

# **CARBON CAREER & TECHNICAL INSTITUTE**

# **CCTI**

## **2015-2016**

## **Student & Parent**

## **Handbook**



**Name:** \_\_\_\_\_

**Career and Technical Area:** \_\_\_\_\_

# **WELCOME ~**

## ***To The Carbon Career & Technical Institute***

This handbook is written for Carbon Career & Technical Institute students and their parents/guardians. It provides a ready reference on school policies, procedures and programs, as well as a guide for you. Please take time to review it and pay close attention at meetings when we discuss its contents.

Everyone is here to provide you with a quality education and to assist you in reaching your respective goals and career ambitions. Our facility provides a positive learning climate, and the guidance office is ready to assist you with academic, social or personal matters. As you begin this school year, please be fully aware that your total effort in school has a significant influence upon your future. Remember that success is built on small margins.

Small differences separate the superior worker from the average. An extra hour (a day, week, or month) devoted to your schoolwork may make the difference between the success or failure of attaining your career goals. Strive to do your best. Then you can look back upon your accomplishments with pride, knowing that you did your best. You, and only you, are responsible for your learning, your attitude, and your accomplishments. Best wishes for a rewarding year.

*The Administration, Instructors,  
and Staff of CCTI*

**Parents/Guardians:** A form indicating that you and your son/daughter have read and reviewed the content of this handbook is contained in the appendix of this handbook. You must sign and return this form. A student will not be allowed to participate in career and technical class activities until this form is returned.

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## **Carbon Career & Technical Institute**

150 West 13<sup>th</sup> Street

Jim Thorpe, PA 18229

570-325-3682

Fax: 570-325-3737

<http://www.carboncti.org>

## **Mission Statement**

"Carbon Career & Technical Institute provides unique opportunities for students to build a better future."

## **Slogan**

"Real training, real results, real careers."

## **Belief Statements**

We believe that:

- all students are able to achieve their full potential through high expectations.
- all students have diverse backgrounds, abilities, interests, and needs.
- all students benefit from extra help and time.
- effective communication among family, staff and students is essential.
- every student has worth and deserves respect and dignity.
- self-esteem is enhanced through successful learning.
- every student has a right to quality education.
- education must provide awareness of one's role in a global community.
- learning is a life long process.
- it is the responsibility of the entire community to educate a child.
- all students must be provided the preparation to make career choices, including post- secondary education.

## **Participating School Districts**

Jim Thorpe Area

Lehighton Area

Palmerton Area

Panther Valley Area

Weatherly Area

## **School Colors**

Green, Gold & White

## **School History**

After the passage of the Vocational Act of 1963, the school directors of Carbon County were among the first to plan and build an Area Vocational-Technical School, opening its doors in 1966 to begin almost 40 years of service to the community. The Carbon County AVTS became the first shared-time AVTS in Pennsylvania to convert to a full-time, comprehensive program. The Class of 1995 marked the first graduating class of the Carbon County Area Vocational-Technical School. The name of the school was changed to Carbon Career & Technical Institute (CCTI) in August 2005.

## **Career and Technical Education (CTE)**

Carbon Career & Technical Institute offers specialized and technical programs for high school students within Carbon County. Its resources are such that no single high school could provide them on its own at a reasonable cost. Its fifteen (15) programs provide students with entry-level skills and knowledge, as well as an opportunity to qualify for or to begin qualification for a national, state, or industry certification. Such certifications include standards established by the following organizations, a partial listing:

- American Welding Society
- American Culinary Federation
- PA Certified Nursing Assistant
- PA Builders Association
- American Refrigeration Institute
- PA State Board of Cosmetology
- Automotive Service Excellence
- National Institute of Metalworking
- COMPTIA
- National Customer Service

The curriculum of each career and technical program is based on a series of competencies (tasks) to be mastered by students. The competencies are approved annually by individuals who actually work in career fields related to our school program. Each competency requires a level of skill and knowledge which must be demonstrated to the program instructor, who in turn, will sign off an evaluation. Competencies may be mastered through “theory” lessons, demonstrations, computer software, audio-visual resources, and, often self-directed “hands-on” work, using tools, and equipment found in the career field. At times daily production work, simulator trainers, and “live work” opportunities in the community provide excellent learning situations. Students may work independently, in teams, or as a full class grouping at times to master competencies. In this respect, students in a career and technical program are more likely to work at their own pace than they would in an academic class, where everyone does the same assignment at the same time.

The competency listing is a career and technical “roadmap” for students to follow. It is the basis for all work done over the course of three years within a career and technical program. Students should become very familiar with their respective listings and expect to complete written and practical end-of-program tests in their career and technical program area in April of their senior year.



## Goals

The goals of the educational program for students are to:

- Acquire the knowledge, skills, and attitudes necessary to become a self-supporting member of society.
- Use the skills of listening, speaking, and reading to communicate effectively.
- Learn and use the mathematical skills needed to solve problems.
- Learn and use the science and technology skills necessary for success.
- Experience self-worth through their accomplishments.
- Be a responsible citizen by understanding the history of our nation and its systems of government and economics.
- Develop practices necessary to maintain physical health and emotional well-being.
- Continue to improve our students' literacy, numeracy, problem-solving, and technical skills.
- Use data to improve student performance.
- Prepare students for entry level employment.
- Enable our students to develop their skills beyond entry level (certifications, post-secondary school placement, etc.).
- Instill work ethic (PDP, attendance, working cooperatively, dress code, etc.).

## Non-Discrimination Policy

It is the policy of the Carbon Career & Technical Institute not to discriminate in its educational program, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification.

Announcement of this policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of Amendments of 1972, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Immigration Reform and Control Act of 1986, and the Americans with Disabilities Act of 1990.

Assurance is given that services, activities and facilities are accessible to and usable by disabled persons.

As per Federal Funding Guidelines, a "Perkins Act Appeals Procedure" has been developed.

For information regarding civil rights and grievance procedures, contact the Principal, Title IX and Section 504 Coordinator; at the CCTI, 150 West 13<sup>th</sup> Street, Jim Thorpe, PA, 18229, telephone 570-325-3682, fax 570-325-4710.



# Carbon Career & Technical Institute Student/Teacher Calendar - 2015-2016 School Year

## August

S	M	T	W	TH	F	S
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

18 - New Student Orientation  
19 & 20 - Teacher In-Service  
24 - 1<sup>st</sup> Day for Students

## February

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

12 & 15 - Presidents' Holiday

## September

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 - Labor Day Holiday  
16 - Act 80 Day\*

## March

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 - Teacher In-Service\*  
24, 25, & 28 - Spring Holiday

## October

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 - Act 80 Day  
21 - Parent Conferences

## April

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18 - Teacher In-Service

## November

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

26 thru 30 - Thanksgiving Holiday

## May

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10 - Act 80 Day  
12 - Senior Awards  
26 - Students' Last Day  
27 - Teacher In-Service  
30 - Memorial Day Holiday  
31 - Teacher In-Service

## December

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

24 thru 31 - Winter Holiday

## June

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## January

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - New Year's Holiday  
7 - Open House\*\*  
18 - Martin Luther King Holiday  
28 - Act 80 Day\*\*\*  
(9<sup>th</sup> Grade Tours)

## Teacher Days

## Student Days

	Teacher Days	Student Days
August	8	6
September	21	21
October	22	22
November	18	18
December	17	17
January	19	19
February	19	19
March	20	19
April	21	20
May	21	19
June	0	0
	<b>186</b>	<b>180</b>

## Notes:

1 - Student Days: 180  
Teacher Days: 186

3 - Snow/Emergency Days:

2 - Tentative Snow

4 - Emergency/Snow Make Up Days:

Make-Up Dates: 01/18/2016, 02/12/2016, 02/15/2016, 03/16/2016,  
03/24/2016, 03/25/2016, 03/28/2016, 04/18/2016

\* No Instructional Aides

\*\* Open House Make-Up Day: 01/12/2016

\*\*\* 9<sup>th</sup> Grade Tours Make-Up Day: 02/03/2016

Please note: Any snow days not made up during the school year will be added after the last scheduled student day.

## **Joint Operating Committee Members**

Jim Thorpe - Gerald Strubinger  
Leighton - Andrew Yenser  
Palmerton - Darlene Yeakel  
Panther Valley - Michelle Markovich  
Weatherly - William Gerhard

## **Administrative Staff**

Administrative Director - David Reinbold  
Principal - Brent Borzak  
Facilitator of Special Education - Elizabeth Porter  
Business Administrator - Jeffry Deutsch  
Building and Grounds Supervisor - Kenneth Walters  
Adult Education Supervisor - Heather Mullen  
Technology Coordinator - Nate Rinda

## **Faculty and Staff**

Administrative/JOC Secretary - Chris Graver  
Alternative Ed. - Claudia Derby / Angelique Yaich  
Auto Collision & Repair – Dennis Starry  
Auto Service & Technology - Hal Resh  
Business Office - Joanne Swartz/Lisa Zurn  
Carpentry - Donald Kerbaugh  
Computer Engineering Technology - Mike Lewis  
Cooperative Education - Al Donadi  
Cosmetology - Lisa Walck  
Culinary Arts - Nadine Harbove  
Drafting - Jeremy Pease  
Electrical Distribution/Automation - George Cope  
Electronics Communication Engineering Technology – Joseph Farkas  
English – Kate Baumgardt  
English – Mike Wildoner  
English - Judith Schaab  
Graphic Design - Michelle Klock  
Guidance Counselor - Eugene Colosimo  
Health/Medical Assistant - Michele Dominic  
HVAC - Brian Wirth  
Para Professional – Jeff Hazleton  
Para Professional – Sandi Kohutka  
Para Professional – Tammy Marshall  
Para Professional – Rob Pathroff  
Para Professional – John Rogers  
Para Professional – Kris Rodgers  
Para Professional – Tom Stribula  
Para Professional – Shelly Troutman  
Para Professional – Geri Vavra  
Para Professional – Sherry Yorgey

Main Office - Donna Kost / Debra Mickey  
Marketing - Stephanie Barto  
Math - Steve Anderson  
Math - Diane Hyjurick  
Math - Kevin Sowa  
Media Center – Kim Bittle  
Physical Education/Health - Alice Berger  
Precision Machine Technology - Kevin Kuehner  
School Improvement – Margaret Kalogerakis  
School Nurse – Rebecca Schaeffer  
Science – Julia Dougherty  
Science - Jane Farkas  
Science – Anna Leigh Conway  
Social Studies – Jean Bales  
Social Studies – Mike Baumgardt  
Special Education - Scott Bartholomew  
Special Education - Gloria Bench  
Special Education - Marie Bieling  
Special Education - Jennifer Voltz  
Welding - Doug Del Conte

To contact a staff member via e-mail type the initial of their first name followed by their last name and then our email address @carboncti.org.

For example, Mr. Borzak's email address would be bborzak@carboncti.org.

Note exception - Mrs. Farkas (Science) email - jafarkas@carboncti.org.

# Section 1 – Rules and Regulations

## Academic Studies

Academic subjects are offered during one-half of the student's school day and are considered co-equal with career and technical studies. Because the school's curriculum leads to a high school diploma, the following academic courses are offered in:

- English
- Mathematics
- Science
- Social Studies
- Health/Safety/Physical Education/Driver Education

All courses are aligned to the PA Academic and Keystone Standards. Every effort is made to properly group students and to teach courses in a fashion that integrates academic work with career and technical studies. A remedial and enrichment program is scheduled into the junior year based on previous PSSA test performance and Keystone exams. This includes small group instruction and the use of the Study Island computer software program, designed to master a variety of standards in reading, mathematics, science, and writing. Seniors will be scheduled for this course during their technical time if they do not pass it.

Students take the Keystone exams as an end of year assessment in Biology, Literature and Algebra I. The goal is to reach the proficient level. Unsuccessful students will be remediated and take a retest the following year.

## Admissions Policy

Sophomores and juniors will be admitted only if they:

1. have successfully achieved sophomore or junior standing according to the criteria of their home school and
2. have successfully completed all previous high school level(s) of English, science, social studies, and an algebra course (the latter in some fashion).

Freshman will be admitted only if they:

1. have successfully achieved 9<sup>th</sup> grade status according to the criteria of their home school district and
2. passed 8<sup>th</sup> grade English, mathematics, social studies, and science. (English and math with a B average or better).
3. Freshmen candidates who have previously completed 6th, 7th, or 8th grade Career Academy Camp and/or similar exploratory program, and meet the above criteria will be given priority.

**Based on a review of attendance and disciplinary records, students and parents/guardians at any level may be asked to sign behavioral/attendance agreements to ensure their commitment to their chosen field of study.**

## Alternative High School Diploma Program

CCTI administers an Alternative High School Diploma Program which can lead to a valid high school diploma from the school. It involves a three-hour daily academic program and the requirements to hold a job.

## Asthma Inhalers (Possession and Use of)

A student may carry and self-administer an asthma inhaler provided the following provisions are met:

- A written statement is provided from the physician, certified nurse practitioner or physician assistant indicating the name of the drug, the dose, the times that the medication is to be taken, and that the student may carry the inhaler on their person.
- A written request is provided from the parent/guardian for the student to carry the asthma inhaler. The request shall release the school from any and all liability related to the self-administration of the asthma inhaler.
- The student will demonstrate the capability for self-administration and for responsible behavior to the School Nurse. The student will notify the School Nurse following each use of the asthma inhaler.

Non-compliance with any of the provisions for carrying and taking the medication through the use of an asthma inhaler will result in its confiscation until the parent/guardian is notified. Continuation of the procedure shall be reviewed.

## Attendance Regulations

Regular attendance is important for a student to be successful at CCTI. The PA School Code requires that all students be in school during all days and hours that school is in session. The term “excused”, “unexcused” and/or “unexcused note” only verifies the reason for absence. Permitting excessive absenteeism defeats our mission of preparing our students academically and technically. All days marked as absent, except authorized school activities, religious holidays, and certain illness/injury and family emergencies will be applied toward the “20-Day Policy” of the school.

Students exceeding twenty (20) days of absence, or failure to complete 390-400 hours of their technical area, whether excused or unexcused, **may lose credit for the course(s). Credit for a course(s) and the grade for a course(s) shall be considered separately.** Additionally the student may be referred to legal authorities as appropriate, and a referral made to local school authorities for a possible return to the participating school districts.

Students who exceed twenty (20) days of absence shall be expected to explain why they should not lose credit for courses. For those students whose absence is caused by extended illness or other extenuating circumstances, the decision to lose credit will be made by the Administrative Director, who will consult with instructor(s), Guidance Counselor, Principal, Supervisor of Special Education, and parents to determine the student's status. A conference involving all parties shall be convened for this process.

After an accumulated total of ten (10) days absence in a single school year, the parent/guardian will be notified by mail of the absence pattern and of the consequence for continued irregular attendance (denial of credit for that school year, possible prosecution under Pennsylvania's compulsory attendance laws, and possible return to the sending district). A second letter will also be mailed when a student reaches fifteen (15) days of absence. A third letter will be mailed when a student reaches twenty (20) days of absence within a school year. **Excessive tardiness and unexcused absences fall under the CCTI Disciplinary Policy – Category I and II Infractions.**

A copy of the correspondence regarding the 10, 15, and 20 days of absence will be placed in the student's file and a copy will be forwarded to the sending school district superintendent and/or principal.

It is not necessary to call the school when your child is going to be absent. However, upon their return to school, the student must submit a standard excuse form (copies are found in the appendix of this handbook) to their homeroom teacher. All information on the form must be completed. The form must be signed by the parent/guardian.

1. All students **regardless of age** must have the signature of the legal adult responsible for him/her on any excuse. Only students who are legally emancipated and have the proper paperwork on file may sign their own excuses. The validity of the parent's signature will be determined by the Attendance Secretary.
2. Any absence for illness/injury, which extends beyond five consecutive days, must be covered by a doctor's excuse.
3. An absence may be designated unexcused/unlawful if an invalid/forged signature is on the excuse and/or if the student fails to turn in a valid excuse within three (3) days of his/her return to school.
4. Chronic illness conditions shall be handled on a case-by-case basis and may require documentation by a physician.
5. Parental conferences shall be utilized to solve attendance problems and provide due process.

#### Valid Excusable Absences

School law determines the following reasons for absences being valid and excusable:

1. Illness
2. Death or serious illness in the immediate family.
3. Quarantine
4. Impassable roads
5. Church – only with advance parental permission. If church services are conducted in the evening, students are expected to attend the service at that time.
6. College visitations approved in advance by the guidance department.
7. Educational travel with prior approval of the high school principal. The appropriate request form must be completed and returned within 10 days prior to the education trip. It is the responsibility of the students to make each of his/her instructors aware of any absences from class in advance.

Student absence notes not in compliance with the seven valid excusable reasons will be marked as an unexcused note ("UN".)

#### **Behavior/Education/Attendance Contracts**

The school reserves the right to develop behavior/education/attendance contracts for students who exhibit repeated misbehavior, academic, or attendance problems.

## BELL SCHEDULE

Homeroom is your first period class or career and technical program area. It begins at 7:45 a.m. Students arriving to class after the period bell (7:45 a.m.) rings will be considered late and will be subject to disciplinary action. Dismissal for all students is 2:04 p.m., at which time they may go to lockers and board buses to depart the school.

Homeroom	7:45 - 7:52 a.m.
1 <sup>st</sup> Period	7:52 - 8:36 a.m.
2 <sup>nd</sup> Period	8:39 - 9:23 a.m.
3 <sup>rd</sup> Period	9:26 - 10:10 a.m.
4 <sup>th</sup> Period	10:13 - 10:57 a.m.
Lunch Period 1	10:35 - 10:57 a.m.
Lunch Period 2	11:00 - 11:23 a.m.
5 <sup>th</sup> Period	11:00 - 11:44 a.m.
6 <sup>th</sup> Period	11:47 - 12:31 p.m.
7 <sup>th</sup> Period	12:34 - 1:18 p.m.
8 <sup>th</sup> Period	1:21 - 2:04 p.m.

### Two-Hour Delay Schedule

9:42 a.m. – 9:45 a.m.	Homeroom	
9:45 – 10:15 a.m.	1 <sup>st</sup> period	
10:18 – 10:48 a.m.	2 <sup>nd</sup> period	
10:51 – 11:25 a.m.	3 <sup>rd</sup> period	
11:28 – 11:54 a.m.	4 <sup>th</sup> period	1 <sup>st</sup> Lunch - lunch supervision regular schedule
11:57 a.m. – 12:22 p.m.	5 <sup>th</sup> period	2 <sup>nd</sup> Lunch - lunch supervision regular schedule
12:25 – 1:00 p.m.	6 <sup>th</sup> period	
1:03 – 1:33 p.m.	7 <sup>th</sup> period	
1:36 – 2:04 p.m.	8 <sup>th</sup> period	

## Bullying/Harassment/Threats

Bullying will not be tolerated. Students who are found to have made bullying/harassing and/or terrorist threats (verbally, artistically, in writing and/or on the world wide web), or students who have knowledge of such acts and fail to report them immediately to a nearby adult, will face disciplinary action that may result in suspension, expulsion, and/or recommendation for police involvement.

## Bus Transportation Privilege

Transportation to and from the Carbon Career & Technical Institute is a privilege.

- Students must conduct themselves in a safe, orderly manner, cooperating with the driver/monitor at all times. No large items are permitted on the bus.
- The bus driver is in charge of the bus and its passengers. Seating assignments and rules of the driver must be obeyed.
- School regulations and the laws of the Commonwealth of PA governing bus transportation prohibit smoking on buses.
- Students who miss the bus at the district school are responsible to get transportation to CCTI. (Students are not permitted to drive to CCTI).
- Students are not permitted to ride on the buses of districts other than their own.
- All students must travel by bus except as noted under the Student Driving/Parking Policy.



## **Cafeteria**

The CCTI has two lunch periods. A "Class A" federally approved lunch is served each day. The following rules will apply to the use of the cafeteria:

- The lunch period is closed, meaning that students spend the entire time in the cafeteria.
- No food or drink is permitted to leave the cafeteria.
- Absolutely no food or beverage may be consumed anywhere on the premises of the school except in the cafeteria, unless prior administrative approval is given.
- Student shall display courtesy in the cafeteria lines.
- Students who wish to bring their lunch may do so, however, it must be consumed in the cafeteria.
- Quiet conversation is expected in the cafeteria. Please note that boisterousness or loudness is not deemed appropriate.
- Upon finishing lunch, students will take their trays and plates to the dish room to dispose of their trash.
- Cafeteria monitors reserve the right to establish seating charts or to direct students to move to another table.
- Students must be seated at their tables at dismissal
- The only lavatories to be used during the lunch periods are the restrooms adjoining the cafeteria.

## **Cell Phones, Beepers, Pagers**

CCTI prohibits the use of cell phones/pagers/beepers on school grounds. Student use of cell phones is forbidden at all times during the regular school day. These items are considered to impact negatively on the school environment. Emergency-type calls to the Main Office will be handled expertly. There is no need for a cell phone, pager, or beeper at school. Offenders may be cited as a disorderly person. The above items shall be confiscated and released only to the students' parents/guardians. There are no exceptions to this policy.

## **Cheating**

Cheating, whether at schoolwork or otherwise, means dealing dishonestly for one's own personal gain. The faculty and staff believe that this practice establishes habits that are detrimental to students and will strive to promote fairness in every aspect of school-related studies and activities. Therefore, the following items are defined as cheating:

- viewing someone else's test or quiz paper or passing on this information during a test.
- reporting on a book that has not been read.
- submitting a report based on false or fictitious data or information.
- copying and/or submitting someone else's work and claiming it as one's own.
- doing another student's work for credit.
- possessing crib notes, an electronic device (such as a cell phone), or other unauthorized materials in class for use during a test or quiz.
- being in unauthorized possession of or having made unauthorized use of a test or quiz.

For any of the above infractions, the student will receive a grade of F or a zero for the assignment, test, quiz, exam, etc. Notification of the offense and the assigned grade will be made to the home of the student. The rules will be viewed with seriousness and enforced consistently. Multiple infractions will be dealt with in a progressive manner, meaning that penalties will become more severe.

## **Changing Districts**

Students who change residency within the five sponsoring districts and wish to continue to attend CCTI, must complete the necessary paperwork for all districts involved. Students will not be allowed to attend CCTI until they are withdrawn from and registered with the proper districts. A copy of the withdrawal form and the entry form must be submitted to CCTI's main office.

## **Class Rank**

Class rank shall be computed by the final grade in all subjects. Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her. Class rank for valedictorian and salutatorian honors are based solely upon CCTI coursework in grade 10-12. The student must be enrolled as a full-time student by the first day of the second marking period of their sophomore year and complete at least five (5) consecutive semesters as a full-time student through the senior year.

GPA/class rank for the purpose of selecting a valedictorian and salutatorian will be determined as follows: the senior with the highest percentage at the conclusion of the third marking period will be the valedictorian, and the senior with the second highest percentage at the conclusion of the third marking period will be the salutatorian for their graduating class. To receive these honors a student must be in good standing with attendance and discipline policies. Students in violation of levels III and IV disciplinary categories will not be considered for valedictorian or salutatorian.

With a tie in class rank, or if there is a question concerning the integrity of the process, a committee with representation from administration and Joint Operating Committee will meet to review the qualification of the candidate. Final recommendations will be made based on all available data. Co-valedictorian and co-salutatorian honors may be awarded. In the event of co-valedictorian honors, the student who is ranked immediately after the co-valedictorians will be awarded salutatorian.

## **Computers**

Computers are school property. CCTI has the right to control their use and access. Accordingly, there shall be no expectation of privacy. Please be advised that special software has been installed on all district computers, which will allow monitoring of their use. Vandalism via a computer is vandalism and will be treated as such. The same applies to any other offensive behavior (harassment, obscenity, etc.) Please read, sign, and return the "Responsible Use Guidelines for the CCTI Internet Network Facilities" found in the appendix of this handbook. Access to school computers will not be granted until this form is returned.

## **Cooperative Education Program**

The purpose of the Cooperative Education experience in career and technical programs is to provide the student with an opportunity to perform the duties of a particular occupation, understand its challenges, and be paid as an employee. The Cooperative Education experience is not obligatory on the part of the school program but rather a privilege extended to enhance employability. Students interested in the Cooperative Education Program need to meet specific criteria to be eligible for the experience. Guidelines may be obtained from the Cooperative Program Coordinator.

## Dress Policy

In the interest of the health, safety, and welfare of students and the learning environments, the following guidelines are established to insure acceptable standards. In general, such standards should reflect the school's unique status as a career and technical education institution. Student dress, as much as possible, should reflect the adult workplace.

- Dress or adornment must contribute to prudent health interests, workplace standards, safety procedures, and the teaching/learning environment.
- Slogans or symbols worn and designed to be provocative to other students and staff are unacceptable.
- Slogans or symbols which promote drug and/or alcohol use and use profane or obscene language/art are unacceptable
- Disruptive patterns of dress or adornment are prohibited.
- Adornments which tend to mar or damage school property are not allowed.
- Students must wear footwear at all times in the school building.
- Hats, headbands, or bandanas are not to be worn in the main building (except in the designated technical classes).

Students shall dress appropriately in a manner that is not distracting to other students or staff, and in a manner that does not endanger the health, safety, and/or welfare of students.

Examples of unacceptable clothing could include:

- Rubber Flip Flops, Sandals with Socks
- Shorts (all shorts must reach the knee)
- Chains
- Halter-type blouses that leave a bare midriff
- Tank tops / sleeveless shirts
- Excessively short skirts (skirts should reach the knees)
- Tight biker/spandex shorts or pants, or other types of very tight clothing
- Excessively loose and/or baggy pants or shorts.
- Excessively loose or skimpy tops that reveal undergarments
- Excessively low fitting pants or jeans (low-rise)
- Bedroom Slippers
- Pajama tops or bottoms
- Sunglasses
- The Carbon Career & Technical Institute reserves the right to prohibit the carrying of backpacks and purses into the classrooms.

Students who dress inappropriately for school will be required to contact their parents/guardians. The parents/guardians will be asked to bring acceptable clothing. There may be instances in which a student will be sent home. In many cases substitute or additional clothing will solve the problem.

## **Detention**

Students who violate school rules and regulations may be assigned to detention, which is held each day from 2:15 until 3:15 PM. The detention will be served at the earliest available date; however, all students who are assigned detention will be given at least 24 hours notice so they may make arrangements for transportation. Failure to report to detention will result in two detentions for the first offense. Additional offenses will result in required Saturday detention attendance. Work and school activities are not acceptable excuses for not reporting to detention.

A student serving after school detention must have schoolwork to do. Sleeping or "loafing" will not be tolerated. No food or drink is allowed. Transportation after detention is the student's responsibility.

Saturday detention will be served on Saturday from 9:00 AM until 11:00 AM in a designated classroom. Transportation to and from Saturday detention is the responsibility of the student. Students who fail to attend will be assigned a minimum of three days in-school suspension.

## **Driver's License Suspension**

Act 23 of 1999- A student convicted of any offense regarding the possession, sale, delivery or giving away any controlled substance can lose driving privileges. Furthermore, a 21 year-old or younger person convicted or adjudicated of delinquency relating to terroristic threats committed on any school property, including public school grounds, during any school-sponsored activity or on any transport to/from such an activity can lose their driver's license.

Suspension of driving license is as follows:

First offense- 6 months, second offense - 1 year, third and subsequent offenses - 2 years.

A driver under the age of 18 may not operate a vehicle in which passengers exceed the number of available seat belts in the vehicle.

## **Driving/Parking**

**Students are not permitted to drive and park at CCTI.** Students are advised to make certain that they know their bus schedules and turn in all necessary bus emergency cards to their bus driver. Students are only permitted to ride the bus of their district residency. All students are expected to ride to and from the CCTI by bus unless they have written permission from the Cooperative Education instructor, which would require a CCTI Driving Pass to be fully completed by student and a parent. This would only be used for emergency/approved events and prearranged. All vehicles on CCTI property are subject to rules and regulations of CCTI.

## **Early Dismissals**

Early dismissals are a privilege and the administration anticipates that students will treat them as such. It is expected that every effort will be made to limit these requests and that patterns of early dismissals shall not occur.

Early dismissals from the CCTI to participate in school extracurricular activities are accepted as a part of school life. Students shall request that their participating high school principal contact CCTI with his/her approval for a student's early dismissal on pre-specified dates.

Students participating in interscholastic sports and other activities are subject to all district/PIAA policies regulating conduct, grades and attendance.

Due to the limited amount of time available and the content of career and technical offerings, requests to be excused early from classes for doctor or dentist appointments should be made by a parent in writing or by phone with the name and phone number of doctor or dentist and of a parent/guardian who can be contacted for verification. An official doctor's note is required when the student returns to school, and students will be excused for only that period of time. It is strongly encouraged that these appointments be scheduled during non-school time.

Early dismissals from school which encompass absence from all or part of a class(es) may be considered unexcused time for the purpose of denying credit.

## **Educational Trips, College/Military Visitations and School-Sponsored Activities**

CCTI students are allowed to take up to five (5) educational travel days with their family yearly. Requests for such educational trips must be submitted in writing to the Principal at least 10 days in advance. If approved, these days are considered legal absences; and may be applied toward the school's "20-Day Policy."

Senior students are allowed a maximum of two (2) college/military visitations and/or testing. Such visits require signed documentation from the institution to verify attendance at its program. These days are marked as absences; however, they **do not** apply toward the school's "20-Day Policy", provided the student supplies a verification form to the Main Office within two (2) days of the return to school. If this proof of attendance is not turned in by the third day, the absence **will** be unexcused and it **will** be applied toward the 20-Day Policy.

Students participating in school-sponsored field trips, competitions involving student groups such as Skills USA, DECA, and HOSA, or any other approved, school-related activity **will not** be marked absent.

All schoolwork and test(s) missed during any approved trip shall be made up by the initiation of the student and the reasonable convenience of the instructor. Students who fail to complete assignments will be given a zero grade for all missing work.

## **Emergency Situations**

School-related events in recent years make emergency planning, response, and drills more important than they have ever been before. CCTI utilizes a Crisis Assistance Guide which is in every office, classroom, and career and technical area in the school. It provides guidance for a variety of emergency situations which may occur within or near our building. These include, but are limited to, fire, explosion, bomb threat, weapons and violence, medical emergency, lockdown, and environmental disaster.

In all situations, students and staff must remain calm, follow established procedures, and cooperate to the fullest. Should the building need to be evacuated, the following procedures apply:

- Shut all windows. Leave the lights on. Close the door(s) after leaving the room.
- Students must move quickly but quietly. Running, pushing, talking, etc. will not be permitted.
- Books, lunches, gym bags, etc. are to be left in the classroom. Purses and sweaters may be taken with the student.
- Teachers must accompany their classes and maintain order throughout the entire drill. Teachers are responsible for their own group. Teachers must take their roll book and take attendance when the outdoor station is reached.
- The teacher shall lead the class out the nearest exit to the parking lots. Classes will pass in double file, and remain together for duration of the drill.
- Should any exit be found blocked by fire, smoke, a door that refuses to open, or a barricade set up for drill purposes, the teacher and/or designated class leader will immediately raise both hands above his/her head to halt the class. She/He will then lead them to the next nearest exit in a quiet orderly manner.
- When the outdoor stations are reached, the formations will be retained, and the students will be provided further instruction.

## End of the Year Activities

Attendance, grades, discipline and behavior will be considered for approval to participate in all end of the year activities — prom, graduation, class trips, competitions, etc.

## Extra Help for Students

Support services are available to students who require this assistance. It is provided in the following ways:

- directly within the academic class or CTE area (for those who qualify).
- during the junior year one class period is scheduled of support every other day.
- after school on most Mondays from 2:15 – 3:30 p.m. with staff.

Participation in extra help activities shall be made voluntary, scheduled, or based on the recommendation of a staff member who determines a need. Its purpose is to increase student achievement and increase the level of success within a rigorous curriculum.

## Fees/Charges

In the career and technical programs, students will be required to pay for materials used for their personal projects, which are to be removed from the school upon completion. In the case of a required job or sequence of required jobs being assigned to a student, the student is not held responsible for the cost unless they are removed from the school. Students shall be required to pay for any project before it is removed from the school.

Under no circumstances shall a student be denied the opportunity to work or complete a project because of financial status. Teachers will use good judgment and discretion in addressing such a situation.

## Field Trips

Field trips serve the purpose of providing experiences to students which cannot be accomplished on-site. Students must have permission slips signed by their parent/guardian and returned to the teacher in order to participate. All field trips are under the supervision of the classroom teacher and/or chaperones selected by the CCTI. School policies and regulations govern student behavior during all field trips. Students who have been placed on either in-school or out-of-school suspension at the time of a field trip will be excluded from that trip. Students will be excluded for reasons such as, but not limited to, excessive absenteeism, excessive disciplinary referrals, excessive tardiness and low grades. **Field trips are a privilege.**

## **Fighting**

Students involved in fighting on school property, or at any school-related activity, are subject to disciplinary action including exclusion from school and prosecution by local law enforcement official agencies.

## **Quarterly Exams**

All CCTI courses will have 4 quarterly exams, each quarter of the school year. The exam will be calculated in to the quarter or marking period grade it is administered in. Make-up exams will only be permitted for excusable absences. All quarterly exams must be made up by the student, or a student will receive a 0 on the exam(s).

## **Fireworks**

Although fireworks are mentioned in the Possession of Weapons Policy, it is repeated to reinforce the fact that fireworks are considered weapons. Do not bring them on school grounds. Students in possession of and/or using smoke bombs, fireworks, ammunition or explosives of any type will be subject to disciplinary action, including expulsion and/or prosecution by authorities.

## **Food, Candy, Gum and Drink**

All candy, food, and drink must be consumed in the cafeteria during lunch. The above-mentioned items are not permitted in the halls or the classrooms. Partially consumed drink containers are not to be carried into the school building and may not be kept in school lockers. No students are permitted to chew gum at CCTI.

## **Forbidden Items**

Students are prohibited from bringing to school any items that may disrupt normal school activity. Examples include, but are not limited to cell phones, radios, tape players, CD players, MP 3 players, IPOD, water guns, laser lights, any electrical/musical device, pagers, video cameras, recording devices, etc. These items will be confiscated. Any type of smoking devices (pipes, electric devices, vapor pens, and vapor fluids, etc.) are strictly prohibited.

## Grade Reporting (Report Cards)

Report cards will be distributed to the students at the end of each of the first three marking period. The final report card will be mailed home. Grades shall be designated numerically on the report cards and the permanent records, as follows:

A =	100 - 93	I =	Incomplete
B =	92 - 85	E =	Exempt
C =	84 - 77	P =	Pass
D =	76 - 69	F =	Fail
F =	68 - 0		

An exempt grade may be authorized by the Principal in case of student transfers, verified long-term illnesses, or other unique circumstances. This simply indicates that the lack of a grade for a particular marking period was authorized.

An incomplete grade indicates that the student has not finished his/her work for the marking period, usually because of an excused absence. This work shall be made up within two weeks of the new marking period, and at that time the incomplete (I) grade shall be changed by the teacher to a final numeric grade. If the work is not complete, the student will receive a zero for the incomplete work.

If a student fails to achieve a passing final grade in a career and technical program, he/she shall not return to the same program the following year. Furthermore, that student shall be required to reapply to the school, meet with school officials, and may be placed under a performance contract prior to readmission. **Readmission shall not be automatic.**

Progress reports are processed at the mid-point of each marking period during the school year. They shall communicate positive and negative information, as is the case. Normally a student shall not receive a failing grade for the marking period or the year without having received a progress report.

## Grading System

Student grades in career and technical programs and academic class are based on three (3) components: **work ethic (attitude), skill, and knowledge**. The components are not equally weighted, nor are each always present. However, as a career and technical school, they all have importance.

The work ethic (attitude) portion of the grade takes into consideration such things as the following: conduct, courtesy, dependability, attendance, respect for peers and adults, and reasonable self-expression. The knowledge component of the grade involves such things as achievement on written homework and tests, understanding and expression of classroom knowledge, accuracy and neatness, and class participation. The skill portion of the grade is dependent on such things as the quality of competency attainment, production and laboratory work, proper use of materials and equipment, presentation skills, and organizational abilities. For any disciplinary infraction occurring within the classroom setting, a teacher may deduct points from the student's work ethic component.



## Graduation Requirements

Graduation requirements reflect Chapter 4 regulations of the PA School Code. Requirements at the present time are:

- 6 Credits of Career and Technical Education (six credits in one career and technical area)
- 4 Credits of English
- 4 Credits of Math
- 4 Credits of Science
- 3 Credits of Social Studies
- 2 Credits of Arts & Humanities (may include scheduled tutorial)
- 2 Credits of Wellness/Physical Education/Keystone Tutorial/Safety
- 25 Credits Required for Graduation

During a student's senior year, he/she must pass their technical area, must successfully complete and present a graduation project, which may be accomplished prior to the senior year, and all obligations must be met (i.e.) monetary obligations or disciplinary consequences. **All are required to complete a Senior Graduation Project consisting of 25 community hours and a typed report.** Students failing to meet these requirements will not be eligible for graduation and shall not be allowed to participate in the graduation ceremony. Only full time students will participate in the graduation ceremony. **All seniors will be required to attend CCTI and participate in the NOCTI testing on the designated Act 80 day in May.**

## Hall Passes

Any student found outside his/her designated classroom without a valid pass will be subject to disciplinary action. Students are normally expected to be in their assigned instructional area or classroom.

All students must have permission from the teacher before leaving a classroom; this includes leaving to use the restroom. Students must have a hall pass and complete the sign-out sheet located in the classroom. At times, vandalism or other problems may warrant the locking of the lavatories.

## Health Services

The school provides a variety of health services to students. Most of these are guided by the PA School Code and other regulations. Cooperation by students and parents to deliver these services is essential.

If a student is sick, they must see the nurse, who will make the decision if they must go home. Students who call or text their guardians to pick them up will receive a disciplinary write up.

All accidents or injuries which occur during school or while participating in school activities, whether serious or not, must be reported to the school nurse, so that an accident report can be filled out. This is very important.

If a student must take medication during the school day, an Authorization for Medication form must be obtained from the certified school nurse. The form is to be completed and brought to the school nurse with the medication. The prescription medication must be in its original packaging with pharmacy labeling.

Students are not permitted to carry any medications with them during the school day. CCTI, in accordance with the School Physician, does provide the following medications in the School Nurse's office on an as necessary basis. These medications are Tylenol, Anbesol, Tums, Chloraseptic spray, and cough drops.

## **Homebound Instruction**

The school offers state-approved homebound instruction in academic courses for valid reasons. Parents should request homebound instruction when their son/daughter will be absent for more than one week of school. Arrangements are made through the Principal.

## **Homework**

The staff believes that homework assignments, normally completed outside of regularly scheduled class, can complement classroom instruction and increase student achievement. In addition, homework assignments have the potential to develop responsibility and organizational skills.

Homework shall:

- be assigned appropriately and of reasonable length.
- be used for practice and reinforcement of material previously introduced in class.
- broaden areas of interest through enrichment.
- make relevant and real world learning connections whenever possible.

Homework shall be part of every academic course and career and technical program in the school. It will be assessed by every teacher, used as a factor in determining marking period grades, and included in every course/program syllabus.

## **Honor Roll**

At the end of each marking period an Honor Roll list will be published.

- A student who excels with all A's in both his/her career and technical program and academic subjects will be placed on the Director's High Honors List.
- A student who attains all A's and B's, no more than four B's will be placed on the Principal's List.
- A student who attains all A's and B's, with only one C will be placed on Honorable Mention.

## **In-School Suspension**

This is a structured, supervised program in which assignments and additional work are given to the students while they are assigned to the program. A student who has been placed on

in-school suspension (ISS) will not participate in any daily class activities or field trips except by special Administrative permission. Students assigned to a full day of ISS will not eat lunch in the cafeteria. A bag lunch will be available for purchase and will be delivered to the ISS room. **There is no ISS on days with 1 or 2 hour delays.**

The student shall be told the reason for the suspension and shall be afforded the opportunity to respond to the charges before the suspension becomes effective. The reason for the suspension shall be stated in writing and discussed with the student at that time.

Assignments will be obtained for the students. Suspended students will be given the appropriate credit for work completed in the in-school suspension room. Students not completing assignments may, at the discretion of the teacher, receive a zero for that assignment.

Failure to conform to posted in-school suspension rules shall be sufficient cause for additional time and/or out of school suspension. All school rules apply to ISS. Cell phones will be collected by the ISS monitor.

Students who are given out-of-school suspension for not complying with the in-school suspension rules will be responsible for completing their in-school suspension upon return.

An accumulation of in-school or out-of-school suspension will result in a recommendation for placement in the Alternative Education Program.

## **Keystone Exams**

The Keystone Exams are end-of-course assessments designed to assess proficiency in various subjects. During the 2014-2015 school year the following Keystone Exams will be given to students at CCTI: Algebra I, Literature and Biology. In future years, pending funding, additional Keystone Exams will be administered. The Keystone Exams are one component of Pennsylvania's proposed system of high school graduation requirements. Keystone Exams will help districts guide students toward meeting state standards.

Students who attain advanced or proficient on the Keystone Exams will receive 3 hours of community service for each exam.

## **Leaving School Grounds**

Students are not permitted to leave school grounds at any time during the school day unless permission is granted by the Principal.

## **Lockers**

Each student is assigned his/her own locker for storage of books, clothing and school supplies. The individual to whom the locker is assigned is responsible for all articles in the locker. Do not share your locker or the combination with others. Any problems with lockers should be reported immediately to the Main Office. The school does not take responsibility for lost or stolen articles. Students are not permitted to place gummed stickers on the inside or outside their lockers.

The lockers are school property and, as such, students should have no expectation of privacy when using them. The district and/or its representative reserve the right to periodically inspect the locker for maintenance purposes. Any item(s) found in a locker (during a maintenance inspection) of suspicious or questionable nature shall be removed from the locker by school authorities and shared with proper law enforcement agencies.

Students must purchase their own lock for the technical area locker. Students will be financially responsible for damaged, lost or stolen hallway locker locks.

## Make-Up Assignments

Students are permitted and are expected to make up work due to absence from school. However, time limits are established and shall be enforced by all members of the faculty and respected by the students.

- Work missed because of a short absence (one to three days) must be made up within the amount of days equivalent to those of the absence.
- Work missed because of a prolonged absence is the responsibility of the student to make definite arrangements with the teachers as to the time when all work is to be completed. It is to the student's advantage to make up all work as soon as possible.
- Students who do not make up their assignments may receive a zero for the missed work.

To prevent misunderstandings, teachers shall put in writing the agreed-upon time schedule. It should be signed by both the instructor and student. **No work may be made up if a student has an illegal/unexcused absence. Students who cut class or are absent without a valid excuse will not be permitted to make up missed work.**

Any student subject to disciplinary action which involves removal from normally scheduled academic classes and a career and technical program is expected to make up all missed work.

## Out-of-School Suspension

This is a response within the discipline system that provides for a student being separated from his/her peers for a number of days. Having a student at home on an out-of-school suspension, missing out on educational opportunity is not done arbitrarily. In most cases the suspension serves the interests of the school and the student body.

The student shall be told the reason for the suspension and shall be afforded the opportunity to respond to the charges before the suspension becomes effective. The reason for the suspension shall also be stated in written correspondence to the home. If possible, parents shall be contacted by phone prior to the suspension.

No student while on out of school suspension is allowed to attend/participate in any school sponsored activity nor may he/she be present on school property at any time. Student violators may be cited for trespassing. A parent/guardian conference may be required before a student can return from a multi-day out of school suspension. Out of school suspension for half-time students will also be in place at their home school district.

## Physical Examinations and Screenings

The PA School Code requires a physical examination for all 11<sup>th</sup> grade students. In addition, students who enrolled in the Cosmetology, Health Medical, or Culinary Arts programs must complete annual physicals at the start of each school year.

It is recommended that the examination be completed by your family physician; however, an examination through a local clinic is acceptable as well. Private Physician's Report forms are available at the Nurse's Office. The school is allowed to accept an exam completed within one year prior to a student's entry into 11<sup>th</sup> grade or into a program that requires a physical exam.

The school has contracted with a local physician to provide physical exams for those students who do not obtain private or local clinic examination. School physicals are usually scheduled in the Fall and are only applicable to the current school year. The PA Department of Health clearly indicates that a student may be excluded from school if this obligation is not met after a reasonable period of time.

Screenings for body mass index, vision, hearing, height, and weight will be performed as mandated by the PA Department of Health. Notices will be sent to parents/guardians as applicable.

## **Pledge of Allegiance**

According to the Pennsylvania Code, it is the responsibility of every citizen to show proper respect for his country and its flag. (1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. (2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. Source the provisions of this §12.10 amended February 17, 1984, effective February 18, 1984, 14 Pa.B. 520

## **Reporting to School/ Leaving School**

Bus stations will be on the north side of the building. All students will disembark from their buses and report directly to homeroom. Students with driving privileges will enter CCTI at the main entrance (front of the building).

At the 2:04 p.m. dismissal, all students will gather whatever is needed from their lockers, report directly and promptly to their bus/vehicle, and depart for the day. The only exceptions to this regulation are as follows:

- A student may be asked to remain after school by a teacher or office personnel.
- A student may wish to report to a teacher for extra help.
- A student may be engaged in a school-sponsored activity.
- A student may have after school detention.

In all events, students remaining after the announced departure of their bus shall be responsible for their own transportation.

## **Returned/Removed to the District School**

If it becomes necessary for CCTI or the participating district to remove a student from the CCTI, the credit status of the student at the district school will be determined by the High School Principal in accordance with district policy.

## **Safety Program/Conduct**

For the well-being of all its students, CCTI adheres to a strict safety program, including general school safety rules of conduct and rules for each CTE program area. PA law mandates that students pursuing certain activities in a career and technical school are required to wear eye protection at all times. Therefore, the school will provide safety glasses and eye cleaning stations for students enrolled in Auto Collision and Repair, Auto Service and Technology, Welding, Precision Machine Technology, Electrical Construction & Maintenance, Heating/Air Conditioning/Refrigeration, and Carpentry. Students in these programs will be required to wear safety glasses at all times. Students in MIS will be issued safety glasses to be used as needed.

Students will be provided one pair of individual glasses in the above programs. It is their responsibility to keep the glasses. In the event of theft or loss due to carelessness, another pair must be purchased by the student in the Nurse's office. If a student does not have the money available to make the purchase, the glasses shall be issued, and the money is expected on the next school day. Failure to pay shall be cause to prohibit the student from participation in the technical area.

Safety glasses shall not be removed from the school at any time. Designated storage places will be provided. Students appearing in class without safety glasses will not be permitted to work.

All visitors and all instructors in the above-mentioned areas will be required to wear safety glasses at all times.

### **Safe Grooming:**

- In general, wear the uniform/clothing of your career and technical area. Wearing shorts in a career and technical area will be at the discretion of that instructor.
- Wear the proper footwear for your career and technical area. Steel-toe shoes should be worn in the heavy trades.
- Loose or ragged clothing and long ties are prohibited around power-driven machinery.
- Wearing of rings, wristwatches, bracelets, earrings, and other jewelry is discouraged in general. It is prohibited in specified career and technical areas.

### **Safe Conduct:**

- When entering your career and technical area, go directly to your assigned station.
- When entering another class, go directly to the teacher to make your request.
- Caps/hats may be permitted in Auto Collision and Repair, Auto Service and Technology, Health Medical Assistant, Culinary Arts, Building Construction Trades, Precision Machine Technology, and Welding. Caps/Hats in these areas must be approved by the instructor.
- Horseplay or practical jokes in any form will not be tolerated.
- Tools or other material should never be left lying on the floor.
- Use all hand tools as instructed. Use power tools only after properly trained and signed off by your instructor in the use of the machine/tool.
- Always keep hands in safe position when working.
- Never carry tools in your pocket, or run with tools in your hand.

- Keep the arrangement of tools in storage area as originally planned.
- Do not handle any project which does not belong to you.
- Never make any adjustments to tools or machines unless you are familiar with the procedures.
- Report all damaged tools and equipment to the instructor immediately.
- Wear safety glasses as required by your instructor.
- Report the slightest accident to the instructor. No matter how small a scratch, it is still dangerous.
- The correct way is the only safe way. Stop! Think! Proceed carefully!
- At clean-up time, students not on clean-up duty will report to their assigned stations until dismissed.
- When reporting to the cafeteria or bus, present yourself clean and neat, and not in career and technical attire.

## Schedule Changes

No class changes will be made after the first two weeks of school.

## School Closing

This school and its cooperating school districts operate on a common calendar as closely as possible. Special closings in the event of snow or other emergencies will be announced by CCTI. Students are urged to listen to local radio and television stations. These include: B104 Allentown, WLSH-1410 Lansford, WNEP-TV Channel 16 Scranton/Wilkes-Barre and WFMZ-TV Channel 69 Allentown.

## Searches

School lockers, desks, closets, etc. are CCTI property. **Students should have no expectation of privacy when using these facilities.** School authorities may at any time, without regard to individual suspicion, search a student's locker and/or desk and seize any illegal/dangerous materials or stolen items. Such materials may be used as evidence against the student in disciplinary proceedings and/or law enforcement investigations.

Prior to a locker search, students may be notified and given an opportunity to be present. But, if there is reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of the school community, student lockers may be searched without prior warning. In addition to individualized reasonable suspicion, blanket searches may be conducted in certain circumstances where there is no individual suspicion. School property of any sort is subject to individual search at any time by school officials, and random/periodic or sweeping searches of all lockers and of school property may be conducted by school officials, with illegal/dangerous materials or stolen items confiscated to be used as evidence. Confiscated items may be turned over to law enforcement and tested by them.

Student vehicles may be parked on school property as a privilege, not a right. Student vehicles are private property but may be inspected or searched when a school authority reasonably suspects that the student vehicle contains illegal, unauthorized, dangerous or stolen items.

Students and/or their personal effects (backpacks, purses, coats, etc.) are private property but may be inspected or searched when a school authority reasonably suspects that the student possesses illegal, unauthorized, dangerous or stolen items.

A pat down search of a student by a staff member of the same sex may be done with the same reasonable suspicion described above. In addition to school personnel, searches may include the Pennsylvania State Police, the Jim Thorpe Police, and other law enforcement personnel. Specially trained canine units may be used in both announced and unannounced searches to maintain a safe and drug free environment.

### **Student Accident Group Insurance**

The Carbon Career & Technical Institute provides every student with a group insurance plan that provides accidental coverage for medical expenses during travel to and from school and while attending school at the CCTI. It is at no cost to the student, but it is supplemental to any existing insurance.

### **Student Emergency Information Form**

This document must be properly filled out and returned to your CTE instructor within three days. Students who fail to fulfill this requirement will not be permitted to participate in CTE or class instruction. This information is necessary in case of accident or serious injury. This form is included in the appendix of this handbook.

### **Student Responsibilities (PA School Code)**

The PA School Code provides the following:

- 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 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 students to conform to the following:
  1. Be aware of all rules and regulations for student behavior and conduct themselves in accord 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 at 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.



## **Tardy to School Procedure**

Students are expected to be to school on time. If a student arrives after 7:45 a.m., he/she must report to the Main Office and obtain a late slip. The late slip must be shown to the classroom teacher in order to enter.

**Tardiness to school which encompass absence from all or part of a class(s) may be considered unexcused time for the purpose of denying credit.**

## **Telephone Procedures**

Students will not be called to the office or classroom telephone for incoming calls, except in cases of emergency. Students will not be permitted to use the office phone during school hours, without first securing administrative permission.

A significant part of student's preparation for the workplace relates to dealing with the public. Therefore, students answering the telephone in all career and technical areas shall respond as follows: "(state the name of the program), (state your first and last name) speaking, May I help you?"

This businesslike approach to whoever may be calling, whether internal or outside the building, tells the caller that:

- he/she has reached the desired area
- you have identified yourself (for reference) and
- you believe it is important to offer service.

This procedure will be standard throughout the school.

## **Tobacco Prohibition**

Any student using or in possession of tobacco, or tobacco-related products (cigarettes, cigars, snuff, chewing tobacco, etc.) while in school or on a school-related activity will be subject to disciplinary action to include referral to the District Magistrate for fines as established by the Commonwealth of Pennsylvania. The Act 145 of 1996 prohibits the use of tobacco in schools. Pupils who possess or use tobacco in school, on a school bus, or on school property commit a summary offense. Schools must initiate prosecution. Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

## **Tools**

Any tool required in a career and technical area (including those owned by a student), which can be construed as a weapon, shall not be carried outside the technical classroom. It shall be pre-approved by the instructor prior to introduction into the program area.

## **Truancy/Habitual Truancy**

Any absence of a student who is of compulsory school age for which a valid excuse is not provided to the proper CCTI authorities within three (3) days is considered truant. The term "compulsory school age" shall mean the period of a child's life from the age of 8 years until the age of 17 years.

After three (3) unlawful or truant absences, a CCTI designee will notify the parent in writing. The parent will have five (5) days to respond to the notification. Upon receiving an inappropriate response, the inability to justify an absence, or failure to respond, the Principal will issue a citation for violation of the PA State Compulsory Attendance requirements against the parents/guardian and against the student. **Habitual truancy is a disciplinary infraction.**

Students beyond compulsory school age may be dropped from the rolls of the CCTI.

Act 29 of 1995 provides that parents/guardians of a habitually truant student who is at least 13 years of age are liable for the truancy and can be fined up to \$300 and court costs and must complete a parenting education program.

If the parent/guardian defaults on the above, they may face a possible jail sentence. If the parent/guardian is found not liable for the truant child, the student then is liable for the fine and court costs and can be assigned to a community service program.

If the student defaults on the fine or community service, he/she is liable for a delinquency proceeding.

## **Textbooks and Courseware**

Unless other approved arrangements are made by an instructor, textbooks and other course materials are the property of the school. Therefore, when they are assigned to students, the textbooks and course materials are simply on loan. Under this arrangement, students shall accept the responsibility of custody and good care. If a student loses or fails to properly care for a textbook or course materials or loses them, appropriate payment shall be required.

## **Transcripts**

Current CCTI students may receive up to five official transcripts at no charge. After five transcripts are issued, a fee of \$1.00 per transcript will be charged. Former students may receive an official transcript at no charge. If more than one copy of a transcript is required, there will be a nominal fee.

## **Use of Recording/Storage Devices**

The content of any oral, written, video or digital presentation of any kind may be subject to the intellectual property rights of the author, faculty member or presenter. Accordingly, the recording, by way of audio, digital, video or otherwise, of any class, lecture or presentation of any kind, shall be prohibited without the prior written consent of the faculty member, presenter, or CCTI representative, as the case may be.

Any recording shall be used for educational purposes only. Any unauthorized recording or use thereof shall constitute a violation of the Disciplinary Policy, and could subject the user to civil liability at common law.

Students are not permitted to record video/audio or photograph on school grounds without the prior consent of administration. Violator(s) will be subject to CCTI disciplinary policy.

## **Valuables**

Do not leave money or other valuables in your locker. Avoid bringing large sums of money or valuables to school. Neither the staff nor administration is responsible for lost or stolen items.

## **Vandalism/Misuse of Equipment**

Any student found marring, defacing or in any other way misusing/abusing the building or equipment shall be required to restore it to original condition (by restoring it and/or paying for it) and shall be subject to further disciplinary action that may result in suspension, expulsion and/or referral to law enforcement officials.

## **Visitors**

Advance notice is necessary to meet with an instructor, counselor, or administrator. Visitors must report to the Main Office, register, and wear a visitor badge in clear view, at all times while visiting. Failure to follow visitation policies may lead to prosecution for trespassing.

## **Withdrawing from School**

Students considering withdrawing from school will be asked to exhaust every available option prior to this occurring. They must report to the Guidance Counselor where the necessary forms will be completed. All financial or material obligations to the school must be met before leaving school. The principal's approval is needed before any withdrawal becomes final.

## Section 2 – Policies

### **Bullying/Cyberbullying Policy**

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

#### Definitions

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment including placing a student in reasonable fear of harm to his/her person or property.
3. Substantial disruption of the orderly operation of the school.

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

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by Carbon Career & Technical Institute.

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

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

The Joint Operating Committee directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with Carbon Career & Technical Institute's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

#### Delegation of Responsibility

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

The Director or designee shall develop procedures to implement this policy.

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

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

The administration shall annually provide the following information with the Safe School Report:

1. Joint Operating Committee Bullying Policy.

2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

#### Guidelines

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

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the school web site.

#### Education

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

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion.
8. Referral to law enforcement officials.

### **Discipline Policy**

The Discipline Policy is designed to provide a safe learning environment and help students prepare for careers. It supports self-discipline, cooperation, dependability, the ability to follow rules, getting along with others including supervisors, getting to work on time, and reporting to work in a dependable fashion. It provides a system where the degree of penalty becomes more stringent as the nature of the offense becomes more serious and/or the number of offenses for the student increases. All disciplinary infractions shall be referred to the Principal. Any infraction committed by a CCTI student at their sending school will carry the consequences assigned by the sending district principal and/or the CCTI principal.

Depending on the nature of the offense and/or the number of offenses committed by the student, one or more of the following sanctions will be implemented:

- Warning
- Parental Conference
- After-School Detention
- In-School Suspension
- Saturday Detention
- Service Detention
- Parking Permit Rescinded
- Referral to Law Enforcement Officials
- Paying of fines
- Parental Notification
- Referral to Counseling services
- Alternative Education Program
- Return to sending school for placement
- Out-of-School Suspension
- Expulsion
- D&A Assessment/Rehabilitation
- Restitution
- Behavior Contract

- Loss of privileges
- Attendance Contract
- Other
- Loss of bus/transportation privileges
- IEP meeting to determine placement

### **Category I Infractions**

These are minor misbehaviors which impede the educational process or orderly classroom procedures. The following list includes, but is not limited to, examples of what constitute Category I Infractions:

- Failure to submit homework
- Refusal to do class work
- Violation of classroom rules
- Minor disruptive behavior in class
- Misuse of school permits
- Littering on/within school property
- Improper dress/lack of uniform
- Food/drink in areas other than cafeteria
- No pen/pencil/textbook/notebook/paper
- Failure to bring/wear required safety equipment
- Inappropriate public demonstration of affection
- Abusive and unacceptable language among/between students
- Category 1 & 2 of Use, Abuse & Dependency Policy (see below)
- Sleeping in class
- Failure to bring required tools
- Late to class
- Tardy to school
- Violation of lavatory regulations
- Violation of bus regulations
- Book damage or loss
- Violation of cafeteria procedures

### **EXCESSIVE TARDINESS:**

Punctuality is a key to student success. Students who accumulate excessive tardiness per marking period are subject to the following sanctions and disciplinary actions:

- tardy 3 times = one day of In School Suspension
- tardy 6 times = two days of In School Suspension
- tardy 9 times = three days of In School Suspension and Loss of Driving Privileges
- tardy 12 times = Parent Conference, four days In School Suspension and Loss of Driving Privileges

### **BUS INFRACTIONS:**

- Not being or staying in assigned seat (if applicable)
- Blocking aisle or emergency exit
- Regulating windows without permission
- Entering or exiting bus in disorderly manner

### **POSSIBLE SANCTIONS:**

- Warning
- Parental Conference
- After-School Detention
- In-School Suspension
- Saturday Detention
- Service Detention
- Parking Permit Rescinded
- Referral to Law Enforcement Officials
- Paying of fines
- Loss of privileges
- Attendance Contract
- Deprivation of end of year activity
- Parental Notification
- Referral to Counseling services
- Alternative Education Program
- Return to sending school for placement
- Out-of-School Suspension
- Expulsion
- D&A Assessment/Rehabilitation
- Restitution
- Behavior Contract
- Loss of bus/transportation privileges
- IEP meeting to determine placement
- Other

## **Category II Infractions**

Misbehavior in which frequency or seriousness disrupts the learning climate of the school or impacts adversely on the school operation or public image. The following list includes, but is not limited to, examples of Category II Infractions:

- Flagrant Insubordination
- Pushing/ Shoving Fight
- Theft
- Willful disregard of school policy
- Cutting Class
- Profanity directed at individual/willful
- Forgery, lying, or impersonation
- Cheating on tests or assignments
- Leaving the building/grounds
- Failure to attend detention
- Defacing school property
- Safety violations
- Continuation of Category I Violations
- Distribution of obscene/inappropriate materials/objects etc.
- Possession of items forbidden by school policy
- Harassing another student, horseplay, minor offenses, etc.
- Inappropriate use of Technology
- Violating privacy of other students through inappropriate use of technology
- Category 3 & 4 of the Chemical Use, Abuse & Dependency Policy
- Excessive Tardiness
- Horseplay/ Safety Violation/ Minor Injury
- Bullying
- Unexcused absence
- Truancy
- Cafeteria disruption(s)
- Misconduct on bus
- Parking Permit/Rider Permit violations
- Leaving class without permission
- Conduct unbecoming a student
- Field trip violation
- Misuse of school computer, Internet, copier

### **BUS INFRACTIONS:**

- Disorderly conduct
- Smoking (fines may be issued)
- Littering
- Eating or drinking
- Use of distracting devices (radios, cassette/CD players, etc.)

### **POSSIBLE SANCTIONS:**

- Parental Notification
- Parental Conference
- After-School Detention
- In-School Suspension
- Out-of-School Suspension
- Parking Permit Rescinded
- Referral to Law Enforcement Officials
- Paying of fines
- Loss of bus/transportation privileges
- Attendance Contract
- Return to sending school for placement
- Other
- Loss of privileges
- Referral to Counseling services
- Alternative Education Program
- Saturday Detention
- Service Detention
- D&A Assessment/Rehabilitation
- Restitution
- Behavior Contract
- Expulsion
- IEP meeting to determine placement
- Deprivation of end of year activity

## **Category III**

Acts directed against persons and property whose consequences seriously endanger the health or safety of others in the school. The following list includes, but is not limited to, examples of Category III Infractions:

- Possession of and/or use of tobacco
- Bomb threats
- Drug possession use or sale
- Unacceptable computer use violation
- Physical assault on staff, faculty or student
- Flagrant insubordination
- Theft (items or money in the value of \$10.00 - \$99.00)
- Malicious harassment/racial intimidation/hate crime
- Strong, abusive language to school personnel/ other adults
- Continuation of Category II violations
- Category 5 & 6 of the Chemical Use, Abuse & Dependency Policy
- Fighting
- Setting false alarm
- Weapons policy violation
- Vandalism - minor
- Safety violation

#### **BUS INFRACTIONS:**

- Harassment toward bus driver, monitor or fellow students
- Strong, abusive, profane language
- Distracting bus driver

#### **POSSIBLE SANCTIONS:**

- Parental Notification
- Parental Conference
- After-School Detention
- In-School Suspension
- Out-of-School Suspension
- Parking Permit Rescinded
- Referral to Law Enforcement Officials
- Paying of fines
- Loss of bus/transportation privileges
- Attendance Contract
- Return to sending school for placement
- Other
- Loss of privileges
- Referral to Counseling services
- Alternative Education Program
- Saturday Detention
- Service Detention
- D&A Assessment/Rehabilitation
- Restitution
- Behavior Contract
- Expulsion
- IEP meeting to determine placement
- Deprivation of end of year activity

#### **Category IV**

Acts which result in violence to another person, property damage, or the posing of a direct threat to the safety of others in the school. The following list includes, but is not limited to, examples of what constitute Category IV Infractions:

- Fighting, assault and battery
- Safety violation
- Drug possession/use/sale
- Alcohol possession/use/sale
- Arson
- Verbal assault/threats
- Possession, use or transfer of firearms, knife or other weapons including look-a-likes
- Physical assault on any staff member or student (including thrown objects)
- Malicious harassment/racial intimidation/hate crime
- Continuation of Category III misbehavior
- Category 7 of the Use, Abuse & Dependency Policy
- 15 or more days of in-school or out-of-school suspension
- Illegal/criminal activities
- Repeated disregard for school policy
- Major theft (\$100 or more)
- Vandalism- major
- Bomb threat
- Setting/causing a false alarm

#### **BUS INFRACTIONS:**

- Stealing, damaging, or vandalizing student, school, or bus company property (will be held



liable for payment and/or further prosecution)

- Extending body parts from window
- Throwing objects from bus
- Lewd behavior

#### POSSIBLE SANCTIONS:

- |  |   |
|--|---|
| • Parental Notification                  | • Parental Conference                     |
| • Referral to Counseling services        | • After-School Detention                  |
| • Alternative Education Program          | • In-School Suspension (1 to 10 days)     |
| • Saturday Detention                     | • Out-of-School Suspension (3 to 10 days) |
| • Parking Permit Rescinded               | • Referral to Law Enforcement Officials   |
| • D&A Assessment/Rehabilitation          | • Paying of fines                         |
| • Restitution                            | • Loss of privileges                      |
| • Behavior Contract                      | • Loss of bus/transportation privileges   |
| • Expulsion                              | • Attendance Contract                     |
| • IEP meeting to determine placement     | • Return to sending school for placement  |
| • Return to sending school for placement | • Deprivation of end of year activity     |
| • Other                                  |   |

### Chemical Use, Abuse & Dependency Policy

The Carbon Career & Technical Institute accepts the American Medical Association beliefs that Chemical Dependency is a primary and progressive disease. The school will make every effort to ensure that a student in need of assistance for this disease will have the opportunity to receive help. The school also adopts the position that students must be chemically free in order to develop in the most productive and healthy manner. This policy is subject to all drugs, alcohol (liquid, powdered, etc.), synthetic drugs, prescription drugs, OTC misuse and mood/mind altering substances.

#### Category/Situation:

- |    |   |
|----|---|
| #1 | Volunteered Information of Personal Use of Self or Others   |
| #2 | Possible Drug/Chemical Overdose   |
| #3 | Possession of Drug/Chemical Related Paraphernalia   |
| #4 | Possession, Use, Under the Influence of Alcohol, Physical/Psychological Altering Substances, Drugs/Chemicals in School                        |
| #5 | Possession, Use, Under the Influence of Alcohol, Physical/Psychological Altering Substances, Drugs/Chemicals at School Activities             |
| #6 | Student with Second Offense in Possession, Use, or Under the Influence of Alcohol, Physical/Psychological Altering Substance, Drugs/Chemicals |
| #7 | Student is Distributing Alcohol, Drugs/Chemicals (Physical/Psychological)   |

**Reinstatement from expulsion or suspension is conditional upon satisfactory reports from the treating agency.**

Category #1 Situation: Volunteered Information of Personal Use of Self or Others

<b>Immediate Action</b>	<b>Investigation</b>	<b>Notification of Parents</b>	<b>Notification of Police</b>	<b>Disposition of Substance</b>	<b>Discipline/Rehabilitation</b>
1. Health & First Aid.  2. Student not left alone.  3. Maintain record.	1. Search made.  2. Referral to Drug & Alcohol counselor.	1. Yes, in case of health problem or medical emergency.	1. If student or school is at risk.	1. Analysis made if found.	1. See other situational category if school rules are broken.  2. Full drug and alcohol evaluation by D & A counselor required with conditions set for return to school.  3. Follow-up in student support services with D & A counselor.

Category #2 Situation: Possible Drug Overdose i.e., staggering, dazed, passed out

<b>Immediate Action</b>	<b>Investigation</b>	<b>Notification of Parents</b>	<b>Notification of Police</b>	<b>Disposition of Substance</b>	<b>Discipline/Rehabilitation</b>
1. Informed of help available.  2. Encouraged to seek assistance.  3. Maintain record.	1. Referral to Drug & Alcohol counselor.	1. Only if clear and present danger exists for students.	1. Not applicable.	1. Not applicable.	1. Suspension if student used or is under the influence on school property.  2. Evaluation and follow-up by Drug & Alcohol counselor.

Category #3 Situation: Possession of Drug Related Paraphernalia

<b>Immediate Action</b>	<b>Investigation</b>	<b>Notification of Parents</b>	<b>Notification of Police</b>	<b>Disposition of Substance</b>	<b>Discipline/Rehabilitation</b>
1. Principal or designee summoned.  2. Confiscation of paraphernalia.  3. Maintain record.	1. Search made.  2. Referral to Drug & Alcohol counselor.	1. Yes	1. Discretion of Principal or designee.	1. Confiscated for analysis, if warranted.	1 a. First offense - 3 to 10 school days suspension. 1 b. Advisory Team may recommend expulsion.  2. Second offense - 10 school days suspension and recommendation for expulsion.  3. Full drug & alcohol evaluation with D & A counselor required with conditions set for return to school.  4. Mandated to follow recommendations made by Drug & Alcohol counselor.

**Category #4** Situation: Possession, Use, Under the Influence of Alcohol, Mood Altering Substances, Drugs in School.

<b>Immediate Action</b>	<b>Investigation</b>	<b>Notification of Parents</b>	<b>Notification of Police</b>	<b>Disposition of Substance</b>	<b>Discipline/Rehabilitation</b>
1. Principal or designee summoned.  2. Maintain records.	1. Search made.  2. Referral to Drug & Alcohol counselor.	1. Yes, immediate conference necessary.	1. Yes.	1. Analysis made.	1. Suspension a minimum of 10 school days.  2. Advisory Team may recommend expulsion.  3. Full drug and alcohol evaluation required with conditions set for return to school.  4. Mandated to follow recommendations of Drug & Alcohol counselor.  5. Exclusion from extracurricular activities at discretion of Principal or designee.  6. Conditions for possible return to school are set up by administration.

**Category #5** Situation: Possession, Use, Under the Influence of Alcohol, Mood Altering Substances, Drugs at School Activities.

<b>Immediate Action</b>	<b>Investigation</b>	<b>Notification of Parents</b>	<b>Notification of Police</b>	<b>Disposition of Substance</b>	<b>Discipline/Rehabilitation</b>
1. Principal or designee summoned.  2. Maintain records.	1. Search made.  2. Referral to Drug & Alcohol counselor.	1. Yes, immediate conference necessary.	1. Yes.	1. Analysis made.	1. Suspension a minimum of 10 school days.  2. Advisory Team may recommend expulsion.  3. Full drug and alcohol evaluation required with conditions set for return to school.  4. Mandated to follow recommendations of Drug & Alcohol counselor.  5. Exclusion from extracurricular activities at discretion of Principal or designee.  6. Conditions for possible return to school are set up by administration.

**Category #6** Situation: Student with Second Offense in Possession, Use or Under the Influence of Alcohol Mood Altering Substance, Drugs.

<b>Immediate Action</b>	<b>Investigation</b>	<b>Notification of Parents</b>	<b>Notification of Police</b>	<b>Disposition of Substance</b>	<b>Discipline/Rehabilitation</b>
1. Principal or designee summoned.  2. Maintain record.	1. Search made.  2. Referral to Drug & Alcohol counselor.	1. Yes, immediate conference.	1. Yes.	1. Analysis made.	1.*See Discipline/Rehabilitation Category #5

**Category #7** Situation: Student is Distributing Alcohol, Drugs.

<b>Immediate Action</b>	<b>Investigation</b>	<b>Notification of Parents</b>	<b>Notification of Police</b>	<b>Disposition of Substance</b>	<b>Discipline/Rehabilitation</b>
1.Principal or designee summoned  2. Maintain record.	1. Search made.  2. Referral to Drug & Alcohol counselor.	1. Yes, immediate conference.	1. Yes.	1. Analysis made.	1.*See Discipline/Rehabilitation Category #5.

## Acceptable Use of Internet Policy

The Joint Operating Committee supports use of the Internet and other computer networks in the school's instructional program in order to facilitate learning and teaching through interpersonal communications and access to information, research and collaboration.

The use of network facilities shall be consistent with the curriculum adopted by the Joint Operating Committee as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The Joint Operating Committee reserves the right to determine which network services will be provided through school resources.

The District recognizes the importance of teaching acceptable use and online safety to students. The District curriculum shall include instruction for educating minors about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms and cyber bullying awareness and response.

The electronic information available to students and staff does not imply endorsement of the content by the school, nor does the school guarantee the accuracy of information received on the Internet. The school shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The school reserves the right to log network use and to monitor fileserver space utilization by users, while respecting the privacy rights of both school users and outside users.

The Joint Operating Committee establishes that use of the Internet and the mail server is a privilege, not a right; inappropriate, unauthorized or illegal use will result in cancellation of those privileges and appropriate disciplinary action.

The Joint Operating Committee shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.

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

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

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

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

Federal and state law defines a minor as an individual under the age of eighteen (18) years.

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

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

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

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

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, pornographic, harmful to minors when used by

minors, or determined inappropriate by the Board for use by minors.

2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The District shall develop and implement curriculum that ensures students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking web sites and in chat rooms.
2. Cyber bullying awareness and response.

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

Administrators, teachers and other staff have a professional responsibility to help students develop the skills necessary to discriminate among information sources, identify information appropriate to their age and developmental levels, and evaluate and use the information to meet their educational goals. Through a program of education, the school will educate students and teachers about their individual responsibility to refrain from engaging unacceptable uses of the network, as well as the consequences if they violate the policy.

Students and staff have the responsibility to respect and protect the rights of every other user in the school and on the Internet.

The building principal shall have the authority to determine what is inappropriate use.

The Administrative 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 for accessing sexually explicit materials. The procedure shall include but not be limited to:

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

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

### **E-mail**

E-mail is restricted to teacher-assigned projects as an integral part of a curriculum process; therefore, e-mail is subject to review by school personnel and should never be considered as private. If there is a reason to believe that e-mail is being used for purposes specifically prohibited by this policy or for illegal activity, the user account will be disabled until school authorities can confer with the user to determine the nature of the problem. The school reserves the right to revoke user privileges, remove user accounts, and refer matters to legal authorities when violation of this and any other applicable school policies occur, including, but not limited to those governing network use, copyright, security, and vandalism of school resources and equipment.

## **Access To Accounts**

Accounts/Access will be made available according to a schedule developed by appropriate staff given the capability of school hardware. Account/Access will be given only to those individuals who:

1. Have read this policy and indicate their agreement with its provisions by signing the signature page and returning it to the appropriate school authority. Students must have their parent/guardian sign this signature page indicating the parent/ guardian's agreement with the policy and his/her consent to allow the student to access and use the network. Staff members must sign this form and also return it to the Administrative Director or designee.
2. Have successfully completed the appropriate orientation/instruction on network access, use, acceptable vs. unacceptable uses, network etiquette, and the consequences of abuse of privileges and responsibilities. This requirement shall apply to both students and employees.

## **Prohibitions**

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with Joint Operating Committee policy, accepted rules of network etiquette, and federal and state law.

The activities listed below are strictly prohibited by all users of the network. The school reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network. These prohibitions are in effect any time school resources are accessed in any way whether in the school, or indirectly through another Internet service provider:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Hate mail, harassment or discriminatory remarks, and other anti-social, offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to or transmission of obscene or pornographic material or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Joint Operating Committee policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of local, state or federal laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.

15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Allowing an unauthorized person to use an assigned account.
19. Communicating through e-mail for noneducational purposes or activities.
20. Participating in inappropriate and/or objectionable discussions or newsgroups.
21. Ordering or purchasing in the name of the school or in the name of any individual any type of merchandise or service. All costs to the school or any individual incurred because of this type of violation will be the responsibility of the user.
22. Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system.
23. Participating in unauthorized Internet Relay chats (online real-time conversation).
24. Advocate illegal drug use, whether expressly or through a latent pro-drug message. This does not include a restriction on political or social commentary on issues, such as the wisdom of the war on drugs or medicinal use.
25. Bypass or attempt to bypass Internet filtering software by any method including, but not limited to, the use of anonymizers/proxies or any websites that mask the content the user is accessing or attempting to access.
26. Attempt to and/or obtain personal information under false pretenses with the intent to defraud another person.
27. Access to sexually oriented chat rooms, e-mail exchanges and/or visuals, texts and sounds that are sexually oriented, obscene, pornographic and extremely violent.
28. Students are not permitted to record video/audio on school grounds without the prior consent of administration. Violators will be subject to CCTI disciplinary policy.

## **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the system, the following guidelines shall be followed:

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

User names and passwords shall only be used in an authorized manner in the course of official school business. Furthermore, they shall be stored in a secure location accessible only by the Technology Coordinator and the Administrative Director, subject to the terms of this policy. The



Administrative Director and Technology Coordinator are responsible for authorizing, adding, deleting, or changing a User ID.

### **Consequences For Inappropriate Use**

Any user of the network, whether student or employee, who violates the prohibitions listed in this policy, engages in any other act determined to be unacceptable use of the network by school authorities, or violates any school policy will have his/her user privileges revoked in progressive fashion and may be subject to other disciplinary procedures according to existing and applicable school policies.

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

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

### **Copyright**

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.

### **Safety**

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications immediately shall bring them to the attention of a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any school computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

## **Sexual Harassment Policy**

In compliance with Section 703 of Title VII of the Civil Rights Act of 1964; Section 5(a) PHRC Act; Title IX of the 1972 Education Amendments, it is the policy of the CCTI to maintain a learning and working environment that is free from sexual harassment.

### **Authority**

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

### **Definition**

As per EEOC Guidelines on Sexual Harassment, Fed. Reg. Vol. 45 #219; PHRC Guidelines; PA Bulletin Vol. 11, #5 Policy Memo of Civil Rights USDE August 1981, sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the CCTI staff to a student, when made by a student to another student, or when by a student to a CCTI staff member, when;

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

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

### **Procedures**

Any person who alleges sexual harassment by any CCTI staff member or student in the CCTI may use the school's complaint procedure or may complain directly to his/her immediate supervisor, the Principal, the Career & Technical Guidance Counselor, or the Administrative Director. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

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

A substantiated charge against a staff member in the CCTI shall subject such staff to disciplinary action including discharge. A substantiated charge against a student in the CCTI shall subject the student-to-student disciplinary action including suspension or expulsion, consistent with the student discipline code.

## **Possession of Weapons Policy**

The Joint Operating Committee has made a strong and determined effort to maintain this school as a safe and secure place where students and staff can pursue educational endeavors. The Joint Operating Committee is committed to providing the CCTI with the means to maintain a safe climate for all students and staff.

PA Crimes Code, 18 PA. C.S.A. Section 912 makes it a misdemeanor of the first degree to possess any weapon in school, at school programs, or on a school bus. PA School Code 24 P.S. Section 5-510 grants school boards the authority to issue rules and regulations regarding the conduct of students attending school in the district.

No student shall possess, handle or transmit any knife; live shells or bullets; razor; ice pick; any explosive device of any kind; including firecrackers; tear gas canisters; smoke bombs; or chains; loaded cane; sword cane; loaded or unloaded fire arms; including pellet guns; BB guns; any Bowie knife; Dirk knife; lock-blade; any form of concealed blade; hunting knife and/or any other similar metal instrument; implements capable of directly or indirectly inflicting bodily injury; or a substance that can cause harm, or other objects that can reasonably be considered to be a weapon or dangerous instrument in any school building; on any school premises; or on any school bus; or off the school grounds at any school activity; event or function held at or away from school; with the exception as hereafter set forth.

Notwithstanding anything to the contrary, the above devices may be brought into the school for legitimate school purpose, such as to assist in a speech, exhibition or project in connection with any course, program or activity sponsored by the school, but only after pre-approval is made by the Principal or his designee in writing prior to said event. In such event, said device shall be required to be deposited with the principal or his/her designee at the school office until such time in the school day as it may be needed when it would be checked out of the school office for that limited period of time. Further, parental permission shall be required in writing for same.

Any student discovered in violation of this policy to have any weapon or other item in his/her possession, including locker, desk, tool kit, or threatens to use a weapon on another person shall be subject to have said weapon or other item immediately seized by school personnel. In the sole discretion of the Principal or his/her designee, said student may be excluded and not permitted to remain in the school building, on any school premises, on any school bus, or at any school activity, event or function held at or away from school immediately upon discovery.

Any professional staff member or school employee discovering such possession shall immediately inform the Principal or his/her designee of said apparent violation. Principal or said designee shall conduct a complete investigation, including obtaining written statements, witness statements and anecdotal records substantiating the charges of possession, transmitting and/or transporting a weapon or using a weapon. The Principal shall notify the parents, the police and the Administrative Director of any and all students involved.

## Section 3 - Student Organizations & Services

The regulations of the Pennsylvania Department of Education hold each instructor of career and technical education responsible for providing a four-part educational program. This four-part educational program consists of activities to develop skills, knowledge, attitudes and leadership. The activities of a career and technical student organization are intended to be the part of your course which helps to develop attitudes and leadership skills.

Students will be excluded for reasons such as, but not limited to, excessive absenteeism, excessive disciplinary referrals, and poor grades.

Following are the youth organizations available to the students at Carbon Career & Technical Institute:

- **Skills USA.** This career and technical student activity is available to all students attending our school.
- **H.O.S.A.** (Health Occupations Students of America). This career and technical student organization is available only to students in the Nursing Assistant/Aide program.
- **D.E.C.A.** (An Association of Marketing Students). This career and technical student organization is available to Marketing students (IMIC).

### Class Officers

Upon entering CCTI, sophomores are given the opportunity to run for a class officer. The students who are interested will obtain the signatures of their teachers and their names will be placed on a ballot. Members of the sophomore class will then vote for their officers. These officers will remain in office for the next three years. Class officers are responsible for providing leadership, participation in student negotiations representing their respective class in any issues of concern, and overseeing the financial affairs of the class.

### National Technical Honor Society

The Carbon Career & Technical Institute sponsors/participates in an Honor Society in conjunction with the National Technical Honor Society.

Candidacy in this chapter is based upon scholarship, service, leadership and character. To be eligible for election to candidacy, the student must meet the following qualifications:

- Be a junior or senior enrolled at the CCTI for at least one semester.
- Attain a minimum of a B+ cumulative scholastic average in the career/technical and academic courses taken.
- Be nominated by a faculty member.
- Maintain acceptable attendance.

A faculty council reviews the candidates and selects those for membership according to character, service, and leadership. Any student, who has accumulated a total of four (4) or more day's suspension, beginning with his /her sophomore year, will not be considered for candidacy in the National Technical Honor Society.

## **Students Against Destructive Decisions (SADD)**

This club is available to all students attending our school who believe that “friends do not allow friends to drink and drive.” Members must sign a “S.A.D.D. Contract for Life” in which they agree to not allow anyone to drive while intoxicated. Parents of the participating students’ co-sign the contract and agree that they will escort said drivers home without questions. Various activities are planned to help the students to become extremely aware of the dangers of substance abuse and its effects, not only on driving, but also in their everyday lives. The support gained as a charter member will help these students to share this vital information with their family and friends.

## **Student Council**

This organization sponsors a wide variety of services and activities throughout the year to promote citizenship, leadership, human relations, and cultural values. Student Council consists of two representatives from each career and technical area. Every year a president, vice-president, secretary, treasurer and publicity agent are elected by the teachers.

## **Yearbook Staff**

The school produces its own yearbook, The Craftsman. The Yearbook Staff is open to all students who wish to gain valuable experience in art, photography, journalism, advertising and sales while helping to develop this publication. Through the years our Yearbook staff and its advisors have developed a yearbook of high quality and provided it at a very moderate price. We encourage you to join the Yearbook Staff and to purchase a copy when they are available.

## **Guidance Services**

The school Guidance Counselor provides for course selection, arranging schedules to meet student’s needs, career information, meeting graduation requirements, and long-range planning. The counselor is specially trained to assist students in personal problem-solving, social issues, and individual as well as family counseling.

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

The SAP team is a group of teachers and key support personnel who systematically work with students and their families to assist them in the removal of barriers to learning and school success. It is a school-based program that does not engage in diagnosis or treatment. Students may be referred to SAP by fellow students, teachers, support staff, parents or through self-referral. Oversight for SAP is provided by the PA Department of Education and Health & Public Welfare.

Suicide is the second-leading cause of death for young people ages 15-19 in America today. Suicide kills teens 3 to 6 times more often than homicide. The website [www.yellowribbon.com](http://www.yellowribbon.com) is recommended as an excellent resource for this pressing problem.

CCTI utilizes the Carbon-Monroe-Pike Drug & Alcohol Commission to provide services to students. These include drug assessments, individual and group counseling, and technical assistance.

## **Transition Team**

In order to ensure the success of every student to the fullest possible extent, CCTI has established a Transition Team. The goal is to identify students experiencing difficulty of any kind and make appropriate interventions. To achieve this goal the Team will monitor the progress of every student in the career and technical area and academic subjects.

## **Tutoring**

Tutoring is available after school most Mondays from 2:15 – 3:30 p.m. It is voluntary or based on the recommendation of a staff member. Its purpose is to increase student achievement and increase the level of success within a rigorous curriculum.

## **Opportunities for Advanced College Credits**

### **Post Secondary Opportunities**

Students can earn FREE college credits while attending CCTI.

CCTI has partnered with post secondary institutions, providing articulation credits which allow students to transition from high school to the post secondary level of education.

Articulation credit allows high school students to receive college credit for technical courses they completed while in high school. The articulation process eliminates the need for duplication of course at the college level, so that students can seamlessly continue their education in a related program at a postsecondary institution. Our technical programs are organized so that students may enter into one or more of a variety of post-secondary options, including technical or business schools, community college or a four-year college program. Articulation credit is FREE.

Articulation Credits are received through an agreement between CCTI and a post secondary institution. CCTI currently has Articulation Agreements with:

- Lehigh Carbon Community College (LCCC)
- Northampton Community College
- Pennsylvania College of Technology
- Johnsons & Wales University
- Universal Technical Institute

In addition to CCTI's agreements the PA Department of Education provides articulation credits – state wide. For more details, visit our web site – [www.carboncti.org](http://www.carboncti.org) click on prospective students, click articulation credits, and to see state offerings click on any technical area.



# APPENDIX



**Carbon Career & Technical Institute**  
**150 West 13<sup>th</sup> Street**  
**Jim Thorpe, PA 18229**

**MEMORANDUM OF AGREEMENT**

**Date:** \_\_\_\_\_

I, \_\_\_\_\_ agree to the following  
condition(s) set forth by the Carbon Career & Technical Institute in order for me to be  
enrolled in the \_\_\_\_\_ program for the  
school year.

\_\_\_\_\_ 1. I will maintain a passing grade in my technical area for the school year or I will  
be returned to my home school at the end of the school year.

\_\_\_\_\_ 2. Per the Carbon Career & Technical Institute policy, I will have less than 10  
days of unexcused absence per semester or 20 per school year, or I will be  
returned to my home school at an agreed upon time.

\_\_\_\_\_ 3. I agree to follow all rules and regulations as described in the Carbon Career  
& Technical Institute Student Handbook. I understand that this handbook  
will be given to me and explained upon enrollment at CCTI. A major  
infraction or a series of minor infractions may result in my being returned to the  
home school.

**Signatures:**

\_\_\_\_\_ Student

\_\_\_\_\_ Parent/Guardian

\_\_\_\_\_ District Representative

\_\_\_\_\_ CCTI Representative



**Carbon Career & Technical Institute**  
**Student Emergency Information**

(Please complete reverse side of form)

This form is to be completed at the beginning of the school term. Information will be used to assist the school in contacting you in case of an illness or injury. Please inform the school of any data changes.

**School Year** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Homeroom Teacher** \_\_\_\_\_ **Shop** \_\_\_\_\_

**Student Name** \_\_\_\_\_ **Social Security #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Student Address** \_\_\_\_\_

**Student resides with:** ☐ Both Natural Parents, ☐ Mother, ☐ Father, ☐ Guardian, ☐ Other Name \_\_\_\_\_

**Mother:** Name \_\_\_\_\_ Address \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Employer** \_\_\_\_\_ **Work Address** \_\_\_\_\_ **Work #** \_\_\_\_\_

**Father:** Name \_\_\_\_\_ Address \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Employer** \_\_\_\_\_ **Work Address** \_\_\_\_\_ **Work #** \_\_\_\_\_

**Guardian:** Name \_\_\_\_\_ Address \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Employer** \_\_\_\_\_ **Work Address** \_\_\_\_\_ **Work #** \_\_\_\_\_

**If student becomes seriously ill or injured while in school and one of the above cannot be located, please list two persons with transportation who will be willing to assume temporary care of your child.**

**Local Friend/Relative:** Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Work #** \_\_\_\_\_

**Local Friend/ Relative:** Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Work #** \_\_\_\_\_

**Student's Home School District** \_\_\_\_\_ **Full-Time** \_\_\_\_\_ **Part-Time** \_\_\_\_\_

**Student arrives on Bus #** \_\_\_\_\_ **Location of Bus Stop** \_\_\_\_\_

**Student goes home on Bus #** \_\_\_\_\_ **Location of Bus Stop** \_\_\_\_\_

**Student drives to school** \_\_\_\_\_ **Student is transported by automobile** \_\_\_\_\_

School Year \_\_\_\_\_ Grade \_\_\_\_\_ Technical Area \_\_\_\_\_

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of Family Dr. \_\_\_\_\_ Phone \_\_\_\_\_ Hospital Preference \_\_\_\_\_

Name of Family Dentist \_\_\_\_\_ Phone \_\_\_\_\_

I give permission for my child to be given Tylenol/acetaminophen (non-aspirin) or tums, if necessary in an emergency situation or as needed. ☐ Yes ☐ No

Does the school have permission to administer adrenalin/epinephrine to the students when symptoms of a life threatening allergic reaction occur? ☐ Yes ☐ No

Does the school have permission to secure medical attention from the source named above without involving the school in any obligation? ☐ Yes ☐ No

I give permission to the attending physician for any necessary emergency treatment (sutures, tetanus injection, etc) ☐ Yes ☐ No Date of last tetanus injection \_\_\_\_/\_\_\_\_/\_\_\_\_

My child is able to participate in regular physical education classes and has no restrictions. ☐ Yes ☐ No

**Please complete if your child has any of the following:**

Is your child allergic to any plants, food, medication and/or insect sting? ☐ Yes ☐ No

If Yes, specify \_\_\_\_\_  
\_\_\_\_\_

List any illness, health concern, or medical condition the school should be aware of \_\_\_\_\_  
\_\_\_\_\_

Does your child take prescribed medication? ☐ Yes ☐ No

If Yes, specify \_\_\_\_\_

**For the safety of my child, I authorize the release of medical information to whichever school personnel the principal and/or school nurse deem are necessary.** ☐ Yes ☐ No

**In the following statements, please check the appropriate boxes. \***

1. Check one of the following boxes regarding Varicella (Chickenpox) immunity:

- |  |                            |
|--|----------------------------|
| <input type="checkbox"/> Varicella (Chickenpox) Vaccine      | Date given: ____/____/____ |
| <input type="checkbox"/> Varicella (Chickenpox) Lab Evidence | Date: ____/____/____       |
| <input type="checkbox"/> Varicella (Chickenpox) Disease      | Date: ____/____/____       |

2. Physical examinations are required by the Pennsylvania School Health Act for all kindergarten, 6<sup>th</sup> and 11<sup>th</sup> grade students and transfers from out of state. For a detailed physical examination, including genitalia, it is highly recommended that your child see his/her family physician, since he/she can best evaluate your child's health and assist you in obtaining necessary treatments and corrections. Otherwise, a general exam, excluding genitalia, (except for hernia checks) will be completed at school. I hereby give my consent for my child to receive a school physical at the convenience of Switchback Medical Center, the school physicals and the school nurse. ☐ Yes ☐ No

\* A "**NO**" indicates that the examination will be done by a properly licensed doctor of your choice, at your expense. A special form must be obtained from the school nurse and returned before the end of the school year.

**Parent/Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name (Last, First)** \_\_\_\_\_

**Class of** \_\_\_\_\_

Student Name: \_\_\_\_\_

**Carbon Career & Technical Institute**

~ Responsible Use Guidelines for the CCTI Internet Network Facilities ~

**Policy 815 - Acceptable Use of Computer Networks-Digital Technology and Internet Safety Parent/Guardian**

*This section must be read and signed by a PARENT/GUARDIAN*

As the parent/guardian of \_\_\_\_\_ (Student Name), I have read and understand the CCTI policy governing access to and usage of the Internet through school resources and will abide by its terms. I understand that access is for educational purposes only. I understand that CCTI will use its best efforts in order to limit access to only those areas of educational value. However, it is understood that no matter how much supervision and monitoring the CCTI provides, there will always be the possibility of your child coming into contact with controversial and inappropriate materials. I will not hold the School Board or its employees responsible for materials acquired on the network. I also understand that violations of the policy will result in a suspension or loss of Internet usage privileges, disciplinary action and legal actions as necessary.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent /Guardian Name Printed

*This section must be read and signed by the STUDENT*

I have read, understand, and will abide by the **Policy 815 - Acceptable Use of Computer Networks-Digital Technology and Internet**. I realize that violation of these provisions may result in a suspension or loss of Internet use privileges, revocation or suspension of network privileges as well as disciplinary actions to include possible expulsion and/or legal action, in accordance with the Student Code of Conduct as outlined in the Student Handbook. Additionally, if I allow another person to access my account, I will be held responsible for their action.

\_\_\_\_\_  
CCTI Student User Signature

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date

Student Name: \_\_\_\_\_

**Carbon Career & Technical Institute**

**PARENTAL CONSENT FOR USE OF STUDENT  
PHOTOGRAPH, VIDEOTAPE, OR OTHER IMAGES**

Sometimes photographs, videotape, or other images of students are taken during school activities by the Carbon Career & Technical Institute or under its direction. These are then presented beyond the school classroom in various school-sponsored media, brochures, handbooks, programs, and internet and online web pages. As you know, students benefit in numerous ways by taking part in creating media publications and by displaying their pictures. At the same time, in some cases, parents or students could feel that portraying their image could be harmful to them.

Your signature releases the CCTI from liability. The school will not use your child's photographs, videotape footage, or other images until it receives written approval from you to do so.

I, the parent/guardian of \_\_\_\_\_ hereby give our consent to the CCTI to use my child's image in school sanctioned forms of media.

I hereby remise, release, and forever discharge CCTI from any liability for any injury or action against the above-named student resulting from the use of such photographs, videotape footage, or other image in any medium utilized. This release includes that CCTI will not be responsible for other internet users' reproduction, display, distribution, or modification of students' images used, in whole or in part, in obscene, pornographic, or any manner, nor will the CCTI be responsible for, among others, the copyright infringement, defamation, misrepresentation, criminal acts, cyber theft, cyber stalking, or other use of the CCTI's website images and information.

If you have any questions regarding the above use of your child's photograph, videotape footage, or other image, please feel to contact CCTI at any time.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

# Carbon Career & Technical Institute

## Pest Management Form

Dear Parent/Guardian:

The Carbon Career & Technical Institute uses an Integrated Pest Management (IPM) system to control pests without using chemicals for managing insects, rodents, and weeds.

From time to time it will be necessary to use chemicals. Please fill out the form below to indicate if you would like to be notified in the event chemicals must be used. Have your son/daughter return the form to their technical instructor immediately. *Please return the form whether you want to be notified or not.*

Thank you for your cooperation,

CARBON CAREER & TECHNICAL INSTITUTE ADMINISTRATION

\*\*\*\*\*

Please **print** all information

Student's Name: \_\_\_\_\_

Technical Area: \_\_\_\_\_ School Year: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Yes, please notify us. \_\_\_\_\_

No, it is not necessary to notify us. \_\_\_\_\_





## CCTI Student Handbook Parent/Guardian Signature Form

Please sign this form indicating that you and your son/daughter have read and reviewed the content of the CCTI Handbook and fully understand all the policies, regulations and rules. This form must be signed and returned to your son's/daughter's technical instructor immediately. If you have any questions, please contact the Principal.

### CCTI Student Expectation Awareness Statement

- Students are expected to maintain regular attendance per CCTI attendance policy.
- Students are expected to come prepared to their technical programs with uniforms and tools daily.
- Students are expected to follow all policies under CCTI student discipline policy.
- Students are to maintain passing grades.
- Failure to comply with CCTI policies will result in a loss of credits and/or removal from the program.
- A student's first selection of program may not always be available; therefore, a second choice will be assigned.

**Student Name** (Please Print) \_\_\_\_\_

**Technical Area** \_\_\_\_\_ **School Year:** \_\_\_\_\_

**Grade Level:**

Freshman ☐

Sophomore ☐

Junior ☐

Senior ☐

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

I understand that a student's work ethic, communication, and cooperation between home and school are essential for his/her success at CCTI. I have read and will support the administration's decisions regarding attendance and tardiness, discipline, safety and all policies/procedures related to academic and behavior expectations.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**



Carbon Career & Technical Institute  
Educational Trip Request Form

Student: \_\_\_\_\_

Date(s) absent from school: \_\_\_\_\_

Location of trip: \_\_\_\_\_

Indicate the educational value of the trip that will benefit your child(ren):

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Parent/Guardian Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**It is the responsibility of the student to obtain schoolwork from all instructors before leaving on the approved trip.**

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**OFFICIAL USE ONLY**

Number of days absent to date: \_\_\_\_\_ Excused                      \_\_\_\_\_ Unexcused                      \_\_\_\_\_ Tardy

Request Granted: \_\_\_\_\_

Request Denied: \_\_\_\_\_

Reason: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

7/2005



CCTI - Student Absence/Tardiness Slip

Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date(s): \_\_\_\_\_ Reason: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: State law requires an explanation from the parent in each case of absence or tardiness. A lawful excuse protects the parent from arrest. All days marked as an absence will be applied toward the 20-Day Policy. Valid excusable absences: illness, death/serious illness of immediate family, quarantine, impassable roads, church with advanced notice, college visit with advanced guidance approval, education travel with advanced approval.



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## **Attention Parents/Guardians, Students and Staff**

Due to the fact that our school was built in the 1960's there is Asbestos located at various locations throughout the building.

The Asbestos is monitored on a regular basis to make sure that we have no friable Asbestos.

There is a written report on the condition of the Asbestos that is located either in the Main Office or in the Maintenance office.

Should you wish to review the report, please do not hesitate to contact the Supervisor of Building & Grounds at 570-325-3682 ext. #1122

## NOTES

# Bell Schedule

Homeroom	7:45 – 7:52 a.m.
1 <sup>st</sup> Period	7:52 – 8:36 a.m.
2 <sup>nd</sup> Period	8:39 – 9:23 a.m.
3 <sup>rd</sup> Period	9:26 – 10:10 a.m.
4 <sup>th</sup> Period	10:13 – 10:57 a.m.
Lunch Period 1	10:35 – 10:57 a.m.
Lunch Period 2	11:00 – 11:23 a.m.
5 <sup>th</sup> Period	11:00 – 11:44 a.m.
6 <sup>th</sup> Period	11:47 - 12:31 p.m.
7 <sup>th</sup> Period	12:34 – 1:18 p.m.
8 <sup>th</sup> Period	1:21 – 2:04 p.m.

