



**NORTHERN WESTMORELAND CTC**

**705 Stevenson Boulevard  
New Kensington, PA 15068  
(724)335-9389**

**[www.northwmctc.org](http://www.northwmctc.org)**

**2025 - 2026**

**Student  
Handbook**

## **INTRODUCTION**

On behalf of the faculty, staff, administration, and Joint Operating Committee, it is my pleasure to welcome you to Northern Westmoreland Career and Technology Center, as you begin your preparation for transition into the workforce, or post-secondary education.

It is “the mission of Northern Westmoreland Career and Technology Center to assure quality educational experiences which prepare students to become productive workers and self-sufficient citizens capable of achieving success in an ever-changing technological world.”

This handbook has been prepared to acquaint you with the school, its policies, and regulations. The information has been carefully presented so that it can be used as a reference for new students, as well as returning students.

The faculty, staff and I will do our utmost to present you with the best possible educational opportunity. In turn, you are expected to attend classes regularly, apply yourself to serious study, and behave respectfully.

Best wishes for a successful year!

Sincerely,

Dr. Jason Hicks  
Administrative Director

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## **SCHOOL PERSONNEL**

### **Administration**

Dr. Christopher Sefcheck  
Dr. Jason Hicks  
Thomas Shea  
Coleen Steim

Superintendent of Record  
Administrative Director  
Principal  
Business Manager

### **Office Staff**

Marcus Savage  
Brandy Stone  
Natalie Guido

Director's Assistant  
Main Office Assistant  
Business Office Clerk

### **Faculty**

Gary Meyers  
Ann Fischer  
James Salem  
Charles Cooper  
Christopher Serena  
Nick Lombardo  
Meghan Rozycki  
Heather Gockel  
Emily Pieniadz  
Tara Hutcherson  
Robert Myers  
Nathaniel Newsted  
James Wilhelm  
Cynthia Dunmire  
Patrick Bundy  
George Kirk  
Austin Toy

Advanced Manufacturing & Robotics Technology  
Aspiring Education  
Auto Body Collision Repair  
Auto Mechanics Technology  
Carpentry  
Construction Trades  
Cosmetology (Supervisor)  
Cosmetology  
Culinary Arts  
Health Occupations  
Heating & Air Conditioning  
Multimedia  
Networking/Cybersecurity  
Special Populations Coordinator  
Technical Education  
Welding  
Welding

### **Support Staff**

Jill Awes  
Shadaia Bazier  
Claudia Hutcherson  
Suellyn Johns  
Susan Lindenfelser  
Stephen Sproull  
Joyce Stevenson  
Shalove Sutton  
Kristin Wolverton  
TBD

Business Industry Liaison  
Instructional Aide  
Instructional Aide  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Instructional Aide  
Instructional Aide  
Paraprofessional  
Paraprofessional

### **Maintenance**

Alvie Eshelman

Maintenance

## **STUDENT INFORMATION**

### **2025 – 2026 School Calendar**

|                                                                          |                                      |
|--------------------------------------------------------------------------|--------------------------------------|
| Wednesday August 27 <sup>th</sup>                                        | Students' First Day                  |
| Monday September 1 <sup>st</sup>                                         | Labor Day (No School)                |
| Monday October 13 <sup>th</sup>                                          | Staff In-Service Day (No School)     |
| Monday October 27 <sup>th</sup>                                          | Staff In-Service Day (No School)     |
| Wednesday November 26 <sup>th</sup> -<br>Monday December 1 <sup>st</sup> | Fall Recess (No School)              |
| Wednesday December 24 <sup>th</sup> -<br>Friday January 2 <sup>nd</sup>  | Winter Recess (No School)            |
| Monday January 19 <sup>th</sup>                                          | Martin Luther King Day (No school) * |
| Monday February 16 <sup>th</sup>                                         | Staff In-Service Day (No school)     |
| Monday March 13 <sup>th</sup>                                            | (No School) *                        |
| Thursday April 2 <sup>nd</sup> -<br>Monday April 6 <sup>th</sup>         | Spring Recess (No School) *          |
| Monday May 4 <sup>th</sup>                                               | Staff In-Service (No School)         |
| Monday May 25 <sup>th</sup>                                              | Memorial Day (No School)             |
| Friday June 5 <sup>th</sup>                                              | Students' Last Day                   |
| Monday June 8 <sup>th</sup>                                              | Staff In-Service (No School)         |

#### **\*Snow Make-Up Days\***

- \* 1<sup>st</sup> Monday January 19<sup>th</sup>
- \* 2<sup>nd</sup> Friday March 13<sup>th</sup>
- \* 3<sup>rd</sup> Thursday April 2<sup>nd</sup>
- \* 4<sup>th</sup> Monday April 6<sup>th</sup>

## Daily Schedule

### **Morning Session**

7:45 AM Classes begin

11:00 AM Students dismissed

### **Afternoon Session**

11:30 AM Classes begin

2:30 PM Students dismissed

\*Times may vary

Program length is a minimum of 120 minutes per day for 180 days

## Late Policy

Students have the full responsibility to be in class on or before the starting bell. STUDENTS WHO ARE LATE MUST REPORT TO THE MAIN OFFICE and obtain an admission slip. A written note explaining their tardiness must be presented unless a parent or guardian accompanies the student. Excessive tardiness will not be tolerated and may be cause for disciplinary action. **See Attendance Policy.**

## Class Dismissal

Students are expected to remain in their program area until the sound of the bell or PA announcement.

## Early Dismissal

Early dismissals are not permitted except when such a request is submitted to the office. Requests must be in writing, dated and signed by a parent or guardian, and presented to the school office for approval. **A parent or guardian must come into the school office with a valid driver's license to sign the student out.** Only requests for legal reasons will be recognized and granted. Doctor or dentist appointments are not permitted during school hours except in case of an emergency. A note of verification from the doctor must be turned into the office.

## Emergency School Closing

An emergency school closing will be announced on the following TV stations: WTAE, KDKA and WPXI. Our school website [www.northwmctc.org](http://www.northwmctc.org) will post emergency school closings. Families will be notified through the parent portal and all-call system. Please contact NWCTC office if you do not receive notification.

## Grades

Grades are issued every nine weeks using the following scale:

A = 93 – 100%

B = 85 – 92%

C = 77 – 84%

D = 70 – 76%

F = below 70%

Both the percentage grade and the letter grade are reported to the sending school and appear on the report cards of those schools. Final grades are cumulative of the four

nine-week grades. Students will be responsible for completed competencies and any other documentation necessary for career development. The following components represent the basis for evaluating a student's progress:

Tests  
Projects  
Daily grade

The following criteria represent the components of the daily grade:

- |                                   |                       |
|-----------------------------------|-----------------------|
| -safety                           | -cooperation          |
| -initiative                       | -quality of work      |
| -dependability                    | -quantity of work     |
| -responsibility                   | -leadership           |
| -judgement                        | -participation        |
| -professionalism                  | -respect for others   |
| -follow instructions              | -respect for property |
| -follow school & shop regulations |                       |

Students on Cooperative Education will be assessed by their employer and their weekly work reports must be turned into the Business Industry Liaison office every other Monday for the previous week of work.

In accordance with NWCTC policy the decision concerning whether or not a student shall be promoted at the end of a course or school term rests with the Administrative Director.

### **Attendance Policy** **JOC approved 6/15/2017**

Attendance and punctuality are serious responsibilities of every student. Students at NWCTC are expected to demonstrate an understanding of these responsibilities, as poor attendance may affect a student's opportunity for success.

Students must adhere to the NWCTC calendar. At times, the sending school calendar differs from the NWCTC calendar. When NWCTC is in session, students are expected to attend unless excused by sending school authority.

The school policy regarding absences from school is in strict accord with the Pennsylvania School Code. Absences from school are recorded as "excused" or "unexcused." **Parent(s) or guardian(s) will be notified by our all-call system when a student is absent, dismissed early, or tardy.**

**A parent/guardian may excuse their child for up to twelve (12), non-medically related school days.**



**Excused absences** are legal excuses from the school that include illness, death in the family or any situation as outlined in Policy 204. Sending school excuses are legal excuses for absences. A written excuse signed by a parent or guardian is required for each absence. All medical excuses must be verified by the physician on a prescription form, or a letter on the physician's letterhead, signed by the physician. This communication must clearly state the dates the student was excused from school and the reason. Any claims of continued or repeated illnesses justify the school asking for a statement from the physician. Students with an excused absence will have the opportunity to make up any work they have missed on their own time. Students have the responsibility to approach the instructor and request to make up work lost because of an excused absence.

**Unexcused absences** are illegal and are defined as an absence of a student for any reason other than classified above. Absences classified as unexcused will result in the student losing his or her makeup privileges for the class work missed. Students who are absent must show an excused note from the sending school to the shop instructor and office immediately upon returning to school. A parent or guardian signed excuse, which indicates the date(s) and reason(s) for the absence, must be presented to the teacher within three(3) days after returning to class; otherwise, the absence will be considered unexcused. The day the student returns to class will count as the first day.

An unexcused absence from school without knowledge or consent of a parent or guardian will be considered truant. Attendance at the sending school and absence at NWCTC on the same day will be considered truancy, unless excused by the sending school or NWCTC.

An unexcused absence results in the student getting no credit for the day. Continued truanancies can result in the student being removed from the NWCTC program.

Official notice of illegal absences will be sent to parents or guardians, who may thereafter be subject to prosecution according to the Pennsylvania School Laws. Each absence will be entered on the student's permanent record and often may affect his or her chances of employment. The following guidelines will be enforced regarding student absences:

#### **FIRST SEMSTER**

- |         |                                                                                                                                                                                                |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 days  | A letter will be sent home to parent(s) or guardian(s).                                                                                                                                        |
| 12 days | A second letter will be sent home to parent(s) or guardian(s) in addition to a phone call from an instructor. Students will be warned that after four (4) more days they will lose 1½ credits. |
| 16 days | A student will lose 1½ credits for the first semester of school.                                                                                                                               |

**If a student that has missed sixteen (16) days in the first semester misses less than ten (10) days in the second semester and maintains a passing grade NWCTC will give them the option to gain the 1½ credits back.**

### **SECOND SEMESTER**

- 12 days      A letter will be sent home to parent(s) or guardian(s).
- 24 days      A second letter will be sent home to parent(s) or guardian(s) in addition to a phone call from an instructor. Students will be warned that after eight (8) more days they will lose all three (3) credits.
- 32 days      A student will lose all three (3) credits.
- 32 days      Student will receive no credit for attending NWCTC and will not have the option to recover credits. Students that miss a total of thirty-two (32) days for both semesters will not be able to return to NWCTC the following school year. Thirty-two (32) days will be cumulative not consecutive.**

- Excused ..... **Will not** count against the thirty-two (32) days
- Unexcused ..... **Will** count against thirty-two (32) days
- Parent/Guardian excuse ..... All subsequent parental excused absences after twelve (12) days **Will** count as unexcused absences

### **NWCTC Late Policy**

- 2 days unexcused late ..... Student will receive a warning
- 4 days unexcused late ..... Student will receive one (1) unexcused day that will count towards the thirty-two (32) days

### **Makeup Work**

Students are responsible for making up missed work under the direction of the instructor. The student must take the initiative in this matter. The student will be permitted to make up both academic and demonstrated technical skills. Students who have an excused absence should meet with their instructor immediately upon returning to school. The instructor will provide the timeframe for the completion of makeup work. Students will receive no credit for any missed work that is not completed within the designated timeframe.

### **Course Changes**

No course changes will be made during the first day of school. All course changes must be determined and approved by the Administrative Director or his or her designee. Students will need to contact the Director's Assistant in the Administrative Office to change a shop. Course changes will depend on class size. All changes must be completed within the first two weeks of the new school year. **No exceptions.**

### **Withdrawals**

Students wishing to withdraw from NWCTC must obtain permission from the Administration, the sending school principal, and their parents or guardians. A withdrawal form must be completed. This form is available in the sending school guidance office. All NWCTC textbooks and workbooks must be returned prior to the withdrawal date. All money owed for fundraisers must be paid to NWCTC before final withdrawal. No credit will be given for a course that is not completed.

### **Conferences with School Personnel**

Students and parents or guardians are encouraged to seek the assistance of an instructor, learning facilitators or the Administration whenever they feel it is appropriate. Conferences may be arranged in advance by calling (724) 335-9389, ext. 201.

### **Permission to Remain All Day**

**Students wishing to remain at NWCTC for the entire day must complete a “Request to Stay All Day” form located in the Main Office.** This form must be signed by a parent/guardian, the sending schoolteachers and principal, the NWCTC instructor and the Administrative Director or his or her designee, **no later than three days prior to the student spending the entire day at NWCTC.** Students who remain all day must ride the school bus provided by the sending school to and from NWCTC. Students must bring a packed lunch as students will not be permitted to leave the premises for lunch. No driving passes will be issued for students wishing to remain all day.

### **Job Shadowing and Special Work Assignments**

All students may participate in job shadowing. The shadowing may be done either during or after school hours. Certain programs at NWCTC may require job shadowing experience as part of their curriculum. The job shadowing experience provides students with the opportunity to gain knowledge in a chosen field by observing that career first-hand. The main requirement is that the shadowing must be in the students' field of study or in a related career path. Transportation is the responsibility of the student along with approval from the Administration, parent or guardian, instructor and sending school principal. Students must obtain a job shadowing packet and complete all necessary paperwork available at NWCTC. See our Business Industry Liaison for details.

Periodically students may be asked to participate in project-based jobs out in the community. These jobs vary from year to year. Not only do students gain valuable on the job training but also learn the value of community service. The program instructor/instructors will supervise the jobs. It is highly recommended that students participate in these activities when they become available.

## **Student Records**

Student records are collected and maintained to provide information to parents, guardians, students, and other authorized personnel. They are also maintained to provide a basis for evaluation and improvement of school programs. The school has the responsibility to observe all laws applicable to student records and provide for their security. The school is also responsible for the proper dissemination of information from records and forwarding records for official purposes to higher authority when so directed.

The school is authorized to collect, maintain, review and grant access to these records to authorized personnel within NWCTC and the student's sending school, but cannot release records to people outside the school unless authorized by the parent(s) or guardian(s) or student in writing. Parents or guardians have the right to review these records and to know what records are kept. A complete school board policy on collection, maintenance and dissemination of student records can be found in the school office.

## **FERPA Notice**

The Family Educational Rights and Privacy Act ("FERPA") is a federal law that affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The **right** to inspect and review the student's education records within forty-five days of the day the Northern Westmoreland Career and Technology Center received a request for access. Thirty days for special education students.

Parents or eligible students may at any time submit to Northern Westmoreland Career and Technology Center's Administrative Director a written request that identifies the record(s) they wish to inspect. The Administrative Director will make arrangements for access and notify the parent(s) or eligible student of the time and place where records may be inspected.

2. The **right** to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Northern Westmoreland Career and Technology Center to amend a record that they believe is inaccurate or misleading. They should write to the Northern Westmoreland Career and Technology Center's Administrative Director; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Administrative Director decides not to amend the record as requested by the parents or eligible student, the Northern Westmoreland Career and Technology Center will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

3. The **right** to consent to disclosure of personally identifiable information contained in the student's education records, **except to the extent that FERPA authorizes disclosure without consent**.

FERPA permits the Northern Westmoreland Career and Technology Center to make disclosures without consent to school officials with legitimate educational interests. A school official is a person employed by Northern Westmoreland Career and Technology Center as an administrator, supervisor, instructor or support staff member; a similar school official at your sending school district; a person serving on the Joint Operating Committee; a person, company or governmental agency whom Northern Westmoreland Career and Technology Center has asked to perform a special task (such as an attorney, auditor, medical consultant, therapist or law enforcement agency). A school official has a legitimate educational interest if the school official needs to review an education record in order to fulfill his or her professional responsibility.

The Northern Westmoreland Career and Technology Center may also disclose education records **without your consent** to officials of **another school district** in which a student seeks or intends to enroll.

4. The **right** to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

### **NOTICE OF INTENT TO DISCLOSE DIRECTORY INFORMATION**

FERPA also permits the Northern Westmoreland Career and Technology Center to release designated directory information without prior consent, unless you notify the school, in writing, that you do not want any or all these types of directory information released without prior consent.

The Northern Westmoreland Career and Technology Center has designated the following as "directory information."

1. STUDENT'S NAME
2. ADDRESS
3. TELEPHONE LISTING

4. DATE and PLACE of BIRTH
5. MAJOR FIELD of STUDY
6. DATES of ATTENDANCE GRADE LEVEL
7. PARTICIPATION in OFFICIALLY RECOGNIZED ACTIVITIES
8. DEGREES, HONORS, and AWARDS RECEIVED
10. MOST RECENT EDUCATIONAL AGENCY or INSTITUTION ATTENDED

Parents or eligible students may object to the release of any or all directory information by informing the Northern Westmoreland Career and Technology Center in writing within thirty days of the date of this publication. Failure to object within the designated time period waves the right to object to the release of above listed directory information.

### **Military Recruiters – FERPA**

Federal law requires the Northern Westmoreland Career and Technology Center to give military access to names, addresses and telephone listings of all secondary school students. A secondary school student or the student's parent may request that such information not be released to a military recruiter without prior written consent. Such a request will be honored by Northern Westmoreland Career and Technology Center if made, in writing, to the Administrative Director. If you have any questions regarding FERPA notice, please contact the Administration at (724) 335-9389.

### **Photo Release**

Throughout the school year, Northern Westmoreland Career and Technology Center produces marketing pieces to promote the school. Pictures/videos are used within these promotional pieces. The pictures are current and are of students doing "hands-on" activities. Parents or guardians and eligible students may object to the use of photos by NWCTC by informing the Northern Westmoreland Career and Technology Center in writing within thirty days of the date of this publication.

### **Student Lockers**

Lockers are the property of NWCTC. Students may use lockers to lock personal items. NWCTC is not responsible for items missing from lockers. NWCTC is obligated to ensure that the lockers are properly used. Students are encouraged to provide their own locks. If a student provides their own lock, key/combination must be provided to their instructor. At times it may be necessary to search lockers to protect the health, welfare and safety of the students and education process. There is no expectation of privacy for items kept in lockers.

### **Dress Code**

Students are expected to dress appropriately while at school in preparation for their choice field. Some programs require students to wear uniforms and/or protective footwear/eyewear and hair coverings in the shop areas at students' cost. Gang/Racial related dress (**headbands/bandannas/insignia/patches/colors**) or any external sign of gang activity are not permitted to be worn in the building. Shorts and skirts should be at least mid-thigh length. The garment must be at least at or below your longest fingertip when your arms are held at your side. Pants, shorts, or skirts must be secured at the waist and cannot be worn "sag style". No undergarments may be exposed. Halter tops, tube tops, crop tops, tank tops spaghetti straps, low-cut tops and abbreviated tops that expose the midriff area or undergarments are prohibited. All students, whether male or female, are to wear shirts with sleeves. Any clothing or items that are considered offensive to others or inappropriate are not permitted. Also, any clothing or item must be void of any political statements.

Each program may have a dress code **uniform/and or shop attire and must be worn while in class**. Uniforms/and or shop attire are worn for reasons of program identification and for safety reasons.

### **Emergency Guidance**

NWCTC will follow guidance from the Department of Health and the CDC for safely operating our school.

### **Electronic Devices**

**Students are ONLY permitted to use cell phones in their designated areas with instructor permission.**

Any student caught using (Visibility = Use) any electronic device without instructor permission will be subject to the following disciplinary sequence:

**1<sup>st</sup> offense** – A parent or guardian will be notified, and phone will be confiscated and held in the main office until the end of the day.

**2<sup>nd</sup> offense** – A parent or guardian will be required to pick up the phone in the main office.

**3<sup>rd</sup> offense (and each offense after)** – A parent or guardian will be required to pick up the phone in the main office and the student will be assigned three (3) days of out-of-school suspension.

Students should be aware that if a cellular/camera/video telephone in a student's possession with or without administrative permission and is used to take photographs

or record audio or video while on school property, the student may be subject to violation of the state wiretapping laws. (18 PA C.S.A. section 5703)

### **Phone Messages**

Students are not permitted to use the school phone or receive phone calls in the school office or classrooms/shops. In an emergency a message will be taken and delivered to the student.

### **Driving Privileges**

Students must obtain the required Driving Permit forms from the school's administration before driving to NWCTC. The forms and permission request are available from the Administrative office. A permit fee may be applied. Student passenger permits may be required. When approval is granted, students must obey all driving code, regulations and restrictions required by their driver's license type including the amount of passenger occupancies. Students are only allowed to park in the designated student parking area.

Parking permits must be hung from the rearview mirror with the printed information facing the windshield. Any student caught parking with or without permission in a non-delegated area can result in vehicle being towed at the owner's expense.

### **PA Driving Regulations**

For the first six (6) months, no more than one (1) passenger under the age of eighteen (18) unless:

They are in your immediate family and live with you or your parents or the guardian is in the vehicle.

After six (6) months, you may have up to three (3) passengers.

**Students caught driving without permission and all passengers will receive three (3) days out-of-school suspension.**

**Students who violate the speed limit applicable on school property, or who otherwise drive in a reckless or dangerous manner, will have their parking permits permanently revoked at the discretion of the administration.**

### **Safety Pledge**

Students will be advised of safety procedures to be followed in each program. The following regulations are to be observed:

1. Proper type clothing and footwear must be worn as indicated by your instructor.
2. Proper eye protection devices must be worn as recommended by your instructor.
3. Hair nets/chef hats must be worn in the food service area.



4. The cleanliness of shops and schools is conducive to good safety habits.
5. Wearing of rings, wristwatches, bracelets, dangle earrings and other jewelry is prohibited when working with power machinery.
6. "Horseplay" and practical jokes in any form will not be tolerated.
7. Tools or other materials must never be left lying on the floor.
8. Tools must be used properly as instructed.
9. Students are prohibited from operating any machinery and equipment without previous proper instruction and passing safety exam.
10. Students are not permitted to operate any machinery and equipment when the instructor is not present in the shop area.
11. All damaged tools and equipment must be reported to the instructor.
12. Running is not permitted in the building.
13. All accidents must be reported to your instructor immediately.

### **Housekeeping**

**Students are expected to help keep NWCTC clean.** All litter is to be placed in trash containers, not on classroom floors, hallways, entrance ways, sidewalks, or parking lots.

### **Restrooms**

Restroom facilities are provided for your use. Students are expected to help maintain a clean facility. If any unit should fail to function properly, immediately report it to the school office.

**VAPING/SMOKING WILL NOT BE TOLERATED IN THE RESTROOMS OR ANYWHERE ELSE ON SCHOOL PROPERTY. STUDENTS CAUGHT VANDALISING THE RESTROOMS WILL BE EXPELLED.**

### **Authority**

There is no division of authority among the faculty, instructional aides, secretarial staff, and maintenance department. Instructors and staff are authorized to correct and reprimand students from any program who are in violation of unacceptable school behavior.

### **Students in Halls**

Any student in the hall during the class period must have the approval of the instructor. Students must enter and exit the building by the way of the front entrance ONLY.

### **Selling or Soliciting**

All soliciting activities, including club fundraisers, require written approval. The Fund Raiser Approval Form must be completed and approved by the Administration prior to the activity.

### **Student Obligations**

Every school has educational materials and equipment that must be used by students in the learning process. Students are expected to use these materials and equipment conscientiously. Students will be held responsible for damage to equipment or loss of issued books and tools. The names will remain on the school obligation list until restitution is made. A written receipt will be given to all students when any obligation is met. Students should always ensure a receipt. **All money, including fundraisers, club dues, etc., is expected to be paid when due or action will be taken.**

### **NOCTI**

The National Occupational Competency Testing Institute (NOCTI) has developed and validated over 250 career and technical competency assessments. Crafted and refined over 20 years, these job-ready tests provide a nationally recognized and standardized approach to occupational competency evaluation.

The Pennsylvania Department of Education (PDE) requires that career and technical program completers (students who have completed 50% of competencies) must take the NOCTI test. Students passing both the written and performance tests to measure their workplace skills at the advanced level will receive the Pennsylvania Skills Certificate. **The NOCTI test is given to eligible Seniors only.**

### **Lost and Found**

Students should not bring large amounts of money to school. Lost and found articles should be reported to your instructor immediately. Students should not share lockers or give their locker combination to other students. Students are responsible for locking all backpacks, books, purses, and valuables in their personal locker. Take sufficient time to make sure your personal property, books, supplies, and projects are accounted for daily. Any student found guilty of stealing will be required to compensate for the loss. Refer to Discipline Policy.

### **Student Visitors**

Students from our sending schools must make arrangements in advance with Northern Westmoreland Career and Technology Center to visit one of the programs. A form is available in the Main office.

## **STUDENT SERVICES**

### **Cooperative Education**

Cooperative education (co-op) is a method of training combining classroom instruction and NWCTC occupational programs through work-based learning. A unique plan of education, designed to integrate classroom experience with planned, supervised, practical work experience, co-op students benefit from hands-on experience in a real work environment. Students must meet specific qualifications to be eligible for co-op. Contact the Business Industry Liaison at 724-335-9389 x 214 for additional information.

### **SOAR-Program of Study**

SOAR (students occupationally and academically ready) programs of study enable students to qualify for free college credits, under the Perkins Statewide Articulation Agreement. NWCTC SOAR programs award advanced credits at the post-secondary level for up to 3 years after a student graduates.

To be eligible for articulated credits under SOAR, students must graduate from high school, obtain a 2.5 or higher GPA in their technical courses (NWCTC), score competent or advanced on the NOCTI exam, and complete 100% of the state approved course competencies, specific to their area of study. For additional information, contact the Academic Facilitator at 724-335-9389 x 205.

### **Resource Room and Learning Lab**

Instructional Aides and Paraprofessionals are available to help students reach their fullest potential and to assure success at Northern Westmoreland Career and Technology Center. Students who would like to take advantage of the service should discuss his or her situation with their instructor.

### **Support Services**

Special needs students receive support services during the program selection process as well as after enrollment. Once students are enrolled, their progress is monitored by the NWCTC learning support staff. The Special Populations Coordinator, paraprofessionals and instructional aides ensure that the specially designed instruction is being carried out, assist program instructors with learning strategies and adaptations, and provide one-on-one support to students in the resource room or program classroom. Annual IEP-meetings for all current students are coordinated by the NWCTC Special Populations Coordinator and the sending school district. Information regarding student progress is collected by the Special Populations Coordinator and from NWCTC program instructors to share at IEP meetings. In addition, instructors track daily progress through monitoring and weekly grade alerts.

## **STUDENT ORGANIZATIONS**

### **National Association of Home Builders – NAHB**

Participation is limited to Carpentry, HVAC, and Construction Trades students. NAHB Student Chapters program helps to enrich the educational experience of students enrolled in construction-related fields. Student members interact with local employers to keep abreast of current industry standards and practices.

### **Skills USA**

SkillsUSA club participation is open to all students. SkillsUSA members showcase their skills in shop-related competitions with other students from across the state. SkillsUSA complements technical skills training with instruction in the employability skills that make a well-rounded worker and citizen. SkillsUSA is an applied method of learning where students practice skills and build self-confidence while helping their schools and communities. SkillsUSA provides leadership, teamwork, citizenship, and character development.

### **National Technical Honor Society**

National Technical Honor Society is a professional organization open to 11<sup>th</sup> and 12<sup>th</sup> grade students who are enrolled in technical courses. Students must achieve excellence in both their academic and technical area and achieve an academic cumulative GPA of 3.25 or higher. Teacher recommendations, along with workmanship, honesty, responsibility, leadership, and attendance are necessary qualities for induction into the NTHS.

## **MEDICAL PROCEDURES**

### **Illness/Accidents**

Students are to report all accidents that occur during school hours to the instructor who will file a report. The instructor will inform the medical emergency personnel who will inform the parent or guardian as quickly as possible. When necessary, first aid will be administered and/or paramedics will be contacted.

### **Medical Procedures**

**The procedure for prescription and non-prescription medication is the same.**

NWCTC does not have a school nurse on the premises. Every effort should be made to have dosage times coincide with times while the child is at the student's sending district. Students attending NWCTC all day must contact the Administrative Director to make special arrangements for taking medication during all day attendance. Regardless, the following will be required of any student medication while in attendance at NWCTC:

1. Any medication that is considered a controlled medication, such as narcotics, Ritalin, Adderall, or Dexedrine (including the generic forms) must be delivered to the school by an adult.
2. "Permission to Administer and Maintain Medication" form must be completed by the parent or guardian granting permission for medication to be dispensed.
3. Parent or guardian must supply medication in the original container. A prescription medication will be clearly labeled by the pharmacy or physician. The pharmacist can supply a second labeled bottle for school use.
4. Non-prescription medication must be supplied by the parent or guardian in a clearly labeled original container (directions must be visible).
5. Written dated orders from the physician must accompany ANY CHANGE in the medication.

### **Medical Transportation**

Parents or guardians are responsible for providing transportation and further care of the student if the student becomes ill or injured on school property. Students may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given.

### **Student Emergency Information Form**

At the beginning of each school year, all students are given a Student Emergency Information form. This form must be completed and returned to the classroom instructor within the first two weeks of school. Any student who fails to return this form will be sent to the Administrative Director for appropriate action. Changes concerning student information (new address, area code/phone number, etc.) must be reported to the Director's Assistant in the Administrative office promptly.

### **Student Accident Insurance**

Students are required to have health insurance/hospitalization coverage because student accidents are **not** covered under NWCTC insurance policy. Students who do not have insurance coverage through a parent or guardian may purchase school accident insurance through the sending school at a very low rate. No insurance is available through NWCTC.

## **EMERGENCY SERVICES**

### **Evacuation Drills**

Pennsylvania State Law requires all schools to conduct evacuation drills to acquaint students with necessary procedures. When the fire alarm is sounded, all work should stop and students are to follow evacuation instructions for their respective rooms, which will be given by their instructor and posted in the classrooms. All doors and windows must be closed. All students must leave the building immediately in an orderly manner. In the interest of safety, improper behavior during an evacuation drill will not be tolerated.

### **Integrated Pest Management System**

Northern Westmoreland Career and Technology Center uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for pests, by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, teaching staff, and includes our students. Pest sightings are reported to our IPM Coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques may include one or more of the following: increased sanitation, modification of storage practices, controlling entry points or physically removing the pests.

On occasion, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. Pesticide will only be used when necessary. The school will try to seek the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify NWCTC in writing. Please include your email address if you would like to be notified electronically. If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products, self-containerized baits placed in areas not accessible to students, gel type baits in cracks, crevices, or voids, and certain maintenance chemicals. If you have any questions, please contact Maintenance at (724) 335-9389 x 222.

### **Asbestos Hazard Response Act**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Response Act (AHERA), we perform inspections of our school for asbestos-containing building materials. The inspection findings and asbestos management plan are kept on file in the administrative office.

The EPA requires us to perform re-inspections of the asbestos materials every three years. An accredited inspector performs these inspections, and an accredited management planner reviews the results of the inspections and makes recommendations to safely manage each asbestos material.

The asbestos materials in this school are in good condition and we will continue to manage them in place, as recommended by the accredited management planner.

The results of the re-inspection are on file in the management plan in the school's Administrative office. Everyone is welcome to view these anytime during normal school hours (M-F 7:15am to 3:15pm). The Asbestos Program Manager is available to answer any questions you may have about asbestos in our building.

## **STUDENT POLICIES AND PROCEDURES**

### **Computer Network/Internet Access & Usage**

#### **Purpose-**

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

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

#### **Authority –**

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

The school shall not be responsible for any unauthorized charges or fees resulting from access to the internet. The student or staff member will be charged for unauthorized use and related fees and charges. The Board reserves the right to view and monitor all applications provided through the internet and to log internet and network use by students and staff.

E-mail is restricted to instructor assigned projects as an integral part of the curriculum process. E-mail is subject to administrative review and should never be utilized for personal use.

The Board establishes that use of the internet is a privilege, not a right; inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and/or appropriate disciplinary action.

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

Administrators, instructors, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use the information to meet their educational goals. Students and staff have the responsibility to respect and protect the rights of every other user in the school and on the internet.

The Administration shall have the authority to determine what is inappropriate use and their decision is final.

Network accounts are only for the authorized user, and they will use access to the internet for its authorized purpose. Account/access will be given only to those individuals who indicate agreement with the Network/Internet Access & Usage Policy by signing the agreement form and returning it to the appropriate school authority. Students must also have their parent or guardian sign the agreement form indicating agreement with the policy and consent for the student to access and use the internet.

### **Prohibitions –**

The following activities are **not** permitted:

1. Allowing an unauthorized person to use an assigned computer or account.
2. Use of the network to facilitate illegal activity.
3. Use the network for commercial or profitable purposes.
4. Use the network for non-school related purposes.
5. Use the network for product advertisement or political lobbying.
6. Use of the network for hate mail, discriminatory remarks and offensive inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials or software.
8. Use the network to access obscene or pornographic material.
9. Use of inappropriate language or profanity on the network.
10. Use of the network to transmit material likely to be offensive or objectionable to recipients.
11. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Loading, downloading or use of unauthorized games, programs, files or other electronic media.
14. Destruction, modification or abuse of network hardware and software.
15. Use of the school network to order or purchase in the name of the school or any individual any type of merchandise or service. All costs to the school or individual incurred will be the responsibility of the user.
16. Use of handheld devices that have the ability to access the internet to communicate with other such devices are prohibited.



The school reserves the right to amend the list at any time.

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

The restrictions are in effect at any time the school resources are accessed in any way, whether in the school, or indirectly through another internet provider.

### **Safety –**

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of an instructor or administrator.

Network users shall not reveal personal addresses or telephone numbers to others on the network.

### **Consequences for Inappropriate Use –**

The computer/network user shall be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts. Any user of the network, whether student or employee, who violates this policy, engages in any other act determined to be unacceptable use of the network by school authorities, or violates any school policy will have his or her user privileges revoked and may be subject to other disciplinary procedures according to existing and applicable school policies. In addition, illegal use of the network, intentional deletion, or damage to files of data, destruction of hardware, copyright violations, or any other activity involving the violation of local, state, or federal laws will be reported to the appropriate legal authorities for prosecution.

### **Computer Network/Internet Abuse**

Any student found violating Northern Westmoreland Career and Technology Center's Computer Network Policy will be suspended and, if warranted, be held liable for civil or criminal penalties and have his or her privileges revoked. All students and their parents or guardians are required to sign a Network/Internet Access & Usage Agreement form each year. NWCTC will presume students are present unless reported absent through communications with their instructor. Instructors will monitor student engagement and work with students and families when participation is not as expected.

### **Illegal & Unethical Uses of Camera Devices**

#### **Introduction –**

News reports have shown that cell phones with built-in cameras and/or video, as well as other electronic devices with photographing capabilities (camera and/or video

devices), are being used for unethical and illegal purposes. These purposes have included cheating on tests and taking and distributing unauthorized photographs or video of other people. When you take pictures of other people without their permission, you risk invasion of privacy and harassment lawsuits. You may also face criminal prosecution. These devices can also be used to reproduce copyrighted material, so their misuse can lead to penalties under federal copyright law. To address these concerns, in addition to our existing guidelines on the use of electronic devices on school grounds and at school-sponsored activities, the following guidelines apply to possession and use of camera and/or video devices:

### **General Principles –**

1. Camera devices may not be used in any unethical or illegal manner.
2. Camera devices may not be used to photograph another person who has a reasonable expectation of privacy without that person's knowledge and consent.
3. Camera devices may not be used in a way that would violate another person's copyright.
4. Camera devices may not be used to harass, intimidate, or bully another person or to invade another person's privacy.
5. An image taken using a camera device may not be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded, or the person who owns the copyright in the material appearing in that image.

### **Prohibited Locations –**

1. Camera devices may not be used in any classroom without administrative written permission. Such permission will state the specific purpose for which the camera device may be used and the specific date(s) on which the camera device may be used.
2. Camera devices may not be used in any locker room, restroom, or any other place where other people have a reasonable expectation of privacy.

### **Student Complaint Procedures**

The NWCTC recognizes that students have the right to request redress of complaints. Further, the NWCTC believes that the inculcation of respect for lawful procedures is an important part of the education process. Accordingly, individual and group complaints should be recognized, and appropriate appeal procedures provided.

For the purposes of this document, a student "complaint" shall be any such that arises out of the actions that directly affect the student's participation in an approved educational program.

The NWCTC employee will recognize the complaints of the students at this school,

provided that such complaints are made according to these procedures.

### **Procedure –**

The student should first make the complaint known to the instructor most closely involved and the Administrative Director, both shall attempt to resolve the issue informally and directly. For complaints that must move beyond the first step, the student shall prepare a statement of his or her complaint that shall set forth the specific nature of the complaint and a brief statement of the facts giving rise to it; the manner in which an extent to which the student believes he or she has been adversely affected; the relief sought by the student; and the reasons why the student feels he or she is entitled to the relief sought.

The complaint may then be submitted in turn to the Administrative Director, Chief School Administrator, and the Joint Operating Committee; and at each level students shall be afforded the opportunity to be heard personally by the school authority. At each step beyond the first, the school authority hearing the complaint may call in the student's parent or guardian. The student may seek the help of a parent or guardian at any step.

### **Out-of-School Suspension (OSS)**

A student who has received an out-of-school suspension at Northern Westmoreland Career and Technology Center will not be permitted to attend his or her sending school on the suspension date(s). Also, if a student is suspended from their sending school, they will not be permitted to attend NWCTC. Students are not permitted to be on school property or participate in any school activity during the suspension.

### **In-School Suspension (ISS)**

A student who has received an in-school-suspension at NWCTC will not be permitted to participate in hands-on activities within their programs within their in-school-suspension time period. Students will be assigned theory work during their in-school-suspension at a location apart from their program's workspace.

### **Fighting**

Fighting is not only contrary to good citizenship and conduct but can cause lasting injuries. The possibility of injury is even greater in an industrial atmosphere where there are revolving machines, sharp pointed materials, and tools. Fighting is considered a most serious offense at NWCTC and will be dealt with by severe measures, including prosecution through the office of the local district magistrate and suspension or expulsion.

### **Use/Possession of Tobacco Products**

The use of tobacco and tobacco products by minors is inconsistent with the law, is not in keeping with good health practices, and violates many fire and safety regulations. Therefore, no tobacco products are to be used or in possession of students while on school property or while under the jurisdiction of the school's authority. Smoking, the use or possession of cigarettes, cigars, chewing tobacco or other smoking products are strictly forbidden. This also includes herbal tobacco replacements, Vapor Pens, E-Cigarettes, and any other artificial drugs meant to mimic or replace tobacco products.

Infractions related to this policy may be addressed as Level 3 or Level 4 in accordance with Northern Westmoreland Career and Technology Center's Disciplinary Procedures at the Administration's discretion.

**First Offense:** Parents notified, 3-Day In-School Suspension

**Second Offense:** Parents notified, 3-Day In-School Suspension, enrollment in the Smoking Saturday Program (If the student refuses to participate in the Smoking Saturday Program, the student will be referred to the District Magistrate and be subject to Level 3 or 4 Disciplinary Actions as outlined in the Northern Westmoreland Career and Technology Center Student Handbook.)

**Third Offense:** Parents notified, student is subject to referral to District Magistrate as well as disciplinary actions as outlined in Levels 3 and 4 in the Northern Westmoreland Career and Technology Center Student Handbook"

### **Act 145 of 1996**

- A. A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by or under the control of a school district commits a summary offense.
- B. A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine not more than \$50 plus court costs. When a pupil is charged with violating subsection (A), the court may admit the offender to an adjudication alternative under 24 PA S.C. Section 1520 (relating to adjudication alternative program) in lieu of imposing the fine.
- C. A summary offense under this section shall not be a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.
- D. As used in this section, the following words and phrases shall have the meaning given to them in this subsection.

"Tobacco " A lighted/unlighted cigarette, cigar, pipe, vaporizer, or other lighted smoking product and smokeless tobacco in any form.

### **Use or Possession of Drugs and/or Alcohol**

“The use, evidence of use, under the influence of, or possession of narcotics, illegal drugs, drugs paraphernalia, look-a-like drugs, intoxicants, controlled substances, or any substance which is conveyed or implied as a drug while on school property, transportation or during school related activities is strictly forbidden. This also includes synthetic marijuana, and any other artificial drugs meant to mimic or replace illegal substances. If a student must take either a prescribed or legally non-prescribed medication, the student must notify the school authority regarding the medication use. A note from a parent or legal guardian explaining the specifics of the medication use is necessary. In addition, the school requires the school authorities’ delegate person keep the medication during school hours. If a student secures authorization to use a prescribed medication during school hours, he/she is strictly forbidden from dispensing the medication to another person. All approved medications must be cleared with the Northern Westmoreland Career and Technology Center Administration. Disciplinary action responses to violations of this area are covered within Level 3 and 4 of the Northern Westmoreland Career and Technology Disciplinary Policy.

*Important:* It should be noted that the school is more concerned with controlling drug abuse than with punishing abusers. If a student desires assistance regarding a drug related problem and voluntarily contacts the Northern Westmoreland Career and Technology Center authorities with this information, no suspension will result. Every attempt will be extended to assist the student to resolve the situation and avoid punitive measures.”

### **Personal Search**

If a student is suspected to have an illegal drug, drug related paraphernalia, tobacco products, stolen materials or weapons, the administration will request that the student empty his or her pockets, purse, backpacks, etc., and volunteer all drug substances, and/or stolen materials. The student’s locker will be searched according to policy. If the student refuses to cooperate even after notification of parents or guardian, police may be called in to conduct a search. Students suspected of having a weapon in their possession may be subject to a metal detector search as well. To ensure the safety of all Northern Westmoreland Career and Technology faculty and staff, the school may conduct searches at the point of entry. All students may be required to stand in line before a table and empty their pockets, backpacks, coats, etc. Students may be scanned with a portable metal detector before being admitted into school.

### **Student Intimidation**

No student should direct toward any school employee or other student or person on school property any language, sign, or act that constitutes a threat of force or violence or is abusive or insulting. These infractions will be referred directly to Administration.

## **Sexual Harassment**

Harassment is defined as any verbal, written, visual, or physical act(s) of a sexual nature or conduct designed to reduce the dignity of the individual with respect to race, color, creed, religion, national origin, gender, age, or disability. Harassment is further defined as offensive, intimidating, unwelcome actions that could reasonably be taken as objectionable by another individual.

## **Bullying/Cyber-bullying Policy**

Adopted – February 19, 2009 Revised – February 17, 2022

### **1. Purpose –**

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

### **2. Definitions –**

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in and/or

outside a school setting, which 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.

SC 1303.1-A

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.

### **3. Authority –**

SC 1303.1-A

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

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

Students are encouraged to use the center's report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Joint Operating Committee directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Joint Operating Committee directs that any complaint of bullying allegations is substantiated. The Joint Operating Committee directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under Joint Operating Committee policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the threat assessment team in accordance with applicable law and Joint Operating Committee policy.

#### **4. Title IX Sexual Harassment and Other Discrimination**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of

discrimination or discriminatory harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

#### **5. Confidentiality –**

Confidentiality of all parties, witnesses, the allegations, the filing, and the investigation shall be handled in accordance with applicable law, regulations, this policy, and the center's legal and investigative obligations.

#### **6. Retaliation –**

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

#### **7. Delegation of Responsibility –**

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

Each staff member shall be responsible for maintaining an educational environment free of bullying and cyber-bullying.

Any employee who receives a written or verbal bullying or cyber-bullying complaint/report shall submit the complaint/report to the Administrative Director or designee.

The Administrative Director or designee shall investigate the alleged conduct and complaint.

The Administrative Director or designee shall develop administrative regulations to implement this policy.

#### SC 1301.1-A

The Administrative Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

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

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

1. Joint Operating Committee's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention, or education program.

### **8. Guidelines –**

#### SC 1303.1-A

Title 22 Sec. 12.3 Pol. 218

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

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the school building and on the website, if available.

#### *Education*

#### SC 1302-A

#### 1303.1-A

#### Pol. 236

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

#### *Consequences for Violations*

#### SC 1303.1-A

#### Pol. 218,233



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

- Counseling within the school
- Parental conference
- Loss of school privileges
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of the school
- Referral to law enforcement

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Joint Operating Committee Policy – 000, 218, 233

### **Discipline Procedure**

### **Discipline Statement**

We, at Northern Westmoreland Career and Technology Center are committed to providing a safe and healthy learning environment for students and staff. This

discipline policy, developed by staff, parents and administrators, represents consistency throughout the school, and provides the guidelines for student behavior. Attendance at Northern Westmoreland Career and Technology Center is a privilege, which is extended to the students by their sending school districts and by the Joint Operating Committee. The abuse of this privilege can deny students their right to a quality education.

### **Students Rights and Responsibilities**

#### **Student Rights –**

All students have a right to equal access to an education program. Students are guaranteed due process and the assumption of innocence in a disciplinary hearing in accordance with the following policies.

#### **Student Responsibilities –**

The students are responsible to conform to the following:

- a.) Be aware of all rules and regulations as set forth in the student handbook for students' behavior and conduct themselves in accordance with said rules.
- b.) Express ideas and opinions in a respectful manner so as not to offend or slander any other person.
- c.) Volunteer information in matters relating to the health, safety and welfare of the school community and protection of school property.
- d.) Dress and groom themselves so as to meet fair standards of safety and health, so

- as not to cause disruption to the educational process.
- e.) Understand that a rule is in effect until it is amended or repealed.
  - f.) Assist the professional and support staff in operating a safe school for all students enrolled therein.
  - g.) Be aware of and comply with federal, state, and local laws.
  - h.) Exercise proper care when using school facilities and equipment.
  - i.) Attend school daily, except when excused, and be on time for all classes and other school functions.
  - j.) Pursue and attempt to complete satisfactorily a course of study prescribed by state and local school authorities.
  - k.) Make all necessary arrangements for making up work when absent or suspended from school.
  - l.) Avoid the use of indecent or obscene language, gestures, and offensive materials.
  - m.) Avoid inaccuracies and inappropriate language in all student publications.
  - n.) Headphones are **NOT** to be used in shop areas due to safety concerns.  
Headphones may be used in the classroom only if permitted by the teacher.

### **Behavior Unbecoming a Student –**

The following conduct on the part of a student is expressly forbidden:

1. Conduct that violates or is not in keeping with one or more of the students' responsibilities set forth.
2. Conduct that violates federal, state, and local laws concerning weapons.
3. Conduct that violates federal, state, and local laws concerning alcohol and other illegal drugs.
4. Conduct that violates federal, state, and local laws concerning tobacco products.
5. Conduct that violates state, local, and school attendance and absenteeism policies.
6. Conduct that violates state, local, and school bus safety policies.
7. Conduct on the part of the student that impeded orderly classroom procedures.
8. Conduct on the part of the student that impedes orderly operation of school or school-sponsored activities.
9. Conduct on the part of the student that causes damage to or loss of school property or the property of others.
10. Conduct on the part of the student that results in violence to another person or poses a threat to the health or safety of others.

### **Locker Searches**

The locker is the property of Northern Westmoreland Career and Technology Center and is provided to the student for storing school related items and clothing. Students should not expect privacy regarding items placed in lockers, since school property is subject to search at any time by school officials. The school has an obligation to ensure that the locker is properly used and that no item placed in the locker jeopardizes the protection

of the health, safety, and welfare of the students, faculty, school property, and the education process. To fulfill this obligation, school officials or the police department using narcotic dogs have the right to conduct locker searches for the following reasons:

### **Search Based on Reasonable Suspicion –**

This search will be made based on reasonable suspicion that the student is concealing something, possession of which is either in violation of the law or of school rules. Administration and another member of the school staff will conduct the search. The student shall be given all reasonable opportunity to be present when a search of his or her locker is conducted. In circumstances where the suspected item is of such a nature that there is a likeliness of harm to persons/property or a reasonable likeliness that the evidence will be removed/destroyed, the student's presence at the locker may not be required.

### **Items Not Permitted in Lockers –**

Should any of the following items be found in a locker, appropriate disciplinary and criminal proceedings would be instituted against the student in accordance with Northern

Westmoreland Career and Technology Center Discipline Policy and Federal Laws.

#### **Examples include:**

- √ Knives, firearms or look-alike weapons, ammunition, mace, firecrackers/smoke bombs or any other incendiary or explosive devices.
- √ Tobacco products in any form.
- √ Vaporizers.
- √ Drugs (controlled substances) in any form, including "look-alike" drugs.
- √ Alcohol in any form.
- √ Obscene material, spray paint, indelible markers.
- √ Stolen property.
- √ Paraphernalia (drug related).
- √ Any other illegal or stolen materials.

### **LEVEL 1 DESCRIPTION**

Infractions at this level are misbehavior(s) whose frequency or seriousness tends to disrupt the learning climate of the school and to seriously affect the students' own education. Some of these infractions may be the result of a continuation of misbehavior that remains unmodified by instructor intervention and may require the intervention of Administration and/or the student's parent or guardian. All level 1 disciplinary actions requiring suspension will be coordinated with the sending school administration.

### **LEVEL 1 INFRACTIONS**

1. Classroom disturbance
2. Inappropriate language
3. Hall disturbance

4. Bathroom misuse
5. Failure to follow directions
6. Tardiness to class
7. Outside food or beverage in school (without pass from instructor)
8. Parking in prohibited place
9. Disrespectful behavior to instructors and staff
10. Computer network violations
11. Driving with passengers is prohibited
12. Driving without the proper paperwork

### **LEVEL 1 DISCIPLINARY**

1. Loss of vending machine privileges
2. Alternate assignments
3. Cleaning shop
4. Confiscation of contraband materials
5. After school or Saturday detention at sending school
6. Out-of-school suspension up to three (3) days
7. Re-entry meeting with Administration, instructor and parent or guardian
8. In-School Suspension up to three (3) days

### **LEVEL 2 DESCRIPTION**

These infractions often result from the continuation of Level 1 misbehavior(s), or because the use of Level 1 disciplinary response or options has failed to correct the situation. Also included are infractions considered to be of a more serious nature than Level 1. All Level 2 disciplinary actions requiring suspension will be coordinated with the sending administration.

### **LEVEL 2 INFRACTIONS**

1. Continuation of Level 1 offense
2. Forgery
3. Leaving school without permission
4. Cheating
5. Gambling
6. Safety violation/horseplay
7. Verbal abuse to instructors, staff, and/or other students
8. Bus violations or bus safety violations
9. Dress code violation
10. Insubordination
11. Misuse of safety and protection equipment including GO BAGS

### **LEVEL 2 DISCIPLINARY**

1. After school or Saturday detention at sending school up to ten (10) days

2. Out-of-school suspension up to ten (10) days
3. Re-entry meeting with Administration, instructor and parent or guardian
4. In-School Suspension up to ten (10) days

### **LEVEL 3 DESCRIPTION**

These infractions sometimes result from the continuation of Level 1 and/or Level 2 misbehavior(s). Also, some of the infractions have consequences that endanger the health or safety of others in the school. All Level 3 disciplinary actions requiring suspension will be coordinated with the sending school administration.

### **LEVEL 3 INFRACTIONS**

1. Continuation of Level 2 offenses
2. Tobacco use in any form and/or possession of tobacco including vaporizers
3. Stealing – petty (under \$20.00)
4. Truancy
5. Sexual harassment
6. Any other offense that would merit this level of disciplinary response

### **LEVEL 3 DISCIPLINARY**

1. Magistrate hearing – Criminal charges
2. Out-of-school suspension up to ten (10) days
3. Re-entry meeting with Administration, instructor and parent or guardian
4. Confiscation of any illegal product(s)
5. In-School Suspension up to ten (10) days

### **LEVEL 4 DESCRIPTION**

The following acts are clearly of a most serious nature and are not only violations of school policy but are also violations of State Penal Laws. All level 4 disciplinary actions requiring suspension or expulsion will be coordinated with the sending school administration.

### **LEVEL 4 INFRACTIONS**

1. Continuation of Level 3 offenses
2. Assault to other students (fighting)
3. Assault to instructor or staff
4. Vandalism to school property or personal property of others
5. Threats to school property or personal property of others
6. Arson
7. Possession of weapons, or objects which can reasonably be considered as weapons, on school grounds or at school events including, but not limited to, firearms, knives, explosive devices, stun guns, and mace (including look-alike weapons)
8. Possession and/or use of laser pointers

9. Possession, use, sale and/or transfer of alcohol
10. Robbery/Larceny/Theft
11. Extortion
12. Threats/intimidation to instructors and/or any school personnel
13. Threats/intimidation to other students/bullying
14. Possession or distribution of pornographic material
15. Indecent exposure
16. Possession, use, sale and/or transfer of controlled substance or look-alike drug
17. Unauthorized use of the school's fire alarm system and/or fire extinguisher
18. Threatening phone calls and/or bomb scares
19. Lewd behavior
20. Indecent exposure via social media

#### **LEVEL 4 DISCIPLINARY**

1. Police notification
2. Charges filed
3. Out-of-school 10 days suspension
4. Expulsion from school
5. Re-entry meeting with Administration, instructor and parent or guardian

#### **Suicide Prevention Policy**

The Joint Operating Committee is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state, and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources. **See Suicide Prevention Policy JOC Board Policy 819 on our website [www.northwmctc.org](http://www.northwmctc.org)**

#### *Notice of Non-Discrimination*

##### **Compliance Statement**

Students, their families and potential employees of Northern Westmoreland Career and Technology Center are hereby notified that NWCTC does not discriminate on the basis of race, color, national origin, religion, marital status, sex, disability, or age in employment, educational programs or activities as set forth in compliance with federal and state statutes and regulations. NWCTC offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex, or disability in grades 9-12:

Advanced Manufacturing & Robotics Technology, Aspiring Education, Auto Body Collision Repair, Auto Mechanics Technology, Carpentry, Construction Trades, Cosmetology, Culinary Arts, Health Occupations, HVAC, Multimedia, Networking/Cyber Security and Welding.

Any persons having inquiries concerning NWCTC's compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact:

Dr. Jason Hicks, Administrative Director  
Northern Westmoreland Career and Technology Center  
705 Stevenson Boulevard  
New Kensington, PA 15068  
(724) 335-9389  
[jhicks@northwmctc.org](mailto:jhicks@northwmctc.org)

To obtain this information in a language other than English, call (724) 335-9389.

**Statement on Discrimination Notice**

It is policy of Northern Westmoreland Career and Technology Center not to discriminate based on race, race, sex, color, national origin, disability or age in employment, educational programs or activities and provides equal access to the Boy Scouts and other designated youth groups in compliance with federal and state statutes and regulations. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons or for inquiries regarding compliance with the above nondiscriminatory policies, contact the Administrative Director, Northern Westmoreland Career and Technology Center, 705 Stevenson Boulevard New Kensington, PA 15068, 724 335-9389 or write to the Director of the Office of Civil Rights, Departments of Health, Education and Welfare, Washington D.C.