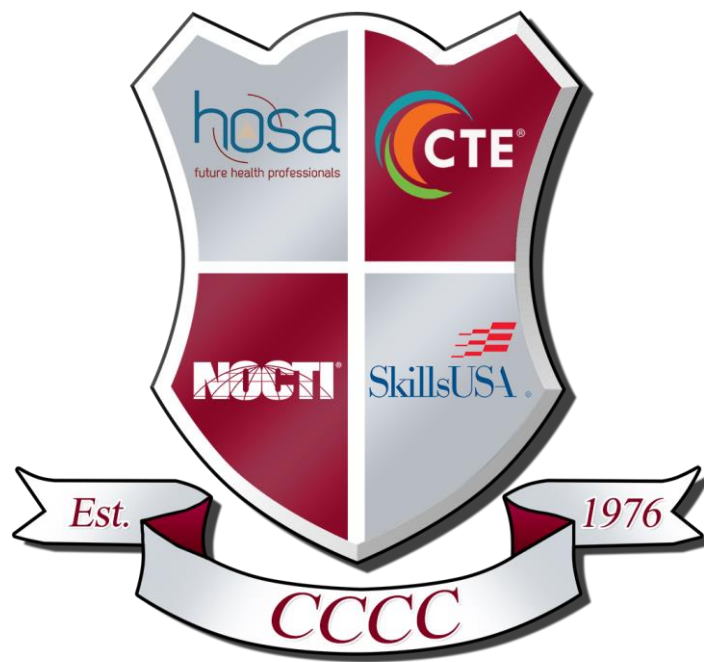


Student Expectations Handbook



2023 – 2024

Clarion County Career Center
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Shippensburg, PA 16254

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8/16/23

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2023-2024 Student Handbook

This student handbook is for you! The purpose of the student handbook is to provide information that you will need to make your year at the Clarion County Career Center a truly successful one. The Clarion County Career Center has rules of conduct, and work practices and procedures that all students are expected to follow. They are necessary to ensure a safe, efficient operation, to ensure compliance with the public law, and to protect the well-being and rights of students and staff. Many of the rules are common in public schools while others are specific to the Career Center setting.

This handbook should be used as a reference guide and includes information you may need to know regarding school policies, student scholarships, school calendar, technical student organizations, cooperative education and student rights. Attendance and student conduct are important responsibilities for everyone. In order to get the most out of your education, you need to be in attendance every day. The purpose of discipline is to ensure that a safe and conducive learning environment is provided for all students.

The Clarion County Career Center challenges students to achieve the highest attainable academic, technical and competency-based education to be successful in a competitive workforce.

Mission Statement

The mission of the Clarion County Career Center is to provide students with a comprehensive technical, academic, and competency-based education.

Vision Statement

Our vision is to provide high quality career and technical education for students. Programs offered will provide training and skills needed for high-priority occupations leading to industry certifications and a career with life sustaining wages.

Non-Discrimination Policy

The Clarion County Career Center will not discriminate in its educational programs, activities or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, creed, marital status, veteran's status or any legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

The Clarion County Career Center employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact Paula Davis, Affirmative Action Officer/Title IX Coordinator, Clarion County Career Center, 447 Career Lane, Shippensburg, PA 16254, telephone 814-226-4391.

Administration, Staff and Faculty

Administration

Director of Career & Technical Education
Student Services Director
Superintendent of Record

Mrs. Traci Wildeson
Mrs. Paula Davis
Dr. David McDeavitt

Student Services

Cooperative Education/Job Placement
Nurse/Health, Safety & Attendance

Mrs. Bridget O'Brien
Mrs. Brandy Girt

Instructors

Allied Health Science
Automotive Technology
Construction Technology/Building Trades
Computer Networking
Cosmetology Styling Academy
Culinary Arts & Hospitality
Diesel Technology
Police Science
Welding & Fabrication

Mrs. Kelly Flick
Mr. David Bradley
Mr. Ben Black
Mr. Kevin Burkhardt
Mrs. Kathy Burkhardt
Mr. Randy Shook
Mr. Terry Clark
Mr. Chris Richardson
Mr. Jeff Courson

Instructional Support

Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant

Mr. Rodney Burkhardt
Ms. Emilee Parkes
Mrs. Sharyon Lauer
Mrs. Jennifer Maher
Mrs. Stephanie Morrow
Mrs. Stefanie Schimp
Mrs. Kelly Schrecengost
Mrs. Amy Zacherl

Office

Business Manager
Receptionist
Confidential Secretary

Mrs. Tina Bauer
Mrs. Tammy Delp
Ms. Linda Maze

Maintenance

Maintenance Staff

Part Time Custodian

Mr. Shane Wolbert
Mr. Carl Kahle
TBD

Adult Education

Part Time Adult Education Coordinator
Adult Education Secretary

Mrs. Bridget O'Brien
Mrs. Tammy Delp

School History

In the early 1970s, a number of Clarion County school directors, superintendents and other community leaders interested in education, and the changing needs of the workplace, committed themselves to entering into a cooperative effort to do collectively what was impossible for any local school district: establish a technical school.

The primary focus was on the secondary students in the participating districts: Allegheny-Clarion Valley, Clarion Area, Keystone and Redbank Valley. The idea became a reality in 1976, when the facility opened its doors to the inaugural group of sophomores, juniors and seniors from the four districts.

Subsequently three other county school districts, Clarion-Limestone, Union and North Clarion, opted to become full-fledged participating districts in the Clarion County Career Center.

Other changes have occurred since the 1976 opening. While secondary education remains primary in the school's mission, it was recognized early on that the adult population of Clarion County had interests in and needs for learning too. The adult education program has made a major contribution to the community since the school's inception. The school, recognizing changes in society, changed the official title to the Clarion County Career Center. A major renovation/construction project to create additional classrooms was started during the 2001-2002 school year and completed at the beginning of the 2003-04 school year.

While the Career Center has experienced numerous changes over the more than five decades of its service to the community, one item remains unchanged: its ability to prepare our students to meet the needs of the workforce who possess the technical skills and knowledge to be dynamic employees with a strong work ethic.

Pride and Integrity

We believe the Clarion County Career Center students are responsible and committed to learning. As a student of the Career Center, you are in a position to get a "head start" in your chosen career field. Take pride in your educational program and make every effort to get the most out of your education. As a graduate you may directly enter the workforce upon graduation or further your education at a post-secondary school. As a Career Center student, you have the distinct advantage of being prepared for tomorrow's jobs today. Remember to hold your head high and take pride in being a student at the Clarion County Career Center.

School Objectives

There are three core objectives which have formed and will continue to form the foundation of the Clarion County Career Center. Meeting these objectives will help us to face the challenges of the future and guide us toward success:

- The Career Center will provide students with technical education and training through classroom, hands-on skill experiences and work-based learning. We believe that training should relate to student interest and abilities, as well as workforce requirements.
- Career Center students will learn broad, transferable skills that will serve them well in the workforce.
- The Career Center will develop model cooperative education, pre-apprenticeship, and job placement programs to facilitate the best possible relationship between the educational and business communities.

2023-2024 School Calendar

August 21, 22	In Service
August 23	First day for students
September 4	Off – Labor Day
October 6	Off – ALF
November 23, 24	Off - Thanksgiving Break
November 27	Off – Buck Day
November 28	Act 80 Day – no students
December 25 – January 2	Off – Winter Recess
January 3	Classes Resume
January 15	Act 80 Day – no students
February 19	Act 80 Day – no students
March 8 & 11	Snow Make-up Days
March 28	Snow Make-up Day
April 1	Off – Spring Break
April 19	Snow Make-up Day
May 24	Last day for students
May 27	Off - Memorial Day
May 28	In Service

(Calendar subject to change, due to unforeseen circumstances. Additional snow make-up days will be added to end of the year, if needed.)

Attendance Expectations

Attendance at the Career Center is an important responsibility of all students. Excessive absence will have a negative effect on a student's grade. Each day of absence could adversely affect a student in accumulating hours for licensing and meeting senior certification requirements.

In an effort to improve attendance and training in all technical programs the following attendance procedures have been implemented. The Career Center complies with IDEA, Section 504, and ADA related to attendance policies.

General Guidelines

"Compulsory attendance" refers to the mandate that all children of compulsory school age having a legal residence in Pennsylvania must attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language. Any student less than 18 years of age must comply with compulsory school age requirements.

A child is **"truant"** if the child is subject to compulsory school laws and has incurred three or more school days of unexcused absences during the current school year. A child is **"habitually truant"** if the child is subject to compulsory school laws and has incurred six or more school days of unexcused absences during the current school year.

Legal written notice will be mailed to the parent/guardian once a student accumulates three (3) and five (5) days of unexcused absences and ten (10) absences.

Responding to Truancy

A child who is truant may be subject to any or all of the following in an effort to prevent any further unlawful absences: School Attendance Improvement Conference to create an attendance improvement plan, referral to CYS or a school-based/community attendance improvement program, and file truancy citation with the magistrate.

Students are **required** to have an absence excuse signed by a parent/guardian within three (3) days upon returning to school. Excuses will be kept on file in the attendance office. If a student is 18 years old and lives at home, a parent/guardian must sign his/her excuse. Failure to bring in an excuse after three school days will result in the student being given an unexcused absence for the day(s) missed. Students will have the opportunity to make up their daily grade. Failure to make up work will result in a zero.

Pennsylvania law defines absences as excused when a student is prevented from attendance for mental, physical or other urgent reasons. An absence is lawful when a student is dismissed during school hours by a certified school nurse, RN, LPN, or school administrator or designee. Additionally, absences related to illness, family emergency, death of a family member, medical/dental appointments, authorized school activities, and educational travel with prior approval are lawful absences. Attendance at court hearings related to the student's involvement with CYS or juvenile probation may not be unlawful.

After an absence of three days (consecutive or nonconsecutive), the Nurse/Health, Safety & Attendance Officer will call the student's parent/guardian to investigate the reason for the absences and send a legal written notice home. On the fifth day of absence, a letter will be sent to the parent/guardian and the sending school principal will be notified via email. Parent/guardians will also receive a telephone call from the Nurse/Health, Safety & Attendance Officer. A conference may be requested with the student and/or parent/guardians to create an attendance improvement plan. **Unexcused absences of ten may result in being unenrolled from the Career Center.**

Student Vacation time – The number of different types of trips per year is not to exceed two. The number of days is not to exceed seven per year. A parent/guardian needs to notify the school one week prior to any family vacation time during school days. Approval for student vacation time is granted by the student's sending school.

During vacation time, students will be permitted to make up any missed work/tests. If a parent/guardian applies for a vacation leave after the fact, their days will be considered as unexcused/illegal.

Unexcused Absences

When a student accumulates three (3) or more days of unexcused absences, a legal written notice will be sent to the parent/guardian informing them that they have been in violation of the compulsory attendance provisions of PA School Law. Further violations can result in a citation being filed against the parent with the district magistrate. (Sec. 1333 SC). After five (5) days of unexcused absence, the parent/guardian will be notified via legal notice mailed home and an attendance improvement plan may be created at the discretion of the Director or the student being unenrolled from the Career Center.

Excessive Absences

Once a student accumulates ten (10) days of absence in a school year, parent/guardians must submit medical doctors' excuses for ensuing absences involving medical or health reasons for the remainder of that school year. A written excuse from the parent/guardian will no longer be accepted. A failure to provide a medical doctor's excuse for absences beyond ten (10) days will result in those absences being recorded as unexcused. For a student of compulsory school age, unexcused absences will result in appropriate action taken by the school district in compliance with the compulsory attendance provisions of school law as stated above.

Students accumulating ten (10) days of absences in a school year may be required to join into an attendance improvement plan with the Director in order to remain at the Career Center. **Non-compliance with the attendance contract may result in the student being unenrolled at the Career Center and returning to the sending school.**

Tardiness

Tardiness will be classified as excused or unexcused according to the same rules as full day absences. When students are unlawfully absent for a portion of a day, such options may be accumulated and translated into equivalent days for possible prosecution before a magistrate.

Observing Special Religious Holidays

Any student who wants to attend special religious services during school hours will be required to bring a note from their parent/guardian requesting permission. The parent/guardian will also have to provide transportation for these occasions. Any time a student is excused to attend religious services; the day will be recorded as a legal absence.

Leaving School Grounds

Students are not permitted to leave the building during school hours unless they have received prior permission from the Health, Safety & Attendance (Nurse) office.

1. Students must have an excuse; permission will be granted only when authorized by the parent/guardian or sending school principal.
 - o The authorization should be obtained in writing. However, in some cases a phone call or face-to-face interaction will be permitted. All requests should be directed to the Nurse/Health, Safety & Attendance office.
2. The student must turn in the note at the Nurse/Health, Safety & Attendance office before going to class.
3. **The student must notify their Instructor when they will be leaving and give the instructor written confirmation from the nurse of the dismissal date and time.**
4. Students are NOT to be dismissed until the Instructor is contacted by the Nurse/Health, Safety & Attendance office or main office staff.
5. **The person picking up the student MUST be designated on the student's emergency form with permission to pick-up the student AND come into the main office and sign out the student (including when the pickup is at normal dismissal times). This includes the student's parent/guardians.**

Students need to report to the Nurse/Health, Safety & Attendance office if not feeling well. If a student spends time in the restroom without reporting to one of the offices, this will be considered as skipping class.

School Closing/Delays

School delays may affect transportation to the Career Center. Students should check with their sending schools as to the policy in providing transportation to the Career Center on days school is delayed. The Career Center closes when at least four (4) of the seven (7) member school districts are closed. If the sending school has classes when the Career Center does not, students must attend their sending school for the entire school day. An alternative assignment will be provided by the instructor when the student's sending school delays and does not send students to the Career Center. These assignments will be graded as a part of the regular curriculum and must be turned in upon the next scheduled school day.

Achievements / Recognitions / Scholarships / Awards

Incentives

Various incentive programs and awards recognizing achievements are made available each year at the Career Center. Incentives will be announced at the beginning of each school year describing the incentive awards and the eligibility requirements. Incentives can either be designated for individual programs or may be offered school-wide.

National Technical Honor Society (NTHS)

The National Technical Honor Society (NTHS) is an organization that recognizes outstanding student achievement in career and technical education. Membership in the National Technical Honor Society is both an honor and commitment. NTHS honors the achievements of top CTE students, provides scholarships to encourage the pursuit of higher education and cultivates excellence in today's highly competitive, skilled workforce.

- The student must be a Level II or III student and be in 11th or 12th grade.
- The student shall have no lapse in enrollment and/or participation that would have caused he or she to have not received a quarter grade.
- The student must have the following, overall grade percentage at the time of evaluation **95% or higher if the student is a junior, and 93% if the student is a senior.**
- A review will be made of each qualified student's attendance record. The NTHS committee will evaluate the student's attendance regarding the number of days missed and the number of times tardy with a target of 95% or better.
- In reviewing the qualified student's disciplinary record, the student must not have acquired anything beyond a 1st offense warning, during his or her enrollment at the Career Center.

Upon achievement of grade, attendance and discipline criteria, program instructors will further evaluate student(s) based on performance in the following areas: Skill, Honesty, Service, Responsibility, Scholarship, Citizenship and Leadership. These are the 7 attributes that pertain to the National Technical Honor Society. Instructors will then nominate eligible students, resulting in the student being able to apply for NTHS membership. Students will be required to submit a complete application packet following specified guidelines. Information provided within the student application should reflect strong examples of leadership, work ethic and service. Further evaluation will commence among the school's NTHS committee members.

Honor Roll

This is recognition of those students at the end of each grading period who have received at least a "93%" in their technical program.

Director's List

This is recognition of those students at the end of each grading period who have received at least a "93%" in their technical program AND are on the Honor Roll or Principal's List at the sending school.

Student of the Quarter

This is recognition of those students at the end of each grading period/quarter who have been selected by their instructor for their exceptional performance, hard work, strong desire to develop skills and commitment demonstrated during class.

Career and Technical Student Organizations

Chapter 339 Vocational Education Standards require that evidence of an active Career & Technical Education Student Organization aligned to the program is evident for each approved program. The Career Center in compliance with this mandate will actively engage in the promotion of SkillsUSA and HOSA, national student organizations that serve students enrolled in career & technical education training programs. Students may compete at the local, district, state, and national levels.

HOSA-Future Health Professionals

Students enrolled in the Allied Health Science program are invited to join HOSA (Future Health Professionals). The HOSA organization develops leadership and technical HOSA skill competencies through a program of motivation, awareness and recognition, which is an integral part of the Health Science Education instructional program.

SkillsUSA

Students enrolled in all programs other than Allied Health Science are invited to join SkillsUSA. Students must maintain a 90% attendance in order to participate in SkillsUSA activities.

Student Congress

Students enrolled at the Clarion County Career Center are invited to join Student Congress. Students must maintain a 90% attendance in order to participate in Student Congress activities and hold an officer position.

Student Congress is to serve students in trade, industrial, and technical occupations. The purpose of Student Congress is to unite a common bond of students, to develop leadership ability, and to foster respect and dignity of work. All officers must maintain academic and discipline standards. Each student may have no more than one Level 1 discipline report and must maintain a grade of 76% during their entire enrollment at the Career Center. Students who do not meet standards will be ineligible to be an officer. Officers may participate in the SkillsUSA leadership conference, which will also be paid for by the school.

Shop Officers

Students elect shop officers at the beginning of the school year. The duties of the officers are:

President

- Preside over meetings
- Assist the Instructor in organizing and carrying out the meetings or activities
- Work with the vice-president and secretary to prepare an agenda

Vice President

- Assist the president
- Supervise all committee work and keep president posted
- Represent the program at all functions concerning safety
- Fill the role and responsibilities in the absence of the president

Secretary-Treasurer

- Write the minutes of all meetings
- Count and record the results of voting
- Sign off on all student congress requisitions

Any officer who has missed more than 10 days of school, has had any type of discipline suspension, or grades below 76% may be asked to resign from office, and new officers will be elected. The decision will be made by the Instructor and the Director.

Senior Certificates

Seniors will receive a certificate stating they attended the Career Center at the end of their twelfth-grade year. **A student will not receive a certificate if they have not fulfilled all disciplinary and financial obligations due to the school.**

An Outstanding Top Senior Award certificate and monetary award will be presented by each shop based on criteria specified by the shop instructor.

Michael & Marie Zacherl Outstanding Diesel Technology Student Award

The Michael & Marie Zacherl Outstanding Diesel Technology Student Award will be presented to the top senior in Diesel Technology by a representative from Zacherl Motors, Inc. based on criteria provided by the shop instructor. This student will receive a certificate and monetary award.

Mary Kay Hartle Memorial Award for Most Outstanding Senior

- Maintenance of 95% attendance each year for three years
- Involvement with Student Congress or SkillsUSA/HOSA at some point during the student's enrollment at the Career Center
- Grade point average over three years of minimum of 3.5
- Member of the National Technical Honor Society

Students meeting the criteria will be asked to submit a resume and write an essay about leadership and/or community service. Each essay and resume will be evaluated by a panel of staff members, none of which directly instruct the students being evaluated for the award. Identifying information on the resume and essay will be removed prior to the panel's evaluation to ensure integrity of the award process. This student will receive a certificate and monetary award.

Thomas Burkhardt Rotary Scholarship Award

This scholarship will be presented annually to the graduating cooperative education senior who best displays exemplary achievement on the job site in the following areas: personality, dependability, responsibility, quality of work, initiative, cooperation, safety and quantity of work. Each cooperative education senior who meets the requirements below will submit an essay about "Why I deserve to win the Thomas Burkhardt Memorial Rotary Scholarship Award" and is interviewed by an outside panel that makes the recommendations of the award winner. This student will receive a certificate and monetary award.

- Began cooperative education employment prior to January 1st
- Maintains a minimum 95% grade average in their CTE program
- Minimum average employer evaluation of 86%
- No unexcused absences during cooperative education employment

Citizenship Award - Odd Fellows Home of Western PA

A "Continuing Education Award" will be presented to a senior who meets the following criteria:

- "C" average (76-85%) in their CCCC program
- Student displays exemplary conduct in school and community activities
- Accepted in an advanced training program (except armed force programs)
- Submit at least a one-page autobiography including future goals and photo

A "School to Work Award" will be presented to a senior who meets the following criteria:

- "C" average (76-85%) in their CCCC program
- Student displays exemplary conduct in school and community activities
- Currently employed or employment guaranteed
- Write at least a one-page autobiography including future goals and a photo

These students will receive a certificate and monetary award.

Ron Perry Volunteerism Award

The Career Center established the Ron Perry Volunteerism Award in 2014. The mission of the award is to provide financial assistance to a senior that best exemplifies Ron's commitment to volunteerism in the local community. To be eligible the student must meet the following:

- Graduating senior of the Career Center without any disciplinary infractions during their high school years
- No final grade lower than 70% in home school AND their Career Center program
- Attendance of 90% or higher
- Documented volunteer activities spanning more than one year and can include a variety of volunteer activities.

The student submits an application form that outlines their community service efforts. This student will receive a certificate and monetary award.

Adult/Student Regulation

In compliance with Pennsylvania School Law, the Career Center administration recognizes that those students enrolled at the Career Center who are 18 years of age or older are adults if they are residing independently. These students authorize their own permission forms.

If a student over the age of 18 still resides with their parent/guardian, then the parent/guardian is still the person who authorizes any forms that require signature from the Career Center.

Appearance and Hygiene Expectations

In addition to providing students with entry-level job skills, the Career Center staff also has a responsibility to teach students skills necessary in keeping a job. Presenting an appropriate appearance, no matter what the occupation, is strongly emphasized at the Clarion County Career Center.

Students are expected to dress appropriately for school. The administration and staff have the right to decide what is appropriate per the dress code of the school and program in which the student is enrolled. Any student who arrives at school inappropriately dressed, or failing to exhibit acceptable hygiene practices will be sent to the office for disciplinary action. Like all aspects of our educational programs, the dress code that follows in this handbook is meant to be a learning experience that will prepare our students to enter the workforce.

Paramount to proper dress is good personal hygiene. All students are expected and must come to school clean and well groomed. Personal hygiene, proper dress and a good education can lead to success.

Signs of affection, including kissing are not permitted at the Career Center.

Asbestos Management Plan

The Clarion County Career Center has an asbestos management plan. During the 2002-2003 school renovation project, all asbestos was removed from our building with the exception of some electrical wiring inside one piece of kitchen equipment. This plan is available to anyone wishing to discuss concerns or to view it.

Authority

It is an administrative policy of the school that any professional or classified employee of the Career Center staff has the prerogative to correct a student at any time if the action of the student will in any way have a detrimental effect on the school, other students or staff members.

Substitute instructors are expected to receive the same respect and courtesy due the regular program instructor. Likewise, they have the same authority as the regular instructor to make assignments and corrections.

Automated Alert System (OneCall Now)

The Career Center uses the OneCall Now system to notify parents/guardians and/or students of important information about school events, weather warnings, reminders or emergencies.

In order for this automated messaging system to be effective, the Career Center will depend on the parent/guardian and student to provide **accurate contact information**. Please make sure the Career Center has your **most current** information, which is requested on the beginning of the year student forms. The contact information can be landline phones, cell phones (indicate if text messages can be received) and a parent/guardian e-mail. **If any contact information changes during the school year, please notify the Nurse as soon as possible at 814-226-4391, ext. 131.**

Cafe

Various snack and beverage items are available for purchase at specified times. Student access to the Cafe is a privilege and at the discretion of the individual program instructors. If a student owes money for tools, etc., or has missing assignments, the Instructor may choose to take away break privileges until such money is paid or assignment has been completed and turned into the Instructor.

Care of School Property

Care of equipment and facilities is a cooperative task, some student responsibilities are:

- Report any damage to buildings and equipment to your instructor as soon as it is discovered
- Report any damage resulting from accidents, carelessness and maliciousness
- Stay out of areas where you have not been assigned

It is your responsibility as students to maintain and keep in good condition textbooks, tools, uniforms and equipment assigned to you for use in meeting the curriculum requirements of your program. You are responsible for the replacement or the cost of the replacement of lost or damaged items assigned to you.

Cell Phones / Electronic Devices

The use of cell phones/smartphones and electronic devices in the classroom are for educational purposes only, and the use will be dictated by the individual Instructor. In programs where the Instructor does not permit cell phones/smartphone use, the devices must be turned off or silent and kept in the student locker. Texting is not permitted. Cell phones are not to be used in other locations on school property without permission. Cell phone use is prohibited in locker rooms, bathrooms, or changing areas. There are to be no laser pointers/pens, etc. in the school or on school property by students at any time. Failure to adhere to the rules and regulations will result in disciplinary action (refer to Discipline Hierarchy) and confiscation of the device. **Confiscated devices may require the student's parent/guardian to pick up the item at school.**

Change of Address / Phone Numbers

Students must report any change of address or telephone number to the Nurse throughout the school year.

Civility Policy

Clarion County Career Center students will treat other students, peers, staff and other members of the public with respect and expect the same in return. This policy promotes mutual respect, civility and orderly conduct among students, school employees, parent/guardians and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. The Clarion County Career Center encourages positive communication and discourages volatile, hostile or aggressive actions.

Classroom / Shop Policies / Guidelines

Due to the various unique activities occurring in the individual programs and classrooms, specific policies and guidelines have been developed by the instructors for their instructional areas, which must be followed.

Communicable Diseases - Regulations

Parents should have any suspected communicable disease confirmed by a doctor and should notify the School Nurse/Health, Safety and Attendance Officer if a child has a communicable disease. If the disease is to be reported to the county health department, the officer will report it.

The following diseases require isolation and exclusion from school until a doctor certifies that the child may return to school:

- Diphtheria
- Scarlet fever
- Polio
- Meningitis
- Hepatitis
- Typhoid fever
- MRSA (Staph Resistant Bacteria)
- H1N1 (Swine Flu)
- Pertussis (Whooping Cough)
- COVID-19

CDC recommends that individuals with influenza-like illness (H1N1) remain at home until at least 24 hours after they are free of fever (100° F [37.8°C] or less) or signs of fever, without the use of fever-reducing medication.

Any child excluded from school with Pediculosis Capitis (head lice infestation) or an infectious skin condition such as impetigo, scabies, ringworm or acute contagious conjunctivitis (pink eye) must be treated by a physician and must bring a doctor's certificate in order to be readmitted to school. Any absence after three days will be considered an unexcused absence unless a longer absence is specified by the doctor.

Students shall be excluded from school who have been diagnosed by a physician or are suspected of having the disease by the health, safety and attendance officer for the indicated period of time for the following diseases:

Measles – four days from the onset of rash; **Rubella (3-day measles)** – four days from the onset of rash; **Pertussis (whooping cough)** – four weeks from the onset or seven days from appropriate antimicrobial therapy; **Chicken Pox** – six days from the last crop of vesicles (blister like bumps); **mumps** – nine days from the onset or until subsidence of swelling; **respiratory streptococcal infections including scarlet fever** – not less than seven days from the onset or 24 hours from appropriate antimicrobial therapy; **acute contagious conjunctivitis (pink eye)** – 24 hours from appropriate antibiotic therapy; **ringworm** – until evaluated by the child's physician; **scabies** – until evaluated by the child's physician; **impetigo** – until judged by the child's physician; **pediculosis capitis (lice-scalp)** – until evaluated by the child's physician to be non-contagious; **pediculosis corpora (body lice)** – until evaluated by the child's physician to be non-contagious;

COVID-19 (Novel Coronavirus) – until evaluated by the child's physician to be non-contagious or following isolation/quarantine guidelines per PA Department of Health.

Pennsylvania Department of Health Regulations contain the following requirements. Exclusion of pupils showing symptoms:

The School Nurse/Health, Safety and Attendance Officer shall exclude immediately a person showing an unusual skin eruption, having soreness of the throat or having signs or symptoms of whooping cough or diseases of the eyes.

Any student having signs/symptoms of COVID-19 or exposure to a person with COVID-19 will immediately be sent to the nurse. The parents/guardians will be notified to pick up the student and referred to their healthcare provider as appropriate following PA Department of Health guidelines. Return to school is permitted following PA Department of Health guidelines.

Any student with a positive COVID-19 test or a student with a close contact to a positive COVID-19 person will isolate/quarantine following the PA Department of Health guidelines. Students with positive COVID-19 results and their close contacts will be reported to the PA Department of Health, including the name, address, date of birth, parent name, and phone numbers if required by PA Department of Health or PA Department of Education.

Students who have been identified as a close contact to a COVID-19 positive person will be required to follow isolation/quarantine guidelines per PA Department of Health.

COVID-19 Student Guidelines

2023-2024 COVID-19 Student Quick Information Guide - COVID-19 FAQs

What is COVID-19?

COVID-19 a respiratory illness caused by a new strain of coronavirus.

How is it spread? COVID-19 is thought to spread mainly from person to person, through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. The virus can also enter a person's eyes. Spread is more likely when people are in close contact with one another (within about 6 feet) for periods of 15 minutes or longer. Contact with a contaminated surface can also spread the virus.

What are the signs and symptoms of COVID-19? People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms *may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:*

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Muscle or body aches
- Headache
- Fatigue
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

COVID-19 can be severe and, in some cases, has caused death.

What are the emergency signs and symptoms of COVID-19 which require immediate medical attention?

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Who is at risk of contracting COVID-19?

- Everyone is at risk for getting COVID-19 if they are exposed to the virus. Some people are more likely than others to become very ill, such as the elderly or people with underlying medical conditions.
- Unvaccinated or partially vaccinated individuals

What is Clarion County Career Center's mitigation (the act of reducing the spread of disease) plan?

- Students will be asked to *Self-Monitor* daily before coming to the Career Center. This includes determining if the student has any of the above symptoms associated with COVID-19. Stay home if you are sick and contact your physician. Use the Symptom Screening Tool.
- Clarion County Career Center will follow mandates by the PA Department of Health, PA Department of Education, and the CDC related to the use of face coverings, isolation and quarantine, and conditions a student is permitted to return to school. Any student who chooses to wear a face covering is permitted to do so. Face coverings are available for use, if a student/staff member needs one.

- Desk separators are available upon request.
- Students will be expected to wash hands or to use hand sanitizer for at least 20 seconds following hand hygiene practices.
- Disinfection and cleaning of the school will be completed each evening.

What happens if a student has signs or symptoms of COVID-19?

- If a student is at home and has any of the above signs of COVID-19, you should remain at home and seek medical advice from your healthcare provider. Use the Symptom Screening Tool.
- If the student is at the Career Center and recognizes they have signs related to COVID-19 or has been identified by staff to have signs of COVID-19, the student will be asked to put on a mask if one is not already in use, and will be isolated in a private room. Parents/guardians will be contacted to transport the student home or to a medical facility. Students are asked to seek medical advice from their healthcare provider. If symptoms appear emergent in nature, an ambulance will be called to transport the student to the hospital. The school nurse will remain with the student to monitor the student's condition until the student leaves the building.

What do I need to do as a student?

- Complete a daily health check before coming to school. If you identify COVID-19 symptoms, stay home and contact your healthcare provider. Use the Symptom Screening Tool.
- If you develop COVID-19 symptoms while at Clarion County Career Center, notify your instructor immediately.
- Wash your hands or use hand sanitizer frequently for at least 20 seconds.
- Avoid touching your face, and eyes.
- Follow all mitigation guidelines and Clarion County Career Center's Health & Safety Plan as adopted by the JOC.
- Ask questions if you do not understand or know what to do to help prevent the spread of COVID-19 at Clarion County Career Center.

Where can I find more information?

- Centers for Disease Control (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Clarion County Career Center's school reopening plan.
<https://nebula.wsimg.com/e74ac464adff4ae732654b3ee2767a59?AccessKeyId=4C8AF276BD022D8CB9C2&disposition=0&alloworigin=1>
- Symptom Screening Tool
<E:/Flash/Reopening%20Plans/2021-2022%20Reopening/Education/Symptom%20Screening%20Tool%208-2021.docx.pdf>

Code of Student Conduct / Discipline

The school board has authorized the administration to make reasonable and necessary rules governing the conduct of students, which constitute the student conduct code. The intent of this code is to hold students accountable for their own behavior. Infractions of the code will result in the loss of privileges or other consequences such as but not limited to warning, parent/guardian contact, parent/guardian conference, ISS (in school suspension), OSS (out of school suspension, and notification of authorities. The Career Center may make a SAP (student assistance program) referral to the sending school at any point in the discipline process.

Discipline Hierarchy

Level 1 Offenses

(1 disciplinary point per infraction – starting at 2nd Offense)

Violation	1 st Offense	2 nd Offense	3 rd Offense (or higher)
Possession/Use of restricted items (Items which are disruptive in nature)	Warning	1 days ISS class	Becomes a Level 2 Offense
Minor disruptive behavior	Warning	1 days ISS class	Becomes a Level 2 Offense
Misconduct in the Hallways	Warning	1 days ISS class	Becomes a Level 2 Offense
Unauthorized use of school property or technology including internet	Warning	1 days ISS class	Becomes a Level 2 Offense
Inappropriate language	Warning	1 days ISS class	Becomes a Level 2 Offense
Public display of affection	Warning	1 days ISS class	Becomes a Level 2 Offense
Defiance/Disrespect	Warning	1 days ISS class	Becomes a Level 2 Offense
Dress code violation	Warning	1 days ISS class	Becomes a Level 2 Offense
Failure to follow directions	Warning	1 days ISS class	Becomes a Level 2 Offense
Safety violations	Warning	1 days ISS class	Becomes a Level 2 Offense
Unauthorized photographing or video recording	Warning	1 days ISS class	Becomes a Level 2 Offense
Driving Violations	Warning	1 days ISS class	Becomes a Level 2 Offense
Knowingly making false statements/submitting false information	Warning	1 days ISS class	Becomes a Level 2 Offense
Other (Administrative Use Only)	Warning	1 days ISS class	Becomes a Level 2 Offense

** A minor level 1 offense is expected to be handled by the shop instructor. Examples of corrective actions for 1st offense level 1 can be: Verbal Reprimand, loss of privileges, conference with student, contact with parent, etc.

** Level 1 offenses handled by shop instructor are required to be documented in Jupiter Grades and referred to the Director or Director of Student Services, so that progressive discipline can be enforced.

Level 2 Discipline Offenses

(2 disciplinary points per infraction)

Violation	1 st Offense	2 nd Offense	3 rd Offense (or higher)
Repeated (3 or more cumulative) level 1 violations	2 Day ISS Class	3 Days ISS Class	Becomes a Level 3 Offense
Major Insubordination	2 Day ISS Class	3 Days ISS Class	Becomes a Level 3 Offense
Misconduct on field trips, etc.	2 Day ISS Class	3 Days ISS Class	Becomes a Level 3 Offense
Failure to serve ISS class	2 Day ISS Class	3 Days ISS Class	Becomes a Level 3 Offense
Throwing of non-injurious objects	2 Day ISS Class	3 Days ISS Class	Becomes a Level 3 Offense
Leaving school without permission	2 Day ISS Class	3 Days ISS Class	Becomes a Level 3 Offense
Cheating	2 Day ISS Class <u>&</u> Student will receive a zero on the assignment or quiz/test	3 Days ISS Class <u>&</u> Student will receive a zero on the assignment or quiz/test	Becomes a Level 3 Offense
Theft/Stealing (\$50 over, less \$300)	2 Day ISS Class <u>&</u> Notification of Authorities	3 Days ISS Class <u>&</u> Notification of Authorities	Becomes a Level 3 Offense <u>&</u> Notification of Authorities
Theft/Stealing (\$0 - \$50)	2 Day ISS Class	3 Days ISS Class	Becomes a Level 3 Offense <u>&</u> Notification of authorities
Possession of Prescribed or Over the Counter Medications	2 Day ISS Class	3 Days ISS Class	Becomes a Level 3 Offense
Forging/signing another person's name to excuse school documents	2 Day ISS Class	3 Days ISS Class	Becomes a Level 3 Offense
Unauthorized photographing or video recording (posting or sharing)	2 Day ISS Class	3 Days ISS Class	Becomes a Level 3 Offense
Other (Administrative Use Only)	2 Day ISS Class	3 Days ISS Class	Becomes a Level 3 Offense

** Level 2 infractions are to be documented in Jupiter Grades and referred to the Director or Director of Student Services so that progressive discipline can be enforced.

Level 3 Discipline Offenses

(3 disciplinary points per infraction)

Violation	1 st Offense	2 nd Offense	3 rd Offense (or higher)
Repeated (3 or more cumulative) level 2 violations	3 Days ISS Class	3 Days OSS	3 Days Suspension <u>&</u> Conference with Parents in Person
Defacing school property/vandalism	3 Days ISS Class <u>&</u> Student will pay the replacement cost for all damaged property	3 Days OSS <u>&</u> Student will pay the replacement cost for all damaged property	5 Days Suspension <u>&</u> Student will pay the replacement cost for all damaged property <u>&</u> Conference with Parents in Person
Insubordination/defiance/Extreme Disrespect	3 Days ISS Class	3 Days OSS	3 Days Suspension <u>&</u> Conference with Parents in Person
Threatening/intimidation of others	3 Days ISS Class	3 Days OSS	10 Days Suspension <u>&</u> Conference with Parents in Person
Bullying (harassment)	3 Days ISS Class	3 Days OSS	10 Days Suspension <u>&</u> Conference with Parents in Person
Smoking/Possession of Tobacco, E-Cigarette, Paraphernalia for smoking tobacco or vaping	3 Days ISS Class <u>&</u> Required participation in the Smokeless Saturday Program	3 Days OSS <u>&</u> Referral to district magistrate	3 Days Suspension <u>&</u> Referral to district magistrate <u>&</u> Conference with Parents in Person
Lewd/Obscene Acts	3 Days ISS Class	3 Days OSS	10 Days Suspension <u>&</u> Conference with Parents in Person
Theft/Stealing (Above \$300)	3 Days ISS Class <u>&</u> Notification of authorities	3 Days OSS <u>&</u> Notification of authorities	10 Days Suspension <u>&</u> Notification of authorities <u>&</u> recommendation for expulsion
Minor altercation/Fighting – Physical altercation without the use of excessive force	3 Days ISS Class	3 Days OSS	3 Days Suspension <u>&</u> Conference with Parents in Person
Sexual Harassment	3 Days ISS Class	3 Days OSS	3 Days Suspension <u>&</u> Conference with Parents in Person
Disorderly Conduct	3 Days ISS Class	3 Days OSS	3 Days Suspension <u>&</u> Conference with Parents in Person
Racial/Ethnic Intimidation	3 Days ISS Class	3 Days OSS	3 Days Suspension <u>&</u> Conference with Parents in Person
Throwing of injurious objects	3 Days ISS Class	3 Days OSS	3 Days Suspension <u>&</u> Conference with Parents in Person
Other (Administrative Use Only)	TBD	TBD	TBD

** Level 3 infractions are to be documented in Jupiter Grades and referred to the Director or Director of Student Services so that progressive discipline can be enforced.

Level 4 Discipline Offenses
(4 disciplinary points per infraction)

Violation	1 st Offense	2 nd Offense	3 rd Offense (or higher)
Assault and battery	5 Days OSS <u>&</u> Informal Hearing with Parents <u>&</u> Referred to State Police for criminal charges	10 Days OSS <u>&</u> Informal Hearing with Parents <u>&</u> Referred to the State Police for criminal charges	Becomes a Level 5 Offense
Possession or Consumption of Alcohol	5 Days OSS <u>&</u> Informal Hearing with Parents <u>&</u> Referred to State Police for criminal charges	10 Days OSS <u>&</u> Informal Hearing with Parents <u>&</u> Referred to the State Police for criminal charges	Becomes a Level 5 Offense
Terroristic Threats	5 Days OSS <u>&</u> Informal Hearing with Parents <u>&</u> Referred to State Police for criminal charges	10 Days OSS <u>&</u> Informal Hearing with Parents <u>&</u> Referred to the State Police for criminal charges	Becomes a Level 5 Offense

** Level 4 infractions are to be documented in Jupiter Grades and referred to the Director or Director of Student Services so that progressive discipline can be enforced.

Level 5 Discipline Offenses **Referred to State Police for Criminal Charges

Violation	1 st Offense
Possession/use of firearms, firecrackers, or other types of weapons, explosives	<p>Student will be recommended to the Director for expulsion.</p> <p>If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.</p> <p><i>*Students will pay the replacement cost for all damaged property</i></p>
Possession/use of cutting instruments	<p>Student will be recommended to the Director for expulsion.</p> <p>If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.</p> <p><i>*Students will pay the replacement cost for all damaged property</i></p>
Threats or bomb scares	<p>Student will be recommended to the Director for expulsion.</p> <p>If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.</p> <p><i>*Students will pay the replacement cost for all damaged property</i></p>
Unauthorized use of school fire alarm	<p>Student will be recommended to the Director for expulsion.</p> <p>If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.</p>
Possession/sale/distribution/under the influence of illegal substances	<p>Student will be recommended to the Director for expulsion.</p> <p>If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.</p>
Aggravated Assault	<p>Student will be recommended to the Director for expulsion.</p> <p>If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.</p>

** Level 5 infractions are to be documented in Jupiter Grades and referred to the Director or Director of Student Services so that progressive discipline can be enforced.

Points Overview

- Students may have one point removed from their cumulative point record for the year by displaying good behavior (no new referrals) for one month following their last referral. Each additional month which passes without a referral will result in the removal of one additional point.
- When transferring from one level offense to another due to chronic infractions, each subsequent infraction is automatically considered one of the next level offenses and adds cumulatively to those previously committed.

Example: Four driving violations would equal two level 2 offenses and two level 1 offenses.

STUDENT ACCUMULATES:	ACTION TAKEN:
6 disciplinary action points	Conference with: <ul style="list-style-type: none"> • student's parent(s)/guardian(s) • student • Director or Director of Student Services Appropriate measures to change behavior will be recommended.
10 disciplinary action points	Conference with: <ul style="list-style-type: none"> • student's parent(s)/guardian(s) • student • Director or Director of Student Services To formulate a behavioral modification plan to address the student's needs.
13 disciplinary action points	Conference with: <ul style="list-style-type: none"> • student's parent(s)/guardian(s) • student • Director or Director of Student Services • Sending school Principal To adjust the student's behavioral modification plan.
15 disciplinary action points	Student will be recommended for return to home school

- The sending school principal will be notified of any student offense/violation of the student discipline code, regardless of the level, at the discretion of the Director or Director of Student Services.
- Points will be evaluated at the conclusion of each month. No special considerations will be made.

Summary

The ability to maintain an environment, which is conducive to learning, is essential in helping our students to grow. Therefore, students must prove their ability to function in an orderly fashion within their learning environment. A progressive disciplinary system allows students an opportunity to learn from their behavioral mistakes without the fear of excessive punishment. Such a system allows for fair and consistent action concerning inappropriate behavior, while informing students as well as parents in advance of action to be taken in the event an inappropriate behavior is exhibited.

As per disciplinary procedures, it must be emphasized that repeated or excessive behavioral issues may be reasons for the student to return to the sending district or expulsion. The Director may recommend such action, as records will be under their review monthly. However, the final judgment on returning any student to the sending school district rests with the Director.

Dangerous Weapons in the School

Weapons shall include, but are not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, explosive, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Any unauthorized loaded or unloaded firearm or dangerous weapon possessed on or about a person (located in student's personal belongings/property/vehicle) while on district property is subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents/guardians and shall be reported to the local law enforcement officials. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. The Director shall expel from school for a period of not less than one (1) year, any student who violates this policy and shall report such incidents relating to expulsion to the Department of Education. The Director may recommend discipline short of expulsion on a case-by-case basis.

Weapons under the control of law enforcement personnel are permitted. The Director may prescribe special conditions or procedures to be followed before giving such authorization.

Definitions

Fighting: any situation which a student's actions or inactions may be deemed to have caused or contributed to a physical confrontation including, but not limited to, hitting or other actions in which physical contacts made and/or situations in which one or both students have sustained a physical injury

Disorderly Conduct: with the intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, A) engages in fighting or threatening, or in a violent tumultuous behavior, B) makes unreasonable noise C) uses obscene gesture(s) or any act that creates a hazardous or physically offensive condition which serves no legitimate purpose of the actor

Unauthorized Items: include buy not limited to pagers, cell phones, radios, laser pointers, mace/pepper spray, matches/lighters

Harassment: with intent to harass, annoy or alarm another person A) strikes, shoves, kicks or otherwise subjects him to physical contact or attempts or threatens to do the same or B) follows a person in or about a public place or places or C) engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose

Assault (simple): A) attempts to cause or intentionally, knowingly, or recklessly causes bodily injury to another, B) negligently causes bodily injury to another with a deadly weapon, or C) attempts by physical menace to pull another in fear of imminent serious bodily injury

Assault (aggravated): A) attempts to cause serious bodily injury to another, or causes such injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life, B) attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, or other employee or student of any elementary or secondary publicly funded educational institution, any elementary or secondary private school while acting in the scope of his/her employment or because of his/her employment relationship to the school

Lewd/Obscene Acts: Any sexualized or offensive act or possession which is contrary to community moral standards

Assault & Battery: Intentionally, knowingly or recklessly causing bodily injury to another

Due Process

If disciplinary action is to be assigned, the student has a right to know what the accusation is, and what punishment is being proposed. The student may refute the charge. If it is a violation of rules that may involve a suspension for more than 3 days or a possible expulsion, the student is entitled to a hearing. The student should always ask the administrators to discuss their rights with them whenever they have any questions about them. The student is always entitled to due process. Due process means knowing the accusations and being able to refute them before disciplinary action is taken. Specific due process requirements and procedures have been printed here.

For out-of-school suspensions not exceeding 3 days, the minimum procedural requirements are:

1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
2. The parent/guardian and the Superintendent of the home school are notified immediately in writing. Notification of the parent/guardian via telephone or in person will also occur.

For out-of-school suspensions exceeding 3 days up to 10 days, the minimum procedural requirements are:

1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
2. The parent/guardian and the Superintendent of the District are notified immediately in writing.
3. Notification of the parent/guardian via telephone or in person will also occur.
4. The parent/guardian and the student are notified in writing of the reasons for the suspension.
5. Sufficient notice of the time and place of the informal hearing must be given.
6. The District must offer to hold the informal hearing within the first 5 days of suspension.
7. There is a right to question any witnesses present at the hearing.
8. There is a right of the student to speak and produce witnesses on her/her own behalf.

In all suspension cases, the student has the right and the responsibility to make up exams and work missed. Disciplinary action administered to exceptional students will be implemented in accordance with Pennsylvania Department of Education standards and regulations as they pertain to such exceptional students.

Bullying / Harassment / Hazing

Students at the Career Center will treat each other with respect. Any type of bullying/ harassment/ gossiping will not be tolerated. Bullying is defined as teasing, name calling, hitting, pushing, spreading rumors, threats or using intimidation.

BULLYING/CYBERBULLYING – POLICY 249

Adopted
November 24, 2014

Last Revised
September 27, 2021

Purpose

The Joint Operating Committee is committed to providing a safe, positive learning environment for its students. The Joint Operating Committee recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Joint Operating Committee prohibits bullying by students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[\[1\]](#)

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the center.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the center, on center grounds, in center vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the center.[\[1\]](#)

Authority

The Joint Operating Committee prohibits all forms of bullying by students.[\[1\]](#)

The Joint Operating Committee encourages students who believe they or others have been bullied to promptly report such incidents to the building administrator or designee.

Students are encouraged to use the center's report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Joint Operating Committee directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Joint Operating Committee directs that any complaint of bullying brought pursuant to

this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Joint Operating Committee policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the threat assessment team, in accordance with applicable law and Joint Operating Committee policy.[\[2\]](#)[\[3\]](#)

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[\[4\]](#)[\[5\]](#)

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the center's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Administrative Director or designee shall develop administrative regulations to implement this policy.

The Administrative Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[\[1\]](#)

The Administrative 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.[\[1\]](#)

The administration shall annually provide the following information with the Safe School Report:[\[1\]](#)

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.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[6\]](#)[\[7\]](#)

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the center building and on the center's website, if available.[\[1\]](#)

Education

The center may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[\[1\]](#)[\[7\]](#)[\[11\]](#)

1. Counseling within the center.
2. Parental conference.
3. Loss of center privileges.
4. Exclusion from center-sponsored activities.
5. Suspension.
6. Expulsion.
7. Counseling/Therapy outside of the center.
8. Referral to law enforcement officials.

Legal

1. 24 P.S. 1303.1-A

2. 24 P.S. 1302-E

3. Pol. 236.1

4. Pol. 103

5. Pol. 103.1

6. 22 PA Code 12.3

7. Pol. 218

8. 24 P.S. 1302-A

9. Pol. 236

10. 20 U.S.C. 7118

11. Pol. 233

Pol. 113.1

Discrimination/Title IX-Sexual Harassment Affecting Students – Policy 103

Last Revised
May 24, 2021

Authority

The Joint Operating Committee declares it to be the policy of this center to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the center without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]\[11\]\[12\]\[13\]\[14\]\[15\]\[16\]\[17\]](#)

The Joint Operating Committee also declares it to be the policy of this center to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the center may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The center is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the center and is prohibited at or, in the course of, center-sponsored programs or activities, including transportation to or from the center or center-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Joint Operating Committee policy and procedures. [\[18\]\[19\]\[20\]\[21\]](#)

The Joint Operating Committee directs that the foregoing statement of Joint Operating Committee policy be included in each student and staff handbook, and that this policy and related attachments be posted to the center's website.

The Joint Operating Committee requires a notice stating that the center does not discriminate in any manner, including Title IX sexual harassment, in any center education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the center. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Joint Operating Committee encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building administrator, even if some elements of the related incident took place or originated away from center grounds, center activities or center conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building administrator.

A center employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator, as well as properly making any mandatory police or child protective services reports required by law.[22]

If the building administrator is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building administrator shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Joint Operating Committee policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The center shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[19][21][23]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.[18][19][21][23]

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student for sexual assault against another student attending the center or participating in a center program, the center shall coordinate actions with the appropriate participating school entity and comply with the disciplinary or placement requirements established by state law and Joint Operating Committee policy.[24][25]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the center's legal and investigative obligations. [\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)

Retaliation

The Joint Operating Committee prohibits retaliation by the center or any other person against any person for: [\[29\]](#)

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The center, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by the center.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the center investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic

submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[\[28\]](#)[\[31\]](#)

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[\[31\]](#)

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[\[31\]](#)

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Joint Operating Committee policy, and in coordination with the student's school district of residence.[\[17\]](#)[\[23\]](#)[\[32\]](#)

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[\[31\]](#)

1. A center employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a center education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.

- a. ***Dating violence*** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[\[33\]](#)
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
- b. ***Domestic violence*** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[\[33\]](#)
- c. ***Sexual assault*** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[\[34\]](#)
- d. ***Stalking***, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[\[33\]](#)
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a center education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the center exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a center's education programs or activities, whether such programs or activities occur on-campus or off-campus.[\[27\]\[28\]\[31\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Joint Operating Committee designates the Director of Student Services, Paula Davis, as the center's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:[\[35\]](#)

Address: 447 Career Lane Shippensburg, PA 16254

Email: pdavis@clarioncte.org

Phone Number: (814) 226-4391

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the center's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. Center Support - Assure that like aspects of the center programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the center's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, conducting hearings (if applicable), drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.

8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Joint Operating Committee policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the center's website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[18][19][21]

1. Loss of school privileges.
2. Permanent transfer to another building, classroom or bus.
3. Exclusion from center-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Joint Operating Committee policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[20][36]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

The Clarion County Career Center complies with all Title IX laws and regulations. Reports of behaviors or actions of possible Title IX violations will be investigated. Reports can be made to the Title IX Coordinator, Paula Davis, 447 Career Lane Shippensburg, PA 814-226-4391

Purpose

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

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[\[1\]](#)

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:[\[2\]](#)

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.[\[3\]](#)[\[4\]](#)

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[\[5\]](#)

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the center or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the center, whose members are primarily students or alumni of the organization.[\[6\]](#)[\[7\]](#)

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.[\[8\]](#)

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[\[8\]](#)

Authority

The Joint Operating Committee prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off center property or outside of school hours.[\[4\]](#)[\[5\]](#)[\[7\]](#)[\[9\]](#)

No student, parent/guardian, coach, sponsor, volunteer or center employee shall engage in, condone or ignore any form of hazing.

The Joint Operating Committee encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building administrator or designee.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[\[10\]](#)[\[11\]](#)

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and center employees shall be alert to incidents of hazing and shall report such conduct to the building administrator or designee.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the threat assessment team, in accordance with applicable law and Joint Operating Committee policy.[\[12\]](#)[\[13\]](#)

Guidelines

In addition to posting this policy on the center's publicly accessible website, the center shall inform students, parents/guardians, sponsors, volunteers and center employees of the center's policy prohibiting hazing, including center rules, penalties for violations of the policy, and the program established by the center for enforcement of the policy by means of distribution of written policy and publication in handbooks.[\[4\]](#)

This policy, along with other applicable center policies, procedures and Codes of Conduct, shall be provided to all center athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.[\[7\]](#)

Complaint Procedure

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building administrator or designee.

Students are encouraged to use the center's report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Joint Operating Committee directs that verbal and written complaints of hazing shall be provided to the building administrator or designee, who shall promptly notify the Administrative Director or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Joint Operating Committee directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Joint Operating Committee policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building administrator or designee, in consultation with the Administrative Director or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with center practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by center personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[14\]](#)

Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[15\]\[16\]\[17\]](#)

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on center property, at any center-sponsored activity or on a conveyance providing transportation to or from a center or center-sponsored activity to the local police department that has jurisdiction over the center's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.[\[15\]\[16\]\[18\]\[19\]\[20\]\[21\]](#)

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the center property has been or may be notified of the

incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian.[\[15\]](#)[\[21\]](#)[\[22\]](#)

In accordance with state law, the Administrative Director shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[16\]](#)[\[21\]](#)

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the center's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[\[14\]](#)

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[7\]](#)[\[14\]](#)[\[23\]](#)[\[24\]](#)

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Joint Operating Committee policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from center employment.[\[25\]](#)

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on center property or to otherwise operate under the sanction or recognition of the center.

Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[\[4\]](#)

Cosmetology Clinic

One of the privileges you have, as a Career Center student, is the opportunity to participate in the cosmetology clinic program. This program permits the student to benefit from cosmetology services. To participate in the program, the student must complete a Cosmetology Clinic Program Request for Services form, available in the office, obtain the necessary signatures first and then make an appointment. Participating in this program is a privilege and therefore students who have had disciplinary infractions, excessive absences, or are falling behind in shop work or working at a 75% or below cannot participate.

Cooperative Education

Cooperative technical education is a school-to-work initiative program through which the employer and Career Center partner together to provide education and training to eligible students. Seniors who are in the second year of a technical program may be considered in the fourth quarter of the year. Seniors in the third year of a technical program may be considered early in the year. Juniors in their second year in the technical program may be considered in the fourth 9 weeks. In all co-op placement arrangements, the employment must be related to the student's technical course of study and career goals. Participation in this program is contingent upon the availability of placement opportunities and commitment by the student to show a readiness to enter the workforce.

To be eligible for the regular Cooperative Education program, a student must meet the following criteria and be approved by the Cooperative Education Coordinator:

- Maintain at least an 86% or better average in their technical program
- Enrolled a minimum of 315 school days and the co-op experience must be directly related to the specific enrolled curriculum
- Maintain at least a 76% average at their sending school
- Maintain 95% attendance at the Career Center, once the student is out on Co-op
- If the student has previous attendance or grade issues, they will be required to sign a contract stating they can remain in Co-op ONLY if they maintain 95% attendance and/or an 86% grade average
- Must have the recommendation of their technical program instructor (**Refer to TRIAL CO-OP CLINIC)
- Must have sending school approval
- Must attend any NOCTI review sessions
- Program of Study Task List or Program Task List must be completed or close enough to completion that the student would be able to complete during co-op return days. The decision will be at the discretion of the Director in consultation with the program instructor.

Students will participate in co-op return days twice a month. The co-op students are expected to cooperate fully with their shop instructors and the cooperative education coordinator on co-op return day. Failure to do so will be cause for termination in the co-op program.

If a student is under 18 years of age, their supervisor at the employer must obtain clearances (all 3 are required: Act 151-Child Abuse; Act 114-FBI Fingerprinting; Act 34-State Police Background Check). CCCC will pay the initial cost for the clearances. The student will not be sent out on co-op until their supervisor at the employer obtains clearances.

If the student is 18 or older or if they go to work for a parent, they do not need to have their supervisor obtain clearances.

****Trial Co-op Clinic**

If the instructor will not recommend the student for co-op, they will have an opportunity to participate in a two-week trial co-op clinic. The students will follow the same criteria as a regular co-op student. The four-step process is as follows:

1. Students will be informed about a job site possibility, to determine their interest. The Instructor will be contacted by the Co-op Coordinator about anyone interested in the job site.
2. If the instructor cannot recommend the interested student, the co-op coordinator will make a list of concerns preventing the recommendation after consultation with the instructor.
3. If the co-op coordinator, Director and instructor decide to give the student the opportunity for the two-week co-op trial clinic:
4. The student will be interviewed by the co-op coordinator and the list of concerns will be shared with them.
5. The student will be told that the list of concerns will be shared with the potential employer. The student and parent must agree to this information being shared with the potential employer in order to proceed with the co-op clinic.
6. If the employer agrees after hearing the concerns, the student will go on a two-week trial co-op placement clinic. This placement may be paid/unpaid depending upon the employer.
7. If the student completes the two-week trial period successfully and the employer decides to keep them, the student will then be assigned to regular co-op. Successful completion of the two-week trial is based upon the employer's evaluation of the student's work performance, provided verbally to the co-op coordinator and documented on a performance evaluation.
8. If the instructor has concerns about the student passing the NOCTI exam, the instructor can request the student return to the Career Center more frequently than a regular co-op student (once every two weeks). This will also be explained to the employer before the clinic begins.

Students with questions regarding the Cooperative Education program, including eligibility requirements, should contact the Cooperative Education Coordinator. The Director must approve individual exceptions to the criteria for placement.

Students interested in being considered for a job should keep in touch with the Co-op Coordinator and review the "Wall of Opportunity" board located outside of Culinary for available job openings.

Counseling

The Career Center is staffed with a Director of Student Services who will coordinate the school's program with that of each sending school. The Director of Student Services is available to help you make decisions planning your career, discuss problems/concerns with a student, refer to the appropriate resources (SAP, sending school guidance counselor or school psychologist), and supply information concerning employment, career choices and post-secondary education. Appointments for students or parents may be arranged. The Director of Student Services will issue the day and time of your appointment. The Director of Student Services will see students who have an emergency situation in a timely manner. The subject and content of a conference are held in strictest confidence.

Daily Schedule

Students are to enter and exit the Career Center only through the **front entrance**.

The Career Center's morning session begins at 8:55 a.m. and ends at 11:40 a.m. Upon arrival, students should proceed directly to their instructional area. If arrival is before 8:30 a.m., students shall remain in the lobby. Students will be marked tardy if they are not in their instructional areas at the designated arrival time for their sending school.

The afternoon session begins at 12:10 p.m. and ends at 2:50 p.m. Upon arrival, students should proceed directly to their instructional area. If arrival is before 12:10 p.m. students shall remain in the lobby. Students will be marked tardy if they are not in their instructional areas at the designated arrival time for their sending school.

Dress Code - Guidelines for Appropriate Dress

- Clothing will not be suggestive, vulgar or contain obscene and lewd expressions. (i.e. hatred, bigotry, violence, drug abuse, alcohol abuse, pictures of illegal substances, or inappropriate material)
- Any clothing that would expose undergarments, a bare midriff, torso or cleavage or is so revealing that it would call undue attention to the wearer may not be worn. This is a gender-neutral rule and applies to both sexes.
- Sleeveless tops are permitted but no bare shoulders, backs or sides.
- Shorts may be worn in the shops, where appropriate.
- Pants worn so as to expose the undergarment may not be worn.
- Sunglasses will not be worn in the school building unless medically necessary.
- Uniforms, where required, must be clean, neat and not be worn over street clothes.
- Shoes appropriate to the training program will be worn.
- Spiked jewelry, chains or any jewelry that may cause injury or constitute a hazard is not permitted.
- Personal belongings and outerwear are to be stored in the student lockers during class time.
- Students are not to bring/wear chain wallets to school.
- Any apparel that is judged to be unhealthy/unsanitary/ inappropriate (e.g. clothing that is dirty/gives off foul odor/does not meet guidelines) is not permitted.
- Students are required to follow the dress code for the program in which they enrolled and to wear personal protective equipment as directed by the Instructor.

In the interest of safety - jewelry is not permitted to be worn unless approved by the Instructor/Director. This includes any body piercing, necklaces or bracelets.

Safety (as per Policy 221): OSHA standards must be followed concerning dress in each shop area. The Instructor will provide specific instructions for each shop. The Instructor has the right to ensure student safety by refusing to permit a student to work in a shop when dress and safety codes are not met. The instructor may assign theory-related work and/or may assign the student a "failing" grade for that day's work.

Any Career Center personnel can address the dress code with the student and will send the student to the office if a final judgment by the Director is necessary. Steps will be taken to correct the situation whether the article of clothing is changed, removed, altered or covered. In some cases, the parent will be contacted and dress guidelines will be reviewed. Persistent violations will follow the steps of the discipline code.

Uniform Requirements by Program

Allied Health

- Scrub top
- Scrub pants (pants must be hemmed so they do not drag on the ground)
- Clean tennis shoes or nursing shoes (Crocs are acceptable as long as a strap can be secured around the ankle)

Automotive Technology (Refer to Uniform & Toolbox Inventory section for further details)

- As per uniform Service
- Leather work shoes (optional steel toe)

Computer Networking

- Attire appropriate to the profession

Construction Technology (Refer to Uniform & Toolbox Inventory section for further details)

- Program t-shirt
- Blue jeans or carpenter pants (without rips and holes) (no shorts)
- Hard sole work shoe or boot (no tennis shoes permitted, steel toes optional)

Cosmetology Styling Academy

- Cosmetologists uniform – royal blue with short sleeves
- All white tennis shoes or uniform shoes - no colored decorations
- Plain white or black long-sleeved shirt under uniform or plain white or black sweater over top of uniform, if desired

Culinary Arts & Hospitality

- Chef's coat /shirt
- Black chef's hat
- Black slacks/pants
- Black non-slip shoes and Socks

Diesel Technology (Refer to Uniform & Toolbox Inventory section for further details)

- As per uniform service
- Leather work shoes (steel toe optional)

Police Science- For theory portion

- Navy blue program shirt
- Black military style BDU (Battle Dress Uniform) pants
- Black leather belt
- Black lace up athletic sneakers

Police Science- For physical training

- Gray tee shirt and sweatshirt (plain)
- Black athletic shorts (for inside training)
- Athletic shoes
- White ankle socks
- Black sweat or running pants (for outside training)

Welding & Fabrication

- Heavy blue jeans (no rips, tears or frayed areas)
- ~~Black~~ Welding jacket
- All leather work boots, steel toes are required
- Welding helmet and leather welding gloves

Driving / Riding Permit Tags – Student Transportation

Transportation will be provided by your sending school district. When you arrive at the Career Center, you should report to your assigned classroom.

Students departing the Career Center must do so by bus or private vehicle. Students going by private vehicle must have a driving/riding permit or be in a vehicle operated by a parent or guardian or person designated on the emergency form to pick-up the student. The permits must be obtained a **minimum of two days** in advance from the Nurse/Health, Safety & Attendance office.

All students must adhere to the following driving/riding regulations:

- Students may not drive or ride to school unless they have a driving/riding permit.
- No driving/riding permit tags will be issued the first week of school, with the exception of Co-op students unless approved by the Director
- All vehicles on school property are subject to search

Permit tags will be issued to a student who meets the following criteria:

- Is assigned to Co-op student
- Holds a job where school/work hours create special hardships, the final decision is at the discretion of the sending school and Career Center administration
- Has a permanent physical/medical disability
- **A copy of the student work schedule must be provided weekly**

Temporary permit tags will be issued to a student who presents a written request from a parent/guardian and the sending school principal. Temporary permit tags will be issued from the Nurse/Health, Safety & Attendance office for the following requests:

- Participation in sending school's activities or athletic events
- Medical or dental appointments
- Job interviews
- Repair work on personal vehicles
- Other personal family matters
- Work after school

Abuse of temporary permits will lead to student suspension. The administration reserves the right to decide what abuse is. All parking pass vehicles are subject to unannounced search.

- All parking is limited to the lot on the Automotive/Diesel side of the Career Center.
- Permit tags must be displayed on the rear-view mirror of the vehicle.
- Students may not operate or go to their vehicles during the day unless the student has the approval from their Instructor and is accompanied by a staff member.
- Cars must yield to buses on school grounds. No private vehicles carrying passengers have access to the driveway directly in front of the school entrance during school bus student drop-off and pick-up time periods.
- Upon arriving in the parking lot, the student is to enter the school immediately via the front entrance of the school. No student is to remain in or near a parked vehicle.
- The posted speed limit of 15 / 25 miles per hour on school property must be observed at all times.
- Private vehicles may not use the school driveway to discharge or pick-up students unless the driver is a parent or guardian of the student. Private vehicles may only discharge or pick up students to the right of the building during school bus drop-off and pick-up.
- **No student is to carry passengers without the approval of the Nurse's office. Such approval may be granted only if both the driver and the passenger present written permission from their parents and sending school administration and are granted a Driving/Riding Permit.**
- Repeated tardiness (four or more) will result in having a driving permit revoked permanently.

- Unsafe driving i.e. speeding may result in a driving permit being revoked permanently.
- Tobacco/alcohol possession in vehicles is prohibited.
- Smoking or the use of e-cigarettes/vape devices in vehicles on school property is prohibited.
- Litter should be disposed of in shop waste containers.
- Violations of these regulations will result in disciplinary action and/or suspension of driving privileges.
- The Career Center is not responsible for theft and/or damage to vehicles parked on school property.
- Students who attended the Career Center last year with a history of excessive tardiness or absences are not eligible for a driving permit. A student may earn the privilege of receiving a driving permit starting the second nine weeks if they improve their attendance status.
- Students who have a permit tag must arrive at the Career Center before or at the same time the buses from their district arrive. Student drivers may lose their driving permit for continually arriving late or too early.
- The first permit tag is issued free. A replacement tag is \$5 for each occurrence.

Drugs – Prescription and Non-prescription

Board Policy 210 - Medications

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Joint Operating Committee policy.

Delivery and Storage of Medications

All medication shall be brought to the Health, Safety & Attendance office (nurse), or the main office if the nurse is not available, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The center shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
3. Methods for safe and environmentally friendly disposal of medications.

4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the center shall require the following:

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if center policies regarding self-administration are violated.

Administration of Medication During Field Trips and Other Center-Sponsored Activities

The Joint Operating Committee directs planning for field trips and other center-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.

Considerations when planning for administration of medication during field trips and other center-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available.
2. Utilizing a licensed person from the center's substitute list.
3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the center and the individual.
5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

Security procedures shall be established for the handling of medication during field trips and other center-sponsored activities.

Possession and Use of Asthma Inhalers / Epinephrine Auto-Injectors

Definitions

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

Guidelines

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Joint Operating Committee shall require the following:

1. A written request from the parent/guardian that the center complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the center is not responsible for ensuring the medication is taken and relieving the center and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If student is qualified and able to self-administer the medication.

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.

The center reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or epinephrine auto-injector and to self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the competency for self-administration and responsible behavior in use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on center property, at any center-sponsored activity, and during the time spent traveling to and from the center and center-sponsored activities. Students are responsible for the safe storage and possession of their asthma inhaler and/or epinephrine auto injector. Violations of this policy shall result in disciplinary action in accordance with Joint Operating Committee policy.

Prescription/Nonprescription Medications

On occasion, the nurse is asked to administer over-the-counter, nonprescription medication such as Pepto-Bismol, Tylenol or Caladryl. The nurse does keep on hand a limited supply of nonprescription medications which she/he may administer, if the student's emergency form has been signed by the parent/guardian permitting the over-the-counter medication.

Prescription drugs will be self-administered under the supervision of the nurse, should be given to the nurse in the original container with the dosage and time of administration clearly marked. Please do not send prescription drugs in containers other than the original containers. The nurse may not administer medications. Prescription medications should be administered by the sending school nurse when possible.

The nonprescription medications listed below may be administered by the nurse or designee with parent/guardian permission (authorized signature appears on Student Emergency Information form):

- Tylenol/Acetaminophen
- Maalox or Tums
- Cepacol lozenges or cough drop
- Calamine Lotion
- Antibiotic Ointment/Burn gel
- Advil/Ibuprofen
- Benadryl liquid or capsule
- Anbesol
- Dramamine

The emergency medication, Epinephrine auto-injector, may be administered by the nurse when the nurse assesses the student's symptoms as being a life-threatening anaphylactic reaction. The emergency medication, Narcan, may be administered by the nurse or other trained staff at the sign of an overdose. The physician of record has provided the Clarion County Career Center a standing order for the use of ~~this~~ these medications in the event of an emergency.

Food Allergy/Allergy Management

Any food or other allergy of a student must be listed on the student's emergency form along with the student's reaction to the allergen and treatment.

If the medically prescribed treatment is epinephrine, the student will comply with the Student Self-Administration of Emergency Medications & Possession and Use of Epinephrine Auto-injector policies as stated previously. (Per board policy 209)

Prior to admission of a student into the center or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed at the student's school district of residence or by the school nurse at the center, in collaboration with the school district of residence, the student's healthcare provider, the student's parents/guardians, district or center nutrition staff, the student, if appropriate, and any other appropriate persons.

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during center-sponsored activities which take place while the student is under the center's jurisdiction during or outside of school hours. Medical plans of care shall include a component which provides information to the center nutrition service regarding each student with documented severe or life-threatening food allergies.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.

A complete set of a student's current medical plans of care related to food allergies shall be maintained at the school district of residence and/or at the center by the school nurse. Information or copies of the

different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.

Drug and Alcohol Policy Statement

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

Therefore, it is the Clarion County Career Center's policy to prevent and prohibit the possession, use, sale, distribution or intent to distribute, or mimicry of any drug, as defined herein, on school property, at school sponsored events, on school buses, and en route to and from school or any school sponsored events by any mode of travel.

A student will be determined to be in violation of this policy where they are found to be possessing, using, selling or attempting to sell any substance, product, or paraphernalia prohibited in accordance with this policy. The consequences of the violation of this policy will result in disciplinary action as appropriate and in the sole discretion of the Joint Operating Committee or its designee, up to and including permanent expulsion, as appropriate.

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

A student or any school personnel may contact the administration to report a student.

Personnel are permitted to request a referral for drug or alcohol use by a student. A student suspected of using drugs or alcohol may be referred even though there is no clear evidence or obvious behavior change. A student may volunteer information about personal drug/alcohol use.

Definition of Terms:

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

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

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

Drug – Any alcoholic, malt or intoxicating beverage; any tobacco product or any other product containing nicotine, such as gum, patches, or electronic cigarettes; any controlled substance as defined in the Controlled Substances Act, such as marijuana, cocaine, LSD, or any other substance governed by the Controlled Substance Act; any prescription or non-prescription medication, including all over-the-counter medications, that is taken or possessed in violation of any other Joint Operating Committee policy, or any

other substance which alters the user's mood, including but not limited to paint thinners, glues, and chemical solvents.

Mimicry of any drug – Any product that is designed or used by the student to resemble the use of a drug as defined in this policy, including but not limited to electronic cigarettes of any kind and ordinary items disguised to appear to be a drug as defined in this policy.

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

Physical evidence – Any tangible substance pertinent to the situation

Possession – to have a drug or paraphernalia on one's person, in their personal property, in their locker, or otherwise under their control without being used or distributed at the time

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

School-sponsored events – Shall include, but not be limited to all extra-curricular activities such as field trips, conferences, social activities, etc.

Dual Enrollment

Clarion County Career Center offers dual enrollment opportunities in partnership with Butler County Community College (BC3) through their College Now program. Students must meet the following eligibility criteria:

- GPA: Sophomore 3.25 Junior 3.0 Senior 2.75
- Readiness determination based upon placement tests
- Maintain a C (2.0) or better in each BC3 course

Courses offered are identical to those offered to other BC3 students. Tuition is based upon the tuition rate for Pennsylvania's students not residing in Butler County. Payment of tuition and fees are the responsibility of the student. Students are eligible to take up to 24 postsecondary credits through this program per academic year and no more than 12 credits in one academic semester.

Emergency Forms

Students will not be permitted to work in the shop areas until all emergency forms have been signed by a parent/guardian and returned to the school.

Employability

The Employability Series is an extension of each program by helping to meet the career education in work standards and further prepare each student with the skills necessary to be a valuable employee. Therefore, all twelfth-grade students will be required to attend the review.

English as a Second Language (ESL)

If your child's first language or his spoken language, or the spoken language in the household is other than English, please contact the Career Center for possible related services.

Enrollment Requirements

Residence Requirements:

To be eligible to attend the Career Center, a student must reside in a member school district with his/her parent or legal guardian or be of school age and legally residing on his/her own in a member school district. Students residing in non-member districts must be approved by the Joint Operating Committee and if approved, are assessed a tuition fee calculated annually by the Career Center.

Enrollment Requirements:

Any student enrolling in a Career Center technical program must have completed the ninth grade in his/her member high school or be recommended by the sending district and meet any entrance requirements.

Entering and Exiting the Building

All students are required to enter and exit the building through the main entrance. Any student not complying with this procedure is subject to disciplinary action. This includes all student drivers and all cooperative education students.

Field Trips

All students are expected to attend field trips as part of the program requirements. 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. **Students must have the necessary permission forms completed and turned into their instructor no later than one (1) week prior to the field trip or they will be unable to participate in the field trip.** Students whose sending schools are still in session when they return from a field trip will not be dismissed from the Career Center until the time of their home school dismissal.

Fire and Security Drills / Evacuations

Fire and/or Security drills will be held monthly throughout the school year. Procedures for evacuating the building will be posted in each room and you will be given verbal instruction. Please walk briskly to the exits designated in an orderly manner for an evacuation. Instructions will be given to you to follow in case of other types of emergencies.

Food and Beverages

Students are encouraged to bring empty, reusable water bottles to the Career Center that can be filled at the water bottle fill stations located in various locations of the school. Disposable cups will be available for student use. Students are permitted to bring other food and beverages into the Career Center that are *unopened*. The student will be directed to dispose of any unauthorized food and/or beverage.

Fundraisers

Students are NOT permitted to sell Career Center fundraiser items at their home schools during the instructional school day. This will avoid interruptions to the curriculum.

Grading and Progress Reports

The Career Center uses the Jupiter Ed system to record the students' daily performance and grades. Both the student and parent/guardian will be given a form with a unique username and password for the parent/guardian to access the student's grades on Jupiter Ed, which is an application accessible through the internet.

Grades are reported to the sending high school to be included in the student's regular report card, and in the quality point average or GPA.

Instructors at the Career Center evaluate the individual progress of students according to the following grading system:

Advanced	93-100%
Proficient	86-92%
Basic	76-85%
Below Basic	70-75%
Needs Remediation	0-69%
Incomplete	I

Makeup work is required whenever a student is absent. Students must ask the instructor for makeup work when returning from an absence; this work will be graded by the instructor.

The student's final grade for the year will be the average of his/her four nine-week grading periods (percentage). The students must attain 70% to be promoted to the next program level.

Incomplete or "I" grades may be ~~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. Failure to do so will result in the grade becoming an automatic "0." 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 Director of Student Services.

An unsatisfactory progress report will be issued midpoint in each nine-week grading period to parents, the Director, home school principal, and sending school counselors for each student who is doing below average work. An unsatisfactory progress report is an indication that the student is in danger of receiving a failing grade for the next report period if his/her work does not improve.

The Career Center's Director of Student Services will discuss the unsatisfactory progress reports with the students and will schedule a parent conference, if needed.

Hall Passes

While classes are in session, students should only be in the halls to run an errand, go to the restroom, or for some other authorized reason. Students are expected to walk through the halls quietly and in an orderly manner. If a student is in the hall without a hall pass or in an area not designated by the pass, he/she will face disciplinary action.

Injury or Illness

All accidents should be reported to the instructor immediately. The instructor will then refer the student to the nurse's office for first aid. Under no circumstances should a student leave the building for home, the hospital or a doctor's office without permission from the office.

Internet – Acceptable Use

***Refer to Board Policy #815 Acceptable Use of Internet, Computers and Network Resources**

The Joint Operating Committee supports the use of the Internet and other computer networks in the Career Center's instructional programs in order to facilitate learning and teaching through interpersonal communications access to information, research and collaboration.

The use of network facilities shall be consistent with the curriculum adopted by the Career Center as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The electronic information available to students and staff does not imply endorsement of the content by the Career Center, nor does the Career Center guarantee the accuracy of information received on the Internet. The Career Center 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.

The Career Center shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The Career Center reserves the right to log Internet use while respecting the privacy rights of both Career Center users and outside users.

The Joint Operating Committee establishes that use of the Internet is a privilege, not a right. Inappropriate unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

The Career Center shall make every effort to ensure that this educational resource is used responsibly by students and staff.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user at the Career Center and on the Internet.

The Director shall have the authority to determine what inappropriate use is, and his/her decision is final.

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with Career Center policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

- Use of the Internet to facilitate illegal activity
- Use of the Internet for commercial or for-profit purposes
- Use of the Internet for non-work or non-school related work
- Use of the Internet for product advertisement or political lobbying
- Use of the Internet for hate mail, discriminatory remarks, and offensive or inflammatory communication
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
- Use of the Internet to access obscene or pornographic material
- Use of inappropriate language or profanity on the Internet.
- Use of the Internet to transmit material likely to be offensive or objectionable to recipients.

- Use of the Internet to intentionally obtain or modify files, passwords and data belonging to other users.
- Impersonation of another user, anonymity and pseudonyms.
- Use of Internet facilities for fraudulent copying, communications or modification of materials in violation of copyright laws.
- Loading or use of unauthorized games, programs, files or other electronic media.
- Use of the Internet to disrupt the work of other users.
- Destruction, modification or abuse of Internet hardware and software.
- Quoting personal communications in a public forum without the original author's prior consent.
- Bypass the Career Center's firewalls, filters, and network restrictions.

The student and parent/guardian will sign and return a Computer/Internet Security Agreement before the student will be allowed access to the Internet.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or Career Center files. To protect the integrity of the system, the following guidelines shall be followed:

- Employees and students shall not reveal their passwords to another individual.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Safety

To the greatest extent possible, users of the Internet will be protected from harassment or unwanted or unsolicited communication. Any Internet user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Internet users shall not reveal personal addresses or telephone numbers to other users on the Internet. Access to the Internet at the Career Center is filtered by a CIPA compliant network appliance. Websites deemed objectionable are not accessible to users.

Consequence of Inappropriate Behavior

The Internet user shall be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts. Illegal use of the Internet; intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulation of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Social Networking

Responsible Use of Social Networking

The Career Center recognizes that social networking plays a role in the lives of many of our students; however, social networking is not without its risks. The Career Center has established a policy to assist students in navigating the fast-changing landscape of the internet, blogging and social networking sites. Students are not restricted from writing blogs and using social networking sites on their own time, outside of the school day. However, students are not permitted to access these sites during class time or through the Career Center's network resources.

When blogging or using social networking sites, students must not engage in activities in violation of the Career Center's Acceptable Use, Unlawful Harassment, or any other Career Center policies. Students are strictly prohibited from sharing any confidential information through social networking, including curriculum, exams, financial information, strategic plans and client information. When blogging or social networking, students who identify themselves as students of the Career Center should conspicuously state that their opinions and comments are their own and they are not the opinion of the Career Center, a specific example of this language is provided in the Career Center's Social Networking Policy.

Students should be aware that they will soon be professionals and should consider the impact of social networking activities on their future job opportunities. Students should review all photos taken of them and placed on social networking sites in order to determine if they are appropriate. Students should also review all comments posted on their blog or social networking profiles for appropriateness. Students should avoid posting when they are angry or passionate about a subject and should wait until they calm down if they are going to reply or post on any blog or social networking page. Posts and pictures should be placed online with care, as one cannot be sure how the post or photograph will reappear in the future or be used by another person. As a general guideline, students should not post anything that they would not want to see on a billboard or read in a newspaper.

Privacy settings are not fool-proof. Even with privacy settings turned on, search engines can turn up posts and pictures years after they have been published to the internet and will at times even display "private" photos and sites. Sites such as Google constantly crawl the web and archive websites, allowing them to continue to be viewed even after the information has been removed or the site terminated. Please review the entire Social Networking Policy for additional guidance on the safe use of blogging and social networking sites, including more information on the Career Center's rules governing use of blogging and social networking sites by students.

Social Networking Policy

The Career Center recognizes the importance of Social Networking in personal and professional communications. This policy is intended to assist the student in navigating the fast-changing landscape of the internet, blogging, and social networking sites. This policy is intended to assist the student in making good decisions when communicating and obtaining information online in accordance with Career Center policies. It is the right and duty of Clarion County Career Center to protect itself from unauthorized disclosure of information. Clarion County Career Center social networking policy applies to all students. Students are reminded that they will soon be professionals and should consider the impact of social networking on their future job opportunities. This policy includes rules and guidelines for authorized social networking and personal social networking.

General Provisions

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook or Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries, personal newsletters or discussion forums whether or not they are affiliated with the Clarion County Career Center.

Unless specifically instructed, faculty and students are not authorized to speak on behalf of Clarion County Career Center and/or the Practical Nursing Program. Students may not publicly discuss clients, clinical sites, faculty, staff or any other school related matters, whether confidential or not, outside of the Clarion County Career Center. Clarion County Career Center students are prohibited from disclosing personal information and any other proprietary and nonpublic information to which students have access. Such information includes, but is not limited to, curriculum, exams, financial information and strategic plans.

Personal Blogs and Social Networking Sites

The Clarion County Career Center respects the rights of students to write blogs and use social networking sites and does not want to discourage students from self-publishing and self-expression. Students are expected to follow the guidelines and policies set forth in this Policy, the Acceptable Use Policy, and in any other applicable Career Center policies.

Comments are a major part of the social networking environment; however, students should approve all comments before they appear to ensure appropriateness. This allows the student to delete any spam comments, block inappropriate posts and delete any offensive or frivolous comments. Bloggers and those persons making comments are personally responsible for their commentary on blogs and social networking sites and may be held personally liable for commentary that is professionally inappropriate, considered defamatory, obscene, proprietary or libelous by any offended party, not just the Clarion County Career Center. However, students are responsible for regulating content on their blogs and social networking profiles and may be held responsible for any inappropriate postings made by third parties.

Students cannot use Clarion County Career Center owned equipment, including computers, licensed software or other electronic equipment, nor facilities or school time, to conduct personal blogging or social networking activities.

Under no circumstances shall the use of social networking activities interfere with a student's work obligations. These sites should only be accessed and used during the student's personal time. Students are not permitted to access blogs or social networking sites during the school day without the express permission of a Career Center representative. Students cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against other students, faculty or anyone associated with or doing business with Clarion County Career Center.

Students should both exercise care in the photos of themselves that they post to blogs or social networking sites. Students should only share pictures that they would be comfortable being viewed by the parents of Career Center students or their employer. Students should check pictures posted by their friends to ensure that a search for the student's name does not bring up images that they themselves did not post. Students should also recognize these same issues and be aware that once photos are online, they are there forever. Students should exercise care in posting photos online, as one cannot be sure how the photo will reappear in the future or be used by another person.

Associating Yourself with the Career Center

If you choose to identify yourself as a Clarion County Career Center student, please understand that some readers may view you as a spokesperson for the Career Center. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of Clarion County Career Center. Students may use language similar to the language provided in this section for employees. Employees who write about political, social, cultural, or education-related matters should conspicuously include a disclaimer on their site that provides as follows: *"The views expressed in [webpage, blog, or social media format] are mine alone and do not necessarily reflect the views of the Clarion County Career Center."* Students should be aware that parents and community members may view their blogs and/or social networking profiles; therefore, the employee should be cautious when placing the details of their personal life on any internet site. Under no circumstances shall employees use the Career Center's name to promote or endorse any product, cause, or political party or candidate.

Copyright and Liability

Under no circumstances may a student use the name, trademark or logos of Clarion County Career Center or any business with connection to Clarion County Career Center without the express written consent of the Career Center and/or the associated business. Students are strictly prohibited from posting any privileged or confidential information of, about, owned, or possessed by the Clarion County Career Center including but not limited to any copyrighted information or school issued documents.

Students are strictly prohibited from posting photographs of other students and instructors without the express written consent of the subject(s). Students may not, under any circumstances, post photographs of clients, clinical sites, and persons engaged in clinical practice at the Clarion County Career Center. Students cannot post on personal blogs and social networking sites any advertisements for or photographs of Career Center classes.

All social media users are liable for what they post on their own site and on the sites of others. Individual bloggers and social media users have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by law). Students should be aware that the Career Center may conduct web searches in order to determine if the Career Center, its programs, its logo, or other materials prohibited from posting by law or under this policy are being used or referenced in an inappropriate or illegal manner. As a representative of the Career Center, employees should be aware that their postings may be viewed by students and parents. All students should remember that images, posts and comments posted on blogs and social networking sites reflect on you, the Career Center, and the Practical Nursing Program.

Students must respect all copyright laws and must reference or cite all sources as required by law.

Interaction with Students through Social Networking

Career Center employees are prohibited from becoming “friends” with students on social networking sites. Furthermore, employees should not engage students on either the employee’s or the student’s blog or social networking page. Employees may not participate in student social networking group pages or utilize these pages to communicate with students.

Anonymity

Career Center students should be honest about their identity when utilizing social networking sites, utilities and apps. Career Center students should not pretend to be another person while utilizing these sites. Tracking tools enable supposedly anonymous or disguised posts to be traced back to their original authors.

Protect your Identity

While students should be honest about their identity, they should not provide personal information that scam artists or identity thieves could use against them. Do not list your home address, telephone number, work telephone, or e-mail address online. It is a good idea to create a separate e-mail address that is used only with social media sites.

Students and Faculty

Students and faculty are cautioned that they should have no expectation of privacy while using the Internet or while using Clarion County Career Center equipment or facilities for any purpose including authorized blogging. Your postings can be reviewed by anyone, including the administration of the Clarion County Career Center. Clarion County Career Center reserves the right to monitor comments or discussions about the school, its employees and clinical sites posted on the Internet by anyone. Clarion County Career Center

may use blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums and social networking sites. Clarion County Career Center reserves the right to use content management tools to monitor, review or block content on blogs that violate Clarion County Career Center blogging rules and guidelines. Under no circumstances should employees discuss situations involving employee or student discipline on their blog or social networking site.

Compliance with Other Policies

All information published by an employee or student on their blog or social networking sites must comply with the Career Center's Acceptable Use and Personal Conduct Policies, to the fullest extent legally permissible. Further, employees must comply with all confidentiality obligations imposed by law, including HIPAA and FERPA.

Acknowledgement

Students are required to sign a written acknowledgement that they have received, read, understood and agreed to comply with the Clarion County Career Center Social Networking policy and any other related policy.

Report Violations

Clarion County Career Center requests and strongly urges faculty and students to report any violations or possible or perceived violations to a faculty member, computer technician or the Clarion County Career Center's Director.

Internet Violations - Discipline

Clarion County Career Center investigates and responds to all reports of violations of the social networking policy and other related policies. Violations of Clarion County Career Center Social Networking guidelines detailed above, will result in disciplinary action up to and including immediate dismissal. The appropriate discipline to be administered will be determined based on the nature and any exaggerating or extenuating factors present regarding any violation of this or other applicable Career Center policies on any blog or social networking post. The Clarion County Career Center reserves the right to take legal action where necessary against students or faculty who engage in prohibited or unlawful conduct.

Locker Regulations

Lockers are the property of the school district and are not to be assumed a secure area. Bags/backpacks/purses are to be kept in the locker area or designated area per Instructor. No personal, valuable or sentimental property or money should be placed in any unsecured areas. Any monies brought to school as proceeds of a fundraiser should be given to the instructor or taken to the office immediately upon arrival to school.

Use of the locker by the student is on a loan basis. The school may search the student's locker when there is reasonable assumption the student is secreting evidence of an illegal act, or when an alleged emergency exists and shall be done for safety and protection of the student body.

Students may use locks provided by the Career Center. If a student uses a non-school lock, duplicate keys or combinations need to be provided to the instructor. Students are responsible for all issued Career Center equipment and supplies. Students will pay for, or replace, lost or stolen Career Center property. **Student lockers MUST be locked at all times. The Clarion County Career Center is not responsible for any lost or stolen items.**

Lost and Found

Articles that are lost and found may be reported to the office and retrieved in the main office or attendance office. **The Clarion County Career Center is not responsible for any lost or stolen items.**

Mental Health Resource

Clarion County Career Center is working in partnership with Clarion Psychiatric Center to provide a Mental Health Resource Coordinator who will be present one day per week to provide mental health support and resource recommendations for students. Referrals to talk to the Mental Health Resource Coordinator can be made by the student or staff. Parental permission will be obtained prior to appointments.

MTSS – Multi-Tiered System of Support

The Career Center will utilize a MTSS (multi-tiered system of support). The purpose is to provide specific support to struggling students. The goal of MTSS is to intervene early and provide individualized support in academics, behaviors, social and emotional needs, and absenteeism. Planning supports will be accomplished through a team approach involving the Instructional staff, Student Services Director, Director of CTE, the student and the parent/guardian. District staff may be asked to participate on the team as well.

NOCTI Exams/Pennsylvania State Skills Certificate

All senior students that are eligible to test, will participate in the NOCTI written pre-test and written and hands-on performance job-readiness post-test. Those meeting the scoring requirements of Advanced or Competent will be issued a Skills Certificate from the Commonwealth of Pennsylvania.

Nurse

The services of the school nurse are an important part of the total educational program in our school. First aid services are an important part of the work and are necessary because of minor injuries which occur and because of unexpected illnesses which affect our pupils. The nurse's office is for students who become ill at school. A student sent to the nurse's office by his/her instructor that is evaluated as being too ill to attend class is sent home. Parents are expected to provide a phone number where someone can be reached to provide transportation for an ill child. A child will not be excused to go home because of an illness unless the parent or designated person is contacted.

Parents/guardians are required to inform and update the nurse as well as the Instructor of all health-related issues, such as allergies and illnesses as they occur through the school year.

Dr. Janice Kenneson, D.O. is the school physician of record.

Parent / Student Conferences

Students and parents are encouraged to seek the assistance of Instructors, Director of Student Services or the Director whenever they feel it is appropriate. Conferences may be arranged in advance by phoning the school at 814-226-4391.

Peer Mentoring Program

The mission of the Peer Mentoring Program is to ease the transition by providing a mentor group to build relationships with accomplished students who will provide support and guidance, resulting in increased engagement translating into greater success socially and academically.

Goals/Outcomes:

The Peer Mentoring Program will provide students with strong mentor relationships that will positively influence their success at the Career Center.

The Peer Mentoring Program will increase inclusivity of students in each CTE program.

The Peer Mentoring Program will improve student retention at the Career Center.

The Peer Mentoring Program will increase student enrollment

Overview:

A diverse group of accomplished mentors is created from staff recommendations and provided with expectations and responsibilities in the role as a mentor.

Mentees are referred to the program through staff recommendations and self-referrals. Monthly meetings to focus on adjustment to the Career Center/CTE program and address individual needs within the program with a focus on identified topics. The meetings will provide a safe and welcoming place for student to provide support and encouragement.

The mentor will serve as a contact for the mentee in between scheduled meetings.

Pesticide Treatment

The Career Center will only apply pesticides in accordance with the regulations put forth by Act 36 (2002). Applications will occur primarily during non-school hours/days such as on weekends and/or school breaks. You may request to be notified of any emergency pesticide usage by submitting a letter to the Career Center.

Placement Service

The Clarion County Career Center provides placement assistance for all current students and graduates. All school staff members take part in placement activities by assessing individuals for employment, making recommendations to employers, seeking out jobs and helping students to make employment decisions.

Professional Adult/Student Boundaries - Board Policy 824

Last Revised
December 22, 2020

Authority

This policy applies to center employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on center grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include center students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with center students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Joint Operating Committee directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Joint Operating Committee policies, administrative regulations, rules and procedures.

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the center or to interfere with participation in civic, religious or other outside organizations that include center students.

Definition

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, center administration or other purposes within the scope of the adult's assigned job duties.

Delegation of Responsibility

The Administrative Director or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Joint Operating Committee policy through employee and student handbooks, posting on the center website, and by other appropriate methods.

The building administrator or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Guidelines

Independent contractors doing business with the center shall ensure that their employees who have interaction with students or are present on center grounds are informed of the provisions of this policy.

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships -

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the center, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions -

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building administrator.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building administrator.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building administrator.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their

- personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
 18. Engaging in harassing or discriminatory conduct prohibited by other center policies or by state or federal law and regulations.

Electronic Communications -

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, center-provided email or other center-provided communication devices or platforms shall be used when communicating electronically with students. The use of center-provided email or other center-provided communication devices or platforms shall be in accordance with center policies and procedures.

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building administrator. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the center for this purpose, without the prior written approval of the building administrator.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through non-school-related civic, religious, athletic, scouting or other organizations and programs whose participants may include center students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles. However, adults are strongly encouraged

to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building administrator or Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, center staff shall promptly notify the building administrator.

All center employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Joint Operating Committee policy.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Administrative Director, Title IX Coordinator and his/her immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.

If the Administrative Director or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Administrative Director or designee shall make a report, in accordance with applicable law, regulations and Joint Operating Committee policy.

It is a violation of Joint Operating Committee policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.

Investigation

The Title IX Coordinator shall promptly assess and address allegations of inappropriate conduct in accordance with the procedures for reports of discrimination or Title IX sexual harassment.

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the person making the report or any witnesses. If as the result of an investigation any individual, including the reported adult, the person making the report, or a witness is found to have knowingly provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and Joint Operating Committee policies. Obstruction includes, but is not limited to, violation of “no contact” orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

Disciplinary Action

A center employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable center disciplinary policies and procedures.

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in the center for an appropriate period of time or permanently, as determined by the Administrative Director or designee.

Training

The center shall provide training with respect to the provisions of this policy to current and new center employees, volunteers and student teachers subject to this policy.

The center, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

Restrooms

A student must have a hall pass going to or from the restroom. Students should primarily use restrooms located in their program area, if provided. Students are encouraged to help keep the restrooms clean. Smoking/vaping and/or loitering is not permitted. If a student is ill, he/she should not remain in the restroom, but should inform the program instructor and report to the Nurse's office for assistance.

Returned Check Fee

A fee of \$38 will be charged to the student for any check(s) from the student or parent/guardian that is returned by the bank to CCCC.

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 program by your instructor. Some general safety rules for all to follow:

1. Students must pass a safety test and have permission to operate tools or equipment.
2. The student is to be familiar with the emergency exit from the shop area.
3. The wearing of rings or other jewelry and loose-fitting clothing/hoodies is prohibited in the shop area.
4. Personal protective equipment, protective clothing and shoes, as required, are to be worn in the shop area.
5. Approved safety glasses **must** be worn at all times in the shop area. Automotive Technology, Diesel Technology, Construction Technology and Welding & Fabrication shop areas require safety glasses at ALL TIMES! Visitors into the area **must** have safety glasses on for their protection.
6. Ear protection is to be worn, per program requirements, in Automotive, Construction, Diesel, and Welding by students, staff and visitors.
7. The shop must be kept clean at all times. Keep traffic areas clean and clear of debris. All spills are to be immediately cleaned up.
8. **Bullying, horseplay or fighting is prohibited. Violators will be subject to the discipline code.**
9. Always use good body mechanics. Bend your knees and keep back straight when lifting.
10. Ask for assistance for heavy lifting or moving heavy objects.
11. Do not remove or tamper with any approved safety device on machines. Do not remove or tamper with fire extinguishers or other safety materials.
12. Immediately report all accidents to your Instructor.
13. Violation of any safety regulation should be immediately reported to your Instructor.
14. Students must be in good health to function in the shop. Any student or visitor under the influence of drugs or alcohol will be referred to the Director or designee for action.
15. Students are expected to follow additional safety rules specific to the program/shop.

Students who do not follow safety requirements will be subject to consequences per the discipline code.

Threat Assessment/School Safety & Security

Clarion County Career Center has a Threat Assessment/School Safety & Security Team whose purpose is to evaluate and investigate, on a case-by-case basis, whether situations, actions, and behaviors could result in a significant risk to the health and safety of individuals within a school community. Determinations will be based on reasonable judgment relying on the best available objective evidence to determine the nature, duration, and severity of the risk; the probability that potential injury will occur; and whether reasonable modifications of policies, practices, or procedures could mitigate the risk.

Students, parents/guardians, and staff are encouraged to report concerns to the Director, a trusted adult, or through the Safe2Say Something Program

- By submitting an anonymous tip online at <https://www.safe2saypa.org/>
- By calling 1-844-SAF2SAY (1-844-723-2729)
- By submitting a tip using the Safe2Say app on a mobile device

***All reports of concern will be kept confidential.**

Examples of At-Risk Behaviors to Report

- Communication or behavior that suggests a person may intend to harm themselves or someone else
 - Expressed verbally, in writing, on social media, electronically, gestures, or acts
- Behavior that is not typical for the person or situation and causes concern for the safety of those involved
 - Stalking
 - Fixation with weapons or violence, hate groups, terrorism
- Behavior or statements that are threatening, unusual or bizarre behavior that causes a person to fear injury or harm
 - Physical or verbal intimidation
 - Gestures that cause fear
- Statements, writings, drawings of plans to cause harm to another person or group of people
- Physical violence towards a person or property
- Direct or indirect threats of violence
- Bullying that continues after interventions by administration to stop the behavior

Examples of Information to Include with Report

- Details of the concern being reported
- Name of the individual(s) involved
 - Location of the individual(s) involved
- Behaviors, verbal and/or written statements of threats of violence
- Weapons involved
 - Where weapon was last seen/location of the weapon
 - Are the weapons secure

Search / Seizure

Plain view inspections may routinely take place of any vehicle on school property.

Searches are conducted on a basis of reasonable suspicion. Searches may be conducted without notice. All vehicles may be subject to search. If a properly conducted search yields results that so warrant, such findings shall be turned over to proper authorities for ultimate disposition.

The Joint Operating Committee acknowledges that, although students have a lower expectation of privacy in the school environment, the school district's interests must be balanced by the right of students to be free from unreasonable searches and seizures.

It shall be the policy of the JOC that school officials may lawfully search students or their belongings, including but not limited to lockers, automobiles, electronic devices, purses, backpacks, clothing and other possessions, without a warrant if: (1) there is reasonable suspicion there is a threat to the health, safety or welfare of the student or the school population; (2) if necessary to preserve evidence of a crime or of a violation of the code of student conduct; or (3) to preserve or obtain contraband. This policy applies whenever students and/or their belongings are in school, on school property, attending school-sponsored functions, or otherwise under school supervision whether on or off school property. Searches must comply with applicable law in their inception, scope and otherwise. No school employee or official has any power or authority to deviate from this policy.

Under no circumstances shall a school employee conduct a search that requires a student to remove primary clothing or undergarments. If a reasonable suspicion exists that could warrant a search involving the removal of a student's primary clothing or undergarments, the Director or his designee shall immediately contact the appropriate law enforcement agency which can determine whether or not to conduct such a search. This policy does not prevent the school official from requiring students to remove coats, jackets, sweatshirts or sweaters, other outerwear, belts, hats, shoes, socks or similar items.

Signatures on Required Forms

All forms must be signed by the parent/guardian of the Career Center student. The exception to this is for students over 18 that can provide proof of independence from a court document or not living at home under the support of their parent/guardian and showing rental receipts and whoever covers their medical needs.

Student Assistance Program (SAP)

A SAP team is made up of home school and community agency staff and is to help parents and students gain access to school and community services. If a student shows signs such as withdrawing from family, defying authority, acting aggressively, declining grades or experimenting with drugs or alcohol, the student may be referred to the Career Center's SAP team or their home school SAP team by the parents or instructor. The SAP team will not become involved unless there is parental permission.

Once the parents give permission, the team will begin to work with and support the student. The team does not diagnose or treat; it only provides the parents with information. The information may include services and activities in school and/or from a community agency. The team will stay in touch with the parents to talk about the student's progress. The goal is to help the student succeed in school.

If a parent feels their child may need help they can place a call *to their child's home school* and ask to speak to a member of the SAP team. For more information, please go to www.sap.state.pa.us.

Student Health Records (HIPAA)

The following information is provided to notify you of your rights and privileges under the Privacy Rule and Security Rule of the Health Insurance Portability and Accountability Act (HIPAA), a federal law which protects the confidentiality of student medical records information by limiting their disclosure. HIPAA guarantees new rights to parents or guardians of students as patients by imposing new restrictions on healthcare providers and those who maintain health information.

The Clarion County Career Center is considered a "covered entity" because they have access to, use, and store medical information and protected health information about students as part of the student records (FERPA) and NOT as a healthcare provider or those that maintain health information for healthcare providers. Districts collect medical information on students. HIPAA does not apply to FERPA (Family

Educational Rights and Privacy Act) records. The center must:

- Identify and train a privacy officer
- Adopt and document privacy policies and procedures
- Train all staff members
- Provide safeguards for information
- Notify parents and students of their privacy rights
- Investigate complaints from students and parents or guardians about privacy matters
- Act against complaints
- Devise and implement an office plan for security
- Maintain continual quality control on implementation of policies, procedures and security measures

If you feel the Clarion County Career Center is not complying with HIPAA or not guaranteeing your rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the ACT at this address: U.S. Department of Human Services, Office Inspector General – HIPAA Hotline, 330 Independence Avenue, Washington DC 20201 or Hotline – 800-447-8477.

Student Insurance

Technical schools have excellent safety records and the administration of the Career Center wants to maintain the same high standards of safety. However, the potential for accidents is much higher in technical schools because of sophisticated industrial type equipment in the programs. For the protection of students and their parents against the incurring of sizeable hospital bills in the event of an accident, it is strongly recommended that every student purchase some form of health and accident insurance. First preference would be to participate in your home school student insurance plan and second preference would be your individual home family plan. A student should not be denied participation in a class program because of no insurance.

Student Rights and Responsibilities

Free education and attendance:

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

Student responsibilities:

- Attend school regularly and be on time for classes and other school functions
- Put forth conscientious effort in school work
- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them
- Express their ideas and opinions in a respectful manner so as not to offend or slander others
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property
- Develop a climate within the school that is conducive to wholesome learning and living
- Respect the rights of teachers, students, administrators and all others, regardless of race, color, ethnic origin, religion, age, sex, marital status, sexual preference, disadvantaged or non-relevant handicaps and disabilities, who are involved in the educational process and not interfere with the education of others

- Assume that until a rule is waived, altered or repealed in writing, it is in effect
- Dress and groom themselves to meet fair standards of safety and health and not to cause substantial disruption to the educational processes
- Assist the school staff in operating a safe school for all students
- Be aware of and comply with state and local laws
- Exercise proper care when using public facilities and equipment
- Make all necessary arrangements for making up work missed when absent from school
- Avoid active or passive discrimination against another student or group of students because of race, color, national origin, religion, age, sex, marital status, sexual orientation, creed, ancestry, disadvantages or non-relevant handicaps and disabilities

Student Records Policy (FERPA)

The Clarion County Career Center has developed policies on pupil records consistent with the Family Educational Rights and Privacy Act of 1974 (FERPA). ***A detailed information sheet can be obtained in the Student Services office of the school.***

This policy states that parents of students or eligible students have the right to:

1. Inspect and review the student's education records within 45 days of the day the Career Center receives a request for access.
2. Request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
3. Consent to disclosures or personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. File a complaint with the U.S. Department of Education concerning alleged failures by the Clarion County Career Center to comply with the requirements of FERPA.

FERPA Law <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The types of records kept by the Career Center include:

Category A – The minimum personal data necessary for the operation of the school (name, address, parents/guardian, etc.).

Category B – This is verified information of clear importance, but not essential to the operation of the school (test scores, health data, systematic observations and reports).

Category C – Potentially or temporarily useful information that is not yet verified, nor clearly needed beyond the present for the education of the student (unevaluated reports from teachers or counselors).

Directory information – Basic information about the student such as name, address, course of study, awards, etc. Any complaints or changes requested to student records can be made to the Director of Student Services, who can be reached at 814-226-4391, Ext 137.

Access to Juniors/Seniors Information

Both federal and state law require that school districts provide military recruiters access to secondary school students the same as they provide this information to post-secondary institutions or to prospective employers. To ensure we are in compliance with the collective laws, the Career Center is required to provide names, addresses, and telephone listings of junior and senior year students to military recruiters, when requested, unless a parent/guardian has "opted out" of providing such information.

The Parent/Guardian should return the signed acknowledgment form by the end of the first week of school. However, the Parent/Guardian has at least 21 days from distribution of this handbook to make a written request to be excluded from the list before it is made available for release.

Surveillance Cameras

For the safety and protection of the Career Center students, staff, visitors and property, surveillance cameras have been installed in the lobby, hallways, program shop areas, entrances, school perimeter, and parking lots.

Vape Detectors

Vaping has become an epidemic among young people and adults. In an attempt to discourage vaping at the Career Center, which violates school policy, the Career Center has the ability to install vape detectors in areas of concern such as bathrooms and locker rooms. These devices will be moved periodically throughout the school year as needed. These devices monitor air quality for evidence of vaping, smoking, and other inhalants. These devices do not contain cameras or audio recording devices. In the event that one of these devices is activated, an alert will be sent to administration, indicating the time, date, and location of the event. These alerts will be investigated and the discipline code followed for violations of this policy.

Telephones

No student is permitted to use the telephones in the program areas, unless it is part of their curriculum. They must report to the Nurse's Office or Main Office to obtain permission to use a telephone.

Transfer and Withdrawal

If a student wishes to transfer shops or withdraw from the Career Center completely, he/she should report to the Director of Student Services for further information. Appropriate procedures will need to be followed and appropriate forms will need to be completed by any student and parent/guardian making such a request. The sending school and the Career Center Director will make the final decision for transfer/withdrawal.

Uniform & Toolbox Inventory (Auto, Diesel & Construction)

Automotive and Diesel students are provided four uniform sets at the start of the school year. **A \$50.00 refundable deposit is due from the Automotive and Diesel student within one week of the start of school.** Students are responsible for the replacement cost of missing or damaged tools and uniforms. At the end of the year, an inventory of the uniforms and tools will be completed. The \$50 deposit will be returned in total, at the end of the year, less any replacement costs, if applicable. If a student owes an amount greater than the \$50 deposit, the student and parent/guardian will be notified of the remaining balance in writing. The uniform service company will clean and repair the uniforms on a weekly basis.

The necessary tools/toolbox are assigned to Diesel, Auto, and Construction students to complete work in their shops. Students and parents/guardians will sign an agreement listing the uniforms and tools the student is responsible for using during the school year. At the halfway point and at the end of the school year, an inventory of each student's uniforms and tools will be completed to ensure no missing or damaged items. Students must reimburse the school for the cost of any missing tools or uniforms.

Students who withdraw from the Career Center, prior to the end of the school year, must have an **immediate inventory** of all uniforms and tools.

When a student owes money for shirts, uniforms, tools, etc. or other privileges at the Career Center, the parent/guardian will be notified by phone and/or letter until the money is paid in full to the Career Center. If necessary, unpaid bills will be turned over to the local magistrate.

Visitors

Parents, guardians and former students are welcome to visit the Career Center provided that they make an appointment with the person they want to meet. Depending on the instructional schedule for that person, permission may be given or may be denied. All visitors and guests, including former students and graduates, must enter through the visitor entrance and register at the Main Office by presenting a driver's license or a valid photo ID to be registered into the Hall Pass system.

The Director has the overall responsibility and authority to regulate the admission of visitors and oversee their conduct while in the school or on school property. The Director also has the authority to grant or deny a visitor's request to enter the school. Such a decision should be reasonable and consistent with both the needs of the school, its safety and the right of the public to visit the school.

Students and instructional staff are dedicated to learning and should not be interrupted when instruction is taking place. When parents of students, commercial agents, or other members of the general public visit a school building during school hours, those visitors must contact the Director or members of the office staff to make suitable arrangements to see Instructors and/or their students.

Visitors who violate established procedures regarding visits to schools, whose conduct or behavior in the school jeopardizes the safety of any student or staff, who endanger school property or interfere with the programs and activities of the school, are subject to immediate removal from the school property by order of the Director. Such visitors are also subject to arrest and prosecution where the law has been violated.

Warehouse Procedures

Students must ALWAYS be accompanied by a CCCC employee when accessing supplies in the warehouse. No student is permitted to request items from the warehouse without the written permission of their Instructor.