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Progress reports may be sent to the parents/guardian and sending schools at the mid-point of each grading period. Report cards will be issued by the ICTC each nine week grading period. A student's sending school will receive copies of the student's quarterly and final grade(s). Parents and students will receive a user name and password to access the Skyward online grading system, grades may be checked via this system at any time.

## **REFUSAL TO IDENTIFY**

No student shall fail or refuse to identify himself/herself properly and courteously when requested to do so by school authorities. Failure or refusal to identify will result in disciplinary action being taken by school authorities. Falsifying one's identity will also result in disciplinary action being taken by school authorities. When requested, students must produce proper identification materials. Any student who refuses to identify himself/herself properly and/or provides false information regarding their identity may be subject to immediate search by the ICTC or may be asked to immediately leave the ICTC school zone.

## **RIGHTS AND RESPONSIBILITIES**

### Student Rights and Responsibilities

Students at the ICTC have rights just as private citizens have rights. Likewise, students have certain responsibilities. During enrollment at the ICTC, there is always the possibility that a student might ignore his responsibilities and infringe on someone else's right to learn. It is also always possible that a given school official may unintentionally infringe upon a student's rights. It is with the intent of creating this mutual understanding among students, instructors, administrators, and parents that these statements of rights and responsibilities exist. Better understanding can be achieved when everyone acknowledges the rights and responsibilities of others.

Students share the responsibility for discipline in the schools. Moreover, students share with the Administration, faculty, and other school staff a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of administrators, instructors, students, support staff, and all others who are involved in the educational system and associated with free public education.

A student will be disciplined when he/she ignores his/her responsibilities or infringes on the rights of others to learn. Past experiences at the ICTC have shown that only a small percentage of students face instructor or administrative discipline. Quite often, misunderstandings are worked out by an informal discussion between the parties involved.

Students have the responsibility to:

- a. be aware of all rules and guidelines for student behavior and conduct themselves in accordance with them.
- b. be able to express their ideas and opinions in a respectful manner so as not to offend or slander others.
- c. be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and in matters relating to the protection of school property.
- d. dress and groom themselves so as to meet fair standards of safety and health, and so as to not cause material disruption or distraction to the educational process.
- e. assume that until a rule is waived, altered, or repealed, it is in full effect.
- f. assist the school staff in operating a safe school for all students enrolled therein.
  
- g. be aware of and comply with state and local laws.
- h. exercise proper care when using public facilities and equipment.
- i. attend school daily except when excused and be on time to school, classes, and other school meetings, activities, and events.
- j. make all necessary arrangements for making up work when legally absent/tardy from school.
- k. pursue and attempt to satisfactorily complete the course of study prescribed by state and local school authorities.
- l. avoid inaccuracies in student newspapers or publications as well as indecent or obscene language.
- m. strive for mutually respectful relations with instructors, administrators, and other school staff.
- n. know and respect the rights of instructors, administrators, school staff members, and other students.
- o. take advantage of the academic opportunities offered at school and make a conscientious effort in classroom work.
- p. assume any and all responsibilities otherwise designated by the ICTC as being necessary to help maintain safety, order, and discipline within the school zone.

### Parental Responsibilities

Parents must be the first to foster self-discipline within the child at home. The school can provide the setting for this training to be carried further by enabling all students to have the right to pursue their own educational needs without unnecessary disruption by others. A cooperative relationship between home and school is essential to each student's successful development and achievement. Moreover, parents/guardian should be aware that they are responsible for any financial obligations incurred by their child in school. These include, but are not limited to, lost books, library and equipment, and damage to property. To achieve this wholesome relationship parents/guardian are urged to:

- a. exemplify an enthusiastic and supportive attitude toward school and education.
- b. build a good working relationship between themselves and school personnel.
- c. teach their child self-respect, self-control, respect for the law, respect for others and others' property, and to be accountable for his/her actions.
- d. insist on prompt and regular attendance.
- e. encourage their child to take pride in his/her appearance.
- f. insist that their child bring home all communications from school promptly.



- g. cooperate with the school in jointly resolving any school-related problem.
- h. set realistic standards of behavior for their child and be firm, fair, and consistent in applying them.
- i. help their child learn to deal effectively with negative peer pressure.
- j. provide a place conducive for study and for completion of homework assignments.
- k. help their child to develop an interest in learning and exploring a variety of fields of knowledge.
- l. be aware of the school's attendance, discipline, and other such policies and be aware of the consequences for non-compliance.
- m. be sure the child is free of communicable disease and is in as good a state of health as possible in order to ensure effective classroom performance.
- n. attend parent-instructor/administrator conferences and other school functions.
- o. provide complete and accurate information regarding contact phone numbers, addresses and relevant health and/or medical conditions of the student as obligated by law.

### Instructor Responsibilities

Generally, it is the instructor's responsibility to handle discipline problems occurring in the classroom which are of a common or minor nature. For more serious problems, it is the instructor's responsibility to inform the appropriate administrator of the details of the case. While in the classroom, every instructor knows that he/she works every day with the nation's most precious commodity--the future generation. In view of this responsibility, the instructor must:

- a. promote a climate of mutual respect and dignity which will strengthen the student's positive self-image.
- b. utilize classroom routines which contribute to the total instructional program and to the student's development of civic responsibility.
- c. provide an interesting and stimulating classroom climate that will prevent most discipline problems from developing.
- d. reflect a personal enthusiasm for teaching and learning, as well as a genuine concern for the individual student.
- e. guide learning activities so students learn to think and reason, to assume responsibility for their actions, and to respect the rights of others.
- f. demonstrate by word and personal example a respect for law and order as well as self-discipline.
- g. seek to develop close, cooperative relationships with parents/guardian for the educational benefit of the student.
- h. distinguish between minor student misconduct that is best handled by the instructor and major problems that require the assistance of the Administration.
- i. help students cope with negative peer pressure.
- j. be sensitive to changing behavior patterns.
- k. enable students to discuss their problems with them.
- l. strive for mutually respectful relationships with students.
- m. assist students and administrators in developing a school climate that is conducive to wholesome learning and living.

- n. report to the Administration any students who jeopardize their own safety, the safety of other students or of the instructor, or who seriously interfere with the instructional program in the classroom as required by the Student Code of Conduct.
- o. interpret the discipline code to students in their classes.
- p. be firm, fair, and consistent in enforcing the Student Code of Conduct in the classroom, hallways, restrooms, on school-provided transportation, on the school campus, and at all school-sponsored events.

### Administrative Responsibilities

As educational leaders of the school, administrators set the school's disciplinary climate, not only for the students, but for the school staff as well. Therefore, administrators must:

- a. seek to develop a sound and healthful atmosphere of mutual respect in the school.
- b. develop procedures which reduce the likelihood of student misconduct.
- c. provide the opportunity for students and staff to approach the Administration directly for redress of grievances.
- d. assist staff members in resolving problems which may occur.
  
- e. maintain on-going communication with the faculty about the status of discipline within the school.
- f. work closely with parents to establish a wholesome relationship between home and school.
- g. utilize all appropriate auxiliary staff and community agencies to help parents/guardian and students identify problems and seek solutions.
- h. be firm, fair, and consistent in all decisions affecting students, parents/guardian, and staff.
- i. demonstrate, by word and personal example, respect for law and order, self-discipline, and a genuine concern for all people under an administrator's authority.
- j. become acquainted with students by visiting classrooms and by attending activities.
- k. establish necessary building security.
- l. assume responsibility for the dissemination and enforcement of the Student Code of Conduct and ensure that all discipline cases referred are resolved promptly.
- m. ensure fairness, reasonableness, and consistency.
- n. comply with pertinent state laws governing hearings, suspensions, and students' rights.

### **SAFETY AGREEMENT**

Students at the ICTC will be expected to follow and sign off on the safety rules and regulations established by the school and the individual program instructors. Parents/guardian should encourage the student to uphold these safety standards and cooperate with the school's safety efforts. Failure to meet with these standards may result in students/parents being financially responsible for damage to equipment or personal injury to other students and possibly dismissal from the ICTC. Students are expected to follow all warning label instructions and wear proper safety equipment. Unsafe conditions or unsafe actions are to be reported to the program instructor.

## **SAFETY/SECURITY SYSTEM**

For the safety and security of our building and its population, the ICTC may utilize several cameras to monitor and videotape the daily activities that occur both inside and outside the building during the school year. Your son/daughter will appear on these cameras for administrative, safety, and security reasons only, and the images and pictures projected by the cameras will be for internal use only. In cases where breaches of safety and security do occur, the ICTC Administration reserves the right to refer these images and pictures to the Civil Authorities for charges under the Pennsylvania Criminal Code when deemed necessary. Cameras in no way guarantee a safe school zone, but are used primarily to gather evidence of school violations and/or crime with the hope that their presence might reduce danger and make the school safer.

## **SAFETY VIOLATION/HORSEPLAY**

Students should abide by all the rules of safety while in their program areas. Horseplay of any nature should never occur in a program area since it compromises the safety of others. Students who violate the rules of safety and/or students who engage in horseplay are subject to disciplinary action.

## **SCHOOL CLOSING**

When a student's sending school district cancels school because of inclement weather, the student does not attend the ICTC. You may check the ARIN website ([www.iu28.org/schoolcastA](http://www.iu28.org/schoolcastA)) under "schoolcast" for information regarding a student's sending school district closing. Occasionally, a sending school district will not be in session when the ICTC is in session. Unless special transportation is provided by the sending school, students are not expected to be at the ICTC.

## **SEARCHES**

Public school students are protected against unreasonable search and seizures by school officials pursuant to the 4<sup>th</sup> Amendment of the United States Constitution and the Pennsylvania Constitution. This protection afforded to public school students, however, are not the same constitutional standards that are applicable to law enforcement officers. A student's person and property may be searched by school officials pursuant to a "reasonable cause" standard, rather than the more stringent "probable cause" standard applicable to police officers. The ICTC may conduct searches with the use of canines.

### Reasonable Cause Standard

Students may be subjected to searches if:

- a) There are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school; and
- b) The search, as actually conducted, is reasonably related in scope to the circumstances, which justified the search in the first place.

Except in situations where there is an immediate threat to the health, safety, or welfare of the student or others, the scope of a search should be limited to the least intrusive means available. A search is permissible in scope when it is reasonable, related to the objectives of the search, and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. The more serious the infraction, the more intrusive the search may be.

### Locker Search

The ICTC acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property. As such, the School may from time to time provide lockers, cabinets or other storage facilities (hereinafter referred to as “lockers”) for such use by students.

- A. School Ownership - All lockers are and shall remain the property of the ICTC. Students are merely being permitted by the School to utilize the lockers. Lockers and contents are the responsibility of the person(s) assigned.
- B. No Expectation of Privacy – Students shall have no expectation of privacy in their lockers. Any locker assigned to a student is subject to being searched at any time. Any locker assigned to a student is subject to being targeted for a physical search as a result of an unannounced, random detection of school lockers for dangerous devices or illegal drugs by mechanical means or the use of trained dogs.
- C. Prohibition - No student may use a locker as a depository for a substance or object which is prohibited by law or School regulations and policies, or which constitutes a threat to the health, safety or welfare of the occupants of the School building or the building itself. Any such materials may be used as evidence against the student in disciplinary proceedings, and may also be turned over to law enforcement agencies.
- D. Search Procedure -
  1. The Joint Operating Committee hereby authorizes the appropriate School authorities to inspect a student’s locker any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object, the possession of which is illegal, or any material that poses a hazard to the safety and good order of the School.
  2. Prior to a locker search, the student shall be notified and be given the opportunity to be present. The School official, in the presence of the student and another member of the School staff, may search the student’s locker.
  3. In the case of an emergency, such as a bomb threat, the locker may be searched without the student being present. When the School official has a reasonable suspicion that the locker contains materials that pose an immediate threat to the health, welfare and safety of the school community, the student’s locker may be searched without prior warning and without the student being present.
  4. The School official shall be responsible for the safe keeping and proper disposal of any substance, object or material found to be improperly stored in the student’s locker, unless the contents have been confiscated by a law enforcement officer. The Principal or designee shall be responsible for the prompt recording, in writing, of each locker inspection, which record shall include the reasons for the search, persons present, objects found and their disposition. After a search has taken place, the parent/guardian of the student shall be notified.
  5. Absent the existence of a search warrant, the School official may open a student’s locker upon request of a law enforcement officer, provided the School official or a designee receives information from the officer that the locker contains illegal or hazardous materials, contraband, or any object or substance the possession of which is illegal. In such event, the search shall be conducted without the law enforcement officer and pursuant to the above procedures.

6. The School official shall open a student's locker for inspection on the request of a law enforcement officer on presentation of a duly authorized search warrant or on the intelligently and voluntarily given consent of the student. In such event, the School official shall not act as the student's informed adult for purposes of any Miranda warnings or for any other purpose; rather, the School official shall attempt to contact the student's parent/ guardian.
- E. No Insurance - The School is not obligated to insure the contents of lockers. Students should, therefore, be advised that such contents are not insured by the School District against loss by theft, vandalism, fire or casualty.
- F. Student Notification - Students shall be notified at least annually or more often if deemed appropriate by Administration, the contents of this Policy.
- G. Police Investigation - If local police are summoned, the parent/guardian of the student shall likewise be notified. School officials shall cooperate with any police investigation. Upon the police appearing, however, under no circumstances shall the School official act as the student's informed adult in regard to any Miranda warnings or for any other purpose.

### Motor Vehicle Search

The ICTC has authorized the use of motor vehicles by certain high school students on school premises, subject to rules, regulations and policies established by the School. The Joint Operating Committee also recognizes that motor vehicles may be utilized by students in the possession, sale and/or transportation of illegal substances, devices and objects, or may be used as depositories of objects, substances or evidence of activities in violation of the law or policies of the ICTC. The Joint Operating Committee's obligation to maintain a safe, healthy and productive educational environment may at times require the search and conditions set forth herewith.

1. A "student motor vehicle" means any motor vehicle driven by an ICTC student onto school premises, regardless of the actual legal ownership of the vehicle.
2. A "plain view inspection" means a visual inspection of the exterior and/or interior of a motor vehicle, effectuated through an open or closed window, doors, hoods, or unlocked trunk lid, and may involve a physical entry into the vehicle.
3. A "physical inspection" means actual entry into the passenger compartment, trunk or other storage area of the motor vehicle.
4. A "forced entry" means gaining access to the interior of a locked student motor vehicle without the use of a key.

#### A. Search Guidelines

The following guidelines are set forth with respect to student motor vehicle searches.

1. A prerequisite to operating a motor vehicle on school property shall be the execution by the student and the student's parent/legal guardian of a written consent form authorizing the search of a motor vehicle by a School official in accordance with the terms of this policy.
2. School officials may routinely conduct plain view inspections of any student motor vehicles while said motor vehicles are on school premises.

3. School officials may conduct a physical inspection of a student motor vehicle while the vehicle is on school premises when there exists reasonable grounds to suspect that the student in question has violated the law or ICTC policies, and that the vehicle is being used for the storage of objects, substances or other evidence of such activities or contains items which constitute a threat to the health, safety or welfare of the student or other students of the School District.
4. Prior to the physical inspection of a student motor vehicle, the student shall, where possible, be notified of the possibility of the physical inspection. The student shall also be notified of the law or policy, which the student is suspected of violating. The student shall be given an opportunity to address the grounds used by the Administration to search the vehicle and/or to voluntarily open or unlock the vehicle.

The student shall also be informed that:

  - a. Failure to voluntarily unlock any part of the vehicle as requested will result in notification of his/her parent or legal guardian.
  - b. Failure to voluntarily unlock any part of the vehicle as requested may result in notification of law enforcement officials; and
  - c. Failure to voluntarily unlock any part of the vehicle may result in revocation of permission to operate a motor vehicle on school premises.
5. If following the student's explanation and/or the failure to voluntarily open or unlock the motor vehicle in the presence of the School official, a physical inspection of the motor vehicle remains reasonable, the School official shall conduct a physical inspection of the vehicle limited to gaining access through any unlocked doors, trunks or hoods. The vehicle is not to be forced open by use of any tool. If such physical inspection is not possible, the School official shall request that either the owner or co-owner (who is not the student) open the vehicle. \* The student involved shall be informed of the right to be present during the physical inspection of the motor vehicle.
6. Notwithstanding any other provision of this policy to the contrary, a School official or designate who reasonably suspects that the contents of a student motor vehicle creates an emergency situation in which the health or safety of the student in question, other students, school personnel or facilities may be endangered by the delay inherent in compliance with the notification procedures set forth herein, may undertake forced entry into the motor vehicle as expeditiously as deemed necessary to preserve the health, safety and welfare of the school population.
7. The Building Administrator or designate shall be responsible for the safekeeping and/or proper disposal of any substance, object or material found to be unlawfully or improperly placed in a student motor vehicle.
8. Following the physical inspection of a student motor vehicle, the School official shall complete a written report indicating:
  - a. The date, time, and place of the inspection;
  - b. The name of the student and school official involved;
  - c. The name of the student's parent or legal guardian;
  - d. If a physical inspection, a statement concerning the information which provided reasonable suspicion for the physical inspection;
  - e. A statement of the student's explanation, if any, when confronted with the suspicions;
  - f. A statement concerning whether or not the student elected to voluntarily unlock any locked part of the vehicle as requested;

- g. The names and title of the person who gained forced entry to the vehicle, and
- h. The result of the physical inspection.

\* School official may request that the police open the vehicle, provided the scope of the search is not in violation of the law.

### Search of Person or Belongings

#### A. Definitions:

1. "Individualized suspicion," means that a School official has reasonable belief that a particular student is in possession of an illegal substance, contraband, stolen property or weapon.
2. "Metal detector" means a portable, hand-held scanning device that detects metal.

#### B. Procedure

1. It is noted that the rules and regulations of the State Board of Education provide that reasonable force may be used by teachers and school authorities to obtain possession of weapons or other dangerous objects.
2. Upon the existence of individualized suspicion, the School official will request that the student voluntarily empty his/her pockets, and remove any coat, book-bag, backpack or purse, so that the same may be searched by the School official. Such search shall take place in the presence of another adult.
3. A student may be asked to remove his/her outer coat, sweater or jacket, which may be searched by the School official. A student may be asked by School officials to remove shoes, hats, or clothing below the knee or above the neck. A student may be asked to empty his/her pockets or book-bag and/or other bags, purses, etc.
4. If the student resists such a voluntary search, the School official shall immediately summon the police and request assistance. The parent/guardian of the student shall likewise be notified. School officials shall cooperate with any police investigation. Upon the police appearing; however, under no circumstances shall the School official act as the student's informed adult in regard to any Miranda warnings or for any other purpose.
5. A search may consist of a pat down. A pat down search of the student's person shall be done by a school official of the same sex and in the presence of another member of the school staff of the same sex.
6. Use of Metal Detector. A metal detector as defined herein may be used for purposes of determining if a student is in possession of a weapon. The Joint Operating Committee has balanced the limited intrusion of a metal detector upon individual freedom against the vital public interest in preserving an appropriate learning environment and to maintain safe schools.
  - a. The student will be informed why the School official has reason to believe that the student is in possession of a weapon. The student will be given an opportunity to produce the weapon. The student will be advised if he does not produce a weapon or denies that he has one, a metal detector may be used to detect the presence of same.
  - b. If the metal detector is activated, the student may be asked to remove the object. If the student declines to remove the object, the School official shall advise the student that the police and the student's parent/guardian will be immediately called to appear at school.

Students attending the ICTC are not permitted to possess any of the prohibited articles while on school property, off school property during a school-sponsored activity, function or event, or on a school bus to or from school. Any student suspected of concealing any of these articles will be accompanied to the office of the Director or Principal where the student will be subject to the procedures outlined in the ICTC Student Search Procedure.

### Prohibited

*See Possession and/or Distribution of Indecent Material*

*See Possession/Use/Sale/Transfer of Alcohol*

*See Possession/Use/Sale/Transfer of Controlled Substance or Illegal Substance*

*See Possession/Use/Sale/Transfer of Tobacco*

### **SELLING OF MERCHANDISE**

No student, school sponsored student group, non-school sponsored student group, or other individuals will be permitted to sell merchandise on the school premises without the written authorization of the school Principal or his/her designee.

### **SEXUAL HARASSMENT**

*See Unlawful Harassment.*

### **SMOKING**

Smoking is prohibited at all times in school buildings, on school-furnished transportation, and on school property owned, leased or under the control of the ICTC. (*See Possession and/or Use of Tobacco*) Additionally, smoking offenses will be prosecuted in accordance with the No Smoking Ordinance adopted by the White Township Supervisors.

### **STUDENT COMPLAINT PROCEDURE**

The ICTC recognizes that students have the right to request redress of complaints. In addition, the ICTC believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided. For purposes of this policy, a student's complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program. The ICTC and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by the ICTC policy. The students should first make the complaint known to the staff member most closely involved or, if none is identifiable, a school counselor; and both shall attempt to resolve the issue informally and directly. For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth: the specific nature of the



complaint and a brief statement of relevant facts, manner and extent to which the student believes he/she has been adversely affected, relief sought by the students, and reasons why the students feels entitled to the relief sought. The student complaint form can be obtained from the main office. The complaint may then be submitted, in turn, to the Principal and the Administrative Director, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response. At each level the student shall be afforded the opportunity to be heard personally by the school official. At each step the school official hearing the complaint may call in the student's parent/guardian. The student may seek the help of a parent/guardian at any step.

## **STUDENT ILLNESS**

Students who are ill must be sent to the main office and the ICTC Administration and/or school medical personnel will determine if the student is too ill to remain in school. The Administration and/or school health services personnel will notify the parent/guardian when a student is too ill to remain in his/her program area. Students are **not** permitted to call their parents using their personal cell phone.

## **STUDENT PROGRAMS AND ACTIVITIES**

### Cooperative Education

Select seniors combine their technical and academic instruction with paid-on-the-job training in their chosen career area of study. This Pennsylvania Capstone program improves workforce preparation by providing guided work orientation, job skills and an understanding of employment opportunities and responsibilities with the partnership of the business mentor and the ICTC program coordinator.

### National Technical Honor Society

The goal of the ICTC Chapter of the National Technical Honor Society is to honor student achievement and leadership, promote educational excellence, and enhance career opportunities. Students who maintain a 94% overall grade point average or above, show leadership skills, are involved in community service activities, exhibit positive attitude and good citizenship and are recommended by their instructor are invited to be part of the ICTC NTHS.

### Pennsylvania Builders Association Student Chapter

With the cooperation and support of the Indiana-Armstrong Builders Association, the students enrolled in the masonry, carpentry, heating ventilation and air conditioning, and electrical occupations programs are eligible to become members. The goal of the membership is to maintain high technical and academic standards while exchanging information and experiences with members of the local, state and national organization.





















## \*Pennsylvania's New Truancy Law

Purpose of the new law: The law expressly states that its purpose is to improve school attendance and deter truancy through a “comprehensive approach to consistently identify and address attendance issues as early as possible through credible interventions” that:

- Preserve the unity of the family whenever possible.
  - Avoid the loss of housing the possible entry of a child to foster care, and other unintended consequences of disruption of an intact family unit.
  - Confine a parent or guardian of a child who is habitually truant only as a last resort.
- 
- ❖ **Definition of “truancy.”** The new law defines “truancy” as “three (3) or more school days of unexcused absence during the *current* school year by a child subject to [the] compulsory school attendance [law].”
  
  - ❖ **Definition of “habitually truancy.”** The new law defines “habitual truancy” as “six (6) or more school days of unexcused absences during the *current* school year by a child subject to [the] compulsory school attendance [law].”