

## **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 in a respectful way.

Best wishes for a successful year!

Sincerely,

Kurt Kiefer  
Administrative Director

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## **SCHOOL PERSONNEL**

### **Administration**

Dr. Luanne Matta	Chief School Administrator
Kurt Kiefer	Administrative Director
Coleen Steim	Business Manager

### **Office Staff**

Elaine Link	Receptionist/Secretary
Loretta Nee	Secretary to the Director
Ruth Sampson	Business Office Clerk

### **Faculty**

Chuck Cooper	Auto Mechanics Technology
Joseph Scalise	Carpentry
Kathy Jozefov	Commercial Art
Jennifer Nix	Computer Technology
Meghan Rozycki	Cosmetology
Casey Davis	Culinary Arts
Mary Roncher	Health Occupations
Bob Myers	Heating & Air Conditioning
Joe Tammariello	Machine Tool Technology
Nick Lombardo	Masonry
Scott Trosky	Welding

### **Support Staff**

Jill Awes	Business/Industry Liaison
Linda Slanicka	Academic Facilitator
Adam Johnston	Support Instructor
Donna Tammariello	Paraprofessional
Judy Tipton	Paraprofessional
Chris Serena	Paraprofessional
Brandy Stone	Instructional Aide
Marcus Savage	Instructional Aide

## Maintenance

Ron Dull

Maintenance

## STUDENT INFORMATION

### School Calendar

August 25	Students' First Day
September 1	Labor Day (No School)
November 11	Staff In-Service (No School)
November 27- 28	Fall Recess (No School)
December 1	Fall Recess (No School)
December 23-31	Winter Recess (No School)
January 1-2	Winter Recess (No School)
January 19	Martin Luther King Day (No School)
February 5	Staff In-Service (No School)
February 16	President's Day (No School)
February 19	Staff In-Service (No School)
April 2-7	Spring Recess (No School)
May 22-25	Memorial Day (No School)
June 4	Students' Last Day
June 5	Staff In-Service

### **SNOW MAKE-UP DAYS**

1 <sup>st</sup>	January 19
2 <sup>nd</sup>	February 16
3 <sup>rd</sup>	April 7
4 <sup>th</sup>	May 22

## **Daily Schedule**

### **Morning Session**

7:45 AM - Classes begin

10:45 AM - Students Dismissed

### **Afternoon Session**

11:30 AM – Classes begin

2:30 PM – Students dismissed

\*Times may vary

Program length is a minimum 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 SCHOOL 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 instructor releases them at the designated time. Please keep in mind that the instructor dismisses the class, not the dismissal bell.

## **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 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 a case of an emergency. A note of verification from the doctor must be turned into the office.

### **Emergency School Closing**

Emergency school closing will be announced on the following TV stations: WTAE, KDKA and WPXI. Our automated “SchoolReach” system and our school website [www.nwctc.k12.pa.us](http://www.nwctc.k12.pa.us) will post emergency school closings.

### **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.

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           |
| -judgment                         | -participation        |
| -professionalism                  | -respect for others   |
| -follow instructions              | -respect for property |
| -follow school & shop regulations |                       |

Students will be responsible for maintaining a portfolio representative of their completed competencies and any other documentation necessary for career development.

Students on Co-op 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.

### **Incomplete Grades**

Incomplete (I) grades are given to students who have not completed all assigned class work by the end of a report period because of medical or legal reasons. All incomplete work must be resolved by the end of the following nine weeks or it will be considered a failure.



**Attendance Policy**  
**JOC approved 6/17/10**

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 to be present. Transportation will be provided to and from the sending school.

The school policy regarding absence from school is in strict accord with the Pennsylvania School Code. Absences from school are recorded as "excused" or "unexcused". **Parents will be notified by our automated "SchoolReach" system when student is absent.**

**Excused** absences are legal excuses from school that include illness, death in the family, or any situation that has administrative consent. Sending school excuses are legal excuses for absences. A written excuse signed by the 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 to ask 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 sending school to the shop instructor and office immediately upon returning to school. The parent or guardian signed excuse, which indicates the date(s) and reason(s) for the absence, must be presented to the teacher-within three 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 the parent will be considered truancy. 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. Further trancies can result in the student being removed from NWCTC program.

Official notice of illegal absences will be sent to parents 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 for employment. The

following guidelines will be enforced in regard to student absences:

- 6 days**                    **Letter will be sent home to parent(s).**
- 12 days**                   **Second letter will be sent home to parent(s) or a phone call from teacher.**
- 15 days**                   **Parent(s) will need to attend a teacher/administrator conference and will receive a progress report.**
- 25 days**                   **Warning letter will be sent to parent(s).**
- 30 days**                   **Warning letter will be sent to parent(s).**
- 35 days**                   **Student will lose all three (3) credits. Student will be withdrawn from NWCTC and returned to home school.**

**35 days will be cumulative not consecutive.**

- Unexcused                    Will count against 35 days
- Parent excuse                Will count against 35 days
- Doctor/Legal or**            **Will not count against the 35**
- Bereavement excuse**      **days**

**NWCTC Late Policy**

- 2 days unexcused late      Student will receive a warning.
- 4 days unexcused late      Student will receive one (1) unexcused day. Will count towards 35 days.

### **Make-Up 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 time frame for the completion of make-up work. Students will receive no grade(s) for any work missed that is not made up within the designated time.

### **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 Secretary to the Director, in the Administrative offices, in order 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 who wish to withdraw from NWCTC must obtain permission from the Administration, the sending school principal, and his or her parents.

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 withdrawal date.

All money owed for fundraisers must be paid to NWCTC before final withdrawal.

No credit is given for a course that is not completed.

### **Conferences with School Personnel**

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

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

Students wishing to remain all day at NWCTC must complete a Request to Stay All Day form located in the office. This form must be signed by the sending school Principal and NWCTC Administrative Director or his or her designee, no later than three days prior to the student spending the 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 a job shadowing experience as part of their regular 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 student's field of study or in a related career path. Transportation is the

responsibility of the student along with approval from the home school administrator, parent or guardian, and teachers. Student 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. Jobs are supervised by the program instructor/instructors. 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 and 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 persons outside the school unless authorized by the parent or student in writing. The parent has 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 read 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 or eligible student of the time and place where the 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 parent or eligible student, the Northern Westmoreland Career and Technology Center will notify the parent 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 parent 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 the 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 your prior consent, unless you notify the school, in writing**, that you do not want any or all of 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
7. GRADE LEVEL
8. PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES
9. DEGREES, HONORS, and AWARDS RECEIVED

## 10. MOST RECENT EDUCATIONAL AGENCY OR INSTITUTION ATTENDED

Parent or eligible student 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 waives the right to object to release of above listed directory information.

### **Military Recruiters – FERPA**

Federal law requires Northern Westmoreland Career and Technology Center to give military recruiters 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 this FERPA notice, please contact the Administration at (724) 335-9389.

### **Student ID Cards**

Students are given a photo ID card at the beginning of the school year. The ID card is used for entrance to the restrooms and identification in the hallways. This card must remain in the building, if lost a \$5.00 fee is charged for a replacement.

### **Photo Release**

Throughout the school year, Northern Westmoreland Career and Technology 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 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 insure that the lockers are properly used. Students are encouraged to use locks available through the school. No private locks may be left on lockers, and all belongings must be removed daily when lockers are shared with PM classes. 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.

### **Hats, hoods, sweatbands, and sunglasses cannot be worn in the building.**

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 styles”. 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 that is considered offensive to others or inappropriate is not permitted.

### **Electronic Devices, Cell Phones, Cameras, Etc.,**

Students will be permitted to bring cell phones and music devices (iPods, mp3’s, etc.) to school. However, they **MUST** be turned off and be put away during the school day, from 7:45 am to 2:30 pm. Any device that is visible to the administration or staff will be considered “in use”.

Any student caught using (Visibility = Use) any electronic device will be subject to the following disciplinary sequence:

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

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

**3<sup>rd</sup> offense (and each offense after)** – A parent 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 are not permitted to drive to NWCTC except under special circumstances. The student must obtain a driving pass from the administration three days prior to driving. Approval requires the permission of the sending school principal, parents and NWCTC administration. When this approval is granted, students must park in the designated student parking area. Parking permits must be hung from the rear view 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 and a three (3) day Out of School suspension.

Any student who uses a vehicle to transport another student(s) to or from school will lose driving privileges and will be suspended. **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 temporarily or permanently revoked at the discretion of the administration.

Students who miss the bus for any reason, such as sleeping in, are not permitted to drive to Northern Westmoreland Career and Technology Center. Only students with administrative approval are permitted to drive.

### **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/chefs hats must be worn in food service area.
4. Cleanliness of shop and school 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 instructor is not present in 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 must use their Student ID badge to access the restroom. Students are expected to help maintain a clean facility. Should any unit fail to function properly, immediately report it to the school office. **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 and his or her Student ID badge. Students caught walking the halls without his or her Student ID badge will be disciplined. Students must enter and exit the building by 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 book 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. Student should always insure 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 been in the program for 50% of 3 years) 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.

### **Portfolios**

All Northern Westmoreland Career and Technology Center students will complete a portfolio for successful completion of their program. The portfolio will include the student's resume, cover letter and list of competencies, awards, references and samples of work where applicable. Students are free to add to the portfolio as they continue to build their skills. The portfolios will become the property of the student and may be shown to prospective employers when seeking employment.

### **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 on a daily basis. Any student found guilty of stealing will be required to compensate for the loss. Refer to the Discipline Policy.

### **Student Visitors**

Students from the 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 front 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 in order 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 advances on the NOCTI exam, and complete 100% of the state approved course competencies, specific to their areas of study. For additional information, contact the Academic Facilitator.

## **Resource Room and Learning Centers**

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

## **STUDENT ORGANIZATIONS**

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

Participation limited to Carpentry, HVAC, and Masonry 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.

### **SkillsUSA**

SkillsUSA club participation is open to all students. Skills USA 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

areas 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 Society.

## **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**

All medications will be administered by or under the supervision of the Administrative Director or the designee or the parent/guardian. According to discretionary policy, the administration may investigate incidents in which students are observed to be taking medication on their own without parent/guardian direction and school notification.

### **Medication**

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

1. A "Physician's School Medication Directive" form must be completed by the student's physician to include: name of student, name of medication, dosage prescribed, time to be given, duration of medication, and physician's signature and date.

2. "Permission to Administer and Maintain Medication" form must be completed by the parent/guardian granting permission for medication to be dispensed.
3. Parent/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/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 prescription.

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.

### **Medical Transportation**

Parents 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 Information/Emergency Form**

At the beginning of each school year, all students are given an 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.

During the course of the school year, changes concerning student information (new address, area code/phone number, etc.) must be reported to the Secretary to the Directors' 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/guardian may purchase school accident insurance through the sending school at a very low rate. No insurance is available through NWCTC.

## **EMERGENCY SERVICES**

### **Fire Drills**

Pennsylvania State Law requires all schools to conduct fire drills in order 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 a fire 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 pest, 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. A 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 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 e-mail 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 placed in cracks, crevices or voids, and certain maintenance chemicals.

If you have any questions, please contact Maintenance at (724) 335-9389, ext. 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 plans 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 need, 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 the 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 teacher 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, teachers 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 or only the authorized user 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 for 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 purpose.
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 or 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 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 teachers 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 anyway, 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 a teacher 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 Computer Network Policy will be suspended and, if warranted, be held liable for civil or criminal penalties and have his or her user privileges revoked. All students and their parents/guardians are required to sign a Network/Internet Access & Usage Agreement each year.

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

#### **Introduction -**

News reports have shown that cell phones with built-in cameras, as well as other electronic devices with photographing capabilities (camera devices), are being used for unethical and illegal purposes. These purposes have included cheating on tests and taking and distributing unauthorized photographs 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 also can 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 devices:

**General Principals -**

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

The NWCTC employee will recognize the complaints of the students of this school provided that such complaints are made according to those procedures.

### **Procedure**

The student should first make the complaint known to the staff members most closely involved or, if none is identifiable, his or her guidance 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 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 and 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 the

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.

The student may seek the help of a parent or guardian at any step.

### **Detention**

A student who has received detention will be assigned and serve his or her detention at the sending school. Detention will be given either after school or on Saturday according to the sending school procedure.

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

A student who has received an out-of-school suspension at Northern Westmoreland will not be permitted to attend his or her sending school on the suspension date(s). Students are not permitted to be on school property or participate in any school activity during the suspension.

### **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.

### **Tobacco Control Act**

In accordance with the Pennsylvania School Tobacco Control Act 145 of 1996, possession or use of tobacco



products by secondary students is prohibited in school buildings, on school buses, on school grounds, and at school sponsored activities.

Possession of tobacco products shall include having on one's person or personal property, smoking or smokeless tobacco in any form. Use of tobacco products includes the use of smoking or smokeless tobacco in any form. School grounds are defined as property owned by, leased by, or under the control of the school board including sidewalks, roadways, parking lots, courtyards, school buildings, and other campus areas not located in school buildings.

Students who violate the school's non-smoking policy will have all tobacco products, matches, lighters, or other related materials confiscated and will be subject to the consequences listed in the discipline code.

- ✓ First offense shall result in a three day out-of school suspension plus subject to prosecution and fines.
- ✓ Second offense may result in up to a ten day suspension, parental conference plus subject to prosecution and fines.

Any student violating this policy has to take mandatory Smoking Cessation classes. If a student continues to violate this policy, expulsion from Northern Westmoreland Career and Technology Center may result.

#### **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 of 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, or other lighted smoking product & smokeless tobacco in any form.

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

The use or possession of drugs and/or alcohol products by students on any part of school property is strictly prohibited. This includes school activities, field trips, and other functions. Students in violation of this rule will be subject to the following actions:

- 1. Any student who is in possession of alcohol, drugs, or a substance with a mind-altering effect shall be suspended for three to ten (3-10) school days and may be referred to the Joint Operating Committee for a disciplinary hearing.

2. Any student who exhibits evidence of consumption of alcohol, drugs, or a substance with a mind-altering affect shall be suspended for three to ten (3-10) school days and may be referred to the Joint Operating Committee for a disciplinary hearing.
3. Any student who is in possession of alcohol or drug paraphernalia shall be suspended for three to ten (3-10) school days and may be referred to the Joint Operating Committee for a disciplinary hearing.
4. Any student involved in a second violation of provisions 1, 2, or 3 above, shall be subject to the sanctions of that provision and will face mandatory referral to the Joint Operating Committee for a disciplinary hearing.
5. Any student who sells or distributes alcohol, drugs, or mind-altering chemicals shall be suspended for ten (10) school days and shall be referred to the Joint Operating Committee for a disciplinary hearing.
6. Any student who violates any of the provisions of this policy shall be referred to the local law enforcement agency and shall be subject to criminal charges and sanctions.
7. Any student involved in any of the above named activities will be required to participate in assessment of the problem and comply with the recommendation based on the results of that assessment.

### **Personal Search**

If a student is suspected to have an illegal drug, drug related paraphernalia, 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, 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 insure the safety of all Northern Westmoreland Career and Technology Center 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-October 20, 2011*

#### **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 -**

SC 1303.1-A

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, that is severe, persistent or pervasive and as 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 have been bullied to promptly report such incidents to the principal or designee.

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

#### **4. Delegation of Responsibility -**

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

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

##### SC1301.1-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.

## **5. 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 and implement bullying prevention and intervention programs. Such programs 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 officials

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 Policy**

JOC Approved 12/14/00 **revised** 7/22/10

### **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, 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 other students their right to a quality education.

### **Student 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 full effect until it is amended or repealed.
- f.) Assist the professional and support staffs 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.) Pagers and cell phones must be turned off and be put away during the school day, from 7:45 am to 2:30 pm.
- o.) 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 the 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 of 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 insure 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 on the basis of reasonable suspicion that the student is concealing something, possession of which is either in violation of the law or of school rules. The 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 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.
- ✓ 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 whose frequency or seriousness tends to disrupt the learning climate of the school and to affect seriously the students own education. Some of these infractions may be the result of a continuation of misbehavior that remain unmodified by teacher intervention, and may require the intervention of Administration and/or the student’s parent. 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 instructions
- 6) Tardiness to class

- 7) Outside food or beverage in school (without pass from instructor)
- 8) Parking in prohibited place
- 9) Disrespectful behavior to teachers 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 3 days
- 7) Re-entry meeting with instructor, parent, and administration

### **LEVEL 2 DESCRIPTION**

These infractions often result from the continuation of Level 1 misbehavior(s), or because the use of Level 1 disciplinary response/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 school administration.

### **LEVEL 2 INFRACTIONS**

- 1) Continuation of Level 1 offenses
- 2) Forgery
- 3) Leaving school without permission
- 4) Cheating
- 5) Gambling
- 6) Safety violation/horseplay

- 7) Verbal abuse to teachers and/or other students
- 8) Bus violations or bus safety violations
- 9) Dress code violation
- 10) Insubordination

### **LEVEL 2 DISCIPLINARY**

- 1) After school or Saturday detention at sending school up to 10 days
- 2) Out-of-school suspension up to 10 days
- 3) Reentry meeting with instructor, parent, and administrator

### **LEVEL 3 DESCRIPTION**

These infractions sometime 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
- 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 10 days
- 3) Re-entry meeting with instructor, parent, administrator

- 4) Confiscation of any illegal product(s)

#### **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 instructors
- 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, explosives 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 teachers 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

#### **LEVEL 4 DISCIPLINARY**

- 1) Police notification
- 2) Charges filed
- 3) Out-of-School suspension 10 days
- 4) Expulsion from school
- 5) Re-entry meeting with parents, instructor, and administrator

#### *Notice of Non-Discrimination*

##### **Compliance Statement**

Students, their families and potential employees of Northern Westmoreland Career & 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 10-12: Auto Mechanics, Carpentry, Computer Technology, Commercial Art, Cosmetology, Culinary, Health Occupations, HVAC, Machine Tool, Masonry, 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:

Kurt Kiefer, Administrative Director  
Northern Westmoreland Career & Technology Center



705 Stevenson Boulevard  
New Kensington, PA 15068  
(724) 335-9389  
[kkiefer@wiu.k12.pa.us](mailto:kkiefer@wiu.k12.pa.us)

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

### **Statement on Sex Discrimination**

It is the policy of the Northern Westmoreland Career and Technology Center not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by the Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to NWCTC, Administrative Director, 705 Stevenson Blvd., (724) 335-9389, or to the Director of the Health Education and Welfare, Washington, D.C. Adopted 5/19/76.