

# Student Expectations Handbook



## 2025 – 2026

*Clarion County Career Center*  
447 Career Lane  
Shippensburg, PA 16254

814-226-4391  
Fax 814-226-7350

[www.clarioncte.org](http://www.clarioncte.org)

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## ***2025-2026 Student Handbook***

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

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

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

### **Mission Statement**

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

### **Vision Statement**

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

### **Non-Discrimination Policy**

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

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

## **Administration, Staff and Faculty**

### **Administration**

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

Mrs. Traci Wildeson  
Mrs. Paula Davis  
Mr. Michael Hall

### **Student Services**

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

Mrs. Bridget O'Brien  
Mrs. Brandy Girt

### **Instructors**

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

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

### **Instructional Support**

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

Mr. Rodney Burkhardt  
Ms. Sarah Zeigler  
Ms. Angela Redmond  
Mrs. Jennifer Maher  
Mrs. Kelly Schrecengost  
Mrs. Amy Zacherl

### **Office**

Business Manager  
Receptionist  
Confidential Secretary

Mrs. Karen Hughes  
Mrs. Sunnie Bracken  
Ms. Carol Bell

### **Maintenance**

Building & Grounds Supervisor  
Maintenance/Custodian  
Part Time Custodian

Mr. Shane Wolbert  
Mr. Tim Parkes  
Mr. Zachary Tancrell

### **Adult Education**

Part Time Adult Education Coordinator  
Adult Education Secretary

Mrs. Bridget O'Brien  
Mrs. Sunnie Bracken

## School History

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

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

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

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

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

## Pride and Integrity

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

## School Objectives

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

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

## 22025-2026 School Calendar

|                         |                               |
|-------------------------|-------------------------------|
| August 18, 19           | In Service                    |
| <b>August 20</b>        | <b>First day for students</b> |
| September 1             | Off – Labor Day               |
| October 24              | Off – ALF                     |
| November 3              | Act 80 Day – no students      |
| November 26-28          | Off - Thanksgiving Break      |
| December 1              | Off – Buck Day                |
| December 22 – January 2 | Off – Winter Recess           |
| January 5               | Classes Resume                |
| January 19              | Act 80 Day – no students      |
| February 16             | Act 80 Day – no students      |
| March 13 & 16           | Snow Make-up Days             |
| April 2                 | Snow Make-up Day              |
| April 3 & 6             | Off – Spring Break            |
| May 25                  | Off - Memorial Day            |
| <b>May 28</b>           | <b>Last day for students</b>  |
| May 29                  | In Service                    |

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

### Attendance Expectations

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

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

#### General Guidelines

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

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

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

#### Responding to Truancy

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

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

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

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

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

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

### **Unexcused Absences**

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

### **Excessive Absences**

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

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

### **Tardiness**

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

## Observing Special Religious Holidays

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

## Leaving School Grounds

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

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

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

## School Closing/Delays

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

## Achievements / Recognitions / Scholarships / Awards

### Incentives

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

### National Technical Honor Society (NTHS)

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

- The student must be a Level II or III student and be in 11<sup>th</sup> or 12<sup>th</sup> grade.

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

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

### **Honor Roll**

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

### **Director's List**

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

### **Student of the Quarter**

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

### **Career and Technical Student Organizations**

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

### **HOSA-Future Health Professionals**

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

### **SkillsUSA**

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

## Student Congress

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

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

## Shop Officers

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

### *President*

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

### *Vice President*

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

### *Secretary-Treasurer*

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

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

## Senior Certificates

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

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

### **Michael & Marie Zacherl Outstanding Diesel Technology Student Award**

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

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

- Maintenance of 95% attendance each year for three years
- Involvement with Student Congress or SkillsUSA/HOSA at some point during the student's enrollment at the Career Center

- Grade point average over three years of minimum of 3.5
- Member of the National Technical Honor Society

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

#### **Thomas Burkhardt Rotary Scholarship Award**

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

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

#### **Citizenship Award - Odd Fellows Home of Western PA**

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

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

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

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

These students will receive a certificate and monetary award.

#### **Ron Perry Volunteerism Award**

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

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

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

#### **Ross McGinnis Memorial Endowment Military Service Award**

Awarded to any Clarion County Career Center graduate who enlists in military service by the time of graduation. The first award will be given after the completion of basic training and the second after completion of advanced training.

### **Ethan Legrand Helping Hands Scholarship**

Two scholarships will be awarded to help empower Clarion County Career Center students build successful, fulfilling, and rewarding careers. Students must demonstrate perseverance, compassion, and a strong work ethic. One scholarship is dedicated to a Welding & Fabrication senior and the second is for any senior. To be eligible the student must do the following:

- Complete the formal application
- Write an essay describing career goals, hobbies, personal struggles that have been overcome, plans to work toward goals, and how goals will impact their future

### **Adult/Student Regulation**

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

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

### **Appearance and Hygiene Expectations**

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

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

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

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

### **Asbestos Management Plan**

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

### **Authority**

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

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

### **Automated Alert System (OneCall Now)**

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

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

### **Bullying / Harassment / Hazing**

**Students at the Career Center will treat each other with respect. Any type of bullying/ harassment/ cyberbullying will not be tolerated. Refer to the Policy section of this handbook for policies details.**

### **Cafe**

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

### **Care of School Property**

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

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

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

### **Cell Phones / Electronic Devices**

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

### **Change of Address / Phone Numbers**

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

### **Civility Policy**

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

## Classroom / Shop Policies / Guidelines

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

### Communicable Diseases - Regulations

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

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

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

CDC recommends that individuals with COVID-19 remain at home until at least 24 hours after symptoms are improving AND they have not had a fever (100° F [37.8°C] or less) without the use of fever-reducing medicine.

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 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.

Any child with Pediculosis Capitis (head lice infestation) with nits may be excluded from school. Students will be examined by the school nurse for nits during and after treatment to monitor treatment progress. Cosmetology students are not permitted in the classroom or clinic area with nits per State Board of Cosmetology regulations.

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

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

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

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

Any student with a positive COVID-19 test will follow their physicians' recommendations regarding exclusion from school.

### **Code of Student Conduct / Discipline**

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

Exclusion from the Career Center may take the form of suspension or expulsion.

*"Suspension"* shall mean exclusion from the Career Center for an offense for a period of one to ten school days, after an informal hearing with school officials, the student and the student's parents, in accordance with policies established by the Joint Operating Committee.

*"Expulsion"* shall mean exclusion from the Career Center for an offense for a period exceeding 10 school days and may be permanent expulsion from the Career Center.

\*All in-school suspensions of more than three consecutive days or out-of-school suspensions of more than ten consecutive days and all expulsions require a prior formal hearing. Instructors must maintain records on all incidents in Jupiter Grades.

## 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<br>(Items which are disruptive in nature)                  | Warning                             | 1 days ISS class        | Becomes a Level 2 Offense           |
| Minor disruptive behavior                                                                     | Warning                             | 1 days ISS class        | Becomes a Level 2 Offense           |
| Misconduct in the Hallways                                                                    | Warning                             | 1 days ISS class        | Becomes a Level 2 Offense           |
| Unauthorized use of school property or technology including internet                          | Warning                             | 1 days ISS class        | Becomes a Level 2 Offense           |
| Inappropriate language, statements, or behavior                                               | Warning                             | 1 days ISS class        | Becomes a Level 2 Offense           |
| Public display of affection                                                                   | Warning                             | 1 days ISS class        | Becomes a Level 2 Offense           |
| Minor defiance/Disrespect                                                                     | Warning                             | 1 days ISS class        | Becomes a Level 2 Offense           |
| Dress code violation                                                                          | Warning                             | 1 days ISS class        | Becomes a Level 2 Offense           |
| Failure to follow directions                                                                  | Warning                             | 1 days ISS class        | Becomes a Level 2 Offense           |
| Safety violations or horseplay                                                                | Warning                             | 1 days ISS class        | Becomes a Level 2 Offense           |
| Unauthorized photographing or video recording                                                 | Warning                             | 1 days ISS class        | Becomes a Level 2 Offense           |
| Driving Violations                                                                            | Warning                             | 1 days ISS class        | Becomes a Level 2 Offense           |
| Knowingly making false statements/submitting false information                                | Warning                             | 1 days ISS class        | Becomes a Level 2 Offense           |
| Improper use of tools/equipment without injury                                                | Warning                             | 1 days ISS class        | Becomes a Level 2 Offense           |
| Unauthorized use of a cell phone, video recording, photographing (without posting or sharing) | Warning & Parental Pick-up of Phone | 1 days ISS class        | Becomes a Level 2 Offense           |
| Other<br>(Administrative Use Only)                                                            | Warning                             | 1 days ISS class        | Becomes a Level 2 Offense           |

\*\* A minor level 1 offense is expected to be handled by the shop instructor. Examples of corrective actions for 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 and referred to the Director or Director of Student Services, so that progressive discipline can be enforced.

### ***Level 2 Discipline Offenses***

(2 disciplinary points per infraction)

| Violation                                                            | 1 <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 ISS Class                                                                         | 3 Days ISS Class                                                                         | Becomes a Level 3 Offense                                          |
| Major Insubordination                                                | 2 Day ISS Class                                                                         | 3 Days ISS Class                                                                         | Becomes a Level 3 Offense                                          |
| Misconduct on field trips, etc.                                      | 2 Day ISS Class                                                                         | 3 Days ISS Class                                                                         | Becomes a Level 3 Offense                                          |
| Failure to serve ISS class                                           | 2 Day ISS Class                                                                         | 3 Days ISS Class                                                                         | Becomes a Level 3 Offense                                          |
| Throwing of non-injurious objects                                    | 2 Day ISS Class                                                                         | 3 Days ISS Class                                                                         | Becomes a Level 3 Offense                                          |
| Leaving school without permission                                    | 2 Day ISS Class                                                                         | 3 Days ISS Class                                                                         | Becomes a Level 3 Offense                                          |
| Cheating                                                             | 2 Day ISS Class <u>&amp;</u> Student will receive a zero on the assignment or quiz/test | 3 Days ISS Class <u>&amp;</u> Student will receive a zero on the assignment or quiz/test | Becomes a Level 3 Offense                                          |
| Theft/Stealing (\$50 over, less \$300)                               | 2 Day ISS Class <u>&amp;</u> Notification of Authorities                                | 3 Days ISS Class <u>&amp;</u> Notification of Authorities                                | Becomes a Level 3 Offense <u>&amp;</u> Notification of Authorities |
| Theft/Stealing (\$0 - \$50)                                          | 2 Day ISS Class                                                                         | 3 Days ISS Class                                                                         | Becomes a Level 3 Offense <u>&amp;</u> Notification of authorities |
| Possession of Prescribed or Over the Counter Medications or Nicotine | 2 Day ISS Class                                                                         | 3 Days ISS Class                                                                         | Becomes a Level 3 Offense                                          |
| Forging/signing another person's name to excuse school documents     | 2 Day ISS Class                                                                         | 3 Days ISS Class                                                                         | Becomes a Level 3 Offense                                          |
| Unauthorized photographing or video recording (posting or sharing)   | 2 Day ISS Class                                                                         | 3 Days ISS Class                                                                         | Becomes a Level 3 Offense                                          |
| Improper use of tools/equipment without injury                       | 2 Day ISS Class                                                                         | 3 Days ISS Class                                                                         | Becomes a Level 3 Offense                                          |
| Forging a signature                                                  | 1 day of ISS Class                                                                      | 2 days ISS class                                                                         | Becomes a Level 3 Offense                                          |

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

**Level 3 Discipline Offenses**  
(3 disciplinary points per infraction)

| Violation                                                                               | 1 <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 ISS Class                                                                                                                    | 3 Days OSS                                                                             | 3 Days Suspension <u>&amp;</u> Conference with Parents in Person                                                                             |
| Defacing or destruction of school property/vandalism                                    | 3 Days ISS Class <u>&amp;</u> Student will pay the replacement cost for all damaged property                                        | 3 Days OSS <u>&amp;</u> Student will pay the replacement cost for all damaged property | 5 Days Suspension <u>&amp;</u> Student will pay the replacement cost for all damaged property <u>&amp;</u> Conference with Parents in Person |
| Insubordination/defiance/Extreme Disrespect                                             | 3 Days ISS Class                                                                                                                    | 3 Days OSS                                                                             | 3 Days Suspension <u>&amp;</u> Conference with Parents in Person                                                                             |
| Threatening/intimidation of others                                                      | 3 Days ISS Class                                                                                                                    | 3 Days OSS                                                                             | 10 Days Suspension <u>&amp;</u> Conference with Parents in Person                                                                            |
| Bullying (harassment)                                                                   | 3 Days ISS Class                                                                                                                    | 3 Days OSS                                                                             | 10 Days Suspension <u>&amp;</u> Conference with Parents in Person                                                                            |
| Smoking/Possession of Tobacco, E-Cigarette, Paraphernalia for smoking tobacco or vaping | 3 Days ISS Class <u>&amp;</u> Required participation in the inDepth Program or Smokeless Saturday Program <u>&amp;</u> SAP referral | 3 Days OSS <u>&amp;</u> Referral to district magistrate                                | 3 Days Suspension <u>&amp;</u> Referral to district magistrate <u>&amp;</u> Conference with Parents in Person                                |
| Lewd/Obscene Acts                                                                       | 3 Days ISS Class                                                                                                                    | 3 Days OSS                                                                             | 10 Days Suspension <u>&amp;</u> Conference with Parents in Person                                                                            |
| Theft/Stealing (Above \$300)                                                            | 3 Days ISS Class <u>&amp;</u> Notification of authorities                                                                           | 3 Days OSS <u>&amp;</u> Notification of authorities                                    | 10 Days Suspension <u>&amp;</u> Notification of authorities <u>&amp;</u> recommendation for expulsion                                        |
| Minor altercation/Fighting – Physical altercation without the use of excessive force    | 3 Days ISS Class                                                                                                                    | 3 Days OSS                                                                             | 3 Days Suspension <u>&amp;</u> Conference with Parents in Person                                                                             |
| Improper use of tools/equipment with injury                                             | 3 Days ISS Class                                                                                                                    | 3 Days OSS                                                                             | 3 Days Suspension <u>&amp;</u> Conference with Parents in Person                                                                             |
| Sexual Harassment                                                                       | 3 Days ISS Class                                                                                                                    | 3 Days OSS                                                                             | 3 Days Suspension <u>&amp;</u> Conference with Parents in Person                                                                             |
| Disorderly Conduct                                                                      | 3 Days ISS Class                                                                                                                    | 3 Days OSS                                                                             | 3 Days Suspension <u>&amp;</u> Conference with Parents in Person                                                                             |
| Racial/Ethnic Intimidation                                                              | 3 Days ISS Class                                                                                                                    | 3 Days OSS                                                                             | 3 Days Suspension <u>&amp;</u> Conference with Parents in Person                                                                             |
| Throwing of injurious objects                                                           | 3 Days ISS Class                                                                                                                    | 3 Days OSS                                                                             | 3 Days Suspension <u>&amp;</u> Conference with Parents in Person                                                                             |

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

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

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

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

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

| Violation                                                                       | 1 <sup>st</sup> Offense                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Possession/use of firearms, firecrackers, or other types of weapons, explosives | <p>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.</p> <p>*Students will pay the replacement cost for all damaged property</p> |
| Possession/use of cutting instruments                                           | <p>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.</p> <p>*Students will pay the replacement cost for all damaged property</p> |
| Threats or bomb scares                                                          | <p>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.</p> <p>*Students will pay the replacement cost for all damaged property</p> |
| Unauthorized use of school fire alarm                                           | <p>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.</p>                                                                         |
| Possession/sale/distribution/under the influence of illegal substances          | <p>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.</p>                                                                         |
| Aggravated Assault                                                              | <p>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.</p>                                                                         |

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

### Points Overview

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

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

| <b>STUDENT ACCUMULATES:</b>   | <b>ACTION TAKEN:</b>                                                                                                                                                                                                                                                  |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 or Director of Student Services</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 or 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 or Director of Student Services</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                                                                                                                                                                                                                 |

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

### Summary

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

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

## Dangerous Weapons in the School

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

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

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

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

### **Definitions**

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

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

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

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

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

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

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

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

## Due Process

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

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

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

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

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

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

### **Cosmetology Clinic**

One of the privileges you have, as a Career Center student, is the opportunity to schedule cosmetology services completed by the students in the cosmetology 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 their CTE program, or have a 75% or below cannot participate.

### **Cooperative Education**

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

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

- Maintain at least an 86% or better average in their technical program
- Enrolled a minimum of 315 school days and the co-op experience must be directly related to the specific enrolled curriculum
- Maintain at least a 76% average at their sending school
- Maintain 95% attendance at the Career Center, once the student is out on Co-op
- If the student has previous attendance or grade issues, they will be required to sign a contract stating they can remain in Co-op ONLY if they maintain 95% attendance and/or an 86% grade average
- Must have the recommendation of their program instructor (\*\*Refer to TRIAL CO-OP CLINIC)
- Must have sending school approval
- Must be present for NOCTI review sessions

- Program of Study Task List or Program Task List must be completed or close enough to completion that the student would be able to complete during co-op return days. The decision will be at the discretion of the Director in consultation with the program instructor and Cooperative Education Coordinator.

Students will participate in co-op return days twice a month. The co-op students are expected to cooperate fully with their shop instructors and the cooperative education coordinator on co-op return day. Failure to do so will be cause for termination in the co-op program. Students may be required to return on additional days for NOCTI review, industry certification theory and testing, or completion of the Program of Study Task list.

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

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

### **\*\*Trial Co-op**

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

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

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

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

### **Counseling**

The Career Center is staffed with a Student Services Director who will coordinate the school's program with that of each sending school. The Student Services Director is available to help you make decisions planning your career, discuss problems/concerns with a student, refer to the appropriate resources (SAP, sending school guidance counselor or school psychologist), and supply information concerning employment, career choices and post-secondary education. Appointments for students or parents may be arranged. The Student Services Director will issue the day and time of your appointment. The Student Services Director 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 **student entrance at the front of the school**.

The Career Center's morning session begins at 8:55 a.m. and ends at 11:37 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 or office. Students will be marked tardy if they are not in their instructional areas at the designated arrival time for their sending school.

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

### **Dress Code - Guidelines for Appropriate Dress**

- Clothing will not be suggestive, vulgar or contain obscene and lewd expressions. (i.e. hatred, bigotry, violence, drug abuse, alcohol abuse, pictures of illegal substances, or inappropriate material)
- Any clothing that would expose undergarments, a bare midriff, torso or cleavage or is so revealing that it would call undue attention to the wearer may not be worn. This is a gender-neutral rule and applies to both sexes.
- Shorts may be worn in the shops, where appropriate.
- Pants worn so as to expose the undergarment may not be worn.
- Sunglasses will not be worn in the school building unless medically necessary.
- Uniforms, where required, must be clean, neat and not be worn over street clothes.
- Shoes appropriate to the training program will be worn.
- Spiked jewelry, chains or any jewelry that may cause injury or constitute a hazard is not permitted.
- Personal belongings and outerwear are to be stored in the student lockers during class time.
- Students are not to bring/wear chain wallets to school.
- Any apparel that is judged to be unhealthy/unsanitary/ inappropriate (e.g. clothing that is dirty/gives off foul odor/does not meet guidelines) is not permitted.
- Students are required to follow the dress code for the program in which they enrolled and to wear personal protective equipment as directed by the Instructor.

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

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

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

### **Uniform Requirements by Program**

#### *Allied Health*

Scrub top

Scrub pants (pants must be hemmed so they do not drag on the ground)

Clean tennis shoes or nursing shoes (Crocs are acceptable as long as a strap can be secured around the ankle)

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

As per uniform Service

Leather work shoes (optional steel toe)

*Computer Networking*

Attire appropriate to the profession

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

Program t-shirt

Blue jeans or carpenter pants (without rips and holes) (no shorts)

Hard sole work shoe or boot (no tennis shoes permitted, steel toes optional)

*Cosmetology Styling Academy*

Cosmetologists uniform – royal blue with short sleeves

All white tennis shoes or uniform shoes - no colored decorations

Plain white or black long-sleeved shirt under uniform or plain white or black sweater over top of uniform, if desired

*Culinary Arts & Hospitality*

Chef's coat /shirt

Black chef's hat

Black slacks/pants

Black non-slip shoes and Socks

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

As per uniform service

Leather work shoes (steel toe optional)

*Police Science- For theory portion*

Black blue program shirt

Black military style BDU (Battle Dress Uniform) pants

Black leather belt

Black lace up athletic sneakers

*Police Science- For physical training*

Gray tee shirt and sweatshirt (plain)

Black athletic shorts (for inside training)

Athletic shoes

White ankle socks

Black sweat or running pants (for outside training)

*Welding & Fabrication*

Heavy blue jeans (no rips, tears or frayed areas)

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 leaving by private vehicle must have a driving/riding permit or be in a vehicle operated by a parent or guardian or person designated on the emergency form to

pick-up the student. The permits must be obtained a **minimum of two days** in advance from the Nurse/Health, Safety & Attendance office.

Students are to be dropped off and picked up in the designated area located at the parking lot side of the school.

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

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

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

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

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

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

Abuse of temporary permits will lead to student suspension. The administration reserves the right to decide what abuse is.

All parking pass vehicles are subject to unannounced search.

- All parking is limited to the lot on the Automotive/Diesel side of the Career Center.
- Permit tags must be displayed on the rear-view mirror of the vehicle.
- Students may not operate or go to their vehicles during the day unless the student has the approval from their Instructor and is accompanied by a staff member.
- Cars must yield to buses on school grounds. No private vehicles carrying passengers have access to the driveway directly in front of the school entrance during school bus student drop-off and pick-up time periods.
- Upon arriving in the parking lot, the student is to enter the school immediately via the front entrance of the school. No student is to remain in or near a parked vehicle.
- The posted speed limit of 15 / 25 miles per hour on school property must be observed at all times.
- Private vehicles may not use the school driveway to discharge or pick-up students unless the driver is a parent or guardian of the student. Private vehicles may only discharge or pick up students to the right of the building during school bus drop-off and pick-up at the Student Drop Off/Pick Up Sign.
- **No student is to carry passengers without the approval of the Nurse's office. Such approval may be granted only if both the driver and the passenger present written permission from their parents and sending school administration and are granted a Driving/Riding Permit.**
- Repeated tardiness (four or more) will result in having a driving permit revoked permanently.
- Unsafe driving i.e. speeding may result in a driving permit being revoked permanently.
- Tobacco/alcohol possession in vehicles is prohibited.
- Smoking or the use of e-cigarettes/vape devices in vehicles on school property is prohibited.
- Litter should be disposed of in shop waste containers.
- Violations of these regulations will result in disciplinary action and/or suspension of driving privileges.
- The Career Center is not responsible for theft and/or damage to vehicles parked on school property.

- Students who attended the Career Center last year with a history of excessive tardiness or absences are not eligible for a driving permit. A student may earn the privilege of receiving a driving permit starting the second nine weeks if they improve their attendance status.
- Students who have a permit tag must arrive at the Career Center before or at the same time the buses from their district arrive. Student drivers may lose their driving permit for continually arriving late or too early.
- The first permit tag is issued free. A replacement tag is \$5 for each occurrence.

### **Drugs – Prescription and Non-prescription**

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

Prescription drugs will be self-administered under the supervision of the nurse, should be given to the nurse in the original container with the dosage and time of administration clearly marked. Please do not send prescription drugs in containers other than the original containers. The nurse may not administer medications without the appropriate physician orders and parental/guardian permission. 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          | • Advil/Ibuprofen            |
| • Maalox or Tums                 | • Benadryl liquid or capsule |
| • Cepacol lozenges or cough drop | • Anbesol                    |
| • Calamine Lotion                | • Dramamine                  |
| • Antibiotic Ointment/Burn gel   |                              |

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

### **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, mimicry of any drug, or under the influence of 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 under the influence of drugs or alcohol, 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. Students with chemical problems will be referred to the Student Assistance Team.

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

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

#### **Definition of Terms:**

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

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

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

Drug – Any alcoholic, malt or intoxicating beverage; any tobacco product or any other product containing nicotine, such as gum, patches, or electronic cigarettes; any controlled substance as defined in the Controlled Substances Act, such as marijuana, cocaine, LSD, or any other substance governed by the Controlled Substance Act; any prescription or non-prescription medication, including all over-the-counter medications, that is taken or possessed in violation of any other Joint Operating Committee policy, or any other substance which alters the user's mood, including but not limited to paint thinners, glues, and chemical solvents.

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

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

Physical evidence – Any tangible substance pertinent to the situation

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

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

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

#### **Dual Enrollment**

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

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

Courses offered are identical to those offered to other BC3 students. Tuition is based upon the tuition rate for Pennsylvania's students not residing in Butler County. Payment of tuition and fees are the responsibility of the

student. Students are eligible to take up to 24 postsecondary credits through this program per academic year and no more than 12 credits in one academic semester.

Students will be notified of any additional dual enrollment opportunities as they arise during the school year.

### **Emergency Forms**

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

### **Employability**

The Employability Series is an extension of each program by helping to meet the career education in work standards and further prepare each student with the skills necessary to be a valuable employee. Therefore, all eleventh-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. Routes for evacuating the building will be posted in each room and you will be given verbal instruction. Please walk briskly to the exits designated in an orderly manner for an evacuation. Instructions will be given to you to follow in case of other types of emergencies.

### **Food and Beverages**

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

### **Fundraisers**

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

### **Grading and Progress Reports**

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

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

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

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

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

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

Incomplete or "I" grades may be 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 or Student Services Director.

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

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

### **Hall Passes**

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

### **Locker Regulations**

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

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

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

### **Lost and Found**

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

### **MTSS – Multi-Tiered System of Support**

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

### **NOCTI Exams/Pennsylvania State Skills Certificate**

All senior students that are eligible to test, will participate in the NOCTI written pre-test and written and hands-on performance job-readiness post-test. Those meeting the scoring requirements of Advanced or Competent will be issued a Skills Certificate from the Commonwealth of Pennsylvania. This exam is required as an end of program assessment by PA Department of Education.

### **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, new diagnoses, and illnesses as they occur through the school year.

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

## **Parent / Student Conferences**

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

## **Peer Mentoring Program**

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

### **Goals/Outcomes:**

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

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

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

The Peer Mentoring Program will increase student enrollment

### **Overview:**

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

Mentees are referred to the program through staff recommendations and self-referrals.

Mentors will meet with mentees as needed throughout the school year to address individual needs to provide a welcoming place for students to provide support and encouragement.

Mentors will address any concerns or issues with the Student Services Director.

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

## **Pesticide Treatment**

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

## **Placement Service**

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

## **Policies**

### **Board Policy 103 – Discrimination/Title IX Sexual Harassment Affecting Students**

Last Revised: January 22, 2024

### **Authority**

The Joint Operating Committee declares it to be the policy of this center to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the center without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

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

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

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Joint Operating Committee policy and procedures.

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

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

#### Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

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

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

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

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

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

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

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if

the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Joint Operating Committee policies.

#### Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

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

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

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

#### Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

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

#### Confidentiality

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

#### Retaliation

The Joint Operating Committee prohibits retaliation by the center or any other person against any person for:

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

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

#### Definitions

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

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

## Discrimination

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

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

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

## Definitions Related to Title IX Sexual Harassment

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the center investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

**Supportive measures** shall mean non-disciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

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

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

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

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

1. A center employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a center education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
  - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
    - i. Length of relationship.
    - ii. Type of relationship.
    - iii. Frequency of interaction between the persons involved in the relationship
  - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
  - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
  - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
    - i. Fear for their safety or the safety of others.
    - ii. Suffer substantial emotional distress.

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

### **Delegation of Responsibility**

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

Address: 447 Career Lane Shippensburg, PA 16254  
 Email: pdavis@clarioncte.org  
 Phone Number: (814) 226-4391

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

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.

5. Center Support - Assure that like aspects of the center programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

## **Guidelines**

### **Title IX Sexual Harassment Training Requirements**

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

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

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

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

### **Disciplinary Consequences**

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

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

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

### **Reports of Discrimination**

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

#### Reports of Title IX Sexual Harassment

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

### **Board Policy 204 – Attendance**

Last Revised: May 21, 2024

#### Purpose

The Joint Operating Committee recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

#### Authority

The Joint Operating Committee requires the attendance of all students during the days and hours that the center is in session, except that temporary student absences may be excused by authorized center staff in accordance with applicable laws and regulations, Joint Operating Committee policy and administrative regulations.

#### Definitions

**Compulsory school age** shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six (6) years of age, until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

**Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

**Truant** shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

**Person in parental relation** shall mean a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

**School-based or community-based attendance improvement program** shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

## **Delegation of Responsibility**

The Director or designee shall annually notify students, persons in parental relation, staff, participating school districts, local children and youth agency and local magisterial district judges about the center's attendance policy by publishing such policy in student handbooks and newsletters, on the center website and through other efficient communication methods.

The Director or designee shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Director or designee, in coordination with the Health Safety and Attendance Officer, shall be responsible for the implementation and enforcement of this policy.

The Director or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Ensure that students legally absent have an opportunity to make up work.

## **Guidelines**

### **Compulsory School Attendance Requirements**

Center staff shall coordinate with a student's school district of residence to ensure students comply with the requirements for compulsory school attendance.

A student shall be considered in attendance if present at any place where school is in session by authority of the Joint Operating Committee; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is in the home.

### **Excused/Lawful Absence**

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from the center:

1. Illness, including if a student is dismissed by designated center staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.
  - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
  - b. The student shall furnish the signed excuse prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.
11. Non-school-sponsored educational tours or trips, if the following conditions are met:

- a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
  - b. The student's participation has been approved by the Director and/or Superintendent of the student's district of residence, or their designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation, the Director and/or Superintendent of the student's district of residence, or their designee.
12. College or postsecondary institution visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care and other forms of educational instability.

The center may limit the number and duration of non-school-sponsored educational tours or trips for which excused absences may be granted to a student during the school year.

#### *Temporary Excusals -*

The following students may be temporarily excused from the requirements of attendance at the center:

1. Students receiving tutorial instruction in a field not offered in the center's curricula from a properly qualified tutor approved by the Director, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:
  - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

#### *Parental Notice of Absence -*

Absences shall be treated as unexcused until the center receives a written excuse explaining the absence, to be submitted within three (3) days of absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

#### Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.

#### *Parental Notification -*

Center staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements \*\*Occurs in collaboration with the sending districts with the sending districts taking the lead in enforcement

#### *Student is Truant -*

When a student has been absent for three (3) days during the current school year without a lawful excuse, center staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the center and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, the sending school district or center staff shall offer a School Attendance Improvement Conference.

#### *School Attendance Improvement Conference (SAIC) -*

The sending school district or center staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the SAIC:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate center personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate center staff.

The center may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.

Non-compliance with the attendance contract may result in the student being unenrolled at the Career Center and the student returning to the sending school full-time.

#### *Student is Habitually Truant –*

When a student under fifteen (15) years of age is habitually truant, center staff:

1. Shall refer the student to:

- a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, the sending school district or center staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

The sending school district or center staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when the sending school district or center staff refer a habitually truant student to the local children and youth agency or file a citation with the magisterial district judge, the sending school district or center staff shall provide verification that the sending school district or the center held a SAIC.

Unexcused absences of ten (10) or more may result in being unenrolled from the Career Center and the student returning to the sending district full-time.

#### *Filing a Citation -*

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

#### Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Joint Operating Committee policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Joint Operating Committee policy.

#### Discipline

The center shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

### **Board Policy 209.1 – Food Allergy Management**

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

Last Revised: May 21, 2024

#### Purpose

The Joint Operating Committee is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in the center in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all center programs and activities, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

### **Authority**

The Joint Operating Committee adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in schools.

### **Definitions**

**Food allergy** - an abnormal, adverse reaction to a food that is triggered by the body's immune system.

**Medical Plans of Care** - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, including:

1. **Emergency Care Plan (ECP)** - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to all center personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
2. **Individualized Healthcare Plan (IHP)** - a medical plan of care that provides written directions for center health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.
3. **Related Services Component in Individualized Education Program (IEP)** - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs.
4. **Section 504 Service Agreement** - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies.

### **Guidelines**

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

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during center-sponsored activities which take place while the student is under the center's

jurisdiction during or outside of school hours. Medical plans of care shall include a component which provides information to the center nutrition service regarding each student with documented severe or life-threatening food allergies.

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

A complete set of a student's current medical plans of care related to food allergies shall be maintained at the school district of residence and/or at the center by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.

#### Accommodating Students with Disabling Special Dietary Needs

Students with food allergies may be identified, evaluated and determined to be disabled, in which case the center shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.

The center must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.

Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify:

1. The student's special dietary disability.
2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.
5. The food or choice of foods that must be provided as the substitute.

#### Accommodating Students with Nondisabling Special Dietary Needs

The center may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet.
2. The food(s) to be omitted from the student's diet.
3. The food or choice of foods to be substituted.

#### Confidentiality

The center shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. Center staff shall maintain the confidentiality of student records as required by law, regulations and Joint Operating Committee policy.

#### Delegation of Responsibility

The Director or designee, in coordination with the school nurse, center nutrition services staff, and other pertinent staff, shall develop administrative regulations to implement this policy or adopt as administrative regulations the suggested

guidelines developed by the Pennsylvania Departments of Education and Health or other state and federal guidance on managing severe or life-threatening food allergies in schools, including all classrooms and instructional areas, cafeterias, outdoor activity areas, on school buses, during field trips, and during center activities held before the school day and after the school day.

Administrative regulations should address the following components:

1. Identification of students with food allergies and provision of school health services.
2. Development and implementation of individual written management plans.
3. Medication protocols, including methods of storage, access and administration.
4. Development of a comprehensive and coordinated approach to creating a healthy center environment.
5. Communication and confidentiality.
6. Emergency response.
7. Professional development and training for center personnel.
8. Awareness education for students.
9. Awareness education and resources for parents/guardians.
10. Monitoring and evaluation.

The Director or designee shall annually notify students, parents/guardians, staff and the public about the center's food allergy management policy by publishing such in handbooks and newsletters, on the center's website, and through posted notices and other efficient methods.

## **Board Policy 209.2 – Diabetes Management**

Last Revised: May 21, 2024

### **Purpose**

The Joint Operating Committee recognizes that an effective program of diabetes management in the center is crucial to:

1. The immediate safety of students with diabetes.
2. The long-term health of students with diabetes.
3. Ensure that students with diabetes are ready to learn and participate fully in center activities.
4. Minimize the possibility that diabetes-related emergencies will disrupt classroom activities.

### **Authority**

The Joint Operating Committee adopts this policy in accordance with applicable state and federal laws and regulations, and Joint Operating Committee policies and administrative regulations, regarding the provision of student health services.

### **Definitions**

**Diabetes Medical Management Plan (DMMP)** means a document describing the medical orders or diabetes regimen developed and signed by the student's health care practitioner and parent/guardian.

**Individualized Education Program (IEP)** means the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations. A **student with a disability** is a school-aged child within the jurisdiction of the center who has been evaluated and found to have one or more disabilities as defined by law, and who requires, because of such disabilities, special education and related services.

**Section 504 Service Agreement (Service Agreement)** means an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in the center, in transit to and from the center, and in all programs and procedures, so that the student has equal access to the benefits of the center's educational programs, nonacademic services, and extracurricular activities. A **qualified student with a disability** means a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the center's educational programs, nonacademic services or extracurricular activities.

**Trained Diabetes Personnel** means non-licensed center employees who have successfully completed the required training.

#### Guidelines

Before a student can receive diabetes-related care and treatment in a school setting, the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. The written authorization may be submitted as part of a student's DMMP.

Diabetes-related care shall be provided in a manner consistent with Joint Operating Committee policy, center procedures and individualized student plans such as an IEP, Service Agreement or DMMP.

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to center staff and other adults who have responsibility for the student in the school setting.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.

#### Trained Diabetes Personnel

The school nurse, in consultation with the Director or designee, may identify at least one (1) center employee, who is not the school nurse and who does not need to be a licensed health care practitioner, in each center building attended by a student with diabetes to perform diabetes care and treatment for students. The identified center employee has the right to decline this role.

An identified center employee who has accepted this role shall complete the training developed by the state or training offered by a licensed health care practitioner with expertise in the care and treatment of diabetes, that includes at a minimum:

1. An overview of all types of diabetes.
2. Means of monitoring blood glucose.
3. The symptoms and treatment for blood glucose levels outside of target ranges, as well as symptoms and treatment for hypoglycemia, hyperglycemia and other potential emergencies.
4. Techniques on administering glucagon and insulin.

The identified center employee shall complete such training on an annual basis.

Upon successful completion of the required training, individual trained diabetes personnel may be designated in a student's Service Agreement or IEP to administer diabetes medications, use monitoring equipment and provide other diabetes care.

If the diabetes-related care provided to a particular student by trained diabetes personnel will include administration of diabetes medication via injection or infusion, the Joint Operating Committee shall require the following:

1. The parent/guardian and the student's health care practitioner must provide written authorization for such administration; and
2. The trained diabetes personnel must receive annual training for such administration from a licensed health care practitioner with expertise in the care and treatment of diabetes.

#### Training of Other Personnel

Center employees, including classroom teachers, lunchroom staff, coaches and bus drivers, shall receive annual diabetes care training appropriate to their responsibilities for students with diabetes.

#### Student Possession and Use of Diabetes Medication and Monitoring Equipment

Prior to student possession or use of diabetes medication and monitoring equipment, the Joint Operating Committee shall require the following:

1. The written request from the parent/guardian that the center comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the center and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the center is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
2. A written statement from the student's health care practitioner that provides:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times when medication is to be taken.
  - d. Times when monitoring equipment is to be used.
  - e. Length of time medication and monitoring equipment is prescribed.
  - f. Diagnosis or reason medication and monitoring equipment is needed.
  - g. Potential serious reactions to medication that may occur.
  - h. Emergency response.
  - i. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
3. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication and use of the monitoring equipment.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment 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, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Joint Operating Committee policy and applicable procedural safeguards.

If the center prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, or if a student is not capable of self-administering diabetes medication or operating monitoring equipment, the center shall ensure that the diabetes medication and monitoring equipment is appropriately stored in a readily accessible location in the student's building. The school nurse and other designated employees shall be informed where the medication and monitoring equipment is stored and the means to access them.

### **Delegation of Responsibility**

The Director or designee, in conjunction with the school nurse(s), shall develop administrative regulations for care and treatment of students with diabetes in the school setting.

The Director or designee shall coordinate training for center employees. Such training may be included in the center's Professional Education Plan.

The Director or designee shall annually distribute to all staff, students and parents/guardians this policy along with the Code of Student Conduct.

## **Board Policy 210 – Medications**

Last Revised: July 22, 2024

### **Purpose**

The Joint Operating Committee shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend the center if the medicine were not available during school hours.

### **Definitions**

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

For purposes of this policy, **licensed prescribers** shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians' assistants.

### **Authority**

The Joint Operating Committee directs all center employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Joint Operating Committee shall require the written request of the parent/guardian, giving permission for such administration.

### **Delegation of Responsibility**

The Director or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

In the event of an emergency, a center employee may administer medication when s/he believes, in good faith, that a student needs emergency care.

The Certified School Nurse shall collaborate with parents/guardians, center administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.

The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist, and designated administrators and revised as necessary.

### **Guidelines**

The center shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of 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 in another building, 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.

#### **Board Policy 210.1 – Possession / Use of Asthma/Epinephrine Auto-Injectors**

Last Revised: July 22, 2024

##### **Authority**

The Joint Operating Committee shall permit students in the center to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Joint Operating Committee policy.

The Joint Operating Committee shall authorize the center to stock epinephrine auto-injectors in the name of the center for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction

##### **Definitions**

**Anaphylaxis** - a sudden, severe allergic reaction that involves various areas of the body simultaneously. In extreme cases, anaphylaxis can cause death.

**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 administration of epinephrine to provide rapid first aid for students 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.

##### **Delegation of Responsibility**

The Director or designee, in conjunction with the school nurse(s), shall develop procedures for student possession and self-administration of asthma inhalers or epinephrine auto-injectors and emergency response, and for the acquisition, stocking

and administration of stock epinephrine auto-injectors, and training of center employees responsible for the storage and use of epinephrine auto-injectors.

The Director or designee shall annually distribute to students, parents/guardians, and staff this policy along with the Code of Student Conduct by publishing such in handbooks and newsletters, on the center's website, and through posted notices and other efficient methods.

The school physician shall be the prescribing and supervising medical professional for the center's stocking and use of epinephrine auto-injectors. The Director or designee shall obtain a standing order from the school physician for administration of stock epinephrine auto-injectors.

The school nurse shall be responsible for building-level storage of and administration of stock epinephrine auto-injectors.

The building administrator shall annually notify parents/guardians of their right to opt-out of the provisions of this policy related to the administration of a stock epinephrine auto-injector. To opt-out, a parent/guardian shall sign and return the center's exemption form to the school nurse. The signed opt-out forms shall be maintained by the school nurse, and the school nurse shall provide trained center employees with the names of students whose parents/guardians have returned a signed opt-out form.

### **Guidelines**

Administration of asthma inhalers and epinephrine auto-injectors shall comply with Joint Operating Committee policy, center procedures and individualized student plans such as an Individualized Education Program (IEP), Section 504 Service Agreement (Service Agreement), Individualized Healthcare Plan (IHP), or Emergency Care Plan (ECP).

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to center staff and other adults who have responsibility for the student in the school setting.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.

### **Student Self-Administration of Asthma Inhalers and Epinephrine Auto-Injectors**

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 child is qualified and able to self-administer the medication.
4. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.
  5. A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

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. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the licensed physician, certified registered nurse practitioner or physician assistant shall update the written statements.

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

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, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the asthma inhaler or epinephrine auto-injector may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Joint Operating Committee policy and applicable procedural safeguards.

If the center denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The school nurse, other designated center employees and the student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

#### Standing Order from the School Physician

The school physician shall provide and annually renew a standing order for administration of stock epinephrine auto-injectors to students believed to be experiencing an anaphylactic reaction.

The standing order shall include at least the following information:

1. Type of epinephrine auto-injector.

2. Date of issue.
3. Dosage.
4. Signature of the school physician.

The standing order shall be maintained in the Director's office, and copies of the standing order shall be kept in each location where a stock epinephrine auto-injector is stored.

#### Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors

One or more center employees shall be designated within each center building where students are in attendance to be responsible for the storage and use of the stock epinephrine auto-injectors.

Stock epinephrine auto-injectors shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Stock epinephrine auto-injectors shall be made readily accessible to those employees who have completed the required training to administer it in the event of a student experiencing an anaphylactic reaction. All properly trained employees shall be informed of the exact location where stock epinephrine auto-injectors are being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of stock epinephrine auto-injectors pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh epinephrine auto-injector stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Pennsylvania Department of Health guidelines.

#### Administration of Stock Epinephrine Auto-Injectors

When responding to a student believed to be experiencing an anaphylactic reaction, a trained center employee shall:

1. Administer an epinephrine auto-injector that meets the prescription on file for either the student or the center. If the student is authorized to self-administer an epinephrine auto-injector, the trained center employee may provide the student with an epinephrine auto-injector that meets the prescription on file for either the student or the center for self-administration.
2. Call for medical help immediately (dial 9-1-1).
3. Take additional precautions or steps outlined in emergency response procedures and training, including the administration of a second dose of epinephrine, if necessary.
4. Stay with the student until emergency medical help arrives.
5. Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.
6. Notify the school nurse or designee of the incident.

#### Training

Before any center employee may be responsible for the storage or administration of epinephrine auto-injectors under this policy, the employee must successfully complete a training course approved by the Pennsylvania Department of Health.

Refresher training shall be completed every two (2) years, and a hands-on demonstration and review of this policy and any accompanying procedures shall be completed annually.

Evidence that such training has been completed shall be placed in the employee's personnel file.

A list of center employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the center administration office.

#### Indemnification

The center shall indemnify and hold harmless any employee who administers an epinephrine auto-injector in good faith to a student experiencing anaphylaxis, if all of these conditions apply:

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering the epinephrine auto-injector to the student.
2. The employee successfully completed the training required by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering the epinephrine auto-injector.
4. The employee administered the epinephrine auto-injector pursuant to this policy, and the student's individualized plan, if applicable.

### **Board Policy 247 – Hazing**

Last Revised: July 22, 2024

#### Purpose

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

#### Definitions

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

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

6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

**Aggravated hazing** occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

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

**Organizational hazing** occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

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

**Student activity or organization** means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the center, whose members are primarily students or alumni of the organization.

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.

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

### **Authority**

The Joint Operating Committee prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off center property or outside of school hours.

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

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

### **Title IX Sexual Harassment and Other Discrimination**

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

### **Delegation of Responsibility**

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

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

### **Guidelines**

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

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

### **Complaint Procedure**

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

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

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

### **Interim Measures/Police**

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

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

*Referral to Law Enforcement and Safe Schools Reporting Requirements –*

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.

The Director or designee shall immediately report required incidents and may report discretionary incidents committed by students on center property, at any center-sponsored activity or on a conveyance providing transportation to or from a center or center-sponsored activity to the local police department that has jurisdiction over the center's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.

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

In accordance with state law, the Director shall annually, by July 31, report all new incidents to the PA Department of Education on the required form.

#### Confidentiality

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

#### Retaliation

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

#### Consequences for Violations

##### *Safe Harbor –*

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

##### *Students –*

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

##### *Nonstudent Violators/Organizational Hazing -*

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

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

#### *Criminal Prosecution –*

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.

### **Board Policy 249 – Bullying / Cyberbullying**

Last Revised: July 22, 2024

#### **Purpose**

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

#### **Definitions**

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

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

**Bullying**, as defined in this policy, includes cyberbullying.

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

#### **Authority**

The Joint Operating Committee prohibits all forms of bullying by students.

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

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

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

Committee directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Joint Operating Committee policies.

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

#### Title IX Sexual Harassment and Other Discrimination

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

#### Confidentiality

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

#### Retaliation

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

#### Delegation of Responsibility

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

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

The Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Operating Committee.

The administration shall annually provide the following information with the school safety and security incident 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.

#### Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the center building and on the center's website, if available.

## Education

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

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

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

Last Revised: August 26, 2024

### Purpose

The Joint Operating Committee supports use of the computers, Internet and other network resources in the center's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The center provides students, staff and other authorized individuals with access to the center's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

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

### Definitions

The term child pornography is defined under both federal and state law.

**Child pornography** - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Child pornography** - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

**Harmful to minors** - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeal to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

## **Authority**

The availability of access to electronic information does not imply endorsement by the center of the content, nor does the center guarantee the accuracy of information received. The 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 center shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Joint Operating Committee declares that computer and network use is a privilege, not a right. The center's computer and network resources are the property of the center. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the center's Internet, computers or network resources, including personal files or any use of the center's Internet, computers or network resources. The center reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The center shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the center's Internet, computers and network resources.

The Joint Operating Committee requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Director or designee.

The Joint Operating Committee establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.
5. Bullying.
6. Terroristic.

The center reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Joint Operating Committee policy, or the use of software and/or online server blocking. Specifically, the center operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Director or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Director or designee for expedited review.

## **Delegation of Responsibility**

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

The center shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the center website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of center networks or center-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the center uses monitoring systems to monitor and detect inappropriate use, and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern 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, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the center and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Director or designee shall be responsible for recommending technology and developing procedures used to determine whether the center's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Joint Operating Committee.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Administrative Director or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

### **Guidelines**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

### **Safety**

It is the center's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.

4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

### Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with Joint Operating Committee policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or non-school related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Joint Operating Committee policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, center computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

### 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 center files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

### Center Website

The center shall establish and maintain a website and shall develop and modify its web pages to present information about the center under the direction of the Administrative Director or designee. All users publishing content on the center website shall comply with this and other applicable Joint Operating Committee policies.

Users shall not copy or download information from the center website and disseminate such information on unauthorized web pages without authorization from the building administrator.

#### Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall 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 stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, center network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

### **Board Policy 816 – Center Social Media**

Last Revised: November 22, 2021

#### Purpose

The purpose of this policy is to establish the process and standards for approval and operation of center-owned social media accounts, and to identify the differences between personally owned social media accounts and those maintained by the center.

#### Definitions

**Social media** - a category of Internet-based resources that integrate user-generated content and user participation to share information, ideas, personal messages and other content, including photos and videos. Social media includes **social networks**, which are online platforms where users can create profiles, share information and personal messages, and connect with others.

**Center-owned social media account** - a social media account, regardless of platform, that is approved by the Joint Operating Committee and operated by a designated center employee(s), and is designed to further the educational mission of the center by providing information to the school community and general public.

**Personal social media account** - a social media account, regardless of platform, that is attributed to and operated by an employee, individual Joint Operating Committee member or student for personal use and is not approved by the Joint Operating Committee as an official communications channel of the center.

**Designated public forum** - created when a center-owned social media account is intentionally opened for use by the public as a place for expressive activity where members of the public may communicate, post or comment on information, subject to viewpoint neutral rules designated by the Joint Operating Committee. In terms of social media, this would include the ability of public users to comment on or reply to social media posts, pictures, or videos.

## **Authority**

The Joint Operating Committee shall approve all official social media accounts created and/or maintained as center-owned accounts.

All center-owned social media accounts shall display the official name and logo of the center.

The Joint Operating Committee establishes that center-owned social media accounts may operate as a **designated public forum**, where the public may comment and interact with information posted by the center, subject to the Joint Operating Committee's established rules.

The Joint Operating Committee establishes center-owned social media accounts as a **nonpublic forum** and directs center staff to disable functions allowing public users to comment or post information on center-owned social media accounts.

The Joint Operating Committee approves the following rules for public interaction with center-owned social media accounts and directs staff to post this information on the center website and all social media accounts:

The center encourages community members to respond to posts and share comments that are constructive and courteous toward the school community. Statements and opinions expressed by visitors to the account do not reflect the opinions of the center. Questions regarding information should be directed to the building administrator or to the Administrative Director's office for center-wide information. The center shall review comments and may remove comments which:

1. Are profane, vulgar, harmful to minors or obscene, in accordance with Joint Operating Committee policy.
2. Contain threats or contain personal attacks on individuals in the school community.
3. Promote, suggest or encourage illegal activity or incite violence.
4. Promote or endorse commercial products, services or businesses.
5. Contain confidential information.
6. Contain false or libelous statements.
7. Contain hate speech directed at a protected class of individuals, in accordance with Joint Operating Committee policy on discrimination and harassment.
8. Are spamming in nature (same comment posted repeatedly).

## **Delegation of Responsibility**

The Joint Operating Committee designates the Administrative Director or designee to oversee all center-owned social media accounts and serve as the primary contact person for center-owned social media accounts.

The Administrative Director or designee shall notify students and staff about this policy through employee and student handbooks, posting on the center website and by other appropriate methods.

All center staff assigned to monitor and maintain center-owned social media accounts shall receive training on:

1. Regularly reviewing center-owned social media accounts, in coordination with the center's chief communications representative, to update, remove and/or correct information.
2. Complying with confidentiality provisions of student and staff information, in accordance with applicable law, regulations and Joint Operating Committee policy and administrative regulations.
3. Monitoring content for confidentiality and intellectual property violations, documenting potential violations, and notifying appropriate center staff to consider further action.
4. Monitoring content for web accessibility standards and responding to public requests for accommodations.
5. Monitoring public comments and responding, where appropriate, with clarification or redirection to additional information.

6. Monitoring public comments according to the Joint Operating Committee's established rules, documenting potential violations, and notifying appropriate center staff to consider further action. Staff shall be provided training to assess comments in a viewpoint neutral manner, based on the Joint Operating Committee's approved rules, regardless of the specific subject matter of comments.

The Joint Operating Committee authorizes designated center staff maintaining center-owned social media accounts to remove individual posts or comments by public users that violate the established social media rules of this policy. The Joint Operating Committee directs that review and consideration of posts or comments shall not discriminate on the basis of content or viewpoint, and staff must always be able to articulate the reason for removing a specific post, in accordance with Joint Operating Committee policy. Staff may consult with the Administrative Director or designee and the school solicitor in determining appropriate actions. Posts and comments may not be removed solely because they are critical of the center or center leadership, because they promote an unpopular opinion, or because of their viewpoint if the post or comment otherwise complies with the established social media rules.

Designated center staff may not block users from accessing or commenting on center-owned social media accounts unless the outside account is identified as a security or system threat or spam account. Staff may consult with the Administrative Director or designee and the school solicitor in determining appropriate actions.

### **Guidelines**

#### **Posting of Personally Identifiable Information**

The Joint Operating Committee authorizes posting of student images in photos or videos depicting the educational process or center-related events on center-owned social media accounts, unless the students' parents/guardians have opted out of sharing directory information under the Family Educational Rights and Privacy Act and Joint Operating Committee policy, or have declined to sign and return the center's notice of photography permission form.

The Joint Operating Committee prohibits posting of other personally identifiable information of students on center-owned social media accounts without the consent of the parent/guardian, in accordance with applicable law, regulations and Joint Operating Committee policy and administrative regulations.

The Joint Operating Committee prohibits posting of staff images in photos or videos when a staff member has submitted a request to the Administrative Director or designee that their image not be posted publicly online.

The Joint Operating Committee directs center staff to post images and information to social media accounts in a manner that protects the safety and security of students and staff, such as posting images without identification.

#### **Accessibility**

The Joint Operating Committee directs center staff who maintain center-owned social media accounts to post content that is accessible to individuals with disabilities, to the greatest extent possible based on the limitations of the platform. This shall include, but is not limited to:

1. Including alternate text descriptions or captions for images.
2. Including captions for video content.
3. Avoiding text that is posted as an image.
4. Creating links and attachments in formats that are accessible to screen readers and other assistive technology.
5. Formatting text so that it is accessible to screen readers and other assistive technology.

All center-owned social media accounts shall contain clear contact information that may be used by members of the public to request accommodations or assistance.

#### **Intellectual Property Rights**

The illegal use of copyrighted, branded or trademarked materials or trade secrets is prohibited on center-owned social media accounts. All content shall be subject to copyright fair use guidelines and applicable laws, regulations and Joint Operating Committee policy and administrative regulations.

#### Connecting with Other Social Media Accounts

Content or information posted to center-owned social media accounts shall not be connected to other social media accounts through linking or tagging if the outside account is for a commercial application, product or service and the center or its employees would receive financial or other compensation as a result of the connection.

When an official Joint Operating Committee-approved corporate sponsorship or partnership includes connecting with the sponsor on center-owned social media accounts through linking or tagging, such connections shall be addressed in accordance with the provisions of the approved contract or partnership.

Center-owned social media accounts shall not be connected to social media accounts of individual students through linking or tagging.

Center-owned social media accounts may be connected through linking or tagging to social media accounts of center-related groups when the content or information has been reviewed and approved by the center's chief communications representative.

#### Personal Social Media Accounts

The center shall not authorize, endorse or participate in posting on private social media accounts of individual Joint Operating Committee members or center employees.

Joint Operating Committee members and employees are strongly encouraged to use privacy settings on social media accounts and to clearly identify that it is their personal social media account and that it does not officially represent the Joint Operating Committee or center.

In accordance with Joint Operating Committee policy establishing professional boundaries, center employees should only communicate with students through center-provided communication devices or platforms, and shall not follow, accept or make requests to connect or be friends with current students on personal social networking or social media platforms.

The center respects employees' freedom of expression. The center does not actively monitor personal social media accounts of current employees; however, the center reserves the right to address employees' job-related speech or employee speech posted on social media that has the potential to affect the center's operations. Speech that takes place off-site and on an employee's own time, including posting on personal social media accounts, may be addressed if the center establishes that the employee's expression infringed on the interests of the center in promoting the efficient and effective functioning and educational purpose of the center. If employee speech or expression would violate law or Joint Operating Committee policy in a traditional forum, it is also prohibited in an online forum. When an employee speaks as a citizen on a matter of public concern, the center shall consult with the school solicitor in determining the appropriate course of action, in accordance with applicable law, regulations and Joint Operating Committee policy.

Student use of personal social media accounts shall be addressed in accordance with applicable Joint Operating Committee policies and administrative regulations related to student conduct, expression and students' individual rights and responsibilities. In accordance with Joint Operating Committee policy, the center shall ensure that students are provided education on network etiquette and appropriate online behavior for students, including interaction with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

#### Consequences

A center employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with applicable law, regulations and Joint Operating Committee policy and administrative regulations.

## **Board Policy 824 – Professional Adult / Student Boundaries**

Last Revised: December 22, 2020

### **Authority**

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

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

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

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

### **Definition**

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

### **Delegation of Responsibility**

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

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

### **Guidelines**

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

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

### **Prohibited Conduct**

### *Romantic or Sexual Relationships -*

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

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

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

### *Social Interactions -*

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

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

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

18. Engaging in harassing or discriminatory conduct prohibited by other center policies or by state or federal law and regulations.

#### *Electronic Communications -*

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

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

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

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

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

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

#### Exceptions

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

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

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

It is understood that many adults are involved in various other roles in the community through non-school-related civic, religious, athletic, scouting or other organizations and programs whose participants may include center students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles. However, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

#### Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building administrator or Title IX Coordinator. Reports may be made using the

Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, center staff shall promptly notify the building administrator.

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

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

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

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

#### Investigation

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

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

#### Disciplinary Action

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

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

#### Training

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

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

## Restrooms

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

## Returned Check Fee

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

## Safety

Safety is everyone's business! A good worker is a safe worker because industry and business place a premium on safe workers (costs of workers' compensation). You must develop the necessary safety habits while you are in school. You will be acquainted with the safety rules and regulations for each program by your instructor. Some general safety rules for all to follow:

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

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

## Threat Assessment/School Safety & Security

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

Students, parents/guardians, and staff are encouraged to report concerns to the Director, a member of the Threat

Assessment Team, a trusted adult, or through the Safe2Say Something Program

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

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

#### **Examples of At-Risk Behaviors to Report**

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

#### **Examples of Information to Include with Report**

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

### **School Police Officer**

A school police officer is a law enforcement officer assigned to work in and around the Career Center campus with the main role to provide additional safety for students, staff, and visitors while creating a positive, respectful school environment. The SPO serves to help protect students, staff, and visitors from potential threats or emergencies, build trust with students, educate about safety, laws and good decision making, and assist in emergency drills and emergency response planning.

### **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)**

The SAP team is made up of Career Center 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, attendance concerns, or experimenting with drugs or alcohol, the student may be referred to the Career Center's SAP team or their home school SAP team by the parents or instructor. The SAP team will not become involved unless there is parental permission.

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

If a parent feels their child may need help they can place a call the Career Center *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
- Act against complaints
- Devise and implement an office plan for security
- Maintain continual quality control on implementation of policies, procedures and security measures

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

### **Student Insurance**

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

### **Student Rights and Responsibilities**

Free education and attendance:

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

Student responsibilities:

- Attend school regularly and be on time for classes and other school functions
- Put forth conscientious effort in school work
- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them
- Express their ideas and opinions in a respectful manner so as not to offend or slander others
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property
- Develop a climate within the school that is conducive to wholesome learning and living
- Respect the rights of teachers, students, administrators and all others, regardless of national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, creed, marital status, veteran's status or any legally protected classification, who are involved in the educational process and not interfere with the education of others
- Assume that until a rule is waived, altered or repealed in writing, it is in effect
- Dress and groom themselves to meet fair standards of safety and health and not to cause substantial disruption to the educational processes
- Assist the school staff in operating a safe school for all students
- Be aware of and comply with state and local laws
- Exercise proper care when using public facilities and equipment
- Make all necessary arrangements for making up work missed when absent from school
- Avoid active or passive discrimination against another student or group of students because of race, color, national origin, religion, age, sex, marital status, sexual orientation, creed, ancestry, disadvantages or non-relevant handicaps and disabilities

### **Student Records Policy (FERPA)**

**What is FERPA?**

A Federal law, that requires the Clarion County Career Center, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. **A detailed information sheet can be obtained in the Student Services Office of the Clarion County Career Center.**

## What can be released?

Appropriately designated “**Directory Information**” without prior written consent, unless you have advised the Career Center that you do not want this information released.

Directory information, that is generally not considered harmful or an invasion of privacy if released, can also be disclosed.

Outside organizations include, but are not limited to:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Accrediting organizations
- Online curriculum providers and testing agencies
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

The following information is considered **Directory Information**:

- Student’s name
- Parent’s or Guardian’s name(s)
- Sibling’s name(s)
- Telephone listing (Student and Parent/Guardian)
- Photograph
- Videos and student interviews
- Major Field of Study
- Grade level
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Enrollment status
- Other similar information that would not generally be considered harmful or an invasion of privacy if disclosed
- Address
- Electronic mailing address
- Date and place of birth
- Dates of attendance
- Participation in officially recognized activities

Directory information never includes a student’s (1) Social Security number, or (2) student identification (ID) number, or user ID, or other unique personal identifiers used by the student for purposes of accessing or communicating in electronic systems, except those identifiers may be included in “directory information” if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

**NOTE:** Parents and eligible students may not use their right to opt out of **Directory Information** disclosures to prevent the Clarion County Career Center from requiring students to wear student identification badges or cards that display information that may otherwise be designated as directory information. If a parent or eligible student has an objection to wearing student identification badges, the reason for the objection should be articulated to the Administration and will be dealt with on a case by case, consistent with applicable Pennsylvania and federal laws.

In addition, section 8528 of the Every Student Succeeds Act requires that the Clarion County Career Center shall provide access to secondary school students’ names, addresses and telephone listings upon requests made by military recruiters or institutions of higher education unless parents have advised the Clarion County Career Center that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Clarion County Career Center to disclose **Directory Information** from your child’s education records or disclose the above-listed information to recruiters from the military or institutions of higher education without your prior written consent, you must notify the Clarion County Career Center in writing by August 30, 2024.

For more information re FERPA: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Questions or written requests should be directed to the Student Services Director, who can be reached at 447 Career Lane, Shippensburg, PA 16254 phone- 814-226-4391, Ext. 137.

### **Surveillance Cameras**

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

### **Vape Detectors**

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

### **Telephones**

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

### **Transfer and Withdrawal**

In some instances, a change in enrollment of a student at the CCCC may become necessary. The sending school, the Career Center or the student may initiate action which can result in either the transfer from one program to another or transfer back to the sending school.

School initiated transfers: The Career Center reserves the right to transfer a student or return the student to the sending school. These school initiated transfers or withdrawals may result from, but not be limited to the following situations:

- Behavior which consistently interferes with the learning or safety of other students.
- Conduct which endangers the safety of students or others.
- Inability to succeed in his/her program. Any student who received a 69% or lower as an "overall" grade in one year will not be permitted to return to the same shop the following year.
- An attendance record which shows an excessive rate of absenteeism or tardiness.

The transfer of students by the Career Center to the sending school results only when other avenues have been exhausted. Transfers from the Career Center to the sending school during the course of the school year will be made only after consultation with sending school officials and the student's parents.

School initiated transfers will not be permitted for the student if the Instructor does not have sufficient anecdotal recorded backup or sufficient evidence of progressive discipline, safety, academic concerns, or attendance concerns. School initiated transfers will not be permitted for students if their parents have not received prior notification making them aware of the possibility of their child being asked to return to the sending school, e.g. unsatisfactory notices or sufficient evidence of progressive failure.

Student Initiated Transfers: Whenever appropriate openings are available students will be allowed to transfer to another program at the Career Center. Appropriate openings shall be defined by the Student Services Director. Acceptable time for transfers is within the first three weeks of the school year or at the start of the next school year. Students who request a transfer to another CTE program for the next school year are required to complete a Student Program Transfer Guidelines request and will be evaluated based upon the guidelines adopted by the Joint Operating Committee.

Transfers at other times are at the discretion of the Director.

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

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

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

Students who withdraw from the Career Center, prior to the end of the school year, must have an inventory completed within one week of the student's last day at the Career Center of all uniforms and tools.

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

### Visitors

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

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

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

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

### Warehouse Procedures

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