

# Student Expectations Handbook



## 2019 – 2020

Clarion County Career Center  
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[www.clarioncte.org](http://www.clarioncte.org)

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## ***2019-2020 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 closings, clinic, technical student organizations, co-op and job placement. Attendance and student conduct are important responsibilities for everyone. In order to get the most out of your program, you have to be here and on time. The purpose of discipline is to ensure that a safe and conducive environment is provided for all students.

The Clarion County Career Center challenges students to achieve the highest attainable academic, technical and employability skills needed to be successful in a competitive working society.

### **Mission Statement**

The mission of the Clarion County Career Center is to provide a superior hands-on, technical education that promotes core academic skills, teamwork and professionalism which empowers our students to become productive members of an ever-changing global economy. Through the expertise and commitment of our staff, the students will be equipped with the tools necessary to develop a strong work ethic fostering leadership and a commitment to personal growth.

### **Non-Discrimination Policy**

The Clarion County Career Center will not discriminate in its educational programs, activities or employment practices, based on race, 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 the Affirmative Action Officer, Clarion County Career Center, 447 Career Lane, Shippenville, PA 16254, telephone 814-226-4391.

## Administration, Staff and Faculty

### Administration

Director of Career & Technical Education  
Superintendent of Record

Mr. Doug Mays  
Mr. David McDeavitt

### Student Services

Director of Student Services  
Cooperative Education/Job Placement  
Nurse/Health, Safety & Attendance

Mrs. Paula Davis  
Mr. Frank Magagnotti  
Ms. Erin Wadding

### Instructors

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

Mrs. Traci Wildeson  
Mr. Troy Geer (Long-term Sub)  
Mr. Dan Emings  
Mr. Benjamin Black  
Mr. Walter Slywczuk  
Mrs. Bridget O'Brien  
Mr. Randy Shook  
Mr. Terry Clark  
Mr. Chris Richardson  
Mr. Brad Hoover

### Instructional Support

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

Mrs. Kathy Burkhardt  
Mrs. Nancy Campbell  
Mrs. Tonya Horne  
Mrs. Sharyon Lauer  
Mrs. Kelly Schrecengost  
Mrs. Georgie Skinner  
Mrs. Amy Zacherl

### Office

Business Manager  
Receptionist  
Confidential Secretary

Mrs. Tina Bauer  
Mrs. Lisa Carroll  
Mrs. Linda Skelley

### Maintenance

Maintenance Staff  
Part Time Custodian

Mr. Paul 'Bud' Reinsel  
Mr. Shane Wolbert  
Ms. Jennifer Delucia

### Practical Nurse Program

Interim Program Coordinator  
Program Secretary  
Faculty Assistant  
Instructional Staff

Dr. Diana Rupert  
Mrs. Tammy Delp  
Ms. Brenda Switzer  
Ms. Carol Clark  
Mrs. Linda Clymer  
Mrs. Elaine Hook  
Ms. Heather Muhl  
Mrs. Sharon Wolfe  
Mr. Scott Radaker

Part Time Custodian

### Adult Education

Part Time Adult Education Coordinator  
Adult Education Secretary

Mr. Chris Richardson  
Mrs. Lisa Carroll

## **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. A state-approved program for the preparation of practical nurses was established in 1980-81 and remains a key component of the endeavor. The school, recognizing changes in society, changed the official title to the Clarion County Career Center. A major renovation/construction project was started during the 2001-2002 school year and completed the beginning of the 2003-04 school year.

While the Career Center has experienced numerous changes over the more than four decades of its service to the community, one item remains unchanged: its ability to prepare the area's young people and adults for an ever-changing work world and to create employees with a solid work ethic and employability skills.

## **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. For some of you, it will be possible to directly enter the workforce upon graduation. 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 all students with technical education and training through studies, experiences and possibly 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 job marketplace and in their personal lives. Such skills will enable them to better cope with changing workplace requirements and the challenges of lifelong earnings.
- The Career Center will develop model cooperative education, apprenticeship, and job placement programs to facilitate the best possible relationship between the educational and business communities.

## 2019-2020 School Calendar

August 26, 27	In Service
<b>August 28</b>	<b>First day for students</b>
September 2	Off – Labor Day
October 4	Off – ALF
November 28, 29	Off - Thanksgiving Break
December 2	Off – Buck Day
December 3	Act 80 Day – no students
December 23 – January 1	Off – Winter Recess
January 2, 3	Snow Make-up Days
January 6	Classes Resume
January 20	Act 80 Day – no students
February 17	Act 80 Day – no students
March 20	Snow Make-up Day
April 9	Snow Make-up Day
April 10	Off – Spring Break
April 13	Snow Make-up Day
May 25	Off - Memorial Day
<b>June 2</b>	<b>Last day for students</b>
June 3	In Service

(Calendar subject to change, due to unforeseen circumstances)

### 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:

#### General Guidelines

Students are required to have an absence excuse signed by a parent/guardian 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 days missed. Students will have the opportunity to make up their daily grade. Failure to make up work will result in a zero.

***Students cannot make up work for an unexcused absence; therefore, the student is to be assigned a zero (0) for his/her daily grade.***

The attendance officer will contact the parents when a student is given an unexcused absence.

After an absence of three days (consecutive or nonconsecutive), the attendance officer will investigate and review the situation. On the fifth day of absence, a letter will be sent to the parent, sending school principal and counselor. Parents will also receive a telephone call from the attendance officer. A conference may be requested with the student and/or parents. Unexcused absences of ten may result in suspension 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.

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.

## Leaving School Grounds

Students are not permitted to leave the building during school hours unless they have received prior permission from the attendance 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 Safety/Attendance Office.
2. The student must turn in the note at the Attendance office before going to class.
3. The student must notify their Instructor when they will be leaving and confirm they turned in the note to the Attendance office.
4. Students are NOT to be dismissed until the Instructor is contacted by the Attendance Officer or Main Office staff.
5. **The person picking up the student MUST be designated on the student's emergency form AND come into the Main Office and sign out the student (including when the pickup is at normal dismissal times).**

Students need to report to the safety and 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.

## Unexcused Absences

When a student accumulates three (3) or more days of unexcused absences, a legal written notice will be sent to the parent or 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 and an educational service contract could be negotiated at the discretion of the Director.

## Excessive Absences

Once a student accumulates twelve (12) days of absence in a school year, parents or 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 will no longer be accepted. A failure to provide a medical doctor's excuse for absences beyond twelve (12) days will result in those absences being recorded as unexcused. For a student of school age, unexcused absences will result in appropriate action taken by the school district in compliance with the compulsory attendance provisions of school law.

Students accumulating twelve (12) days of absence in a school year may be required to join into an education service contract with the Director in order to remain at the Career Center. Non-compliance with the attendance contract may result in the student's return 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.

## 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. These assignments will be graded as a part of the regular curriculum.

## Achievements / Recognitions / Scholarships / Awards

### Incentives

Various incentive programs and awards recognizing academic achievement and high attendance 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 designed to the individual technical shops 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 in either the 11th or 12th grade and have a minimum of two years at CCCC.
- 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 student is a junior, and 93% if 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, shop 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.

### **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.

### **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.

### **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 at the Clarion County Career Center are invited to join the Skills USA clubs at the school. Students must maintain a 90% attendance in order to participate in Skills USA activities.

Skills USA—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 Skills USA, a national student organization that serves students enrolled in career & technical education training programs. Students may compete at the local, district and state level.

### **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.

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, to foster respect and dignity of work, and to assist students to develop realistic career goals. All presidents and vice presidents must maintain academic and discipline standards. Each student may have no more than one discipline report and passing grades the entire stay 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 shop at all functions concerning safety

#### *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 or had any type of discipline suspension may be asked to resign from office. New officers can 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 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.

#### **Mary Kay Hartle Memorial Award for Most Outstanding Senior**

- Maintenance of 95% attendance each year for three years – no unexcused absences
- Involvement or competition with Student Congress at some point during the three years
- Grade point average over three years of minimum of 3.5
- Member of the National Technical Honor Society

If no student meets all four guidelines, criteria will be eliminated from the bottom of the above list then upwards. If more than one qualifies, a student essay may be used. Topics could be about leadership and/or community service. Students may also be asked to provide a current resume. Outside individuals may be used for an interview and to make the final selection. The group may look for leadership qualities, active involvement in the community and the student's future plans.

#### **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.

#### **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

### **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.

### **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.

Career Center students will be expected to dress appropriately for school. The administration and staff have the right to decide what is appropriate. Any student who arrives at school inappropriately dressed, or failing to exhibit acceptable hygiene practices will be sent to the office for disciplinary action.

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

Students are expected to exercise prudent judgment in the selection of appropriate attire for school. Paramount to proper dress is good personal hygiene. All students are expected and must come to school clean and well groomed. Like all aspects of our educational program, the dress code that follows is meant to be a learning experience that will prepare our students to be contributing and productive members of society. Personal hygiene, proper dress and a good education can lead to success.

### **Asbestos Management Plan**

The Clarion County Career Center has an asbestos management plan. During our last renovation project all asbestos was removed from our building with the exception of some electrical wiring inside two pieces 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 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 classroom instructors. If a student owes money for tools, etc., the Instructor may choose to take away break privileges until such money is paid.

## **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 of lost or damaged items assigned to you.

## **Cell Phones / Electronics**

The use of cell phones/smartphones and electronic devices in the classroom, for educational purposes only, will be dictated by the individual Instructor. In programs where the Instructor does not permit cell phones/smart phone use, the devices must be turned off 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. 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 and confiscation of the device. **Confiscated devices may require the student's parent or 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 through 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, parents 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 shops 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)

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 judged by the child's physician; scabies – until judged by the child's physician; impetigo – until judged by

the child's physician; pediculosis capitis (lice-scalp) – until judged non-infective by the child's physician; pediculosis corpora (body lice) – until judged non-infective by the child's physician.

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. The exclusion and the reasons prompting it shall be reported to the health authority of the municipality or county in which the school is situated, together with the name and address of the person excluded.

Readmission of pupils showing symptoms: A person may not be readmitted until the School Nurse/Health, Safety and Attendance Officer is satisfied that the condition for which the child was excluded is not communicable or until the child presents a certificate of recovery or non-infectiousness from the physician.

Admission of exposed or isolated pupils: No person who has been absent from school by reason of having had or because of residing on premises where there has been a disease for which isolation is required may be readmitted to school without the permission of the health authorities. The person shall be required to secure permission whether or not there has been a physician in attendance or whether or not isolation has been established in the household.

### **Conduct Code / Discipline**

Discipline is an integral part of teaching and learning. Self-discipline is necessary if the student is to develop good work habits, attitudes and safety judgments as well as meet the technical and social demands of today's world. A wholesome climate for developing self-discipline must be based on a mutual respect for the rights of other students, teachers and administrators. Respect for rights and regular school attendance, conscientious effort in classroom and shop work and compliance with school rules and regulations demonstrate responsibilities.

The goal of the Career Center is to develop positive and constructive student behavior. Discipline is administered to modify behavior, not to punish. Instructors, Instructional Aides, Director of Student Services, Administrators and Psychologists are enlisted to promote preventive and remedial approaches.

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 penalties such as Career Enhancement Class (CEC).

## Discipline Hierarchy

### *Level 1 Offenses*

(1 disciplinary point per infraction – starting at 2<sup>nd</sup> Offense)

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense (or higher)
Possession/Use of restricted items (Items which are disruptive in nature)	Warning	1 days CEC class	Becomes a Level 2 Offense
Minor disruptive behavior	Warning	1 days CEC class	Becomes a Level 2 Offense
Misconduct in the Hallways	Warning	1 days CEC class	Becomes a Level 2 Offense
Failure to follow safety regulations	Warning	1 days CEC class	Becomes a Level 2 Offense
Inappropriate language	Warning	1 days CEC class	Becomes a Level 2 Offense
Public display of affection	Warning	1 days CEC class	Becomes a Level 2 Offense
Defiance/Disrespect	Warning	1 days CEC class	Becomes a Level 2 Offense
Dress code violation	Warning	1 days CEC class	Becomes a Level 2 Offense
Failure to follow directions	Warning	1 days CEC class	Becomes a Level 2 Offense
Safety violations	Warning	1 days CEC class	Becomes a Level 2 Offense
Other (Administrative Use Only)	Warning	1 days CEC 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 1<sup>st</sup> 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. So that progressive discipline can be enforced.

### *Level 2 Discipline Offenses*

(2 disciplinary points per infraction)

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense (or higher)
Repeated (3 or more cumulative) level 1 violations	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Major Insubordination	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Driving to school without permission	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Misconduct on field trips, etc.	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Failure to serve CEC class	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Throwing of non-injurious objects	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Leaving school without permission	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Cheating	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Theft/Stealing (\$50 over, less \$300)	2 Day CEC Class (Notification of Authorities)	3 Days CEC Class (Notification of Authorities)	Becomes a Level 3 Offense (Notification of Authorities)
Theft/Stealing (\$0 - \$50)	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense (Notification of authorities)
Possession of Prescribed or Over the Counter Medications	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Other (Administrative Use Only)	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense

### *Level 3 Discipline Offenses*

(3 disciplinary points per infraction)

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

**Level 4 Discipline Offenses**  
(4 disciplinary points per infraction)

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

**Level 5 Discipline Offenses**

Violation	1 <sup>st</sup> Offense
Possession/use of firearms	Student will be recommended to the Director for expulsion. If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.  (Students will pay the replacement cost for all damaged property)
Possession/use of cutting instruments	Student will be recommended to the Director for expulsion. If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.  (Students will pay the replacement cost for all damaged property)
Threats or bomb scares	Student will be recommended to the Director for expulsion. If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.  (Students will pay the replacement cost for all damaged property)
Unauthorized use of school fire alarm	Student will be recommended to the Director for expulsion. If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.
Possession/under the influence of illegal substances	Student will be recommended to the Director for expulsion. If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.  (Students will pay the replacement cost for all damaged property)

### 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 parking violations would equal two level 2 offenses rather than one level 2 offense and one level 1 offense.

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

- Points will be evaluated at the conclusion of each month. No special considerations will be made.
- Community service may be substituted for discipline points for infractions of levels 1, 2 or 3 only. The student is responsible for arranging the community service with an outside agency and must gain the approval of the Director prior to beginning the service work. (A community service approval form must be filled out and submitted to the Director.) Each 5 hours of community service may be substituted for 1 disciplinary action point up to a maximum of 5 points or 25 community service hours.

### 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 reason for 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 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.

## **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 his/her rights with him/her whenever he/she has 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.

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. The parent/guardian and the student are notified in writing of the reasons for the suspension.
4. Sufficient notice of the time and place of the informal hearing must be given.
5. The District must offer to hold the informal hearing within the first 5 days of suspension.
6. There is a right to question any witnesses present at the hearing.
7. 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.**

## 249. BULLYING/CYBERBULLYING POLICY

**1. Purpose** The Joint Operating Committee is committed to providing a safe, positive learning environment for center 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 Career Center students.

### **2. 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. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyber bullying.

**Cyber bullying** is defined as an aggressive, intentional act carried out by a group or individual, using electronic forms of contact, such as; text messages, picture messages, blogs, web postings, web sites, social networking sites or any form of technology to disseminate disparaging comments, or threats of a student, staff, or administration. The above actions apply to students on school grounds, whether using school property or their own. It would also apply to students off school grounds if the above actions affect the day-to-day operations of the school, or affect a student's, staff or administration's mental health or threaten their sense of security and safety.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

### **3. Authority**

The Joint Operating Committee prohibits all forms of bullying by center students. The Joint Operating Committee encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Joint Operating Committee directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the center's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

### **4. 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.

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 Board.

The administration shall annually provide the following information with the Safe School Report:

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.

#### **5. Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. The policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the center's web site, if available.

#### **Education**

The center may develop and implement bullying prevention and intervention programs. Such programs shall provide center staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

#### **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. Counseling within the school
2. Parental conference
3. Loss of school privileges
4. Transfer to another school building, classroom or school bus
5. Exclusion from school-sponsored activities
6. Detention
7. Suspension
8. Expulsion
9. Recommend counseling/therapy outside of school
10. Referral to law enforcement officials

#### **Sexual Harassment**

The Clarion County Career Center will not condone any written, verbal or physical communication or behavior which constitutes sexual harassment.

Federal and state laws have defined sexual harassment to include (but not limited to) the following: unwelcomed gestures and/or actions; unwelcomed flirtations, advances, or propositions; requests for sexual or social behaviors; leering, patting or touching the person; using sexually descriptive, degrading or offensive words, comments or signals to or about the person's body, the person's love life, sex life or sexual orientation.

Sexual/verbal harassment or abuse includes jokes, name calling, or sexual rumors to a person, with sexual or demeaning implications. Once the reported incidence has been investigated, actions can range from reprimands, participation in a sexual harassment awareness program, suspensions, expulsions and exclusions to class, school activities or school.

#### **Hazing**

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

For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in affiliation with an instructional program.

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

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

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

The Joint Operating Committee does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. Administrators, students, volunteers or school employees shall not plan, permit, direct, encourage, assist or engage in any hazing activity.

The Joint Operating Committee encourages students who have been subjected to hazing to promptly report such incidents to the Director.

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

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

### **Bullying/Harassment/Hazing Complaint Procedure**

When a student believes that she/he has been subject to bullying/harassment/hazing, the student shall promptly report the incident, orally or in writing to the Director. Any acts of retaliation against someone reporting a bullying incident shall be dealt with by Administration.

The Director shall conduct a timely, impartial, thorough and comprehensive investigation of the alleged bullying/harassment/hazing. The Director shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused and others directly involved, as appropriate.

If the investigation results in a substantiated finding of bullying/harassment/hazing, the Director shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the rules of conduct. Additionally, the student may be subject to disciplinary action, up to and including removal from the Career Center.

### **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. 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

Students will participate in co-op return days twice a month. The co-op students are expected to cooperate fully with their shop instructors 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, however the co-op student will reimburse the school \$5.00 to help off-set the cost. 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.
3. If the co-op coordinator decides to give the student the opportunity for the two week co-op trial clinic:
  - a. The student will be interviewed by the co-op coordinator and the list of concerns will be shared with them.
  - b. The student will be told that the list of concerns will be shared with the potential employer. The student must agree to this information being shared with the potential employer in order to proceed with the co-op clinic.

- c. 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 on the employer.
  - d. 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.
4. 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, solve personal problems 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 8:30 a.m. and ends at 11:30 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 2:53 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 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 locker 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.

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: 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 is to be made by the Director. 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 result in suspension.

## **Uniform Requirements by Program**

### **Allied Health**

- Scrub top
- Scrub pants (pants must be hemmed so they do not drag on the ground)
- White uniform shoes or mostly white tennis shoes

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

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

### **Computer Networking**

- Appropriate shop attire

### **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)
- Work shoe or boot (no tennis shoes permitted, steel toes optional)

### **Cosmetology Styling Academy**

- Cosmetologists uniform – royal blue with short sleeves
- All White uniform or tennis 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
- Black leather belt

### **Police Science- For physical training**

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

### **Welding & Fabrication**

- Uniform shirts
- 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 (unless the situation is waived by the Director). The permits must be obtained a **minimum of two days** in advance from the Nurse 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
- 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
- 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 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 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 students. 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.
- Tobacco/alcohol possession in vehicles is prohibited.

- Smoking 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 nurse's office, 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. 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.

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

### **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 not 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 event** – Shall include, but not be limited to all extra-curricular activities such as field trips, conferences, social activities, etc.

### **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 the shop by helping to meet the career education in work standards. 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 NOT permitted to bring food and/or beverages into the Career Center or take food and/or beverages out of the Career Center (unless they have permission from the Director and/or their Instructor). This policy was made to prevent anyone from bringing illegal/alcoholic substances into the building and prevent problems on the buses. 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. Students will be given a form with a unique username and password for the parent/guardian to access their child's grades on Jupiter Ed through the internet.

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

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 legally 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.

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

Incomplete or "I" grades are issued to students who have not completed all assigned work by the end of the reporting period. Any "I" grade for incomplete work must be cleared within 10 days of the end of the grading period. 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.

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.

## 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. In each case, the student must have an official hall pass from the instructor or the office. 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**

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.

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 Policy 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/back packs are to be kept in the locker area. 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.

All students must use locks provided by the Career Center. Locks are provided for student use. If a student uses a non-school lock, duplicate keys or combinations need to be provided to the Nurse's office. Students are responsible for all issued Career Center equipment and supplies. Student 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.**

## NOCTI Exams/Pennsylvania State Skills Certificate

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

This is an average of the percentage grades and designation levels for the NOCTI test. Percentages will vary.

Advanced level	88% to 100%
Competent level	80% to 87%
Basic level	70% to 79%
Below Basic Level	Under 70%

## **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 sicknesses 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.

## **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**

### **Authority**

This policy applies to school (center) employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school (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 school (center) students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with school (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 school (center) or to interfere with participation in civic, religious or other outside organizations that include school (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, school (center) administration or other purposes within the scope of the adult's 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 school (center) website, and by other appropriate methods.

The building principal 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 school (center) shall ensure that their employees who have interaction with students or are present on school (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 school (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 Director.
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 Director.
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 Director.
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 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, tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other school (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, school (center)-provided email or other school (center)-provided communication devices shall be used when communicating electronically with students. The use of school (center)-provided email or other school (center)-provided communication devices shall be in accordance with school (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 copies to the building principal. 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 school (center) for this purpose, without the prior written approval of the Director.

*Exceptions:*

An emergency situation or a legitimate educational reason may justify deviation from 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 circumstances 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 nonschool (center)-related civic, religious, athletic, scouting or other organizations and programs whose participants may include school (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 immediately notify the Administrative Director or other administrator.

All school (center) employees, independent contractors and volunteers who have reasonable cause to suspect that a child is a 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 and his/her immediate supervisor, within fifteen (15) days of 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, Operating Committee policy.

It is a violation of this 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:*

Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of 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 report or any witnesses. If as the result of an investigation any individual, including the reported adult, the reporter, or a witness is found to have intentionally 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 school (center) 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 school (center) employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable school (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 school (center) for an appropriate period of time or permanently, as determined by the Administrative Director or designee.

*Training:*

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

The school (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 and/or loitering is not permitted. If a student is ill, he/she should not remain in the restroom, but should inform the shop instructor and report to the Nurse's office for assistance.

### **Returned Check Fee**

A fee of \$35 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 trade by your teacher.

Some general safety rules for all to follow:

- Do not operate machines unless instructed by the instructor
- Obey warning and danger signs
- Horseplay will not be tolerated in the shop, classroom or halls
- Don't take chances. If you are not sure about what you are supposed to do, ask your instructor
- Avoid wearing loose clothing, flowing neckties, rings and wristwatches around moving machines. Your clothing must fit properly
- All injuries, no matter how slight, must be reported to your instructor. First aid will be given by the Nurse.
- Wear safety glasses and other protective equipment where and when required
- Clarion County Career Center is responsible for your safety; searches will be conducted on reasonable cause

Students who do not follow safety requirements can be placed in career enhancement classes or can be suspended from school.

## **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 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](http://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
- Take action 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 shops. 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 or gender, 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 inaccuracies in student publications and indecent or obscene language
- Avoid active or passive discrimination against another student or group of students because of race, color, ethnic origin, religion, age, sex, marital status, sexual preference, 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. *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 are permitted to inspect and review the educational records of the student. This includes the right to a response from the school to reasonable requests for explanations and interpretations of the records.

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, staffs, visitors and property, surveillance cameras have been installed in the lobby, hallways, some program shop areas and main parking lot.

### **Telephones**

No student is permitted to use the telephones in the shop 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 making such a request. The sending school and the Career Center Director will make final decision for transfer/withdrawal.

### **Uniform & Toolbox Inventory (Auto, Diesel & Construction)**

Automotive and Diesel students are provided five uniform sets at the start of the school year. A \$50.00 service fee for cleaning and maintenance of the uniforms is due from the Automotive and Diesel student by the end of the first week of school. The uniform service company will clean and repair the uniforms on a weekly basis.

The necessary tools/toolbox are assigned to Automotive, Diesel and Construction students to complete work in their shops. Students and parent/guardian 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 nothing is missing. 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.

## 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 register at the Main Office, present a driver's license or a valid photo ID and 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 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 his office staff immediately upon entering the building in order 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, or 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. All individuals are required to sign a receipt for the items they have received.