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***Forms that MUST be turned into the Main Office immediately.**

Student's First/Last Name:

SHOP:

FORWARD

This handbook has been prepared to provide you with suggestions and useful information that deal with rules and procedures at the Lawrence County Career & Technical Center. It is your responsibility to become familiar with its contents.

In order to help maintain an excellent school atmosphere, you should strive to achieve in your studies, participate in activities, display proper conduct, cooperate with and consider the rights of others, be friendly and respectful to everyone and aid in keeping the school grounds neat and attractive.

Your homeroom teachers, classroom teachers, guidance counselors and administration are available at all times to assist you and help make your school year a pleasant educational experience.

NONDISCRIMINATION POLICY

The Lawrence County Career & Technical Center; an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, color, national origin, sex and/or handicap. Activities, services and facilities are accessible to handicapped persons.

Lawrence County Career & Technical Center offers vocational programs in secondary vocational education programming, secondary academic education programming, adult vocational education programming, adult basic education programming and general education degree programming.

For information regarding civil rights or grievance procedures, contact:

Mr. Leonard Rich

**Title VI Coordinator, Title IX Coordinator and
Section 504 Coordinator**

Lawrence County Career & Technical Center

750 Phelps Way

New Castle, PA 16101

(724) 658-3583

OBJECTIVES

1. To provide areas of education on various levels for the individual who may benefit from vocational technical school's educational programs, secondary and post-secondary.
2. To provide a program which will broaden and enrich the secondary school curriculum that will reflect the individual needs and interests as well as the available occupational opportunities.
3. To provide a program of vocational education with flexibility necessary to insure keeping pace with the improvement and expansion of ever-changing vocational demands consistent with employment standards regarding local, state and national needs.
4. To provide areas of participation where the students may learn and experience desirable traits of citizenship and democracy.
5. To provide atmosphere of learning to encourage and assist each student to work to his ultimate capacity in the academic studies as well as in the laboratory shops.
6. To provide a vocational academic program that will develop the self-discipline necessary to establish efficient work habits and to work cooperatively with others.
7. To provide a program of continuous and effective guidance for the selection and placement of pupils, pupil self-evaluation, occupational objectives and adjustments for future employment.
8. To provide vocational education that will, through the action and activities of its graduates and alumni, contribute to the economic and civic well being of the community.
9. To provide as a means of helping students to develop better basis for thinking about themselves in terms of their high school and post high school educational and vocational plans.
10. Finally, in teaching young people academic and vocational skills, and in preparing them for immediate employment upon graduation, it serves interest of business and industry.

ADMINISTRATION

Dr. Michelle Miller Wilmington Area School District 400 Wood Street New Wilmington, PA 16142 (724) 656-8866	Chief School Administrator
Mr. Leonard A. Rich (724) 658-3583, Extension 7102	Vocational Administrative Director
Mrs. Regina Hiler (724) 658-3583, Extension 7103	Principal

JOINT OPERATING COMMITTEE

Debra Allebach - Union (President)	Mark Kirkwood - New Castle
Leroy Cortez - Ellwood City	Nancy Kolodziej- Board Secretary
Robert Curry - Wilmington	Matt Mangino- Solicitor
David DiGiammarino - New Castle	James McFarland - Neshannock
Steve Fornataro - New Castle	Denise Palkovich - Shenango
Jennifer Grossman - Ellwood City	Mark Panella - New Castle
Jeff Hammerschmidt - Laurel	Scott Singer - Mohawk

GUIDANCE

Morgan Lynch	Counselor
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COOPERATIVE EDUCATION

Mary Jean Tuminella	Cooperative Education Coordinator
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SCHOOL NURSE

Mary Ann Cwynar	School Nurse
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SECRETARIAL STAFF

Linda Gardner	Janine Mangino
Nancy Kolodziej	Karen Sipe
Ashlee Lamenza	

CUSTODIAL STAFF

George Dudich	Richard Haybarger
Norman Boots	John Hiler
Henry Dinafore, Part-time	Arthur Kelley, Part-time
Thomas Fontana	Francesco Terranova

ACADEMIC & VOCATIONAL INSTRUCTIONAL AIDES

Rosemary Cook	Billie Jo Marino
Dennis DiGianvincenzo	Tim O'Brien
Maria Haynes	Lenore Sumner
Donna Houk	

SUPPLEMENTAL CONTRACTUAL AIDE (HEALTH ASSISTANT)

Greg Gibbs

TECHNOLOGY

PJ Shaffer	Technology Director
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FACULTY

Audia, Laurie	Health Assistant
Barker, Matthew	Mathematics
Bates, Chris	Machine Tool Technology
Blank, David	Mathematics
Brown, Juliana	Science
Cepro, Jodi	Cosmetology
Clark, Mary	English
Cole, Kenneth	Commercial Art
Conder, Susan	Medical Office Assistant
DePorzio, Jeffrey	Learning Support
Gabriel, Lee Ann	Computer Office Technology
Gerhardt, Margy	Librarian
Gettings, Juliet	Learning Support
Goebel, John	Auto Technician
Heasley, Lisa	Social Studies
Lyons, Melissa	Learning Support
McVicker, Carolyn	English
Montini, Pete	Electrical Occupations
Neve, Nick	Social Studies
Orelli, Ernest	Social Studies
Palumbo, Jeri	Social Studies
Parsons, Jay	Oil & Gas Technician
Pasterik, Donna	Science
Seminara, Robert	Construction Trades
Shulin, Steve	Collision Repair
Simon, Justin	Physical Education
Sperdute, Gary	Masonry
Vanasco, Tiffany	English
Weisenstein, Christina	Mathematics
Wilkison, John	Restaurant Trades
Young, Renea	Learning Support

Lawrence County Career and Technical Center

2013 - 2014 CALENDAR

AUGUST

5/5

M	T	W	H	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

In-Service: 21 & 22
First Day of Class: 26

SEPTEMBER

20/25

M	T	W	H	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Labor Day: 2

OCTOBER

21/45

M	T	W	H	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Open House: 10
In-Service: 11
Columbus Day: 14

NOVEMBER

18/63

M	T	W	H	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Thanksgiving: 27-29

DECEMBER

14/77

M	T	W	H	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Thanksgiving Cont: 2
Christmas: 23-31

JANUARY

20/97

M	T	W	H	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

New Years Day: 1
In-Service: 17
Martin Luther King Day: 20

FEBRUARY

18/115

M	T	W	H	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

In-Service: 14
President's Day: 17

MARCH

20/133

M	T	W	H	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

In-Service: 14

APRIL

19/154

M	T	W	H	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Spring/Easter Break: 17-21

MAY

21/176

M	T	W	H	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Memorial Day: 26

JUNE

4/180

M	T	W	H	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Last Day & Commencement: 5
In-Service: 6

**Emergency Days/
Snow Makeup Days**
January 20, 2014
February 17, 2014
April 17, 2014

1st and last day of school

Holidays

In-Service

Emergency/Snow Makeup Days

Approved by JOC
Feb. 21, 2013

Grading Periods End:

1st nine weeks - October 30, 2013

2nd nine weeks - January 21, 2014

3rd nine weeks - March 28, 2014

4th nine weeks - June 5, 2014

2014 - 2015
“NO SCHOOL DAYS”
“FIRST DAY & LAST DAY”

August 21 & 22, 2014	Teacher In-Service
August 25, 2014	SCHOOL OPENS
September 1, 2014	Labor Day
October 9, 2014	Open House
October 10, 2014	Teacher In-Service
October 13, 2014	Columbus Day
November 27 – December 1, 2014	Thanksgiving Vacation
December 24, 2014 – January 2, 2015	Christmas/New Year’s Vacation
January 16, 2015	Teacher In-Service (Skills USA)
January 19, 2015	Martin Luther King Day
February 13, 2015	Teacher In-Service
February 16, 2015	President’s Day
March 20, 2015	Teacher In-Service
April 2, 2015 – April 6, 2015	Easter Vacation/Spring Break
April 24, 2015	Prom/No School
May 25, 2015	Memorial Day
June 4, 2015	LAST DAY OF SCHOOL/Commencement
June 5, 2015	Teacher In-Service



2014 - 2015 Bell Schedules

SCHEDULE A	
Period 1 Warning	8:05
Period 1 PA Announcements	8:10 – 9:25
Period 2	9:28 – 10:35
Period 3 Academics	10:38 – 11:45
Period 3 Vocational	10:38 – 11:06
Vocational Lunch	11:09 – 11:39
Period 3 Vocational	11:42 – 12:18
Academics Lunch	11:48 – 12:18
Period 4	12:21 – 1:28
Period 5 PA Announcements	1:31 – 2:40
Busses Depart	2:45

SCHEDULE B	
Period 6 Warning	8:05
Period 6 PA Announcements	8:10 – 9:25
Period 7	9:28 – 10:35
Period 8 Academics	10:38 – 11:45
Period 8 Vocational	10:38 – 11:06
Vocational Lunch	11:09 – 11:39
Period 8 Vocational	11:42 – 12:18
Academic Lunch	11:48 – 12:18
Period 9	12:21 – 1:28
Period 10 PA Announcements	1:31 – 2:40
Busses Depart	2:45

ACTIVITY BELL SCHEDULE A (Thursday)	
Period 1 Warning	8:05
Period 1 PA Announcements	8:10 – 9:09
Period 2	9:12 – 10:08
Period 3 Academics	10:11 – 11:07
Period 3 Vocational	10:11 – 10:41
Vocational Lunch	10:44 – 11:14
Period 3 Vocational	11:17 – 11:40
Academic Lunch	11:10 – 11:40
Period 4	11:43 – 12:39
Period 5	12:42 – 1:38
Activity Period PA Announcements	1:41 – 2:40
Busses Depart	2:45

ACTIVITY BELL SCHEDULE B (Thursday)	
Period 6 Warning	8:05
Period 6 PA Announcements	8:10 – 9:09
Period 7	9:12 – 10:08
Period 8 Academics	10:11 – 11:07
Period 8 Vocational	10:11 – 10:41
Vocational Lunch	10:44 – 11:14
Period 8 Vocational	11:17 – 11:40
Academic Lunch	11:10 – 11:40
Period 9	11:43 – 12:39
Period 10	12:42 – 1:38
Activity Period PA Announcements	1:41 – 2:40
Busses Depart	2:45

2 – HOUR DELAY A	
Period 1 Warning	10:05
Period 1 PA Announcements	10:10 – 10:58
Academic Lunch	11:01 – 11:31
Period 2 Academics	11:34 – 12:18
Period 2 Vocational	11:01 – 11:45
Vocational Lunch	11:48 – 12:18
Period 3	12:21 – 1:05
Period 4	1:08 – 1:52
Period 5 PA Announcements	1:55 – 2:40
Busses Depart	2:45

2 – HOUR DELAY B	
Period 6 Warning	10:05
Period 6 PA Announcements	10:10 – 10:58
Academic Lunch	11:01 – 11:31
Period 7 Academics	11:34 – 12:18
Period 7 Vocational	11:01 – 11:45
Vocational Lunch	11:48 – 12:18
Period 8	12:21 – 1:05
Period 9	1:08 – 1:52
Period 10 PA Announcements	1:55 – 2:40
Busses Depart	2:45

SEVERE WEATHER-SCHOOL CLOSINGS/DELAY INFORMATION

In case of severe weather, the official announcement for school closing may be heard over the local radio stations. Listen to these stations and **DO NOT** call the school or the home of school personnel.

The Lawrence County Career & Technical Center will send an automatic voice message home to all students and staff in the event of a school delay or closing. Also, LCCTC will be participating in an Internet web site that will list school delays and closings for districts all over Pennsylvania. The Internet address is: <http://www.cancellations.com>. The company hosting the web site is doing this as a public service. No cost is incurred by the Lawrence County Career & Technical Center for this service. The site will contain advertising. The Lawrence County Career & Technical Center assumes no responsibility for the advertising, nor do we give endorsement for the businesses that use this web site for advertising purposes.

The Lawrence County Career & Technical Center will not have a 2 hour delay **unless every school in the county** has a 2 hour delay.

If a home school is closed **not due** to inclement weather, students are expected to be here on time. For example: Home School In Service Day; Act 80 Day, etc.

If a home school has a 2 hour delay or cancellation, students should follow the home school transportation schedule. Students may provide their own transportation and come to the Lawrence County Career & Technical Center at the regular starting time if they choose to do so.

GRADING POLICY **INTRODUCTION**

Lawrence County Career & Technical Center evaluation policy is based upon the concept that:

1. Student evaluation is useful in enhancing learning.
2. Student evaluation helps the student identify strengths and weaknesses.
3. Student evaluation is a means of indicating to an individual his/her performance in a given subject area.
4. Student evaluation helps the student evaluate and select future programs of study.
5. Student evaluation forms the base for academic/vocational standards in each subject area.
6. Student evaluation is an indicator to instructors of the need to evaluate and revise materials to help the student with varying performance levels.
7. Student evaluation influences student's behavior and attitudes about school.
8. Student evaluation influences vocational choices that lead to gainful employment in the world of work.

PHILOSOPHY

1. Student evaluation must be systematic, logical, consistent, and fair. Assigned grades should measure the individual student in relationship to a given subject.
2. Teachers should explain the evaluation procedure to the individual student and to the class at the beginning of the school year. This system should be reviewed periodically throughout the year. Each student will receive copies of the evaluation policy.
3. Recorded evaluations will be made available to the student and/or parent(s)/guardian(s) upon request. A conference at a suitable location will be arranged at the convenience of the teacher and the student and/or parent(s)/guardian(s). State approved School Records Policy concerning disclosure of student records will be followed in all cases.
4. Each teacher should use evaluation procedures appropriate to the ability level of the student and the curriculum area in which the evaluation is taking place.

ETHICS OF EVALUATION

1. Student evaluation will be determined by meeting the standards of the Lawrence County Career & Technical Center Evaluation Policy.
2. The teacher may rely upon any combination of the following items so long as the implications for evaluation are clearly communicated (criteria of evaluation) to the student at the beginning of the evaluation period.

Academics	Vocational
60% Assessment	50% Knowledge
30% Homework	25% Work Ethic
10% In Class Assignments	25% Skills
3. The teacher will maintain in his/her grade book numerical and/or letter grades, plus attendance. Each teacher is to maintain a legible detailed grade book. The grade must be the logical resultant of the evaluation of adequate grading factors; therefore, any third party should be able to easily recognize the rationale behind any given grade simply by reviewing the grade book. Copies of all misconduct, progress, and discipline reports parental contacts and/or comments should be maintained.
4. The teacher is responsible for adequately informing each student of his/her progress. The student should be properly notified when the teacher considers that there is unsatisfactory progress and/or failure is a possibility. All students will receive progress reports.

CRITERIA OF EVALUATION

GRADE A:

1. Superior scholarship (tests)
2. Works independently and accurately
3. Communicates effectively in all situations
4. Superior initiative and originality
5. Participates in depth in class activities
6. Surpasses most goals for the course
7. Work rate – excellent
8. Learns quickly
9. Excellent vocabulary
10. Comprehension excellent – creative in applying learning
11. Percentage: 90-100
12. Good Attendance

GRADE B:

1. Above-average scholarship
2. Works independently and accurately
3. Communicates effectively in most situations
4. Shows some initiative and originality
5. Above-average responsibility for assignments
6. Participates readily in most class activities
7. Easily meets the goals of the course
8. Work rate – fast
9. Learns fairly quickly
10. Good vocabulary
11. Comprehension good – some creativity
12. Percentage: 80-89
13. Good Attendance

GRADE C:

1. Average scholarship
2. Shows some independence in work
3. Communicates with accuracy
4. Shows little initiative and originality
5. Accepts average responsibility for assignments
6. Participated in class activities
7. Meets the goals of the grade level
8. Work rate – average
9. Learns at an average speed
10. Average vocabulary
11. Comprehension good – some creativity
12. Suggested Percentage: 70-79
13. Good Attendance

GRADE D:

1. Below average scholarship
2. Shows little independence in work
3. Poor communication skills
4. Seldom shows initiative and originality
5. Accepts little responsibility for assignments
6. Participates very little in class
7. Work rate – slow and inaccurate
8. Meets some of the goals of the grade level
9. Learns slowly
10. Below average vocabulary
11. Comprehension poor – very little creativity
12. Suggested Percentage: 60-69
13. Poor Attendance

GRADE F:

1. Below grade scholarship
2. No independence in work
3. Below grade level in communication skills
4. No initiative and originality
5. Cannot accept responsibility for assignments
6. Cannot participate in class activities
7. Work rate below grade level – unacceptable
8. Meets few of the grade level goals
9. Learns at a small group level only
10. Below grade level vocabulary
11. Comprehension below grade level – no creativity
12. Suggested Percentage: 0-59
13. Poor Attendance

NINE-WEEK GRADE AND FINAL GRADE

The nine-week grade shall be determined by meeting the ethics and criteria of evaluation of the Lawrence County Career & Technical Center Evaluation Policy.

1. In order to be consistent in determining grades, the following grade scale will be used:

Letter Grade	Percentage	Quality Points	Total Quality Points	Final Grade
A	90-100%	4	16-15	A
B	80-89%	3	14-11	B
C	70-79%	2	10-7	C
D	60-69%	1	6-3	D
F	1-59%	0	2-0	F
I	Incomplete			

2. Nine week grades of A, B, C, D, F or I shall be given to each student in each course at the end of every nine weeks and a percentage. Plus (+) or minus (-) grades will not be given.
3. Any work missed because of excused absence must be made up. A student will have a given number of days equal to the absence to make up the work. Extenuating circumstances, such as prolonged illness, is the only exception. Failure to comply with the above policy means an automatic "F" for the work not completed.
4. A student who receives an Incomplete (I) for a nine-week period must complete the assigned work within 10 school days beyond the end of the marking period. Failure to comply with the above policy means an automatic "F" grade for the nine-week period he/she had received an Incomplete (I).
5. Parent/Guardians are responsible for checking LCCTC's web-based grade book, Parent Portal, for student's assignments and/or grades. If a parent/guardian does not have access to the Internet, it is their responsibility to contact the school to make arrangements to check their child's grades.
6. A final grade for the course shall be given a letter grade of A, B, C, D, F, or I and a percentage. Plus (+) or minus (-) grades will not be given.
7. In order to pass and receive credit for the course, it is necessary to have a cumulative and a 60% or higher. Percentage of 60% for the year atleast.
8. A conference between the teacher and administration must be held before a grade of Incomplete (I) can be given at the end of a course. When a cumulative Incomplete (I) is given, a written report of the extent of the deficiency shall be filed with the administration.
9. A final grade must be given at the end of a course.
10. A final grade of "F" assigned at the end of a course indicates that the student has failed and no credit will be awarded. Credit deficiency may constitute withdrawal from LCCTC. Students may need to attend a credit recovery program in order to continue enrollment for the next academic year.
11. **A STUDENT WHO FAILS HIS/HER SHOP FOR THE YEAR WILL BE RETURNED TO THEIR HOME DISTRICT; FURTHERMORE, A STUDENT WHO IS FAILING AT THE SEMESTER MAY BE RETURNED TO THEIR HOME DISTRICT AT THAT TIME.**
12. **Students that are accepted as 10th graders may attend Lawrence County Career & Technical Center a maximum of 3 years. Students that are accepted as 11th graders may attend Lawrence County Career & Technical Center a maximum of 2 years. If there are extenuating circumstances, the administration may allow a student to return for an extra year.**

GRADUATION REQUIREMENTS

REGULATIONS BEGINNING WITH INCOMING SOPHOMORE CLASS 2007-2008

In Grades 9 through 12 every student shall obtain at least 25 units of credit in the following areas.

Units of Credit	Course Title
4	English
4	Mathematics
3	Science
3	Social Studies
2	Art or Humanities or both
1.5	Health and Physical Education/Driver's Safety Education
7.5	Student selects additional courses from those approved for credit toward graduation by the school district, including approved vocational education courses.

Seniors will complete and pass a senior project. If a student fails to complete and pass the senior project by the teacher assigned deadline, then they will not graduate. Senior projects may not be made up in summer school. The senior project requirement reflects changes adopted by the Pennsylvania State Board of Education. Seniors must pass their senior shop and may not fail more than one of the four major subjects in their schedule. If a student fails to pass their senior shop and fails more than one major subject, they will not be able to participate in graduation ceremonies and may not be able to graduate.

NOCTI TEST

The Lawrence County Career & Technical Center will give the National Occupational Competency Test (NOCTI) to seniors. This is a two-part test measuring the student's knowledge of their vocational area. Due to the nature of this testing, make-up examinations **are not possible**. This test is **mandatory** and all students **must** participate. This test will count for 20% of the student's final shop grade. If a student fails shop for 3 nine weeks, they automatically fail the shop for the year as per the Handbook.

KEYSTONE TESTING

The Keystone Tests are state mandated tests that are required to be given to students in selected grades. Students at the Lawrence County Career & Technical Center are required to take these tests. Refusal to do so or giving less than an adequate effort will result in disciplinary action being taken against the student. **Demonstration of proficiency on the keystone exams is a state requirement for the graduating class of 2017 and beyond.**

HONOR ROLL

Students must not have any grade(s) below a "B" for the nine weeks in question.

Each nine weeks will be considered separately. Prior grades cannot be used to either place a student or deny a student the Honor Roll.

Incomplete (I) means that a student has not successfully completed the requirements of that portion of the course. Therefore, a student cannot be a member of the Honor Roll with an Incomplete (I). It is the student's responsibility to erase the Incomplete (I) and the teacher's responsibility to change the grade on the original report card in the Guidance Office. If the Incomplete (I) is shown on the report card at the time of inspection by the Guidance personnel, it will deny the student the opportunity for the Honor Roll.

A missing grade(s) cannot deny a student a place on the Honor Roll.

ACADEMIC HONOR ROLL

If a student has 3 or more academic periods during the day, they will qualify for the Academic Honor Roll provided that they meet the appropriate requirements.

CO-OP HONOR ROLL

If a student has less than 3 academic periods of class and is on Co-Op, they will qualify for the Co-Op Honor Roll provided that they meet the appropriate requirements.

ATTENDANCE POLICY

1. Student attendance and tardy patterns are very important parts of a student's permanent record card. Potential employers carefully review high school records, and students with records of excessive absence and tardiness are usually considered undependable and poor prospects for employment.
2. School attendance is the responsibility of the student and their parents. When a student is absent from school, it is the duty of the parents or guardians to furnish promptly a written excuse of the student's absence. Whenever possible, parents should call the attendance office at (724) 658-3583, Extension 7106, to report that their child will not be in school that day. In order for an absence to be excused, a doctor's note is requested.
3. A legal absence may be for non-attendance due to illness, death in the family, medical treatment or the like. In cases of chronic irregular absences school authorities will request a physician's statement showing such absences to be justifiable (State Regulation #13-411). These must be presented to the Attendance Office within 5 days of the student's return to school. Students who accumulate 10 or more total absences will need to provide a doctor's excuse for all absences.
4. For students to receive credit for a course, they must meet both academic and attendance requirements established and approved by the Joint Operating Committee. Student attendance and participation in a class is crucial to the learning process. Therefore, if a student has 4 or more unexcused absences in any class during a nine week grading period, they will fail that particular class. Therefore, a student will earn a grade of 59% or lower in each class that the student does not meet the attendance requirements. If the student would have earned higher than a 59% that grade would be lowered to 59%. If a student earned lower than a 59%, the lower grade will be assigned. If a student fails a semester course or a full year course due to lack of attendance, they will receive an "NCA" (no credit awarded) for that class.
5. **Students that are accepted as 10th graders may attend Lawrence County Career & Technical Center a maximum of 3 years. Students that are accepted as 11th graders may attend Lawrence County Career & Technical Center a maximum of 2 years. If there are extenuating circumstances, the administration may allow a student to return for an extra year.**

STUDENT RESPONSIBILITIES

1. Students are responsible for monitoring their rate of attendance and keeping track of their number of absences from each course.
2. Students must carefully review the reasons for excused absences listed in this policy.
3. **Students are responsible for bringing all documentation for excused absences to the attendance office within 5 days upon returning to school. State law mandates that all absences will be considered unexcused unless proper documentation is provided within 5 days.**
4. **Students must arrive to each class promptly. Any unexcused tardy to class after 10 minutes is equivalent to one period unexcused absence class cut. That includes first period. If a student is 10 minutes late or more during ANY class, including shop, that counts as an absence for the that class; furthermore, if a student has 4 unexcused absences or 4 instances of tardiness of ten minutes or more in a class, that student may FAIL that class. STUDENTS: BE ON TIME! (PLEASE SEE PAGE 15 & 16 FOR FURTHER DISCIPLINARY ACTIONS REGARDING TARDINESS).**
5. Students, (including those 18 years and older), may **NOT** at anytime sign themselves out of school without parental and administrative permission. The attendance officer cannot grant this permission.

STUDENT FINES AND OBLIGATIONS

Any student owing a school fine or obligation to a Class, Club, Shop, etc. is responsible for the payment of that debt as soon as possible. Failure to return an item or pay a debt will result in the withholding of all your son/daughter's records: including Report Cards, Transcripts, School Verifications, Diplomas and he/she **WILL NOT** be permitted to participate in Holiday Dance, Prom, or Graduation. Students with outstanding debts will not graduate. Payments are to be made through our Front Office. All payments may be exact change, money order, or personal check. You may arrange for a payment plan. We **DO NOT** accept debit/credit cards. If your son/daughter owes a debt at report card time you will receive a debt letter with an attached receipt(s) with how much your son/daughter owes and to where it is owed. We encourage our students as we hope you will encourage your son/daughter to always ask for a receipt when paying monies or returning an item within the school. Written verification never lies. Any further questions about this matter can be directed to the Front Office Secretary at 724-658-3583 Ext. 7100 between the hours of 8:00 a.m. to 3:00 p.m. Monday-Friday.

Due to past difficulty in collecting debts, payments will only be accepted in the exact amount in cash, money order, or a personal check. We do not debit/credit cards. There will be a NSF charge for all returned checks.

ATTENDANCE PROCEDURES

1. When students arrive in the morning, they are to eat breakfast in the café if they wish, go straight to their lockers, and then to their first period for attendance and morning announcements.
2. The tardy bell rings at 8:10 a.m. **Any student not present in class at that time is either tardy or absent.**
3. Any student arriving after 8:10 a.m. must sign in at the Attendance Office then report to the Main Office for their Tardy Consequence. Failure to do so may result in suspension and/or other appropriate disciplinary action.
4. No student is to leave the building at any time without authorization form building administration.
5. Any student arriving late or leaving early, who does not sign in or out, respectively, will be discipline appropriately.
6. The attendance office or main office will attempt to call the student's parents if the absence is questionable or even call the doctor's office to verify medical excuses if necessary. This does not make an absence excused.
7. Please see the below Tardy Consequences Chart. **These consequences restart EACH SEMESTER.**

Tardy Consequences Chart

Number of Tardies	Consequence	Further Description/Times
1-2 Tardies	Warning	
3-4 Tardies	Administrative Detention	Tuesday, Wednesday & Thursday 3:00 p.m. to 3:45 p.m. -OR- Tuesday, Wednesday & Thursday 7:00 a.m. to 7:45 a.m.
5-6 Tardies	Saturday Detention	9:00 a.m. to 11:00 a.m. bi-monthly
7-8 Tardies	Suspension	ALC or OSS
9 or more Tardies	Suspension	OSS

REASONS FOR ABSENCE

Legal reasons for absence include illness, a death in the family, medical treatment or the like. If a student is to be dismissed from school, a note should be brought to the attendance office the morning of the appointment.

All other reasons for absence will be considered unexcused and illegal.

If the student is illegally absent for 3 days, the school is required by law to serve notice on the parents or guardian. Subsequent illegal absences may result in a fine from the magistrate's office.

Students are encouraged to return back to school after appointments. If they do so, the student will not be marked absent. Upon return students must turn in a Dr's Excuse, Dentist Excuse, DMV verification (we will copy your permit and/or license), etc. in order for the tardy or absence to be excused.

Excused Absences:

Death in the immediate family	OSS (Out-of-School Suspension)
Expulsion	Pre-approved vacation, max. of 5 days per year
Illness (with doctor's excuse)	Homebound schooling
Medical appointment (with doctor's excuse)	Court appearance
Parental request within district guidelines	Approved school events
Quarantine (with doctor's excuse)	Approved college visits
Religious observance	School Nurse excused

Unexcused Absences:

Non-approved sporting events	Absences for personal reasons
Babysitting	Leaving school without permission
Fishing or hunting	Truancy
Gainful employment	Days identified as skip days
Hair appointment	Missing the school bus
Having a vehicle fixed or inspected	Non-related school activities (scouts, clubs, athletics, and other outside groups)
Shopping	Others as determined by the administration
Non-approved trips	

*This list is not all-inclusive and does not preclude the classification of other absences as illegal or unexcused.

MAKE-UP WORK

Students or parents may request make-up work when a student will be absent for 2 or more days with a doctor's excuse. Requests should be made through the Guidance Office with the Guidance Counselor's Secretary Ext. 7104. Homework pick-up can be made with 1 day's notice. A reasonable time to complete work will be given to the student. A failing grade on each assignment will result for work not completed to the teacher's specification within that reasonable time period.

Students who are legally absent, who have been excused from class or who are serving a suspension shall be given the opportunity to make up any and all assignments.

Students who cut class or who are illegally absent are permitted to make up assignments but may not receive credit.

ACT 29 TRUANCY

If a student does not provide a legal written excuse then the absence may be declared unexcused. Once **three (3)** unexcused absences are accumulated, charges of truancy may be filed and a court appearance will be scheduled with the local magistrate. Consequences levied by the magistrate may include:

1. Fine and court costs
2. Suspension of driving privileges
3. Delay of driving privilege
4. Community service
5. Student put in placement
6. Parent/guardian put in placement
7. Any combination or all of the above

Family involvement is essential to keeping children in school. Parents and/or families should play a key role in the development of policies. In an effective school environment, parents and families are the school districts' best partners and should be approached as valuable resources in addressing a truancy issue.

EXCESSIVE ABSENCE/DOCTOR'S EXCUSE

When a student has excessive absences (as defined by 10 or more cumulative absences), they are required to provide a doctor's excuse for any further absences to be declared legal. This requirement to provide written professional documentation is called doctor's excuse. Absences while on doctor's excuse can only be declared legal with the written excuse from the physician. Absences not accounted for by a physician will be unexcused, the student will be declared truant, and the student will not be allowed to make up any missed schoolwork.

HOMEBOUND INSTRUCTION

Any requests for homebound instruction must be approved by the home school district and LCCTC. The effective dates of starting homebound and ending homebound will be determined by the home school district and LCCTC. Any and all homebound assignments must be under the direction of a medical doctor.

EARLY DISMISSAL FROM SCHOOL

Appointments (Medical, Dental, and Legal)

Acceptable reasons for early dismissals are limited to medical, dental and legal appointments and those extenuating circumstances deemed necessary by the administration. Attempts should be made to schedule appointments when school is not in session. If that is not possible, then the following procedures must be followed. Students must provide written documentation from the appointment in order for the appointment to be excused. This documentation must be received within **five (5) school days**.

1. Bring a written excuse to the office from your parent/guardian and present it to a member of the office staff for approval and recording.
2. If you have an appointment before school, then present your excuse immediately upon your arrival.
3. When you leave the school, you must sign-out in the office and be excused by a member of the office staff or the nurse.
4. Any student who presents a fake or forged excuse for early dismissal will face disciplinary consequences.
5. If an appointment is made for you after you have arrived at school, a parent/guardian must come into the office to sign you out.
6. The school can legally deny an early dismissal from school.
7. Students are responsible for all class work missed due to an appointment.

SENT HOME DUE TO ILLNESS

Students who become ill during the school day may only be released from school by the school nurse or administrator. All students leaving the building, for any reason, must receive permission from the office and must sign-out before leaving. A student may not call home and have a parent/guardian pick them up without office knowledge. Any early dismissal due to this act will **NOT** be excused.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

STUDENTS DO NOT HAVE THE RIGHT TO INTERFERE WITH THE EDUCATION OF FELLOW STUDENTS. IT IS THE RESPONSIBILITY OF ALL STUDENTS TO RESPECT THE RIGHTS OF TEACHERS, STUDENTS, ADMINISTRATORS, AND ALL OTHERS WHO ARE INVOLVED IN THE EDUCATIONAL PROCESS.

Students should, therefore, express ideas and opinions in a respectful manner so as not to offend, slander, or threaten the safety of others.

It is the **student's responsibility** to:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and so as not to cause disruption of the educational process (see specific dress code contained in this handbook).
- Assume that until a rule is waived, altered or repealed it is in full effect.
- Assist the school staff in operation of a safe school for all students enrolled therein.
- Be aware of, and comply with, state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily, except when excused, and be on time to all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to satisfactorily complete the courses of study prescribed by state and local school authorities.
- Work shirts are a requirement for the following shops: Auto Tech, Collision Repair, Commercial Art, Computer Office Technology, Construction Trades, Cosmetology, Electrical Occupations, Masonry, Machine Tool Technology, Oil & Gas Technician and Restaurant Trades. Other shop requirements per shop “welcome letter.”
 - There is a \$25.00 shirt fee per semester. Mrs. Lamenza in the front office will take your shirt size and payment. Students may pay the full \$50.00 at once or split it into two \$25.00 payments. You may pay via money order, personal check, or exact change. There will be a NSF charge for all returned checks. Please be sure to keep your receipt.
- Solid black scrub top and bottoms along with at least one scrub jacket embroidered with the LCCTC logo are required for Health Assistant and Medical Office. Other shop requirements per shop “welcome letter.”
 - All black scrubs may be purchased on your own or through American Discount Uniform along with the required uniform jacket through ADU. You can obtain an order form through the front office.

REGULATIONS AND DISCIPLINARY PROCEDURES

In order to live and work in an orderly democratic school environment, it is necessary to establish rules and regulations, which will ensure the rights and welfare of all. When these regulations are violated, the student will be subject to an appropriate form of discipline.

In all cases, the administration retains the right to use its discretion in evaluating cases; however, the student's past record, attitude, and willingness to cooperate in correcting behavior problems will be considered. The following system has been approved by the Lawrence County Career & Technical Center Joint Operating Committee and will be implemented in the administration.

Student Discipline Code

As we approach a new school year, we find it necessary to alert you and to ask your support of the Student Discipline Code that has been adopted by the Administration and the Lawrence County Career & Technical Center Joint Operating Committee.

The Code as presented insures each student's safety, gives opportunity for a strong vocational and academic school and complies with the expectation of employers who hire our graduates. The Code will be strictly enforced. This policy is not all inclusive and items may be added to protect the health, safety and welfare of students and staff. Please read the Student's Discipline Code and review it with your son/daughter prior to the start of school.

This code of conduct applies to any student:

1. On school property;
2. In attendance at school;
3. Traveling to and from school on school district vehicles (owned, rented, leased or contracted); bus stop activity will depend on the situation;
4. At any school-sponsored events held before, during or after school that are directly observed and supervised by school staff or chaperones; or
5. Whose conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or protecting the safety and welfare of the students or staff in the school.

Definition of Consequences:

1. Teacher Detention:

- **Teachers may assign detention for minor classroom infractions including but not limited to: tardiness to class (before 5 minutes) and hall pass violation**
- Students who leave class without permission will be treated as a class cut.
- Tardy to class is defined as arriving to class after the late bell rings but before the first five minutes of class expire. If a student arrives at least five minutes late to class, they will be referred to office for a class cut.
- Tardy to class consequences:
 - i. 1-2 tardies per nine weeks = WARNING
 - ii. 3-4 tardies per nine weeks = TEACHER DETENTION
 - iii. 5-6 tardies per nine weeks = SATURDAY DETENTION
 - iv. 7-8 tardies per nine weeks = ONE TO TWO DAYS SUSPENSION
 - v. 9 or more per nine weeks = AT LEAST THREE DAYS SUSPENSION
- Students will be given advance notice when detention is to be served so they can make transportation arrangements.
- Students will have two school days following the assignment date to serve the detention.
- Failure to serve detention will result in referral to the Main Office.
- **Students must arrive to each class promptly. Any unexcused tardy to class after five minutes is equivalent to one period unexcused absence. If a student is five minutes late or more during ANY class, including shop, that counts as an absence for that class. Furthermore, if a student has eight instances of tardiness of five minutes or more in a class, that student will FAIL that class. STUDENTS: BE ON TIME! Also, STAY IN YOUR ASSIGNED CLASS! If you do not have permission to leave, do not leave. If you use a hall pass, stay within the teacher's designated time limit. If you choose to disregard these directives, you will be disciplined accordingly.**

2. **Administrative Detention:**

A: Administrative Detention is assigned by the Main Office for major infractions including but not limited to chronic tardy to school, chronic violation of classroom rules, and major violations of the student discipline code. Administrative Detention can occur before school, during lunch or after school. The length of detention is 45 minutes. Morning detention is 7:00 AM to 7:45 AM Tuesdays, Wednesdays and Thursdays. Afternoon detention is 3:00 PM to 3:45 PM Tuesdays, Wednesdays and Thursdays.

B: Lunch Detention is another form of Administrative Detention. Lunch Detention is primarily used as a consequence for tardy to school. Lunch Detention may also be served in lieu of Administrative Detention before or after school. Students serving Lunch Detention will report to ALC for their lunch period. Students will be provided the state minimum lunch (brown bag which includes sandwich, fruit and milk). Students may bring in their own lunch for Lunch Detention. No outside deliveries will be accepted (i.e. Subway, McDonald's, Taco Bell, Pizza Joes etc.).

3. **Saturday Detention:** Saturday Detention is assigned by the Main Office. Assignments of Saturday Detention may be for but not limited to excessive tardies to school, excessive tardies to class, failure to serve Administrative Detention and other major violations of the student discipline code.

- Saturday detention will occur bi-monthly and be two hours in length (9:00 AM to 11:00 AM).
- Students will receive advance notice of their assignment. Verbal notification by the Administration will be supported by a letter mailed to the students last known address.
- Students must report promptly to Saturday Detention.
- Failure to report by 9:00 AM will result in a missed Saturday Detention.
- Students are to bring academic materials.
- Students will not be permitted to go to their locker.
- Cell phones, iPods and any other electronic devices with exception to a calculator are strictly prohibited.
- Earbuds, headphones and the like are strictly prohibited.
- Failure to comply with Saturday Detention rules will result in removal from Saturday Detention and count as a missed Saturday Detention.
- Saturday Detention Probation-Once a Saturday Detention is assigned, and prior to successful completion to said Saturday, the student will be on Saturday Detention Probation. Students who commit the repeated offense that generated the assignment of the Saturday Detention will be immediately suspended. The suspension will supersede the assignment of the Saturday Detention.

4. **Alternative Learning Center (ALC):** ALC may be assigned by the office for a violation of school rules. When an ALC assignment occurs, the student's home will be notified via mail and/or the phone. If a student is absent on the day of an assigned ALC, the student will serve it their first day back to school. **The student will report to the ALC room with all textbooks and work for the day immediately after reporting to homeroom/first period to have their attendance taken. Teachers will send assignments for the student to work on while in ALC to keep the student current. Misbehavior while in ALC may result in additional days of ALC or Out of School Suspension.**

Alternative Learning Center Rules for Students

- Students in ALC are not accorded the same privileges as the rest of the student body.
- Students assigned ALC must report directly to the ALC room with all materials upon arrival. Late to ALC is late to school.
- Students must bring all materials with them to the ALC room. Examples: Books, paper, pencils, etc. Assignments will be sent to the ALC room by the teachers. No hall passes will be issued.
- Students who have been assigned ALC and are absent must serve their ALC immediately upon returning to school.
- Students will be assigned seats in ALC.

- **If a student refuses to work or is uncooperative, that student may be removed and an administrator will take additional disciplinary action: Student may be given additional consequences. Additional consequences do not supersede the original ALC Assignment. For example, if given three days of ALC and removed after serving two, then the student will serve the third day upon return following any additional consequence.**
 - Restroom breaks will be taken during Periods 3 and 8 only.
 - Students are not permitted to eat or drink in ALC except during lunch. Lunch will be Period 6 where students will obtain their lunch and eat in the ALC room. The lunch will be the state minimum (brown bag).
 - Students are not permitted to leave ALC. No passes will be issued, including the nurse. The nurse will report to ALC if needed.
 - If a student's work is not done, they will receive a "zero" by the teacher and may be assigned additional periods or days by the administration.
 - Students that are late to school may be assigned additional periods to make up for lost time in ALC.
 - Students are not permitted to sleep, put their heads down on the desk, talk to other ALC students or have any other inappropriate materials or items.
 - The writing on desks or destroying of textbooks or other school materials/property is prohibited.
 - All school rules apply to students in ALC.
- 5. Out of School Suspension (OSS): May be assigned for a violation of school rules. When OSS occurs, the student's home will be notified via mail and/or the phone. **The student is not permitted on any school property during OSS and may be charged with trespassing if they do so without prior permission from the administration. While on OSS, the student is not permitted to participate in extracurricular activities at the Lawrence County Career & Technical Center (examples include Skills USA trips, holiday dance, and prom).** Students have the right, but must assume the responsibility of making up missed work because of OSS. **If a student repeatedly receives OSS assignments, the student may be sent back to their home school or may be subject to expulsion from the Lawrence County Career & Technical Center.****

Levels of Offenses:

This section lists four levels of misconduct. Level I being minor misbehavior progressing to Level IV, which are very serious offenses. The examples are just that, examples. It is impossible to list every possible situation that might arise during the school year.

Level I Offenses

Level I offenses are usually handled by a teacher and may require the intervention of the disciplinarian and/or administration. These are minor offenses that disrupt the normal operation of the school. Such offenses may include, but are not limited to:

1. Minor disruptions in the classroom, cafeteria, hallways, on school grounds, or school sanctioned/supervised school activity
2. Tardiness to class.
3. Inappropriate displays of affection.
4. Failure to submit homework or refusal to participate in class.
5. Inappropriate language or gestures.
6. Running in the hallway.

Level I offenses may call for a warning, apology, parent call, parent conference, work assignment, detention, ALC, counseling, or any combination.

Level II Offenses

Level II offenses are more serious than those found in Level I. Such offenses may include, but are not limited to: repeated Level I offenses; insubordination; truancy; physical or verbal altercation; use and/or possession of tobacco products; serving as a lookout for student's who may be doing anything that violates school policy; leaving class or school without permission; inappropriate language; threatening others; minor theft; use and/or possession of an incendiary device (matches or a lighter), internet violation and other inappropriate behavior.

Level II offenses may result in ALC, Administrative Detention, Saturday Detention or Out-of-School Suspensions.

Repeated Level II offenses may lead to a student being sent back to their home school immediately at the end of the semester or end of the school year.

Level III Offenses

Level III offenses are more serious than those found in Level II. Such offenses may include, but are not limited to: disrespect to staff; vandalism, weapons violation, internet violation, other serious inappropriate behavior, continued disruptions, fighting, including repetitious patterns of Level I or Level II offenses.

Level III misbehavior may result in all Level II consequences, OSS of up to 10 days, a building level hearing, notification of legal authorities if necessary, possible return to home school and/or expulsion.

All students who have attained a repeated Level III offense may be exempt from attending and participating in all school activities and functions for the remainder of the school year or may be sent back to their home school immediately, at the end of the semester or end of the school year.

Level IV Offenses

All Level IV offenses which may include but are not limited to: fighting, serious threats on students, threats or physical attack on a faculty or staff member's person or property both in and out of school, attempted threats or assault; drug/alcohol violations, sexual harassment, vandalism, stealing of money/valuables, shoplifting on class trips, weapons violation, assault and transferring of counterfeit money, including repetitious patterns of Level I, Level II, or Level III offenses or any violation of the PA Criminal Code, may result in a 10 day OSS suspension, referral to the school board for expulsion and charges filed and arrested by the local police.

All students who have attained a Level IV violation may be exempt from attending and participating in all school activities and functions for the remainder of the school year or may be sent back to their home school immediately, at the end of the semester or the end of the school year.

The administration has the authority to refer students to the magistrate for the use or possession of tobacco products, fighting, disorderly conduct, truancy, trespassing, harassment, and other serious misbehaviors.

POLICE ACTIVITIES IN SCHOOL

When events occur that violate the school's discipline policy, drug and alcohol policy and/or local, state or federal laws, the police will be notified. When events that threaten the health, safety and welfare of students, staff or the school occur, the police will be notified.

1) If a student is going to be interviewed by the police, the parents are notified by the administration prior to the interview taking place. The school will make a reasonable effort to contact the parents. If the parent/parents cannot be reached or cannot attend the interview at the school, the administrator will stand in "loco parentis" (in place of the parents) during the interview of any student under the age of 18.

CLASS CUT POLICY

“Class cuts” include but are not limited to academic classes, activity period, homeroom, pep rallies, assemblies, lunch, study halls, and all other scheduled assignments that students are required to attend. Penalties for class cuts are as follows:

<u>1st Cut:</u>	3 consecutive Administrative Detentions
<u>2nd Cut:</u>	Saturday Detention
<u>3rd Cuts:</u>	1 – 3 days of ALC or OSS
<u>4+Cuts:</u>	Minimum of 3 days ALC or OSS and parental hearing before the Administrative Director

FALSIFYING PASSES OR THE ILLEGAL POSSESSION THEREOF

The consequence of this offense will be treated the same as having a class cut. Please see “Class Cut”.

LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION

A student who leaves the school building or school grounds without permission will be treated as class cutting. Please refer to “Class Cut”.

TOBACCO POLICY

1. **Purpose:** The Joint Operating Committee recognizes that the use of tobacco in any form presents a health hazard that can have serious consequences for tobacco users and tobacco non-users and is, therefore, a concern to the Committee.

2. **Definition:** As provided by law (Act 145 of 1996; 18 P.S. 6306.1 et.seq.), tobacco shall be defined as a lighted or unlighted cigarette, cigar and pipe, other lighted smoking product, and smokeless (ie. electronic cigarettes) tobacco in any form.

A. A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violating subsection (A), the court may admit the offender to an adjudication alternative as authorized under 24 PA C.S. Section 1520 (relating to adjudication alternative program) in lieu of imposing the fine.

3. **Authority:** Possession, smoking and use of any type of tobacco products will not be permitted in any indoor or outdoor areas, stadium or field areas, on a school bus, and other school district property. Possession, smoking and all other uses of tobacco by students and faculty (school personnel) will not be permitted at any school-sponsored event or field trip taking place on or off school property. This policy shall apply to all employees, students, visitors, guests, and/or users of school district facilities.

The administration will confiscate all tobacco products and matches, lighters and any other flammable devices that students possess during school hours. Discipline action will be taken at the discretion of the administration. Use and/or possession of any type of tobacco products will result in Level II suspension/referral to the district magistrate under the law established by the Pennsylvania legislation. Disciplinary action will be as follows:

<u>1st Offense:</u>	1 Saturday Detention and referral to Magistrate
<u>2nd Offense:</u>	3 days ALC and referral to Magistrate
<u>3⁺ Offense:</u>	3 days OSS, referral to Magistrate, and a parental hearing with the Administrative Director

WEAPONS POLICY

1. Purpose

The Joint Operating Committee recognizes that a safe environment is important for providing an excellent education. The Joint Operating Committee's concern for providing protection for students, staff and visitors is expressed in this policy.

2. Authority

It is a misdemeanor of the first degree in the Commonwealth of Pennsylvania (Act 167, Subsection 1 of 1980), and in violation of the Crime Code of PA (Section 912), for any person to possess a weapon in the building or upon the grounds of any public elementary or secondary school.

Section 1317.2 of the PA School Code prohibits possession of weapons on any school property, any school-sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity.

3. Definition

Possession means being on the person of the student, in the student's locker, otherwise under his/her control.

The term weapon shall include, but not be limited to any loaded or unloaded firearm (including, **but not limited** to rifles, shotguns, pistols, zip guns, pellet guns, BB guns, and weapon look-a-likes); explosives, pyrotechnic or incendiary devices of any type, such as smoke bomb, firecrackers, etc.; any Bowie knife, Dirk knife, lock-blade knife, hunting knife, or similar knives, razors, or cutting instruments; any tools, instruments and all implements capable of inflicting serious bodily injury which serves no common lawful purpose; pipes, clubs, nunchaku, brass knuckles, tazers, and chemical agents such as mace, pepper gas, etc. This policy is not all inclusive and items may be added to protect the health, safety and welfare of students and staff.

4. Procedures

Professional staff members or school employees who observe any form of weaponry on a student shall immediately inform the principal or designee who will then conduct a complete investigation. Upon confiscation, the principal (or designee) will immediately notify and/or summon:

- a. Local/State Police
- b. The Director
- c. The parents of any and all students involved in the incident

Upon "just cause" for suspicion of possession of a weapon or replica, the Principal (or designee) may request of the student that they and/or their locker and/or their vehicle be searched by a school official in the presence of a witness. If the student refuses to be searched, the principal (or designee) will immediately summon the police and request assistance in this matter. Parents will be notified as soon as possible.

The principal (or designee) will collaborate with the Director and develop a public statement as well as determine the most effective method for informing school personnel. The Director will inform the Chief School Administrator of the incident as soon as measures have been taken to eliminate any immediate danger associated with the said incident.

The Chief School Administrator shall report to the Department of Education all incidents relating to expulsions for possession of weapons on school grounds, school-sponsored activities, or public conveyances providing transportation to or from a school or school-sponsored activity.

5. Guidelines

Any student found in possession of/or transporting a weapon during school hours to or from school, on school property, or any public conveyance providing transportation to school or a school-sponsored activity, at any school function, activity, or event whether or not held on school grounds will immediately be reported to the local/state police. The said student will then be scheduled for an informal hearing, cited for a ten (10) day out-of-school suspension, and presented to the Joint Operating Committee for a formal expulsion hearing proceeding in accordance with Pennsylvania School Code. If guilty, the district shall expel the student(s) for a period of no less than one year. The Director, through the Superintendent, may recommend discipline short of expulsion on a case-to-case basis.

This policy shall become effective on the 1st day of January, 1996, and revokes all other previous policies on the subject.

STUDENTS SLEEPING/HEAD DOWN

Procedures to Follow When Student Has Head Down and/or Is Sleeping

- 1) Ask student to pick up his/her head/wake up.
 - If student picks up his/her head, everything is okay.
 - If student is alert but refuses to obey, write them up and send them to the office. If they refuse to go to the office, call the Principal.
 - If student is unresponsive, ask again, if no response call Nurse first and then the Principal. They will come to the room.
- 2) If student picked up his/her head the first time but then puts down head/sleeps again, send student to the Nurse.
 - If student refuses to go to Nurse, call the Principal. They will take student to Nurse.
 - If student goes to Nurse, she will check the student and question student on why he/she may be tired.
- 3) After nurse checks student, she will call the Principal to inform that the student was seen. If student is okay, he/she will be sent back to class. If there seems to be a problem when the Nurse is questioning the student, the Principal will be called to the Nurse's office and/or informed.

The student may end up being:

1. Warned
2. Disciplined
3. Any other action that is deemed appropriate by the Principal and/or the Nurse.

THREATS

Threats of any kind, (physical, verbal, written, via telephone and/or computer) made to any student, district employee, faculty or administrator will be dealt with on a case by case basis. Discipline to the violator may include but is not limited to ALC, OSS, referral to the Joint Operating Committee for expulsion, and the possibility of arrest. Please note that it is the parent/guardian's responsibility to contact the Police for threats made outside of school.

HARASSMENT/BULLYING/CYBER BULLYING

The Lawrence County Lawrence County Career & Technical Center strives to provide a safe, positive learning climate for students in the school. Any form of harassment that consists of verbal, written, graphic, visual, physical, electronic, sexual, or conduct relating to an individual's race, color, sexual orientation, national origin/ethnicity, gender, age disability, or religion is not tolerated.

Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices, including cell phones and PDA's (personal digital assistants). Cyber bullying can include:

- Sending cruel, vicious or threatening e-mails.
- Creating Web sites that have stories, pictures and jokes ridiculing others.
- Posting pictures of other students/kids online with derogatory phrases or questions attached to them.
- Using someone else's e-mail to send vicious or incriminating e-mails to others.
- Using instant messaging tools to harass others.

Any student who believes she/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee. Disciplinary action for those students in violation of the harassment policy can include, but are not limited to, ALC, OSS, referral to the Joint Operating Committee for expulsion, and the possibility of arrest. Any form of bullying will

be handled as a discipline issue that substantially interferes with a student's education, creates a threatening environment, and/or disrupts the orderly operation of the "school setting" as described below:

- School
- School grounds
- School vehicles
- Designated bus
- Activity sponsored, supervised or sanctioned by the school

Please note that LCCTC Administrators are not responsible for policing students' social media. This is the parent/guardian's responsibility.

Sexual harassment of students is a real and serious problem in education at all levels, including elementary and secondary schools. It can affect any student, regardless of sex, race, or age. Sexual harassment can threaten a student's physical or emotional well-being, influence how well a student does in school, and make it difficult for a student to achieve his or her career goals. Moreover, sexual harassment is illegal--Title IX of the Education Amendments of 1972 (Title IX) prohibits sex discrimination, including sexual harassment. Title IX protects students from unlawful sexual harassment in all school programs or activities, whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school at another location.

Preventing and remedying sexual harassment in schools is essential to ensure nondiscriminatory and safe environments in which students can learn. Students should feel safe and comfortable walking down the halls of his or her school. Sexual harassment will not be condoned with an attitude of "that's just emerging adolescent sexuality" or that it should just be ignored.

Some examples of sexual conduct are (including, but not limited to), which may be directed towards a particular person or persons:

- sexual advances
- touching of a sexual nature
- graffiti of a sexual nature
- displaying or distributing of sexually explicit drawings, pictures and written materials
- sexual gestures
- sexual or "dirty" jokes
- pressure for sexual favors
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumors about or rating other students as to sexual activity or performance
- sending messages and/or pictures of a sexual nature by computer, cell phone or any other device.

Students who are involved in consenting activities (of a sexual nature) are not guilty of sexual harassment, however, the activities may be considered as inappropriate displays of affection. Students who are involved in inappropriate displays of affection may (as a consequence of their behavior) be subject to ALC, Out of School Suspension or other disciplinary action.

Students who sexually harass other students are subject to ALC, out of school suspension, expulsion and charges at the magistrate (in addition to school discipline).

Students who feel that they are being sexually harassed should report it immediately to a teacher, a guidance counselor, the principal or the director of the Lawrence County CTC. Parents are encouraged to report situations to the principal or the director.

SCHOOL/CLASSROOM RULES AND REGULATIONS

The classroom teacher is in control of his/her classroom and has a right, an expectation, and a duty to establish clear rules and expectations for proper student conduct.

The following are **not permitted**:

- Hats, bandanas, doo-rags during school hours.
- Ordering out of food and/or delivery during school hours without permission.
- Use of electronic devices including but not limited to: cell phones, radios, beepers, pagers, tape players, CD players, laser pointers, electronic games, iPods, iPads, Kindles, Nooks and MP3 Players. **Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of electronic devices.**
- Students selling food or drink items in school.
- Students eating or drinking in the classroom.
- Skateboards – when students arrive at school until the end of the school day, any skateboard must be kept in the student’s locker. Students will not be permitted to carry skateboards with them in the building from the time of arrival to school until the end of the school day.

Hats may be brought into the building but must be removed from the student’s head upon entrance into the building and then must be put away between 8:10 and 2:40. Any student who violates this policy will be disciplined in the following manner:

- 1st Offense: Hat removed by student, student warned.
- 2nd Offense: Hat taken, student receives 1 day ALC.
- 3rd Offense: Hat taken, student receives 1 day OSS.
- 4+ Offenses: Hat taken, student receives 2 days OSS.

Any student that refuses to remove or to give his or her hat to an Administrator will be suspended from school for insubordination and a possible disorderly conduct charge.

ELECTRONIC DEVICE/CELL PHONE POLICY

The possession and use of electronic devices (EDs) is a privilege, not a right. The district may revoke the privilege of possessing and using EDs at anytime at its sole discretion. EDs include devices used to communicate, receive, send, store, record, or listen to voice, text, digital, audio, video, photo, electronic, or internet/cyberspace data, images, and/or information which shall include, but not be limited to, cellular phones, iPods, iPads, MP3 players, portable music players, CD players, game players, cameras, video cameras, electronic readers etc. **The district is not responsible for lost or stolen EDs, whether in student or district possession, or any damage to the ED, its programs, or its contents.**

It is the expectation of the Administration that all electronic devices and supportive equipment (i.e. batteries, earbuds, headphones) are to be secured in a student’s locker by 8:10 a.m. Any student possessing a visible electronic device or supportive equipment after 8:10 a.m. is in violation of the code of conduct.

Disciplinary Procedure:

Any staff member who sees a student with an ED in use after first period starts (8:10) until the bell for dismissal at the end of the day (2:40) should ask for the ED and send a referral and ED to the office. If a student fails to comply with surrendering the ED, then a second referral for insubordination will be made to the office. If a student uses an ED before the first period bell at 8:10, they are expected to be quiet and respectful of students and staff in the building.

Any student who violates this ED policy will be disciplined in the following manner:

- 1st Offense: Student warned, electronic device (ED) taken, held at Main Office and returned at the end of the school day.
- 2nd Offense: Student receives 1 Saturday detention, ED taken and held at the Main Office until parent/guardian comes to the school to pick it up.

3rd Offense: Student receives 1-3 days of ALC or OSS, ED taken and held at the Main Office until parent/guardian comes to the school to pick it up.

4th Offense: Student receives minimum 3 days OSS, ED taken and held at the Main Office until parent/guardian comes to the school to pick it up and parental hearing with Administrative Director.

***Refusal** to give an ED to a staff member or administrator will lead to an out of school suspension for a minimum of three days for insubordination and a possible disorderly conduct charge. *If a student refuses to give up the ED, a phone call should be made to Principal's Office and student should be sent.*

Disciplinary Consequences:

The disciplinary consequences described in this section of the Handbook represent guidelines in the disposition of discipline. Disciplinary consequences may vary from situation to situation depending on the circumstances, severity of behavior, or education status of the student. For example, if the first offense is considered exceptionally flagrant, a higher consequence may be assigned even though it is the student's first offense. In all cases, administrative discretion will be exercised in assigning the appropriate disciplinary consequence.

As stated before and as in the case of any other personal property, the school is not responsible for any financial losses incurred by a student or family member if an electronic device is damaged, lost, stolen, vanished, or misused. Students shall be personally responsible for the security of all EDs brought to school. All EDs brought to school will be at the owner's own risk.

SCHOOL PROPERTY

Each student must treat school property in a respectable manner.

The consequences of any damaged property or vandalism will be complete payment of the damage and a suspension or expulsion of the offender from school. Section 628 of School Law also provides for a citation to be issued by the New Castle Police Department. School records will be withheld until all debts resulting from damage or destruction are paid.

STUDENT AND LOCKER SEARCHES

A locker is assigned to each student at the beginning of the year. The lockers are the property of the school and are subject to inspection by authorized school personnel. The school is **NOT** responsible for lost or stolen items. Students are not to put personal locks on lockers. **THE ADMINISTRATION RESERVES THE RIGHT TO SEARCH LOCKERS OR TO OPEN THEM IN CASE OF AN EMERGENCY OR ANYTIME WITH REASONABLE SUSPICION. STUDENTS SHALL NOT EXPECT PRIVACY REGARDING ITEMS PLACED IN SCHOOL LOCKERS.**

If "reasonable suspicion" exists that a student may be in possession of anything that is in violation of school rules and/or policies, local and/or state laws, the school reserves the right to search that student and/or that student's possessions and/or locker and/or vehicles on school property. Parents will be notified if the search results in the discovery of an illegal object and/or substance.

At any given time throughout the school year, state police trained dogs will search the building and parking lot for illegal substances that may be stored in student lockers or vehicles. If the dogs indicate a locker or vehicle may contain an illegal substance, that locker or vehicle will be searched. Dogs will not be used to sniff individual students without suspicion.

DRESS CODE POLICY

Purpose/Objectives of Dress Policy

1. To determine proper dress for students in specific program areas, as nearly aligned with business and industrial dress requirements as practicable.
2. To eliminate clothing which can be a safety hazard in shop areas.
3. To establish student dress which will aid in developing pride in oneself as well as in the school and to foster self-respect.

Justification

The very nature of career & technical education indicates the need for a policy in relation to student dress. This is justifiable because of safety factors, as well as the desire to develop status in one's chosen career. It is understood that the nature of the work in some programs is extremely dirty and in others hazardous; therefore, it is imperative that students have special clothes to change into when working. Student dress and cleanliness should be an integral part of the total educational program.

A student going from the vocational classes to his/her academic classes in soiled/dirty shop clothing does not indicate pride in himself/ herself or his/her career.

Lawrence County Career & Technical Center, being part of all Lawrence County's sending high schools and working closely with industry, attracts many visitors. Proper attire by all students will create pride in one's school, as well as giving the visitors a favorable impression. Many of these visitors will be future employers of our students; and first impressions are lasting.

Dress Regulations

A. Safety Glasses

All students in the designated areas shall be issued one pair of safety glasses when he/she enters the program as a new student in accordance with the provisions of Act 116 of the Pennsylvania Legislature. For sanitary reasons, each student shall be responsible for his/her glasses; and if a student needs additional glasses, he/she shall be required to purchase his/ her own. These glasses can be purchased from local stores or from the Principal's Office.

Safety glasses are required in the following programs: Auto Body, Auto Technology, Construction Trades, Cosmetology, Electrical Occupations, Machine Tool Technology, and Oil & Gas.

B. Helmets

All students in the designated areas shall be issued one helmet when he/she enters the program as a new student. For sanitary and safety reasons, each student shall be responsible for his/her helmet; and if a student needs an additional helmet, he/she shall be required to purchase his/her own. Helmets can be purchased from the local stores or from the Principal's Office. Helmets are required in the following programs: Construction Trades, Electrical Occupations, Machine Tool Technology, Masonry, and Oil & Gas.

C. Program Uniforms

Students enrolled in all programs may be required to purchase and/ or wear a uniform or portion thereof, similar to that worn in business and industry. In general, students are to dress as required by the standards of their field, safety considerations, and the specific work place situation. All students receive a "welcome letter" the summer before the upcoming school year with specific dress code regulations for their vocational area.

1. All uniforms must be neat and clean; no loose or torn clothing.
2. Shirts must be tucked in; and pants pulled up to the waist.

3. Shoes appropriate to the program (laces secured).
4. Facial piercings may need to be removed or covered.
5. Work shirts are a requirement for the following shops: Auto Tech, Collision Repair, Commercial Art, Computer Office Technology, Construction Trades, Cosmetology, Electrical Occupations, Masonry, Machine Tool Technology, Oil & Gas Technician and Restaurant Trades. Other shop requirements per shop “welcome letter.”
 - There is a \$25.00 shirt fee per semester. Mrs. Lamenza in the front office will take your shirt size and payment. Students may pay the full \$50.00 at once or split it into two \$25.00 payments. You may pay via money order, personal check, or exact change. There will be a NSF charge for all returned checks. Please be sure to keep your receipt.
6. Solid black scrub top and bottoms along with at least one scrub jacket embroidered with the LCCTC logo are required for Health Assistant and Medical Office. Other shop requirements per shop “welcome letter.”
 - All black scrubs may be purchased on your own or through American Discount Uniform along with the required uniform jacket through ADU. You can obtain an order form through the front office.

Personal Appearance

The students of the Lawrence County Career & Technical Center are expected to use their good judgment with regard to appropriate appearance for school. Any clothing that interferes with the educational mission of the school will be restricted. Students are expected to wear clean, neat clothing and nothing that is see-through or provocative. Articles of clothing that advertise alcohol, tobacco, acts of violence, sexual topics and/or other items considered inappropriate for a school environment are prohibited. This policy is not all inclusive and items may be added to protect the health, safety and welfare of students and staff. The final judgment of suitability of attire lies with the administration. Since the school will not assume responsibility for damaged or lost clothing, it is strongly recommended that students not wear excessively expensive clothing, shoes, or jewelry to school.

- The following tops **are permitted**:
 - a. All tops are to be worn as designed without alteration, tear, rip and/or hole.
 - b. All tops must have sleeves (short sleeves, cap sleeves, $\frac{3}{4}$ length sleeves, long sleeves).
 - c. All tops must be right-sized and cover the midriff but not lower than mid-thigh.
 - d. Under garments must be covered by outer garments.
 - e. Low cut tops which are less than three inches from the base of the wearer’s neck are permitted. Examples of low cut tops include but are not limited to: boat necks, scoop necks, **v-necks or any other top whose neckline exceeds three inches from the base of the wearer’s neck.** Low cut tops whose neckline exceeds the neckline by three inches must be accompanied by a camisole or other appropriate undergarment, which brings the wearer into compliance. A wearer may also accessorize a low cut top with a scarf in order to gain compliance.
 - f. If a shirt has buttons (polo shirt, dress shirt, sport shirt etc.), all but the top two buttons must be buttoned or secured.
- The following tops **are prohibited**:
 - a. All tops that have been altered, torn, ripped or have a hole
 - b. All tops without sleeves
 - c. All tops deemed too small or too large, i.e. tops that expose the midriff or go lower than mid-thigh

- d. Under garments worn as outer garments, examples include but not limited to: a-shirts, tank tops, camisoles, sports bras etc.
 - e. Low cut tops that exceed three inches from the neckline of the wearer and do not have an appropriate undergarment or scarf that gains compliance.
 - f. A shirt unbuttoned beyond the second button
 - g. Coats, jackets, hooded sweatshirts, zip hooded sweatshirts, zip sweatshirts etc. or any other top designed as outside wear must be secured in their locker upon arrival to school
 - h. Any apparel, jewelry, tattoos or markings, accessories or manner of grooming, which by virtue of color, arrangement, trade mark, or other attributes to denote membership in a gang, advocates drugs, tobacco products, alcohol, violence, double meaning, sexual innuendo, ambiguous phrases or symbols, mesh or fishnet clothing. Any apparel that has caused a disruption at LCCTC (i.e. Confederate Flag, bandanas) is not permitted.
- The following bottoms **are permitted**:
 - a. All bottoms must be worn as designed without alteration, rip, tear and holes.
 - b. All bottoms must be right-sized, must cover the waist and be no shorter than 3” above the knee, *even if tights are worn underneath.*
 - The following bottoms **are prohibited**:
 - a. Any bottoms that are ripped, torn or have holes
 - b. Any oversized or undersized pants or shorts
 - c. Any stretch pants including but not limited to jeggings, yoga pants, spandex and tights
 - d. Any sweat pants of any kind and all fleece bottom
 - e. Nightwear including pajama pants
 - The following footwear **is permitted**:
 - a. Closed toe footwear
 - b. Open toe footwear secured with back strap
 - The following footwear **is prohibited**:
 - a. Flip flops
 - b. Sandals without back strap
 - c. Spurs

Exceptions and Exemptions

Dress Code Exceptions:

Students participating in a nationally-recognized youth organization (e.g., Girl Scouts, Boy Scouts) and/or United States Armed Forces may wear their uniforms on those days such organizations have a scheduled function.

Athletic team representation such as game day jerseys/uniforms (uniform skirts that do not meet the minimum length requirement are not permitted during the regular school day).

Other exceptions are made only upon prior approval of the Building Principal.

OTHER ITEMS THAT ARE ALSO PROHIBITED:

- Book Bags: **BOOK BAGS MUST BE PLACED IN LOCKER UPON ARRIVAL TO SCHOOL.**
Please note - IF A PURSE IS LARGE ENOUGH TO CARRY A BOOK, IT IS CONSIDERED A BOOK BAG AND WILL BE TREATED ACCORDINGLY.
- Headgear that includes, but is not limited to, hats, caps, scarves, bandanas and sweatbands
- Sunglasses
- Biker shorts and spandex pants
- Altered trousers or other bottoms such as but not limited to “distressed or destroyed” jeans or any other bottoms that have rips, tears or holes.
- Bottoms that are worn below waist level
- Shorts, skirts, and dresses that are excessively tight, and/or are more than three inches above the knee
- Capes, long coats, trench coats and blankets
- Tank tops, muscle shirts, any type of sleeveless shirt, and tops with low necklines that expose the chest, underarms, and/or back (also, no skin at midriff, waist or hip showing)
- Pajamas and slippers
- Flip flops: Footwear must be worn at all times. Inappropriate footwear will be determined by the administration
- Apparel that reveals or exposes the midriff/lower back or sides of the upper body or torso and/or undergarments are considered inappropriate
- Metal chains and metal or plastic spikes may not be permitted to be worn or attached to (but not limited to) book bags, wallets or backpacks. They could be considered a weapon under the school weapons policy.
- Unnecessary distractions such as face-paint or **any unnecessary distractions** will not be permitted as they interfere with the educational mission of the school. **The administration reserves the right to limit these types of distractions when necessary.**

Emerging fashion trends, which are not cited above, will be evaluated by the administration.

Note to students: If you question your choice of clothing before you leave the house, you most likely should not wear it.

The faculty and administration have the right to question a student’s dress and take necessary action if an item is not specifically covered in Items 1 through 10 or anywhere else in the Dress Code Policy.

Violations of the dress code policy will be considered a Level I offense. Student will be given a chance to change clothing themselves or parents will be notified and be required to bring a change of clothing. If appropriate clothing cannot be obtained, the student will be sent to ALC. Repeat violators of the dress code may receive a Level II offense. A Level II offense may consist of ALC or out of school suspension. **Insubordination by the student may lead to out of school suspension and a disorderly conduct charge.**

Discipline for failure to comply with dress code:

- | | |
|--------------------------|--|
| 1 st Offense: | Warning and change clothing |
| 2 nd Offense: | Administrative Detention and change clothing |
| 3 rd Offense: | Saturday Detention and change clothing |
| 4 th Offense: | One day ALC or OSS |
| 5 th Offense: | Five days ALC or OSS with student/parent re-entry meeting with Principal |
| 6 th Offense: | Five days ALC or OSS with student/parent re-entry meeting with Director |

***Any offense can escalate to a Level III and/or Level IV offense.**

HOLIDAY DANCE COURT

No student can be a member of the Holiday Dance Court if they have any combination of more than 3 days of Detention/ALC/OSS. This count starts from the first day of school and runs until the date of the Holiday Dance. Any student who fails a majority of their classes and/or their shop because of attendance in any one 9 week grading period, will not be eligible to be a member of the court. Any student who wishes to be on Holiday Dance Court, or attend the Holiday Dance must settle all debts prior to the dance with LCCTC.

Any student that is running for court can only post 6 signs in the hallways that must be school appropriate and created outside of school. The beginning date to post signs will be announced.

PROM COURT

No student can be a member of the Prom Court if they have any combination of more than 6 days of Detention/ALC/OSS. This count starts from the first day of school and runs until the date of the Prom. Any student who fails a majority of their classes and/or their shop because of attendance in any one 9 week grading period, will not be **eligible to be a member of the court.** Any student who wishes to be on Prom Court, or attend the Prom must settle all debts prior to the dance with LCCTC.

Also, any student that is running for court can only post 6 signs in the hallways that must be school appropriate and created outside of school. The beginning date to post signs will be announced.

GUEST APPLICATION GUIDELINES FOR DANCES

Guests of the LCCTC are expected to cooperate fully with school personnel regarding the established rules, policies, and regulations. Violation of said policies may result in their removal from the premises, forfeiture of any fees paid in regard to the event, and possible referral to law enforcement authorities.

Any former student who had been expelled from LCCTC or was sent back to their home school due to disciplinary issues may not attend this function. Any student that was expelled by their home school, currently resides in placement or is currently in educational placement of any kind may not attend this function.

- Current high school students – Student must have guest application completed by the Principal of the high school in which the guest student is attending. The student must be in good standing at their high school. No student below the 9th grade may attend this function.
- Person is not a high school student – Person must provide identification in one of the following ways: A copy of their driver's license or state identification card with photo. These forms of identification must accompany the guest application. All guests out of high school must be under the age of 21.
- Any person that may be considered a threat to the health, safety and welfare of any or all of those attending this function will be prohibited from attending this function.
- The final decision on who may attend and any other circumstance related to this function rests with the school administration.

CRITERIA FOR CLASS OFFICERS

If done at the end of the school year, a student cannot run for class office if they have any combination of more than 6 days of Detention/ALC/OSS. If done at the beginning of the school year, a student cannot run for class office if they have a combination of more than 3 days of Detention/ALC/OSS. Once elected, all officers will be required to work side by side with administration, advisors, teachers and the student body. They will also be required to participate in any fundraiser and/or event scheduled by the class. Class sponsors will have officers sign an agreement that they must follow to remain in office. The agreement will contain academic, disciplinary, attendance and citizenship components that the officers must follow. If the officer violates any of these components, they will/may be removed from office. Any student who wishes to run for class office must settle all debts prior to running for office with LCCTC.

ANNUAL NOTICE TO PARENTS AND ELIGIBLE STUDENTS OF FERPA RIGHTS

The following information is provided to notify you of your rights and privileges under the Family Educational Rights and Privacy Act (FERPA), a federal law which protects the confidentiality of student educational records by limiting their disclosure, FERPA guarantees parents and “eligible students” (students eighteen years of age or older) certain rights as described below.

I. ACCESS TO RECORDS

Parents or eligible students have the right to inspect their child’s or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested. To inspect your child’s or your records, contact the Guidance Office.

II. CHALLENGE TO RECORDS

Parents or eligible students have the right to request that their education records be changed if they are inaccurate, misleading or violate students’ rights, and to have a hearing if that request is refused.

III. DISCLOSURE

FERPA provides that educational records cannot be released without the written consent of the parent or eligible student, except in certain specified instances.

IV. DIRECTORY INFORMATION

Information which is labeled “directory information” by a school district is excluded from FERPA’S protection from release and can be released without parental or student consent. In this district, the directory information that is released to the public consists of student names, addresses, phone numbers, etc. If you do not want some or all of this information about your child released, you may prevent its disclosure by contacting the school district. Please address these requests to the Guidance Office.

V. POLICY

A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them, and the limitations on the release of records is presented in the School District’s FERPA policy statement. You may obtain a copy of this policy by contacting the Guidance Office at (724) 658-3583.

VI. COMPLAINTS

If you believe that the School District is not complying with FERPA or not guaranteeing you your rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the Act at the address below:

FERPA Office
Department of Education
Room 4511 – Switzer Building
Washington, DC 20202

HEALTH POLICIES

FIRST AID OR ILLNESS

1. Students who are ill or need minor first aid should be sent to the Health Room with a pass. **Only in the case of an emergency will the student be permitted to stop between classes.**
2. To ensure the health and safety of students at Lawrence County CTC, any student who is unable to stay in school for reasons related to their health must have either a parent/guardian or emergency contact person come into the school to sign them out.

EXAMINATIONS

The following types of examination will be conducted this year:

Grade 10 – vision, height and weight

Grade 11 – vision, height, weight, hearing, medical exam by physician

Grade 12 – vision, height and weight

Parents will be notified of medical examination date via mail, and/or all call. Staff will be notified via email.

Any 11th grade student who is not examined by the school physician must provide a copy of their physical exam by their personal physician before the close of their 11th grade school year.

ADDRESSES AND TELEPHONE

It is very important that we have on file for each student the information requested on the “EMERGENCY INFORMATION CARD”. New students who enter during the year should complete one of these cards.

NO STUDENT IS PERMITTED TO START A SHOP PROJECT UNLESS AN EMERGENCY CARD IS ON FILE WITH THE SCHOOL NURSE.

MEDICATIONS

All medications shall be brought to the nurse’s office to be administered by the school nurse. Medications shall be brought in the original, labeled container and shall be stored securely. Before any medication may be administered to any student during school hours, the School Board requires the written request of the parent which shall give permission for such administration and the written order of the prescribing physician which shall include the purpose of the medication, the dosage, the time at which or special circumstances under which the medication shall be administered, length of period for which the medication is prescribed and the possible side effect of the medication. The documents shall be kept on file in the nurse’s office.

“Medication” shall include all medicine prescribed by a physician – any parent drug, aspirin and cough medications.

The administration of prescribed medication in accordance with the direction of a parent or family physician to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student and the student would not be able to attend school if the medicine were not available during school hours.

STUDENT INSURANCE

At the beginning of each school year (September) student accident insurance shall be available to all students. The cost of said insurance shall be borne by the parent or guardian. The Board of School Directors has provided insurance coverage for all students who are engaged in extracurricular activities. The coverage will only be in effect while the student is participating in that activity and does not cover the student in the daily routine of school. Parents may elect to purchase the school insurance for the year to insure coverage when a student is not participating in an athletic activity.

THE SCHOOL DISTRICT DOES NOT CARRY INDIVIDUAL INSURANCE FOR STUDENTS OR THEIR PERSONAL PROPERTY.

CAFETERIA

All students, including those who bring lunches from home, are required to eat lunch in the school cafeteria. The atmosphere in the cafeteria should be pleasant, happy, and conducive to good social experiences. Cleanliness and normal tone of voice should be the order of the day. No food is to be eaten in the halls, classrooms, restrooms or other parts of the building. Students are expected to remain in their seats unless there is a reason to be elsewhere. Students are not permitted outside of the cafeteria without permission from the cafeteria monitors. Students **MUST** sign out on the “Cafeteria Passes” binder and take the proper pass.

Students are not permitted to have commercial or other deliveries arranged of commercially prepared food items to them at the school. The delivery of outside food items by vendors or other persons presents problems for school staff and is unacceptable.

Note: Students may pack a lunch, but cannot have food delivered to them. If a student forgets their lunch money, the cafeteria will provide an alternate lunch to them.

CHANGE OF ADDRESS

If the need arises, the change of address or telephone number should be taken to the Guidance Office as soon as possible. Please use the *LCCTC Change of Address* form. This is very important in case of an emergency.

STUDENT DRIVERS AND PARKING

Students are not permitted to drive until given permission to do so. The Administration will set up a responsible control of student driving for all students. Students will be required to register cars that are parked at school. The procedures and policies will be distributed to students at the beginning of the school year. Students will be given an adequate time frame to register their cars. Students failing to follow parking rules and procedures will be faced with the suspension of parking privileges, loss of parking privileges and/or towing of the vehicle. Students who do not observe and follow traffic signs on school property may be subject to suspension of parking privileges, loss of parking privileges and/or magistrate’s citation.

Students are reminded that driving is a privilege not a right. Those students driving their own vehicles to school do so under the following stipulations:

1. Students are to park their cars only in the areas designated for student parking.
2. Vehicles, once parked, are not to be moved until the student has been dismissed from school. Failure to abide by this rule will result in the revoking of the privilege to drive to school and may result in further disciplinary action.
3. No moving vehicle is to exceed the speed of 15 miles per hour on school grounds. Violation of this speed limit will be cause for revoking the privilege of driving to school.

SCHOOL TRANSPORTATION

LCCTC staff is not responsible for transportation to and from school including extracurricular activities. LCCTC staff does not have authorization to approve students to board another home school’s transportation vehicle. If you need your student to board another student’s buss, you will need to contact the appropriate home school transportation garage to seek approval. If an incident occurs while students are transported to and from school or during any school function, LCCTC administration will discipline according to the sending school’s transportation discipline policy. If a student is suspended from the bus it is not the school’s responsibility to provide that student with transportation to and from school during that duration.

PASSES

Students are not permitted to leave their assigned class or shop without permission of the teacher. This permission is granted by a pass signed by the teacher, stating where the student is going, if it is to another shop or classroom. **NO** passes are to be issued to go from Academic to Vocational or Vocational to Academic areas without Administrative approval.

VISITORS

No visitors are permitted inside of the school without authorization from the Attendance Office or Administration. All visitors must sign in at the Attendance Office or the Main Office. All visitors must carry a visitor pass displayed on their person. During school operating hours visits other than school related visits are prohibited until the 2:40 bell. If any students see individuals who do not have a visitor pass, then they should immediately inform a staff member, who will in turn inform the office.

SECURITY

Security in schools is becoming more important.

Lawrence County CTC Security Guard/Resource Officer has the right to discipline students according to the LCCTC Code of Conduct.

A video surveillance system is present at the Lawrence County CTC. The system will help monitor the building and grounds of the Lawrence County CTC.

SAFETY—THESE RULES MUST BE FOLLOWED

1. Absolutely no “horseplay” at any time.
2. Observe all safety rules. Do **NOT** operate power tools and machines in the absence of the teacher or until you have been instructed in the operation of them.
3. Do **NOT** touch any machines or projects without permission.
4. Other necessary regulations may be established by the individual instructors. All regulations are designed to help the student learn faster, save time, protect the rights and safety of every student, protect the building and equipment, and affect an orderly, efficient and effective educational program. Your cooperation will be greatly appreciated and rewarded.

SAFETY GLASSES – ENFORCEMENT OF ACT 116 OF 1965

I. AN ACT

To provide for the use of the eye-protective devices by persons engaged in hazardous activities or exposed to known dangers in schools, colleges, and universities.

II. TO WHOM AND WHERE DOES IT APPLY

To all **pupils, teachers, visitors, spectators, and every other person** upon entering and/or engaging in Vocational, Industrial Arts, Science, and all other areas where known dangers exist, such as in shops or laboratories in public or private schools, colleges, and universities where the activities enumerated in the Law are in progress, shall be required to wear industrial-quality, eye-protective devices.

Known dangers are the use of hot liquids, solids, or gases; caustic or explosive materials; the melting, sawing, turning, shaping, cutting, grinding or stamping of solid materials; the tempering, heat treatment or kiln-firing of metals and other materials; gas or electric welding; or the repairing or servicing of vehicles. Persons exposed to these dangers shall wear industrial-quality, eye-protective devices suitable for the specific hazards at all times while engaged in such activities or exposed to such known dangers.

Enforcement of the Act shall include custodial, service, food preparation, and other areas of school operation where eye hazards exist.

For the purpose of implementing this act, “industrial-quality, eye-protective devices” means devices meeting the standards of the American Standard Safety Code for Head, Eye, and Respiratory Protection, 22.1 – 1959, promulgated by the American Standards Association, Incorporated.

LOCKERS

Each student will be assigned an Academic locker and a Vocational locker. Students should carry necessary class items throughout the day. Students are not permitted to travel to and from Academic and Vocational areas for locker use and vice versa. Students are permitted to visit their locker prior to 8:10, before and after lunch and after the 2:40 dismissal bell to gather their belongings. If absolutely necessary students may utilize their minutes between classes to obtain class material from lockers (making sure they arrive to their assigned areas by the bell).

NOTE: We highly recommend students to only carry school belongings and leave all personal items home. At the end of each day students should take all personal belongings home with them. As stated before and as in the case of any other personal property, the school is not responsible for any financial losses incurred by a student or family member if personal property is damaged, lost, stolen, vanished, or misused. Students shall be personally responsible for the security of all personal belongings brought to school. All personal belongings brought to school will be at the owner’s own risk.

GYMNASIUM REQUIREMENTS

Each student must have proper attire for the physical education program. All students must take physical education unless properly excused by a doctor. Lockers will be provided. Students are encouraged to lock personal belongings in their assigned locker. Students are not permitted to share lockers. Dress code is determined by the physical education teacher.

HALL CONDUCT AND PASSES

Students are expected to walk through the halls in a quiet and orderly manner. There will be no students walking in the halls while classes are in session unless they have a pass from their teacher or the office. Running in the halls is prohibited. All students are to remain inside the school building.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave school property for any reason during the school hours unless prior permission has been granted by the Principal.

When students arrive at the Lawrence County Career & Technical Center and get off the bus in the morning, they are not permitted to leave school grounds. In the afternoon, students boarding buses are not permitted to leave school property and return to board a bus.

LOST AND FOUND/VALUABLES

Objects are often misplaced during school. If you find something that does not belong to you, please return it to the Principal’s office.

Articles of great value should not be brought to school. If for any reason you must bring a large amount of money or valuable articles with you on a certain day, you may check it in the office. **DO NOT LEAVE VALUABLES IN LOCKERS!** Students, not the **school**, are responsible for the loss of their property.

GAMBLING/PLAYING CARDS

Any form of gambling is prohibited. Money or materials will be confiscated. Appropriate discipline will be assigned. Students are not permitted to play cards in school.

CHEATING

Any student caught cheating on a test or assignment will receive a grade of “zero” for that test or assignment. Details of the incident will be submitted by the teacher to the administration for possible additional disciplinary action.

TELEPHONE USE at MAIN OFFICE

Telephone calls may be made to the school office between the hours of 8:00 AM and 3:30 PM. The office is not open on Saturdays, Sundays or Holidays. Students will be called to the phone only in **EXTREME EMERGENCIES**; only messages of an urgent nature will be delivered to students.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Lost or destroyed textbooks must be paid for.

PERSONAL POSSESSIONS

Calculators, money and valuables should not be left unattended or given to another student. If these things are lost, it is the student’s responsibility.

The school cannot guarantee the condition or security of vehicles, or items left in vehicles, parked in the parking lot. Do not bring items to school and do not leave them in your car if they are valuable.

STUDENT RESPONSIBILITIES

STATE BOARD OF EDUCATION – Regulations of the State Board of Education of Pennsylvania

CHAPTER 12 STUDENTS

(Approved Sept. 13, 1974; Section 12.31 and 12.32 approved July 14, 1971 and amended July 15, 1977; Chapter amended March 10, 1983 – effective 18, 1984.)

STUDENTS RIGHTS AND RESPONSIBILITIES

Section 12.1 Free education and attendance

- 12.2 Student responsibilities
- 12.3 School rules
- 12.4 Discrimination
- 12.5 Corporal Punishment
- 12.6 Exclusions from school
- 12.7 Exclusions from classes-in-school suspension
- 12.8 Hearings
- 12.9 Freedom of expression
- 12.10 Flag Salute and the Pledge of Allegiance
- 12.11 Hair and dress
- 12.12 Confidential communications
- 12.13 (Reserved)
- 12.14 Searches
- 12.15 (Reserved)

PUPIL RECORDS

- 12.31 General Requirements
- 12.32 Elements of the plan

12.33 Guidelines

12.1 Free education and attendance

- (a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.
- (b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because of being married or pregnant.

12.2 Student responsibilities

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the student to conform to the following:
 - (1) Be aware of all rules and regulations for students' behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - (3) Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
 - (4) Assist the school staff in operating a safe school for all students enrolled therein.
 - (5) Comply with Commonwealth and local laws.
 - (6) Exercise proper care when using public facilities and equipment.
 - (7) Attend school daily and be on time to all classes and other school functions.
 - (8) Make up work when absent from school.
 - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
 - (10) Report accurately and not use indecent or obscene language in student newspapers or publications.

12.3 School rules

- (a) The school board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated on the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.
- (b) School boards may not make rules which are arbitrary, capricious or outside their grand of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
- (c) Each board of school directors shall adopt a code of student conduct that shall include policies governing student discipline and listing of student rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents. Copies of the code shall also be available in each school library.

12.4 Discrimination

Consistent with the Pennsylvania Human Relations Act (43 P.S. 951-963), no student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicap.

12.5 Corporal Punishment

- (a) Corporal punishment, namely physically punishing a student for an offense, will not be administered at Lawrence County Career & Technical Center according to guidelines set by the Joint Operating Committee.
- (b) Reasonable force may be used but under no circumstances shall a student be punished in such a manner as to cause bodily injury.
- (c) Where corporal punishment is authorized, school authorities shall notify all parents of this policy. Corporal punishment may not be administered to a child whose parents have notified school authorities that such disciplinary method is prohibited.
- (d) In situations where a parent or school board prohibits corporal punishment, reasonable force with no intent to harm may still be used by teachers and school authorities under any of the following circumstances.
 - (1) To quell a disturbance
 - (2) To obtain possession of weapons or other dangerous objects.
 - (3) For the purpose of self-defense
 - (4) For the protection of persons or property.
 - (5) To come to the aid of a student.
 - (6) To help escort a student to the office.
- (e) Corporal punishment should never be administered in the heat of anger. It should be recognized that corporal punishment always contains the danger of excessiveness. No disciplinary action should exceed in degree the seriousness of the offense. Students shall not be required to remove clothing when being punished.

12.6 Exclusions from school

- (a) The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 22 Pa. Code 13.62 and 341.91 (relating to right to educate and disciplinary exclusions of certain handicapped students from special education placement).
- (b) Exclusion from school may take the form of suspension or expulsion.
 - (1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
 - (i) Suspensions may be given by the principal or person in charge of the public school.
 - (ii) No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - (iii) The parents and the director of the district shall be notified immediately in writing when the student is suspended.
 - (iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in 12.8(c) (relating to hearings).
 - (v) Suspensions may not be made to run consecutively beyond the 10 school day period.
 - (vi) Students shall have the responsibility to make up exams and work missed being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors.
 - (2) Expulsion is exclusion from school by the board of education for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under 12.8 (relating to hearings).

- (c) During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
- (d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education that may include home study.
- (e) Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.
 - (1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.
 - (2) If the parents or guardian are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must recontact the parent and, pending the parents' or guardian's provision of such education, the district must make some provision for the student's education or proceed under Paragraph (3) or do both.
 - (3) If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 Pa. C.S. 6301-6308), to ensure that the child will receive a proper education. See 12.1 (b) (relating to free education and attendance).

12.7 Exclusion from classes-in-school suspension

- (a) No student may receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- (b) Communication to the parents or guardian shall follow the suspension action taken by the school.
- (c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in 12.8 (relating to hearings).
- (d) The student's school district has the responsibility to make some provision for the student's education during the period of the in-school suspension.

12.8 Hearings

- (a) Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
- (b) A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
 - (1) The following due process requirements are to be observed with regard to the formal hearing:
 - (i) Notification of the charges shall be sent to the student's parents or guardian by certified mail.
 - (ii) Sufficient notice of the time and place of the hearing must be given.
 - (iii) The hearing shall be held in private unless the student or parent requests a public hearing.
 - (iv) The student has the right to be represented by counsel.

- (v) The student has the right to be presented with the names of the witnesses against the student, and copies of the statements and affidavits of those witnesses.
- (vi) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- (vii) The student has the right to testify and present witnesses on his own behalf.
- (viii) A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense to a copy of the transcript.
- (ix) The proceeding must be held with all reasonable speed.
- (2) When the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.
- (c) The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
 - (1) The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
 - (2) The following due process requirements are to be observed in regard to the informal hearing.
 - (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
 - (ii) Sufficient notice of the time and place of the informal hearing shall be given.
 - (iii) A student has the right to question any witnesses present at the hearing.
 - (iv) A student has the right of the student to speak and produce witnesses on his own behalf.
 - (v) The district shall offer to hold the informal hearing within the first 5 days of the suspension.

12.9 Freedom of expression

- (a) The right of the public school students to freedom of speech was affirmed by the United States Supreme Court in *Tinker v. Des Moines Community School District*, 393 U.S. 503 (1969).
- (b) Students have the right to express themselves unless such expression materially and substantially interfere with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
- (c) Students may use publications, handbills, announcements, assemblies, group meeting, buttons, armbands, and other means of common communication, provided that the use of public school of the authority in charge of those facilities.
 - (1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 - (2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- (d) Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.
- (e) School officials may require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.
- (f) Bulletin boards shall conform with the following:
 - (1) School authorities may restrict the use of certain bulletin boards.
 - (2) Bulletin board space shall be provided for the use of students and student organizations.
 - (3) School officials may require that notices or other communications be officially dated before posted, and that such material be removed after a prescribed reasonable time to assume full access to the bulletin boards.
- (g) School newspapers and publications shall conform with the following:

- (1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in Paragraphs (4) and (5).
 - (2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause substantial disruption or interference with school activities.
 - (3) School officials may not censor or restrict material simply because it is critical of the school or its administration.
 - (4) Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
 - (5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by nonstaff members shall be developed and distributed to all students.
- (h) The wearing of buttons, badges, or armbands shall be permitted as another form of expression with the restrictions listed in subsection (c).
 - (i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
 - (1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
 - (2) The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
 - (j) School officials should adopt and publish guidelines for student use of school facilities and equipment.
 - (k) The constitutional right of freedom of speech guarantees the freedom of public school students to publish materials on their own.
 - (1) The school has no responsibility to assist students or to provide facilities in the publishing of such material.
 - (2) The students themselves have sole responsibility for any statements published.
 - (3) Approval procedures must be followed prior to distribution or display of materials on school property. See Subsection i.

12.10 Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his country and its flag.

12.11 Hair and Dress

- (a) Students have the right to govern the length or style of their hair including facial hair. Any imitation of this right shall include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem some types of covering should be considered.
- (b) School officials may not impose limitations on dress unless the attire causes the disruption of the educational process or constitutes a health or safety hazard.
- (c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student.
- (d) Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

12.12 Confidential Communications

- (a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceedings. See, for example, 42 Pa. C.S. 5945 (relating to confidential communications to school personnel).
- (b) Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

12.13 (Reserved)

12.14 Searches

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

12.15 (Reserved)

PUPIL RECORDS

12.31 General Requirements

- (a) The governing board of every school district, intermediate unit and area vocational-technical school shall adopt a plan for the collection, maintenance and dissemination of pupil records and submit the same to the Department for approval.
- (b) Copies of the approved plan shall be maintained by the local educational agencies and updated as required by changes in State or Federal Law. Copies of the updated plan shall be submitted to the Department only upon the request of the Secretary.

12.32 Element of the Plan

- (a) The plan for pupil records shall conform to 12.33 (relating to guidelines, except that a school district may modify 12.33 with the approval of the Secretary, to conform to local policy.
- (b) The plan shall establish policies on pupil records consistent with the minimum requirements of the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and in 34 C.I.R., Part 000 (relating to privacy rights of parents and students).

12.33 Guidelines

- (a) The full text of the Guidelines for the Collection, Maintenance, and Dissemination of Pupil Records appears at 4 Pa. B. 1092.
- (b) Portions of Guidelines for the Collection, Maintenance and Dissemination of Pupil Records are attached hereto as Exhibit A and made a part of this regulation.

STUDENT ASSISTANCE POLICY/CORE TEAM

RESOLUTION

We, the Lawrence County Career & Technical Center Joint Operating Committee, wish to publicly acknowledge our leadership responsibility in addressing epidemic adolescent dysfunctional and/or self-destructive behaviors that are serving to block growth and learning in our young. We further acknowledge, in support of the state board of education position statement on prevention of teenage suicide, the establishment of prevention programs and services within the Lawrence County Career & Technical Center, which will formally establish our commitment to prevention as it is inextricably linked to improvement of instruction.

Recognizing our part in the total community's responsibility for adolescent dysfunctional and/or self-destructive behaviors, we direct the Lawrence County Career & Technical Center administration in conjunction with any other interested school or community entity to propose definitive program and service plans which will allow appropriate public school intervention with such behaviors as child and adolescent: alcohol abuse and dependency; suicidal behavior; chemical abuser and dependency; physical abuse; sexual abuse, neglect; depression; defiance; truancy; pregnancy; anorexia nervosa; bulimia; school phobia; and school drop out.

Finally, we invite Lawrence County Community Government or private groups, area boards of education, and intermediate units to join us in public acknowledgement of our collective problem and join forces as we go forward to address what has clearly become a national priority. The Lawrence County Career & Technical Center Joint Operating Committee publicly proclaims its belief that intervention can lead to prevention . . . and prevention can lead to enhanced growth and learning on the part of **ALL** of our students.

STUDENT ASSISTANCE

In accordance with the Board adopted Resolution of August 17, 1989, the Administration is directed to develop and comply with administrative regulations governing school district intervention with select student behaviors. By resolution, the Lawrence County Career & Technical Center has established its commitment to healthy student growth and development. To ensure appropriate school intervention to achieve this end, administrative regulations are to be established in the areas of:

1. Crisis Intervention (inclusion of student suicide and chemical overdose)
2. Student Neglect, Physical Abuse and Sexual Abuse (inclusion of incest)
3. Student Eating Disorders (inclusion of anorexia nervosa and bulimia)
4. Student Pregnancy
5. Student Depression and other psychiatric disorders
6. Student Truancy and Dropout
7. Student Substance Abuse

The new administrative regulations will document the Lawrence County Career & Technical Center's position of leadership in the prevention of dysfunctional and/or self-destructive behaviors of students that serve to impede normal growth and development. Secondly, the administration regulations will describe the uniquely different interventions to be applied as circumstances warrant, utilizing the Student Assistance Core Team. It is anticipated that research efforts will continue to yield new information, which will impact upon our procedures necessitating periodic revisions of the administrative regulations. The Lawrence County Career & Technical Center Joint Operating Committee will be apprised of such changes.

This policy authorizes the establishment of the Student Assistance Program, the position of Coordinator of Student Assistance Program, and the Student Assistance Core Team.

The Core Team will minimally include the Coordinator of Student Assistance Programs, teacher, nurse, guidance counselor, building-level administrator, and District Office administrator (ADHOC). The Core Team will receive specialized training in areas covered by each administrative regulation, and such training will be on a continuous and ongoing basis. Finally, as part of the Lawrence County Career & Technical Center's commitment to educational excellence, the Administration is directed, from this date forward, to respond to student dysfunctional and/or self-destructive behaviors, considering not only appropriate punitive measures but, now, in every instance, appropriate helping measures.

DRUG AND ALCOHOL POLICY and **ADMINISTRATIVE GUIDELINES**

Preface

This policy including its rules, regulations, and guidelines is a coordinated effort by the Lawrence County Career & Technical Center to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood altering substances by members of its entire student population.

Statement of Policy

Through the use of a 10-12 curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Lawrence County Career & Technical Center will work to educate, prevent and intervene in the use and abuse of all drug, alcohol, and mood altering substances by the entire student population.

As the extension of this policy, the following rules, regulations and guidelines shall be used by all school district personnel when responding to drug, mood altering substance, paraphernalia, alcohol, and related

situations. This policy is not all inclusive and items may be added to protect students and staff from health endangering compounds.

Definition of Terms

Drug/Mood Altering Substance/Alcohol – shall include any alcohol or malt beverage, and drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.

Examples of the above include but are not limited to nicotine, beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substances, and any capsules or pills not registered with the nurse, annotated within the student’s health record and given in accordance with the School District policy for the administration of medication to students in school.

Chemical Abuse Specialist – is a representative from Drug and Alcohol Community Treatment Services, Inc. with expertise in the area of chemical dependency and school based assessment.

Distributing – deliver, sell, pass, share or give any alcohol, drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

Possession – possess or hold, without any attempt to distribute, any alcohol, drug or mood altering substance determined to be illegal or as defined by this policy.

Cooperative Behavior – shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the Chemical Abuse Specialist.

Uncooperative Behavior – is resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight (running away) shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the Chemical Abuse Specialist.

Drug Paraphernalia – includes any utensil or item that in the school’s judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to roach clips, pipes and bowls.

Rules and Regulations

A student who on school grounds, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, drugs or mood altering substances or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, look-alike substances or any substance purported to be a restricted substance or over the counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in Board Policies.

School Guidelines

As an integral part of the Lawrence County Career & Technical Center Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substance and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substance and alcohol related incidents. The Lawrence County Career & Technical Center will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

SUMMARIZATION OF DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

Situation/Category:	The possible use of drugs, alcohol or mood altering substances by a student is Indicated, but there is no evidence of violation of law or school regulation.
Immediate Action:	The student is informed of available help and encouraged to seek assistance.
Investigation:	Referral to the Core Team, Guidance, Nurse and Principal for assistance.
Notification of Parents:	Notification of behavior and/or performance indicators, if warranted.
Notification of Police:	Not Applicable.
Disposition of Substance:	Not Applicable

Rehabilitation:	An intervention conference will be held if the Core Team and administration feels it is indicated by the data.
Discipline:	Not Applicable.
Situation/Category:	The student has a drug, mood altering substance or alcohol related medical emergency.
Immediate Action:	Standard health and first aid procedures will be followed. Nurse will be summoned immediately. The student will be transported to a medical facility at parental expense.
Investigation:	The principal will investigate the incident. This may include a search of the student his/her locker, car, and other possessions.
Notification of Parents:	Notification of the incident in the case of a health problem or medical emergency.
Notification of Police:	Yes.
Disposition of Substance:	Analysis will be made.
Rehabilitation:	Referral to the Lawrence County Drug & Alcohol Commission. If there is evidence of further violation, see appropriate situation category.
Discipline:	Out of school suspension. Possible referral to the School Board for an expulsion hearing.
Situation/Category:	A student possesses drug related paraphernalia.
Immediate Action:	Administrator is summoned. Paraphernalia is confiscated. Staff member writes an anecdotal report of the incident.
Investigation:	The student, his/her desk, locker, car, and other possessions may be searched.
Notification of Parents:	Yes.
Notification of Police:	Yes.
Disposition of Substance:	Confiscated for analysis.
Rehabilitation:	Referral to Lawrence County Drug & Alcohol Commission.
Discipline:	Out of school suspension. Possible referral to the school board for an expulsion hearing.
Situation/Category:	A student is found to be in possession, use, or under the influence of drugs, mood altering substances, or alcohol when attending any school-sponsored function.
Immediate Action:	The chaperone will contact the group advisor or administrator. An anecdotal report of the incident will be written and submitted to the principal.
Investigation:	The student, his/her locker, car, and other possessions will be searched.
Notification of Parents:	Yes.
Notification of Police:	Yes.
Disposition of Substance:	Analysis will be made for possible use in further proceedings.
Rehabilitation:	Referral to Lawrence County Drug & Alcohol Commission.
Discipline:	Out of school suspension. The student will be detained until a parent can accompany the student. Possible referral to the school board for an expulsion hearing. Further discipline as provided by the appropriate situational category will be administered following the principal's investigation.
Situation/Category:	A student possesses, uses or in under the influence of drugs, mood altering substances, or alcohol. First offense – Cooperative.
Immediate Action:	Administrator is summoned, Nurse if needed. Staff member writes an anecdotal report of the incident.
Investigation:	The student, his/her locker, car, desk, and other possessions will be searched.
Notification of Parents:	Yes, immediate parental conference arranged.
Notification of Police:	Yes.
Disposition of Substance:	Analysis will be made.
Rehabilitation:	Referral to the Lawrence County Drug & Alcohol Commission. Assessment by a licensed drug and alcohol facility within nine (9) days and compliance with its recommendations. Required attendance in student counseling program.
Discipline:	Out of school suspension. Exclusion from extracurricular activities for the suspension period. Possible referral to the School Board for an expulsion hearing.
Situation/Category:	A student possesses, uses or in under the influence of drugs, mood altering substances, or alcohol. First offense – Uncooperative.
Immediate Action:	Administrator is summoned, Nurse if needed. Staff member writes an anecdotal report of the incident.
Investigation:	The student, his/her locker, car, desk, and other possessions will be searched.
Notification of Parents:	Yes, request to come to the school immediately.
Notification of Police:	Possible.

Disposition of Substance: Analysis will be made for possible use in further proceedings.
Rehabilitation: Referral to the Lawrence County Drug & Alcohol Commission.
Discipline: Informal hearing, out of school suspension. Formal school board hearing for expulsion from school.

Situation/Category: A student is caught again in possession, use, or under the influence of drugs mood altering substances, or alcohol.
Immediate Action: Administrator is summoned, Nurse if needed. Staff member writes an anecdotal report of the incident.
Investigation: The student, his/her locker, car, desk, and other possessions will be searched.
Notification of Parents: Yes, requested to come to principal's office immediately.
Notification of Police: Yes.
Disposition of Substance: Analysis will be made for possible use in further proceedings.
Rehabilitation: Referral to the Lawrence County Drug & Alcohol Commission.
Discipline: Informal hearing, out of school suspension. Formal school board hearing for expulsion from school.

Situation/Category: A student is distributing a drug, mood altering substance, or alcohol.
Immediate Action: Administrator is summoned. Staff member writes an anecdotal report of the incident. Police notified.
Investigation: The student, his/her locker, car, desk, and other possessions will be searched.
Notification of Parents: Yes, requested to come to the principal's office immediately.
Notification of Police: Yes, in order that they may take further action.
Disposition of Substance: Analysis for use in further proceedings will be requested.
Rehabilitation: Referral to the Lawrence County Drug & Alcohol Commission.
Discipline: Informal hearing, out-of-school suspension. Formal school board hearing for permanent expulsion from school.

All staff members, administrators, and members of the Board of Education involved in such circumstances are obligated to guard the confidentiality of the student.

COOPERATIVE EDUCATION PROGRAM

Co-op education is when students are placed on jobs, during the school day, where they can perform work that is related to the skills they acquired in their shop program. Co-op gives the students the opportunity to work in a real job where they are paid a legal wage. Students gain valuable experience that cannot be obtained in a shop or classroom. This employment experience will assist students in establishing and achieving goals appropriate to their career goals: "I hear and I forget; I see and I remember; I do and I understand." This experience will enhance a student's resume for future job hunting after graduation and/or may turn into a permanent job after graduation.

Criteria for Enrollment and Maintaining a Position in the Co-op Program:

1. The student must be a senior upon enrollment into the Co-op program. (Juniors will be considered on a case-by-case basis).
2. The job must be related to the student's shop program.
3. The student must have and maintain a respectable attendance record, discipline record and satisfactory academic credits.
4. The student must have been enrolled in their shop program at least one year to qualify for the Co-op program.
5. The students must have the recommendation by their shop instructor, co-op coordinator, guidance counselor and administration.
6. The student must be interviewed by the co-op coordinator and the employer.
7. A Training Agreement and Training Plan must be completed and signed by administrator, co-op coordinator, parent, student and employer before the student can begin work.
8. Students on Co-op are required to maintain their academic subjects.
9. The students and their parents or guardian are responsible for proper insurance.

10. It is the student's responsibility to keep records of grades, absenteeism, tardiness, and training experience.
11. Co-op students will meet with a certified cooperative vocational education coordinator at school for instruction and will be observed monthly at the work station by the co-op coordinator.
12. Administration may make other recommendations for co-op placement and/or take a student off of a co-op placement due to exceptional individual circumstances.

ACCESS TO THE INTERNET AND OTHER NETWORKED INFORMATION RESOURCES

1. PURPOSE

The Joint Operating Committee (JOC) for the Lawrence County Career & Technical Center recognizes that as telecommunications and other new technologies change the way that information may be accessed, communicated and transferred by members of the society, those changes may also alter instruction and student learning. The JOC generally supports access by student and staff to rich information resources and developing the necessary skills to analyze and evaluate such resources.

The networked information system is the property of the Lawrence County Career & Technical Center and is to be used solely for school purposes. Hence, the users of the system have no expectation of privacy because the school district will regulate and monitor the system to ensure compliance with this policy. When a user accesses this system, the user is consenting to the district's regulation and monitoring.

As a public school entity receiving federal funds, this policy is also required for purposes of complying with the Child Internet Protection Act (CIPA) and regulations adopted by the Federal Communications Commission (FCC).

2. AUTHORITY

It shall be the policy of the Joint Operating Committee for the Lawrence County Career & Technical Center that in order to use Lawrence County Career & Technical Center facilities to access networked information resources, it will be necessary for all staff members and students (students under the age of 18 must also obtain parental permission) to agree in writing to the following regulations for accessing networked information resources:

REGULATIONS FOR NETWORKED INFORMATION RESOURCES

The Lawrence County Career & Technical Center provides access to networked information resources including the internet. The internet is an electronic information and communications network connecting millions of devices and millions of people all over the world. Authorized users of networked information resources may, if needed, have access to any or all of the following:

1. Electronic mail (e-mail) communications with people all over the world.
2. Information and news from a wide variety of sources and research institutions.
3. Public domain and shareware software of all types.
4. Discussion groups on a wide variety of topics.
5. Access too many educational institutions and libraries.
6. Access to online references.

With access to computers and people all over the world also comes the availability of some material that may not be considered of educational value within the context of the work setting or educational setting. The following are regulations to establish parameters for use of this resource:

- I. **ACCEPTABLE USE:** The purpose in providing access to networked information resources is to support research and education among schools, academic institutions and other users by providing access to unique resources and the opportunity for collaborative work. The use of networked information resources must be in support of education and research consistent with these objectives. Other non-educational personal use of the system is prohibited. The transmission of confidential school record is also prohibited. Use of other organization's networks and/or computer resources must comply with the rules appropriate for that network.

Transmission of any material that is in violation of any United States policy and/or law is prohibited. Transmission of any material that is in violation of any state policy and/or law is prohibited. This includes, but is not limited to: copyrighted material, threatening material, obscene material, harassing messages, or material protected by trade secret. Also, transmitted material must not discriminate on the basis of race, creed, color, gender, religion or disability.

- II. **PRIVILEGES:** Inappropriate use of networked information resources by any individual user will result in suspension and/or cancellation of his/her privileges to access networked information resources through Lawrence County Career & Technical Center facilities and any disciplinary action in accordance with the school district's code. (Relating to failure to follow orders and school rules and regulations.)
- III. **NETWORK ETIQUETTE:** The use of networked information resources requires that you abide by accepted rules of network etiquette. These include but are not limited to the following:
1. Receipt, storage, display or transmission of material that is or may be reasonably regarded as violent, offensive, racist, sexist, obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word is NOT ACCEPTABLE.
 2. Be polite. Do not send abusive messages to anyone.
 3. In all messages use appropriate language; do not swear, use vulgarities or inappropriate language.
 4. Illegal activities. Anything pertaining to an illegal activity is strictly forbidden. (Note that e-mail and access to their information resources are not guaranteed to be private. People who operate the system do have access to all mail and other resources.)
 5. Privacy. Do not reveal the personal address or phone number of yourself or any other person. All communications and information accessible via the network should be assumed private property. Do not forward/distribute any e-mail message without permission from the author.
 6. Connectivity. Do not use the network in such a way that would disrupt others' use of the network.
 7. All users should remember that deleted material could, in many instances, be retrieved.
- IV. **SERVICES:** The Lawrence County Career & Technical Center is not responsible for any damage that may result from staff and/or student use of school district networked information resources. This includes, but is not limited to, loss of data resulting from delays, non-deliveries or service interruptions. Use of any information obtained through Lawrence County Career & Technical Center networked information resources is at your own risk. The Lawrence County Career & Technical Center denies any responsibility for the accuracy or quality of information obtained from networked information resources.
- V. **SECURITY:** Security on any computer system is a high priority, especially when the system involves many users. Any user, who feels they have identified a security problem with the network, must notify the technology coordinator immediately. The user must not demonstrate the problem to other users. Users are not permitted to share their access code with other users, to access another user's material or work, to use any other user's account, give out their own account password, forge messages, pretend to be another user, or post anonymous messages. Attempts to log in as a system administrator or any other form of unauthorized access will result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of violating policies with regard to other computer systems will be denied access to Lawrence County Career & Technical Center networked information resources. The school district will maintain a file of all user access codes and will employ these codes, when necessary, to regulate and monitor the system.
- VI. **VANDALISM:** Vandalism by any individual user will result in cancellation of privileges, possible suspension and/or expulsion, and/or criminal prosecution. Vandalism includes, but is not limited to hardware vandalism, contamination of data, deletion of data, reconfiguration of

data, degradation of system performance, distribution of unsolicited advertising, harassing of others, propagation of computer worms, misuse of, and propagation of computer viruses.

VII. CIPA COMPLIANCE:

1. The board establishes that any information that is obscene, child pornographic or harmful to minors, all as defined by the Child Internet Protection Act (CIPA), is inappropriate for access by minors.

2. The Director or designee shall be responsible for implementing technology and procedures to determine whether the school's computers are being used for purposes prohibited by law or this Policy. The procedure shall include but not be limited to:

A. School computers will be equipped with a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions and/or written materials that are obscene and/or child pornographic, which are harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the JOC and/or Administration.

B. The filtering software (and/or other security software) will allow the administration and/or technology coordinator to monitor student access.

C. The technology protection measure may be disabled by the technology coordinator, for a staff member, for "bonafide" research purposes to be undertaken by an adult, provided the adult is not a secondary student. A staff member may request, through the technology coordinator, to override the technology protection measure for student access to a web site that is blocked, provided that the web site does not provide direct or linked access to obscene, child pornographic or other material that is harmful to minors.

VIII. COPYRIGHT/SOFTWARE: The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

3. The Director with the assistance of the technology coordinator will develop appropriate written permission agreements for staff and student use of networked information resources through Lawrence County Career & Technical Center facilities.

The technology coordinator will conduct training programs with staff members on appropriate use of networked information resources. No student will be provided access to networked information resources until they have received training by a staff member and have agreed in writing to this policy.

All staff members will be responsible for monitoring student use of networked information resources to ensure that they comply with this policy.

ACCESS TO THE INTERNET AND OTHER NETWORKED INFORMATION RESOURCES

The following procedures will be utilized for the use of school district owned and/or operated networked information resources such as the internet.

STUDENT USAGE

Prior to allowing any student to use the school district's networked information resources, it is required that a signed permission form be completed by the student and parent and/or guardian (see attached copy). The signed permission form will be completed annually and will be kept on file in the building of usage for three (3) years. The parental section need not be completed if the student is 18 years of age or older.

USAGE LOGS

Logs will be maintained for all networked information resources usage. The usage logs will contain the following information; name of person accessing networked information resources, date of usage, area of search, teacher for whom assignment is being completed, log on time, log off time and station of usage. The technology coordinator will maintain a file of all usage logs for a three (3) year period.

Any questions concerning gaining access to school district networked information resources should be directed to the technology coordinator and any questions concerning school district policy entitled "access to the internet and other networked information resources" should be directed to the director.



2014 – 2015 LCCTC School Year

STUDENT/PARENT HANDBOOK SIGN-OFF SHEET

“I have received, I have read and I am aware of all conditions related to the following policies: DRUG AND ALCOHOL POLICY, WEAPONS POLICY, DRESS CODE POLICY, ATTENDANCE POLICY, CORE TEAM, ELECTRONIC DEVICE (CELL PHONE) POLICY, COMPUTER USAGE, AND ALL OTHER POLICIES AND PROCEDURES CONTAINED WITHIN THE STUDENT HANDBOOK.”

Student Name(print): _____ Grade: ____ Shop: _____

Student Name (sign): _____ Date: _____

Parent Signature: _____ Date: _____

Student Directory Information

Parent/Guardian Name (print): _____

Home Address: _____

Home Phone Number: _____

Other Daytime Phone Number with Description: _____

Home School: _____

Emergency Contacts (adult other than parent/guardian)

Name (print): _____

Relationship: _____

Phone Number: _____

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2014 – 2015 LCCTC School Year

MEDIA COVERAGE STUDENT/PARENT SIGN-OFF SHEET

There may be times during the school year when different media groups will cover curricular and extra-curricular activities at the Lawrence County Career and Technical Center with articles, video, or still photography that may be published locally or nationally. In addition, LCCTC may want to include school-oriented articles, podcasts, blogs, video, or photography in our own publications and/or on our own web site.

- I GIVE permission for media coverage as stated.**
- I DO NOT give permission for media coverage as stated.**

Student’s Name (print): _____

Student’s Grade: _____

Parent/Guardian’s Name (print): _____

Parent/Guardian’s Name (sign): _____

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**2014-2015 LCCTC School Year
Registration Statement**

Student's Name (print): _____ D.O.B.: _____

As required by Act 26 of 1995, Sections 1304-A, it is required that prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of this Commonwealth or any other state for an act of offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. Any willful false statement made under this section shall be a misdemeanor of the Third Degree.

****TO FULFILL THE REQUIREMENTS OF THE LAW YOU ARE REQUIRED TO COMPLETE ONE OF THE TWO STATEMENTS BELOW.***

1. I hereby swear or affirm, under penalty of law that the above named student has not been previously suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.

Signature of Parent/Guardian

Date

2. I hereby swear or affirm, under penalty of law that the above named student has been previously suspended or expelled from the _____ School District for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.

Signature of Parent/Guardian

Date

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2014-2015 School Year
ACCEPTABLE COMPUTER, INTERNET AND NETWORK USAGE POLICY
STUDENT POLICY

- 1) The use of any school computer, Internet and network resource is a privilege, not a right. Any violation of this policy may result in potential/total loss of computer privileges and usage and/or disciplinary action.
- 2) All use of the Internet and computer technology must be in support of education at the Lawrence County Career & Technical Center.
- 3) All usage of the school Internet is for the purpose of education, and for researching approved school assignments only. Usage will only be allowed if there are teachers present supervising me. I understand that unsupervised use is not permitted. I also agree not to hide things that I am doing online from my teachers.
- 4) I will use the school Internet politely and with respect for other people and respect for the hardware and software I am using at all times.
- 5) If I have a technical problem with the computer or the Internet, I will share it with my teachers and ask for their help.
- 6) I understand that I am not responsible for what other people say and do on the Internet, therefore if someone else online says or does something offensive or disturbing, or if I see images on a website that make me feel upset or disturbed in any way, I will tell my teachers. I will not respond to any messages that make me feel upset, angry or scared.
- 7) I will not participate in any unacceptable use of the school Internet. Unacceptable use of the Internet at school means using the school computers or the Internet to:
 - a) Receive, store, display or transmit material that is or may be reasonably regarded as violent, offensive, racist, sexist, obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word.
 - b) Give out my full name, my home address or telephone number, or my school name, address or telephone number, to anyone else online without my school's permission.
 - c) Commit crimes.
 - d) Bully, harass or stalk others.
 - e) Commit copyright violations, such as illegal copying of music files, movies, pictures or software.
 - f) Transmit obscene, hateful or threatening communications.
 - g) Communicate or publish inaccurate, defamatory or racially offensive materials.
 - h) Invade someone else's private computer files or read their email.
 - i) Impersonate others online.
 - j) Enter or engage in online chat of any kind.
 - k) Play electronic games unless authorized by a teacher.
 - l) Loading or use of unauthorized games, programs, files or other electronic media.
 - m) Download software from websites without teacher permission or approval.

- n) Upload or download any computer virus.
 - o) By-pass any school imposed restrictions on access to the World Wide Web through the use of anonymous proxy servers, remote authentication to the outside or any other means to bypass the school's imposed firewall and content filter to reach what would be normally blocked web sites.
 - p) Transmit via email any unsolicited advertising, promotional materials, "junk mail", "spam", "chain letters", "pyramid schemes", or any other form of email solicitation.
 - q) Promote or provide instructional information about illegal activities, promote physical harm or injury against any group or individual, or promote any act of cruelty to animals. This may include, but is not limited to, providing instructions on how to assemble bombs and other weapons, where to obtain bombs or other weapons.
 - r) Engage in commercial activities online such as buying or selling things, without permission from my teachers.
 - s) View and/or download or upload pornographic pictures or stories.
 - t) Send in someone else's email address to a "Crush" or "Secret Admirer" website, or to any website collecting other people's email addresses for any purpose whatsoever.
 - u) Attack other people's Internet connections, websites or computers, or damage or deface anyone else's website.
 - v) Willfully cause physical damage or vandalism to any of the school's computing equipment; this includes keyboards, mice, monitors, PC's, printers, or any other hardware. This also includes defacing or removing labeling of any sort to this equipment.
- 8) I understand that my parents could be held financially liable for any damage I cause to computers at school, for any harm I cause to other people as a result of malice, recklessness or negligence on my part, or for any harm caused to others by any violation of this acceptable use policy.

NO COMPUTER, INTERNET OR NETWORK ACCESS WILL BE GIVEN TO ANY STUDENT WITHOUT THE PARENTAL/GUARDIAN PERMISSION ON THE FOLLOWING PAGE READ, SIGNED AND RETURNED TO THE SCHOOL.

Parent(s)/Student: Please keep this page for your reference.



2014 – 2015 LCCTC School Year

**USAGE PERMISSION FOR COMPUTER, INTERNET AND NETWORK
STUDENT NETWORK ACCOUNT INFORMATION**

I HAVE RECEIVED, REVIEWED AND UNDERSTAND THE ACCEPTABLE COMPUTER, INTERNET AND NETWORK USAGE POLICY.

MY CHILD HAS MY PERMISSION TO USE SCHOOL COMPUTERS AS OUTLINED IN THE ACCEPTABLE COMPUTER, INTERNET AND NETWORK USAGE POLICY.

I AGREE TO ASSUME RESPONSIBILITY FOR DAMAGES (HARDWARE OR SOFTWARE) RESULTING FROM DELIBERATE OR WILLFUL ACTS BY MY CHILD.

MY CHILD HAS MY PERMISSION TO ACCESS THE INTERNET.

Student Information:

Last: _____

First: _____

Grade: _____

Shop: _____

Signature of Student: _____

Date: _____

Parent/Guardian Information:

Name of Parent or Guardian (print): _____

Signature of Parent or Guardian: _____

Date: _____

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VOCATIONAL OFF SITE WORK PERMISSION 2014 - 2015

This form is to be completed and handed in to the front office as soon as possible. Your student will not be permitted to attend trips without this permission form completed. When signing this form, you are giving full approval and understanding of your student’s need to attend all necessary out of school sites throughout the school year. LCCTC is a vocational school, and to better prepare our students for the working force, our shops will provide services and experiences outside of the building. During this time, your student will be responsible for carrying a packed lunch, will follow safety precautions, and will follow all school rules as per LCCTC student handbook. This form must be completed by a parent/guardian and will be kept on file.

Student Name (print):		D.O.B.	Grade	Shop
Primary Emergency Contact Person (print)		Primary Emergency Contact Person # (print)		
Secondary Emergency Contact Person (print)		Secondary Emergency Contact Person (print)		
Allergies		<i><u>Please circle all that apply and comment if needed.</u></i> EPI-PEN INHALER DIABETES SEIZURES Other medical condition:		
Parent Name (print):		Home:	Cell:	

I/We hereby grant permission for our child to participate in all shop outings for the 2014 – 2015 school year. I/We have given all the correct information for our child above and understand our responsibilities as stated above.

Parent/Guardian

Date

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Parent Portal Permission
(TO BE FORWARDED TO AND MAINTAINED BY STUDENT SERVICES)

I or We, the parent/guardian(s) of:

Student's Last Name _____ First Name _____ MI _____ Circle one, if applies (Jr., II, III, IV)

Street Address: _____

City: _____ State: _____ Zip Code: _____ Grade: _____

Home Phone: _____ VOC Program: _____

Request and authorize the access of my child's grades, attendance, discipline and class schedule on line by the parent/guardian listed below. This information will only be made available to the contacts listed below with the valid e-mail address and parent/guardian signature and no other confidential information will be made available. *If you wish not to have this service made available to you, check the box at the bottom of this form.*

Parent/Guardian #1: Check One: ___ Father ___ Mother ___ Guardian Other _____

Last Name (print): _____ First Name (print): _____ Circle one, if applies: (Sr., Jr., II, III, IV)

E-Mail Address: _____

Parent/Guardian #1 Signature: _____ Date: _____

Parent/Guardian #2: Check One: ___ Father ___ Mother ___ Guardian Other _____

Last Name (print): _____ First Name (print): _____ Circle one, if applies: (Sr., Jr., II, III, IV)

E-Mail Address: _____

Parent/Guardian #2 Signature: _____ Date: _____

Check this box if you do not wish to receive this service.

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FIELD TRIP PERMISSION SLIP

Student Name: _____ **Technical Program:** _____

***NOTE:** All individuals must have a parent/guardian agree to and sign this form prior to a schedule field trip. All participants must sign this form. This form will be kept with the school representative throughout the trip.*

- I hereby agree to release Lawrence County Career and Technical Center, it's representatives, agents and/or employees from liability for any injury to the above-named person, resulting from any cause whatsoever occurring to the above named person at any time while attending/participating in this activity; including travel to and from the activity.
- I do voluntarily authorize LCCTC representative to administer and/ or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the above-named person as deemed necessary in medical judgment.
- I agree to indemnify and hold harmless LCCTC and said representatives for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the above-named person arising from or on account of said procedures and/or treatment rendered in good faith and according to medical standards.
- I understand that if the above-named person is caught with any controlled substance or is in violation of laws/regulations of the establishment he/she is a guest of, the above-named person will be turned over to the local authorities and will be the responsibility of the parent/guardian whose signature appears on this form. LCCTC is not responsible for accompanying the above-named person or transporting them after the local authorities have taken him/her into custody.

Parent/Guardian _____ **Date:** _____

Participant _____ **Date:** _____

Since the health/safety of the student is of paramount importance, it is imperative to know if your child has any allergies, handicaps, or other health problems of which the school representative should be aware. If so, please note in the following chart.

Name	D.O.B.	Grade
Health Insurance Carrier	Plan #	
Primary Parent/Guardian (print)	Primary Parent/Guardian Contact #	
Secondary Parent/Guardian (print)	Secondary Parent/Guardian Contact #	
Allergies (print)	Please circle all that apply and comment if needed. EPI – PEN DIABETES INHALER SEIZURES Other medical conditions:	

***Who can be reached if a parent/guardian is not available? (Must 18 or over)**

Emergency Contact: _____ **Phone #:** _____

PLEASE FILL OUT THE INFORMATION BELOW IF YOU HAVE ANY CHANGES AND RETURN IT TO THE GUIDANCE OFFICE ALONG WITH A CURRENT BILL WITH THE NEW ADDRESS WITHIN 5 DAYS!



LAWRENCE COUNTY CAREER AND TECHNICAL CENTER
CHANGE OF INFORMATION

STUDENT'S NAME: _____ GRADE _____

Effective DATE: _____ Today's DATE _____

TYPE OF CHANGE (Please check all that apply and fill in new and correct information)

OLD DISTRICT: _____
NEW DISTRICT: _____
NAME CHANGE: _____
ADDRESS CHANGE: _____
TELEPHONE CHANGE: _____
CHANGE OF GUARDIAN: _____

WHOM THE CHILD LIVES WITH AT THE PRESENT-**Present Time**

WHOM THE CHILD WILL LIVE WITH AT THE TIME OF CHANGE-**Future Time**

OLD INFORMATION: **SCHOOL DISTRICT** _____
ADDRESS _____
STREET _____ CITY _____
TELEPHONE _____ CELL OR EMERGENCY # _____
PARENT/GUARDIAN: _____

NEW INFORMATION: **SCHOOL DISTRICT** _____
ADDRESS: _____
STREET _____ CITY _____
PARENT MAIN TELEPHONE: _____ CELL OR EMERGENCY # _____
PARENT/GUARDIAN: _____
SIGNATURE _____

DATE REGISTERED IN NEW SCHOOL DISTRICT: _____

COMMENTS:

PARENTS – SOME HELPFUL STEPS IF MOVING FROM ONE SCHOOL DISTRICT TO ANOTHER:

- 1.) REGISTER AT NEW SCHOOL DISTRICT
2a) Step 1 and 2 should be done on the same day
- 2.) NOTIFY LCCTC (GUIDANCE DEPARTMENT) OF ANY CHANGES WITHIN 5 DAYS
WITH A COPY OF AN UTILITY BILL AND OR LEASE AGREEMENT – ALL DOCUMENTS WILL BE RETURNED



Lawrence County Career and Technical Center

AHERA Asbestos Management Plan Yearly Notification

July 1, 2014

In accordance with the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519), LCCTC facilities are surveyed every six months to inspect the condition of the Asbestos Containing Materials (ACM). Inspections are performed every April and October by the LCCTC Designated Asbestos Person. Every three years an inspection is also done by an accredited building inspector to ensure the LCCTC stays in compliance with all State and Federal laws. The last three year inspection was performed in October 2012 by Microbac Laboratories Inc. and no issues were found. Lawrence County CTC Designated Asbestos Person is George Dudich, Head Custodian. Inspection of the LCCTC formal plan is available by appointment through the Head Custodians office during normal working hours.

No response actions are scheduled for the 2014-15 school year. During the summer break, the following asbestos was removed.
Vocational Hallway – 5, 400 square feet of floor tile and mastic.

AHERA regulations require a re-inspection every three years by an accredited building inspector. The next triennial update will be in October 2015.

If there are any questions regarding the AHERA Law, please contact:

George Dudich, Asbestos Program Manager
Lawrence County CTC
750 Phelps Way
New Castle, PA 16101
Phone: 724-658-3583
E-Mail: gdudich@lcvt.tec.pa.us