



HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER



STUDENT HANDBOOK & CODE OF CONDUCT

2016/2017



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GREETINGS FROM HCCTC

It is a privilege to welcome you to the Huntingdon County Career and Technology Center, a school dedicated to serving secondary students, adults and the business community of Huntingdon County. Huntingdon County Career and Technology Center has much to offer its students. Our goal is to provide the finest career and technical education possible and assist you in becoming a productive citizen.

This handbook is printed so you have first-hand information concerning the organization, plans and policies of the school. A willingness and good attitude on your part are also essential in school life.

Due to the nature of the educational process at the Career and Technology Center, students enjoy a great deal of freedom to move around their program areas and the opportunity to make decisions, however, this freedom and decision making process must not be abused.

Your life during the time in our center is largely what you decide to make it. Pupils should always be mindful that they are the school and their conduct in or away from school establishes the school's reputation. A good reputation is an advantage to all who attend our Center.

To fully profit from career and technical education, you must apply yourself. Take advantage of every opportunity to absorb knowledge and develop skills that are required of a trade. May our school be a challenge to help you profit each day, uphold the truth, and live wisely.

While you are here look around and ask questions, you will find that your program is closely related to the occupational field you have chosen. By studying this relationship you can acquire skills and information that will lead to the success of your future.

Thanks to your school board members, you have the finest facility and equipment available. You will notice all walls are painted and all areas clean. It is your center and your equipment. We sincerely hope you will take pride in it and maintain it as you found it.

We are proud of this school and those who attend HCCTC. We have an open door policy for visitors and many employers visit our school. Their impression of us is reflected in their hiring of our graduates.

MISSION STATEMENT

Huntingdon County Career and Technology Center is committed to providing quality career and technical education opportunities for students through integrated academic and technical experiences in order for students to gain and maintain employment, pursue post-secondary education, and develop an appreciation for lifelong learning in a globally competitive workplace.

Vision

The Huntingdon County Career and Technology Center maintains a willingness to change with emerging technology and workforce needs. We envision our graduates to be secure in the ownership of their future, contributing community members and lifelong learners. We recognize and support partnerships with schools, communities and worldwide organizations, providing our students with a competitive edge in a global society.

HCCTC ADMINISTRATIVE AND OFFICE STAFF

Don Burd	Director
Michael Douglas	Assistant Director
Laura Hicks	Adult Education Coordinator
Dianne Stewart	Receptionist/Adult Education Secretary
Stephanie Stains	Director's Secretary/JOC Secretary/ Business Office Assistant
LaVonda Runk	Business Assistant to the Director
David Carolus	Maintenance Supervisor

JOINT OPERATING COMMITTEE

Chairperson	Mrs. Andrea Y. Christoff	Mount Union Area School District
Vice-Chairperson	Mr. J. Dain Davis	Juniata Valley School District
Member	Mrs. Tammy Peterson	Huntingdon Area School District
Member	Mr. Ian R. Thompson	Huntingdon Area School District
Member	Mr. Aden Russell	Juniata Valley School District
Member	Mr. Andrew Ketner	Mount Union Area School District
Member	Mr. Michael Brown	So. Huntingdon Co. School District
Member	Ms. Joann Wakefield	So. Huntingdon Co. School District
Secretary	Mrs. Stephanie E. Stains	(Appointed by the Board)
Treasurer	Mrs. LaVonda M. Runk	(Appointed by the Board)

PROFESSIONAL ADVISORY COUNCIL

Chief School Administrator	Dr. Brett Gilliland	Mount Union School District
Member	Mr. Fred Foster	Huntingdon Area School District
Member	Mr. Michael Zinobile	Juniata Valley School District
Member	Vacant	So. Huntingdon Co. School District

INSTRUCTIONAL STAFF

Auto Mechanics	Mr. Travis Gilmore
Carpentry	Mr. Travis Woodward
Collision Repair and Refinishing	Mr. Mark Kepner
Computer Networking	Mr. Lester Meck
Cosmetology	Miss Hailey Melius
Culinary Arts	Mr. Patrick Goodman
Electrical Occupations	Mr. Barry Sunderland
Health Occupations	Mr. Michael Bates
Health Occupations	Ms. Amy Alexander
HVAC/R	Mr. Jesse Witters
Precision Machining	Mr. Charles Shope
Public Health & Safety	Mr. Crist Fellman
Welding	Mr. Larry Brown

CUSTODIAL STAFF

Maintenance
Maintenance

Mr. Steve Crawley
Mr. William Smith

PARA EDUCATORS

Para Educator
Para Educator
Para Educator

Mrs. Linda Bennett
Ms. Stephanie Galac
Mrs. Stephanie Parks

ADMISSION TO HCCTC PROGRAMS

HIGH SCHOOL STUDENTS

All students residing in the four participating school districts are eligible to attend the HCCTC. The Career Counselor, in conjunction with the HCCTC Administration, will be responsible for evaluating the admission of eligible students.

INTERGENERATIONAL PROGRAM

All daytime programs at the HCCTC are open to the admission of adults on a "Space Available" basis. Adult students follow the student guidelines outlined in the Adult Education handbook.

ATTENDANCE, EXCUSES AND EARLY DISMISSALS

Daily attendance at the HCCTC is an important issue, if students want to achieve optimal success in their training. In Business and Industry, excessive absences could result in the loss of a job. One day's absence from the HCCTC is the equivalent of three day's absence from a one-period class in the home school. In most programs work missed is difficult to make up due to the nature of career and technical education. Furthermore, a students' poor attendance could result in restrictions on student activities or prevent that student from continuing at the Career and Technology Center.

In the end, overall student evaluation is based on many factors, including attendance. Subsequent recommendation for cooperative work education or permanent employment could be contingent upon an acceptable record of attendance. To prepare for the world of work a student needs to maintain acceptable attendance patterns.

REASONS FOR EXCUSED ABSENCES

1. Illness verified by a doctor's or dentist's excuse, including his/her signature.
2. Death in the family (maximum of three days without doctor's excuse).
3. Medical appointments which cannot be scheduled during non-school hours.
4. Religious holidays as designated by the Department of Education.
5. Administrative reasons: school activities, field trips, etc.
6. Suspension
7. Court order
8. Pre-approved educational trips

ILLEGAL/UNEXCUSED ABSENCES

Truancy, forged excuses, sleeping in, helping at home, baby-sitting, running errands, shopping, missing the bus, disapproved trips and outings, and all other absences not classified as excused are considered illegal.

Any student who has been absent for **three** (3) or more illegal days may be referred to the Huntingdon County truancy program.

Procedures

1. When a student is absent for any reason, a signed note from the students' parent/guardian/doctor/dentist must be presented to the attendance secretary in the main office. All excuses must include the students' full name and date of absence. All handwritten excuses will be maintained for audit purposes.
3. **The excuse must be submitted within three (3) days upon returning to school or the absence will be unexcused.**

EXCESSIVE ABSENCE/ATTENDANCE PROBATION

1. When a student reaches three (3) illegal days (total) of absence the parent/guardian may be notified by phone.
2. Students that acquire ten (10) days (total) of absences will be placed on attendance probation and **required** to have a doctor's excuse for any further absences or they will be considered unexcused/illegal.
3. A parent conference can be initiated for any student with ten (10) or more absences (total). Attendance probation may prevent students from participating in Capstone Education, field trips, etc. If attendance does not improve, a student may be dropped from HCCTC. This attendance dismissal may occur at any time. Unavoidable illness or injury is always given consideration.

EARLY DISMISSAL

1. The student must have written parental/guardian permission and permission from their home school administration in order to be released from school. The student should present this information to the office upon their arrival at the HCCTC.
2. **NO STUDENT WILL BE RELEASED TO PERSONS OTHER THAN THEIR PARENT/GUARDIAN UNLESS ARRANGEMENTS HAVE BEEN MADE IN ADVANCE.**
3. Persons picking up a student at the HCCTC must come to the office and sign the student out.
4. The students' home school is always notified concerning early dismissal requests.
5. Students will only be excused to participate in activities at their home schools after the principal of the home school directly notifies the HCCTC and makes the necessary arrangements.

ARRIVING LATE TO THE HCCTC

1. Students who are late **must** report to the office, sign in and obtain an admission slip.
2. The office staff will issue an admission slip for the student to enter their class area.
3. Only medical appointments, legal appointments and emergency situations are valid reasons for late arrivals. All others will be recorded as tardy unexcused.

STUDENT WITHDRAWAL

In some instances, continued enrollment of a student at HCCTC may become unwise. The student or the career and technology center's administration may initiate action which can result in the return of the student to the participating high school. Sending high schools may also recommend that students no longer attend the Huntingdon County Career and Technology Center. Individual school policies provide the standards for such cases.

STUDENT/PARENT INITIATED WITHDRAWAL

A student considering withdrawal from the HCCTC must go through the following procedure:

1. Discuss their decision with his/her parent/guardian, the HCCTC.
2. Bring a written parental request, signed by the home school Career Counselor or Principal to the HCCTC.
3. The student must complete a student withdrawal form and satisfy all debts, books, etc., with his/her instructor and the HCCTC's business office.

STUDENT PROGRAM TRANSFERS

Whenever appropriate openings are available, students may be permitted to transfer to another program area if the student has a compelling reason for a program change. Any student wishing to be considered for transfer must first meet with the HCCTC and secure a HCCTC Course Change form and new Career Objective form, upon completion of the forms and approval from the instructors, parents, and HCCTC Administration, transfer will be granted.

SCHOOL INITIATED TRANSFERS

The Huntingdon County Career and Technology Center is committed to providing a quality education to all students. In order to guarantee you the best education possible, we expect all students to adhere to the policies and procedures under which our school operates. To insure this type of educational environment we recognize that it may be necessary to transfer a student from the HCCTC back to their home school. **Huntingdon County Career and Technology Center reserves the right to return a student to the home school.** Such school initiated transfers are at the discretion of the HCCTC Administration and may be made for the following reasons:

1. **Disciplinary Transfers** – Any student who has constant disregard for school rules and policies which includes conduct that interferes with the learning of other students, or who is involved in the most serious misbehavior or criminal acts.
2. **Attendance Transfers** - Any student placed on attendance probation that does not improve his/her attendance during the probationary period.
3. **Academic Transfers** - Any student that demonstrates the inability to succeed in a chosen program by receiving failing grades or a lack of the basic required skills to achieve success.

4. **Safety Transfers** - Any student that displays conduct which endangers the safety of the student or other students.

BEHAVIOR AND DISCIPLINE POLICIES

It is important that the Huntingdon County Career and Technology Center promote a learning climate to help develop Job Skills compatible with the atmosphere found in a productive workplace. Critical job skills include **academic skills**, **technical skills**, and **computer literacy**, but also work ethics that are indicative of students who have been taught the value of regular attendance, cooperation, safety, civility, and other behaviors and attitudes indicative of successful businesses and industries.

In accordance with this policy, disciplinary offenses are broken into four levels, with a listing of sample offenses, along with expected consequences. These listings cannot be totally inclusive, but are intended to describe the general types of behavioral offenses. **The administration retains discretionary authority to adjust discipline consequences in accordance with the particular circumstances of an offense.**

CONSEQUENCES

1. **Reduction in the daily work ethic grade:** Will be deducted from the student's grade by the students instructor.
2. **Detention:** Will be assigned at the sending school. The HCCTC disciplinary referral is the official student and parent notification of detention assignment. No further notice will be given by the HCCTC. Students' assigned detention must fulfill time requirements and complete required work. Failure to work during detention will result in further disciplinary action. Students who are legally/illegally absent from school on the day they have been assigned detention will report to detention the next available day according to their sending school.
2. **In-School Suspension I.S.S.:** - Will be assigned at the home school. The HCCTC administration will coordinate the scheduling of ISS with the home school administration. The HCCTC disciplinary referral is the official student and parent notification of ISS. No further notice will be given by the HCCTC.
3. **Out-of-School Suspension O.S.S.:** Students who are to serve OSS must remain home from school for the period assigned. This action includes the exclusion from any/all school or extra curricular activities during the suspension. It is mutually agreed between the home school and the HCCTC that students suspended from one school are automatically suspended from the other. This policy is in accordance with the State Board of Education. Assignments missed during the suspension or class work to be completed during the suspension must be turned in within three (3) days of the student's return or a zero (0) grade will be entered by the instructor.

DISCIPLINE LEVELS AND CONSEQUENCES

The following examples include (not an inclusive listing):

LEVEL ONE OFFENSE – Handled in classroom by instructor (Reduction in the daily work ethic grade)

1. Disruptive Behavior Dress Code Violation
2. Failure to Complete Assignment
3. Failure to Follow Procedures/Class Rules
4. Failure to turn in Required Forms/Reports
5. Food/Drink Violation
6. Inappropriate Comment, Language, Material or Gesture (minor)
7. Late to Class (Unexcused/Illegal)
8. Littering
9. Out of Assigned Area (Within Lab)
10. Public Display of Affection
11. Sleeping in Class
12. Uniform Violation
13. Cell phone/Electronic Device Violation (Refer to Electronic Device policy No. 237)

LEVEL TWO OFFENSE Detention, I.S.S., or O.S.S. (Referred to Administration)

1. Computer or Network Violation (loss of Privileges)
2. Disobedience/Refusal to Work
3. Destruction/Defacing School Property (minor)
6. Forgery of School Documents - Note/Excuse/Receipt
7. Harassment
8. Inappropriate Comment, Profane Language, Gesture or Obscene Material (major)
9. Throwing Objects
10. Leaving Building, Skipping Class, In Unauthorized Area
11. Safety Violation
12. Repeated Level One offenses

LEVEL THREE OFFENSE One - Three Days I.S.S., or O.S.S. (Referred to Administration – Possible legal action)

1. Insubordination
2. Destruction/Defacing School Property (major) restitution
3. Disorderly Conduct/Disturbing the Peace
4. Extortion/Larceny - restitution
5. Fighting- 1st Offense
6. Harassment
7. Smoking/Tobacco Violation -Use or Possession/Real or Look Alike
8. Bullying
9. Repeated Level two offenses

LEVEL FOUR OFFENSE - Four to Ten Days O.S.S.

(Referred to Administration – All Offenses Constitute Legal Action and Possible Expulsion)

1. Arson
2. Assault on Student
3. Assault on Staff
4. Bomb Threat/False Threat risking Catastrophe
5. Drugs/Alcohol Influence or Possession - Real/Look Alike/Synthetic Paraphernalia
6. Explosive Device/Fireworks Possession/Use
7. Fighting 2nd Offense
8. Terroristic Threats/Acts
9. Weapons Violation - Real/Look Alike
10. Indecent Exposure
11. Illegal Substance
12. Physical harm with bodily fluids

* Possible expulsion from HCCTC. Expulsion from sending school is with approval from sending school, Administration and School Board.

DRUG AND ALCOHOL POLICY, ADMINISTRATIVE GUIDELINES AND PROCEDURES

STATEMENT OF POLICY

The Huntingdon County Career and Technology Center recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. The fundamental intent of the HCCTC Drug and Alcohol policy is to insure the health and safety of all students. Our goal, as is the goal of every school in the United States, is to be free of drugs, violence, and the unauthorized presence of weapons and alcohol, and to offer a disciplined environment conducive to learning.

DEFINITION OF TERMS

Drug/Mood altering Substance/Alcohol-shall include, but not limited to alcohol, malt and alcohol containing beverages; inhalable substances (such as gases, solvents, butane, propane, adhesives); marijuana or its derivatives; cocaine/crack; LSD or other hallucinogenic drugs; PCP; amphetamines and amphetamine like compounds; heroin; methadone; schedule narcotics; steroids; herbal/natural stimulants; herbal/natural euphorants; look-alike products; and any substance commonly referred to as "designer drugs" or synthetic drugs. Prescription medication or over-the-counter preparations for personal use shall be allowed only as per the HCCTC medication policy, under the supervision of school personnel, with written orders from a physician. All federal, state and local laws shall apply to all students.

Student Support System

Is a multi-disciplinary team composed of HCCTC and home school personnel (administrators, teachers, counselors, nurses, and staff) trained to understand and work with student problems including issues related to drugs, mood altering substances, and alcohol. The team will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

School Property

Shall include not only actual buildings, facilities and outside area on the school grounds, but shall also include school buses, school vehicles, school parking areas, and any facility being used for a school function or school sponsored event at any site. By parking or operating a vehicle on school property or by permitting one to be parked or operated there, the person responsible for the vehicle will be deemed to have consented to a **search of the vehicle**.

Confiscation/Searches

When there are reasonable grounds to believe that a student is in possession of drugs or mood altering chemicals, there is an obligation to search for and seize chemicals or substances by any

school employee or any employee of contracted groups who work with the students. The search will include lockers, cars on school property, clothing, purses, book bags or backpacks, gym bags, books and other personal property. Reasonable attempts would be made to secure the student's voluntary agreement to the search and to have the student present at the time of the search. Students should be aware that from time to time law enforcement agencies will bring trained drug-sniffing dogs to search for illegal drugs.

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 members of the Student Support System.

Uncooperative Behavior

Is resistance or refusal, 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 shall constitute examples of uncooperative student behavior. Uncooperative student behavior shall also include the refusal to comply with the recommendations of the members of the Student Support System.

Drug Paraphernalia

Includes any utensil or item which 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.

SCHOOL GUIDELINES

As an integral part of the Huntingdon County Career and Technology Center Drug and Alcohol Prevention Program, these guidelines represent one component in a school-wide effort to respond effectively to drug, mood altering substance and alcohol related situations that may occur at school or school sponsored activities. The HCCTC will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The J.O.C. 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.

PROCEDURES

The HCCTC supports a zero tolerance drug policy. No student may possess, use, sell or distribute alcohol, drugs or other substances, nor use or possess paraphernalia for the purpose of drug use at any time on school property. Violation of this policy will subject that student to discipline pursuant to the provisions/procedures outlines in this handbook.

- A. **Immediate Action** - A HCCTC administrator/designee will be summoned. Other appropriate personnel may be called. Any existing contraband will be confiscated. Staff member writes an anecdotal report of the incident.
- B. **Investigation** - The HCCTC administrator/designee will investigate the incident. This will include but not limited to interview of student(s) and appropriate persons; search of student, his/her locker, car and other possessions.

- C. **Notification of Parent/Guardian** - The HCCTC administrator/designee will notify parents at the completion of the investigation to inform them who was involved, what substance (if known), when the incident happened and where on school property. Parents will be requested to come to the school as soon as possible.
- D. **Notification of Police** - By HCCTC administrator/designee.
- E. **Disposition of Substance** - Confiscated for analysis if warranted.
- F. **Consequences** - Students are subject to discipline provisions/procedures stated in the HCCTC discipline policy No. 237 (page 18) as well as all applicable federal, state and local laws. Students that comply with all recommendations from a drug and alcohol assessment done by the county drug and alcohol agency may be permitted to re-enter the HCCTC for a probationary period after completion of said recommendation.
- G. **Treatment** - Referral to SAP or outside treatment facility.
- H. **Follow-Up** - Letter sent to parent/guardian by registered mail detailing information from investigation and disciplinary consequences.

All Staff members, administrators and members of the Joint Operating Committee involved in such circumstances are obligated to guard the confidentiality of the student.

MEDICATION POLICY

For the purposes of this policy, "Medication" shall include all medicines prescribed by a physician and over the counter drugs such as aspirin, Tylenol, Ibuprofen, cough medicine, etc.

Due to the half-day schedule of the HCCTC and no official health service personnel on staff, the administration/possession of medication to/by students is prohibited. However, if an extreme medical situation arises which necessitates that a student receive medication the following guidelines shall be enforced.

No medication shall be administered to any student by any employee of the HCCTC. Medication may be administered by any student to themselves during school hours under the following conditions:

- The medication form must be obtained from the HCCTC's office and completed by the parent/guardian prior to the administration of the medication.
- The medication form relieves the JOC and its employees of any liability for the administration of medication.
- The form includes the purpose of the medication, the dosage, the time at which the medication shall be taken, length of period for which the medication is prescribed and possible side effects of the medication.
- Student must report to the office and take the medication in the presents of the Assistant Administrator/ Director or designee.
- Medication must be securely stored in the office and kept in the original labeled container.
- Office shall maintain a record of the name of student taking medication, the prescribing physician, the dosage and timing of medication.

NO MEDICATION may be administered by a student unless all of the above stated procedures are followed.

FOOD AND BEVERAGES

No food items, including candy or drinks are to be consumed or open in the halls except in cases of club fundraisers. Students are permitted to consume these items in the lab area with the instructor's permission. The HCCTC has the following open container guidelines:

1. Students are permitted to bring drinks in sealed cans and plastic bottles to the HCCTC if their instructor allows drinks in class.

2. Bus contractors or school districts may not permit students to consume food or beverages on the bus ride to and from the HCCTC. If students are permitted to eat or drink on the bus, they need to finish prior to arrival and/or dispose of the trash or unfinished food or beverage prior to entering the building (Garbage cans will be located at the entrance to the building).

GRADING

The Huntingdon County Career and Technology Center will issue grades at the end of each nine weeks. Instructors will supply information to students at the beginning of the school year about the HCCTC grading policy and their individual policy. School policy suggests that student evaluation reflect the following:

WORK ETHIC

1. Students' participation in class
2. Student displays mature and cooperative classroom performance.
3. Attendance

SKILL

1. Students' quality of work acceptable in business and industry.
2. Student efficiently recalls and applies related theory with reasonable efficiency.
3. Student observes good safety practices.

KNOWLEDGE

1. Student will accurately and promptly complete and return all assigned work.
2. Student performance on tests.

Grading Scale

100-93 = A

92-85 = B

84-75 = C

74-70 = D

69-Below = F

ACADEMIC PROGRESS/PARENT PORTAL - Academic progress may be continuously monitored throughout the school year via the Parent Portal (*website*). Printed copies of Mid Quarter Scholastic Reports are available upon request. Any Parent or guardian has the right to request a conference to discuss the report. To request a conference call the HCCTC office (814-643-0951) to schedule an appointment.

MAKE-UP WORK - Students who are legally absent for any reason will be required to make up work missed in class. This work should take approximately the same time as the time missed from class (plus one additional day). A day's absence does not excuse a student from the responsibility of work assigned prior to the absence. It is the responsibility of each student to arrange with his/her teacher to make up any missed work during absences. Student has a maximum of ten (10) school days to complete make-up assignments. After that, any work not made up will be counted as a zero (0) and averaged in with other grades.

NOTE: Students with a cumulative failing grade **will** be excluded from field trips, conferences and career and technical student organization competitions.

DIPLOMAS AND CERTIFICATES

Students who attend the Career and Technology Center are still members of their sending school districts. The courses taken at the HCCTC will meet the requirements that are established by the cooperating district for graduation.

Graduation exercises and the distribution of high school diplomas will be the responsibility of the sending school. However, the HCCTC will issue certificates to those senior students who successfully complete their Program Of Study and are deemed concentrators as identified by PDE. In addition, each program area may offer special certifications to those students that meet certain criteria.

SAFETY

Employers place a premium on work safety. Instructors are requested to firmly enforce safety requirements at all times and with all students. Students are expected to comply with all safety regulations including: wearing safety glasses, hard hats, safety shoes and protective clothing when the activity being performed requires such equipment or dress. Horseplay between students is considered a safety violation.

STUDENT TRANSPORTATION

Bus Arrival/Departure

Students must use sending school transportation to and from the Huntingdon County Career and Technology Center. It is clearly a student responsibility to arrive and depart the school in an orderly manner.

If a student should miss the HCCTC bus, that student must report to the Home School Principal and make arrangements to get to the HCCTC.

Students are reminded to observe the rules of common sense and safety when riding the school bus. The bus driver has the same authority as any other school personnel.

The following rules apply:

1. Students may not leave the buses anywhere except at designated stops, and no one may leave through the rear door except in an emergency.
2. No use/possession of tobacco on buses.
3. Passengers must remain seated while the bus is moving.
4. Students must refrain from doing anything that will distract the driver. This includes throwing objects, shouting, or stomping feet.
5. It is dangerous and foolish to put arms or heads out the window. Such action will not be tolerated.
6. Students may not shout out the windows at other people.
7. The bus driver has the right of assignment of student seating.

STUDENT DRIVING/RIDING/PARKING POLICY

Bus transportation is provided for all students that attend the HCCTC and generally, student driving is not permitted. However, if a situation arises which necessitates that a student drive the following criteria must be met:

- Pick up a parking form in the HCCTC office, complete the form in its entirety and return to office at least two **(2) days** prior to driving.
- The HCCTC Parking Form serves as a consent to Search Vehicle Form and vehicles parked on school property are subject to search/inspection by school officials or authorized law enforcement personnel.
- Students must report to the office to sign in upon arrival and must sign out prior to leaving.
- Students must display parking permit and must park in the assigned area.
- No passengers are permitted without the appropriate documentation (see office staff for details).

- Students may not enter their vehicles for any reason during the school day without permission.
- Permits are valid only for the day (s) specified and must be returned to the office the following day.

Acceptable reasons for parking privileges:

1. Transport a project or large fundraising order.
 2. Bring a car to have work done in a shop.
 3. Doctor, dental or court appointment (documentation may be requested for verification.)
 4. Home school activities requested and coordinated by home school administration.
 5. Field trips that leave/return outside the school day. Work or co-op obligations that make it necessary.
 6. Extreme emergency situations as determined by the administration.
- **Parking is a privilege, not a right. Permits may be revoked/denied for failure to meet/follow the regulations or for academic, attendance or discipline reasons.**

EMERGENCY SCHOOL CLOSING

School closings or late starts due to inclement weather or any other emergency will be announced on the area television and/or radio stations prior to 7:00 a.m. If there is no announcement assume we have school. Dismissal for emergency closings will be announced via the HCCTC PA system. Students will be dismissed when the buses arrive.

FIELD TRIPS

Students attending field trips are required to obtain, complete, and return the proper Field Trip Permission Form to his/her instructor.

Field trips are a valuable part and worthwhile extension of any educational program. Students are reminded that they are representatives of the HCCTC, should dress and act accordingly. All HCCTC policies and regulations apply to field trips.

NOTE: Students will be denied the privilege of participating in field trips if they fail to meet their responsibilities in areas such as:

1. ATTENDANCE: Accumulate in excess of ten (10) absences.
2. FINANCIAL - Outstanding debt to shop, club or HCCTC
3. ACADEMIC - Failing grades/work owed as determined by Instructor
4. BEHAVIOR - A pattern of misconduct as determined by Instructor/Administration

EMERGENCY EVACUATION DRILLS

Fire drills and other emergency procedure drills are held periodically as required by state law. The first week of school each instructor will explain emergency procedures and methods of exit. Every room has a fire exit plan posted along with an alternate route. These directions may be supplemented by specific instructions from your instructor. During the drill follow the instructions, move quietly, orderly, and quickly but do not run. Upon completion of the drill, everyone will re-enter through the same door when the appropriate signal is given.

ACCIDENT, INJURY AND ILLNESS

All accidents, injuries or illnesses during school must be reported to the main office. In cases requiring immediate medical attention, the school officials will call for an ambulance and notify parents. If a student becomes ill while at school, parents/guardians will be contacted to transport the student to a doctor or home.

STUDENT INSURANCE

The Career and Technology Center DOES NOT carry insurance to cover medical expenses for injuries to students while attending the Career and Technology Center.

Parents and guardians are strongly urged to have appropriate insurance for costs of injuries during school. Student accident insurance is available through the sending school.

The Career and Technology Center is not responsible for medical expenses in excess of coverage provided by your school or other insurance.

USE OF TELEPHONES

- If the office telephone must be used during class time, the student must have permission from their instructor.
- Classroom telephones are NOT to be used by students to make personal phone calls.
- **Please advise parents/guardians/friends not to call and ask to speak with you – only in case of emergency.**

CELL PHONE/ELECTRONIC DEVICES

The unauthorized possession or use of any type of electronics or mechanical device which distracts or impedes the educational process is prohibited by the Joint Operating Committee of the Huntingdon County Career and Technology Center. No “unauthorized use” of electronic devices such as Smart phones, cell phones, Wi-Fi and/or Bluetooth enabled devices, iPods, iPhones, iPads, audio/video cameras, pagers, laser pointers, etc., will be allowed during school hours.

Communicating with a parent is not an acceptable reason to be using a cell phone or other device. Students are required to keep cell phones or other personal electronic devices in the locker assigned to them by the instructor, while in attendance at the Huntingdon County CTC. HCCTC is not responsible for lost or stolen phones or other electronic devices.

Cell phone/electronic device policy violation consequences:

1 st offense-	Cell phone/electronic device is confiscated by the instructor and given back at the end of the class.* 1 hour detention*
2 nd offense	Cell phone/electronic device is confiscated and turned into the office. Parent/guardian will be notified that if the offence occurs again the phone/electronic device will be confiscated and will have to be picked up by the parent/guardian at the HCCTC office.* 1 day ISS, OSS or 3 hour detention*
3 rd offense	Cell phone/electronic device is confiscated and turned into the office. Parent/guardian must pick up at HCCTC.* Parental/guardian Conference may be requested by administration.* 2-3 days ISS, OSS or 6 hour detention.*

Refusing to give a cell phone to any school personnel when asked is a form of insubordination and will be addressed in accordance to the student handbook. 3 days ISS or OSS

**All the above consequences may be modified at the sole discretion of the administrator handling the offense based on the circumstances surrounding the incident.*

LOCKERS

Students will ordinarily be assigned a locker within their program area. Lockers are to be kept clean and orderly. Students should keep lockers locked at all times. Students should not share lockers, keep items in a locker assigned to another student or give their locker combinations to another student.

Lockers are the sole and complete property of the HCCTC and subject to its complete control. No expectation of privacy is to be assumed. Students are advised of the basic administrative prerogative to open and inspect the locker at any time. Lockers may be opened on whatever occasion or with whatever frequency in which there exists reasonable suspicion to suspect it contains materials which pose a threat to health, safety and welfare of students in the school. **Lockers may be randomly and periodically**

inspected and searched. This policy extends to student backpacks, notebooks, handbags and all contents of student lockers.

LOCKER ROOM

- All changing of clothing will be done in a designated area.

HALLWAY ACTIVITY

Students are not permitted in hallways during class time unless they have instructor approval or accompanied by an HCCTC employee.

SCHOOL EQUIPMENT, TOOLS AND PROPERTY

Each Student is responsible for the items assigned for his/her use. If a book or article of equipment is lost or damaged, the instructor should be informed immediately. Any equipment or tools lost or broken through misuse must be replaced with the same brand and paid for by the student responsible.

One of the most expensive costs in any public building is the repair of damages caused by malicious mischief, the destruction and defacing of school property results in expenditures that reduce the amount of money available for education. In cases of student caused damages, those responsible will be assessed the costs of repair and for replacement of equipment or materials, in the amount equal to those costs.

STUDENT PROJECT COSTS

Students will bear the cost of all materials used for jobs or repairs on personally owned vehicles or projects. The cost is determined by the instructor and all personal projects must be approved by the instructor **before** the project is started. All bills must be paid prior to removal of the project or repair item from school grounds.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

CTSO's are nonprofit, intra-curricular associations for students. CTSO's build bridges between school, family and community, giving students positive, powerful, experience in civic responsibility.

There are two active CTSO's at the HCCTC. All students are eligible and encouraged to become members of the organization that represents their selected program.

1. **FCCLA** - Family, Career and Community Leaders of America - A National organization for secondary students enrolled in Culinary Arts that addresses important personal, family, work societal issues.
2. **SkillsUSA** - A national organization for young men and women enrolled as full-time students in secondary and post-secondary courses in trade, industrial and technical education. SkillsUSA offers student recognition through a national program of awards and contests.

STUDENT COMPLAINT PROCESS

The Joint Operating Committee (JOC) recognizes the need for grievance procedure for student complaints. In addition, the Joint Operating Committee believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures provided.

For purposes of this policy, a student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program.

All student complaints must be filed according to JOC Policy No. 219. Any student wishing to file a student complaint should request a copy of this policy.

Step 1- Within ten school days of the alleged violation the student shall initiate an informal discussion with the teacher or person(s) who allegedly treated the student unfairly.

Step 2- If the grievance is not resolved in Step 1, the student may request a formal meeting with the Director of the HCCTC.

Step 3- If the grievance is not resolved in Step 2, the student shall refer the written complaint to the Chairperson of the Joint Operating Committee. The Director and Chief School Administrator shall respond within 30 calendar days of receiving such correspondence.

NOTE: If the grievance is not settled at the institutional level, the student may refer the complaint to the Commission of the Council on Occupational Education:

41 Perimeter Center East, NE, Suite 640
Atlanta, GA 30346
800-917-2081

PROCEDURAL DUE PROCESS

1. Section 1317 and 1318 of the public school code authorize school officials to discipline student's for misbehavior during the time they are attending school, as well the time spent coming and going to school.
2. A student must be provided an informal conference with a school official before being temporary excluded from school. (1 - 3 days)
3. A student and his/her parent/guardian are entitled to an informal hearing with the appropriate administrator if that student's suspension exceeds three days.

DRESS REGULATIONS

SCHOOL DRESS GUIDELINES

Student dress and cleanliness is an integral part of the educational process. Student clothing decisions while in school should reflect acceptable industry standards and comply with health and safety requirements. The following are generally accepted guidelines for young men and women preparing for a career in business and industry. The instructor will provide specific guidelines for their program.

1. In General, students shall wear a style of clothing which depicts mature judgment and good taste.
2. Clothing may not be worn that depicts drugs, alcohol, tobacco, material of a specific or implied sexual content, messages that are obscene, vulgar or depict criminal, racist, hate or violent groups or activity.
3. Pants should be worn no lower than the waist and be of such length and width as to be appropriate for school wearing. Any clothes that touch the floor, cause tripping or a hazard are not permitted.
4. For safety reasons and to avoid immodesty and distraction, clothing that is ripped, torn, or has holes is not permitted. Shirts will be worn with the shirt tails tucked in. Appropriate footwear will be observed in each program area, as determined by the instructor and advisory committee. Safety, hygiene, and occupational standards are the primary concerns; consequently thongs, sandals, other open toed shoes, or clogs are considered inappropriate.
5. Rings with sharp edges, chain belts, wallet chains, decorative necklaces, chains, collars, etc. that are exposed and free hanging shall not be worn. Jewelry which requires body piercing may be worn in the ears only. All earrings must be the non-dangling type.
6. Students shall not wear excessively tight or revealing clothing, see-through blouses or shirts, tank-tops, muscle shirts, or clothing, including any top, jeans, or other attire showing a bare midriff.

7. Any instructor may prohibit wearing shorts within a given program area for safety reasons. If shorts are permitted in your program they must be finger tip length or longer when the student's hands are down to his/her side. (the same length requirement applies to skirts, skorts, dresses and culottes) no cut-off, sweat cut-offs, spandex, gym shorts or boxer-style shorts are permitted.
8. Hair will be neatly groomed and styled in a manner which will insure full exposure of the eyes and permits ears to be partially exposed. If the back of the hair covers the shirt collar, a hair net will be required when working in and around hazardous areas, as identified by the instructor and the Occupational Advisory Committee.
9. Hats should not be worn in the hallway or classroom. With the instructor's permission, hats may be worn in certain lab areas.

Depending on the program or particular circumstances, students will be required to wear safety glasses, safety toe shoes, socks, hard hats, uniforms, coveralls, or other protective clothing and devices. Each student must adhere to the guidelines established by occupational advisory committee for the respective program, the administration and their instructor. Students may be required to purchase uniforms or clothing similar to that worn in business and industry.

SAFETY GLASSES

All students participating in designated program areas shall be issued one pair of safety glasses when he/she enters 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. If a student needs additional glasses, he/she shall be required to purchase his/her own. **Safety glasses with tinted lenses are not permitted.**

WORK EXPERIENCE PROGRAMS

The main objective of the Work Experience Programs is to supplement the HCCTC Instructional Program. This provides the student the opportunity to gain actual work experience before graduation.

- **Capstone Cooperative Education** - Co-op provides advanced senior students an opportunity to gain actual paid work experiences in a field related to their HCCTC program. Students scheduled into the Co-op program will attend their home school for one-half day for their academic studies and then report to their assigned employer for the remaining half day for specialized training. Students eligible for Co-op must:
 1. Must have a "B" average in HCCTC training program
 2. Must maintain attendance level of 90% or better
 3. Must be placed in an occupation directly related to their program of study
 4. Have parent/guardian permission
 5. Be recommended by their HCCTC instructor
 6. Have an approved Co-op training program and agreement
 7. Have a work permit if under 18
 8. Must have passing grades in all home school subjects
- **Internship** - Students may be assigned to a work site to acclimate them to differing technologies in order to provide a general overview of specialized areas of industry. Students are not paid for internship work experience.
- **Job Shadowing** - Students will be assigned to a workplace in order to provide a broad view of technology and industry. Shadowing is an opportunity to observe only.

VISITORS

All visitors/vendors must report to the main office to sign in and receive a visitor's pass as the HCCTC must maintain a secure learning facility. Community and parental interest is to be encouraged but the educational process should not be unnecessarily interrupted.

SEXUAL HARASSMENT

It is the policy of the Huntingdon County Career and Technology Center to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for students to harass other students through conduct or communications of a sexual nature. Sexual harassment shall consist of unwelcomed sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student or staff member.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Career Center's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. A substantiated charge against a student in the school district shall subject that student to disciplinary action.

BULLYING POLICY

The Huntingdon County Career and Technology Center strives to provide a safe and positive learning environment for students, which prohibits the unlawful harassment and/or bullying of students.

Bullying shall consist of, but not limited to:

Physical - the most commonly known form; includes hitting, spitting, pushing and damaging, extorting or taking a student's personal property.

Verbal - includes taunting, malicious teasing, name-calling, and making threats.

Psychological or Relational - involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.

Cyber-Bullying - forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile and social networking websites. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, digital pictures or images, or web site postings (including blogs). All forms of cyber – bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.

NON-DISCRIMINATION POLICY

It is the policy of the Huntingdon County Career and Technology Center not to discriminate on the basis of gender, handicap, race, color, ancestry, age, national origin, religion, sexual preference, or union membership in its admission to educational and vocational programs, activities, or employment as required by Title VI, Title IX Section 504, and the Americans with Disabilities Act (ADA). For more information, contact the Title IX and Section 504 Coordinator, Box E, Mill Creek, PA 17060. Telephone (814) 643-0951.

The Huntingdon County Career and Technology Center will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures, contact the HCCTC Administration.

DISCIPLINE DEFINITIONS

Arson: The intentional setting of a fire.

Assault/Battery: An unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another. Any unsolicited touching or application of force to another person.

Bomb Threat or False Threat: Willfully conveying by mail, written notes, telephone, radio, or any other means of communication, any threat, knowing it to be false.

Electronic/Audio Devices/Unauthorized Use: The use of cellular phones, pagers or communication device, or any other electronic device, is prohibited, as per Policy No. 237.

Destruction or Defacing Property: Willfully and maliciously destroying, defacing, disposing or injuring any item of school property or personal property of another.

Disobedience: Any student who willfully and/or defiantly refuses to cooperate or does not follow the instruction of any HCCTC personnel.

Disruptive Behavior/Horseplay: Conduct that interferes with the educational process, examples are but not limited to disrupting class.

Disorderly Conduct/Fighting: The HCCTC has a ZERO tolerance for violence or disorderly behavior. Commission of such offenses will result in school disciplinary consequences and charges filed with the magistrate in accordance with Section 1341 of the School Code and Pennsylvania Law Title 18, Chapter 55, Section 5503 which states:

Offense defined -- A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he:

1. engages in fighting or threatening, or in violent or tumultuous behavior;
2. makes unreasonable noise;
3. uses obscene language, or makes an obscene gesture; or
4. creates a hazardous or physically offensive condition by any act which serves no legitimate purpose.

The word "public" means affecting or likely to affect persons in a place to which the public or a substantial group has access; among the places included are highways, transport facilities, schools, prisons, apartment houses, places of business or amusement, any neighborhood, or any premises which are open to the public.

Drugs and Alcohol: Policy and guidelines on pages – 13-15.

Explosive Devices/Fireworks: The possession of, sales, furnishing, use, or discharge of explosive or incendiary devices or fireworks.

Extortion: Using intimidation or the threat of violence to obtain money, information, or anything else of value from another person.

Illegal Substance: Possession or use of over the counter or physician required prescription medication without proper authorization/documentation.

Inappropriate Dress: Dress and or appearance in violation of the HCCTC Dress Code Policy No. 221.

Indecent Exposure: An open indecent or obscene exposure of his/her person.

Insubordination: Any student will be considered insubordinate under the following circumstances:

1. By directing obscene or abusive language or gestures toward any HCCTC personnel.
2. Makes verbal threats/terroristic threats, demonstrates uncontrollable anger, or involved in any type of repeated serious offense within a short period of time.
3. Use of uncontrollable language, verbal threats, yelling directed at any person on school property, at a school function, or in school vehicles.

Larceny: Stealing, taking or carrying away property of another.

Late to Class: Arriving at school or class after designated time without authorization.

Leaving Building/in Unauthorized area: Leaving the building without proper authorization, going to any area of the school/grounds without authorization, failure to be in assigned area/class without authorization.

Failure to Follow Procedures: Any violation of the discipline policy not specifically outlined in this handbook.

Forging School Documents: Forging or using forged passes, excuses or other school documents.

Harassment: Threat of bodily injury, threat to cause physical damage to another property, or threat of physical confinement or restrain a person by words or conduct places the person receiving the threat in reasonable fear that the threat will be carried out.

Improper Web Site/Computer Violation: Privileges - The use of the network services and the Internet is a **privilege**, not a right. Inappropriate use will result in a **cancellation** of those privileges. (Each student who receives an account will be part of a discussion with a faculty member pertaining to the proper use of the network). The system facilitators/administrators will deem what is inappropriate use and their decision is final! Internet Use Policy Form is to be signed by student and parent.

Obscenity: Displaying material or gestures that are indecent and have the potential of being disruptive to the educational community.

Plagiarism and Cheating: Use of a created production without crediting the source or to use dishonestly obtained information.

Possession/Use of Tobacco: The use or possession of tobacco (including any form of smokeless tobacco and look alike products) by students will not be permitted in the school building, on school grounds, busses/school vehicles, field trips or any school sponsored activity. This policy is governed by Pennsylvania Act 128 of 2000, Section 3.5 School Tobacco Control which states: Tobacco use or possession by pupils is prohibited in school buildings and on buses, vans or other vehicles owned by, leased by or under the control of a school district; and on property owned by, leased by or under the control of a school district. Violation may result in suspension and a citation issued.

Profanity: Use of vile or indecent language inappropriate to the educational setting.

Public Display of Affection: Embracing, kissing, and/or walking with arms around each other.

Sexual Harassment: Verbal or physical conduct of a sexual nature imposed on the basis of sex.

Stolen Property: Receiving or possessing stolen property of another, knowing or under such circumstances as would cause a reasonable person to know they were so obtained.

Weapons: Weapons and replicas of weapons are forbidden on school premises. Any reference in this policy to the term weapon shall also include look-a-like or replica weapons. For purposes of this "school

premises" means the school, school grounds, school bus, or any premises, grounds or vehicles used for official school purposes.

"Weapon" shall include, but not be limited to, firearms, bombs, knives, metal knuckles, chains, straight razors, explosives, noxious irritating or poisonous gases, poisons, drugs, air gun or spring guns, sling shot, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons. Refer to Policy No. 218.1.

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

Terroristic Threats/Acts: A threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of causing such terror or inconvenience. A terroristic act shall mean an offense against property or involving danger to another person.

2016-2017 HCCTC Calendar

August	August 23 – In-Service August 24 – 1st Day of School for JV, MU, SH, and HCCTC August 25 – 1st Day of School for HA
September	September 5 – No School – Labor Day
October	October 20 – Fall OAC October 21 – In-Service
November	November 3, 4 – In-Service – Integrated Learning Conference November 11 – No School – Veteran’s Day November 23 – Early Dismissal November 24, 25 – No School – Thanksgiving Holiday November 28, 29 – No School – Deer Season
December	December 12-16 – 9 th Grade Tours December 23 – Early Dismissal December 26-30 – No School – Christmas Holiday
January	January 2 – No School – Christmas Holiday January 10 – JOC Dinner
February	February 9 – Open House February 17 – Early Dismissal February 20 – No School – President’s Day
April	April 6 – Spring OAC April 3-12 – NOCTI Written Exam April 14, 17 – No School – Easter Holiday April 17 – Snow Make-Up Day April 18, 19 – NOCTI Performance Exam
May	May 11 – Senior Awards Night May 25 – Last Day of School for SH May 26 – Last Day of School for JV, HA, MU and HCCTC May 29 – No School – Memorial Day May 30 – In-Service