



# **Student Handbook & Guidelines**

## **2024-2025**

=====*Your Career Starts Here!*=====

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# Somerset County Technology Center Student Handbook

## 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.

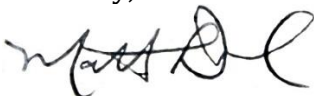
The purpose of the Student Guidelines and Policies book is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school.

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 and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. The Student Guidelines and Policies is not a contract between the school and the parents/guardians or 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, staff, and parents/guardians.

We require that each student and their parent(s)/guardian(s) read and review this Somerset County Technology Center 2024 - 2025 Student Handbook. Please sign the form sent home in the student packet and return it to SCTC indicating that you and your student have read and understand the information in this book.

Sincerely,



Matt Danel  
Principal

## 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 have a positive impact on the community and that SCTC programs align 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>	
Mr. Bobby Andrews	Pre-Engineering Drafting and Design
Mr. Angelo Codispoti	Automotive Technology
Mr. Jadon Cramer	Machine Technology
Mr. Jamie Frampton	Welding Technology
Mr. Michael Glover	Forestry Technology
Mrs. Denise Grove	Aspiring Educator
Mr. Cody Kerr	Electrical Occupations
Mr. Caleb Knopsnider	HVAC/R
Ms. Crystal Lowery	Cosmetology
Mr. Mark Lyons	Masonry
Ms. Nicole Maust	Dental Assisting
Mr. Jason Ritter	Carpentry
Mrs. Jill Rugg	Service Occupations
Mrs. Carissa Sanner	Health Occupations
Ms. Nancy Scarton	Computer Networking
Mrs. Jaime Smith	Culinary Arts
Mr. Steve Toth	Collision Repair and Refinishing
Ms. Jessica Younkin	Cosmetology
TBD	Aviation Maintenance Technology
<b>Student Services</b>	
Mrs. Verna Carberry	School Counselor
Mrs. Heather Snyder	School Nurse
Mr. Chris Rose	Counselor
Mrs. Kim Cizmansky	Adult Education
<b>Office Staff</b>	
Mrs. Irene Walker	Child Accounting / PIMS Support
<b>Paraprofessionals</b>	
Mrs. Sandra Close	Program Areas as Assigned
Mrs. Jodi Miller	Program Areas as Assigned
Mrs. Courtney Tirko	Program Areas as Assigned
Mr. Bill Weigle	Program Areas as Assigned
Mrs. Sandy Weigle	Program Areas as Assigned
Mrs. Loretta Weyant	Program Areas as Assigned
<b>Administration</b>	
Mrs. Karen Remick	Administrative Director
Mr. Matt Danel	Principal
Mr. Joe Smiach	Assistant Principal/Career Coordinator
Mrs. Heidi Petrosky	Director of Adult Education
Mr. Alan Conrad	Maintenance Supervisor
Dr. Tracey Karlie	Superintendent of Record
<b>Information Technology</b>	
Mr. Jeremy Hauger	Network Administrator/Technology Coordinator
Ms. Mary Ann Foxwell	Special Projects Coordinator/Web/Social Media
<b>Maintenance Staff</b>	
Mr. Eric Arnold	Specialized Maintenance
Ms. Kim Lape	Maintenance
Mr. Jared Phillip	Maintenance
Mr. Scott Shaffer	Specialized Maintenance
Mr. Michael Weaver	Specialized Maintenance
<b>Fiscal Department</b>	
Mrs. Jenny Booth	Fiscal Manager/JOC Secretary
Mrs. Theresa Pletcher	Assistant Fiscal Manager

# 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.

JOC Approved – February 2024

## **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, Pennsylvania 15501, 814/443-3651. EOI-EOE



# Legal Rights of Parents and Students

**The Family Education Rights and Privacy Act (FERPA)** gives parents and students certain rights concerning school records and release of information. FERPA ensures the following for parents and students:

1. The right to inspect and review the student's records. (34 CFR § 99.10)
2. The opportunity to challenge and amend what is in the record. (34 CFR § 99.20, 99.21 and 99.22)
3. The assurance that school will not release to a third-party student information that directly identifies the student except for directory information. (34 CFR § 99.30 and 99.31)

Schools can release directory information about a student without parent permission. SCTC defines directory information as the student's name, grade level, educational program, home school, achievements, awards, and club activities. This information will be supplied in situations including but not limited to honor roll publication, yearbook and school newspaper/newsletter publication, promotional stories in the media, and to post-secondary facilities.

Parents who do not want directory information about their student released should submit that request in writing to SCTC or stop in the SCTC office to complete a form.

Parents may arrange to review their student's record by contacting the SCTC Guidance Office.

**Every Student Succeeds Act of 2017, the National Defense Authorization Act for Fiscal Year 2002, and the Pennsylvania Act 10 (The Armed Forces Recruiting Act)** requires schools to make 11<sup>th</sup> and 12<sup>th</sup> grade students' names, addresses, and telephone numbers available to military recruiters and institutions of higher learning. Parents who do not want this information shared should submit a request in writing to SCTC or stop in the SCTC office to complete a form.

**The Protection of Pupil Rights Amendment of 2001 (PPRA)** governs areas of student privacy and parental access to information, the administration of certain physical examinations, as well as surveys, analyses, or evaluations given to students that concern one or more of the following eight protected areas:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents can arrange to view curriculum and/or discuss evaluation measures by calling the SCTC Guidance Office.

## **Schedule of Student Evaluations and Surveys:**

1. National Occupational Competency Testing Institute Exam (NOCTI) for PA Skills Certificate, National Institute of Metalworking Skills (NIMS), and the Pre-NOCTI are given to seniors during the first and last grading period of their senior year.
2. A career planning survey and SCTC evaluation is completed by seniors at the end of their senior year.
3. All SCTC programs have related industry certification exams.
4. As part of the Carl D. Perkins Career and Technical Education Improvement Act V of 2018, the Pennsylvania Department of Education (PDE) is required by federal law to report data about students who participated in a career and technical education program. PDE conducts a yearly survey of SCTC graduates within one year of their graduation date. Students are encouraged to participate in this survey as their input provides critical feedback to PDE and SCTC.
5. SCTC contracts with LifeTracks (a data survey management company) to obtain graduate and post-graduate statistical information. LifeTracks conducts yearly surveys of SCTC graduates before and within one year of their graduation date. Students are encouraged to participate in these surveys as their input provides critical feedback to SCTC.

## **SCTC Complaint/Grievance Procedure**

Any student alleging any kind of discrimination or who believes he/she has been unjustly denied services or who believes 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 Principal/Administrative Assistant within 30 days after its occurrence. The Principal/Administrative Assistant 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 Principal or Administrative Assistant'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.

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.

## Opportunities for SCTC Students

Job Shadowing - Job Shadowing is an opportunity for students to observe first-hand what goes on in the workplace. In an unpaid worksite experience, students can explore a variety of careers and observe various aspects of a business. A student is paired with a workplace mentor who is a skilled professional and who will model appropriate work behaviors. Students can arrange job shadowing experiences by contacting the Workforce Preparation Coordinator.

Clinical Experience – Students enrolled in Cosmetology, Health Occupations, and Early Childhood Education benefit by applying their skills in actual clinical settings.

The Cosmetology Clinic within SCTC is operated by students in training. For a nominal fee, patrons from the school and the community can choose from a complete list of services like those found in any salon. Appointments can be made by calling the SCTC Cosmetology Salon.

Head Start is a preschool operated by the Community Action Partnership. Students enrolled in the Aspiring Educator Program will participate by providing guided play and learning activities for the children. Additional details are available by calling the Aspiring Educator Instructor at SCTC.

Health Occupations students are encouraged to participate in clinical experiences that prepares them for the work force. Students receive classroom instruction at SCTC and clinical experience at approved clinical sites.

Cooperative Education/Placement – This program is a structured method of combining classroom-based education with practical work experience. It provides related learning experiences held at school-approved local employers. The student's workplace becomes an extension of the classroom or laboratory. The SCTC Career Coordinator assists eligible students with job placement.

Articulation Agreements – In addition to the statewide articulation agreement, SCTC has several programs that have articulation agreements with various post-secondary institutions. These agreements can lead to advanced credits while still in high school. Students should discuss available opportunities with their instructors and the guidance department.

# Accreditations and Industry Certifications

## Accreditations:

- Middle States Commission on Higher Education
- 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 a competitive edge in today's job market.

## All Program Areas:

- American Heart Association – CPR/AED/First Aid

## Program-Specific Certifications:

The following table lists certifications that are currently offered at SCTC:

## Industry Credentials

Program Name	PDE Recognized Certifications (Graduation Eligible)	Non-PDE Recognized Certifications/Not Graduation Eligible (Industry Supported)
Automotive Technology	S/P2- Automotive Service Safety S/P2 - Automotive Service Pollution Prevention S/P2 - WD-40 S/P2 - Valvoline: Motor Oil S/P2 - Valvoline: Motor Fluids PA State Safety Inspection Category 1	Supervisors Course (SP-2) Land That Job! Building a Resume (SP-2) Land That Job! Interview Skills for Automotive Students (SP-2) Ethics and You in the Automotive Industry (SP-2) Prepare a Vehicle for Service and Working with Customers (SP-2) Time for a team huddle! Building successful team meetings (SP-2) Valvoline: Automotive Chemicals 101 (SP-2) CareerSafe – Employability Skills
Carpentry	Pennsylvania Builders' Association Skills Certificate (Advanced on NOCTI) Occupational Safety & Health Administration – 10 Hour Certification	JLG Mobile Elevating Work Platform Operator Card CareerSafe – Employability Skills
Collision Repair & Refinishing	I-CAR Pro-Level 1 Non-Structural Tech I-CAR Pro-level 1 Refinishing Tech I-CAR Certification(s) PPG – Blue Level Industry Certification S/P2 Collision Repair & Refinish Safety S/P2 Automotive Service Safety S/P2 Automotive Service Pollution Prevention S/P2 – WD 40 S/P2 – Service King PA Certified Safety Inspector Category 1 CareerSafe -OSHA	S/P2 Collision Repair & Refinish Pollution Prevention CareerSafe – Employability Skills
Computer Networking	CISCO Systems – Cisco Certified Entry Networking Technician (CCENT) CompTIA IT Fundamentals (STRATA) Computing Technology Industry Association - A+ Computing Technology Industry Association - Networking+	Light Brigade – Electronic Technician Association CareerSafe – Employability Skills

## Industry Credentials

Program Name	PDE Recognized Certifications (Graduation Eligible)	Non-PDE Recognized Certifications/Not Graduation Eligible (Industry Supported)
	<p>Computing Technology Industry Association - Server+</p> <p>Computing Technology Industry Association - Security+</p> <p>Certiport – Internet &amp; Computing Core Certification</p> <p>Certiport – Microsoft Office Specialist Excel Expert</p> <p>Certiport – Microsoft Office Specialist Excel</p> <p>Certiport – Microsoft Office Specialist Powerpoint</p> <p>Certiport – Microsoft Office Specialist Word Expert Level</p> <p>Certiport – Microsoft Office Specialist Microsoft Word</p> <p>Certiport - Microsoft Technology Associate Server Fundamentals</p> <p>Certiport – Microsoft Technology Associate Security Fundamentals</p> <p>Certiport – Microsoft Technology Associate Networking Fundamentals</p> <p>Certiport – Microsoft Technology Associate Windows Operating System Fundamentals</p> <p>Test Out – PC Pro</p> <p>Test Out- Network Pro</p> <p>Test Out – Server Pro-Install &amp; Configure</p> <p>Test Out – Linux Pro</p> <p>Test Out – Server Pro-Manage &amp; Administer</p> <p>Test Out- Security Pro</p> <p>Test Out – Desktop Pro</p> <p>Test Out – Routing Pro</p> <p>Test Out – Switching Pro</p> <p>CareerSafe – OSHA Certification</p>	
Cosmetology	<p>PA Department of State State Board of Cosmetology – Cosmetologist</p> <p>PA Department of State State Board of Cosmetology - Esthetician</p> <p>PA Department of State State Board of Cosmetology – Nail Technician</p>	CareerSafe – Employability Skills

<b>Industry Credentials</b>		
<b>Program Name</b>	<b>PDE Recognized Certifications (Graduation Eligible)</b>	<b>Non-PDE Recognized Certifications/Not Graduation Eligible (Industry Supported)</b>
	PA Department of State Board of Cosmetology – Cosmetology Teacher CareerSafe – OSHA Certification	
Culinary Arts	American Heart Association – Heartsaver® CPR/AED/First Aid National Restaurant Association- ServSafe Manager Food Safety Certification ServSafe - Food Handler Certification	CareerSafe – Employability Skills
Dental Assisting	Dental Assisting National Board Radiation and Health Safety American Heart Association – Heartsaver® CPR/AED/First Aid/BLS for Health Care Providers CareerSafe – OSHA Certification Healthcare OSHA Certification – Health Care	CareerSafe – Employability Skills
Electrical Occupations	Occupational Safety & Health Administration - OSHA 10 Hour Certification Construction Pennsylvania Builders’ Association Skills Certificate (Advanced on NOCTI)	ARC – Fault Low and High Voltage Certificate JLG Mobile Elevating Work Platform Operator Card CareerSafe – Employability Skills
Forestry Technology	CareerSafe - OSHA Certification - Agriculture Pennsylvania Department of Agriculture Pesticide Private Applicator’s License Hazardous Occupational & Safety Training in Agriculture - National Safe Tractor & Machinery Operator American Heart Association – Heartsaver® CPR/AED/First Aid	Bureau of Forestry - Forest Fire Fighter Training PA Sustainable Forestry Initiative Professional Timber Harvesting Card CareerSafe – Employability Skills
Health Occupations	American Heart Association – Heartsaver® CPR/AED/First Aid/BLS for Health Care Providers American Heart Association - Heartsaver Blood Borne American Medical Certification Association - Certified Patient Care Technician	CareerSafe – Employability Skills



## Industry Credentials

Program Name	PDE Recognized Certifications (Graduation Eligible)	Non-PDE Recognized Certifications/Not Graduation Eligible (Industry Supported)
	American Medical Certification Association - Medical Assisting Clinical & Clerical CareerSafe - OSHA - Healthcare Providers American Medical Certification Association - Certified Phlebotomy Technician National Safety Council - Blood Borne & Air Borne Pathogens PA Department of Human Services - Personal Care Home & Direct Care Staff Stop the Bleed – Stop the Bleed	
Heating, Ventilation, Air Conditioning / Refrigeration (HVAC/R)	EPA 608 Certification	
Machine Technology	National Institute of Metalworking Skill, Inc. - Planning, Benchwork, and Layout National Institute of Metalworking Skill, Inc. - Measurement, Materials, and Safety National Institute of Metalworking Skill, Inc. – Manual Drill Press Operations National Institute of Metalworking Skill, Inc. – Manual Turning with Chucking National Institute of Metalworking Skill, Inc. – Manual Turning Between Centers National Institute of Metalworking Skill, Inc. – Manual Milling National Institute of Metalworking Skill, Inc. – Manual Surface Grinding National Institute of Metalworking Skill, Inc. – CNC Turning National Institute of Metalworking Skill, Inc. – CNC Milling National Institute of Metalworking Skill, Inc. - CNC Programming Set-up & Operations	National Institute of Metalworking Skill, Inc. - Certificate of Special Merit National Institute of Metalworking Skill, Inc. - CNC Lathe Operations National Institute of Metalworking Skill, Inc. – Lathe Programming, Setup, and Operations National Institute of Metalworking Skill, Inc. - CNC Mill Operations CareerSafe – Employability Skills

<b>Industry Credentials</b>		
<b>Program Name</b>	<b>PDE Recognized Certifications (Graduation Eligible)</b>	<b>Non-PDE Recognized Certifications/Not Graduation Eligible (Industry Supported)</b>
	National Institute of Metalworking Skill, Inc. - CNC Mill Programming Setup, and Operations National Institute of Metalworking Skill, Inc. – Level I	
Masonry	Pennsylvania Builders’ Association Skills Certificate (Advanced on NOCTI) Occupational Safety & Health Administration - OSHA 10 Hour Certification Construction	JLG Mobile Elevating Work Platform Operator Card CareerSafe – Employability Skills
Service Occupations (Not an Approved CTE Program)		American Ladder Institute – Step Ladder American Ladder Institute – Single and Extension Ladder ServSafe - Food Handler Certification CareerSafe – OSHA Certification CareerSafe – Employability Skills
Pre-Engineering/Drafting & Design	Autodesk - Autodesk Certified User Occupational Safety & Health Administration - OSHA 10 Hour Certification Industry	Autodesk Certified Professional CareerSafe – Employability Skills
Teacher Prep./Early Childhood Education	Pennsylvania Department of Education/Bureau of CTE – Child Development Associate – Ready Certificate (CDA-Ready) American Heart Association – Heartsaver Pediatric First Aid for Child Care Providers American Heart Association – Heartsaver Infant CPR/AED American Heart Association – Heartsaver Adult Child CPR/AED Council for Professional Recognition – Child Development Associate (CDA) University of Pittsburgh – Act 31 Mandatory Reporter	Professional Development – Health and Safety Basics: Requirements for Certification CareerSafe – Employability Skills
Welding Technology	Occupational Safety & Health Administration – OSHA 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 S/P2 - WD 40 CareerSafe – Employability Skills

### Industry Credentials

Program Name	PDE Recognized Certifications (Graduation Eligible)	Non-PDE Recognized Certifications/Not Graduation Eligible (Industry Supported)
	S/P2 - S/P2 Welding	

***School Wide Positive Behavior Intervention and Support (SWPBIS) at SCTC***

Excellence at SCTC will be reinforced as a school-wide initiative with emphasis placed on academics, attendance, and positive character traits. The goal of this program is to promote a safe school environment where all students are treated fairly and with dignity, are respectful to others and will take responsibility for their actions. This program will stress the importance of being a part of a productive, safe, and proud school community. In addition to academics and attendance the following character traits will be reinforced: sportsmanship, respect, honesty, integrity, responsibility, citizenship, and courage.

## SCTC Behavioral Expectations

	Lab	Theory	Locker Rooms	Transportation	Common Areas (Restrooms, halls, vending, office, resource)	Co-Op
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>-Turn in assignments promptly</li> <li>-Stay in designated area</li> <li>-Clean up stations</li> </ul>	<ul style="list-style-type: none"> <li>-Turn in assignments promptly</li> <li>-Sit is assigned seats</li> <li>-Put forth your best effort</li> <li>-Come to class prepared with all needed materials</li> </ul>	<ul style="list-style-type: none"> <li>-Put your items away</li> <li>-Use your lockers</li> <li>-Keep items off the floor</li> <li>-Lock your lockers</li> </ul>	<ul style="list-style-type: none"> <li>-Only drive or ride with the correct passes</li> <li>-Sit in your assigned seat (bus)</li> <li>-Use appropriate entrance when you arrive at school</li> </ul>	<ul style="list-style-type: none"> <li>-Sign out and carry your hall pass</li> <li>-Have your student ID with you at all times</li> <li>-Follow your Instructor's guidelines regarding cell phone use</li> </ul>	<ul style="list-style-type: none"> <li>-Turn in application and all supporting co-op documentation</li> <li>-Be in your designated area</li> <li>-Clean up your work area</li> <li>-Track hours and complete time sheet</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>-Be courteous</li> <li>-Follow lab guidelines</li> <li>-Show empathy</li> <li>-Be a team player</li> <li>-Honor others' personal space</li> <li>-Respect the rights, opinions &amp; property of others</li> </ul>	<ul style="list-style-type: none"> <li>-Be courteous</li> <li>-Do your own work</li> <li>-Follow Theory Room guidelines</li> <li>-Remain on task</li> <li>-Put away all classroom materials</li> </ul>	<ul style="list-style-type: none"> <li>-Keep locker area neat</li> <li>-Honor others' personal space</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate language</li> <li>-Honor others' personal space</li> <li>-Be supportive of others</li> </ul>	<ul style="list-style-type: none"> <li>-Walk quietly in halls</li> <li>-Respect others' personal space</li> <li>-Follow the dress code</li> <li>-Be courteous to guest speakers</li> <li>-Show respect to all adults working in the building</li> </ul>	<ul style="list-style-type: none"> <li>-Follow company guidelines</li> <li>-Be courteous</li> <li>-Be a team player</li> </ul>
<b>Be Positive</b>	<ul style="list-style-type: none"> <li>-Encourage others</li> <li>-Provide quality customer service</li> <li>-Demonstrate creativity</li> </ul>	<ul style="list-style-type: none"> <li>-Encourage others</li> <li>-Participate</li> <li>-Treat others how you want to be treated</li> <li>-Demonstrate creativity</li> </ul>	<ul style="list-style-type: none"> <li>-Respect others' privacy</li> <li>-Support your peers</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive on time and report to class promptly for attendance</li> </ul>	<ul style="list-style-type: none"> <li>-Use time efficiently</li> </ul>	<ul style="list-style-type: none"> <li>-Represent yourself and SCTC in a positive manner</li> <li>-Arrive in a timely fashion for your shift</li> <li>-work from start to finish</li> <li>-Wear appropriate work attire</li> </ul>
<b>Be Careful</b>	<ul style="list-style-type: none"> <li>-Wear PPE</li> <li>-Pay attention</li> <li>-Follow all safety guidelines</li> <li>-Use tools/equipment for their intended use</li> </ul>	<ul style="list-style-type: none"> <li>-Respect others' personal space</li> <li>-Treat school property with care</li> <li>-Sit in chairs properly</li> </ul>	<ul style="list-style-type: none"> <li>-Report any issues, bullying, or unsafe activity to instructor</li> </ul>	<ul style="list-style-type: none"> <li>-Follow bus guidelines</li> <li>-Remain seated</li> <li>-Follow traffic laws</li> </ul>	<ul style="list-style-type: none"> <li>-Walk safely</li> <li>-Report any issues</li> <li>-Treat school property with care</li> </ul>	<ul style="list-style-type: none"> <li>-Wear PPE</li> <li>-Pay attention and follow all company safety guidelines</li> <li>-Report all issues to Co-op Coordinator</li> </ul>

## General Information

### I. Automated External Defibrillator (AED)

SCTC has five portable defibrillators that can be used to resuscitate a person who is in cardiac arrest. It will be used when an emergency warrants it. While the defibrillator is designed to be used by untrained laypersons, SCTC does have several licensed health care professionals on staff. AEDs are mounted in the main hallway and hallway of the B, C, and D wings and in the maintenance pole building.

### II. Anonymous Incident Reporting

All students can anonymously report concerns to the Administrative Director or Principal at any time. Concerns could be rumors of violence, drug use, witnessing an act that violated the guidelines and/or policies, or any concern regarding the well-being of students, faculty and/or staff. The identity of the reporter will not be disclosed.

### III. Attendance Policy

#### Secondary Students:

**Regular attendance is required for all secondary students for successful completion of Occupational Programs of Study. In order for absences to be excused, excuses must be submitted within three days by using one of the following methods:**

- Excuses can be emailed to [excuses@sctc.net](mailto:excuses@sctc.net)  
or
- Placed into the excuses box located outside the Resource Center

#### Cosmetology Students:

To be eligible to take the State Board Cosmetology Exam students must complete 1,250 hours. Achieving the necessary hours can be difficult when only attending school on regular school days. Often extenuating circumstances interfere, such as snow days, weather delays, early dismissals, and state mandated testing.

To meet student needs SCTC offers evening clinical hours as well as additional summer hours during the school year. This opportunity is available to all students. Although a cosmetology license is not guaranteed at SCTC, it is attainable with good attendance, dedication, and a willingness to put in the extra time. Students are responsible for their attendance and attending the extra hours offered to them in the program.

For students to be on track for the 1250-hour requirement to apply for licensure, the following must be followed:

- 1st year students should have attained a minimum of 416.67 hours by the end of the year

- 2nd year students should have attained a minimum of 833.34 hours by the end of the year
- 3rd year students must attain 1,250 hours to apply for licensure

Students are provided a report of their progress towards the 1250-hour requirement each month.

#### IV. Backpacks

Students may use a backpack for carrying school related work. **Backpacks, bags, or any such carrying case must be placed in the student's assigned locker directly upon entering the program area.** Any such carrying case must remain in the student's assigned locker until that student is dismissed from school. Any such carrying cases are permitted in the hallways only when students are entering or leaving the Somerset County Technology Center.

#### V. Certificate Ceremony

To participate in the Somerset County Technology Center's Senior Certificate Ceremony, the student must have satisfactorily completed their senior year. Therefore, the senior must have passed the career and technical course at SCTC, earned the required credits to graduate, and completed any other graduation requirements of the sending district. Any student that has not met the requirements to graduate will not be permitted to participate in SCTC's Certificate Ceremony.

SCTC students can only participate in the Certificate Ceremony once. When a student is planning to return to SCTC for additional high school years, they can only participate in the ceremony during their senior year. Therefore, due to the availability of a cap and gown, they must participate in the Certificate Ceremony during their senior year. A student returning for "13<sup>th</sup> year" will not participate in the ceremony as it is assumed that they have already done so in their 12<sup>th</sup> year.

#### VI. Cooperative Education Program

The Cooperative Education Program permits qualified senior students to be placed in a paid position that directly relates to the program area in which the student is enrolled at the SCTC. All placements, **without exception**, must be approved by the instructor, Certified Cooperative Education Coordinator, Administration, and parent/guardian before the student is released for employment. The required paperwork for the Cooperative Education Program must be completed and signed electronically prior to being released for employment. Each student must obtain a work permit prior to being released for employment. A student in the Cooperative Education Program attends the sending school part-time to complete required academic courses and works part-time in place of their SCTC program. All employers are required to have the appropriate state mandated clearances prior to student placement. All Cooperative Education students are required to return to SCTC on designated days. Once a month, the student will be visited at the place of employment by a SCTC Certified Cooperative Education Coordinator. At the conclusion of the student's cooperative education program, all participating students continuing their employment placement shall have the opportunity to participate in the end of the year signing-day with their prospective employers.

A student participating in the Cooperative Education program is expected to:

- Maintain grades at a "C" average in all classes, (SCTC and Sending School)
- Schedules are monitored and approved by the Career Coordinator.
  - All scheduling changes must be authorized by the Career Coordinator.



- Students participating in the Cooperative Education program are required to complete their program of study. Unsatisfactory progress toward completing the program of study may impact the student's ability to continue in the Cooperative Education Program. The Career Coordinator will monitor task list progress.
- Students participating in a co-op experience must attend SCTC at least 1 day a week (Monday) if it is a 4-day co-op and 2 days a week (Monday and Tuesday) if it is a 3-day co-op. The SCTC day(s) will be the first day(s) that school is in session for that week. Students missing the required SCTC day are expected to make up that day the first day following the absence. Special circumstances can be arranged with the Career Coordinator, student, and the employer upon the employer's request.
- For a student participating in co-op, a snow cancellation day is a day that students are not required to go to work as school is not in session. Students not reporting to work **must report off** with the employer. However, if the students choose to go to work that day the decision would be up to the student and the employer.

## VII. Dress Code

- Clothing that is disruptive to the educational process or that poses a safety hazard is prohibited at the Somerset County Technology Center. Clothing and accessories prohibited for these reasons include, but are not limited to the following:
  - Shorts in some program areas are not permitted. Shorts cannot be shorter than four inches above the knee.
  - Tank tops.
  - Bare-midriff tops.
  - Tops with shoulder straps less than three inches wide.
  - Low necklines.
  - See-through clothing.
  - Pajamas, lounge wear, bike pants, and leggings as pants.
  - Jeans/pants with large holes that expose under garments or skin.
  - Skirts or dresses shorter than two inches above the knee.
  - Clothing with sexually suggestive pictures or phrases (this includes shirts with "double-meaning" slogans or sayings).
  - Clothing with derogatory pictures, phrases, or drug references.
  - Clothing promoting violence, advertising alcohol, tobacco products, or drugs.
  - Shoes or boots with cleats.
  - Chains larger than fine jewelry. (No long, heavy chains on wallets or other accessories)
  - Necklaces or bracelets with spikes. (No dog collars)
- Coats, jackets, blankets, and wraps of any kind must be stored in the student's assigned locker. No coats, jackets, blankets, and wraps of any kind may be worn in the building during the school day.
- Tennis shoes, sandals, "flip flops", deck shoes, t-shirts, frayed clothing, certain fabrics, etc. are improper attire for many work situations. In some program areas specialized shoe wear, such as leather work shoes, may be required.
- Proper clothing is required in all instructional situations to ensure reasonable student protection. Additional safety clothing and items are required in many areas and must be worn as prescribed.
- At no time is a student permitted to be without shoes or a shirt or top.

- Uniform hats and baseball hats are considered protective clothing in some instructional areas and may be worn while participating in instructional activities in the respective programs or laboratories, at the instructor's discretion. Otherwise, hats, headbands, bandanas, sweat bands, scarves, snookies, any other head covering (except as prescribed by a physician) may not be worn in classrooms, cafeteria, or other areas of the building including hallways. Hats should never display writing other than manufacturer's print.
- For safety reasons, students may be asked to remove piercings and other jewelry.
- All hair, including facial hair, must be clean and styled so as not to disrupt the educational program or pose a safety hazard. Students whose hair length would constitute a safety or health hazard shall be required to take appropriate measures to correct the situation. A student whose unusual hairstyle causes the distraction of other students and disrupts, unsettles, or impedes the normal educational environment of the school or program areas shall be required to correct the situation immediately.
- School issued photo identification badges must be carried by SCTC students and be presented to buy items from the café or school store.
- Instructors and/or administration can use their discretion to ensure a safe learning environment for all students.

### **VIII. Epi Pens**

Somerset County Technology Center has a standing order for the administration of an epinephrine auto injector if an anaphylactic reaction is suspected. The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request and exemption to the administration of an epinephrine auto-injector for their student. To request this exemption, contact the school nurse at 814-443-3651 extension 6163 to make an appointment to discuss this decision, review and sign the opt-out form.

### **IX. Field Trips**

Students are required to attend field trips related to curriculum and occurring within the students' regularly scheduled day.

Occasionally students will travel overnight for an optional field trip or when skill competition is held. In some instances, students will raise money through club sales to cover the cost of more expensive trips.

In all cases, students will be well chaperoned and must adhere to all school rules even though they are away from the school campus.

SCTC must be certain that student behavior is appropriate and that the safety, welfare, and reputation of the school, students, teachers/advisors, and chaperones is preserved. In extreme cases administration can use their judgement regarding field trip participation.

## **X. Fund Raising**

Often clubs and programs hold various fund raisers. Students are expected to turn in money and/or unsold items by established deadlines. Failure to do so will prevent the student from participating in future fund raisers until the obligation is satisfied. Obligations must be paid in full by the end of the school year. Any prizes or item(s) the student wins in school contests will be withheld until all debts are paid. In some cases, students with outstanding debts may be ineligible for incentive awards and other contest prizes. Students are not required to participate in fundraisers. However, they must sell at least one item for the SkillsUSA organization to participate in other fundraising activities.

Students should always retain receipts as proof of money paid to the school. Any obligations not satisfied by graduation can result in withholding of the certificate/diploma.

Any fundraising profits assigned to an individual student must be spent prior to the conclusion of their senior year. Any remaining funds become the property of the SCTC club.

## **XI. Google Suite**

Google Suite is an online instructional teaching tool that will enable SCTC instructors and students to implement continuity of learning during virtual instructional days. SCTC requires all instructors to become Google certified as a Level 1 Educator. SCTC instructors and students are required to use 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 follow the PDE mandated continuity of learning plan in the event of any future school closures (i.e., Virtual instruction day, state mandated shutdown, etc.).

## **XII. Grades, Progress Reports and Report Cards**

Report cards are issued every nine-week period during the semester. Parents should sign report cards and students should return them to their instructors during each grading period.

Progress reports are issued midway through each nine-week grading period for all students. Parents are required to sign and return progress reports.

Grade transcripts issued by the sending districts will list SCTC final grades and credits earned toward home school graduation.

## **XIII. Grading Plan**

To help students progress through the curriculum, students are individually assigned an anticipated number of tasks to be completed each quarter. Tasks are selected by the

instructor from the Pennsylvania Department of Education's Career and Technical curriculum for each program area keeping in mind how many are required to complete the curriculum in three years. Each program instructor provides their students with the document to track student progress throughout their enrollment.

#### **XIV. Grading Policy**

The intent of the grading procedure is to provide a percentage grade that accurately reflects the student proficiency in each marking period. It is required that the grades of SCTC students reflect evaluation in three areas: Knowledge, Skill Performance, and Employability Skills.

*Grading Plans* – To help students progress through the curriculum, students are individually assigned an anticipated number of tasks to be completed each quarter, keeping in mind how many are required to complete the curriculum in three years.

*Procedure for Computing 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

#### *Cooperative Education Program - Grade*

Cooperative Education grades will be entered into the gradebook each marking period by the Career Coordinator.

#### *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 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.

*Calculation of Final Grades* – To compute a final grade the four grading periods are averaged together. Any student earning a yearly percentage grade lower than 60%, will not be permitted to return to the same program the following year, or receive credit for that year on their senior certificate.

Incomplete "I" grades are issued to students who have not completed all assigned work by the end of the nine weeks. Incomplete grades must be changed within 10 school days, or an F will replace the "I". Incomplete grades will not be issued in the last nine weeks; all work must be turned in by the last day of school.

**Inquiries about this policy or appeals of any grades awarded to a student should be made first to the student's instructor then to the SCTC Principal.**

#### **XV. Guidance: Student Services**

Somerset County Technology Center's student services department incorporates counselors that assist students with questions related to educational plans, study skills, career plans, personal plans, and any other individual concerns.

The counselors assist students through individual or small group conferences. The help received could include the following:

- Appraising academic strengths and weaknesses, reviewing study habits, choosing courses, planning for future education, and similar matters.
- Assessing aptitudes and interests, exploring career possibilities, obtaining occupational information, choosing, or changing career objectives.
- Obtaining information pertaining to the availability of outside agencies for personal therapy, personal counseling, vocational rehabilitation, and other specialists available to the counselor.
- Tutoring services can be requested by the student, parent, and instructor to provide success in the program area. Tutoring is provided by instructional aides.
- Students who wish to change program areas will meet with the guidance counselor for a conference and may complete a career interest inventory to determine which program area best fits that student's career goals.

#### **XVI. Facilities for Individuals Living with a Disability**

Facilities for individuals living with a disability provide an accessible environment for all. The accessible facilities at the Somerset County Technology Center include, but are not limited to, parking, building entrance, and restrooms.

## **XVII. Harassment/Unlawful**

It is the policy of the Somerset County Technology Center to maintain a learning and working environment that is free from all forms of unlawful harassment.

It shall be a violation of this policy for any member of the school staff to harass a student through conduct or communications as defined below. It shall also be a violation of this policy for students to harass other students and students to harass school staff through conduct or communications as defined below.

Unlawful harassment shall consist of unwelcome advances, bullying, cyberbullying, intimidation, requests for favors and other inappropriate verbal or physical conduct when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, when made by any student to another student or when made by any student to a staff member and when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Unlawful harassment may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual intimidating or demeaning implications; unwelcome touching; bullying; cyber bullying; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges harassment by any staff member or student in the school may use the school's complaint procedure or may complain directly to his/her immediate supervisor, administrator, guidance counselor or other individual designated to receive such complaints. Filing a complaint or otherwise reporting harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. (See Complaint/Grievance Procedure).

The right to confidentiality, both complainant and of the accused, will be respected consistent with the school's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the school shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school shall subject that student-to-student disciplinary action including suspension or expulsion, consistent with the student discipline code.

## **XVIII. Head Lice/Communicable and Infectious Diseases**

Any student found to have head lice and/or nits must be removed from school immediately. The SCTC School Nurse will supply parents with information for treatment. All other students exposed, whether in the SCTC classrooms or preschool, will be screened for head lice by the SCTC School Nurse.

SCTC maintains a NO NIT policy. This means that the student must be nit-free before he or she can return to school. The SCTC School Nurse will confirm the absence of nits with a head check before the student is returned to the classroom.

Any student found to have a communicable/infectious disease may immediately be excluded from school if showing an unusual skin eruption, swelling about the neck area suggesting mumps, soreness of the throat, or having symptoms of whooping cough, or diseases of the eyes. The parent/guardian will be notified and advised to seek the advice of their health care provider. The following is a list of communicable and infectious diseases: COVID-19, Chicken Pox, German Measles, Measles, Mumps, Strep Throat/Scarlet Fever, Whooping Cough, Impetigo, Ringworm, Pinkeye, Fifth's Disease, and Scabies.

## **XIX. Honor Roll**

The Somerset County Technology Center student honor roll will be determined each marking period. To qualify, a student must earn a 90% or higher in their program area. The Honor Roll is sent to local newspapers for publication every nine weeks.

## **XX. Insurance**

All students participating in SCTC programs are strongly urged to purchase school insurance offered by their sending district. The cost of this insurance is minimal and covers the student both at the sending school and at the SCTC. SCTC does not provide insurance coverage.

## **XXI. Internet Usage**

Internet access is available to students, teachers, and staff at the Somerset County Technology Center. The Internet offers vast, diverse, and unique resources to both students and teachers. SCTC provides this service to promote educational excellence by facilitating resource sharing, innovation, and communication.

While SCTC has taken precautions to restrict access to controversial materials, an industrious, creative user may discover controversial information. **Consequently, no SCTC student may access the Internet without an Internet Acceptable Usage Consent Form signed by the parent/guardian. This form is sent home with students at the beginning of their first school year of attendance and is applicable while enrolled at SCTC.** The Computer and Internet Acceptable Use Policy outlines what is



appropriate use and defines the disciplinary consequences for abusing the policy. Accessing the internet is a required part of the SCTC curriculum and returning the internet usage form is critical and needed to complete online classwork.

## **XXII. Lockers**

Lockers shall be assigned to students for storage of schoolbooks, supplies, and personal effects during the scheduled time at the Somerset County Technology Center. SCTC is not responsible for student items placed in lockers and will not guarantee security of the lockers. To secure the locker, students are given a lock to use while enrolled at SCTC. The Somerset County Technology Center issued lock is the only locking device which is permitted to be placed on the locker. All other locking devices will be removed by Somerset County Technology Center personnel. Students who lose locks or keys will be charged \$6.00 for replacement.

Lockers are assigned to students and remain the property of the Somerset County Technology Center; therefore, there is no guarantee or implication of locker privacy, and lockers will be subject to random, periodic, or sweeping searches and canine sniff searches by school officials and/or law enforcement personnel at any time.

However, where school authorities suspect a locker may contain illegal or stolen material or materials which threaten the health, safety or welfare of students and school employees, lockers may be searched without warning or student presence. Illegal, stolen, and inappropriate materials may be confiscated and used in legal proceedings against the student.

## **XXIII. Medical Services**

The Somerset County Technology Center shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours and in accordance with the direction of a parent or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or prevent the student from attending school. First aid will be administered for minor injuries occurring during the school day. If a serious injury occurs during school hours, the parent will be contacted immediately by the school nurse. If the parent or closest relative cannot be located, the school nurse will act in the best interest of the child and see that emergency care is provided.

Any student with a health condition that could interfere with the learning process should contact SCTC so that the required service agreement can be obtained from the sending district or developed between SCTC and the parent(s).

Students with the proper medical forms on file can be permitted to keep possession of their rescue inhalers during the school day. Epinephrine injectors (epi-pens) are kept by the school nurse and students are permitted to carry epi-pens with the proper forms on file.

SCTC has a standing order for the administration of an epinephrine auto injector if an anaphylactic reaction is suspected. The school is committed to providing a safe and healthy environment for students with severe or life-threatening allergies and seeks to address allergy management in the school. However, at the request of a parent or legal guardian, a student shall be exempt from use of an Epi-pen auto-injector. The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request this exemption. To request this exemption, you must contact the school nurse at 814-443-3651 extension 6163 to make an appointment to discuss this decision, review and sign the opt-out form.

For purposes of this policy, “medication” shall include all medicines prescribed by a physician, any over-the-counter drug; aspirin/aspirin substitute, and cough medications.

Prescription Medications – SCTC requires that a properly completed American Academy of Pediatrics form HEO150 be on file at SCTC for any student who must take medication during school hours; physician-prescribed medications whether administration of the medication is supervised or unsupervised and self-administered. This form is available from the school nurse and must be completed by the physician and parent/guardian, dated, and signed.

Parent-Prescribed or Self-Prescribed Medications – SCTC requires a student who needs over-the-counter medications during school hours for minor/temporary illnesses to provide the SCTC Nurse with a parent/guardian signed and dated permission statement which specifies the medication, the dosage to be given, the time it may be taken, and the reason for its administration. Over-the-counter medication may be taken by the student for a period not to exceed five (5) days from the date of this permission request. If over-the-counter medications are to exceed five (5) days, an American Academy of Pediatrics form HEO150, must be properly completed, signed by both a physician and the student’s parent/guardian and turned in to the school office. SCTC accepts no responsibility for providing medications or ensuring that medications are taken.

Medications will be confiscated, and parental/guardian notification will be made if a student fails to comply with this medication policy. The student may be disciplined under SCTC’s drug policy.

The following guidelines apply for students who require medication administration at SCTC, whether prescribed or over the counter:

- a. Upon entering SCTC all medication must be presented to the school nurse, except for asthma rescue inhalers, by the parent/guardian.
- b. The parent/guardian and school nurse will count and record the amount of medication brought into the school and verify by initialing.
- c. The parent/guardian and school nurse member will record the date and time medication is distributed and verify by initialing.
- d. All medications, whether prescribed or over the counter, will be kept locked in the School Nurse’s Office except for asthma rescue inhalers and epinephrine injectors (epi-pens). Students who have completed the proper medical forms can keep their inhalers and epi-pens in their possession.

- e. Students are not permitted to have, in their possession, any medication, prescribed or over the counter.

Please direct questions or concerns to the school nurse.

#### **XXIV. NOCTI and NIMS Testing/Pennsylvania Skills Certificate**

Jobs in Pennsylvania are becoming more technically competitive. It is extremely important for students to have both academic and technical skills as they prepare to enter the workforce.

The Pennsylvania Skills Certificate was created by the Pennsylvania Department of Education to recognize career and technical education students who have achieved high skills in their chosen technical area. Students must demonstrate that they have mastered the knowledge and skills required for an occupation.

To earn the Skills Certificate, students must achieve a high score on the National Occupational Competency Testing Institute (NOCTI) test. Machine Technology students are assessed by using the National Institute of Metalworking Skills (NIMS) testing. Students will be tested in two areas. The written test covers factual knowledge, technical information, and the understanding of principles and problem solving related to a particular career and technology program.

The performance test allows students to demonstrate that they have the skills required to do the job. The test will take place in the laboratory, program area, or clinical setting in school and performance will be evaluated by local business and industry persons. Students must recognize that preparing for the NOCTI test is a 2–3-year process of attaining skills. They are encouraged to review their senior year and to perform their absolute best during the test. All seniors will take a NOCTI pretest, both written and performance to help them focus on the skills and knowledge they need to acquire by their senior year.

#### **XXV. Photos for Promotional Use**

Occasionally photographs of students and identifying names will be published in the local newspaper, school newsletter, or school web site or may appear on television or in a video as part of SCTC news or promotion. Parents who **do not** want their student's photograph used in these ways should submit a request in writing to Administration.

#### **XXVI. Searches**

Lockers will be subject to random, periodic, or sweeping searches and canine sniff searches by school officials and/or law enforcement personnel at any time.

Students may be searched with a hand-held metal detector when reasonable suspicion exists that the student may be concealing a weapon or other contraband.

Students may be searched by a school official when reasonable suspicion exists that the student is concealing or in possession of a weapon, contraband, stolen goods, or other evidence that threatens the health and safety of students or causes disruption to the educational process. Such searches can include, but are not limited to, pockets, shoes, socks, waist area, and any bags, wallets, purses, or other containers in the student's possession.

When reasonable suspicion exists that a student was drinking alcohol, a school official may smell a student's breath, use an intoximeter to measure the student's breath or the air around the student, and/or use a saliva test strip to check for alcohol.

Any vehicle parked on SCTC property may be searched by SCTC officials when reasonable suspicion exists that the search will yield weapons or other contraband. Vehicles, lockers, and backpacks may also be subject to random and sweeping canine sniff searches.

Evidence from searches may be used in disciplinary action and may be turned over to law enforcement for legal action.

## **XXVII. Security/Conduct Surveillance**

To maintain a safe and secure educational environment, video surveillance and recording may be employed in any area under control or possession of the Somerset County Technology Center. These areas include, but are not limited to, the school buildings, parking lots, storage facilities, outside property, school vehicles and busses.

SCTC maintains vape detection equipment throughout the building.

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.

## **XXVIII. Student Activities/Clubs/Organizations**

This section describes those activities, clubs, and organizations which are recognized at SCTC. Activities, clubs, and organizations for Career and Technical Education students include but are not limited to: Job Shadowing, Apprenticeship programs, Clinical Experiences, Cooperative Education, FFA, NAHB, SADD, BotsIQ, and Skills USA. This means that each activity, club, and organization has submitted a charter/constitution and program of work detailing a budget, anticipated expenditures, and projected goals to be accomplished from the fundraising activity. The administration will review the individual program of work.

To participate in SCTC student activities, the student must be an enrolled secondary career and technology student.

Students and parent/guardian should be aware that all school policies apply to any school sponsored activity, club, and organization held during school, after school, or out of school.

If you are absent from SCTC on a particular day, you may not participate or be a spectator in any school related activities, clubs, and organizations. In addition, you may not attend any practice sessions.

Any student activity, club meeting, or event during school, after school, or out of school must be approved by administration and chaperoned by a faculty member. No student may remain after school unless supervised by a faculty member.

Any student riding a school bus to any activity, club, and organization must return on the same bus. The SCTC is not responsible for the safety of students traveling in private cars.

If you are suspended from school, either in or out-of-school, you may not participate in any school-related activity for the duration of the suspension.

To participate in SCTC student activities, clubs, and organizations after school hours students must be currently enrolled at SCTC and be in good standing academically. If students want to bring guests to the activity, they should be under twenty-one (21) years of age, obey all school rules and regulations, and always conduct themselves as mature adults. The administration from SCTC and the sending school districts, and the advisors of activities, clubs, and organizations reserve the right to limit or not allow students or guests to participate in student activities after school hours based on previous discipline or conduct history.

## **XXIX. Student Assistance Program (SAP)**

The Student Assistance Program is designed to help students whose physical health, mental health, and/or abuse of drugs and alcohol interfere with success in school. At the core of the program is the Student Assistance Team made up of teachers, counselors, administrators, and representatives from community agencies who have special training in areas such as drug and alcohol abuse, depression, suicide, family problems, and other adolescent concerns that interfere with learning. Students who are coping with these issues are often at risk for failure in school. In severe cases they can be a danger to themselves and others. These students should be referred to the SAP Team. The Team will collect information, interview the student and possibly the parents, and make recommendations. If a student is coping with issues that cannot be resolved in school, the student and parents are provided with information to help them access services in the community. SAP is an intervention program, not a treatment program. It is designed to identify and support students at risk and to provide them and their parents with information to help them access the help they need to resolve problems.

The Team takes referrals from SCTC staff, students, and parents. If you know someone who needs help, contact an SAP member, or fill out a referral form and drop it in the referral box located in the main hallway by the office. All referrals are confidential. Parents can make a referral by calling (814) 443-3651 x6163.

### **XXX. Students Attending Additional Years**

Students enrolled for additional years beyond 12<sup>th</sup> grade, by the sending districts, are considered secondary students and are required to adhere to all sections of the Student Handbook, as well as all other Somerset County Technology Center and contributing school rules and regulations.

### **XXXI. Student Identification Cards**

Each student is issued a photo identification card, at no charge, which is the only student identification that will be accepted at any Somerset County Technology Center school function. This identification card must be carried by the student while at the Somerset County Technology Center or school functions. Lost or defaced cards may be replaced by making application in the school office and paying a three-dollar (\$3.00) charge.

### **XXXII. Student Travel**

Students who want to represent SCTC in competition, at conferences, on a field trip or other such travel with SCTC staff either on a day trip or overnight excursion, must meet strict behavioral guidelines. SCTC must have assurance that when a student is away from the school, the student will comply with directives of the instructor/advisor and behave in an acceptable manner that does not interfere with the safety of others or reflect negatively on the school.

Students who do travel with SCTC will follow all school rules and policies. Any student who violates school rules may be sent home immediately, and the parent or guardian will be required to pick up the student or arrange for the student's immediate travel home.

### **XXXIII. Visitors**

Visitors to the Somerset County Technology Center are required to present a valid driver's license or military identification to process through the Raptor System and gain access to the building. All visitors must sign-in at the main office and receive a visitor pass on the day of the visit, prior to going to any instructional area.

Individuals who are not SCTC students are not permitted to ride the bus to the Somerset County Technology Center unless a consent form has been signed by both the Administration of the SCTC and the sending district designee.

#### **XXXIV. Weapons and Violence Reporting**

SCTC annually reports to the Department of Education data concerning incidents of school violence and violations of drug, alcohol, and tobacco policies. This report is available for public review at the school.

#### **XXXV. Weather Emergency**

In the event of a weather emergency, students will receive a phone call concerning school delays or closings. Schedule information is also available on SCTC's Facebook page: [Facebook.com/SCTC.4me](https://www.facebook.com/SCTC.4me)

# Discipline

**NOTE: Depending on the severity of the incident, discipline can begin at a level that is the discretion of administration.**

## In-School Suspension

Students will be temporarily removed from their instructional area and placed under supervision. During this time, students will be responsible for completing appropriate theory work assigned by their instructors or Administrator. Parent/guardian and sending district administration will be notified of in-school suspensions.

## Out-of-School Suspension

Students will be removed from the Somerset County Technology Center for a specified period. A parent/guardian conference will be held, and the sending district will be notified before the student is readmitted into the program.

### **I. Affection: Public Display**

Students involved in incidents such as holding hands, hugging, kissing, etc. will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Conference and warning.
- 2<sup>nd</sup> offense - One (1) day in-school suspension and written parent/guardian notification.
- 3<sup>rd</sup> offense - Three (3) days in-school suspension and parent/guardian conference prior to reinstatement of student to the instructional area.

### **II. Alcoholic Beverages, Drugs, Inhalants and Substance Abuse**

The use or possession of alcoholic beverages, drugs, inhalants, hallucinogens or other intoxicants in any form and look-alike substances are forbidden in or on the Somerset County Technology Center building and/or property. Possession or usage of alcoholic beverages or drugs is a violation of the PA crimes code and will be treated as such. When reasonable suspicion exists that a student is under the influence of some 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.

Students may not carry over-the-counter medications on themselves or in backpacks, purses, outerwear, etc. All over-the-counter medication must be given to the SCTC School Nurse with written instructions from a parent or doctor for dispensing. Students possessing over-the-counter medications will be disciplined as a drug violation.

Also, a student may not possess drug paraphernalia on SCTC property. This includes paraphernalia purchased or homemade and with or without detectable drug residue.



**The penalty for possession or use of the above listed items includes a minimum three (3) days of out-of-school suspension with reinstatement by a parent/guardian conference, prosecution by law enforcement officers, and possible expulsion from SCTC. (Typically, the suspension is 10 days.)**

Students with the proper medical forms on file can be granted permission to possess asthma rescue inhalers.

### **III. Alternative Transportation**

A student traveling to Somerset County Technology Center other than by bus, the student's parent/guardian, or as a properly permitted driver/passenger must obtain permission from his/her sending district and the Somerset County Technology Center prior to traveling to the Somerset County Technology Center.

A student leaving the Somerset County Technology Center other than by bus or as a properly permitted driver/passenger must be signed out, in the office, by the student's parent/guardian. If the person is not the student's parent/guardian, written parental/guardian permission must be submitted when signing out a student.

A student arriving at the Somerset County Technology Center by school provided transportation, as a driving student, or by alternative transportation is subject to all applicable student dismissal and transportation rules.

Students walking to or from the SCTC must have a parental/guardian signed and school approved request on file in the SCTC office prior to walking and must adhere to the driving student arrival/dismissal schedule.

Students failing to adhere to this section will be disciplined as follows:

- 1<sup>st</sup> offense - One day in-school suspension and written parental notification of the incident.
- 2<sup>nd</sup> offense - Three (3) days in-school suspension and parental conference prior to the student's reinstatement to the instructional area.
- 3<sup>rd</sup> offense - Three (3) days out-of-school suspension and parental conference prior to reinstatement to the instructional area.

### **IV. Assault**

Students involved in assault of another student, or a school employee will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Minimum five (5) days out-of-school suspension, parent/guardian conference prior to reinstatement of student to the Somerset County Technology Center; possible legal action and possible expulsion.

## V. Attendance/Absentee Procedures

Attendance Policy - Students will follow the SCTC school calendar, not the sending district calendar, for days of attendance. There may be times when the sending district has a day off, but SCTC will be in session. When this occurs, SCTC will run a bus from the sending district to SCTC. Parents should consult the SCTC school calendar at [www.sctc.net](http://www.sctc.net) for all scheduled school days and changes in the school calendar.

Absence Procedure – A student is required to obtain an admit slip from the Resource Center before entering the instructional area after an absence. He/she will be given either a temporary (blue) or a cleared admit slip (white) that is to be submitted to the teacher. Three (3) temporary slips will be issued to the student for admittance; after the third, the absence will be cleared as illegal/unexcused. Three (3) illegal/unexcused absences may result in the student being placed in the due process procedure subject to a fine.

Excessive Absences – Regular attendance is vital for a person to achieve success in an employment situation; therefore, the following procedure is enacted to encourage a student's attendance to the Somerset County Technology Center. SCTC defines excessive absence as (20) twenty unexcused absences.

- When a student accumulates five (5) absences, written notification will be sent to the student's parent/guardian. These are absences other than those for which notification has been received from the sending district excusing a student.
- When a student accumulates seven (7) absences, written notification will be sent to the student's parent/guardian informing him/her that a doctor's excuse will be necessary for future absences to be excused. These are absences other than those for which notification has been received from the sending district excusing a student. A mandatory counseling conference will be scheduled by the guidance counselor with the student and/or parent/guardian.
- Students accumulating three (3) days of illegal absence may be prosecuted legally according to Pennsylvania School Laws.
- When a student is excessively absent, SCTC and the sending district will remove students from enrollment at SCTC.

Forged Absences - A student who forges an excuse will be subject to disciplinary action as follows:

- 1<sup>st</sup> offense – parental notification and one (1) one day in-school suspension.
- 2<sup>nd</sup> offense - parental notification and three (3) days in-school suspension.
- 3<sup>rd</sup> offense - Three (3) days out-of-school suspension with parent conference prior to reinstatement of the student to the instructional program.

Co-Op students are required to attend school on their designated day(s) every week. In addition, Co-Op students are required to immediately notify the school and employer if they

are unable to report to their work sites. If there is a change in schedule or work availability, the student must notify SCTC office and/or Career Coordinator.

Absences for Educational Purposes - A student may be granted an excused absence for a maximum of seven (7) days within a school year for an educational experience. To obtain an excused absence for an educational experience, the following criteria must be met:

- A written request, signed by the student's parent or guardian must be presented to the attendance secretary at least three days prior to the proposed absence. This request is subject to approval by the Administration of the Somerset County Technology Center.
- The proposed absence must not be a result of an employment situation for which the student receives payment for services performed.
- The student must make up any missed course work and assignments resulting from the absence. This obligation must be completed within three (3) Somerset County Technology Center attendance days after the student's return from the absence.
- The student must submit to the office a written report, minimum one hundred-fifty (150) words, describing the educational experience resulting from the absence. This report is due within three (3) Somerset County Technology Center attendance days after the student's return from the absence. Failure to submit the report within the allotted time will result in an unexcused absence designation.
- This policy may be superseded or subject to additional compliance requirements by the student's sending school.

Students Arriving Late – Students arriving late must pick up an admission slip in the Resource Center. Students are expected to arrive at SCTC no later than the arrival time of their bus. (See “Late Arrival” in the discipline section).

## **VI. Beverage Containers**

Students may not carry opened soda and other beverages into the Somerset County Technology Center. If a student has a special reason for bringing a beverage container, the student should contact the SCTC Principal for permission. The beverage should be in a can or container that is sealed. It should be opened in the presence of SCTC staff member who will make sure that the seal was intact prior to opening. (See general information section **Searches** for further information on containers.)

Students violating this section will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Confiscation and disposal of the item and a warning.
- 2<sup>nd</sup> offense - Confiscation and disposal of the item and one day in-school suspension.
- 3<sup>rd</sup> offense - Confiscation and disposal of the item, three (3) days in-school suspension and parental conference prior to reinstating the student to his/her instructional area.

## VII. Bullying

The Joint Operating Committee is committed to providing a safe, positive learning environment for its students. The Joint Operating Committee recognizes that bully 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.

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:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

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

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

The Joint Operating Committee encourages students who have been bullied to promptly report such incidents to the teacher, Assistant Administrator, or other school personnel.

The Joint Operating Committee policy states complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the SCTC's legal and investigative obligations. No reprisals or retaliation shall occur because of good faith reports of bullying.

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

**Whatever form bullying takes, SCTC will not tolerate it.** Depending on the severity of the situation, discipline may begin at any level and include any of the following:

- 1<sup>st</sup> offense - Conference and warning.
- 2<sup>nd</sup> offense - Three (3) days in-school suspension with parent conference prior to reinstatement of the student to the instructional program.
- 3<sup>rd</sup> offense - Three (3) days out-of-school suspension with parent conference prior to reinstatement of the student to the instructional program.

## VIII. Bus Transportation

Bus transportation is provided for all students who attend the Somerset County Technology Center. Those students who do not ride buses are subject to the rules and regulations governing student drivers and passengers.

Students from one school district are not permitted to ride a bus from another school district.

Students may be assigned seats on a bus which will be nontransferable. Students failing to sit in an assigned seat will be subject to disciplinary action.

Students may not engage in any behavior that distracts the bus driver or jeopardizes the safety of others. Such behavior may include but is not limited to swearing, harassing the driver or other students, throwing things, and moving about the bus while it is in motion.

Students who fail to adhere to the above rules and regulations will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Student conference and notification sent to parent/guardian.
- 2<sup>nd</sup> offense - One (1) day of in-school suspension and/or modified bus arrangements and notification sent to parent/guardian.
- 3<sup>rd</sup> offense - Three (3) day bus suspension and modified bus arrangement. Notification sent to parent/guardian.

***NOTE*** If the nature of the first offense jeopardizes passengers, the driver, pedestrians, or other vehicles on the road, then at administration's discretion discipline begins at the level of second offense. Depending upon the situation, a modified seating arrangement may be made on the bus to resolve conflict and/or the student may be moved to another bus. A student removed from the bus because of behavior is still required to attend SCTC, but it is the responsibility of the parent/guardian to transport the student to school. Students are not permitted to drive or ride with other students when bus transportation privileges have been suspended.

Students will also be responsible for reimbursement in the event of bus property damage and for clean up if they create a mess. Driving/passenger privileges may be suspended for students receiving suspension of bus privileges.

## IX. Cheating

Students involved in cheating will be subject to the following discipline:

- 1<sup>st</sup> offense - Disciplinary action by the instructor of the student's instructional area which may include loss of points for the exam or assignment in question and parent/guardian notification.
- 2<sup>nd</sup> offense - One (1) day in-school suspension, counseling conference and written parent/guardian notification.
- 3<sup>rd</sup> offense - Three (3) days in-school suspension and parent/guardian conference prior to reinstatement to the instructional area.

## X. Cutting Class/Leaving Assigned Area Without Permission

Students cutting a class will be subject to the following discipline:

- 1<sup>st</sup> offense - Disciplinary action by the instructor of the student's instructional area.
- 2<sup>nd</sup> offense - One (1) day in-school suspension, counseling conference and written parent/guardian notification.
- 3<sup>rd</sup> offense - Three (3) days in-school suspension and parent/guardian conference prior to reinstatement to the instructional area.

## XI. Dismissal Policy

Students will be dismissed by school per PA announcements according to the dismissal schedule.

All students must remain in their instructional areas until the appropriate dismissal time is announced.

Early dismissals or other temporary dismissals during the school day must be approved by the office. Written approval by parent or home school officials is required.

A student leaving Somerset County Technology Center on an approved early dismissal **must be signed out, in the office**, by the person picking up the student. If the person signing out the student is not the student's parent/guardian, he/she must have written permission signed by the student's parent/guardian granting permission for that person to sign out the student. Phone calls will not be accepted.

Parents/guardians may not pick up students before bus dismissal time unless the student has a valid reason for an early dismissal (i.e., doctor appointment). Parents/guardians or another designated adult picking up students at bus dismissal time must report to the office to sign out the student. Students must wait in the office for their rides. Students must have written permission to ride from SCTC with anyone other than a parent/guardian.

Students who violate dismissal policy are subject to the following disciplinary action:

- 1<sup>st</sup> offense - One day in-school suspension and written parental notification of the incident.
- 2<sup>nd</sup> offense - Three (3) days in-school suspension and parental conference prior to the student's reinstatement to the instructional area.
- 3<sup>rd</sup> offense - Three (3) days of out-of-school suspension and parental conference prior to reinstatement to the instructional area.

## **XII. Disobedience and Disrespect to School Employees**

Students involved in an incident of disobedience or disrespect to an instructor or other school employee will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - One (1) day in-school suspension, conference, and written parent/guardian notification.
- 2<sup>nd</sup> offense - Three (3) days in-school suspension, parent/guardian conference prior to reinstatement of student to the instructional area.
- 3<sup>rd</sup> offense - Three (3) days of out-of-school suspension, parent/guardian conference prior to reinstatement of student to the instructional area.

A student who swears at a staff member will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Three (3) days out-of-school suspension, parent/guardian conference prior to reinstatement of student to the instructional area.

## **XIII. Disruptive Classroom Behavior**

Students are expected to display behavior conducive to an educational atmosphere. Any behavior, including horseplay and inappropriate language, which distracts from the educational process will not be tolerated. Students engaging in acts of disruptive behavior will be subject to the following discipline:

- 1<sup>st</sup> offense - Disciplinary action by the instructor of the student's instructional area.
- 2<sup>nd</sup> offense - One (1) day in-school suspension, counseling conference, and written parent/guardian notification.
- 3<sup>rd</sup> offense - Three (3) days in-school suspension and parent/guardian conference prior to reinstatement to the instructional area.

#### **XIV. Dress Code Violations**

Students not complying with the dress requirements will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Disciplinary action by the instructor of the student's instructional area to include covering up or changing the clothing that is inappropriate. The student will choose clothing from the office collection if others are not available. If that is not possible, the student may be assigned to the Resource Center for the day.
- 2<sup>nd</sup> offense - One (1) day in-school suspension and written parental notification.
- 3<sup>rd</sup> offense - Three (3) day in-school suspension and parental conference prior to reinstating the student to his/her instructional area.

#### **XV. Driving and Passenger Permits**

All students, with a legitimate reason, that need to drive a motor vehicle onto school property must have an approved, signed driving request form on file in the office.

Any student who operates a vehicle on school property, either while under its own power or by being pushed, must possess a valid operator's license.

Emergency driving passes will be issued only to students who **must** drive due to an extenuating circumstance. Emergency driving passes will be granted at the discretion of administration provided signed documentation from the parent/guardian is provided. Passengers are not permitted.

Driving students arriving at Somerset County Technology Center later than their home school arrival time will be considered as tardy. All student parking is in the front of the school unless otherwise approved by administration and arranged with their instructor. Students are required to park in a lined space.

Students driving to the Somerset County Technology Center, with an emergency pass, for field trips and other purposes requiring them to arrive at or depart from the school outside normal student attendance hours, are to park their vehicles in a lined space.

A student who drives to the Somerset County Technology Center and becomes too ill during the school day to remain at school must be signed out in the office prior to leaving SCTC by a parent/guardian or other responsible adult who has written parental/guardian permission to sign out the student. The person signing out the student will assume full responsibility for determining if the student is able to drive a vehicle from school property. Without parental/guardian approval, a student will not be permitted to leave school as a driving student prior to regular driving dismissal.

Driving students must obey all traffic laws and driving rules and operate a vehicle in a safe manner both on and off school property.



Vehicles on SCTC property are subject to canine sniff searches and searches by SCTC personnel as indicated in the General Information section under Searches.

Students who fail to adhere to the above rules and regulations will be subject to disciplinary action. Disciplinary action will consist of the following:

- 1<sup>st</sup> offense - Permanent suspension of driving privileges and one day (1) in-school suspension.
- 2<sup>nd</sup> offense - Two days (2) in-school suspension.
- 3<sup>rd</sup> offense - Three days (3) in-school suspension.

## **XVI. Cell Phones/Electronic Devices**

The SCTC prohibits the **use of** personal communication devices by students during school hours in center buildings, on center property, and while students are attending center-sponsored activities. The SCTC prohibits **use of cellular** telephones that have the capability to take photographs, record audio or video, during school hours in center buildings, on center property, and while students are engaged in center-sponsored activities. All cell phones **must be locked** in the student's locker while on school premises. Cell phones/Electronic Devices are permitted, during theory instruction only, when the instructor has noted such usage in the daily lesson plan for educational purposes. Cell phones/Electronic Devices are never permitted in the lab areas for any reason.

The SCTC prohibits **possession and use** by students of any device that provides for a wireless, unfiltered, connection to the Internet. The SCTC shall not be liable for the loss, damage, or misuse of any electronic device brought to the center by a student. Additional examples of prohibited electronic devices include but are not limited to any form of battery operated and/or hand-held radios, CD/DVD players, MP3 players, IPOD, GPS, hand-held computer games, paging devices, personal laptops and PDA's, televisions, bull horns or any other type of electronic equipment of any nature. Calculators, when permitted/needed, are to be used for school purposes only and not for any other function.

SCTC strictly prohibits the possession and use of laser pointers or any form of laser by students during school hours in center buildings, on center property, and center-sponsored activities.

Students bringing the above-mentioned items to school for repair must have written approval from the instructor of the instructional area performing the repair prior to bringing the item to school. Students violating this section will be subject to the following action:

- 1<sup>st</sup> offense - Confiscation of the item with return at dismissal, except for laser pointers which will be returned only to parents.
- 2<sup>nd</sup> offense - Confiscation of the item with return to the parent or guardian.
- 3<sup>rd</sup> offense - Confiscation of the item with return to parent/guardian and one (1) day of in-school suspension.

## **XVII. Fighting**

Students engaged in physical fighting will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Three (3) days out-of-school suspension and parent/guardian conference prior to reinstatement of student to the instructional area, possible legal action.
- 2<sup>nd</sup> offense - Five (5) days out-of-school suspension and parent/guardian conference prior to reinstatement of student to the instructional area, possible legal action.

## **XVIII. Gambling and Card Playing**

Student engaged in gambling or card playing incidents will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Conference and warning.
- 2<sup>nd</sup> offense - One (1) day in-school suspension and written parent/guardian notification.
- 3<sup>rd</sup> offense - Three (3) days in-school suspension and parent/guardian conference prior to reinstatement of student to the instructional area.

## **XIX. General Discipline**

This list addresses many of the common discipline problems encountered in an educational environment; however, it is not possible to list all infractions that may take place. Any disruption of the educational environment is a punishable offense. Infractions not listed will be dealt with by the Assistant Career and Technical Education Administrator or Principal as they occur.

Administration reserves the right to choose from the progressive discipline format a more severe form of discipline than that designated for first offense when the severity of an incident warrants it.

When two discipline incidents, in any combination, are accumulated by a student, he/she will be scheduled for a counseling conference.

When three discipline incidents, in any combination, are accumulated by a student, a parent/guardian conference will be scheduled which may include home school personnel.

When a student accumulates more than three (3) disciplinary incidents, the student may be suspended out-of-school. A parent/guardian conference will be scheduled before the student returns to his/her instructional program.

When a student receives a report card grade below a "C" in his/her area of occupational training, he/she will be scheduled for a counseling session/conference to examine career interests and aptitudes.

All guidelines and policies are subject to change in accordance with Pennsylvania Department of Education Regulations.

Administration will determine appropriate disciplinary action for any inappropriate behaviors not listed.

## **XX. Hall Passes**

At all times, students are required to have a hall pass in their possession when in the halls or out of their instructional area. The exceptions to this include the following: to and from class at dismissal and start of classes. Students violating this rule will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Instructor from student's instructional area to discipline.
- 2<sup>nd</sup> offense - One (1) day in-school suspension.
- 3<sup>rd</sup> offense - Three (3) days in-school suspension and a counseling conference.

## **XXI. Harassment**

All students deserve a safe and comfortable educational environment free of any form of harassment including sexual and racial harassment. (Harassment/Unlawful is defined in the General Information section of this book).

A student who alleges sexual, racial, or other forms of harassment by any staff member or student in the school should use the school's complaint procedure or complain directly to a teacher, administrator, or guidance counselor. (See the Grievance Procedure).

A substantiated charge of harassment against a student in the school shall subject that student to disciplinary action including possible suspension or expulsion and possible legal action.

## **XXII. Hazing**

Hazing is a kind of harassment where students ridicule or criticize others and/or force others to do unnecessary or disagreeable work or undergo humiliating procedures. Upperclassmen do not have the right to subject younger students to hazing practices. **SCTC will not tolerate hazing in any form.**

**Students involved in hazing will receive either in-school suspension or out-of-school suspension, depending on the severity of the incident.** A parent/guardian conference will be required before the student is reinstated to the instructional program.

## **XXIII. Internet Usage**

Internet access is available to students at the Somerset County Technology Center. An SCTC student may not access the Internet without an Acceptable Internet Use Agreement signed by

the parent/guardian. Students who violate the Internet Acceptable Usage Policy will be subject to the following discipline:

- 1<sup>st</sup> offense - Two (2) weeks suspension of Internet privileges; parent/guardian notification.
- 2<sup>nd</sup> offense - Two (2) weeks suspension of Internet privileges and one (1) day of in-school suspension; parent/guardian notification.
- 3<sup>rd</sup> offense - Suspension of Internet privileges for remainder of the semester and three (3) days in-school suspension; parent/guardian conference before student is reinstated in the instructional area.

#### **XXIV. Late Arrival**

Students driving or receiving a ride to SCTC are expected to arrive no later than the arrival time of their bus. Students who arrive late must pick up an Admit in the Resource Center. Students who are habitually late are subject to the following disciplinary action:

- Three (3) late arrivals - One (1) day in-school suspension.
- Five (5) late arrivals - Three (3) days in-school suspension and loss of driving/passenger privileges of two (2) weeks.

#### **XXV. Obscene Materials**

Obscene materials consisting of magazines, photographs, drawings, books, notes, etc. are prohibited on school property including the school bus. This includes electronic materials downloaded from the internet or obtained from other sources and placed on school computers. Students possessing or involved with creating and/or passing obscene materials will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - One (1) day in-school suspension, counseling conference, confiscation of materials, and written parent/guardian notification.
- 2<sup>nd</sup> offense - Three (3) days in-school suspension, confiscation of materials, and parent/guardian conference prior to reinstatement to his/her instructional area.

#### **XXVI. Obscenities and Profanities**

Students using obscenities and/or profanity will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Conference and warning.
- 2<sup>nd</sup> offense - One (1) day in-school suspension, counseling conference and written parent/guardian notification.

- 3<sup>rd</sup> offense - Three (3) days in-school suspension and parent/guardian conference prior to reinstatement of the student to his/her instructional area.

A student who swears at a staff member will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Three (3) days out-of-school suspension, parent/guardian conference prior to reinstatement of student to the instructional area.

## **XXVII. Photo Identification**

All students must wear their photo identification badge while at SCTC. Students violating this rule will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Disciplinary action by the instructor of the student's instructional area; including parental contact.
- 2<sup>nd</sup> offense - Office referral for a conference with the student and warning; including parental contact.
- 3<sup>rd</sup> offense - One (1) day in-school suspension.

## **XXVIII. Running in the Hallways**

Due to safety reasons, it is imperative that students do not run in the hallways. Students violating this rule will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Instructor from student's instructional area to provide discipline and/or reinforcement activity to be assigned on the student's time.
- 2<sup>nd</sup> offense - One (1) day in-school suspension with reinforcement activity assigned to be performed on the student's time.
- 3<sup>rd</sup> offense - Three (3) days in-school suspension with reinforcement activity assigned to be performed on the student's time, counseling conference.

## **XXIX. Safety Glasses and Safety Dress**

All persons in areas requiring safety glasses are required to provide and wear industrial rated, **non-tinted** safety glasses or goggles while the shop is in operation.

Many shops require additional personal protective items which are the **student's responsibility** to provide and wear while the shop is in operation. This list of protective items will be supplied by the instructor of the instructional area.

Hair style, grooming, and jewelry may be restricted in the instructional areas and the school as it pertains to the safety and well-being of the individual student and/or others.

Students not complying with the personal protection requirements will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Disciplinary action by the instructor of the student's instructional area, and/or student compliance with the respective protective item(s) rule.
- 2<sup>nd</sup> offense - One (1) day in-school suspension, student compliance with the respective protective item(s) rule and written parental notification.
- 3<sup>rd</sup> offense - Three (3) days in-school suspension, parental conference, and student compliance with the respective protective item(s) rule prior to reinstatement to the instructional area.

### **XXX. Theft**

Students involved in theft of school property, property belonging to another student, or property belonging to a school employee shall be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Three (3) days in-school suspension, written parent/guardian notification, restitution, and possible legal action.
- 2<sup>nd</sup> offense - Three (3) days out-of-school suspension with parent/guardian conference prior to reinstatement of the student to the instructional area, restitution, and possible legal action.

### **XXXI. Threats**

Given the number of school violence events nationwide, educators are on heightened alert for situations which threaten the safety and welfare of all students and staff. Therefore, when a student makes a threat of any kind, SCTC must take it seriously. All reported threats will be investigated, and parents contacted. SCTC administration will determine appropriate discipline.

### **XXXII. Tobacco Possession and/or Use**

Student possession or usage of tobacco is forbidden in any form in or on the Somerset County Technology Center building and/or property, on school provided transportation, or at school sponsored activities. Disciplinary action for tobacco possession or usage of tobacco by students includes in-school suspension and legal action as provided in the Pennsylvania Crimes Code Title 18, Section 6301.1, Subsection A, Use of Tobacco in School Prohibited. A complaint will be issued with the magistrate and the student may be fined.

Students violating the tobacco policy will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Three (3) day in-school suspension, written parent/guardian notification, and legal action.
- 2<sup>nd</sup> offense - Three (3) days in-school suspension, parent/guardian conference prior to reinstatement of student to his/her instructional area and legal action.
- 3<sup>rd</sup> offense - Three (3) days out-of-school suspension, counseling conference and legal action.

### **XXXIII. Truancy**

A student absent without knowledge or consent of his/her parent/guardian is truant unless a doctor's excuse is presented when returning to school.

A student, designated as ill by a parent/guardian, observed outside his/her residence during school hours, will be considered truant unless a doctor's excuse is presented upon return to school.

A student who arrives at the Somerset County Technology Center and leaves without permission or without being properly signed out, as per the Dismissal Policy, Section D, will be considered truant.

An absence identified as truant will be considered as illegal/unexcused, and disciplinary action will be assigned.

Students who are truant face possible legal action and fines.

Students who are truant will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Three (3) days in-school suspension and parental notification.
- 2<sup>nd</sup> offense - Three (3) days in-school suspension and parent/guardian conference prior to reinstating the student to his/her instructional areas.

### **XXXIV. Vandalism and Destruction**

Students are entrusted with the use of school tools, calculators, and other equipment as a part of their instructional programs. Students involved in acts of vandalism and/or destruction of school property or property belonging to another student, or a school employee shall be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Three (3) days in-school suspension, written parent/guardian notification, restitution, and possible legal action.
- 2<sup>nd</sup> offense - Three (3) days out-of-school suspension with parent/guardian conference prior to reinstatement of student to the instructional area, restitution, and possible legal action.

### **XXXV. Vaping/Vaping Devices and Accessories**

Student possession or usage of vaping devices is forbidden in any form in or on the Somerset County Technology Center building and/or property, on school provided transportation, or at school sponsored activities. Disciplinary action for vaping, possession or usage of vaping devices by students includes in-school suspension and legal action as provided in the Pennsylvania Crimes Code Title 18, Section 6301.1, Subsection A, Use of a Vaping Device in School is Prohibited. A complaint will be issued with the magistrate and the student may be fined.

Students violating the vaping policy will be subject to the following disciplinary action:

- 1<sup>st</sup> offense - Three (3) day in-school suspension, written parent/guardian notification, and legal action.
- 2<sup>nd</sup> offense - Five (5) days in-school suspension, parent/guardian conference prior to reinstatement of student to his/her instructional area and legal action.
- 3<sup>rd</sup> offense - Three (3) days out-of-school suspension, counseling conference and legal action.

The use or possession of vaping devices containing THC in any form are forbidden in or on the Somerset County Technology Center building and/or property. Possession or usage of vaping devices containing THC is a violation of the PA crimes code and will be treated as such. When reasonable suspicion exists that a student is under the influence of some substance, SCTC will investigate by means of search, documentation of vital signs by the school nurse, use of an “intoximeter,” or other reasonable means to ensure the safety of the student. Students may also be transported to the Emergency Room via ambulance.

**The penalty for possession or use of THC Vaping Devices includes a minimum three (3) days of out-of-school suspension with reinstatement by a parent/guardian conference, prosecution by law enforcement officers, and possible expulsion from SCTC. (Typically, the suspension is 10 days.)**



## **XXXVI. Weapons on School Property**

### **Weapons and replicas of weapons are forbidden on school property.**

The term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Section 912 of the Pennsylvania Crime Code provides that a person commits a misdemeanor of the first degree (\$10,000 fine and five (5) year maximum sentence) if he/she possesses a weapon in the building of, on the grounds of, or in any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education.

A student is in possession of a weapon when the weapon is found on the student; in the student’s locker; under the student’s control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

### **SCTC students may not fabricate weapons or any part of a weapon in SCTC’s program areas.**

Students may not refinish/repair gun stocks or other parts of weapons. That portion of the weapon could be construed as the weapon itself when carried into the school.

SCTC students may not carry tools or other “potential” weapons out of the program area except as necessary to complete an assigned project on school property.

### **Generally, students may not carry tools on the bus when that tool might be used as a weapon.**

Weapons under the control of law enforcement personnel are permitted. The Administrative Director may authorize other persons to possess weapons in school buildings. The Administrative Director may prescribe special conditions or procedures to be followed before giving such authorization.

Any incident of a student possessing a weapon will be reported to the student’s parents and may be reported to the police. Appropriate disciplinary and/or legal action will be taken against any student who possesses a weapon and any student who assists that possession in any way which will include mandates as specified by Act 26.

The school district shall expel, for a period of not less than one (1) year, any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.