligibility requirements.

Inquires may be directed to:

Dr. James E. Catino, Title IX Coordinator/Section 504 Coordinator
1700 W Montgomery St.
Coal Township PA 17866
570-644-0304. EXT.185

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Northumberland County Career and Technology Center Student Handbook

WEBSITE

www.ncavts.org

WELCOME

Welcome to the Northumberland County Career and Technology Center (NCCTC). You are part of a select group of students who elected to be part of an innovative program; a program consisting of 180 days, either on a full or half day structure concentrated study in technical programs.

This handbook is intended to provide general information about your school. It will serve as a guide so that you can take full advantage of the programs. All programs offered at NCCTC are focused on enabling all students to start their careers following well defined career pathways to high priority occupations and family sustaining wage jobs in Pennsylvania. The interest you show and the effort you put forth will be a measure of success for you and our entire school.

WORKFORCE FOR THE 21ST CENTURY

NCCTC focuses on its students, industry, and community customers and is dedicated to offering quality programs.
NCCTC courses are designed to prepare students with career pathways to more choices for future employment and/or education beyond high school.

SIGN OUT POLICY

If it is necessary for a student to leave school before dismissal, a written note must be turned in to the office upon arrival at NCCTC on the same day

After pupils have been given written permission to leave, they will be required to "sign out" when they leave and "sign in" when/if they return. A form for this purpose will be place on the counter at the office.

Any student, who leaves the school without "signing out" even though permission was granted to leave, will be subject to disciplinary actions. This applies also to those who have been granted permission by the school nurse to go home. Students who leave school with permission and, of course, without "signing out" will be subject to disciplinary action. The mere "signing out" does not automatically give a student permission to leave unless those who have authority to grant permission previously gave such permission.

If a student is being picked up from school, please do not park in the bus lane. Park in a parking spot.

ATTENDANCE

The Joint Operating Committee (Board) requires that school age students enrolled in the Northumberland County Career & Technology Center (NCCTC) programs attend school regularly, in accordance with the laws of the State of Pennsylvania. The educational programs offered by NCCTC are predicted upon the presence of the students and require continuity of instruction and classroom participation.

Regular attendance shall be defined as attending NCCTC for the periods scheduled during which school is in session. Attendance at NCCTC is expected even if the home district is not in session. Students are to attend all sessions unless properly excused by school authorities.

The goal of the Northumberland County Career & Technology Center is to prepare students for rewarding careers and lifelong learning. The development of appropriate work habits and attitudes, including regular attendance, is critical for success both on the job and at the career center. It is for this purpose that the participating school districts and the Northumberland County Career & Technology Center have established the following guidelines in conjunction with the Pennsylvania School Code and the Pennsylvania Department of Education:

- *Chronic absenteeism* is used to describe any student missing 10% of the previous school year (excused and unexcused days) according to the Pennsylvania Department of Education.
- Any student that is considered *chronically absent* during the previous school year will receive written communication from their participating school district at the start of the new school year with attendance expectations.
- A child is considered *truant* after accumulating 3 or more unexcused absences and *habitually truant* after 6 or more unexcused absences.
- Attendance reviews will be held during the 45th, 90th, and 135th day of school.
- Attendance review meeting will be held with the participating school and NCCTC personnel at either the 4th day of unexcused student absence or 9th day of unexcused and/or excused student absence.

- Students will be placed on required doctor notes upon their 10th day (excused or unexcused) absence.
- Failure to provide a doctor's excuse when required will cause the absence to be unlawful or unexcused.
- Upon the 13th day absence (excused or unexcused) another attendance meeting will be held with the participating school district and NCCTC personnel.
- The student will be removed from the NCCTC program upon the 15th day you are absence (excused or unexcused.)
- Unusual circumstances will be handled by the participating school district administration.

The Board considers the following conditions to constitute reasonable cause for absence:

a. Illness or quarantine with a written doctor excuse
b. College/higher education visitations limited to five (5) days - requires prior written request and approval of participating school or CTC administration
c. Emergency reason as approved by participating school or CTC administration
d. Religious holiday
e. Required court/legal appearance

Absences will be recorded as unexcused based on, but not limited to, the following list of reasons:

a. Oversleeping
b. Car Trouble
c. Illness undocumented by medical excuse
d. Unauthorized vacations/trips
e. Missing the bus

All absences shall be treated as unexcused until the NCCTC receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. Absences in excess of three (3) consecutive days require a doctor's excuse. If absence is deemed unlawful for the student, the student will be ineligible to receive credit for coursework missed during the unlawful absence.

Attendance need not always be within the facilities.

A student will be considered in attendance if present at any place where a program is in session by authority of the Board, or at the place where the student is receiving approved tutorial instruction or health care, or the place where the student is engaged in an approved and properly supervised work-study or career education program or at home when the student is receiving approved homebound instruction. All absences occasioned by observance of the student's religion on a day approved by the Board or participating school district as a religious holiday shall be excused.

The NCCTC shall notify each participating school district of daily attendance. The member school district shall be responsible for enforcing the compulsory attendance laws. An electronic phone message will be sent to the parent/guardian of any absent student.

Good attendance is very important. As a student participating in a NCCTC program, you must attempt to establish a good attendance record and maintain this responsibility as part of your personal routine. Your attendance record becomes an indicator to future employers as to your dependability on the job.

ABSENCE / TARDY REPORTING

Parents or guardians are to phone the school attendance line (570) 644-0304 (#101), between the hours of 7:00 AM and 8:00 AM to report a student's absence.

Written excuses will be handed in at the main office upon arrival at NCCTC and also at your homeschool.

A student who has been absent from school one-half day or more will, after his/her return, have an excuse note and have it signed by his/her parent or guardian stating:

1. The date or dates of absence
2. The student's name and NCCTC program name
3. The reason for absence

A student who is absent from school for three or more consecutive days is required to provide a physician's note in order for the absence to be excused.

Students are allowed three days following their return to present an excuse note explaining their absence. If the excuse note has not been presented by the fourth day, the absence will be recorded as unexcused.
When the reason for the student's absence is questionable, when an absence is extended, or when the attendance pattern is irregular, a statement from a physician will be required.

EDUCATIONAL TRIPS

Students who are going to be absent from school due to a planned trip must request an educational absence in order to have those days marked "excused." The administration of the NCCTC determines the validity of educational absence requests for high school students. No educational absences will be granted during NOCTI Testing. Educational absence requests must be turned into the office ten (10) days prior to the trip. No educational absences will be approved beyond five (5) school days. No educational absence will be approved if the student has accumulated 10 (10) or more absences (excused or unexcused) for the school year. Forms are available in the School Office. Assignments and tests are to be completed before the educational absence or upon return to school within a time period equal to the length of the absence.

WORK MAKE-UP

Any student who is absent due to illness, death in the immediate family, or with prior approval by the administration will be given the opportunity to complete any assignment upon returning to school. It is the student's responsibility to initiate the make-up activities. The make-up assignments and examinations shall be completed within a reasonable time of the date of absence. Teachers will review procedures for their classes at the beginning of the year.

ACCEPTABLE COMPUTER NETWORK AND INTERNET USE

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to information in electronic form from all over the world. Information is available from research institutions, materials in the public domain, and Usenet discussion groups.

Access is provided to university library catalogs, to the Library of Congress, and other research databases.

Communication and information access is not strictly person to person.
With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting, pornographic information and pictures, and other inappropriate materials that exist on the Internet. On a global network it is impossible to control access to offensive materials and a user may, therefore, discover controversial information. The NCCTC firmly believes that the valuable information and interaction available on both internal and worldwide networks far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school. However, at the same time, the NCCTC recognizes the need to control access to materials that are not consistent with the educational goals of the school.

To facilitate appropriate use and provide a measure of protection, NCCTC employs content filtering software on its network to examine all incoming and outgoing web site requests. The software is a proprietary product that updates itself automatically during the life of the software contract. The filtering technology is user-independent and filters all Internet access originating from both administrative and academic computers. The software can be modified to allow or disallow access to certain sites as deemed necessary by the administration.

The smooth operation of the Internet and the NCCTC's internal network rely upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that end users are aware of their responsibilities. If users violate any of these provisions, access to the NCCTC network will be terminated immediately, and future access may be denied. Signing this document indicates that the end user has read the policy and agrees to abide by the terms.

TERMS AND CONDITIONS

1. **Acceptable Use** - The purpose of the NCCTC's Internet connection and internal network is to support research and education among academic institutions worldwide by providing access to unique resources and opportunity for collaborative work. The use of an account at the NCCTC must be in support of education and

research, and consistent with the educational objectives of the school. Transmission of any materials in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities and for-profit institutions are not acceptable. Use for product advertisement or political lobbying is also prohibited. Use of the Internet and the NCCTC's internal network shall be limited to educational and instructional purposes related to the class curriculum of the particular user and for no other purpose. A teacher shall supervise student use.

2. **Privileges** - The use of NCCTC's internal network and Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

3. **Netiquette** - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following: a.) Be polite. Do not send abusive messages. b.) Use appropriate language. Do not use profanity or vulgarities. c.) Do not reveal your personal address, phone number, social security number, or those of other students or colleagues. d.) Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. e.) Do not use the network in such a way that you could disrupt the use of the network for other users.

4. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If the user feels he/she can identify a security problem, that user must share that problem with the NCCTC Office. Do not demonstrate the problem to other users. Do not use another individual's account. Do not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Do not misrepresent other users on the network. Attempts to log in as a system operator, or the violations of any security guidelines, will result in a cancellation of privileges.

5. **Vandalism** - Vandalism will result in immediate cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, hardware or software associated with the computer system. This also includes the creation or transmission of computer viruses.

   The downloading and installation of software that does not provide a direct educational benefit or is not consistent with the educational mission of the district is strictly prohibited and will be considered vandalism. NCCTC reserves the right to expect monetary reimbursement for any and all damages incurred to the system.

6. **Copyright** - The illegal use of copyrighted software, including copying, uploading and downloading, is prohibited.

CONCLUSION

NCCTC recognizes that its student and staff have a wide range of needs and requirements. Internet and internal network access provide a relatively unrestricted and flexible means to meet those needs and requirements. To this end, the school relies on the integrity of the user to follow the guidelines of this policy.

ACCIDENTS

A student who is injured should notify the supervising teacher to complete an accident report, which is to be filed in the office within 24 hours of the accident.

ACCRUED MONIES

Any monies earned or accrued by any club are not to be spent for personal purposes, nor divided among the members. Any funds left at the end of the year will carry over to the next year.

ARRIVAL AT SCHOOL

The school day begins at 7:45 am which means you need to be in your classroom at that time with the exception of the Line Mountain District transported students. When students arrive on school property, they should report directly to the program area. Students who arrive after 7:45, should report to the office to sign in and/or get a pass to class.

ATTENDANCE

According to Pennsylvania School Code, a student has the responsibility to attend school regularly. The NCCTC requires that all school-aged pupils enrolled in the district attend school regularly within the laws of the state. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session (Pennsylvania School Code). Every child between the ages of eight and seventeen is required to attend an approved educational institution, unless legally excused. The child's parents or guardians are legally responsible to ensure that the child attends school on a regular basis and is absent only for the reasons allowed by law (illness, death in the immediate family, and educational excuse are the most common.) Any parent or guardian found violating the law is subject to prosecution, fine (up to $300), court costs, and sentencing to complete a parenting education course. If the parent is not convicted and the child continues to be truant, the child will be fined up to $300 or be assigned to an adjudication alternative education program. In addition, the juvenile's driving privileges may be revoked.

AUTOMOBILES AND BICYCLES

The use of bicycles and motor vehicles for travel to and from school is a privilege extended to students for which students must assume full responsibility. The NCCTC will not be responsible for bicycles or motor vehicles, which are lost, stolen or damaged. Students are expected to adhere to the following guidelines:

No car may be moved during school hours. The only exception will be permission given by the Director.

There shall be no loitering in the cars by students before or during school hours.

Students shall drive in a manner that is appropriate and shall respect the rights and safety of others at all times. Upon recommendation of any school employee, the building administrator may withdraw the parking privileges of any student.

All rules of the Pennsylvania Vehicle Code will be enforced while cars are on school property.

Mini-bikes or other unlicensed motor vehicles may not be used for travel to and from school. Students must park in the areas specifically designated for student parking. Students may not park in areas designated for handicapped or in any other areas restricted by the administration. Administration may limit student parking.

BULLYING

NCCTC has instituted a school wide bullying program. The program objective is to help students, faculty, and staff identify and reduce

incidences of bullying, thus providing a safer learning environment. If any student feels they are the subject of bullying, or observe bullying, they are to report the incident to their Teacher, Guidance Counselor, or Administrator.

First, we define or explain the word bullying. According to NCCTC's Bullying Policy a student is bullied when other students or several other students do any of the following:

- Say mean and hurtful things or is teased repeatedly in a mean or hurtful way. (For Example: comments about my race or color, sexual comments or gestures, physical features, body appearance)
- Completely ignore or exclude him or her from their group or friends or leave him or her outof things on purpose
- Hit, kick, push, and/or shove around

  Tell lies or spread false rumors about him or her or send mean notes and try to make other Students dislike him or her (For example: text messages)
- Threatened or forced to do things I didn't want to do

When we talk about bullying, these things happen repeatedly, and it is difficult for the student being bullied to defend himself or herself.
But we don't call it bullying when teasing is done in a friendly and playful way. Also, it is not bullying when two students of about equal strength or power argue or fight.
Students may anonymously report problems by calling (570) 644-0304 ext.185

CAFETERIA CONDUCT

Eating breakfast and/or lunch in the cafeteria is a privilege, not a right. Students' behavior in the cafeteria is expected to be orderly and mannerly and will be monitored by the cafeteria proctors. Failure to obey the established cafeteria rules may result in disciplinary action or removal from the cafeteria

CAFETERIA PAYMENT SYSTEM

CAFTRAC is a computerized system. With this system, each student has an account and ID#. Money is deposited into the student's account and deducted as cafeteria purchases are made. Prepayment may be in any amount and as far in advance as you wish. Cash money or a check (made payable to the SASD CAFTRAC) will be accepted. Breakfast and Lunch at the NCCTC is Free. However, if you would like a second lunch or purchase a snack, you must have money in your account.

Deposits can be made during lunch at NCCTC. Deposits can be made through the mail. Checks should be sent to SASD attention: CAFTRAC 2000 West State Street, Coal Township, PA 17866; with the student's name listed on the check memo.

A student can check his/her account balance at any time. Problems with accounts or a meal history can be investigated by contacting the

Food Service Director or CAFTRAC Office at 570-648-5752 ext. 3632 or ext. 3652.

Students are reminded to remember their CAFTRAC ID#, never give their CAFTRAC ID# to anyone else to use, and that using someone else's CAFTRAC ID# is **THEFT**.

Breakfast is 7:25-7:40 a.m.

CARE OF SCHOOL PROPERTY

The school building and its furnishings are provided for us at great cost by the community. Take pride in the appearance of your school. The classrooms are your living rooms for a great part of the day. Treat them as you would your living room at home. The floors should not be littered with paper. Woodwork, walls and desks should be kept free of unsightly marks.

Any student found deliberately defacing, destroying, or removing school property should be prepared to accept an appropriate punishment, up to and including a possible fine and expulsion from school.

CELL PHONES/ELECTRONIC DEVICES

- Phones/electronic devices may be used outside of the instructional day. This includes lunches and afterschool.
- During class time, which includes restroom breaks and other reasons you may be outside the classroom, cell phones/electronic devices are to be turned off. No exceptions. No excuses. Should you have your cell phone/electronic device on during the instructional day it is subject to confiscation. Teachers are to use discretion and will be responsible for monitoring cell phones in their classrooms.

***Northumberland County CTC IS NOT RESPONSIBLE FOR THE LOSS/THEFT ANY ELECTRONIC DEVICE**

CERTIFICATES

A student who enters a program at the NCCTC and who continues in attendance until completion shall be eligible to receive a Certificate of Achievement, provided all obligations and debts owed to the school have been paid.

CHANGE OF ADDRESS

It is quite essential that the office has up-to-date record of address and telephone number of each student. When the status of this information changes, the change is to be reported to the office promptly.

CONFERENCES AND APPOINTMENTS

Call 570-644-0304 to arrange conferences with Director or teachers.

COOPERATIVE E D U C A T I O N

The Cooperative Education Program is a combined effort of NCCTC and business/ industry for training and offers opportunities for students to become directly involved with work prior to graduation.

The primary goal of the program is to introduce the student-learner to the world of work via actual experience on the job. The school Cooperative Education Coordinator works with the student to secure working papers, arranges employment interviews, periodically evaluates and supervises the student's progress.

Students are placed in the Cooperative Education Program only if they meet the standards listed as "Performance Benchmarks" in addition to the following requirements. NCCTC adheres to the guidelines and regulations recommended by the Pennsylvania Department of Education.

- The student must be a Senior and must meet all of the age requirements set by the State and Federal Child Labor Laws.
- The student must indicate an interest in following the occupation as a life's work and intend to stay in school until they graduate.
- The student must possess the qualifications for employment set by the Employer and earn the recommendation of the instructor for admission into the Cooperative Education Program.
- The student must have completed 70% of the shop task list and have a minimum 90% GPA in their vocational program and must be passing all academic classes at their sending school before being nominated by their instructor for Co-op.
- The student may not have more than three (3) Unexcused absences prior to applying To the program.
- The student must be a senior and able to graduate at the close of the school term.
- The student must maintain a positive attitude and provide the coordinator with a letter of recommendation from their instructor prior to applying to the program.
- The student must agree to all terms and guidelines outlined in the training Agreement, training plan and conditional approval agreement.

Job placement service is available to assist students in finding employment when their course work has been completed. Non-paid student internships are also available up to a maximum of 60 hours.

BENEFITS OF COOPERATIVE EDUCATION PROGRAMS

For the student:

- Students have an opportunity to learn useful career technology skills in the Classroom and on the job.
- Students develop an appreciation and respect for work.
- Students are assisted in obtaining gainful employment leading to enhanced career opportunities and economic responsibility.
- Students have the opportunity to develop useful leadership skills.

For the school:

- The skills, knowledge, equipment, and facilities of business enterprises are utilized in the training of students.
- The relevancy of the program encourages many students to accomplish their educational goals by connecting what the student is learning with real world situations.
- Parent/guardian involvement lends support to the school and to the cooperative education program.
- Business partnerships provide information and resources to the school.

For the parent/guardian:

- Students are encouraged to have good attendance.
- Parents participate in the school's activities promoting the co-op education program.
- Parents are considered part of the support team.

DISMISSAL (LEAVING THE BUILDING)

No students may leave the school building during school hours without administrative approval. Students must sign in and out upon entering or leaving school during school hours. If a student leaves the building without administrative approval, he/she may face disciplinary action.

Requests for legitimate absences such as medical appointments, driver's examinations, interviews, etc., should be made in the office as early as possible.

For any requests for early dismissals, no student is permitted to accompany another student driver, even with parent approval.

Students will be allowed to leave school early to participate in athletic events at their home school.

DRESS POLICY

Each individual programs has its own specific dress code. Students who do not follow the dress code cannot participate in the program.

DRUG AWARENESS

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As the educational institution, the school should strive to prevent drug abuse.

As per Policy, "drugs" shall mean:

- All dangerous controlled substances prohibited by law
- All "look alike" drugs
- All alcoholic beverages
- Tobacco and tobacco products, use and/possession of alighted or unlighted cigarette, cigar, pipe, and other lighted smoking products and smokeless tobacco in any form.
- Any drug paraphernalia
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to board Policy

The Board prohibits the use, possession, or distribution of any drug:

- During school hours
- On school property
- At any school sponsored event.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected.
In all cases involving students and drugs, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

EMERGENCIES

If school must be closed or delayed because of bad weather or other causes, information will be given on the local TV stations beginning at 6 a.m., as well as the Alert Now Automatic Calling System.

TV channels: WBRE WNEP

EMERGENCY CARDS

Emergency cards are sent home with each student on the first day of school.

It is very important that the emergency paper be completed in full and returned to school the next day. It is imperative to have two local emergency contacts on the emergency card. In case of a change in telephone numbers or other information, it is crucial to notify the school as soon as possible. Space is provided on the emergency card to indicate any health problems of which the school should be aware. Emergency card information is vital to the student's welfare. Students who do not return an emergency card promptly may be subject to disciplinary action.

EXCLUSION FROM NCCTC

Students may be excluded from NCCTC and their sending school for, but not limited to, the following types of reasons:

1. Continued refusal to obey school policies and regulations.
2. Insolence or insubordination to school employees.
3. Theft or vandalism of school property or property of others while such is located on the school's property.
4. Failure to respond to lesser punishment and/or previous conferences.
5. Improper conduct at school-sponsored activities whenever or wherever held.
6. Behavior that interferes with the learning opportunity and rights of other students or prevents such other students from receiving the maximum benefits from their instructional program.
7. Possession of, use or any evidence of consumption (Safety Issue) of controlled substance or possession of paraphernalia.
8. Fighting and/or with dangerous offensive weapons.
9. Bullying, or physically or mentally intimidating other students or employees of the school.
10. Contributing to the delinquency of other students.
11. Endangering other persons or property, or threatening to do so and/or with dangerous offensive weapons.
12. Tampering with/altering services, food products, equipment, accessories, or technology.
13. Student disciplinary violations that demonstrate uncontrolled self-restraint, physical abuse or harassment towards others occurring at any time during the school year could result in student being **"PROHIBITED FROM PARTICIPATING IN THE CERTIFICATE AND AWARDS PROGRAM and BEING ARRESTED FOR DEFIANT TRESPASSING"** SHOULD YOU ATTEND THE AWARDS PROGRAM at the conclusion of the year. Expulsion hearings will be held before the student's sending school district because they have legal jurisdiction over their district's students. NCCTC is an extension of the sending district's planned programs of study and meets the sending district's graduation requirements outlined in school law/code. Exclusion from school may be affected by suspension or expulsion. See Chapter 12 of the PA School Code "Regulations on Student Rights and Responsibilities." "Suspension" shall mean exclusion from school for an offense for a period of up to 10 days, after an informal hearing before the Admin. Director is offered to the student and the student's parents, in accordance with policies established by the Joint Operating Committee. **"Suspension and Expulsion" shall mean exclusion from NCCTC and your sending school for an offense, and may be permanent expulsion from the school rolls.**

EXTRA CURRICULAR EVENTS

Students must be in attendance at school ALL DAY in order to participate in trips that same day (A medical excuse from medical authorities or approval of Administration are the only exceptions to this rule). A student who is illegally tardy to school does not meet eligibility requirements.

Once a student accumulates ten (10) absences or eight (8) days tardy, the student will forfeit his/her privilege to participate in all school field trips for the remainder of the school year. This total will include all excused (parent/guardian written) and unexcused full and half-day absences, vacations, and non-school sanctioned educational trips. The administration reserves the right to determine student participation in field trips due to excessive absences, tardiness, and disciplinary referrals.

FIELD TRIP POLICY

Students must meet all of the following eligibility requirements for field trips and out-of-class activities. The following guidelines should be in effect for any time a field trip is planned:

Behavior guidelines are necessary for student participation. Determination of eligibility to participate in the trip will be at the discretion of the Administration.

Academic guidelines are necessary for student participation. The criteria are as follows:

- Students must be passing all affected courses for the marking period or showing measurable improvement.
- Students who have not made up work from prior trips will be ineligible to participate in any trip or out-of-class activity until such work is completed.
- If the student is passing all subjects except the course sponsoring the trip, the teacher of that course will make a final determination.
- Students must be in attendance at school ALL DAY in order to participate in trips that same day (A medical excuse from medical authorities or approval of Administration are the only exceptions to this rule). A student who is illegally tardy to school does not meet eligibility requirements.
- Once a student accumulates ten (10) absences or eight (8) days tardy, the student will forfeit his/her privilege to participate in all school field trips for the remainder of the school year. This total will include all excused (parent/guardian written) and unexcused full and half-day absences, vacations, and non-school sanctioned educational trips. The administration reserves the right to determine student participation in field trips due to excessive absences, tardiness, and disciplinary referrals. Teachers or advisors conducting the trip or out- of-class activity must notify classroom teachers three school days prior to the trip as to which students are planning on attending any given trip.
- Classroom teachers will check lists of possible participants in activities and will note those who are failing or owe past work. Notification should be submitted to the teacher conducting the trip by noon of the day after the list is received.

The teacher or advisor conducting the field trip has the responsibility or notifying ineligible students as soon as possible.

FIRE DRILLS

Fire drills will be held at various times throughout the school year. It is necessary for students to study the exit routes from each room in which they have classes, and to follow the pre-determined directions as quickly and as orderly as possible. When the fire alarm sounds, the teacher will immediately take command of orderly movement from the room and building. All windows shall be closed prior to leaving the room. The first person leaving the room should be responsible for holding the classroom door open and closing it immediately after being sure everyone has vacated the room. This same procedure should be followed at the building exit. Each class or group should go to a safe distance from the school building and refrain from occupying any road, which would serve as a passageway for emergency vehicles. When students have reached a safe distance from the building, teachers shall take attendance and send the attendance report to the designated location. An all-clear message from the public address system will be the signal to return to the building.

FUND RAISING

In order to assure that every student has equal opportunity to participate in clubs, organizations and class trips, and to protect the parents and friends of the school from over solicitation; the following rules shall govern fund raising activities:

All fund-raising involving food will comply with the Healthy Hunger Free Kids Act of 2010. This is a required USDA established nutrition standards for all foods sold on school grounds during the school day. On June 28, 2013, USDA released interim regulations that delineate the standards and are referred to as the Smart Snacks in Schools Standards. These standards are available at www.fns.usda.gov /end/governance /legislation/allfoods.htm.

The standards are effective July 1, 2014.

- Monies may be earned to pay all costs of the trip (including lodging, meals, transportation, admission, entrance fees, etc.) The advisors and administration shall determine the amount for meals.

- When a student's membership in a club organization, or class, etc. is terminated, or if the student chooses not to participate in the trip, all monies earned shall become the property of the club or class.

- If a student earns more than the cost of the trip, all excess monies shall become part of the general treasury of the class, club or organization sponsoring the trip.

- Only those students, who are members in the class, club, organization, etc., may participate in the trip at the school's group rates.

- School personnel serving as chaperones shall have their trip expenses paid.

- Student fund raising activities by school organizations shall be pre-approved by the administration.

- The raising of funds in school, on school property, or at any school-sponsored event, by a student for personal benefits is prohibited.

GUIDANCE

Guidance services are available through the sending schools in conjunction with the NCCTC Administration. If you are having a problem/issue while at NCCTC, please go to the office and ask to speak to an administrator. Efforts to assist the student(s) will be instituted. If need be, you will be put in contact with supports at your sending school.

GRADING POLICY

Grading policies will differ by program area. Please refer to the policy provided by the instructor. Grades are based on practical application and theory. Marking period grades will be reported on the sending school district's report cards. If a student does not pass tech for the year, will not be able to return the following year.

HAZING

Students are prohibited from engaging, or participating, in any act of hazing directed at any other student. Hazing is defined as "to irritate, to annoy, to oppress, punish or harass by forcing to do hard and unnecessary work; to initiate or discipline by means of horse play, practical jokes and tricks, often in the nature of humiliation or painful ordeals."

These policies are in effect in all district buildings, on any school property, in district/contracted vehicles, and in relation to any school sponsored student activity.

Student engaging in hazing will face disciplinary action, which could result in suspension from the activity, suspension from school, or expulsion from school in severe instances.

HOSA

The Health Occupations Students of America (HOSA) exists to assist students in developing leadership and technical skills competencies. It is intended for those who plan to enter careers that provide care and health services. HOSA is an integral part of Health Occupations. Through HOSA students develop a better vocational understanding, an awareness of social intelligence, civic consciousness, and leadership skills. HOSA members have the opportunity to strengthen their skills by HOSA activities, by interacting with professionals in health-related fields, business people, and other HOSA members.

ILLNESS

Students should NOT be sent to school with these health problems:

- Fever of 100.0 F or greater. Should not return until normal temperature for 24 hours.
- Vomiting or diarrhea in past 12 hours
- Pink Eye: red itchy eyelids and green or yellow discharge by NO allergy symptoms
- Head Lice: active infestations of lice or nits
- Any undiagnosed rash, i.e. chickenpox
- Severe sore throat, excessive cough or cough that produces phlegm, severe headache, Ear ache, or stomach ache or ANY other illness when the child is not able to eat/drink/sleep or otherwise function normally without pain/discomfort
- Injuries or surgical procedures that require narcotic medication to relieve pain

Call a physician or the school nurse if there is a question whether a student needs medical attention or may attend school with an illness or

injury.
Students who become ill during school hours should report to the nurse's office. The nurse, upon examination will determine if a student should be sent home. Transportation home or transportation for medical treatment should be provided by parents. Students who are sent home who are required to have a physician's excuse are responsible to bring a medical excuse for all absences.

LAVATORIES

Lavatories are for the use and convenience of pupils. Due to problems that may develop in the lavatories, however, regulations must be given for their use. Loafing in the lavatories will not be permitted.

Students may be excused from class to use the lavatory located in the section of the building where their class is in session. Only one student is permitted to use a hall permit at a time (except in emergency cases).

LIVE WORK

Live work requests will be considered by acceptance only with the written **approval of the instructor and the office.**

Any student who receives permission to complete a project other than a regular, assigned school project will be required to purchase all material. All debts incurred through student projects, including materials and service charges, must be paid prior to removal of the precept from the program and school property. The instructor will compute all charges for materials or parts.

For payment, the student or person responsible will take the Work Order Form to office. All copies will be receipted with copies being retained for office use, student or owner use, and instructor use.
Students with outstanding debts owed to the school may not work on outside projects until all previous debts are paid in full. All live work debts are subject to disciplinary action.

LOCKERS

Students are to visit their lockers before school, lunchtime, and after school. They are also not allowed to enter **their lockers during the school day,** a measure designed to discourage loitering in the halls.

Lockers are provided to students by the NCCTC for students to use, and all students are responsible to provide locks for them. Lockers remain the properly of the NCCTC and, therefore, are controlled by the NCCTC. However, it is each student's responsibility to keep the locker clean and in proper order. Students are encouraged to keep their lockers locked.

Lockers may be searched by school employees at the direction of the Administrative Director. The Administrative Director or his/her designee may search a student's locker without prior warning in seeking any suspicious or dangerous materials because, standing in the place of the parents, the Administrative Director is charged with the safety of all students under his/her care and supervision.
Students are not permitted to use lockers to store tobacco or tobacco products, alcohol, drugs, weapons, water guns or containers, or any other items, which are hazardous to the safety of the student or other students.

Students shall not keep personal items of value in school lockers. These items should be taken to the building administrator for safekeeping. The school district accepts no responsibility for personal items stored in a student's locker.
Should a student provide a personal lock for a locker and fail to provide the Administrator Director with a duplicate key or copy of the combination and an emergency arises which makes it necessary to search that locker, the Administrative Director is authorized to forcibly remove the lock and the school district will not be responsible for replacing the lock.

LOST AND FOUND

Articles that are found should be turned in at the main office. Students who lose articles should report to the office immediately. After a reasonable time, the articles will be discarded if not claimed.

MAKE-UP POLICY AND INCOMPLETES

NCCTC work that is missed can never be made up fully. Explanations, discussions, and teacher demonstrations have been missed. Therefore, it is important that every student attend school on a regular basis. Under many circumstances, make up work will be limited by the nature of

the program. The instructors will inform the students of the specific make up procedures within their respective programs.

MEDICATION

NCCTC shall not be responsible for the diagnosis and treatment of student illness. For purposes of this policy, medication shall include all medicines prescribed by a physician, any patent drug, aspirin or cough medications. Before any medication may be administered to any student during school hours, NCCTC shall require the **written permission of the parent/guardian and the written order of the prescribing physician.** A request from the parent shall relieve the Joint Operating Committee and its employees of the liability for the administering of medication. The order from a physician shall include the purpose of the medication, dosage required, administering time, and period for which medication is to be administered. Any side effects of the medication should be noted.

Because of the nature of the immediate need for medically prescribed EpiPen, students will be permitted to carry their medically prescribed EpiPen on their person if documented in the main office. Should the student use this medical device in an unsafe or threatening manner, this would be a violation of the NCCTC Weapons Policy and would be dealt with accordingly.

NCCTC ASSEMBLIES

From time to time, assemblies will be held. These programs for students will be of an information and/or entertaining nature. Each program will move to the Cafeteria when called on the Public Address System, and sit together with their instructor where assigned. The audience owes its courteous attention to those on the stage who are in charge of the program.

NOCTI - PA SKILLS CERTIFICATE

Each year the PA Dept. of Education requires students who have completed their technical program and will graduate from high school to take the NOCTI (National Occupational Competency Testing Institute) Job Ready Assessment.

NCCTC gives students a NOCTI pre- test in the fall to determine beginning skill levels and the actual end-of-year assessment is offered nationwide to vocational technical students in the spring to determine students' knowledge and skills necessary for employment in their occupational field. The assessment consists of up to a 3-hour written test and a 3 to 4-hour performance test which is evaluated by individuals from business and industry. Students who score advance on both the written and the performance tests receive a PA Skills Certification from the PA Department of Education. This certificate is of value to our students when becoming employed in their chosen field, pursuing post-secondary education, and/or upon entering the military.

NURSE

If a student is ill, the student receives permission and a pass from the classroom teacher and reports to the school nurse. The school nurse completes accident reports for injuries occurring in school. The nurse does not complete or submit insurance forms.

Students who do not complete and return emergency cards in the first two weeks of school will be subject to disciplinary actions such as not being permitted to participate in live work projects/activities until the required documentation is submitted.

MEMBERSHIP IN CTSO/CO-OP

Membership in Career and Technical Student Organizations is open and all students are encouraged to join their program chapter. Student's participation in leadership roles, local, district, state and national competitions (including delegates) and cooperative education **should represent only the best of NCCTC students. To ensure that this *quality* is reflected in our students, those competing or participating must meet the following standards:**

1. **Attendance must be** maintained at a **95% level or better.** Exceptions: Extended illness (doctor excused) and pre-approved absences.
2. **A grade of 90% or better must be maintained in all courses** in which the student is enrolled during the school year. This includes not only the technical program but Math, English, Physical Education, etc.

3. **Students must have completed 70% of the required competencies** for their chosen Career Objective to participate in the Co-op Program.
4. **Discipline issues** will be grounds to remove students from leadership roles, participation in competition(s), Cooperative education, internships and other school-related activities.

POSSESSION OF WEAPONS

It is most important that students be provided with a safe school environment in which to learn. Possession of weapons by students in the school environment is a threat to the safety of students and staff and is prohibited by federal and state laws, and by school policy.

The term " weapons" includes but is not limited to any knife, cutting instrument, nun-chucks, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement used willfully to inflict serious bodily injury.

A student is in possession of a weapon when the weapon is found: (1) on the person of the student; (2) In the student's locker, (3) under the student's control while on school property, on property being used by the school, at any school function or activity, including any school event held away from the school; or (4) while the student is on school transportation.

The discovery of any weapon prohibited by the weapons possession policy shall be reported to the student's parents and local law enforcement officials.

The school district shall expel for a period of not less than one (1) year any student who violates the policy on weapons possession. Such expulsion shall be given in conformance with formal due process proceedings required by law. The District Superintendent may, however, recommend discipline short of expulsion on a case-by-case basis. All incidents relating to expulsions for possession of a weapon shall be reported to the PA Department of Education.

Acts of violence by students in any school building, on school property, or at any school sponsored activity shall also be reported to the Office of Safe Schools. A reportable act of violence is any deliberate act, serving no legitimate purpose, which causes injury or which could reasonably be expected to cause injury to another person.

SAFETY

Safety is Everyone's Business!
A good worker is a safe worker because industry and business place a premium on safe workers **(costs of Workers Compensation).** You must develop the necessary safety habits while you are in school.

You will be acquainted with the safety rules and regulations for each trade by your teacher.

Some General Safety Rules for All to Follow

1. Decorative necklaces, chains, collars, etc. that are exposed and free hanging shall not be worn. Other than two non-dangling stud earrings per ear, there shall be no visible or clear body piercing jewelry of any kind, e.g. nose, eyebrow, tongue rings/studs, ear plug/expansion rings, clear studs or rings, etc.
2. Do not operate machines unless instructed by the teacher.
3. Obey warning and danger signs.
4. Horseplay will not be tolerated in the program or classroom, halls, or Cafeteria.
5. **Don't take chances. If you are not sure about what you are supposed to do ASK YOUR TEACHER.**
6. Avoid wearing loose clothing, flowing neckties, rings and wrist watches around moving machines. Your clothing must fit properly.
7. All injuries, no matter how slight, must be reported to your teacher. First aid will be given by the First Aid/Safety Officer in charge. An Accident Report must be completed.
8. Wear safety glasses and other protective equipment where and when required, as required by Act 116.
9. NCCTC is responsible for your safety; searches will be conducted on reasonable cause.

Discipline for students who do not follow safety requirements may result in detention, loss of driving privileges, loss of Co-op privileges , in-school suspension, suspension or expulsion from NCCTC, may not participate in clinic experience, exclusion from participation in the Certificates Award Program or disciplined as deemed appropriate by administration, depending on the severity and/or frequency of incidents.

SCHEDULE CHANGES

Students shall be aware that schedule changes must be completed prior to the 10th day of school. **NO schedule changes will be honored after the first two weeks of school (Except by administrative approval).**

SEARCH AND SEIZURE (Automobiles, etc)

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles. Provided that the school authority has reasonable suspicion to believe that the student is in possession of any illegal, unauthorized, or contraband materials. School personnel may seize any illegal, unauthorized, or contraband materials that are discovered in the search.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

SEARCHES AND SEIZURES (Lockers)

The NCCTC recognizes that The Fourth Amendment provides that students have a right "to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures." However, with the recent passage of the Gun Free Schools Act, the Safe Schools Act, and Act 26 of 1995 that amends the School Code, it is imperative that the school also recognizes its responsibility to protect and maintain the health, welfare, and safety of all students.

Consequently, the NCCTC contends that school lockers and desks belong to the school, and that students are only given permission to use them. It is with this understanding that students should assume no expectation of privacy and realize that searches may be conducted by school officials with or without any suspicion of wrong doing on the part of the student. Students should be aware that all student desks and lockers may be searched at any time and for any reason, with no qualifications or exceptions.

Student lockers and desks will be inspected from time to time to ensure that they are being properly cared for and that the contents are in no way harmful to the student and other persons in the school building. Any illegal material may be seized. Students may also be asked to empty their pockets, book bags, (plastic or mesh see through), purses, and other personal articles to search for illegal, controlled, or criminal material. Parents will be contacted and made aware of the reasons for the search.

SENDING SCHOOL EVENTS

Students will return to their sending high school for special events while a student at NCCTC at the discretion of their sending school.

SKILLS USA

Skills USA is a national organization that serves high school and college students and professional members who are enrolled in training programs in technical, skilled, and service occupations, including health occupations. Skills USA prepares America's high-performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes, and communication skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. Skills USA also promotes understanding of the free enterprise system and involvement in community service activities. Skills USA programs include local, state and national competitions in which students demonstrate occupational and leadership skills.

STUDENT AWARD CEREMONY

Seniors will be recognized at the end of the school year based on available donations. The ceremony is held in May.

STUDENT OCCUATIONALLY AND ACADEMICALLY READY (SOAR)

SOAR is a Pennsylvania Department of Education program that eases student's path from high school to college and from college into a high demand occupation by allowing them to earn college credits while still in high school. Many of NCCTC's day time classes are SOAR approved programs of study. http://www.education.state.pa. us/portal /server. pt / community/ programs of study/7686

STUDENTS IN THE BUILDING

No students are allowed in the building before or after regular hours without the presence of one teacher-sponsor for each area occupied. In such an event, the sponsors are the last to leave the building and are responsible for door, lights, etc.

STUDENT DRIVING

The speed limit on school property is 15 miles per hour. Students are to obey all signs and posted rules. Students are to park only in the assigned student parking areas.

During the schoolday, students may enter their cars only with the permission of the administration. Upon arriving at school, students are required to park their cars as assigned. At no time are they to cruise the campus or leave school property. Students are not allowed in their cars after the 7:45 AM bell. No vehicle is to be operated on the school campus in a way that is reckless or that might cause an accident or injury to anyone. Reckless driving will result in the loss of driving privileges.

A first minor offense of a driving violation will result in a warning or a detention.

A second offense of a driving violation will result in OSS and/or a suspension of your driving privileges for a period of time to be determined by the administration.

A third offense of a driving violation will result in a suspension and the loss of your driving privileges for the remainder of the school year.

STUDENT RESPONSIBILITIES

Each student is responsible for his/her learning. To be successful each student must accept his/her responsibility to:

1. Attend school regularly
2. Arrive at school on time
3. Be prepared to learn
4. Behave according to school standards of behavior
5. Be familiar with school rules and follow them
6. Dress appropriately

TELEPHONES

The phones in the main office are the only phones available for the general use of students. These phones may be used prior to 7:45 am and after dismissal with office permission. During school hours, permission must be granted from the office personnel to use the telephone. Calls at other times require the permission of a building administrator. All local calls are to be business-like and short. Students will not be called to receive calls, and only emergency messages will be relayed from the office telephones to a student.

TERRORISTIC THREATS

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board Member, community member, or school building.

Terroristic threat is defined as a "threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience." Students who commit terroristic acts will face suspension and/or expulsion, as well as being referred to law enforcement officials for further legal disposition.

TEXTBOOKS AND SUPPLIES

Books and some supplies are provided by the NCCTC. Students are responsible for these items and will be required pay if they are lost or damaged.

TOBACCO PRODUCTS

The possession of or use of tobacco products by students is prohibited in the school buildings at all school sponsored activities, on school property during regular school hours, and on school buses or any other school vehicles. Students found in possession of any tobacco products or smoking paraphernalia shall have those items confiscated by any members of the school staff. Such items shall be turned over to the building administrator who will dispose of the same.

Students found possessing or using tobacco products or loitering in an area where tobacco products have been used shall be referred to the Director for discipline. Direct observation of the tobacco products is not required for a staff member to make such a referral.

Any student who commits an offense under these guidelines shall be subject to prosecution initiated by the school district and shall, upon conviction by the District Magistrate, be sentenced to pay a fine and other costs imposed by the District Magistrate. A student who commits an offense under these guidelines is subject to a summary offense. A summary offense shall not be a criminal offense of record, shall not be reportable as a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending student if any such record exists. In addition to the monetary fine, the following consequences shall also be imposed:

- First offense - One(l) to Three (3) days out of -school suspension and potential charges filed with magistrate
- Second offense- Three (3) to Five (5) days out-of-school suspension and charges filed with magistrate
- Third offense -Five (5) to Ten (10) days out-of-school suspension, charges filed with magistrate, and referral to the Administrative Director for an administrative hearing
- Subsequent offenses - An immediate referral to the Board of School Directors to determine if the student shall remain in school. Out of school suspension shall also be levied by the building administrator, with the number of days of such suspension at the discretion of the administrator, up to a maximum of ten (10) school days.

VIDEO SURVEILLANCE

One of the goals of the Board is to discourage misconduct, maintain safety and order on school property and in school vehicles, and protect and maintain the security, safety, and property of students and others.

The Board has determined that the use of video surveillance can help to discourage misconduct, assist in the maintenance of safety and order on school property and aid in the identification, apprehension and possible prosecution or punishment of persons violating applicable laws and school district rules, regulations and policies.

The use of surveillance systems shall be under the direction of the Administrative Director.

Tape or other recordings from surveillance equipment shall become and remain the property of the NCCTC and shall be maintained, used and/or destroyed under the supervision, direction, and control of school officials. Recordings shall be subject to other applicable policies of the school district, including policies concerning confidentiality of student and personnel records, and shall be subject to applicable requirements of state and federal law.

The NCCTC shall provide proper notice to students and others that video surveillance may occur on any school property or transportation vehicle at any time. The NCCTC shall post written notice and provide notice in school district handbooks and parent/district newsletters.

Video surveillance shall be used only to promote the order, safety, security, and property of students, staff and others. Recordings may be used for review of any incidents, staff and others, as evidence for disciplinary action and may be released to law enforcement officials or legal counsel for the NCCTC for use in criminal or civil proceedings.

Students are prohibited from making any audible / audio / visual / video recording of any occurrence within the school setting unless granted permission to do so in writing by the principal or his/her designee.

VISITING INSTITUTIONS OF HIGHER EDUCATION

Students who are planning to attend an institution of higher education or college are encouraged to visit the campuses of those schools. Many such institutions sponsor open houses in the fall and spring, usually on weekends. Students and parents have the opportunity to meet with representatives from admissions, financial aid, housing, academic department heads, student life and athletic coaches. Open house dates are posted on the bulletin board at the guidance office. Juniors and seniors are encouraged to attend these sessions.

Students are permitted to be absent from school for the purpose of visiting a college or other institution of higher learning.

A maximum of four (4) days will be considered excused provided the College Visit Form is submitted to the office three (3) school days prior to the scheduled visit. Written verification signed by a college official must be returned within three (3) school days of the visit in order to be considered excused.

The sending school guidance office will assist the student in making arrangements. It is recommended that these steps to be followed in planning your visit:

1. Notify the guidance counselor as soon as possible which colleges or institutions you wish to visit. If you desire, the guidance office will phone the institution to arrange the visit and interviews.

2. Try to arrange the visits on non-school days such as in the summer or on weekends, etc.

3. Let the guidance office know at least one week in advance of the visit if you have made arrangements on your own and must miss school to do so.

If at all possible, parents or guardians should accompany students on these visits. Students who miss school for these visits must bring verification of same for an excused absence.

Students visiting an institution during a school day without a parent or guardian must have a parents/guardian permission slip turned into the guidance office prior to the visit. These forms are available in the guidance office.

These recommendations are not intended to discourage students from attending institutions of higher learning but to enhance the visit and make the visit as uncomplicated and informative as possible.

VISITORS

All visitors shall obtain permission from the school administration before visitation to a teacher or student or within the building. Visits should be for educational or business reasons. All visitors will be required to sign in. For their own health and safety, babies should not be brought into school. Parents will be asked to remain in the office with them or lobby. Students from other schools may not visit with Vo-tech students at any time that school is in session. Animals, other than service canines are not permitted on school property.

WORKING PAPERS
(Employment Certificates)

Employment certificates may be obtained in the high school office of the sending school. A parent/guardian must come to the high school office and sign the application in the presence of the office personnel or take the application to a Notary Public and sign in the notary's presence before the working permit is issued. Physical examinations are conducted by the student's family physician at the student's expense.

NCCTC FACULTY AND STAFF

Dr. James E. Catino	Administrative Director
Craig Fegley	Welding
Jordan Klimas	Protective Services
Megan Foote	Culinary Arts
Bethany Paul	Cosmetology
Jaime Stelma	Health Occupations/ Nurse
Jeremy Johnson	Collision Repair
Keith King	Construction Trades
Aghyad (Alex) Kanafani	Electromechanical Tech.
Kathryn Reed	Occupational Child Care
Daniel Rummel	Automotive Technology
Tyler James	Business Office
Sharon Graboski	Attendance/Receptionist
Lori Kehler	Administrative Assistant
Maryanna Hynoski	Instructional Aide
Linda Persing	Instructional Aide
John Brown	Maintenance

NCCTC SPECIFIC DISCIPLINE LEVELS AND ACTIONS

LEVEL1

(These offenses are handled by the classroom teacher/staff member)

- Unexcused lateness to class (1 to 4 times)
- Violation of classroom rules
- Cheating/Plagiarism
- Horseplay
- Violation of dress code

LEVEL I CONSEQUENCES:

- Notification of parent or guardian by teacher
- Verbal Reprimand/Documentation in SIS
- Special assignment

LEVEL II

(In-School Suspension - 1 Day)

- Being in the hallway without a pass
- Cutting class
- Unexcused lateness to class (after 4 times)(every 5 tardy thereafter)
- Insubordination
- Inappropriate language, gestures, and /or material
- Possession of non-instructional device (radio, cell phone, electronic game) during class
- Disrupting teaching and learning
- Throwing food or objects
- Failure to return required paperwork by deadline

LEVEL II CONSEQUENCES:

- Notification of parents or guardian by teacher
- 1 Day ISS

LEVEL III

(In-School Suspension - 3 days)

- Falsification of records, excuses, passes, etc....
- Inappropriate use of computer network and/or equipment
- Ethnic Harassment
- Leaving school grounds without permission
- Vandalism (student must make restitution)
- Harassing another student (intimidation, physical, or psychological)

LEVEL III CONSEQUENCES:

- Notification of parent or guardian by administrator
- 3 Days ISS

LEVEL IV

(In-School Suspension - 5 days)

- Indecent Exposure/Lewd Acts
- Theft of school property
- Obscene language/gestures/materials directed toward a staff member
- Bullying
- Possession or use of smoking or chewing tobacco or look-a-like products
- Fighting (5 days OSS at discretion of Administrative Director)

LEVEL IV CONSEQUENCES:

- Notification of parents or guardians by administrator
- Notification of Law Enforcement Officials if applicable

LEVEL V

(Out of School Suspension- 10 days)

- Assault and/or battery on school personnel or visitor
- Sexual harassment
- Arson or false alarms
- Bomb threats
- Possession of fireworks, explosives, weapons
- Possession/Use/Distribution of controlled substances or paraphernalia
- Threatening harm to school personnel or visitor
- Commission of any other punishable act under the PA Crimes Code

LEVEL V CONSEQUENCES:

- Notification of parents or guardians by administrator
- Notification of Law Enforcement Officials
- Possible Expulsion

NOTE: A student may be removed from enrollment at the NCCTC if they reach a total of six (6) days of suspension from tech.

NORTHUMBERLAND COUNTY CAREER & TECHNICAL CENTER

TITLE: BULLYING POLICY

ADOPTED: October 9, 2024

I. Purpose

The Northumberland County Career & Technical Center recognizes that bullying of students has a negative effect on the educational environment and overall climate of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying.

2. Definitions

Bullying shall mean unwelcome verbal, written, electronic, or physical contact directed at a student by another student or students, or by an adult, that has the intent and effect of:

1. Physically harming a student.
2. Damaging, extorting, or taking a student's personal or academic property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Systematically and intentionally excluding a student from activities with peers.
6. Spreading false information about a student or attempting to influence others to exclude a student from an activity.
7. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Bullying is occurring when there exists an imbalance of physical, psychological, or social power between the aggressor and the victim, favoring the aggressor. Bullying is most often a series of aggressive acts as directed above.

Cyber Bullying includes, but is not limited to, the following misuses of technology, Harassing, Teasing, Intimidating, Threatening, or Terrorizing another Student, Teacher, or Employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site posting (including blogs). All forms of **Cyber Bullying** is unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be subject to appropriate discipline.

3. Authority

The school district will not tolerate known acts of bullying occurring on school district 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.

Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliations shall occur as a result of the submission of a complaint.

The district shall annually inform students that bullying or cyber bullying of students will not be tolerated.

4. Delegation of Responsibility

DEVELOMENT OF EDUCATION PROGRAMS- The Administrative Director or designee shall develop administrative procedures and programs to increase the awareness of the problems of bullying, and train teachers and support staff to effectively intervene if bullying is witnessed in their presence or brought to their attention.

INTERVENTION-Teachers and staff workers who observe acts of bullying shall take reasonable steps to intervene to stop such conduct, unless intervention would threaten a teacher's or workers personal safety. The nature of the intervention will vary depending upon the age of the student (both the victim and aggressor), the severity of the bullying and the student's involvement in prior acts of bullying. The purpose of the intervention is to take prompt remedial steps to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Students shall be encouraged to report bullying or cyber bullying complaints to district employees, who will notify building principals.

The Administrative Director will inform parents/guardians of the victim and person accused.

Student, Parent/Guardian and Employee Reporting

The school district expects 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, Administrative Director, or other school employees supervising school- sponsored activities. Students should be encouraged not to stand by as third parties and tolerate bullying by others. Parents/Guardians may contact the building principal to reports acts of bullying.

5. Guidelines

If teachers cannot reasonably remediate acts of bullying through their own intervention, they shall report the bullying to the building Director. Other school employees who observe acts of bullying shall report the conduct to the Director. The Administrative Director or designee shall investigate any report of bullying and shall resolve this instance in a manner consistent with the district's stance that such acts will not be tolerated and that students are to be taught that bullying is unacceptable behavior.

Investigation Procedures

The Administrative Director is authorized to investigate reports of bullying brought to their attention by students, parents/guardians or school employees. Any investigation of a report may include meeting with students, parents/guardians or employees; a review of student records and other reasonable efforts to better understand the facts surrounding a reported incident.

Consequences/Discipline

Consequences for students who are found to have bullied others may include counseling, a parental conference, detention, suspension, expulsion, and a loss of school privileges and/or exclusion from school-sponsored activities.

Depending upon the severity of a particular situation, the Administrative Director may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with parents/guardians.

Dissemination and Training

1. A summary of this policy shall be included in the student handbooks.

2. Discussion of the policy shall be included in the orientation of each new teacher and periodically in staff development workshops.

Confidentiality

The Northumberland County Career & Technology Center recognizes that both the complaining student and the alleged bully/ extorter has strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witness will be respected as much as possible,
Consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Educational Rights Privacy Act ("FERPA") and any discovery or disclosure obligations. As limited by FERPA protections, the principal or designee may inform the complaining student/parents/guardians of the outcome of the investigation.

Reprisal

Any student who retaliates against another student for reporting bullying or extortion or for assisting or testifying in the investigation or hearing may be subject to disciplinary action.