



281 Technology Drive

Somerset, PA 15501

[www.sctc.net](http://www.sctc.net)

# Adult Student Policy Handbook 2024-25

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*Revised August 2024*

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## **Disclaimer**

The student handbook outlines specific policies and procedures of the Somerset County Technology Center (SCTC). Any occurrence not outlined within this handbook will be addressed by the Director of Adult Education. The Director of Adult Education will review any occurrence/incident, conduct an investigation, and implement discipline interventions determined necessary. The Director of Adult Education reserves the right to change, amend, or institute new policies, procedures, and discipline interventions any time deemed necessary. The policies, procedures, discipline actions, and curriculum syllabus as stated are subject to change. SCTC will, however, make every effort to notify schools, students, and prospective students of significant changes. Each student will be given a copy of the student handbook. If the student loses the handbook, he/she should notify the Adult Education Department, and a replacement will be provided. Not knowing or understanding a policy or procedure is not an acceptable rationale for disobedience and will not be accepted.

## **Preface**

The Joint Operating Committee of the Somerset County Technology Center believes that guidelines and policies are necessary to promote an organized learning environment for all students and that no student should interrupt the educational process or endanger the welfare and safety of themselves, other students, or the faculty and staff of the Somerset County Technology Center. It also recognizes that education for employment includes discipline as well as skill education. Participation in a program of career education is an elective course of study and adherence to safety requirements and the rules contained in this booklet are conditions of participation as a student at the Somerset County Technology Center.

The Administration and Staff of the Somerset County Technology Center believe that students attending SCTC have taken an important first step towards skill training that can lead to a career offering personal and financial success. These policies and guidelines are designed to help students to have a happy and successful educational experience at SCTC.

The purpose of the Adult Student Policy Handbook is to give students an understanding of the general rules and guidelines for attending and receiving an education in our school.

In case of a conflict between the Joint Operating Committee policy and the provisions of this handbook, the Joint Operating Committee policy most recently adopted will prevail.

Students should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. The Adult Student Policy Handbook is not a contract between the school and the students. It can be amended at any time at the discretion of

the Administration. If policy changes are enacted during the school year, the Administration will communicate those changes to students and staff.

## **Non-Discrimination Policy**

It is the policy of the Somerset County Technology Center and the eight participating districts – Berlin Brothersvalley, Meyersdale Area, North Star, Rockwood Area, Shade-Central City, Shanksville-Stonycreek, Somerset Area, and Turkeyfoot Valley Area – not to discriminate on the basis of sex, age, disability, race, color, sexual orientation, and national origin in its education and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI; and further services, activities, and facilities are accessible to and useable by persons with disabilities. Lack of English language skills will not be a barrier to admission and participation in career and technical education.

For information regarding civil rights, grievance procedures, or access, contact the Title IX Coordinator/Section 504 Coordinator; Karen Remick, at 281 Technology Drive, Somerset, PA 15501; (814) 443-3651. EOI-EOE

## **Copyright Infringement Notice**

*Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:*

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at no less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years, and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## **SCTC Vision, Mission, and Beliefs**

It is the **vision** of the Somerset County Technology Center to be the county's leading center for technical education and related services for both high school and adult students.

To realize this vision, it is the **mission** of SCTC to provide quality career and technical education and to promote lifelong learning.

The Somerset County Technology Center students, staff, and advisory committees hold common beliefs regarding learning. **We believe the following:**

- Good attendance is vital to student success.
- A strong academic foundation underpins technical skills and is important to student success.
- Proper career guidance is crucial to matching a student with an appropriate career pathway and education program.
- Career and technical education should prepare students for industry certifications, postsecondary education, and careers.
- Students should have opportunities for postsecondary articulation and dual enrollment.
- Students should receive training in professional development, soft skills, 21st century skills, and portfolio development.
- Workplace experiences are important to validate career choices.
- Career and technical education positively impacts the community and that SCTC programs are aligned to workforce development and the needs of business and industry.
- Parent involvement is important to student success.
- Professional development for SCTC staff is crucial to achieving school goals and promoting student success.
- SCTC students should train on equipment and in a facility that are safe and meet industry standards.
- Students and staff should be treated with dignity and respect to foster full development of potential.
- Students benefit from membership in Career and Technical Student Organizations (CTSOs).
- Faculty and staff should be good role models for students in the development of work ethics and professional skills and standards.
- All students/graduates can and should work.

## Staff Listing

<b>Instructors</b>	
Ms. Denise Grove	Aspiring Educator
Mr. Steve Toth	Automotive Body Technology (Collision Repair and Refinishing)
Mr. Angelo Codispoti	Automotive Technology
	Aviation Maintenance Technology
Mr. Jason Ritter	Carpentry
Ms. Nancy Scarton	Computer Networking
Mrs. Crystal Lowery Mrs. Jessica Younkin	Cosmetology
Ms. Jaime Jones	Culinary Arts
Ms. Nicole Maust	Dental Assisting
Mr. Cody Kerr	Electrical Occupations
Mr. Michael Glover	Forestry Technology
Mrs. Carissa Sanner	Health Occupations
Mr. Caleb Knopsnider	Heating, Ventilation, Air Conditioning, and Refrigeration
Mr. Jadon Cramer	Machine Technology
Mr. Mark Lyons	Masonry
Mr. Bobby Andrews	Pre-Engineering / Drafting and Design
Mrs. Jill Rugg	Service Occupations
Mr. Jamie Frampton	Welding Technology
<b>Student Services</b>	
Ms. Kimberly Cicmansky	Adult Education Program Manager
Mrs. Theresa Pletcher	Coordinator of Financial Aid/ Accounts Payable
Mrs. Verna Carberry	High School Guidance Counselor
Mrs. Heather Snyder	School Nurse

Mr. Christopher Rose	Mental Health Counselor
<b>Office Staff</b>	
Mrs. Irene Walker	Child Accounting / PIMS Support
<b>Paraprofessionals</b>	
Mrs. Sandy Close	Health Occupations
Mrs. Sandy Weigle	C-Wing
Mrs. Loretta Weyant	Service Occupations
Mrs. Courtney Tirko	Culinary Arts
Mrs. Jodi Miller	Resource Center
Mr. William Weigle	Automotive Programs
<b>Administration</b>	
Mrs. Karen Remick	Administrative Director
Mr. Matthew Danel	High School Principal
Mrs. Heidi Petrosky	Director of Adult Education
Mr. Joseph Smiach	Assistant Principal/ Career Coordinator
Mrs. Brittany Drenzo	Director of Practical Nursing
Mr. Alan Conrad	Maintenance Supervisor
Mrs. Jennifer Booth	Fiscal Manager / JOC Secretary
Dr. Tracey Karlie	Superintendent of Record, Meyersdale Area School District
<b>Information Technology</b>	
Mr. Jeremy Hauger	Network Administrator / Technology Coordinator
Ms. Mary Ann Foxwell	Special Projects Coordinator
<b>Maintenance Staff</b>	
Mr. Eric Arnold	Maintenance
Mr. Jared Philip	Maintenance
Mr. Scott Shaffer	Maintenance
Mr. Michael Weaver	Maintenance

## **Accreditations and Industry Certifications**

***Check Out PA SOAR- A Great Way to Earn Free College Credits***

<https://www.collegetransfer.net/Search/PA-Bureau-of-CTE-SOAR-Programs>

### **Accreditations**

Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools

National Association of Home Builders (NAHB) – Carpentry, Masonry, & Electrical Occupations

National Institute for Metalworking Skills (NIMS)- NIMS Level 1

### **Certifications**

SCTC provides opportunities to earn nationally recognized industry certifications. These certifications take the guesswork out of hiring for employers and give students the competitive edge in today's job market. The following certifications are currently offered at SCTC:

#### **Automotive Body Technology (Collision Repair and Refinishing):**

- Collision Service Pollution Prevention (S/P2)
- Automotive Service Pollution Prevention (S/P2)
- Collision Repair & Refinish Safety (S/P2)
- Automotive Service Safety (S/P2)
- WD-40 Cleaning, Storage, and Maintenance of Tools and Equipment (S/P2)
- Service King (S/P2)
- Pennsylvania State Automotive Safety Inspection Mechanics License
- I-CAR Non-Structural Tech Pro Level 1
- I-CAR Refinish Tech Pro Level 1
- PPG Blue Level Industry Certification
- CareerSafe- OSHA

#### **Automotive Technology:**

- Automotive Service Safety (S/P2)
- Automotive Service Pollution Prevention (S/P2)
- WD-40 Cleaning, Storage, and Maintenance of Tools and Equipment (S/P2)
- Prepare a Vehicle for Service & Working with Customers (S/P2)
- Valvoline: Motor Oil 101 (S/P2)
- Valvoline: Motor Fluids 101 (S/P2)
- Valvoline: Automotive Chemicals 101 (S/P2)
- Pennsylvania State Automotive Safety Inspection Mechanics License
- Supervisor's Course (S/P2)

## **Carpentry:**

- Pennsylvania Builders' Association Skills Certificate
- Occupational Safety & Health Administration - OSHA 10 Hour Construction Certification
- JLG Mobile Elevating Work Platform Operator Card

## **Computer Networking Technology:**

- Cisco Certified Entry Networking Technician (CCENT) – ICND1
- Comp TIA A+
- Comp TIA Networking+
- Comp TIA Security +
- Comp TIA Server+
- Comp TIA IT Fundamentals (STRATA)
- Certiport- Internet & Computing Core Certification
- Certiport- Microsoft Office Specialist Excel Expert
- Certiport – Microsoft Office Specialist Excel
- Certiport – Microsoft Office Specialist Powerpoint
- Certiport – Microsoft Office Specialist Word Expert Level
- Certiport – Microsoft Office Specialist Microsoft Word
- Certiport - Microsoft Technology Associate Server Fundamentals
- Certiport – Microsoft Technology Associate Security Fundamentals
- Certiport – Microsoft Technology Associate Networking Fundamentals
- Certiport – Microsoft Technology Associate Windows Operating System Fundamentals
- Test Out – PC Pro
- Test Out- Network Pro
- Test Out – Server Pro-Install & Configure
- Test Out – Linux Pro
- Test Out – Server Pro-Manage & Administer
- Test Out- Security Pro
- Test Out – Desktop Pro
- Test Out – Routing Pro
- Test Out – Switching Pro
- CareerSafe – OSHA Certification
- Light Brigade- Electronic Technician Association

**Cosmetology:**

- Pennsylvania Cosmetology Board – Nail Technician
- Pennsylvania Cosmetology Board – Cosmetologist
- Pennsylvania Cosmetology Board – Esthetician
- Pennsylvania Cosmetology Board – Instructor (Adult Only)
- CareerSafe- OSHA Certification

**Culinary Arts:**

- National Restaurant Association ServSafe Manager Food Safety Certification
- ServSafe- Food Handler Certification
- American Heart Association- Heartsaver© CPR/AED/First Aid

**Dental Assisting:**

- American Heart Association- Heartsaver© CPR/AED/First Aid
- American Heart Association – BLS for Health Care Providers
- Dental Assisting National Board Radiation and Health Safety
- CareerSafe- OSHA Certification Healthcare

**Early Childhood Education (Aspiring Educator):**

- Pennsylvania Department of Education/Bureau of CTE – Child Development Associate Ready Certificate (CDA-Ready)
- American Heart Association – Pediatric First Aid for Child Care Providers
- American Heart Association – Infant CPR/AED
- American Heart Association – Adult/ Child CPR/AED
- Professional Development- Health and Safety Basics: Requirements for Certification
- National Council for Professional Recognition – Child Development Associate (CDA)
- Mandatory Reporter Training

**Electrical Occupations:**

- Occupational Safety & Health Administration - OSHA 10 Hour Construction Certification
- Pennsylvania Builders' Association Skills Certificate
- ARC Flash- Fault Low and High Voltage Certificate
- JLG Mobile Elevating Work Platform Operator Card

**Forestry Technology:**

- CareerSafe- OSHA Certification- Agriculture
- Bureau of Forestry - Forest Fire Fighter Training
- American Heart Association- Heartsaver© CPR/AED/First Aid
- Pennsylvania Department of Agriculture Pesticide Private Applicator's License
- PA Sustainable Forestry Initiative Professional Timber Harvesting Card
- Hazardous Occupational & Safety Training in Agriculture- National Safe Tractor and Machinery Operator

## **Health Occupations:**

- American Heart Association- Heartsaver© CPR/AED/First Aid
- American Heart Association – BLS for Health Care Providers
- American Heart Association- Blood Borne
- American Medical Certification Association- Certified Patient Care Technician
- American Medical Certification Association- Medical Assisting Clinical & Clerical
- American Medical Certification Association- Certified Phlebotomy Technician
- CareerSafe- OSHA for Healthcare Providers
- National Safety Council- Blood Borne & Air Borne Pathogens
- PA Department of Human Services- Personal Care Home & Direct Care Staff
- Stop the Bleed

## **HVAC/R:**

- EPA 608 Certification

## **Machine Technology:**

- National Institute for Metalworking Skills (NIMS):
  - Planning, Benchwork, and Layout
  - Measurement, Materials, and Safety
  - Manual Drill Press Operations
  - Manual Turning & Chucking
  - Manual Turning Between Centers
  - Certificate of Special Merit
  - CNC Lathe Operations
  - Lathe Programming, Setup, and Operations
  - CNC Mill Operations
  - CNC Mill Programming, Setup, and Operations
  - Manual Milling
  - Manual Surface Grinding
  - CNC Turning
  - CNC Milling
  - CNC Programming Set-Up & Operations
  - Level 1

## **Masonry:**

- Pennsylvania Builders' Association Skills Certificate
- Occupational Safety & Health Administration – OSHA 10 Hour Construction Certification
- JLG Mobile Elevating Work Platform Operator Card

## **Pre Engineering / Drafting & Design:**

- Autodesk Certified User
- Autodesk Certified Professional
- Occupational Safety & Health Administration- OSHA 10 Hour Certification

## **Welding Technology:**

- Occupational Safety & Health Administration – OSHA 10 Hour Construction Certification
- American Welding Society- GMAW Globular Transfer 1G D1.1 Code
- American Welding Society- SMAW 1G 7018 D1.1 Code
- JLG Mobile Elevating Work Platform Operator Card
- WD 40 (S/P2)
- Welding (S/P2)

## **Attendance Policy**

As a part of our mission to provide a well-rounded education, the Somerset County Technology Center acknowledges its responsibility to prepare students for future academic and professional endeavors. Therefore, students are encouraged to develop a professional ethic that reflects personal responsibility, personal initiative, and teamwork. In context to that commitment, students are required to attend regularly scheduled classes, including online/remote classes. When students are absent from class, they not only miss a part of the subject matter of the course but also diminish the opportunities for contributing to the learning environment.

Poor attendance in class:

1. May cause students to lose their financial aid, according to federal guidelines
2. Will diminish their professional and academic progress
3. May lead to additional fees being charged after 100% of normal completion time (number of remaining hours multiplied by the hourly program rate; not covered by financial aid)

### **Guidelines for Adult Students**

1. SCTC requires students to attend all scheduled classes, including all online/remote classes.
2. Instructors will discuss and review this attendance policy at the beginning of the course period. Instructors are encouraged to exercise good judgment and may develop a more stringent attendance policy with the approval of SCTC Administration as courses or programs warrant.
3. Instructors will keep a weekly record of student attendance to comply with federal grants and financial aid guidelines.

4. If a student's absences become excessive, Administration will notify the student of his/her status and, if the student does not respond, will issue a written concern form to both the student, and if appropriate, to the grant contact person. This form will outline remedial actions required. Continued non-approved absences may result in removal from the course.
5. When an absence is unavoidable (i.e., due to extended illness), students should initiate contact with Administration who may, in some instances, require verification. Documented absences do not remove a student's responsibility to complete missed classwork. Instructors will make reasonable accommodations for students in the event of an unavoidable absence.
6. When an absence is related to a planned activity (such as a company visit, off-site training, conference, or other SCTC sponsored event), students are still required to complete missed classwork. If a student fails to complete missed classwork, his/her absence may be counted against his/her attendance and may lead to involuntary withdrawal for excessive absence.

**Whenever the number of student absences exceeds sixty (60) hours for a full-time program or twenty-five (25) hours for a short-term program, Administration will place the student on academic probation. If more than thirty (30) hours are missed within the first semester, the student will be automatically placed on academic probation. Continued absences may lead to the removal of the student from the course.** If students are removed involuntarily from a course, they may appeal this decision through the SCTC appeal process. Appeals must be made in writing, and a response to the appeal will be issued within seven (7) class days. All administrative decisions on attendance matters are final. Tuition refunds will not be issued to students removed from class due to attendance or disciplinary reasons.

## **Appealing a Grade or the Grading Process**

Any student wishing to appeal a grade or the grading process must first meet with the instructor and/or program coordinator for resolution. If a resolution is not reached, the student, program instructor, and/or program coordinator will meet with the appropriate administrator for resolution.

## **Bullying**

The Somerset County Technology Center strives to provide a safe and positive learning environment for students and recognizes that bullying of students has a negative effect on the educational environment of a school. Students who are bullied, intimidated, or fearful of

others may not be able to take full advantage of the educational opportunities offered. Therefore, SCTC strives to offer all students an educational environment free from bullying.

Bullying shall be defined as “negative actions on the part of one or more students toward another student.” This could include, but is not limited to, unwelcome verbal, written, electronic, or physical conduct directed at a student by another student, students, or by an adult. Electronic bullying, also referred to as cyber-bullying, is not acceptable in any format.

Negative actions are defined as actions that are sufficiently severe or pervasive to create an intimidating, hostile, or abusive environment that substantially interferes with the educational process. Such actions could include, but are not limited to, hitting, pushing, pinching, restraining, or other physical contact. Bullying can also be carried out by words, by threatening, taunting, teasing, and calling names. Making faces or obscene gestures, spreading rumors, or refusing to comply with another person’s wishes are also considered forms of bullying.

Proven occurrences of bullying will be handled according to SCTC’s disciplinary structure and will be referred to the local authorities as deemed necessary by the Administration.

## **Application Procedure**

### **Intergenerational Students Application Procedure**

1. Complete an application for the program of study
  2. Arrange for an interview with the Director of Adult Education
  3. Tour the school and visit programs of interest
  4. Request an official copy of your high school or GED transcript be sent to SCTC
  5. Obtain necessary clearances:
    - ◆ State Police Background Check
    - ◆ PA Child Abuse History Clearance
    - ◆ FBI Background Check – if applicable
  6. Meet with Financial Aid Advisor and arrange for financial aid sources and tuition payment
- Some funding sources include:
- ◆ Workforce Innovation and Opportunity Act (WIOA)

- ◆ Federal Title IV (FAFSA)
  - ◆ Veterans
  - ◆ Office of Vocational Rehabilitation (OVR)
  - ◆ Trade Act
  - ◆ Scholarship
7. Obtain an acceptance letter for program of interest and start date
  8. Pay any outstanding balance owed or make arrangements for a payment plan two weeks prior to the beginning of the semester
  9. Attend Orientation

## **Commercial Driver's License**

### **Drug & Alcohol Testing**

Random drug and alcohol testing is performed to deter students, who perform safety-sensitive functions related to the operation of vehicles requiring a Commercial Driver's License (CDL), from reporting to class or remaining in class under the influence of alcohol or controlled substances/drugs.

Students who are attending SCTC to obtain their CDL are subject to testing. A CDL is required for:

- Vehicles with a gross weight rating of 26,001 or more pounds
- Vehicles designed to transport 16 or more passengers, including the driver
- Vehicles used to transport hazardous materials and are required to be placarded in accordance with the Hazardous Materials Transportation Administration

SCTC is required by the Federal Motor Carrier Safety Act (FMCSA) to perform pre-employment testing on all students enrolling in CDL training and random drug testing. All testing is conducted by a certified testing facility that complies with the federal regulations pertaining to the Federal Motor Carrier Safety Act.

### **Random Testing**

CDL-licensed students enrolled in a CDL training program are subject to random testing on a regular basis to comply with federal regulations. Adult Education will notify the student of the need for testing. The student must cease performing safety-sensitive duties and report to the

collection or testing facility immediately. If the student is not in class, he/she should not be given prior notice, but should be notified to go for testing upon return to class.

### **Reasonable Suspicion Testing**

If an instructor or school administrator, who has received required training under Department of Transportation (DOT) rules, observes behavior or other signs of possible alcohol or controlled substance abuse immediately before, during, or immediately after performing safety-sensitive duties, the observed student will be directed to undergo testing. The person observing the behavior must notify Adult Education of the need for testing and refer the student to the SCTC's designated testing official. The student will be provided with transport to and from the testing facility and arrangements will be made for transporting him/her home. Tests should be performed immediately and must be conducted within 8 hours for reasonable suspicion of alcohol abuse and within 32 hours for reasonable suspicion of controlled substance abuse. The student must not engage in safety-sensitive duties until negative test results are received. The student is responsible for paying all costs incurred with reasonable suspicion testing.

### **Post-Accident Testing**

After an accident involving

- A fatality **or**
- Where the student receives a moving traffic violation **and**
- Either bodily injury occurred requiring immediate medical treatment away from the scene **or**
- A vehicle incurred disabling damage

The student must be tested for alcohol and controlled substances. Tests should be performed immediately following the accident; however, the alcohol test must be conducted within 8 hours and the controlled substance test must be administered within 32 hours.

### **Positive Test Results/Return to Class**

If positive drug test results or alcohol tests of 0.02 BAC or greater are received, the student must immediately be removed from safety-sensitive duties. SCTC has a zero-tolerance policy for students testing positive for controlled substances or alcohol. A positive test result is treated as Gross Misconduct under SCTC's Adult Student Disciplinary Policy.

### **Refusal to Be Tested**

All of the following are considered a refusal to be tested:

- Failure to appear for testing
- Not appearing for testing in a timely manner as determined by SCTC
- Leaving the collection site before testing is completed
- Failure to provide a specimen

- Failure to allow direct observation for reasonable suspicion
- Providing an insufficient specimen without a valid medical reason
- Failure to undergo medical examination when directed
- Failure to cooperate with the testing process
- Providing a contaminated or substituted specimen

Students who refuse to be tested are subject to disciplinary action, up to and including dismissal.

### **Diluted Specimens**

Verified positive diluted specimens are treated as positive test results. SCTC will require students with negative dilute specimens to undergo immediate unobserved recollection.

The cost of a required recollection due to a diluted specimen or any other reason will be borne by the student or employee.

### **Split Specimen Testing**

The collection or testing facility must perform a split specimen collection. If a student tests positively for drugs, he or she can request a re-test using the split specimen. The student will bear the cost of the re-test.

### **Training**

Designated students are provided information on testing policy and procedures including alcohol and controlled substance awareness information. These students must receive initial training on the policy and procedures, including information on alcohol misuse and indicators of the use of controlled substances (reasonable suspicion). Additional training is required if there are changes to federal regulations.

### **Recordkeeping and Privacy**

SCTC maintains student records for a minimum of 3 years. Non-negative drug test results, alcohol tests of 0.02 BAC or greater, and refusals to test is maintained for 5 years. Negative drug and alcohol tests are retained for a minimum of 3 years. SCTC respects the privacy of its students. Physical and screen results will be confidential to parties not required to comply with FMCSA rules and regulations.

## **Cheating / Plagiarism**

Cheating means any attempt to mislead by deception or to obtain by fraud or deception with the intent to gain by doing so; i.e., copying assignments from others, lending one's own work for the purpose of aiding another to cheat, giving or receiving aid during the testing period. Failing mark will be given for the assignment to both the lender and the copier. A

student / administrator conference will occur. Repeated offenses may result in expulsion for unethical conduct.

Plagiarism means any act of using, without acknowledgment, the ideas, writings, or inventions of another, either word for word or in substance, and representing them as one's own, i.e. failure to use quotation marks, footnotes, or bibliography, to indicate material used directly or substantially from other sources in written and oral reports. The following actions will be taken for plagiarism: from other sources in written and oral reports. The following actions will be taken for plagiarism:

1. **First offense** – a failing mark will be given for that assignment
2. **Second offense** – expulsion for unethical conduct

All incidents of cheating/plagiarism will be reported. Complete records will be maintained in the student record.

## **Clearances**

Upon application, at a minimum, students will have completed a PA State Police Background Check and a PA Child Abuse Clearance, and all offenses will be reviewed before being accepted into a program.

## **Computer Use**

### **SECTION I - Purpose**

- A. To remain competitive, better serve our customers, and provide our students with the best tools to do their jobs, the Somerset County Technology Center; herein referred to as SCTC, makes available to our students access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet, and the World Wide Web.
- B. SCTC encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about technology, new products and services, and other educational resources. However, all students and everyone connected with the organization should remember that electronic media and services provided by the school are school property and their purpose is to facilitate and support school business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

C. Google Suite is an online instructional teaching tool that enables SCTC instructors and students to implement the Continuity of Learning Plan established during a school closure. Expectations set forth by the PA Department of Education are that all students are entitled to

an ongoing education, despite the necessary changes to their instructional day. Effective September 1, 2020, all SCTC instructors and students are required to use the Google Suite daily. The intention is to use Google Suite to enable students to become familiar with daily instruction/assignments using the online capabilities. This will allow SCTC to comply with the PDE-mandated Continuity of Learning Plan in the event of any future school closures (i.e., flexible instruction day, state-mandated shutdown, etc.).

D. To ensure that all students are responsible, the following guidelines have been established for

using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express SCTC philosophy and set forth general principles when using electronic media and services.

### **SECTION II – Prohibited Communications**

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to SCTC policy or business interests.

### **SECTION III – Personal Use**

The computers, electronic media, and services provided by SCTC are primarily for business use to assist students in the performance of their studies. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-school purposes may be acceptable. All such use should be done in a manner that does not negatively affect the systems' use for educational purposes. However, students are expected to demonstrate a sense of responsibility and not abuse this privilege.

### **SECTION IV – Access to Student Communications**

- A. Generally, electronic information created and/or communicated by the student using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the school. However, the following conditions should be noted:

SCTC does routinely gather logs for most electronic activities or monitor student communications directly, e.g., telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:

1. Cost analysis;
  2. Resource allocation;
  3. Optimum technical management of information resources; and
  4. Detecting patterns of use that indicate students are violating school policies or engaging in illegal activity.
- B. SCTC reserves the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other school policies.
- C. Students should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

#### **SECTION V - Software**

To prevent computer viruses from being transmitted through the school's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through SCTC may be downloaded. Students should contact the system administrator if they have any questions.

#### **SECTION VI – Security / Appropriate Use**

- A. Students must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by school management, students are prohibited from engaging in, or attempting to engage in:
1. Monitoring or intercepting the files or electronic communications of other students or third parties;
  2. Hacking or obtaining access to systems or accounts they are not authorized to use;
  3. Using other people's logins or passwords; and
  4. Breaching, testing, or monitoring computer or network security measures.
- B. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

- C. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
- D. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

### **SECTION VII – Participation in Online Forums**

- A. Students should remember that any messages or information sent on school-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to SCTC.
- B. SCTC recognizes that participation in some forums might be important to the performance of the student's studies. For instance, the student might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

### **SECTION VIII - Violations**

Any student who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible expulsion, legal action, and criminal liability.

## **Damage or Destruction of School Property**

Students will be held accountable for any damage or destruction of school property resulting from the careless or unsafe use of materials or equipment, horseplay, disruptive behavior, or willful intent. Where the damage is considered a deliberate effort of destruction, violators will be prosecuted.

## **Dress Code / Uniform Policy**

Each program has a dress code/uniform that students must abide by and comply with to remain a student at SCTC. Dress code/uniforms are governed by safety requirements, trade practice expectations, and uniformity/identity of the program area. Students may be required to purchase a uniform to participate in the program and always wear it. Refusal of students to comply with the uniform policy will be interpreted as not wanting to participate in the program or SCTC. The dress code policy applies to all field trips, extra-curricular activities, and conferences.

- No halter tops/spaghetti straps or tank tops worn alone.
- Shorts must extend to the student's fingertips.
- No undergarments (including sports bras) may be exposed at any time. Specifically, pants and slacks shall be worn with the belt line at the waist.

- No bare midriffs.
- No chains, studs, choke collars, or metal are permissible attire.
- It is the student's responsibility to clean his or her uniform and replace it as necessary. No additional ornamentation, patches, buttons, etc. are to be added to uniforms. Students' will not be permitted to decorate the uniform with paint, markers, pens, or draw on the uniform in any fashion.
- Any clothing, pins, or buttons which contain words or symbols that are profane or sexually explicit, or which by nature distracts attention from the educational purposes of the school, is not considered appropriate for school attire. No inappropriate messages related to alcohol, drugs, tobacco, and sexual innuendo will be permitted.
- Appropriate footwear as designated by individual program areas must be worn during class and shop time.
- Any article of clothing or jewelry, including body piercing apparel or jewelry, determined by the school to constitute a safety, health concern, or hazard shall be prohibited. Individual program instructors and/or administration will determine what constitutes a safety or health hazard in their area.
- Students are not permitted to wear uniforms that are excessively large or overtly oversized or clothing with hanging straps. The administration shall reserve the right to determine if clothing is excessively oversized to a point that may constitute a physical or safety hazard to the wearer or the overall school community.
- Uniforms that are ripped, torn, or ragged are not allowed.
- In case of questionable dress, the administration reserves the right to make the decisions on appropriateness of all dress.
- In cases where administration deems student dress inappropriate for school, students will be permitted to remedy the situation immediately. Removal from SCTC may result in a student refusing to remedy a dress code violation in a timely manner as determined by administration.

## **Drug Policy**

The following acts by a student while in school buildings, on school property, at school-sponsored functions on school property, or in route to any of the foregoing shall be regarded as misconduct by such student provisions of Article XIII, Section 1318 of the Public School Code of 1949 as amended, also Act 26 of 1995- Safe and Drug Free Schools:

1. The possession or use of narcotics or dangerous drugs, as defined in The Drug, Device, and Cosmetic Act (Act of September 26, 1961, P.L. 1664), and not prescribed by a physician or the possession or use of alcoholic beverages; or

2. Being under the influence of narcotics or dangerous drugs, as defined in The Drug, Device, and Cosmetic Act (Act of September 26, 1961, P.L. 1664), and not prescribed by a physician or being under the influence of alcoholic beverages; and
3. Possession of drug paraphernalia and/or alcoholic products is forbidden.

When reasonable suspicion exists that a student is under the influence of a substance, SCTC will investigate by means of search, documentation of vital signs, use of an "intoximeter," or other reasonable means to ensure the safety of the student. If symptoms are documented, the student may be required to submit to formal testing. ***SCTC will follow the same testing protocol as described on pages 16-18 in the Adult Student Handbook for the CDL program.***

Students may be dismissed from SCTC for drug and alcohol violations, and all illegal activity will be referred to law enforcement officials. Students should also be aware that law enforcement agencies occasionally bring trained drug-sniffing dogs to search the building for illegal drugs.

### **Excused Absence**

As a clock-hour based school, students are expected to attend class on all scheduled class days. Scheduled classes are used to determine whether students have completed the required number of hours in a payment period, and attendance may be factored into determining a student's final grade. Students are responsible for contacting the Adult Ed. Dept. and/or their instructors to report absences; whenever possible, this should be completed on the same day as the absence.

Taking this into account, SCTC understands that some absences cannot be avoided (illness, injury, etc.) and may be deemed Excused Absences. Excused absences are approved by your school administration. SCTC may require additional documentation (such as doctor's notes) prior to determining whether an absence is excused or unexcused.

For financial aid purposes, a limited number of excused absences do not count against a student's assigned program hours when determining eligibility for aid disbursements. Somerset County Technology Center follows the guidelines as set forth by the Federal Student Aid Handbook, which states as follows: Once a student has reached the mid-point of his or her training program, financial aid (grants or loans) may be withheld if a student has missed ten percent (10%) or more of assigned program hours.

### **Eye Protection**

It is State Law that every student must wear safety glasses or some other eye protection while performing work in shops, laboratories, or classrooms where chemicals, gases, and other dangerous elements are prevalent in the air. Safety glasses will be provided for all new

students enrolled in courses where safety glasses must be used during the time of enrollment at the school. Students are responsible for having the safety glasses each day when reporting to class. Students not having safety glasses must either purchase another pair in the school office or remain in a safe area until they obtain safety glasses.

## **Family Educational Rights and Privacy Act (FERPA) Provisions**

### **Right to Access**

With a few exceptions as provided by law, you may see any of your educational records upon request. Access will be granted upon written request to the program office. In some cases, you are also entitled to copies (at your expense) of all records to which you have rightful access. You have the right, under established procedures, to challenge the factual accuracy of the records and to enter your viewpoints in the records.

You may waive your right of access to recommendations and evaluations in the case of applications for employment and applications to other schools and universities that have been placed in your educational records.

### **Listing of Educational Records**

At the Somerset County Technology Center (SCTC), the permanent record and official file for each student is maintained by the specific program area and/or the Adult Education Office. The file contains copies of documents relating to the student. It may also include information supplied to the school, copies of transcripts for academic work completed, and copies of letter related to academic or disciplinary action taken against the student.

Other offices may hold such information as is necessary to provide services or assistance to students or information necessary for the administration of various programs. Incidental and/or official files may also be kept by academic instructors or other staff members.

### **Disclosure of Student Records**

With several exceptions, identified in the following paragraph, SCTC cannot release information concerning students to prospective employers, government agencies, credit bureaus, or other third parties without the written consent of the eligible student. Students and alumni applying for jobs, credit, graduate school, etc., must provide SCTC with signed and dated written consents to release their records, specifying the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made.

SCTC has designated the following categories of information as "directory information" which, at SCTC's discretion, may be released without consent of the student: student's name, degree program and major area of study, dates of attendance, and degrees and awards received.

You may request that directory information not be released without your written consent. Such requests must be submitted in writing to the program coordinator and must include your name, address, student identification number, date, and signature. SCTC accords to its students all rights under this law. No one outside the institution shall have access to students' educational records, nor will SCTC disclose any information from these records without the written consent of students except, in accordance with the Act:

1. To personnel within the institution or appropriate officials of the school in which the student seeks to enroll,
2. To persons or organizations providing student financial aid,
3. To accrediting agencies carrying out their accreditation function,
4. To persons in compliance with a judicial order or a lawfully issued subpoena (provided that SCTC will first make a reasonable attempt to notify the student),
5. To organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction,
6. To authorized representatives of federal or state government agencies for the purpose of audit and evaluation of government programs, and
7. To persons in an emergency in order to protect the health or safety of students or other persons. All of these exceptions are permitted under the Act. Information will be released only on the condition that the party to whom the information is released will not disclose it to subsequent parties without the written consent of the student. Furthermore, SCTC will maintain records of any access provided without the express consent of the student, and these records will be made available to the student on request.

### **Further Notice**

This notice is not intended to be fully explanatory of students' rights under the Family Educational Rights and Privacy Act (FERPA). Copies of SCTC's Compliance Policy and Family Educational Rights and Privacy Act are available from the Adult Education Office of SCTC.

### **Right to File a Complaint**

Inquiries and complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

## Fighting / Physical Confrontation

Fighting is forbidden at SCTC. All confrontations of any nature must be immediately brought to the attention of the Administration. While students may take actions to protect themselves, under no conditions is retaliation, (fighting back), permitted. Local law enforcement agencies will be contacted when fighting occurs, and the appropriate disciplinary action will be taken by SCTC. Criminal or civil charges may be filed. This is especially true if the student's actions result in injury to another student or to a teacher or other school employee attempting to quell a fight.

## Financial Aid Department

### Privacy Policy

The Somerset County Technology Center (SCTC) is committed to providing our students (and prospective students) with the most protection possible to safeguard their personal information. To this effect, we have secure computer operations and a private and secure filing system.

We collect information from students for enrollment or financial aid purposes that we may need to disclose to other parties, such as student loan lenders, the U.S. Department of Education, and others. SCTC will only share student personal information that is required by our accrediting agency or by law. SCTC is committed to protecting the privacy of our students. For more information on SCTC's records handling and reporting process, contact the administration at (814) 445-3651.

## Fire Drills

1. **EVERYONE** must leave the building, once an announcement is made on the PA system verifying the drill.
2. **ABSOLUTE SILENCE** is essential so that emergency directions may be heard if given by the teacher or the PA system.
3. **ALL WINDOWS & DOORS MUST BE CLOSED**, lights left on, and machines turned off. Students working near shop windows and outside doors should be instructed to inspect and close. The teacher should check the room or shop and close the fire exit door.
4. **MOVE RAPIDLY** to designated exits when the signal sounds. In the event the regular door is blocked, students will be directed to alternate routes through the neighboring shop or laboratory. In case of only one exit, do not allow students to crash through obstructions, wait for fire person to create an exit.
5. **KEEP ALL ROADS AND DRIVEWAYS CLEAR.** Students must cross and be clear of all roadways.

6. **TEACHERS WILL TAKE STUDENT CHECKLIST AND ATTENDANCE RECORDS WITH THEM.** Teachers will take attendance after arriving outside. In case of a real emergency, this would be the only quick check on students in attendance for the day.
7. An announcement will signal to return to the building.

Any student who is hearing impaired should notify their teacher immediately. When the fire alarm rings, the teacher is responsible to see that the hearing-impaired students are assisted. Other students will also be assigned to notify the hearing-impaired student in case of a drill or emergency situation.

### **Fireworks**

Fireworks Law (Act of 1939, P.L. 134 #65) "Fireworks" are not permitted in public buildings. The term "fireworks" shall mean and include any combustible or explosive composition, or any substance or combination of substances prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation and shall include firecrackers or other fireworks of like construction and any fireworks containing any explosive or flammable compound. Please be advised that no fireworks (including smoke bombs and firecrackers) are permitted at SCTC.

### **SCTC Complaint/Grievance Procedure**

Any student alleging any kind of discrimination, or who believes he/she has been unjustly denied services or his/her rights have been violated at SCTC, should pursue this five-step procedure for making a complaint and seeking resolution:

- Step 1** A person or persons initiating the alleged grievance shall present the grievance in writing to the Director of Adult Education within 30 days after its occurrence. The Director of Adult Education shall reply in writing to the grievance within five days after initial written presentation of the grievance.
- Step 2** If the action in Step 1 fails to resolve the grievance to the satisfaction of the affected parties, the grievance shall be referred in writing by the adversely affected party or parties to the Administrative Director (Section 504 and Title IX Compliance Officer) within five days of the Director of Adult Education's decision. The Administrative Director shall reply in writing to the grievance within five days after the presentation of said grievance to him/her.
- Step 3** If the action in Step 2 fails to resolve the grievance to the satisfaction of the affected parties, the grievance shall be referred in writing by the adversely affected party or parties to the Superintendent of Record within five days of the

Administrative Director's decision. The Superintendent of Record shall reply in writing to the grievance within five days after the presentation of said grievance to him/her.

- Step 4** If the action in Step 3 fails to resolve the grievance to the satisfaction of the affected parties, the grievance shall be referred in writing by the adversely affected party or parties to a Grievance Committee of the Joint Operating Committee (JOC) of SCTC within five days of the Superintendent of Record's decision. The Grievance Committee of the JOC shall meet as soon as possible but in no case beyond a 30-day period to discuss the grievance. The Grievance Committee of the JOC shall thereafter reply in writing to the grievance within five days after the Committee's review of the grievance.
- Step 5** If the action in Step 4 fails to resolve the grievance to the satisfaction of the affected parties, the grievance shall be referred in writing by the adversely affected party or parties to the Joint Operating Committee (JOC) for consideration and action at the next regular JOC meeting. The JOC shall reply in writing to the grievance within five days after said JOC meeting.
- Step 6** If the action in Step 5 fails to resolve the grievance to the satisfaction of the affected party or parties, the grievant is free to pursue whatever remedy the law provides.

### **Harassment / Sexual Harassment**

In order to provide a safe, positive learning environment for students, proven harassment in any form will not be tolerated. Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of harassment.

SCTC prohibits any harassment including, but not limited to, sexual, cultural, and ethnic. The policy applies in any situation involving a member of the school staff to a student or another staff member or when made by any student to another student or staff member.

### **Grading Policy**

The intent of the grading procedure is to provide a percentage grade that accurately reflects student proficiency in each marking period.

- **CDL: theory grades for the CDL program must meet a minimum 80% passing score, as dictated by federal guidelines. Skills and behind-the-wheel hours are also tracked and recorded.**
- **Short-Term: grades for short-term classes are individually developed and assigned. Courses may receive a percentage grade or be pass/fail.**

- **Intergenerational: grades of SCTC intergenerational students reflect evaluation in three areas: Knowledge, Skill Performance, and Employability Skills**

### **Procedure for Computing Intergenerational Grades**

When computing grades, three major areas will be considered. They are theory/knowledge, skill performance, and employability skills.

#### **Theory/Knowledge (40% of total grade)**

Theory grade will be composed of the following:

- Written and/or oral test and quizzes
- Written/oral reports
- Homework assignments
- Understanding safety practices
- Essays/projects
- Theory competencies
- Any other assignment used to demonstrate a student's knowledge of technical and related information

#### **Skill Performance/Performance Objectives (40% of total grade)**

This portion of the grade will be determined by the number of completed competencies. The competencies assigned to the student will be based on the student's career objective. These competencies will be documented and rated by the instructor using the appropriate rubric. Areas involved in the assessment of the competency are:

- Demonstration of safety practices
- Projects
- Basic skill competencies
- Procedures
- Operation of tools and equipment
- Experiments

### **Employability Skills (20% of total grade)**

This portion of the grade will be determined by the willingness of the student to adhere to school and industry standards. Employability skills should be evaluated to encourage behavior that will assist the student in obtaining and/or retaining employment. Factors required when grading appropriate employability skills are:

- Works independently and as a team member
- Takes initiative (Works without need for constant supervision and direction)
- Has positive attitude towards work/learning
- Remains on task and follows through to completion
- Is prepared for class (Has proper dress/uniform, tools and equipment, etc.)
- Participates in all class activities including clean-up in a professional manner
- Respects the rules and regulations of the classroom and school
- Respects the rights of others
- Completes all assignments by the due date

*\* Students' grades cannot be based on attendance or used as punishment for a disciplinary problem. Teachers cannot deduct points from total points already achieved.*

*\* Online assignments are included in this grading policy.*

### **Grading Scale**

- A** 100 - 90
- B** 89 - 80
- C** 79 - 70
- D** 69 - 60
- F** 59 - 0

### **Make-up Work**

It is the responsibility of the student, upon returning to school, to contact the instructor for missed assignments.

Students with unexcused and illegal absences will not be permitted to make-up work; students will receive a zero for these assignments. Even though a zero is assigned the student is still responsible for satisfactorily completing any mandatory competency requirements or an incomplete grade will be given for the nine weeks.

Students with excused absences will be granted make-up privileges that may require the students to take work home. Time limit of make-up work will be equal to the number of days absent plus one, starting the day the student returns. Exceptions can be made in cases of extended illnesses. All make-up work not turned in will receive a failing mark for that particular assignment. However, if the instructor determines that the make-up work is a competency requirement, the student must still complete the work satisfactorily to avoid an incomplete for the grading period. If a student missed more than one day and during that absence missed a test/quiz, it is unreasonable to make that student take the test/quiz on the day they return to school. Students will be allowed at least one day to study before making up a test/quiz.

### **Standards of Academic Progress**

Students must meet outlined academic and attendance requirements in order to be considered as meeting SCTC's Standards of Academic Progress. SCTC's Standards of Academic Progress are designed to ensure students make sufficient progress towards completion of their program. The criteria and standards of this policy are set to recognize exemplary academic achievements and to detect problems for which actions of early intervention, probation and/or remediation should be taken.

Satisfactory Academic Progress (SAP) is comprised of two elements: Attendance and Grades.

To maintain good standing and be considered as making satisfactory progress, students are required to:

- Earn a grade of 75% or higher (the minimum passing score for the CDL program is 80%)
- For competencies and courses that are Pass/Fail, students must earn a passing grade
- Maintain satisfactory attendance as outlined in the SCTC Attendance Policy

It is the responsibility of the student to attend classes as scheduled and to ensure that the permissible number of absences is not exceeded. Students should be aware that attendance requirements for externships/clinical hours might differ from those for in-class training. It is also the student's responsibility to ensure his/her academic performance remains within stated standards throughout each term.

It is the responsibility of the school to track and keep record of student attendance. If a student exhibits a pattern of excessive absenteeism, the Director of Adult Education may meet with the student to discuss ways to solve the problem. The school may also work with students who identify and express a concern about their academic performance and assist them in developing a plan to correct it.

## **Academic Review**

The Adult Education Office conducts a review of each student's academic performance at the close of each term. This review is to determine if the student is making satisfactory progress in his/her program of study. Students will be notified in writing they are being placed on academic probation for failure to maintain a 75%. Students will be closely monitored and offered remediation support services to increase their academic standing. Failure to increase grades to the minimum threshold of 75% may lead to termination from the program.

Students who do not pass all competencies in the term will be placed on probation and must successfully complete those competencies within the subsequent term to remain enrolled.

Attendance, the second element of SAP, is regularly monitored to ensure students are meeting SCTC Attendance Requirements. If a student exceeds the permitted number of absences, the student will be placed on probation. Continued unexcused absences after written notice of probationary status may lead to termination from the program.

Students should be aware that failure to meet the Standards for Academic Progress in their program may impact eligibility for financial aid (contact the SCTC Financial Aid Office for additional information).

In cases where remediation is offered to the student, any costs associated with such remediation requirements and the increased length of the program are the responsibility of the student. The student will also experience an extended date of completion.

The student may elect not to participate in remediation, if offered. Electing not to participate, or noncompliance with remediation mandates, will result in termination.

## **HIPPA Privacy Act**

All students enrolled in Medical or Dental programs are required to sign the HIPPA Privacy Act, which will be kept on individual files. All students are expected to follow the privacy policy when at school, labs, and clinicals. At no time are students allowed to discuss clinical/patient assignments outside the designated secure areas, as assigned by the instructor. This includes, but is not limited to, facility break rooms, hallways, patient rooms, elevators, or parking lots. Patient information must always be secured. No patient information may leave the facility or be left unsecured in areas such as break rooms or patient rooms. On clinical paperwork, patient initials are only to be used.

This also includes discussing school and clinical activities on social websites such as Myspace, Facebook, YouTube, and texting to others.

Privacy is also allotted to other students, and discussion of other student's grades or performance will not be tolerated. Any student in violation of the privacy policy will be

reviewed by the Director and disciplined according to the degree of violation, which could result in dismissal from the program.

### **Inappropriate Language**

Swearing, foul or abusive words or inappropriate gestures will not be tolerated. Inappropriate language towards the staff or students will not be tolerated and will result in possible removal from SCTC and referral to legal authorities.

### **Internet**

Internet access will be provided for students to locate material to meet their school-related needs only. School staff will work together to help students develop the critical thinking skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals. Any user who violates the established guidelines may be subject to not only revocation of the user privilege but also subject to discipline, or, in the case of violation of law, may be reported to law enforcement. Access to the internet through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by school administration. All students must sign the Internet Usage Policy form before accessing the Internet.

### **Leave of Absence**

Students may request a leave of absence using the form obtained from Adult Education if they must miss more than ten (10) consecutive days of school due to illness, personal issues, or other special circumstances. A leave of absence cannot exceed 180 calendar days. If the student does not return to school within the 180 days, the student will be terminated from the program and required to apply for readmission to SCTC. The student will maintain placement in the program for up to 180 days; after this time, readmission into the program is not guaranteed. A leave of absence is not a complete withdrawal. Withdrawal is a separate process that is explained under the Termination section of the handbook.

### **Lockdown Procedures**

On occasion, it may be necessary to engage in a school-wide lockdown. During an internal lockdown, all students will remain in their respective program areas until an announcement has been made on the PA system. If students are in another area during the time of a lockdown, they must remain in that area or report to the closest program area until it is deemed safe to return to their own program area. A school-wide internal lockdown is for the safety of all students and staff and will only be instituted when it is deemed necessary by administration.

An external lockdown may be instituted as deemed necessary by administration. No one will be permitted to come into or leave the building. Faculty and students will maintain a regular schedule within the school.

### **Locker Searches**

Student lockers are school property and always remain under the control of the school. Students are expected to assume full responsibility for the security of their lockers. Periodic general inspection of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. SCTC is not responsible for items damaged or stolen out of lockers.

### **Medical Issues**

Students developing a medical issue after enrollment that might present a safety issue for themselves or others may be asked for a medical physician's release. If restrictions are in place that prevents the student from completing the curriculum and operating equipment in a safe manner, the student may have to withdraw until after the medical issued is resolved.

### **Musical Devices**

Students must remove any music device before entering the building. Students will not be permitted to have the device on or in view. Devices shall be placed in a backpack or any other area where it is not visible before entering the building. Refusal to remove the device will result in referral to administration. SCTC is not responsible for lost or stolen items.

### **Parking**

All students will be issued a parking pass. The parking pass must be in a visible place (rear view mirror) on the vehicle when parked. If lost, a replacement parking pass will cost five dollars. All parking passes must be returned at the end of the year. SCTC is not responsible for vehicles that are damaged, stolen, or involved in a theft of contents while the vehicle is driven or parked on school property.

### **Personal Belongings and Electronic Devices**

SCTC is not responsible for students' personal belongings that are lost, stolen, or damaged. Students are discouraged from bringing any type of electronic device to SCTC. Such devices could include, but are not limited to, cell phones, radios, CD players, MP3 players, iPods, thumb drives, pagers, handheld scanners, computer games, laser pointers, portable computers, gaming devices, and inappropriate printed materials. Such devices that interfere with the educational environment could be confiscated, tagged, and sent to administration where they can be claimed at the discretion of administration.

## **School Delays and Closings**

The telephone notification system will be used to communicate school delays and closings to SCTC students.

In case of an emergency or important announcement, the automated system will also be used to communicate with students. Information regarding the event and reunification of students with family will be provided through this system, as necessary.

If you do not receive a call from our system, please contact the school to ensure that your telephone number is correctly entered into our system.

Weather delays and closings are also posted with local radio and television companies. Students can also monitor these announcements for the latest delay/closing information.

**When school is delayed, adult students should arrive at SCTC at 10:00AM, unless directed otherwise.**

## **Search and Seizure**

To maintain order and discipline in the schools, and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

### **Personal Searches**

A student's person and/or personal effects (purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

### **Automobile Searches**

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

### **Seizure of Illegal Materials**

If a property-conducted search yields illegal contraband materials, such findings shall be turned over to the proper authorities for ultimate disposition.

### **Smoking / Tobacco**

Tobacco use by students presents a health safety hazard than can have serious consequences for both users and non-users and the safety and environment of the school. Smoking, chewing, and the possession of tobacco, look-alike substances, and/or paraphernalia are prohibited in school buildings, school buses, or on school property. If there is reasonable suspicion of tobacco product usage or possession, the student is subject to legal action.

Use of tobacco is also prohibited in cars parked on school property. Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product, and smokeless tobacco. Smokeless tobacco also includes flavored substitutes that have the same appearance and are packaged like smokeless tobacco products.

### **Student Disciplinary Procedure**

The following sets forth definitions and procedures for handling instances of misconduct and gross misconduct regarding students enrolled in SCTC's Adult Education programs. At any time, administration may override this process and suspend or terminate any student based on actions deemed as serious infractions.

#### **Misconduct**

The term 'misconduct' refers to:

- Student behavior that is detrimental to the learning process
- Intentional disregard of SCTC policies, rules, and procedures

In cases that are deemed misconduct by the instructor or administration:

1. The instructor or SCTC's administration will provide the student with verbal notice of the misconduct and appropriate corrective action; counseling will be instituted.
2. If misconduct still exists after the verbal notice, the instructor or administration will provide the student with a written notice of misconduct and appropriate corrective action. This notice will also advise the student that further misconduct may result in removal from the course.
3. If the written notice of misconduct does not provide remediation, repeated occurrences of misconduct may result in the student being suspended or removed from the course. A student right of appeal is available and is described below under gross misconduct.

## **Gross Misconduct**

The term 'gross misconduct' refers to:

- Conduct which constitutes a serious breach of the SCTC safety regulations and which puts, or might have put, staff and/or students at risk
- Conduct involving acts of indecency
- Any inappropriate contact or communications with secondary students sharing the facility with the adult programs
- Threatening or abusive behavior towards any student, member of SCTC staff, or visitors
- Theft of student or SCTC property
- Illegal computer misuse/hacking. Misuse includes visiting inappropriate sites; such as illicit adult oriented sites, gambling sites, and other inappropriate, non-education oriented sites
- Serious plagiarism/cheating
- Possession, use, or sale of alcohol on SCTC premises
- Possession, use or sale of illegal drugs
- Any action of a criminal or dangerously violent nature
- Other conducts which might be damaging to the reputation of the SCTC

**In proven cases of gross misconduct, the administration may expel the student immediately.**

### **Procedure in cases of alleged gross misconduct:**

1. The Administration must be informed as soon as possible and, on being satisfied that a 'prima facie' case exists, may suspend the student pending further investigation
2. The Administration will decide on the precise terms of the suspension, will advise the student and funding agency (as appropriate) within three (3) working days
3. The Administration will write to the student and funding agency (as appropriate) confirming the suspension and related terms
4. The Administration will request the student's instructor to provide an initial investigation regarding the incident of alleged gross misconduct. The investigation should be done as quickly as possible before memories of the event fade. A detailed investigation must include all meetings and keep copies of all written evidence. Students must be advised that they can be accompanied to any interview in the investigation by a friend, relative, or representative. In some cases, interviews with suspended students may have to be held off-site. If the investigation determines that the student has demonstrated conduct sufficient for removal from the course, such findings will be reported to the administration. The Administration will provide

the student notice, in writing, of SCTC's intent to permanently remove the student from the course. If an investigation does not reveal sufficient evidence or information to warrant expulsion, the Administration will lift the suspension and invite the student to return to SCTC.

5. If a student is involuntarily removed from a course as a result of misconduct, students will be permitted to respond to the notice of removal and may appeal this decision in writing. Appeals will be taken to an Appeals Committee. The Appeals Committee will consist of SCTC's Administrative Director and persons SCTC's Joint Operating Committee deems appropriate to hear the appeal.
6. The Appeals Committee will issue a determination on the matter of misconduct or gross misconduct. The decision of the Appeal Committee is final. The Appeals Committee finding will mailed to the student via Certified Mail.

Where criminal or other external legal proceedings have been, or are likely to be, initiated alongside SCTC procedures, SCTC may liaise with external authorities and will modify this procedure to ensure, as far as is possible, that court or other proceedings are not prejudiced.

Tuition refunds will not be issued to students removed from class due to attendance or disciplinary reasons. Students must return all SCTC property (tools, instruction guides, etc....) immediately upon expulsion from a training program or course.

## **Termination**

### **Voluntary**

Any student who wishes to voluntarily withdraw from his/her program must provide a formal letter of intent to withdraw to the Director of Adult Education. In addition, the student must meet with the Financial Aid Coordinator to determine the financial ramifications of withdrawing from his/her program before completion. All outstanding financial obligations are the sole responsibility of the student.

### **Involuntary**

At the discretion of administration, a student may be placed on academic probation for unsatisfactory performance, conduct, and/or attendance. If improvement is not shown in the areas for which probation was instituted, dismissal from the program may occur following the probationary period.

In specific instances, a student may also be dismissed without a prior probationary period, especially for the following conditions:

1. Evidence of possession, use, transmittal, or being under the influence of any dangerous or narcotic drug, other controlled substance, alcoholic beverage, or intoxicant of any kind

2. Unsafe, negligent, insubordinate, or unethical conduct in the classroom or clinical area
3. Lack of integrity, including theft, providing false information, falsification of documentation, or cheating on an exam
4. Conviction of a felony

Dismissal from the program will be preceded by a review of the student's records. The student will be notified of the termination by written notification. Upon termination, the student is required to arrange a final interview with the Director of Adult Education and Financial Aid Coordinator, and at that time, a review of the school record will take place. The reason for termination is entered into the student's record, and the student is responsible for any outstanding financial obligations.

### **Terroristic Threats or Acts**

A student shall at no time threaten to commit any crime of violence with the purpose to terrorize another or to cause evacuation of a building, place of assembly, or facility of transportation, or otherwise cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience:

1. On the school premises during and immediately before or after school hours
2. On the school premises at any time when the school is being used by a school-sponsored group, non-curricular-related student group, and/or private non-school person(s) group
3. Off school premises at any school activity, function, or event
4. Off school premises involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly, and/or immediately result in adverse effects in the educational process, when there is reasonable need to preserve respect for teachers and other school employees, and/or when there is reasonableness in the effect including danger to the health, safety, welfare, or morals of students within the school system.

Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities. Making terroristic threats is cause for immediate removal from SCTC.

### **Video Surveillance**

For the safety of our students, and to maintain proper standards of conduct, a video surveillance system is in use on school property including parking lots, hallways, and classrooms. Students' behavior may be recorded, and disciplinary action may be taken,

based on the behaviors recorded. Any action or conduct that is illegal or in violation of the Somerset County Technology Center policies and guidelines, and which is observed through this surveillance, may be used for disciplinary action including prosecution by appropriate law enforcement agencies.

## **Weapons**

To provide a safe school environment, and to comply with the provisions of Act 26 of 1995, SCTC prohibits the possession of any dangerous weapons or replica of any dangerous weapons on school property, in school vehicles, in student vehicles on school property, and on school-sponsored activities on or off school property.

Dangerous weapons refer to any weapon, device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.

Dangerous weapons shall include, but not limited to, firearms, shotguns, rifle, bb or pellet guns, look-alike guns, paintball guns, knives, cutting instruments/tools, metal knuckles, straight razors, explosives, noxious, irritating, or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, administration, faculty, staff members, parents, and patrons. Potato guns will also be considered a weapon that causes serious bodily injury and possible death.

As mandated in section 1317-2 of the Act of 1995, students who violate this policy will be terminated from SCTC. The administration and the Joint Operating Committee of SCTC will review each alleged violation of this policy and will exercise discretion for termination on a case-by-case basis.

All acts of violence and possession of weapons as defined in this policy shall be reported to the appropriate law enforcement agency, the Office of Safe Schools, and the PA Department of Education. Such reporting requirements to the PA Department of Education will be made as mandated in Section 1303-A of Act 26 of 1995.

## **Weather Alertness**

In the event of a severe thunderstorm or tornado warning, the following procedures will occur:

- Students and staff will be directed (via PA system) to go to the hallways or other designated safe area away from glass windows, and they will be required to sit on the floor with their backs against walls or lockers and arms covering the head area
- All large and open areas (auditorium, cafeteria, etc.) are declared off-limits
- Weather Alertness Drills may be conducted at the request of the Administration

## SCTC 2024-2025 School-Year Calendar

22, 23, 26 –  
In-Service Days

27 – Students' First Day

4 - 4

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 – Labor Day  
25 – Progress Report #1

20 - 24

14 – In-Service  
29 – End of 1<sup>st</sup> Report  
Period

22 - 46

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

28-29 – Thanksgiving Break

19 - 65

2 & 3 – Thanksgiving  
Break  
5 – Progress Report #2  
23-31 – Holiday Break

13 - 78

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 – Holiday Break  
2 & 3 – Snow Days  
20 – Act 80 Day  
21 – End of 2<sup>nd</sup> Report Period

20 - 98

17 – Act 80 Day  
20 – Progress Report #3

20 - 118

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

25 – End of 3<sup>rd</sup> Report Period

21 - 139

1-4 – Written NOCTI  
8-11 – Written NOCTI  
16 - Snow Day  
17- 21 – Spring Break  
22 – Snow Day  
24 – Progress Report #3  
25 & 28 – Performance  
NOCTI

17 - 156

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

22 – Senior Cert  
26 – Memorial Day

21 - 177

4 – Last Student Day  
5 – In-Service Day

2 - 180

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Holidays
- In-service Days
- Student Days Noted
- Snow Days
- Act 80 Days
- NOCTI Testing

Designated Snow Days – Order to be Taken: January 3<sup>rd</sup>, January 2<sup>nd</sup>, April 16<sup>th</sup>, April 22<sup>nd</sup>  
All other Snow Days will be added to the end of the year and the In-Service Day will be adjusted.