INDIANA COUNTY
TECHNOLOGY CENTER

2021-2022
Student/Parent Handbook

TABLE OF CONTENTS

ICTC Administration and Support Staff 1
ICTC Faculty and Support Staff 2
School Calendar 3
Regulations of the State Board of Education of Pennsylvania 4
Administration of Assessments (Tests, Activities, Etc.) 15
Administration of Prescription Medicine 15
Affection 16
Announcements 16
Arson 16
Assault and/or Battery 17
Attendance 17
- Absence 17
- Unexcused Absence/Tardy 17
- Attendance Procedure 17
- Early Dismissal Procedure 18
- Tardiness to School 19
- Attending Activities at the Sending School 19

Bell Schedule 19
Bomb Threat 19
Breaking Shop Rules of Procedure or Conduct 20
Bullying 20
Bus/Van Behavior 20
Certifications and Course Offerings 21
Change of Address or Telephone Number 23
Cheating 23
Class Cuts 23
College Visits 23
Confidential Reporting 23
Container Regulations 24
Cooperative Education Work Experience Program 24
Corporal Punishment 24
Credit 24
Daily Schedule 25
Damage/Theft/Vandalism of School 25
Defiant/Uncooperative Attitude 25
Directory Information 26
Disciplinary Policy 26
- Discipline Code 26

Discipline Code-Level I 26
Discipline Code-Level II 28
Discipline Code-Level III 29
Discipline Code-Level IV 30

Discrimination....31
Disorderly Conduct....31
Disrespect of ICTC Personnel/Administration....31
Disruption of School, Classroom, and School Sponsored Events....31
Dress Code....31
Eating, Drinking, and Chewing Gum....33
Electronic Devices....33
Emergency Care Card....33
Emergency Notification....34
Ethnic Intimidation....34
Explosive Devices....34
Extortion....34
Eye Protection....34
False Fire Alarms/Tampering With Safety Equipment/Devices....35
Family Educational Rights and Privacy Act (FERPA)....35
Field Trips....36
Fire/Emergency Drills....37
Forgery/Alteration/Falsification of School Communications....37
Gambling....37
Grading Policy....37
Incomplete Grades....38
Additional Grading Information....39
Guidance....40
Hall Passes....40
Harassment....40
Hazardous Materials....41
Hazing....41
Head Lice/No Nit Policy....42
HIPAA....42
Identification Badge....42
Incendiary Devices....42
Insurance....42
Internet and LAN (Local Area Network) Access--Acceptable Use Policy (AUP)....43
Intimidation and Harassment....45
Harassment and Stalking By Communication or Address....45
Stalking By Communication or Address....45
Lockers....46
Lost and Found....46
Lying....46
Make-Up Work....47
Metal Detectors....47
Obscene or Abusive Language, Gestures or Symbolism....47
Off Campus/Leaving the Premises Without Permission....47
Out of Assigned Area....47
Personal Belongings....48

Pest Management 48
Police Involvement 48
Possession/Distribution of Obscene Material 48
Possession/Use/Sale/Transfer of Alcohol 48
Possession/Use/Sale/Transfer of Controlled Substance or Illegal Substance 49
Possession/Use/Sale/Transfer of Tobacco 49
Post-Secondary/Military Visits 50
Pregnant Students 50
Progress Reports/Report Cards 51
Refusal to Identify 51
Rights and Responsibilities 51
    Student Rights and Responsibilities 51
    Parental Responsibilities 52
    Instructor Responsibilities 53
    Administrative Responsibilities 54
Safety Agreement 54
School Safety and Security Officer 55
Safety/Security System 55
Safety Violation/Horseplay 55
School Closing 55
Searches 55
    Reasonable Cause Standard 55
    Locker Search 56
    Motor Vehicle Search 57
    Search of Person or Belongings 59
    Prohibited 60
Selling of Merchandise 60
Sexual Harassment 60
Smoking 60
Student Complaint Procedure 60
Student Illness 61
Student Programs and Activities 61
    Cooperative Education 61
    National Technical Honor Society 61
    Pennsylvania Builders Association Student Chapter 61
    School-to-Work Activities 62
    Skills USA 62
    Student Incentive Program 62
Student Record Policy 62
Student Recruitment 62
Students with Disabilities 63

Tardiness to Class/Meetings/Activities/ Events 63
Telephone 63
Terroristic Threats 63

Textbooks....64
Tornado/Weather Warnings or Watches....64
Transportation....64
Driving to School....64
Riding to School....65
Unauthorized Presence on School Premises....66
Uniforms....67
Unlawful Harassment....67
Vending Machines....68
Visitors in the Building....68
Weapons and Dangerous Instruments....69
Possession of Firearms....69
Possession of Knives/Cutting Instruments....69
Possession of Other Weapons....69

Revised June, 2021

Indiana County Technology Center
441 Hamill Road
Indiana, PA 15701
(724) 349-6700
www.ictc.edu

The mission of the Indiana County Technology Center, an innovative regional career development and technology center, in partnership with our member districts and the community, is to provide all learners an environment that includes the integration of a challenging technical and academic education with an emphasis on the development of skills which provide the pathways to further education and employment in an ever-changing world.

Administration and Support Staff

Superintendent of Record	Dr. Barbara Parkins
Administrative Director	Mr. Michael McDermott
Administrative/Board Secretary	Ms. Melissa Carnahan
Principal	Mr. Michael Worthington
Principal/Guidance Secretary	Ms. Whitney Helman
Data Base Technician	Mr. Dane Mergen
Front Office Receptionist/School Health Assistant	Ms. Lauren Dilts

Business Office and Support Staff

Business Manager	Ms. Rachel Hrabovsky
Payroll Clerk	Ms. Tamara Wlotko
Business Office Clerk	Ms. Sherry Wood

Program Coordinators and Support Staff

Cooperative Education	Mr. Keith McCracken
Learning Facilitator	Ms. Toni Shaffer
School Counselor	Ms. Kelly Fox

Maintenance

Supervisor	Mr. Ben Hollobaugh

Safety and Security Officers

Safety and Security Officers	Mr. Brian Carpenter
	Mr. Steven Colo
	Mr. Jon Fisanich
	Mr. Kirt Allmendinger

Indiana County Technology Center

Faculty and Support Staff

Automotive Technology	Mr. Bryant Small
Carpentry	Mr. Timothy Bash
Carpentry Instructional Aide	Mr. Ronald Penrose
Collision Repair Technology	Mr. Mike Miller
Collision Repair Technology Instructional Aide	Mr. Dave Reed
Cosmetology	Ms. Sandra Zulick
Cosmetology Instructional Aide	Ms. Debra Zombotti
Culinary Arts	Mr. Jonathan Nagy
Culinary Arts Instructional Aide	Ms. Victoria Leatherwood
Digital Communications	Ms. Melaney Brubaker
Digital Communications Instructional Aide	Ms. Jenna Letham
Graphics and Electronic Media	Mr. Jon Krecota
Health Occupations Technology	Ms. Erin Zack
Health Occupations Technology Instructional Aide	Ms. Margie Allison
Heating, Ventilation & Air Conditioning	Mr. Dennis Mumau
Heating, Ventilation & Air Conditioning Instructional Aide	Ms. Rose Stover
Information Technology Services	Ms. Jessica Robertson
Machining Technology	Mr. Michael Rescenete
Machining Technology Instructional Aide	Mr. Fred Larison
Masonry	Mr. Lucas Miller
Masonry Instructional Aide	Mr. Ronald Penrose
Mathematics Instructor	Ms. Cathy Jones
Welding Technology	Mr. Louis Toth
Welding Technology Instructional Aide	Mr. Tucker Singer

Instructional Aides may be assigned to other areas on an as needed basis.

Indiana County Technology Center School Calendar
2021-2022

August

23 Monday *(1st Instructor In-Service Day)*

24 Tuesday *(2nd Instructor In-Service Day)*

25 Wednesday (*1st Student Day)*

September

6 Monday *(Labor Day – No School)*

October

11 Monday *(3rd Instructor In-Service Day)*

November

11 Thursday *(Veterans Day – No School)*

24 Wednesday *(4th Instructor In-Service Day)*

25 Thursday *(Thanksgiving Day – No School)*

26 Friday *(No School)*

29 Monday (*No School)*

December

23 Thursday *(ACT 80 Day – Full Day)*

24 Friday (*Christmas Observed No School)*

25 Saturday *(Christmas Day)*

27 Monday *(No School)*

28 Tuesday *(No School)*

29 Wednesday *(No School)*

30 Thursday *(No School)*

31 Friday *(No School)*

January

3 Monday *(Students/Instructors Return)*

17 Monday *(5th Instructor In-Service Day)*

February

21 Monday *(ACT 80 Day – Full Day)*

March

18 Friday *(ACT 80 Day – Full Day)*

21 Monday *(1st Make-Up Snow Day)*

April

14 Thursday *(2nd Make-Up Snow Day)*

15 Friday *(Good Friday – No School)*

18 Monday *(Easter Observed - No School)*

19 Tuesday *(3rd Make-Up Snow Day)*

May

13 Friday *(ACT 80 Day – Full Day)*

27 Friday *(4th Make-Up Snow Day)*

30 Monday *(Memorial Day – No School)*

June

1 Wednesday (*Last Student Day)*

Adopted by the JOC March 23rd, 2021

REGULATIONS OF THE STATE BOARD OF EDUCATION OF PENNSYLVANIA
Chapter 12 – Students and Student Services

(Approved September 13, 1974; Section 12.31 and 12.32 approved July 14, 1974 and amended July 15, 1977; chapter amended March 10, 1983 - effective February 18, 1984)

Note: The regulations of the State Board of Education listed below supplement the ICTC's broad discretionary power to maintain safety, order, and discipline and are by no means a limitation of that authority.

STUDENT RIGHTS AND RESPONSIBILITIES

Section

12.1 Free education and attendance

12.2 Student responsibilities

12.3 School rules

12.4 Discrimination

12.5 Corporal punishment

12.6 Exclusions from school

12.7 Exclusion from classes - in-school suspension

12.8 Hearings

12.9 Freedom of expression

12.10 Flag salute and the Pledge of Allegiance

12.11 Hair and dress

12.12 Confidential communications

12.13 (Reserved)

12.14 Searches

12.15 (Reserved)

12.16 Definitions

STUDENTS RECORDS

12.31 General requirements

12.32 Elements of the plan

12.33 (Reserved)

SERVICES TO STUDENTS

12.41 Student Services

12.42 Student assistance program

12.1 Free education and attendance

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public school or from extracurricular activities because:
   (1) The student is married
   (2) The student is pregnant
   (3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students)
   (4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs)

12.2 Student responsibilities

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

(b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the right 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 accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
   (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
   (3) Dress and groom to meet 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 local school authorities.
   (10) Report accurately in student media.
   (11) Not use obscene language in student media or on school premises.

12.3 School rules

(a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.

(b) Governing boards may not make rules which are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

12.4 Discrimination

Consistent with the Pennsylvania Human Relations Act (43 P.S. §§ 951-963), a student may not be denied access to a free and full public education, not may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

12.5 Corporal punishment

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

(b) Teachers and school authorities may use reasonable force under the following circumstances:
- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

12.6 Exclusions from school

(a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519-300.529 (relating to discipline procedures).

(b) Exclusion from school may take the form of suspension or expulsion.
- (1) Suspension is exclusion from school for a period of 1 to 10 consecutive school days.
  - (i) Suspensions may be given by the principal or person in charge of the public school.
  - (ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended

suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make-up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.

(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).

(d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

(e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the governing board, the parents or guardian shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400-1482).

(3) If the approved educational program is not complied with, the school district may take action in accordance with 42 Pa. C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

12.7 Exclusion from classes - in-school suspension

(a) A student may not receive an in-school suspension unless the student has been informed of the

reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

(b) Communication to the parents or guardian shall follow the suspension action taken by the school.

(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).

(d) The student's school entity has the responsibility to make some provision for the student's education during the period of the in-school suspension.

12.8 Hearings

(a) *General*. Education is a statutory right, and students must be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) *Formal hearing*. A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or guardian by certified mail.
(2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
(3) The hearing shall be held in private unless the student or parent requests a public hearing.
(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
(6) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
(7) The student has the right to testify and present witnesses on his own behalf.
(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
(9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible

(i) Laboratory reports are needed from law enforcement agencies.
(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20

U.S.C.A. §§ 1400-1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) *Informal hearings*. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardian and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) A student has the right to question any witnesses present at the hearing.

(iv) A student has the right to speak and produce witnesses on his own behalf.

(v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

12.9 Freedom of expression

(a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

(b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

(1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

(2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

(d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

(f) Bulletin boards shall conform to the following:

(1) School authorities may restrict the use of certain bulletin boards.

(2) Bulletin boards space shall be provided for the use of students and student organizations.

(3) School officials may require that notices or other communications be officially dated before

posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications shall conform to the following:

(1) Students have a right and are as free as editors of others newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students.

(2) The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

12.10 Flag salute and the Pledge of Allegiance

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

(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 interest of classmates who do wish to participate.

12.11 Hair and dress

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right shall include evidence that the length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some type of covering shall be used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations where special attire may be required to insure the health and safety of the student.

(d) Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

12.12 Confidential communications

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa. C.S. § 5945 (relating to confidential communication to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

12.13 (Reserved)

12.14 Searches

(a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

(b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

(c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

12.15 (Reserved)

12.16 Definitions

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Corporal punishment – A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

Governing board – The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

Prekindergarten – A program operated by a school district or by a community agency under contract from a school district that is open to children who are at least 3 years of age and completed prior to the school district's entry age for kindergarten, unless individual exceptions to the age requirements are made by the school district.

School entity – A local public education provider (for example – public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

Student assistance program – A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services with in the community.

Student services – Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

(i) Services may include school guidance counseling, health services (under Article XIV of the public School Code of 1949 (24 P.S. §§ 14-1401-14-1423) and 28 Pa. Code Chapter 23 (relating to school health)), psychological services, social work and home and school visitor services.

(ii) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

12.31 General requirements

(a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records.

(b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in State or Federal law.

(c) Copies of the plan shall be submitted to the Department only upon the request of the Secretary.

12.32 Elements of the plan

The plan for student records must conform with applicable State and Federal laws, regulations and directives identified in guidelines issued by the Department.

12.33 (Reserved)

12.41 Student services

(a) Each school entity shall prepare a written plan for the implementation of a comprehensive and integrated K-12 program of the student services based on the needs of its students. The plan shall be prepared and revised in accordance with the time frames and procedures described in §§ 4.13 (a), (b), (d), (e) and (f) (relating to strategic plans). Services offered by community agencies in public schools shall be coordinated by and under the general direction of the school entity. The plan must include policies and procedures for emergency care and administration of medication and treatment under The Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. §§ 780-101—780-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health, P.O. Box 90, Harrisburg, Pennsylvania 17108. A school district that operates a prekindergarten program shall address its prekindergarten program in its strategic plan.

(b) Though the variety of student services offered will differ from school to school depending upon its size and the needs of its students, the following categories of services shall be provided by each school entity in planning its student services:

1) Developmental services for students that address their developmental needs throughout their enrollment in school. Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, personal and social development issues. When prekindergarten is offered, these services must include nutritional services or referrals, Nutritional services include:
   (i) Federal and State funded school meal programs.
   (ii) Special Supplemental Feeding Program for Women, Infants and Children (WIC).
   (iii) Food Stamp Program.
   (iv) Pennsylvania Fresh Feeds Program.
   (v) Local food and nutrition services for children and families.
2) Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.
   (i) Student services staff use diagnostic services to identify barriers that limit a student's success in school. Intervention services actively engage student services staff in activities planned to reduce or eliminate specific barriers to student success.
   (ii) Student services staff may arrange for referrals to other school-based or school-linked professionals or may refer parents and guardians to appropriate community-based services for assistance.
3) Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialist.
   (i) Consultation services are used by student services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the student services professional.
   (ii) Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success.

(iii) Coordination services connect school resources with other available resources to assist students in meeting their educational objectives.

(c) Student services must:

1) Be an integral part of the instructional program at all levels of the school system.
2) Provide information to students and parents or guardians about educational opportunities of the school's instructional program and how to access these opportunities.
3) Provide career information and assessments so that students and parents or guardians might become aware of the world of work and of a variety of career options available to individual students.
4) Provide basic health services outlined in Article XIV of the Public School Code of 1949 (24 P.S. §§ 14-1401—14-1423) for students and information to parents or guardians about the health needs of their children.

(d) When student assessments using individual surveys are administered, parents or guardians shall be informed of the nature and scope of the surveys and of their relationship to the educational program of their child, consistent with section 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h) regarding protection of pupil rights. Parents or guardians, or the student if the student is 18 years of age or older, shall have the right to refuse to participate in the survey by means of procedures established by school entity.

(e) Persons delivering student services shall be specifically licensed or certified as required by statute or regulation.

(f) The Department will provide guidelines and technical assistance to local education agencies in planning student services.

12.42 Student assistance program.

School entities shall plan and provide for a student assistance program under section 1547(g) of the Public School Code of 1949 (24 P.S. § 15-1547(g) regarding alcohol, chemical and tobacco abuse program).

ADMINISTRATION OF ASSESSMENTS (TESTS, ACTIVITIES, ETC.)

ICTC School Policy #235 requires that all testing beyond teacher-made tests or tests in direct support of the program's curriculum must be authorized by the Director or Principal. All surveys and instruments used to collect information from students shall related to the ICTC's educational objectives and must be approved by the Director or Principal. Surveys conducted by outside agencies, organizations, and individuals shall be approved by the Joint Operating Committee, based on the ICTC Administration's recommendation. Parents/Guardians have the right to inspect, upon request, a survey created by a third party and all student participation is on a voluntary basis.

ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICINE

The ICTC shall permit students in schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer these prescribed medications in compliance with state law and ICTC policy. Asthma inhaler shall mean a medically prescribed device used for self-administration of short-acting, metered doses medication to treat an acute asthma attack. Epinephrine auto-injector shall mean a medically prescribed, disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis. Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the ICTC shall require the following:

1. A written request from the parent/guardian that the ICTC comply with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the ICTC is not responsible for ensuring the medication is taken and relieving the ICTC and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
    a. Name of the drug
    b. Prescribed dosage
    c. Times medication is to be taken
    d. Length of time medication is prescribed
    e. Diagnosis or reason medication is needed, unless confidential
    f. Potential serious reaction or side effects of medication
    g. Emergency response
    h. If student is qualified and able to self-administer the medication

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.

The ICTC reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year. A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.

Student health records shall be confidential and maintained in accordance with state and federal laws and

regulations. A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and/or epinephrine auto-injector and to self-administer the prescribed medication in the school setting shall demonstrate to the school nurse competent self-administration and responsible behavior in use of the medication. Determination of competent self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.

Students shall be prohibited from sharing, giving, selling, or using an asthma inhaler or epinephrine auto-injector in a manner other than which it is prescribed during school hours, at any time while on ICTC property, at any school-sponsored activity, or during the time spent traveling to and from the ICTC and school-sponsored activities. If the ICTC denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector, because no written request/documentation has been received, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

All students are required to have an Emergency Care Card on file in the main office. It is the responsibility and legal obligation of the parent to keep the student's Emergency Care Card updated.

AFFECTION

Visible and open displays of affection will not be permitted. Examples of visible or open displays of affection between students include but are not limited to: holding hands, kissing, petting, caressing, embracing, hugging and/or any other bodily contact that represents a visible or open display of affection.

ANNOUNCEMENTS

Announcements that are to be made over the public address system must have the prior approval of the Administration and must be related to school activities or be made by the ICTC's affiliated clubs and organizations. All announcements must be brief and highlight only the essential information. The school reserves the right to issue emergency announcements. These announcements are to be strictly and immediately adhered to by the student body. Failure to do so may result in disciplinary action by the ICTC.

ARSON

A student shall neither intentionally conspire to and/or recklessly place another person in danger of death or bodily injury or attempt to cause damage or destruction to property by starting a fire or causing an explosion. Such actions will result in disciplinary action and criminal investigation/action.

ASSAULT AND/OR BATTERY

A student shall neither intentionally, knowingly, or recklessly cause, or attempt to cause, or threaten to cause injury; nor intentionally place another in fear of bodily harm or injury; nor conduct himself/herself in such a way as could reasonably cause physical injury to any student or school employee.

Assault and/or Battery offenses will result in an out-of-school suspension. *(See Discipline Code)* Referral to civil authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

ATTENDANCE

Absence

A student is absent any time he/she is not in class. The building Principal may excuse a student's absence when one of the following conditions presents reasonable cause for absence from school: **illness, death in the family, recovery from an accident, religious reasons, required court attendance, previously approved family educational trips and previously approved school-related activities.** All other reasons will be determined excused or unexcused on an individual basis. Unexcused absences may be classified as parental neglect or truancy. In instances where the Principal believes that absences due to illness are irregular, or there is reason to question the absence of a student, the Principal may request a physician's statement certifying the date(s) of absence. Any excuse which is determined by the ICTC to have been falsely created is subject to immediate disciplinary action by the ICTC in accordance with the forgery/alteration/falsification policy.

Pennsylvania's Truancy Law: The Pennsylvania Department of Education states that **truancy** is any unexcused absence from school. **Purpose of the 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 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 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]."

Unexcused Absence/Tardy

A student having seven (7) or more unexcused absences from school or seven (7) or more occurrences of unexcused tardiness during a marking period will not be granted credit in the affected course during that marking period. After the third (3rd) unexcused absence, a warning letter will be sent to the parent/guardian indicating a concern over the absences and explaining the attendance policy. After the seventh (7th) unexcused absence, a second letter will be sent to the parent/guardian and sending school that will indicate the student's loss of credit for the current grading period.

Attendance Procedure

On the day following a student's absence, the student must bring an excuse from his/her parent or legal guardian that states the exact date(s) of school missed and the exact reason for the absence. A parent's signature is necessary on the written excuse even if the student is eighteen (18) years of age or older. The student will report to his/her program area upon return to school, and provide the instructor with a written excuse for his/her absence(s). If the student has a written excuse, the instructor will sign or initial the excuse then send the student to the main office with this excuse. Excuses for a student's absence must be turned in within three (3) days following an absence. If a written excuse is not provided within three (3) days following an absence, the absence will be recorded as unexcused or illegal. School work missed due to an unexcused absence is not allowed to be made up. Medical excuses that are turned in beyond the three (3) day limit are not acceptable. This loss of instructional time will have a negative effect on the student's achievement in their program area.

After the student's tenth day of absence (excused and unexcused combined), a letter will be sent to the parent/guardian indicating a concern over the absences and explaining the attendance policy. On the fifteenth (15th) day of absence (excused and unexcused combined), a second letter will be sent to the parent/guardian that will indicate, once again, a concern over the student's absenteeism and will explain, once again, the ICTC attendance policy. After the fifteenth (15th) day of absence, a medical excuse will be required or the absence will be considered an illegal absence. When the sending school requires a physician's excuse from a student attending the ICTC, the ICTC will also require the student to have a physician's excuse for all subsequent absences from the ICTC. The ICTC reserves the right to require a physician's excuse from a student who abuses the attendance policy at any time throughout the school year.

Early Dismissal Procedure

Students who have early dismissal requests are to report to the main office at the beginning of the session. Students must provide the name of the doctor /dentist prior to dismissal and must provide a note from the doctor/dentist upon return.

The written request from the parent/guardian for early dismissal must include the following information:

a. full name of student and grade level
b. date of early dismissal
c. precise time of early dismissal
d. reason for the early dismissal
e. signature of parent/guardian

Unless picked up by a parent/legal guardian, no student will be excused without a written note from his/her parent/guardian. If the student is being picked up by the parent/guardian or a designated person, that person must come to the office and sign out the student. If the student is driving himself/herself, this must be stated in the note. Early dismissals are often granted for legal, medical, and religious reasons. All other requests for early dismissal will be granted on an individual basis by the Principal.

Tardiness to School

If it is necessary for a student to be tardy, upon arrival at the ICTC the student's parent/guardian MUST sign the student in at the main office. A student who arrives late must sign in at the main office before reporting to the assigned program area. If a written excuse is not provided on the date of tardiness, the tardy will be considered unexcused.

Attending Activities at the Sending School

Often, an entire school will be dismissed early so that the ICTC students can attend a pre-planned sending school activity. The ICTC and sending schools work cooperatively so that most sending school events are attended by the ICTC students. If an individual student, with parental permission, wishes to be excused for a sending school activity, including academic remediation, that student must obtain permission from his/her ICTC instructor, the ICTC Principal and the sending school Principal. Students should obtain the "Request For Approved Absence" form from the main office.

BELL SCHEDULE

The ICTC day is divided into periods as follows:

AM	PM
1st period 8:15-9:00	4th period 12:05-12:40
2nd period 9:05-9:50	5th period 12:45-1:30
3rd period 9:55-10:40	6th period 1:35-2:15

BOMB THREAT

Any student who is found to have issued a threat, directly or indirectly, to commit a violent crime by communicating that a bomb has been placed or will be placed in a particular location with the intent to terrorize another person, cause evacuation of a building or other place of assembly including transportation, or otherwise cause serious public inconvenience shall be subject to disciplinary action. *(See Disciplinary Code*) The civil and criminal sanctions for bomb threats made by students are not dependent upon the requirement that the ICTC or any of its personnel be placed in actual danger. The threat itself is enough to subject the student to civil and criminal penalties whether or not the threat is real and/or creates a real danger. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code and the Federal Code shall be made when deemed necessary by the ICTC authorities.

BREAKING SHOP RULES OF PROCEDURE OR CONDUCT

Each instructor at the ICTC compiles rules of procedure or conduct for the student in his/her program area which is reviewed and signed off by the student yearly. These rules of procedure or conduct are not to be violated, and if a student violates any of these rules of procedure or conduct, that student will be subject to disciplinary action.

BULLYING

The ICTC is committed to providing a safe, positive, learning environment for its students. The ICTC 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 ICTC prohibits bullying by students. Bullying means an intentional electronic, written, verbal or physical act, or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

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

Bullying, as defined in this policy, includes cyber-bullying. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. The ICTC prohibits all forms of bullying by students. The ICTC encourages students who have been bullied to promptly report such incidents to the principal or designee. The ICTC 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 the school's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Each student shall be responsible for respecting the rights of others and ensuring an atmosphere free from 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. Counseling/Therapy outside of the school
9. Referral to law enforcement officials

BUS/VAN BEHAVIOR

The bus/van driver is in charge of each bus/van and represents the school authority. Since students are under the full authority of the school while on the bus/van, all school rules and guidelines are in effect during all school-related bus/van trips. While on field trips, students must obey school personnel and the bus driver. The following rules and regulations must be followed to maintain the safety and protection of all students on school buses/vans. Failure to follow these rules may result in the loss of bus/van privileges.

Students must:

a. not push or run while loading or unloading the bus/van.

b. ride only on their assigned bus/van.
c. remain in their assigned seat until the destination has been reached and the bus/van is stopped.
d. use civil language and talk only in a low conversational voice.
e. not smoke and/or use tobacco products on the bus/van.
f. keep the bus/van clean and free from litter at all times.
g. not eat or drink on the bus/van.
h. refrain from disruptive behavior on the bus/van.
i. obey the school disciplinary code on the bus/van.

CERTIFICATIONS AND COURSE OFFERINGS

The ICTC offers Students in the following the technical programs listed below, the opportunity to earn an industry certification. Students who complete the required competencies at skilled or proficient levels and have a 2.0 GPA in their program area are eligible to take the certification test. All certification tests must be taken or scheduled prior to the last student day. The ICTC is able to offer students the opportunity to take the following certification tests one time at no charge to the student or student's family. Some certification tests do offer a retake. The student or student's family will be responsible for the expense of a retake on a certification test.

Program Area	Program Certification
Automotive Technology	S/P2 Certification Safety & Pollution Prevention PA Safety Inspection Mechanic Certification Certified Safety Inspector, Cat I S/P2 Automotive
Carpentry	PA Builders Association Skills Certificate (PBA) OSHA Ten Hour Construction Safety & Health Certification OSHA CareerSafe Certification Basic First Aid CPR and AED NCCER National Association of Home Builders Student Chapter Residential Construction Academy (RCA) National Registry
Collision Repair Technology	PPG Blue Level Certification SP/2 Certification Safety & Pollution Prevention S/P2 Automotive EPA 6H Certification S/P2 Collision Repair Safety
Cosmetology	State Board of Cosmetology License Esthetician Manicurist
Culinary Arts	ServSafe/Manager Food Safety Certification American Culinary Federation Certified Junior Culinarian American Culinary Certified Fundamental Cook
Digital Communications	Adobe Certified Associate-Visual Communications Using Photoshop Adobe Certified Associate – Visual Communications Using Premiere
Graphics & Electronic Media	Adobe Certified Associate-Visual Communication Using Adobe Photoshop Adobe Certified Associate – Graphic Design & Illustration Using Adobe Illustrator

	Adobe Certified Associate – Print & Design Media Publication Using Adobe InDesign
Health Occupations Technology	Personal Care Home Direct Care Staff Certification Heart Saver First Aid Certification Heart Saver Bloodborne Pathogens Certification Basic Life Support For Healthcare Providers Certification CPR for Family and Friends Heartsaver CPR Heartsaver AED
Heating, Ventilation & Air Conditioning	PA Builders Association Skills Certificate(PBA) EPA 608 Refrigerant Recovery Certification National Association of Home Builders Student Chapter OSHA 10 Hour Safety & Health Certification OSHA CareerSafe Certification Basic First Aid CPR and AED
Information Technology Services	Comp TIA A+ Certification Comp TIA Network+ Certification Comp TIA Security+ Certification
Machining Technology	National Institute of Metalworking Skills (NIMS) ToolingU
Masonry	PA Builders Association Skills Certificate (PBA) OSHA Ten Hour Construction Safety & Health Certification Residential Construction Academy (RCA) National Registry National Association of Home Builders Student Chapter OSHA CareerSafe Certification Automated External Defibrillation (AED) Basic First Aid CPR and AED
Welding Technology	American Welding Society Certification – Level I Entry Welder

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Students must notify the main office of address or telephone number changes as soon as possible.

CHEATING

Cheating, i.e., the direct use of another student's work and the use and/or distribution of cheat sheets or similar materials, will not be tolerated. Plagiarism is also a form of cheating. Cheating, as a first offense, shall be classified as an academic problem, and will be handled by each individual instructor. Instructors will handle proven cases of first offense cheating by giving that student a zero grade on that particular activity, assignment, quiz, test, or examination. The degree of evidence necessary to establish a "proven" case of first offense cheating is determined by the instructor and the Administration of the ICTC. Cheating is a civil violation and no criminal burden need be met. Repeated cheating in the same course of study or class shall be classified as a disciplinary problem, and the Administration will handle these matters according to the disciplinary code.

CLASS CUTS

Students are expected to attend classes as assigned. Class roll will be taken by each instructor at the beginning of each period. Any unauthorized class absence may be designated as a class "cut" in which case the work may not be made up. Unexcused absences (class cuts) may also result in disciplinary action. If a student remains at the sending school without completing the Excused Absence Form, the missed ICTC class will be considered a class cut.

COLLEGE VISITS

Any junior or senior student, with parental and sending school permission, may visit post-secondary institutions of learning while school is in session, if visitations cannot be made at another time. Upon return from the visit, the student must provide a note from the admissions office verifying that the appointment was kept. A maximum of two (2) requests will be considered during a school year. Such absences will be considered to be excused if the preceding conditions are met.

CONFIDENTIAL REPORTING

Students are encouraged to report all concerns to the principal or designee. All concerns shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports. If students wish to anonymously report school violence or concerns they can leave a written statement in a blank envelope on the main office counter or call our confidential reporting line at 724-349-6700 ext. 400.

CONTAINER REGULATIONS

Only food or drink containers purchased in the ICTC vending machines are permitted. No student is permitted to enter the school building with a container that is filled with a beverage, such as soda, fruit juice, ice tea, milk, coffee, water, etc., during regular school hours unless it is sealed. All containers found within the ICTC school zone are immediately subject to search by the ICTC Administration.

COOPERATIVE EDUCATION WORK EXPERIENCE PROGRAM

The Cooperative Education Work Experience Program permits qualified seniors to be placed in in a paid work position that directly relates to the student's ICTC program area. All placements, without exception must be approved by the instructor, Co-op Coordinator, and ICTC administration before the student is released for work. In addition each student must complete working papers and an employability skills class prior to being released for work. A student on co-op attends the sending school part-time to complete any required academic courses and works part-time in place of ICTC classes. However, all students will receive regular scheduled visits at the place of employment by the Co-op Coordinator. If the student on Co-op should lose the job, or be laid off, or cannot work because of any other reason, that student must return to the ICTC immediately to attend class.

Co-op Eligibility Guidelines:

- Grades: Student must have a "B" at the ICTC and maintain a "C" average or better at the sending school. In addition, the student must not have any grades below a "C" in the current grading period.
- Discipline: Student must not have any Level II or Level III incidents or suspensions at the ICTC or sending school district for the current school year.
- Attendance: Students must have no unexcused absences or violations to the ICTC attendance policy.

CORPORAL PUNISHMENT

Corporal punishment is not administered at the ICTC. However, reasonable force may be used by the ICTC Administration and personnel to quell a disturbance, to obtain possession of weapons or other dangerous objects. *(See Regulations of the State Board of Education of Pennsylvania, Chapter 12, 12.5 Corporal Punishment)*

CREDIT

Students who successfully pass the school year with an average grade of 70% or above will earn three (3) credits toward their high school graduation. Students who enter the ICTC after the school year begins or who withdraw from the ICTC throughout the school year may be issued credit on a prorated basis as determined by the ICTC Administration/Guidance Office.

A program completer is a three (3) year student who has successfully mastered 80% (60% for a two year student, 40% for a one year student) of the program area competencies as defined by the students occupational and career objective form.

DAILY SCHEDULE

All students are expected to report to their assigned program area at the beginning of the session. A student who is arriving late must sign in at the main office before reporting to the assigned program area. After signing in, he/she is to report immediately to his/her program area.

AM Session	8:00 a.m. to 10:55 a.m.
PM Session	11:30 a.m. to 2:25 p.m.

DAMAGE, THEFT, OR VANDALISM OF SCHOOL

Vandalism is defined as the willful and/or malicious destruction or defacement of property without the consent of the person or entity having custody or control over it. This category includes graffiti. Students may not intentionally cause, attempt to cause, assist to cause, or conspire to cause damage to school property.

A student shall not steal, nor attempt to steal school property, nor otherwise deprive the school of said property. Students may not, without school authorization, receive, retain, possess, or otherwise dispose of any property which the student knows or has reason to know belongs to the school. The student shall be required to provide restitution for damages and/or non-recovered stolen property, including the current replacement cost of said property and cost of labor incurred in the repair or replacement of said property. The parents or legal guardians of said student will be held liable for any and all damages to school property and/or unrecovered stolen property for which the student himself/herself does not provide restitution.

Referral to civil authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by the school authorities.

DEFIANT/UNCOOPERATIVE ATTITUDE

Any student who exhibits defiance in any form or an uncooperative attitude toward any instructor or any other ICTC employee will be subject to disciplinary action.

Defiant/uncooperative attitude/insubordination will not be tolerated:

a. on school premises, during and immediately before and after school hours.
b. on school premises at any time when the school is being used by a school sponsored group, non-curricular related student group, and/or private non-school person(s) group.
c. off school premises at any school activity, function, or event.
d. off school premises involving violations or possible violations of the Pennsylvania Criminal Code when such conduct or conditions may directly and/or immediately result in adverse effects on the educational process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for instructors and other school employees, and/or when the effect includes danger to the health, safety, or morals of students within the school system. Whether or not conduct off school premises adversely affects the educational process on school premises is a determination to be made by the ICTC in its effort to maintain safety, order, and discipline. Once an adverse effect is determined, sanctions for same are at the discretion of the ICTC.

Referral to civil authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by the school authorities.

DIRECTORY INFORMATION

The ICTC is permitted by law to disclose directory information without written consent of the parent/guardian or eligible student. The parent/guardian or eligible student has the right to refuse to permit the dissemination of any or all of the categories of the directory information if a written refusal is forwarded to the Principal. Directory information which may be released may include the student's name, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; email address; photograph and other similar information.

DISCIPLINARY POLICY

Students are required to follow and to comply with the ICTC rules and regulations as established by the Administration and the ICTC Joint Operating Committee (JOC). When student conduct interferes with the educational process or creates an environment not conducive to learning, instructors and other staff members who have authority over students may use reasonable actions as necessary.

The ICTC will discipline students for violations of the Penal Law and the rules and policies promulgated by the JOC and shall govern student conduct in school, at school-sponsored events, during the time in travel to and from school and off-campus behavior where such behavior has an impact on the school community. Discipline reports describing the incidents will be submitted to the Principal to be entered into a discipline database. This information will be used to identify a pattern of inappropriate or unmodified behavior. When it has been determined that the student has not improved upon his/her inappropriate behavior or if an incident occurs that warrants immediate administrative intervention, the Director and Principal have the authority to assign discipline to the student.

Discipline Code

The four discipline code levels, descriptions, procedures, examples of behavior and disciplinary options related to each discipline code level. The specific conduct and consequences prescribed are only examples of conduct and consequences that are subject to discipline under the code. Each discipline option will be based on the seriousness of any single infraction or continued unmodified misbehavior.

DISCIPLINE CODE - LEVEL 1

DESCRIPTION	PROCEDURES
Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.	· There is immediate and consistent intervention by the instructor who is supervising the student or observes the misbehavior. · An anecdotal record of the offenses and disciplinary action is maintained by the instructor. · The instructor may wish to discuss the misbehavior with parent, administrator, and/or support personnel.

EXAMPLES OF BEHAVIOR

- Dishonesty/lying
- Cheating
- Cutting class
- Eating/drinking in unauthorized area
- Gambling
- Horseplay or scuffling
- Inappropriate dress
- Loud, boisterous or inappropriate noises or sounds
- Possession/use of non-instructional items (electronic devices, playing cards, etc.)
- Defacing of school/personal property (writing on desks, walls, books, etc.)
- Inappropriate written or verbal comments (sexual remarks, offensive jokes, etc.)
- Physical contact (bumping, stroking, hugging, grabbing, kissing, etc.)
- Visual abuse (staring, leering, etc.)
- Running in classroom or halls
- Classroom tardiness
- Throwing objects (pencils, erasers, snowballs, etc.)
- Sleeping in class
- Failure to follow program rules
- Abusive language
- Classroom/hall/locker room disturbance
- Failure to complete assignments/carry out instructions

DISCIPLINARY OPTIONS

A. Verbal reprimand/warning
B. Personal conference
C. Isolation within classroom
D. Withdrawal of privileges
E. Detention (as per sending school)
F. Special assignments
G. Telephone call to parents
H. Written communication to parents
I. Parental conference
J. Guidance referral
K. Academic penalty
L. Confiscate anything that students are not permitted to have in school

NOTE: Level I examples and disciplinary options/responses are not limited to those provided.

DISCIPLINE CODE - LEVEL II

DESCRIPTION

These infractions which often result from continued Level I misbehavior, require the intervention of personnel on the administrative level because the use of Level I disciplinary responses/options have failed to correct the situation.

Also included in this level is misbehavior that tends to disrupt the orderly climate and conduct of the school. These are serious enough to require corrective action on the part of administrative personnel.

PROCEDURES

- Referral to administrator.
- Administrator meets with student and/or instructor to establish the most appropriate response.
- The instructor is informed of the administrator's action.
- Parents are notified of the student's misbehavior.
- A proper and accurate record of the offenses and disciplinary action is maintained by the administrator.

EXAMPLES OF BEHAVIOR

- Continuation of unmodified Level I misbehavior
- Insubordination or disrespect
- Bus disturbance
- Violation of dress code policy
- Failure to possess proper I.D.
- Falsification of records, excuses, and passes
- Leaving school premises without permission
- Presence in unauthorized areas of the school building/grounds
- Misbehavior at a school sponsored activity
- Possession of obscene materials
- Promoting drug/alcohol use or violence via dress, unauthorized signs, posters, emblems, or other means
- Use of obscene language/gestures
- Truancy
- Failure to carry out directives
- Leaving program area without permission
- Horseplay (safety violation)
- Harassment/ethnic intimidation
- Possession of any incendiary devices (e.g. lighters, matches, etc.)
- Violation of student driving/parking policy
- Violation of Internet/LAN Access Acceptable Use Policy
- Defiance
- Disrespect/abuse of another's property

DISCIPLINARY OPTIONS

A. Warning
B. Withdrawal of privileges
C. In-school suspension
D. Out-of-school suspension
E. Parental conference
F. Enforcement of attendance policy
G. Enforcement of school transportation policy
H. Non-traffic citation
I. Referral to outside agencies

NOTE: Level II examples and disciplinary options/responses are not limited to those provided.

DISCIPLINE CODE - LEVEL III

DESCRIPTION

These infractions sometimes result from the continuation of Level I and/or Level II misbehavior. Also included are acts against persons or property. Some of the infractions have consequences which might endanger the health or safety of others in the school.

These acts might be considered criminal but frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for correcting the situation in the best interest of all students and personnel.

PROCEDURES

- The administrator initiates disciplinary action by investi-gating the infraction and, if necessary, conferring with the instructor on the extent of the consequences.
- The administrator meets with the student and confers with the parent about the student's misconduct and resulting disciplinary actions.
- An accurate record of offenses and disciplinary actions is maintained by the administrator.

EXAMPLES OF BEHAVIOR

- Continuation of unmodified Level I and/or Level II misbehavior
- Attempting or breaking into another student's locker
- Dissemination of unauthorized materials (such as posters, papers, newsletters, etc.)
- Extortion of money or material goods
- Fighting
- Leading/participating/contributing in an activity that results in school disruption or disorder
- Obscene exposure
- Intimidation: threat to student(s) and/or school personnel and/or hazing
- Leading or participating in a walkout
- Theft/possession/sale of or purchase of stolen property
- Destruction of property
- Violations of the Vehicle Code
- Possession/use/furnishing/selling/of tobacco products or tobacco look-alikes. Penalties imposed extend to smokeless tobacco regardless of the quantity
- Inappropriate use/furnishing/selling/ possession of prescription drugs and/or over-the-counter drugs
- Misuse or destruction of technology (computers, audio visual equipment, telephone, etc.)
- Failure to cooperate fully with school officials in the investigation of a Level IV offense

DISCIPLINARY OPTIONS

A. Temporary removal from class
B. In-school suspension (3 days mandatory)
C. Out-of-school suspension (3 days mandatory)
D. Parental conference
E. Withdrawal of privileges
F. Restitution of property and damages
G. Referral to outside agencies
H. Charges under criminal code
I. Referral to appropriate law enforcement agencies
J. Elevation to Level IV based on severity of circumstances

NOTE: Level III examples and disciplinary options/responses are not limited to those provided.

DISCIPLINE CODE - LEVEL IV

DESCRIPTION

Disciplinary action under Level IV could result from the continuation of lower level offenses.

Conduct so disruptive as to interfere with the orderly operation of the school or which creates a clear and present danger to the health, safety or welfare of students, staff, and school community.

These acts are clearly criminal in nature and are so serious that they always require administrative action resulting in the immediate removal of the student from the school.

The intervention of law enforcement authorities and/or action by the Board of School Directors may also be required.

PROCEDURES

- The administrator verifies the offense and, if necessary, confers with the instructor involved before meeting with the student.
- The student is immediately removed from school and parents are notified. Law enforcement officials may also be contacted.
- A complete and accurate report is submitted to the Superintendent for possible action by the Board of School Directors.

EXAMPLES OF BEHAVIOR

- Continuation of Levels I, II, and/or III misbehavior
- Assault and/or battery
- Arson/bomb threat
- Engaging in any other conduct contrary to the criminal code or ordinances of the Commonwealth/community on school grounds or at school sponsored activities
- Harassment of school personnel or students and/or hazing
- Using/furnishing/selling/possessing/under the influence of alcohol, any drug or drug look-alike or any item defined and prohibited by the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act of 1972 as the same may be amended from time to time and related paraphernalia. (Examples of such prohibited items include but are not limited to marijuana, opiates, and other narcotics)
- Gender or handicap discrimination
- Racial and ethnic intimidation
- Possession/use of weapons, explosives, incendiary devices (firecrackers, smoke bombs, etc.) or chemical protective devices (knives, mace, pepper spray), cutting instruments or tools, nun chuck sticks, razor blades, brass knuckles, acid, metal pipes, sharpened wood, stun guns, firearms, "look-alike" weapons, or any other tool, instrument, or implement capable of inflicting serious injury)
- Unwarranted pulling of a fire alarm
- Vandalism of school or personal property of school personnel or students
- Terrorist threats to students or school personnel
- Possession or transmission of pornographic material, images or video

DISCIPLINARY OPTIONS

A. Suspension
B. Expulsion
C. Charges under criminal code
D. Referral to appropriate law enforcement agencies
E. Referral to outside agencies
F. Restitution (property/damages)
G. Formal hearing with Board of School Directors

NOTE: Level IV examples and disciplinary options/responses are not limited to those provided.

DISCRIMINATION

In accordance with the Pennsylvania Human Relations Act (43 P. S. 951-963), no student shall be denied access to a free and full public education because of race, religion, sex, national origin, or handicap. *(See Expression/Harassment, Intimidation/Harassment, and/or Sexual Harassment)*

DISORDERLY CONDUCT

Disrespect of ICTC Personnel/Administration

Students who show disrespect to the ICTC personnel and/or members of the administrative staff are subject to disciplinary action.

Disruption of School, Classroom, and School Sponsored Events

Disorderly conduct is any act which substantially disrupts the orderly conduct of a school function, or behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of the students, staff or others. A student or group of students who engage in the disruption of school, school sponsored, related and/or sanctioned meetings, activities, and events will be subject to disciplinary action. Disruptive behavior includes, but is not limited to, the use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, obscene language, obscene gestures, pulling fire alarm, or any other conduct which serves no legitimate school purpose or intentionally causes the material disruption or obstruction of any lawful mission, process, or function of the school or classroom. Behavior which causes or may cause material harm or serious inconvenience to the legitimate mission, process, or function of the school or classroom is considered disruptive. Whether or not the actions and/or words of a student or a group of students rise to the disruption level is a decision to be made by the ICTC Administration in their evaluation of the particular problem presented.

Referral to the civil authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by the school authorities.

DRESS CODE

All students must be properly attired so that they may safely engage in activities in the program areas. The student must wear the appropriate clothing for the occupation that is being taught in his/her program area. Students are required to wear a uniform in some program areas.

The Administration will consider clothing and accessories unacceptable when they have the potential to cause a disruption to the educational process or constitute a health and safety hazard. The Administration reserves the right to decide when dress may be considered inappropriate if it is not addressed specifically in the Handbook for Students and Parents of the ICTC. The following rules and regulations apply to the ICTC dress code:

a) Shirts or tops that expose the midriff (the bottom of the top garment and the top of the bottom

garment must meet, overlap or be tucked inside the other), halter tops, strapless or one strap tops, tube tops, see-through tops or mesh clothing, tank tops, low cut shirts or low cut armholes (muscle shirts) are not permitted. A sleeveless shirt, singlet or vest, also known as a tank top, is a shirt manufactured without sleeves, or one where the sleeves have been cut off. A halter top is a sleeveless shirt in which a strap goes around the back of the neck, leaving the upper back uncovered. A spaghetti-strapped shirt is a tank top with strings or thin material on the shoulders to hold up the shirt. A tube top is a shirt with no sleeves or shoulders, and is, basically, a tube that wraps around a woman's torso. A string tank top is a regular t-shirt ripped by hand to form an improvised tank top.

b) Pants/shorts/skirts worn below the waist and/or in a manner that reveals undergarments, underwear or skin when standing or sitting, pajamas and pants that are excessively too large will not be permitted.
c) The following are considered disruptive or unacceptable in regard to clothing, including but not limited to: any printed words or pictures promoting drugs, alcohol, smoking, smokeless tobacco, sex, or violence, including advertisements or brand names promoting these items. Printed obscenities, profanity, or messages with double meanings that are related to sex, obscenity, or profanity are also unacceptable. In addition, printed words or pictures promoting hatred or racism are prohibited.
d) Outer garments, such as coats and jackets, shall be placed in the student's locker, and these items must not be worn during the school day or in the program area at any time.
e) Safety glasses must be worn for protection and are required to be worn by Pennsylvania law. (See Eye Protection) Dark sunglasses or shades are not to be worn in the building.
f) For safety and health reasons, footwear that covers the entire foot must be worn in program shop areas. Shoes must be appropriately laced or otherwise appropriately fastened at all times while on the school premises. No one shall be permitted on school premises with bare feet. In some program areas, safety shoes or boots are required to be worn.
g) All hair, including facial hair, must be clean and styled so as not to disrupt the educational program or pose a safety hazard. Students whose hair length would constitute a safety or health hazard shall be required to take appropriate measures to correct the situation. A student whose unusual hairstyle causes the distraction of other students and disrupts, unsettles, or impedes the normal educational environment of the school or program areas shall be required to correct the situation immediately.
h) Jewelry, such as fashion chains or studded chokers, which is a potential health/safety hazard, shall not be worn on school premises. (See Weapons and Dangerous Instruments)
i) Jewelry depicting obscene, vulgar, disturbing, distracting, or inappropriate language or images shall not be worn on school premises. In addition, neckties will be removed and/or secured around all moving machinery and power equipment.
j) Hats and bandanas must be removed upon entering the building and remain off while in common areas of the school. With instructor's permission only, students may wear hats in the shop area of their program.
k) Students whose unusual, excessive, or otherwise inappropriate body piercing, body paint (tattoos), attire, hair or cosmetics, which result in the distraction of other pupils, and disrupts, unsettles, or impedes the normal conditions of the school or classroom shall be required to follow the program area uniform requirements.
l) Name badges must be worn at all times.
m) Program area issued uniforms must be worn during class time.

Failure to comply with any of these rules and regulations will result in disciplinary action. (See Discipline Code)

EATING, DRINKING, AND CHEWING GUM

Eating, drinking, and chewing gum are permitted only in authorized areas. Students shall consume only food and beverage items purchased from the ICTC vending machines. Students may be asked to dispose of food or drink brought into the school in an open container. Consumption of snacks and beverages during instructional hours is determined by each individual program instructor. Program instructors have the right to limit individual student use of the vending machines at any time.

ELECTRONIC DEVICES

The ICTC prohibits possession of laser pointers and attachments by students on the school's property, on buses and other vehicles provided by the ICTC, and at ICTC-sponsored activities. The ICTC prohibits **use of** personal communication devices by students during the school day in school buildings, on school property, and while students are attending center-sponsored activities unless approved by administration or the instructor. Students are not permitted to use their personal device to take photographs, record audio or video during the school day in school buildings, on school property and while a student is engaged in center-sponsored activities. All cell phones **are required** to be turned off and locked in the student's locker while on school premises. All cell phone use during any emergency drill or evacuation is prohibited. In addition, the ICTC prohibits **possession and use** by students of any device that provides for a wireless, unfiltered connection to the Internet. The center shall not be liable for the loss, damage or misuse of any electronic device brought to the ICTC by a student. Electronic devices shall include, but not be limited to any form of battery operated and/or hand-held radios, MP3 Players, IPod's, CD players, hand-held computer games, paging devices, beepers, laptops, PDA's, televisions, bull horns or any other type of electronic equipment.

Examples of prohibited electronic devices include but are not limited to any form of battery operated and/or hand-held radios, CD players, hand-held computer games, tape players, record players, walkmans, paging devices, beepers, laptops, PDA's, televisions, bull horns or any other type of electronic equipment of any nature. Calculators, when permitted, are to be used for school purposes only and not for any other function. Cell phones/camera phones must remain OFF at all times while in the School Zone.

First Offense:	Confiscate device and return it at the end of the school day.
Subsequent Offenses:	Confiscate device and parent/guardian must pick it up.

EMERGENCY CARE CARD

Every student is required to have an Emergency Care Card on file in the school office. This card lists the parent's name, home phone number or number where a parent/guardian can be reached, family physician and other pertinent information. It is the responsibility and legal obligation of the parent to keep the student's Emergency Care Card updated. If the Emergency Care Card is not turned in to the main office within the students first five days of school, detention may be assigned.

EMERGENCY NOTIFICATION

The ICTC will utilize our in-house calling system "SchoolMessenger" to notify each students home in case

of an emergency. SchoolMessenger will be utilized to inform families of all pertinent information relative to a school emergency, including student pick up location and situation status. On occasion, radio and television may be utilized to provide emergency information.

ETHNIC INTIMIDATION

All forms of ethnic intimidation will be dealt with by disciplinary action. Ethnic intimidation may include, but is not limited to, statements or actions with malicious intent toward race, color, religion or national origin of another individual or group of individuals which involve danger, coercion, threats, harassment, intimidation, fear or harm to such person(s). Ethnic intimidation may also involve damage, potential damage, and/or threats of damage to the property of such person(s).

Referral to civil authorities for charges under the Ethnic Intimidation Act of 1982 shall be made when deemed necessary by school authorities.

EXPLOSIVE DEVICES

No student shall possess, make, or use a smoke bomb or an explosive device on the premises of the ICTC. A student shall not intentionally and/or recklessly place another person in danger of death or bodily injury by possessing and/or using an explosive device, cause or attempt to cause damage or destruction to property by possessing and/or using an explosive device, conspire to cause or attempt to cause damage and/or destruction to persons and/or property by possessing and/or using an explosive device. Possession or use of any type of explosive device warrants immediate police notification, investigation, and subjects the student to criminal sanctions.

EXTORTION

A student shall not obtain the property or services or any benefit from another that is resulting from blackmail; ultimatum; intimidation; threatened exposure of any secret tending to subject any person to hatred, contempt, or ridicule; or wrongful use of actual or threatened force, violence, or fear. Referral to civil authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

EYE PROTECTION

ACT 116 (Eye Protection Law) provides for the use of eye protective devices by persons engaged in hazardous activities or exposed to known danger in schools, colleges, and universities. Every student and visitor shall wear industrial quality eye protection when engaged in or is within the area of known danger created by:

1. The use of hot liquids, solids or gases, or caustic or explosive materials
2. The milling, sawing, turning, shaping, cutting, grinding or stamping of solid materials

3.The tempering, heat treatment or kiln firing of metals and other materials
4.Gas or electric welding
5.The repairing or servicing of vehicles

Safety glasses are issued to new students at the beginning of their first year at the ICTC. Safety glasses must be worn by all students and visitors in the laboratory portion of each program area. No student may participate in activities in designated program areas without wearing safety glasses. The following exceptions may be granted by Administration: Computer Systems Technology, Cosmetology, Culinary Arts, Digital Media Technology, Graphics & Electronics Media and Health Occupations Technology. Safety glasses which are damaged or lost must be replaced by the student. Safety glasses may be purchased in the main office or from an ophthalmologist or qualified eye specialist. The ICTC will accept eye wear purchased by students/parents from an outside entity if/when the student provides the Administration with a letter from the ophthalmologist or qualified eye specialist stating that the glasses are of industrial quality, the entire frame and lenses meet the ANSIZ87 standards, and are equipped with approved side shields. Persons requiring prescription glasses that do not meet these standards are to wear goggles provided by the school.

FALSE FIRE ALARMS OR TAMPERING WITH SAFETY EQUIPMENT OR DEVICES

A student shall not willfully, maliciously, or recklessly tamper with fire alarms, security alarms, fire extinguishers, camera monitors, emergency exit doors, emergency exit lights, hallway mirrors, emergency blankets, emergency posters, direction signs, information signs, labels, signs, or any other such equipment or devices with the intent to deface, alter, manipulate, or interfere with its intended use. Nor shall a student intentionally and/or recklessly activate, play with, hang on, or otherwise manipulate fire and/or security alarms in any way that interferes with their intended use. Such behavior will result in disciplinary action.

Referral to civil authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's educational records that are maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to

amend the record, the parent or eligible student has the right to include a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records to the following parties, without consent, or under the following conditions (34 CFR § 99.31):
  School officials with legitimate educational interest;
  Other schools to which a student is transferring;
  Specified officials for audit or evaluation purposes;
  Appropriate parties in connection with financial aid to a student;
  Organizations conducting certain studies for or on behalf of the school;
  Accrediting organizations;
  To comply with a judicial order or lawfully issued subpoena;
  Appropriate officials in cases of health and safety emergencies; and
  State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended, student id number, user id, or other unique personal identifier used to communicate in electronic systems that cannot be used to access educational records without a PIN, password, etc. (a student's SSN, in whole or in part, cannot be used for this purpose.). However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a student handbook or newspaper article) is left to the discretion of each school. For additional information, you may contact the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-8520

FIELD TRIPS

All students are required to participate in program area field trips because the field trips are a required learning experience in all program curricula.

FIRE/EMERGENCY DRILLS

Monthly fire drills or safety drills will be conducted by school officials. As soon as the fire signal is heard, all persons are to leave the building quickly and quietly and proceed to their designated safe area at the

lower end of the parking lot. Each instructor will show his/her students which exit to use prior to the first fire drill of the school year.
Once outside the building, each class will remain together while the instructors take roll. Students and instructors will remain together as separate program areas until the all clear signal has been sounded. It is important for everyone to remain in their designated areas so that the driveway is clear at all times. *(See fire drill map)*

Students who are away from their program areas when the fire signal sounds are to report to their designated program assembly area after they have exited the building so that their instructors can verify their presence. At the "all clear" signal given by the Administration, instructors and students will enter the building in an orderly fashion through the door on the parking lot side of the building. In cases of actual fire or other emergencies, the ICTC has the discretion to change designated assembly points to provide for the safety of all students. The ICTC will make its best effort to timely notify the parents of the emergency situation after it is determined that the students have been placed in a safer environment.

FORGERY, ALTERATION, OR FALSIFICATION OF SCHOOL COMMUNICATIONS

A student shall not knowingly forge, alter, destroy, or otherwise falsify any school document or communication. No student shall assist or cause another student to forge, alter, or falsify any school document or communication. Such communications include but are not limited to: hall passes, tardy to school or absent from school excuses, early dismissal requests, requests for temporary absence, field trip permission forms, driver/rider passes, scheduling changes, dental or doctor appointment slips/notes, requests for educational trips or tours, permanent records, report cards, deficiency reports, discipline referrals, and computer files.

GAMBLING

Gambling of any nature is strictly forbidden on the premises of the ICTC or at any ICTC sponsored activity. Students who violate this policy are subject to disciplinary action.

GRADING POLICY

The intent of the ICTC Grading Policy is to provide students, parents, sending district administration and faculty, and employers with grades that accurately represent what the student know, and what the student is able to do related to their ICTC program area. Therefore, the ICTC mandates the use of six (6) categories; daily, lab/task, homework, quiz, test and Career Education and Works Standards (CEWS).

AES — Each nine weeks, every student has a required set of Applied Education System (AES) modules. By the end of each grading period, all students should have a grade for AES. AES will count for 5% of the total grade.

Daily — This grade can be 42 individual daily grades or 9 weekly grades which are comprised of an average of daily grades for which the instructor has documentation. Daily grade is 15% of the total grade.

HomeworkStudents will have a minimum of four homework assignments during a grading period. Homework is 10% of the total grade.

Lab/Task This is a hands-on performance based grade on a task, project competency, etc., that an instructor has assigned and is graded using a rubric. Most instructors evaluate performance at a minimum of once a week others more frequently. Lab/Task is 25% of the total grade.

Quiz Quizzes will be given prior to the test on related material. Quizzes are 15% of the total grade.

Test Students will have at least one test every grading period. Tests are 25% of the total grade.

Math All Juniors will receive a math grade for the first and second marking periods.
All Sophomores will receive a math grade for the third and fourth marking periods.

NOCTI The NOCTI test will be counted as a final exam grade for all seniors who qualify to take the NOCTI test. This final exam will be 10% of the final grade. The State Mandated Pennsylvania Skills Certificate Examination (PA Skills) is a two-part examination that consists of an on-line written component and a full-day performance component. The performance examination is designed to test the student's skill knowledge that is required to complete hands-on tasks in the program area. Industry representatives evaluate the students' abilities when they complete the performance component of the PA Skills. The written component tests factual knowledge, technical information and problem solving abilities.

CEWS Each nine weeks, every student has a required set of Applied Education System (AES) modules relating to the CEWS. By the end of each grading period, all students should have CEWS grade. CEWS are 5% of the total grade.

Student grades are uploaded every Friday and in some cases more frequently onto Skyward for parents/students view.

The following grading scale is used at the ICTC:

A = 94 - 100 Excellent	D = 70 - 76 Passing
B = 85 - 93 Good	F = 55 - 69 Failure
C = 77 - 84 Fair	I = Incomplete

Individual student grades may be adjusted to correspond with the grading scale utilized by the students' sending school district.

Incomplete Grades

An incomplete grade for the marking period indicates that the student has not completed a required part of that course. Course-work must be completed upon return to class or school. (Typically students have an equal number of days to make up course work as the number of days missed (ex.: four (4) days absent; four (4) days to make-up work).) If a student fails to make up the required work, the incomplete will become a 55% during the first three marking periods of the school year. If a student receives an incomplete at the end of the fourth marking period, the student will receive a failing grade for both the

fourth marking period and the school year.

ADDITIONAL GRADING INFORMATION

PROGRAMS OF STUDY: Programs of Study (POS) are designed to provide students with the recommended academic and technical courses needed for employment in a Pennsylvania High Priority Occupation:

- Prepare high school graduates for postsecondary education, apprenticeships, or entry into the workforce in their career related field
- Identify relevant secondary academic and technical courses required for postsecondary enrollment and/or entry into the workforce
- Align with postsecondary options and offer college credit for specific high school academic and technical courses
- Recognize schools that meet academic and technical program benchmarks
- Prepare all career and technical programs to align with the Pennsylvania High Priority Occupations that support family-sustaining wages
- Focus on preparing students with industry certifications and higher level skills

SOAR (Students Occupationally and Academically Ready) is built on Programs of Study which incorporate secondary education and postsecondary education elements and include coherent and rigorous content aligned with challenging academic standards and relevant career and technical content. These career and technical programs of study include a statewide articulation agreement partnership between secondary schools and postsecondary institutions. ICTC students that complete a program of study and meet college entrance requirements may receive 9-12 college credit hours.

For more information contact the ICTC or visit the Pennsylvania Department of Education website.

NOCTI: This testing company is a PDE-approved agency for student occupational competency testing and is required to provide job-ready assessments and student data for Pennsylvania. NOCTI assessments are composed of a written online component and a performance component. The written component is an online assessment consisting of multiple-choice questions that measure the technical knowledge acquired by the participants. The performance component allows students to demonstrate their acquired skills by completing actual jobs using the tools, materials, machines and equipment of the occupation. If a student is a secondary concentrator (spending 1 ½ years or more in one program) and anticipated to graduate at the end of the current school year, then that student should be tested whether or not they will complete the program's technical hours. Secondary concentrators are only permitted to be tested once and this should occur during the school year they are anticipated to graduate.

NIMS: This testing company is a PDE-approved agency for student occupational competency testing for machining-related approved CTE programs, and is required to provide assessments and student data for Pennsylvania. NIMS assessments are made up of an online theory component and a performance component.

GUIDANCE

The ICTC school counselors work in cooperation with school counselors from all eight sending high schools in Indiana County to create a comprehensive, holistic career preparation program and provide quality counseling service to students. The goal of ICTC's guidance program is to introduce the concept that students have the power to choose their path to a successful, productive, employable adult life. Students are encouraged to use the guidance services frequently.

HALL PASSES

Hall passes are to be issued by the instructor and or authorized ICTC personnel. Generally, only one student at a time from each program area is permitted to use a hall pass. With instructor permission, there may be times when several students may be needed to carry equipment or to dispose of trash.

HARASSMENT

Any form of harassment related to an individual's race, color, sex, religion, national origin, ancestry, marital status, age, or physical or mental handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term "harassment" includes, but is not limited to: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, ancestry, marital status, age, or physical or mental handicap.

Examples of actions/conduct that may subject the ICTC students to disciplinary action in regard to expression or harassment violations are as follows:

a. violations that interfere with the personal liberties of a fellow student.
b. a disorderly and/or disrespectful disturbance, where such activity contributes to the material and substantial disruption of the administration of the school, class, program, or activity.
c. behavior that is abusive, or insulting to any member of the Administration, faculty, student body, staff, or any school officials.
d. behavior that leads to a criminal conviction for engaging in force, destruction, or seizure of the ICTC property/persons.
e. behavior that sufficiently impinges on some valid school interest.
f. violations that are recklessly made and interfere with the performance of the Administration, faculty, students, or other school officials or staff members.
g. violations and/or behavior that is used in such circumstances and of such a nature as to create a clear and present danger to the security, discipline, health, safety, welfare, and/or morals of the school population.
h. behavior that is unlawfully agitating.
i. behavior that is lewd, vulgar, or obscene.
j. behavior that is illegal slander or defamation.
k. behavior that contains fighting words.
l. behavior that violates the privacy of students, parents, instructors, and/or school officials.
m. behavior which mocks, ridicules, or is intended to disrupt the educational process because of race, religious affiliation, or national origin.

Students are accountable for their speech if it is, in fact, disruptive or harassing, and will be punished

accordingly. *(See Regulations of the State Board of Education of Pennsylvania, Chapter 12, Freedom of Expression 12.9)*

HAZARDOUS MATERIALS

Students need to be knowledgeable and informed about hazardous materials used in their specific classrooms or program areas. Specific information on the Material Safety Data Sheets (MSDS) will be provided by the program area instructor. Students are expected to follow all warning label instructions and wear proper safety equipment. Unsafe acts or conditions are to be reported to the program instructor.

HAZING

It is the intent of the ICTC to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the ICTC and are prohibited at all times.

For purposes of understanding, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the school district. These activities shall include but are not limited to any brutality of a physical nature such as beating, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance, or forced activity that could adversely affect the physical health or safety of the individual. In addition, activities that would subject an individual to extreme mental stress, forced conduct that could result in extreme embarrassment such as dress or other similar behaviors related to personal appearance, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any forced conduct in general would be considered hazing. Any hazing activity, whether by an individual or group, shall be presumed to be a forced activity, even if a student willingly participates. If a student believes that he/she has been subject to hazing, the student shall follow the procedure as outlined in the **Student Complaint** section of the *Handbook for Students and Parents of the ICTC*.

HEAD LICE/NO NIT POLICY

Head lice are highly contagious insects that can infest hair. Lice can be transferred from person to person by direct contact or through personal items such as combs, hats, and towels. Symptoms that indicate the presence of head lice are: (1) Persistent itching of the scalp, and (2) nits or small silvery eggs attached to the hair. Nits are most often found at the back of the head or behind the ears.

Because of the curriculum content of certain program areas such as Cosmetology, Culinary Arts, and Health Occupations, it is imperative that once a student has contracted lice, this student be immediately removed from classes at the ICTC. Parents will be required to come to the ICTC and take their child (student) home upon the discovery of lice. A student cannot return to school until he/she has been treated for lice/nits. A written medical clearance from the nurse at the sending school will be accepted as proof of treatment, although a reexamination may be conducted by the ICTC health personnel.

HIPAA

The ICTC is a HIPAA (Health Insurance Probability and Accountability Act) compliant organization.

IDENTIFICATION BADGE

The ICTC **requires** students to wear the center's identification badge at **all times**. Identification badges are the property of the ICTC and, as such, should remain stored in the program area at the end of the school day. Students will be assessed a fee of $2.00 and will be subject to disciplinary action for lost, destroyed and/or altered identification badges. It shall be the responsibility of the classroom instructor to enforce this policy and monitor the wearing of identification badges, and to take appropriate disciplinary action when necessary. Instructors, at their discretion, may require students to wear identification badges for off-site experiences.

INCENDIARY DEVICES

A student shall not possess, use, or conspire to use an incendiary object to intentionally and/or recklessly place another person in danger of death or bodily injury or cause damage or destruction to property. Such behavior will result in a disciplinary action. *(See Discipline Code)*

INSURANCE

Obtaining insurance coverage for a student who attends the ICTC is advisable and can be obtained through the sending high school. No individual student accident or medical insurance is carried by the ICTC.

INTERNET AND LAN (LOCAL AREA NETWORK) ACCESS--ACCEPTABLE USE POLICY

All access to the Internet and LAN (Local Area Network) is limited to school-related activities and purposes and is restricted to faculty members and students. Student access will only be permitted after the student, the student's instructor, and the parent/guardian have signed an ICTC Acceptable Use Agreement which is governed by ICTC Policy #815. Students will receive this form at the beginning of the school year. Once this agreement has been turned into the student's instructor, the student will be issued a password and access will be permitted under the direct supervision of the instructor and will be limited to educationally related activities and purposes. All Internet and LAN access is to be accomplished only through school-owned/administration approved equipment. The ICTC prohibits possession and/or use of any personally owned equipment for these purposes within the ICTC school zone. Any student who violates the ICTC Acceptable Use Policy agreement will be subject to disciplinary action and will have his/her access to the Internet/Network revoked. The following rules and regulations also apply to Internet access and usage:

1. The use of telecommunications and/or electronic devices is a privilege, not a right; and inappropriate use will result in the cancellation of those privileges. The Director/ Principal and/or the adult/instructor in charge of Internet access shall have the authority to determine when misuse has occurred. When it has been determined that misuse has occurred, appropriate disciplinary action will be taken. The Director/Principal may deny access at any time for inappropriate behavior.

2. Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited but not limited to:
   - Attempting to invade or damage facilities, equipment, or software.
   - Stealing equipment, time, services, software or supplies.
   - Use of the technology resources for purposes not directly related to class or class assignments.
   - Use of another person's network account or sharing of your account ID and password with another user. Instructors may enable a student to log in with a generic account.
   - Use of the technology resources for personal or private business.
   - Use of the technology resources for product advertisement or personal gain.
   - Use of the technology resources for political lobbying.
   - Use of the technology resources or the Internet to produce or reproduce copyrighted material (music, graphics, or text).
   - Use of technology resources or the Internet to play games unless they are used for educational purposes and have been **assigned** by a teacher.
   - Use of technology resources or the Internet to access inappropriate or pornographic material.
   - Use of technology resources or the Internet for entertainment/personal purposes (gaming, chat rooms, listening to music, viewing streaming video, watching network broadcast sporting events, tracking personal financial information, etc.)
   - Making or using threatening, obscene, or harassing remarks, or obscene language.
   - Building, maintaining, or supporting Web sites that are not ICTC related.
   - Attempting to violate or circumvent security procedures.
   - Trespassing in, copying, changing, or sharing another's folders or files (teachers/administrators have full access to student files).
   - Intentionally wasting resources, such as disk space, bandwidth, or printing capacity.

- Downloading, installing, or using unauthorized software, including but not limited to: shareware, freeware, games, audio/video files, and network snooping software.
- Attempting to evade or ignore any ICTC policies and procedures for the protection of technology resources (i.e. not following anti-virus policies, ignoring warnings and/or directions published by the technology department).
- Use of chat rooms, Internet Messaging, blogging, etc.
- The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U.S. Postal Service. Therefore, it is illegal to tamper with, interfere with or intercept another user's e-mail.

3. If the user can identify a security problem on the system, s/he must notify the Director/Principal immediately. Please do not demonstrate this problem to others. Attempts to login to any system under assumed identification will result in the cancellation of the user's privileges. Any user identified as a security risk or identified as having a history of problems with other computer systems may be denied access to any additional system.

4. The ICTC uses a "technology protection measure" with respect to any of its computers with Internet access. Technology protection measure means a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography harmful to minors, and/or known to be considered to be objectionable sites. In addition, the procedure shall include, but not be limited to, maintaining, and securing a usage log and monitoring online activities of minors.

5. Internet safety measures shall effectively address the following:
   - control of access by minors to appropriate matter on the Internet
   - safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
   - prevention of unauthorized online access by minors, including "hacking" and other unlawful activities
   - unauthorized disclosure, use and dissemination of personal information regarding minors
   - restriction of minor's access to materials considered harmful to them

6. The ICTC shall not be responsible for any unauthorized charges or fees that are a result of access to the Internet. The ICTC reserves the right to log network use and to monitor file server space use by students accessing the network. All files on the network are considered property of the ICTC and are subject to normal review and will be deleted if deemed necessary.

7. Users and their parents/guardians are responsible for any damage to the equipment, systems, or software resulting from the user's deliberate or willful act. Disciplinary action will be in accordance with the ICTC's discipline code, the Civil Code of Pennsylvania, Section 3933 and/or other applicable laws or policies. 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 criminal or legal action. General rules for behavior and communications apply with using the Internet, in addition to the stipulations of this policy.

8. Loss of access and other disciplinary actions shall be consequences for inappropriate use. The

Director/Principal, in consultation with the instructor, shall have the final authority to determine what is inappropriate use and the consequences of the determined misuse.

9. Adult students may be given email accounts depending on class(es) enrolled. If an email account is provided the following apply:
   - Do not consider your electronic communication, storage or access to be private.
   - Do not send pornographic jokes or stories via email.
   - Do not discriminate against anyone via email; in terms of, race, gender, nationality, religion, any other factor. If so discipline will be dealt with according to the harassment policy.
   - Do not use your school email account for non-school related communications or activities.
   - Do not use your email account for any illegal activities, conducting a business unless part of the curriculum or to misrepresent your position other than that of a student of ICTC.
   - All email is stored and can be accessed by the Director/Principal or their designee to verify compliance with policy.

Internet and LAN (Local Area Network) Access -- Acceptable Use Policy (AUP)
Indiana County Technology Students will be assigned a Google email account and password. Students shall not reveal their passwords to other individuals nor use a Google Account that is logged in under another student's or employee's name. Do not share or reveal personal information to other users via their school issued Google email account. **SCHOOL ISSUED GOOGLE ACCOUNTS ARE FOR CLASSROOM RELATED COMMUNICATIONS AND ASSIGNMENTS ONLY**.

ICTC Student email accounts will stay active as long as you are enrolled in a program area. If a student is withdrawn during a school year the account will be suspended and they will not have access to log into the email account.

Graduating seniors email accounts will be permanently deactivated June 30th of the current year and they will no longer have access to the ICTC email account.

INTIMIDATION

Students shall not use physical, verbal, written, or electronic threats or intimidate other students and/or the ICTC personnel. Intimidation is to unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Harassment, which is defined as annoying another persistently, shall not be done to other students or to the ICTC personnel.

<u>Harassment and Stalking By Communication or Address</u>

A person commits the crime of harassment by communication or address when, with intent to harass, annoy or alarm another person; he or she:

a. communicates to or about such person any lewd, lascivious, threatening or obscene words, language, drawings or caricatures
b. communicates repeatedly in an anonymous manner
c. communicates repeatedly at extremely inconvenient hours
d. communicates repeatedly in a manner not covered by #a or #b

Stalking By Communication or Address

A person commits the crime of stalking by communication or address when the person engages in a course of conduct or repeatedly communicates to another under circumstances which demonstrate or communicate either of the following:

a. an intent to place such other person in a reasonable fear of bodily injury
b. an intent to cause substantial emotional distress to such other person

(See Ethnic Intimidation and/or Sexual Harassment for additional information)
(See Discipline Code)

LOCKERS

A locker will be assigned to every student during the first week of school and will be their assigned locker for the remainder of the school year. Lockers are the property of the ICTC and are assigned to students for their use. The ICTC maintains ownership, possession, and control of the locker at all times. Students are responsible for keeping their locker free of any items which may constitute school and/or criminal violations. No student is permitted to place posters, stickers, or graffiti of any nature in a locker or house any food or beverages in a locker. Students are responsible for keeping their lockers secure; therefore students are not to disclose their combination to other students or share lockers. Any item found in a student's locker will be presumed to be the student's and, therefore, their responsibility. The ICTC has the legal right to conduct a search of an individual student's locker based upon reasonable suspicion of a school violation. The ICTC can randomly, or in mass, search school lockers without prior warning to the student body. *(See Regulations of the State Board of Education of Pennsylvania, Chapter 12, Searches 12.14.)* All items in lockers should be cleaned out at the end of the school year. Any items left in lockers will be donated to a local charity.

LOST AND FOUND

If a student has either lost or found any article or object, that student is to contact the main office immediately.

LYING

Students at no time shall lie to the ICTC Administration and/or school personnel involving any matter pertaining to the school. Students who lie to the Administration and/or school personnel will be subject to disciplinary action. Whether or not a student is lying is determined by the ICTC personnel after a review of the facts presented.

MAKE-UP WORK

Students are responsible for making up work they have missed while absent from class or school. Arrangements for completing this make-up work should be made by the student upon return to class or school. (Typically students have an equal number of days to make up course work as the number of days missed (ex.: four (4) days absent; four (4) days to make-up work).)
All school work that is missed because of an unlawful absence may not be made up. Thus, an unexcused absence, illegal absence, or truancy (defined by the Pennsylvania School Code) will prevent a student from making up any school work or assignments that were covered in class on the day of the unlawful absence. When out-of-school suspension occurs, students are responsible for making the arrangements with instructors to complete their make-up work. The time guidelines explained above also apply to students who are suspended from school, and these guidelines are explained in the Regulations of the State Board of Education of Pennsylvania, Chapter 12, Exclusions From School 12.6.

METAL DETECTORS

The ICTC may at its discretion utilize metal detectors and/or body wands to search students for weapons and/or any other metal objects which could be used as weapons in order to promote safety, order, and discipline within the school zone.

OBSCENE OR ABUSIVE LANGUAGE, GESTURES, OR SYMBOLISM

Students shall not use auditory and/or visual communications that are obscene and/or abusive in nature. Students shall not knowingly possess, handle, or transmit any obscene or abusive written, mechanically or electronically produced, or illustrated materials. Such behavior will result in disciplinary action. What is obscene, vulgar, and/or abusive lies in what the ICTC deems to be obscene, vulgar, and/or abusive based on the circumstances presented.

OFF CAMPUS/LEAVING THE PREMISES WITHOUT PERMISSION

Any student who is present on school premises and who leaves the said premises before the dismissal bell, without authorization from the school authorities, will be disciplined by the school Administration for being off campus and for leaving the premises without permission. Students who violate this regulation will also be truant, and these students must realize that they are in violation of the state attendance laws and Board Policy. Any student who leaves campus without permission is automatically subject to search by the ICTC upon return for the safety of the entire staff and student body.

OUT OF ASSIGNED AREA

Students are to be in assigned areas at all times. A student must sign in and out of the program area each time they leave. Students leaving an assigned area on or off the school premises without permission will be subject to disciplinary action.

PERSONAL BELONGINGS

The ICTC assumes no responsibility for a student's personal belongings which are lost, stolen, or damaged. The ICTC does not encourage students to bring large amounts of money or expensive articles of jewelry or clothing to school. Students are responsible for keeping their personal belongings secure and free of any items which may be considered criminal or a violation of school policies.

PEST MANAGEMENT

The ICTC uses only pesticides registered with the U.S. Environmental Protection Agency (EPA) and Pennsylvania Department of Agriculture (PDA). Parents may request to be placed on the school's notification registry to receive prior notification of specific pesticide applications. The ICTC's Pest Management Plan follows all procedures as outlined in the Integrated Pest Management Plan Act (Act 35) and Pesticide Notification Act (Act 36) of 2002**.**

POLICE INVOLVEMENT

The ICTC has the right and the legal obligation to report to police anything believed to be criminal activity and anyone believed to be involved in that criminal activity within the ICTC school zone. Additionally, the ICTC has the legal right to request a police officer, including a canine officer, to assist the ICTC staff in the search of a student and/or their property or school property when said search potentially involves danger or potentially involves the search for dangerous items including but not limited to drugs, drug paraphernalia, weapons, explosives, etc.

POSSESSION AND/OR DISTRIBUTION OF INDECENT MATERIAL

Any student who possesses and/or distributes indecent material will be subject to disciplinary action. Referral to the civil authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

POSSESSION/USE/SALE/TRANSFER OF ALCOHOL

The possession of alcohol on a person, who was caught in the act of using, transferring or testing positive for use, is prohibited. The violation of laws or ordinances includes the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. Referral to civil authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

POSSESSION/USE/SALE/TRANSFER OF CONTROLLED SUBSTANCE OR ILLEGAL SUBSTANCE

The ICTC prohibits students from using, possessing, distributing and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. For purposes of this policy, **controlled substances** shall mean all: controlled substances prohibited by federal and state law; look-alike drugs; alcoholic beverages; anabolic steroids; drug paraphernalia; any volatile solvents or inhalants, such as but not limited to glue and aerosol products; substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, such as but not limited to herbal incense or other products containing synthetic cannabinoids, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to ICTC policy. For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student. The ICTC may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the ICTC's educational or extracurricular programs resulting from violations of this policy. No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and his/her parent/guardian. If based on the student's behavior, medical symptoms, vital signs or other observable factors, the principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

POSSESSION/USE/SALE/TRANSFER OF TOBACCO

The possession and/or use of any tobacco products by students will not be permitted in school buildings, on school transportation, or on school property that is owned by, leased by, or under the control of the ICTC. Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form. Tobacco is also defined as any tobacco look-alike product such as an e-cigarette. No student may sell or otherwise furnish tobacco in any form to persons less than eighteen (18) years of age.

Students who violate this policy will receive three (3) days Out-Of-School Suspension/Cost of Prosecution. If the sending school offers an alternative, such as a Tobacco Education class, students will be given the opportunity to attend this class. Excessive violation of this policy could result in referral to Board of Directors for Recommended Expulsion.

Students who are caught possessing or using tobacco/tobacco products violate Act 145, Section 6306.1, of 1996 and are subject to a fine and the cost of prosecution which are imposed by the proper civil authorities. *(See Discipline Code)*

POST SECONDARY/MILITARY VISITS AT THE ICTC

Post Secondary visits will occur on Fridays during the first semester of the school year. All military branches will visit on the same day during the month of February. On Monday mornings, the Guidance Office will announce which schools will be presenting on the Friday of that week. These visits are open to students in 10th, 11th and 12th grade. If students wish to attend a visit, they must sign up in the guidance office by the end of the day on Wednesday prior to the visit. Instructors will be provided with a list of all students who sign up for the visit. Students are only permitted to attend two presentations per school year. On the day of the visit, students are to report to the designated area for the presentation.

PREGNANT STUDENTS

According to 22 Pa Code § 12.1, "a student may not be excluded from the public schools nor from extracurricular activities because of being married or pregnant." Students and parents have an equal legal responsibility to inform the ICTC of a student's pregnancy and/or marriage and an ongoing legal responsibility to keep the ICTC informed of the student's medical condition. Failure to keep the ICTC informed may result in the student being excluded from extracurricular activities which they may otherwise be entitled to attend. In addition, the Compulsory Attendance Statute states that a pregnant student under the age of 17 may not be solely excused from attending school for the reasons of pregnancy or maternity. The ICTC will adhere to the PA Code and will not discriminate against any pregnant or parenting student; however, since safety of the pregnant student and unborn child are paramount in a technical school setting, a pregnant student who is enrolled in a program area that poses a health threat to that student and/or unborn child may continue to attend the ICTC in her regular program area as long as a physician states in writing that the pregnant student can participate "unconditionally" in all program area required activities. If a pregnant student cannot obtain an unconditional release from a physician that allows her to remain in her current program area, the student may choose to return to her sending school to resume her full-day education until her child is born. Upon request, this student will be re-admitted to the ICTC after the birth of the child.

The pregnant student, however, may choose to attend classes in another program area at the ICTC that poses no health threat to the pregnant student and/or unborn child. If there is room available in a program area that poses no health threat to the pregnant student and/or unborn child, the pregnant student may be placed in that program area. If there is no room or appropriate program area available for the pregnant student that poses no health threat, the pregnant student will be returned to her sending school to receive her full-day education until after the birth of the child.

Counseling services, in conjunction with sending school personnel, will be provided to assist the pregnant student in planning her education and future wisely. The ICTC will also inform the appropriate outside agencies with the written consent of the student and/or parent so that the pregnant student can obtain appropriate community services to assist her with her pregnancy. More importantly, the ICTC and sending school officials will communicate with the parents/guardian of the pregnant student about planning for her future educational program. The Administration will be responsible for the procedures necessary to implement this policy.

PROGRESS REPORTS/REPORT CARDS

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.

<u>Parental Responsibilities</u>

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.

SAFETY AND SECURITY OFFICER

The Safety and Security Officer will provide leadership and expertise to the Indiana County Technology Center regarding security-related matters while working to protect the lives and property of the students, faculty and staff, and community members while on the campus of the school.

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) 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 4th 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.

School-to-Work Activities

Students are encouraged to take advantage of a full array of work-based and school-based learning activities. These activities include, but are not limited to, co-op, career days, job shadow days, job fairs, plant/company tours, and paid and unpaid internships, etc.

SkillsUSA

SkillsUSA is a national organization serving students who are preparing for careers in technical, skilled, and service occupations. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It emphasizes total quality at work—high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA students may become eligible to participate in regional and state Skills competitions.

Student Incentive Program

The Challenge Program is designed to promote good attendance, to improve technical and academic grades and to encourage community service by students. The program is based upon those incentive programs used in industry. The goal is to improve the overall student success by emphasizing the direct correlation between attendance and grades earned.

STUDENT RECORD POLICY

A parent/guardian or eligible student (students eighteen "18" years of age and over) may request the ICTC amend a record he/she believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record he/she wants to be changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the Principal. A parent/guardian or eligible student making such a request must submit to the Principal a written request that identifies the record(s) he/she wishes to inspect. The Principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where records may be inspected. All student records are filed in the main office as prescribed by the PDE's Collection, Maintenance, and Dissemination of Student Records Policy.

STUDENT RECRUITMENT

In accordance with law, ICTC shall permit disclosure of required student information about junior and senior students to representatives of postsecondary institutions and to representatives of the Armed Forces of the United States. Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers. Postsecondary institutions and military recruiters shall have access to junior and seniors students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent. The ICTC shall provide a list of graduating seniors, which shall be available to military recruiters by the first day of the academic year of graduation. Parents/guardians of secondary students have the right to request that their student information not be released to representatives of post secondary institutions and/or military recruiters without prior written parental consent. **In order to opt out of the public, nonconsensual disclosure of such information, parents must submit a request in writing to the ICTC Principal by September 30th of each school year.**

STUDENTS WITH DISABILITIES

Efforts will be made to accommodate students with disabilities during student evacuations. If time permits appropriate transportation, medication, and/or assistance will be provided prior to and during the evacuation.

If there is not sufficient time to provide these services prior to evacuation the individuals will be transported as safely and quickly as possible to a safe location. At that time efforts will be made to meet appropriate needs. If needs are unable to be met, the appropriate agency will be notified immediately to provide recommendations and/or help.

TARDINESS TO CLASS, MEETINGS, ACTIVITIES, AND/OR EVENTS

Students should enter their program areas without delay, go directly to the locker room to change into proper attire, and await directions from the instructor. Students who are tardy for class, school sponsored meetings, activities, and/or events shall be required to produce a slip from the appropriate school official/instructor that states the reason for the tardiness. Failure to produce said authorization will result in disciplinary action.

TELEPHONE

Students are only permitted to use the telephone in the main office. A log of all calls will be kept by the office secretary of these student-made telephone calls. Students who wish to make a call must receive permission from the instructor to go to the office to place the call. Students may not use the phone in the program area or their personal cell phone to make calls during class time.

In addition, no telephone calls will be received by students during the regular school day. Urgent messages, however, may be left with the office secretary and these messages will be given to the student. In the case of an emergency, the student will be permitted to make a return telephone call from the Principal's office. Students who carry cell phones must have them turned OFF in the ICTC school zone.

TERRORIST THREATS

A student shall at no time threaten to commit any crime of violence with the purpose to terrorize another or to cause evacuation of a building, place of assembly, or facility of transportation, or otherwise cause serious public inconvenience or a reckless disregard of the risk caused by such terror or inconvenience:

a. on school premises during and immediately before or after school hours.
b. on school premises at any time when the school is being used by a school sponsored group, non-curricular related student group, and/or a private non-school person(s) group.
c. off school premises at any school activity, function, or event.
d. off school premises involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly and/or immediately result in adverse effects on the educational process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for instructors and other school employees, and/or when there is reasonableness in the effect, including danger to the health, safety, welfare, and morals of students within the system.

Referral to civil authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

TEXTBOOKS

Students are responsible for textbooks issued to them. If lost, stolen, or damaged, books will be paid for at the approximate original cost and condition at the time of issue.

TORNADO/WEATHER WARNINGS OR WATCHES

Students will receive instruction about specific procedures that are to be followed during a tornado "watch" or "warning." from their instructor. Several practice drills will be held during the year. General directions will be to have students move to a "safer" area, assume a crouch position, and face an inside wall (avoid northwest facing walls) which is free from large, glass surfaces.

TRANSPORTATION

All students will use the bus transportation provided by their sending school districts to travel to and from the ICTC unless permission to do otherwise is secured from the ICTC Administration. Students are subject to all rules and regulations of both the ICTC and sending school during transit to and from the ICTC and will load and disembark buses at the school entrance specified. Students may only ride the sending school district assigned bus that is provided by their school district because of insurance and bus company regulations.

Driving to School

Driving to the ICTC is a privilege and permission to drive on the ICTC premises is both a courtesy and privilege extended by the Administration. Therefore, driving will be permitted on a restricted basis. In order to obtain permission to drive to and/or from the ICTC, the following procedures must be followed.

a. A student must go to the main office to request a *Student Driver Permit Application*. It is the student's responsibility to remember to obtain this application prior to driving. *Student Driver Permit Application's* must be secured at least two (2) days before the student intends to drive to the ICTC, and these applications must be returned to the main office no later than one (1) day before the student intends to drive to the ICTC. All applications are kept on file in the ICTC main office.
b. The Principal will issue the application based upon the need/reason for driving to the ICTC. Each request to drive is evaluated on an individual basis and may or may not be granted. Long term *Student Driver Permit's* may be issued to students on Co-op or to students who have to work immediately after school.
c. On the day the student is driving to school, the student-driver must sign the driving log in the main office and complete the information requested upon arrival.
d. If the student is leaving at the regular dismissal time, the driver must sign the driving log in the main office where he/she will receive a driver's pass to be presented to the faculty member on duty at the side exit which leads to the parking lot.
e. If a student is leaving prior to the regular dismissal time, that student will turn in the driver's pass when he/she signs out in the main office before leaving the ICTC.

f. The student driver is not permitted to transport any riders unless such a request for a rider has been pre-approved by the Principal. When approved, only one (1) rider per car is permitted to be driven to or from the ICTC.
g. Student drivers must obey the 15 MPH speed limit on the school premises.
h. All student drivers must park in the second or third rows of the parking lot.
i. A student's vehicle will not be moved during regular school hours unless permission is granted by the Administration.
j. The ICTC is not responsible for any damage that may happen to a vehicle while it is parked on the ICTC premises.
k. A student who requests driving privileges gives implied consent for a search.

Only in an emergency situation will a student be permitted to drive to the ICTC without an approved and completed *Student Driver Permit Application*. In such a case, the student's parent/guardian must call both the ICTC and the sending school to give verbal permission for this action prior to the student driving to school. Under these circumstances, student-riders are not permitted to be driven to or from the ICTC.
If a student arrives late at his/her sending school and must drive to the ICTC, a sending school official must call the ICTC and inform the Principal of the situation. Before the student leaves the sending school, he/she must have his/her parents/guardian call the ICTC to give verbal consent for the student to drive. The sending school will then be notified as to whether or not the student may drive depending on parental confirmation.
If a student fails to follow these procedures, the student will be subject to disciplinary action, including, but not limited to, the loss of driving privileges. All cars driven by students into the ICTC school zone are subject to search.

<u>Riding to School</u>

Riding to school will be permitted only when the rider's need/reason is justified and approved by the Principal. The following procedures must be followed if a student wishes to ride with another student to and/or from the ICTC.

a. A student must go the main office and request a *Student Rider Permit Application*. A rider must secure this application at least two (2) days prior to riding with another student. This application must be completed and returned to the ICTC's main office no later than one (1) day prior to the day requested. This application will be kept on file in the main office.
b. The Principal will issue these applications based upon need/reason. Each request is evaluated on an individual basis and may or may not be granted.
c. On the day the student rides to school, the student must sign-in at the main office immediately upon arrival at the ICTC.
d. At dismissal time, the rider will sign out in the main office and be issued a rider's pass. He/she will present the rider's pass to the faculty member on duty at the side exit of the ICTC.
e. If a student is leaving school prior to the regular dismissal time, he/she will sign out in the main office before leaving the school premises.

Only in an emergency situation will riding to school without an approved and completed *Student Rider Permit Application* be permitted. In this specific case, the rider's parent/guardian must call both the ICTC and the sending school before the student leaves home to give verbal permission for their child to ride with

another student to and/or from school. Consent must also be given by the driver's parent, since the driver's parent assumes all liabilities when transporting someone else's child.

If a student arrives at the sending school late because of his/her riding with another student, it is at the discretion of the sending school official to call the ICTC Principal and inform him/her of the situation. If the sending school official determines the tardiness to be intentional, the student may be subject to sending school disciplinary action. However, if the sending school official permits the student to ride with another student to the ICTC, the student must have his/her parent/guardian call the ICTC and give verbal consent for the student to ride with another student to the ICTC. The parent/guardian of the student-driver must also call the ICTC and give verbal consent for their child to drive to the ICTC and transport another student. If a student fails to follow these procedures in regard to riding to school, that student is subject to disciplinary action including, but not limited to, losing the privilege to ride to the ICTC with another student.

UNAUTHORIZED PRESENCE ON THE SCHOOL PREMISES

A student shall not intentionally make any unauthorized appearance or remain after having been ordered or requested to leave by any school employee possessing apparent authority over student conduct:

a. on the school grounds where the student is currently enrolled, during any period of suspension, expulsion, or exclusion from the school or regular enrollment, and/or any period of suspension/probation from extracurricular activities from the school of regular enrollment, where such order of suspension, expulsion, or exclusion has been made known to the student prior to the incident of unauthorized appearance.
b. on the school grounds of any school other than that student's school of current enrollment at any time other than when a school activity, function, or event is being held and the student's presence is either required or permitted based upon a predetermination by the Principal of the school at which the activity or event is being held.

Presence on the school premises for the purpose of proceeding directly to the school office while in the company of a parent/guardian for the purpose of meeting with a school employee to discuss the student's status or presence on the school premises with prior permission of the Principal or his/her designee shall not be considered a violation of this rule.

A student whose presence is unauthorized may be subject to search and upon refusal of an order to leave the premises may be treated as a trespasser under the Pennsylvania Criminal Code. Referral to the Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

UNIFORMS

Students in the Culinary Arts, Masonry, Welding, Automotive Technology and Collision Repair Programs are required to wear a uniform that is provided by the ICTC through an outside vendor. The fee for the uniforms in these program areas is for three uniforms with the students name on the breast and laundry service for the entire school year. The uniforms are returned to the company when the students leave the ICTC. Parents and students are notified of the cost of the uniform and the due date for payment through

their annual summer letter from the ICTC. If a student withdrawals from the ICTC, a refund will be provided according to the following:

- Prior to the first day of the second nine weeks- 75%
- After the first day of the second nine weeks and prior to the first day of the third nine weeks- 50%
- After the first day of the third nine weeks and prior to the first day of the fourth nine weeks- 25%
- After the first day of the fourth nine weeks- 0%

Students are not permitted to intentionally damage their uniforms. Students will be financially responsible for any uniform that has been intentionally damaged.

Students in the Health Occupations and Cosmetology Programs are required to wear a uniform that is purchased through the ICTC. Parents and students are notified of the cost of the uniform and the due date for payment through their annual summer letter from the ICTC. Once the uniform is received, a refund will not be given if a student withdrawals from the ICTC.

UNLAWFUL HARASSMENT

Sexual harassment may constitute, but is not limited to, the discrimination against someone because of that person's sex or gender. Sexual Harassment is behavior or words that: are directed at a person because of his/her sex and are unwanted, unwelcome, or uninvited; cause a person to feel uncomfortable or offended; create an intimidating, hostile, or offensive educational environment that makes learning difficult; and may be repeated or may be very offensive on a one-time basis. Sexual harassment is illegal in schools and in the work place because this behavior violates federal and state laws. Students who violate this sexual harassment policy will be disciplined by the Administration.

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, and any other gender based harassment which has the purpose or effect to interfere with the individual performance, work environment, or participation in school sponsored activities. Sexual harassment may constitute any of the following types of conduct: unwelcome sexual advances; sexual innuendo, jokes, and suggestive comments; gestures, leering, pinching and grabbing; unwelcome familiarities such as patting or touching; intimation by anyone in authority to any subordinate or student that the subordinate's or student's career or success would be enhanced by an intimate relationship with the superior, or that the subordinate's or student's career or success would somehow be hurt by failure to submit; offering favors or an intimate relationship to a superior or instructor for the purpose of enhancing a career or gaining a success; and requesting sexual favors and/or other verbal, graphic, or physical conduct of a sexual nature.

This is a particularly delicate issue since it involves the private lives of students and employees, and since what is amusing to one person may be an unwelcome "sexist" remark or joke to another. Similarly, a sexual advance may be "welcomed" by some, distinctly offensive to others, and merely tolerated by others. Employee violation of this policy shall subject that employee to disciplinary action, up to and including discharge. Student violation of this policy shall subject that student to disciplinary action, up to and including expulsion from the ICTC.

If you believe you are a subject of harassment you must follow the reporting procedure in the ICTC policy #248 as found on the ICTC website.

VENDING MACHINES

The ICTC provides vending machines for student use. The ICTC office will not provide change for the vending machines. Students must complete a Reimbursement Slip, located in the main office, for any money or items lost in the vending machines. Reimbursements will be made on Tuesdays.

Access to the vending machines during instructional hours is determined by each individual program instructor.

VISITORS IN THE BUILDING

All visitors in the building **must report immediately** to the main office to be granted permission to be on the school premises. Once permission is granted, the visitor will be issued a visitor's badge. This badge must be returned to the main office prior to the visitor's leaving the building. No one is permitted to simply enter the building and report to any location without receiving prior approval. Unauthorized visitors may be subject to search by police and may be treated as trespassers.

WEAPONS AND DANGEROUS INSTRUMENTS

A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property; on property being used by the school; at any school function or activity; at any school event held away from the school; or while the student is coming to or from school.

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

a. on the school premises during and immediately before or after school hours.
b. on the school premises at any time when the school is being used by a school sponsored group, non-curricular related student group, and/or private non-school person group.
c. off school premises at any school activity, function, or event.
off school premises at any time involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conditions may directly and/or immediately result in adverse effects on the educational process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for instructors and other school employees, and/or when there is reasonableness in the effect including danger to the health, safety, welfare, and morals of students within the school system.

Possession of Firearms

A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or a machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (operable or inoperable, loaded or unloaded); including but not limited to hand, zip, pistol, rifle, shotgun, starter gun, and flare gun, ammunition and others.

Possession of Knives/Cutting Instruments

An object which one can cut or stab such as, but not limited to any type of knife including a pocket or penknife, razor blades, hatchet, ax, cleaver, scissors, glass, broken bottle, dagger, ice pick, dirks, machete, or similar instruments with sharp cutting edges including pencils and pens, nunchakus and brass knuckles.

Possession of Other Weapons

The term weapon shall include but not be limited to any knife, cutting instrument, firearm, smoke bomb or explosive device, chains, metals or pipes, Chinese stars, billy clubs, tear gas gun, electrical weapon or device (stun gun), toy guns, M80's, mace, pepper gas, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury and is of no reasonable use to a student at school. Any tools or instruments of any kind which are utilized in vocational training can be construed as weapons if utilized for non-school purposes in a dangerous or threatening manner.

Referral to civil authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities. In compliance with the Federal Law, the Pennsylvania General Assembly enacted Act 26 of 1995, which amended the School Code by adding a new Section 1317.2 (Possession of Weapons Prohibited) and a new Article XIII-A (Safe Schools).

In regard to student expulsions, Article XIII, 24 P.S., Sections 13-1317.2 requires a school district or AVTS to expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation thereto. Under Act 26, the Superintendent or Administrative Director "may recommend discipline short of expulsion on a case-by-case basis." Act 26 permits that a student offender may be assigned to an alternative school or may be provided alternative educational services.

If a student possesses a look-alike weapon with the intent of intimidation or misrepresentation of the look-alike weapon, this student is subject to be disciplined by the regulations governing Act 26 and Article XIII, 24 P. S., Sections 13-1317.2.

VIRTUAL DAYS

When necessary the Indiana County Technology Center may need provide instruction virtually. When instruction is be provided virtually students will follow the instructions provided by their instructor for accessing and completing assignments. Attendance is required and will be credited based on completion of assignments and participation.

Note: *Throughout the course of a school year, the Administration and/or the Joint Operating Committee reserve the right to modify the student handbook.*

***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]."