



Student/Parent Handbook
2016-2017

Western Area Career & Technology Center
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A Choice. A Career. A Future.

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FOREWORD

According to our Constitution, the recognition of rights and the assurance of equal opportunities are intended for every citizen.

We have laws in our society designed to protect our rights. In order for the law to effectively work, everyone must know the law, and everyone must respect and obey the law. When the rules or laws of society break down, the rights of the individual are in jeopardy. Rights and responsibilities are inseparable.

As a student at Western Area Career & Technology Center, you, too, have rights and responsibilities. The purpose of this handbook is to make clearer those rules and regulations established to protect the rights of all students that lead to the best possible education.

MISSION STATEMENT

The mission of the Western Area Career & Technology Center is to provide the successful acquisition and expansion of technical skills for a positive, quality education in a safe and secure environment leading to post-secondary education and/or sustainable employment for our students.

GOALS

The goals of Western Area Career & Technology Center can be found on Page 35 of this handbook.

VISION

The vision of Western Area Career & Technology Center is to focus on education, training and career development for tomorrow's workforce needs.

NON-DISCRIMINATION POLICY

It is the policy of the Western Area Career & Technology Center not to discriminate on the basis of race, color, religion, sex, national origin, age, physical handicap, disability, or limited English proficiency in its educational programs, activities, or employment policies, and provides equal access to the Boy Scouts and other designated youth programs as required by Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, the Boy Scouts Act, and the Americans with Disabilities Act.

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 non-discriminatory policies, contact Dr. Dennis J. McCarthy, Executive Director and Title IX, Title VI, Section 504, and ADA Coordinator, Western Area CTC, 688 Western Avenue, Canonsburg, PA 15317 or telephone (724) 746-2890 or to the Executive Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

ADMISSIONS POLICY

Any adult or student in grades ten (10) through twelve (12) in the attendance area of Western Area Career & Technology Center may be considered for enrollment in Western Area Career & Technology Center. No student, otherwise eligible, shall be excluded on the basis of race, color, religion, sex, national origin or handicapping condition; nor will such a student be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination under any of the programs or student organizations of Western Area Career & Technology Center.

The attendance areas of Western Area Career & Technology Center are:

Avella Area	Chartiers-Houston	Peters Township
Burgettstown Area	Fort Cherry	Trinity Area
Canon-McMillan	McGuffey	Washington

HOW TO APPLY

High school student application for admission to Western Area Career & Technology Center is made through the Guidance Counselor in the member school districts. An application must be completed, and parental consent and permission from the member school district's Administration is necessary to enroll in any course.

A student presently attending parochial school and residing in one of the nine member school districts may apply for admission to Western Area Career & Technology Center. This application is to be submitted through the member high school serving the student's place of residence with the student becoming a part of the total student quota for that member school district.

Adult application for admission is made through the Adult Education Office at Western Area Career & Technology Center.

TUITION COSTS

High school students attend Western Area Career & Technology Center at no tuition cost except for safety items and uniforms, which are required in some programs. In the Cosmetology program, a kit must be purchased.

Adult students are charged \$9.33 per instructional hour. The number of hours contracted will determine the final cost. All payments must be made in advance.

STUDENT SERVICES

Pupil Personnel Services are provided for those students who are identified as handicapped or disadvantaged. The Perkins program is coordinated with that of each member school district. Guidance is a process of helping individuals help themselves.

HEALTH SERVICES

The school will provide emergency health advisory service only. A registered nurse is on duty at all times. All students are to report to the Instructor in charge concerning any injury received while attending Western Area Career & Technology Center. More serious cases will be attended by either the family physician or the hospital. All students are to complete the Student Information and Emergency Contacts form located on the back cover to assist the office in handling an emergency if the need arises.

ACCIDENT-INJURY REPORTS

Any accident or injury, no matter how minor, must be reported to the Instructor. The Instructor must, with the assistance of the student, complete an Accident-Injury Form stating the nature of the injury and conditions which caused the injury. No personal first-aid treatment may be performed by Instructors or students.

INSURANCE

ALL STUDENTS ATTENDING WESTERN AREA CAREER & TECHNOLOGY CENTER ARE URGED TO PARTICIPATE IN THE INSURANCE PROGRAM OFFERED BY THEIR MEMBER HIGH SCHOOL. The cost of this insurance is minimal. Individual physical and financial loss can occur through accidents. The Administration strongly urges every student to participate in their member school district's insurance program.

SAFETY

Safety must be a concern of everyone in the school, at home, place of employment and in any place where individuals meet. An Act of the State Assembly requires eye safety devices. **THE LAW REQUIRES THAT EVERY STUDENT WEARS SAFETY GLASSES OR SOME OTHER EYE PROTECTION WHILE PERFORMING IN SHOPS, LABORATORIES AND CLASSROOMS WHERE CHEMICALS, GASES AND OTHER DANGEROUS ELEMENTS ARE PREVALENT IN THE AIR.** Students are required to wear safety glasses at all times in areas requiring their use. Students are required to purchase safety glasses and be responsible for keeping them in their possession or in the designated storage space. Safety glasses are not to be removed from the school at any time. Visitors and Instructors of areas requiring safety glasses are also required to wear them at all times. Proper masks must be worn when required. Students who do not use or refuse to use required safety devices will not be permitted to work in shops, and will be referred to the office for disciplinary action.

Each shop or laboratory area has its own rules, requirements, regulations and policies for the safety of students and the safe use of equipment used within that area. Students are to adhere to all safety rules and regulations.

FIRE DRILL INSTRUCTIONS

EVACUATING THE BUILDING—

Directions are posted in each room explaining the procedures to be followed during fire drills and other emergencies when everyone must leave the building. Learn the correct procedures, including alternate routes, for leaving the building from each area in which you have class, shop or laboratory practice.

When the fire bell rings, stop all moving equipment, close windows and doors and leave the room quickly and quietly. Leave books and other reference materials in the room. The exit door is to be held open by the first student in line. Close the door after the class has cleared the building. Remain in the assigned outdoor area until the Instructor takes roll and permission is given to reenter the building.

No preplanning can be inclusive enough to allow for all the situations that may occur in an emergency. Students are urged, therefore, to appreciate the need for absolute quiet during evacuation of the building so that information and directions may be given as is necessary.

Instructors should do the following:

- Instruct each class on the procedure for leaving the building.
- When leaving the room, close windows and doors and turn off power.
- Instruct each class to form as a group upon arriving at the waiting area.
- When each class has left the building and formed as a group, CHECK THE ROLL and display proper emergency information card to emergency personnel.
- Stay in the waiting area until notified what to do. Under no circumstances is anyone to return to the building until instructions to do so have been given.

All personnel must leave the building during a building evacuation, including office staff.

EVACUATION EXITS FOR FIRE DRILLS—

Child Care.....	Nearest Outside Exit
Cosmetology	Main Exit, East Side
Culinary Arts	Nearest Outside Exit
Guidance	Hall Exit, South Side
Health Assistant	Administration Exit
Mechatronics.....	Hall Exit, West Side
Networking	Main Exit, South Side
Welding.....	Nearest Outside Exit
All Other Shops	Nearest Outside Exit

BEVERAGES FROM OUTSIDE

At no time shall a student bring an opened beverage into the school. Students who arrive to school with an opened beverage will be asked to discard it.

ATTENDANCE AND ABSENCES

Student attendance is required. Good attendance is a habit that all of us should form. Absence is defined as the non-attendance of a student on those days that school is in session. All technical programs have a work-based learning component which involves laboratory exercises and projects. This type of class work is difficult to make up when missed. As a result, lower grades may result from school work missed due to excessive absences. Students will be reminded of this potential grade drop when a pattern of absence appears. A written notification to parents and/or guardians will also occur at that time. **Students are expected to attend WACTC even when their home school is not in session.**

Sending school districts have adopted attendance policies regarding WACTC. Students may be withdrawn by the sending district when excessive absences occur. Students who have been withdrawn will not receive credit for WACTC coursework, and their graduation date may be delayed.

Cosmetology students must meet minimum training time requirements established by the State Board of Cosmetology. Thus, even "excused" absences must be made up by students in this course to qualify for licensure.

WACTC must comply with the attendance regulations established by the School Laws of Pennsylvania. Attendance reports are submitted weekly to sending school Guidance Counselors, Principals and Superintendents.

ABSENCES: LEGAL AND ILLEGAL

The School Laws of Pennsylvania classify all absences as unexcused or illegal except those for the following reasons:

Illness of the pupil, a death in the immediate family, quarantine and exceptionally urgent reasons such as affect the child. An unexcused absence is an unlawful absence for all pupils under seventeen years of age. The State Laws of Pennsylvania require that legal action be taken after three (3) days of unlawful absence.

WRITTEN EXCUSES

Written excuses are to be submitted to the emergency health care professional (school nurse) who will determine the legality of the absence. Written excuses can also be faxed to (724)746-6966. In order to be recorded as an excused absence, written or medical excuses must be submitted within 3 days of the student's return to school.

Student absences will be reported to the home schools on a daily basis. When an absence occurs, an automated call will be placed to the home through the emergency health care professional's office.

In addition to the home school office, Daily Absence Reports will be forwarded to the sending school's Guidance Counselor and Attendance Officer. A weekly Excessive Absence Report containing the names of students who have missed four or more days will be reported to the home school's Principal, Guidance Counselor and Attendance Officer. This report will contain the dates of each student's absences. Weekly Excessive Absence Reports will also be provided to the Executive Director.

After three absences, the emergency health care professional will contact the home, and the Guidance Counselor will contact the home school and counsel the student. After six absences during one semester, the Guidance Counselor will contact the home and the home school and counsel the student. The Guidance Counselor will make referrals to the Principal if there are disciplinary-related issues as a result of the call. Students who accumulate six absences or more than three days of illegal (unexcused) absences may be referred to their home school for possible referral to the Magistrate.

Students have the right to make up schoolwork missed as a result of absenteeism. It is the student's responsibility to ask to make up missed assignments; however, the Instructor must share in this responsibility. Missed assignments must be submitted within one week of the student's return. Assignments submitted beyond the one-week grace period or not at all will receive a zero (0), unless other arrangement have been made.

Work grades missed may be made up through alternate assignments.

TARDINESS

Students tardy to school are to obtain an admittance pass from the Main Office before reporting to class. This admittance pass is to be given to the Instructor in the classroom. Students are to return to class promptly when away from the classroom for any reason.

CLASS CUTS

Class cuts are not permitted and shall be recorded as unexcused absences.

CANCELLATIONS AND DELAYS

Students will be notified of school cancellations and delays through a phone messenger. Announcements will also be made on WJPA Radio, KDKA TV, WPXI TV and WTAE TV. The electronic school messenger will also send notifications to the student's registered phone number. In the event a 2-hour delay is issued by the student's home school, the start time for the Morning Session will remain the same—8:50 a.m.

OFFICE BUSINESS

Students should conduct ALL office business between **9:00 a.m. and 9:15 a.m.** and **11:20 a.m. and 11:40 a.m.** for the AM-Session students and between **12:15 p.m. and 12:30 p.m.** and **2:20 p.m. and 2:50 p.m.** for the PM-Session students. This includes work order approvals, arranging for early dismissals, visitor pass approvals, etc. Permission must be given by the Instructor before the student goes to the office. Students may schedule an appointment to see the Administration or Guidance Counselor prior to the start of class.

EARLY DISMISSALS

If an early dismissal is requested, please present a note from your parent or guardian stating the reason for the request and a contact telephone number for verification. The AM-Session students must bring the note to the Main Office upon arrival at school in the morning so that the early dismissal may be put into effect. PM-Session students should receive approval from the home school and present proof from their home school to the WACTC office. Permission to drive due to an early dismissal **MUST** be obtained at least one (1) day in advance.

Persons picking up students must report to the Main Office, and the student will be called from their shop/classroom. **Only those individuals or designees listed on the Student Information and Emergency Form will be permitted to pick up students. Parents or guardians must inform WACTC of any designee changes in writing.**

Early dismissal from Western Area Career & Technology Center to participate in home school extra-curricular activities will be permitted when appropriate. The student is to make this request to their home school Principal. The Principal will then notify Western Area Career & Technology Center of that student's early dismissal.

Early dismissals are a privilege, and the Administration anticipates that students will treat them in this manner. It is the intent of Western Area Career & Technology Center not to inhibit a student's extra-curricular activities at their home school. Consideration of an early dismissal will be based upon its merit and the student's total achievement.

PERSONAL APPEARANCE

Personal appearance ranks high in evaluating an individual. Good grooming is an essential part of each student's life. Good grooming, including hair care, reflects a self-respecting and responsible citizen who, hopefully, will develop into a desirable employee in the future.

Styles of haircuts can endanger life. Most industrial work involves working with injurious liquids, abrasives, grease, dust or moving equipment. Haircuts for students should be such that the hair does not fall below the eyebrows and does not present a safety hazard. Hair must be contained.

Potential employers and interested persons are encouraged to visit and observe the students and activities at Western Area Career & Technology Center. First impressions made upon visitors will impact the image of our school and our students with potential employers.

WORK CLOTHING AND STUDENT DRESS

Students are to dress in a safe and appropriate manner as required by the student's technical program. Student dress during travel to and from WACTC should conform to home school standards. All students in technical programs must wear the required shop uniform. Clothing should be modest, not suggestive, unclean or depict vulgar, obscene or inappropriate material. Clothing should not promote drugs, alcohol or tobacco. **Any article of clothing with a waist must be worn at the waist and not reveal underclothing.** Clothing should not have pins, chains or any other items hanging due to safety reasons. Hats may not be worn at WACTC except as a requirement of certain shop uniforms and are to display the shop logo only. At no time will students be permitted to wear hats not approved by the Instructor and/or Administration. Shop requirements/regulations may require tattoos to be covered and piercings to be removed. At no time are shorts or improper footwear permitted in the shop or classroom.

All laboratories and classes located within the building require students to wear special clothing suitable for working in the trade. Each Instructor will specify the required student dress for their instructional area. Facilities are provided for changing from regular clothing into work clothing. Due to safety concerns, students arriving for class without a uniform may serve an In-School suspension for the day.

Students are asked to remember that frayed and loose-fitting clothing creates a safety hazard. Shirt tails are to be kept in at all times, and torn clothing must be repaired or changed before proceeding with any work.

Because of the type of work done within the school, sandals and open-toe shoes are not permitted. In general, the requirements of industry shall be met with regard to the footwear worn by the students.

You, the student, are responsible for furnishing, caring for and washing of your personal work clothing. Remember that clothing care and cleanliness helps to create a desirable attitude in individuals while providing a favorable image to visitors and potential employers.

TOOLS

Various shops may require that students purchase tools for their training. All tools purchased by the student must remain in the student's locker. Students will be responsible for maintaining and securing their tools.

Students are not permitted to take tools out of the shop for any reason until the student completes the course, graduates and has made full payment. Due to the nature of the majority of the tools, when students graduate, they will not be permitted to transport their tools home on the school bus.

NUISANCE DEVICES

The use of items that may cause a nuisance and/or a distraction to the school environment such as pagers, radios, laser pointers, beepers, head sets, cellular phones and CD and MP3 players is prohibited. Portable radios, CD players and MP3 players must be secured in lockers during class time and are not permitted to be used during shop and laboratory time.

TELEPHONE CALLS

No personal telephone calls will be accepted for students. In the event of a serious emergency at home, the Western Area Career & Technology Center Administrative Office can be called to contact the student. Only calls of an emergency nature will be delivered to the student. Only emergency calls may be made by the students on the office telephones. **CELL PHONES MAY NOT BE USED.**

VISITORS

The school is open to visitors, but all guests must first stop at the Main Office for permission, and such visits should be limited to 15 minutes. All visitors must secure a visitor's pass from the office. This pass must be worn in a clearly visible manner at all times. Organized groups are also welcome as visitors, if arrangements are made in advance with the Administrative Office. These visits should not be for the entire day.

Prospective students wishing to visit WACTC should make arrangements through the Guidance Office at least one (1) day prior to the visit.

TRANSPORTATION

Each school district provides transportation for students attending Western Area Career & Technology Center, and all students are expected to ride the transportation provided by them. Upon arrival students must remain on school grounds. **PRIVATE VEHICLES ARE NOT PERMITTED TO PARK ON SCHOOL GROUNDS WITHOUT PERMISSION FROM ADMINISTRATION.** Students dropped off by someone other than school transportation must sign in at the Main Office before reporting to class.

DRIVING A PRIVATE VEHICLE

Transportation is provided by the home schools; therefore, students driving to Western Area Career & Technology Center for work, extra-curricular activities at their home school or for personal family reasons will be restricted to those students who have obtained permission from the Western Area Career & Technology Center Principal. **THIS PERMISSION MUST BE OBTAINED AT LEAST ONE (1) DAY PRIOR TO DRIVING TO THE SCHOOL. ALL STUDENT VEHICLES MUST PARK IN THE STUDENT PARKING LOT ONLY. PASSENGERS ARE NOT PERMITTED.**

Students operating motor vehicles on school grounds must obey all driving laws and school regulations.

1. Students who wish to drive to WACTC must first obtain permission from their home school, then apply for a parking permit from WACTC. A parking permit application is to be completed by the student with provisions for signatures of the student, one parent/guardian, the home school Principal and the Executive Director or his designee from WACTC. This application will be for full-time parking privileges at WACTC.
2. **Copies of liability insurance, a valid driver's license and vehicle registration must be presented along with the completed application.**
3. **Written evidence of the need to drive must be provided.**
4. Driving privileges can be rescinded at any time by the home school or WACTC (a telephone call to either school can void this privilege).
5. WACTC will monitor all vehicles parked on school grounds. Students parking on campus are prohibited from displaying any flag, banner, sticker or other article on their vehicle that is likely to cause disruption or may be perceived as intimidating or offensive to others, such as swastikas, Confederate battle flags, etc.
6. Parking permits will be reviewed periodically and will be reapproved or rejected. Reasonable cause for parking permit cancellations will include days tardy, days absent, improper use of the vehicle and violation of parking regulations.
7. The speed limit on school grounds is 5 m.p.h.
8. Student cars shall not arrive more than 15 minutes before scheduled class time and shall be parked in assigned areas. All occupants must then proceed to the WACTC building immediately.
9. Smoking in cars on school grounds is prohibited.
10. Cars are not permitted to be used during lunch time or at any other time during the school day.
11. When parking permit tags are issued, they must be displayed in the car as requested.
12. No passengers will be permitted except members of the driver's immediate family (brother and/or sister) except by permission of the Administration.
13. Temporary parking will be handled through shop Work Orders or special permits issued by the Executive Director or his designee.
14. Vehicles being worked on shall not be used as a means of transportation to and from WACTC.
15. Any student who has his/her driving privileges revoked but continues to drive a vehicle and park on school property may have his/her vehicle towed at the owner's expense.

16. Drivers and passengers must sign in daily in the Main Office.

Any student, who may have occasion to bring a motor vehicle to any of the school shops for the purpose of work or repair, must obtain a Work Order before it may be removed from the student parking lot to the shop area. The vehicle must be returned to the student parking lot upon completion of the work. No student may be excused from class to supervise or watch repairs being made to his or her vehicle. The school is not responsible for vehicles or any item(s) left in them. **The student parking lot is the only area where a student is permitted to park.** Upon arriving on school grounds, drivers must proceed directly to the parking lot. Loafing in cars or in the parking lot is not permitted. Cars must not be used or moved while school is in session.

A copy of the vehicle's insurance and owner's card must be attached to the office copy of the Work Order. **THE VEHICLE BEING WORKED ON MUST REMAIN AT SCHOOL UNTIL THE WORK IS COMPLETED.**

WORK ORDERS FOR PROJECTS

All Work Orders must be approved by the Administration and the Instructor of the shop where the work is to be done. The Work Order must be obtained prior to the work being performed. Any student who has violated the school's safety, discipline or attendance policy may be denied a Work Order.

HOME PROJECTS – STUDENT CHARGES

All home projects and useful articles must be paid for by the student. Any project that becomes a useful home article rather than a practice exercise must be paid for by the student. Each charge will be based on the cost of the materials. In the case of parts and materials for automotive repair jobs, the student is responsible for supplying the parts and materials. A minimum service charge of \$5.00, plus tax, will be applied to all service work. In an educational program where a required job or sequence of required jobs are assigned, the student will not be held responsible for the cost of materials consumed. All materials used will be listed on the Work Order. Items purchased by students will be marked "Purchased by Student".

LEAVING CLASS

If a student must leave the room or an assigned area of activity, the student must ask the Instructor for a written Hall Pass with the date, student's name, Instructor's signature, time the student departed the room, the area to be visited and marked with the time of return. All Hall Passes are to be returned to the Instructor. Students must sign out and in on the classroom Sign-Out/Sign-In form. Corridor restrooms are to be used by only those students from Child Care, Electrical Occupations, Heating, Ventilation & Air Conditioning and Networking. All other students are to use the restroom facilities in their shop areas at all times. The corridor restrooms are not to be used when changing classes or when entering or exiting the school.

FIELD TRIPS

Occasionally a field trip is scheduled (such as trips to observe industrial plants, equipment shows or to visit other schools). Students will be required to obtain the signature of a parent or guardian on a permission slip supplied by the school. WACTC will provide transportation for all field trips. Students are required to ride school-approved transportation.

When on a field trip, all school regulations will be the same as when on school property.

Good grooming, personal appearance, attitude and the conduct of students and school personnel should reflect self-respecting and responsible citizens. Instructors and students are to wear a WACTC shirt, shop uniform or professional attire on field trips. Strive to leave a favorable impression of yourself and your school. Remember, you are a guest of the organization while on a field trip; they do not have to receive us or invite us to return. At some time in the future you may be a potential job applicant at the place visited, and your host may be a potential employer.

ASSEMBLIES AND INVITED GUESTS

Assemblies are scheduled for various purposes. All assemblies and invited guests are to be scheduled through the Executive Director or his/her designee. Students are expected to be courteous to guest speakers by being attentive and quiet.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are encouraged, and students are expected to invite their parents to attend school functions. When parents feel a need to meet with an Instructor to discuss student progress, problems, conflicts, etc., a parent-teacher conference is suggested. Conferences should be scheduled through the Main Office with the time and place for such meeting established to the mutual satisfaction of both the parent and the Instructor. Such conferences are highly recommended and welcomed by the faculty.

WEBSITE

The WACTC web site is *www.wactc.net*. Information regarding the school, activities, projects, and other pertinent information may be found on the website. A current *School Report* is also available for viewing on the web.

DISCIPLINE POLICY

A student discipline code serves two purposes—first, it deters a particular behavior on the part of students that is not permitted at the school; and second, it creates a conducive learning environment for all students in attendance.

All professional and nonprofessional employees have the authority to correct a student at any time if the action of the student will in any way have

a detrimental effect on the operation of the school, other students or staff members.

All staff members have the responsibility for supervising students in the building and on the school's grounds. Should a serious problem arise, it should be referred directly to the school's Main Office.

SMOKING AND USE OF TOBACCO PRODUCTS

PURPOSE—

The Joint Operating Committee recognizes that smoking presents a health hazard which can have serious consequences both for the smoker and the nonsmoker.

DEFINITION—

For the purposes of this policy, "*tobacco*" shall mean a lighted cigarette, (tobacco, vapor or electronic), cigar, pipe or any other lighted smoking product as well as smokeless tobacco in any form. "*Tobacco use*" includes the use of smokeless tobacco in any form or smoking, including cigarettes (tobacco, vapor or electronic), cigars, pipes or any other lighted smoking device, facsimile or imitation thereof. Tobacco items discovered by any member of the school staff or Administration will be confiscated and **will not be returned at any time or for any reason.**

AUTHORITY—

In order to protect students and staff from the safety hazards of smoking and from an environment noxious to non-smokers, and because the Joint Operating Committee cannot, even by indirection, condone the use of tobacco by students, the Joint Operating Committee prohibits possession of cigarettes, cigars, pipes or other smoking equipment and the possession of smokeless tobacco in any form, and the smoking or use of tobacco by students in school buildings, on school grounds, on school buses and during any school activity before, during or after school hours, whether or not on school grounds or in school facilities.

Any pupil who possesses or uses tobacco may be subject to prosecution before the District Justice who may impose a fine, court costs and/or community service and require participation in rehabilitative activities.

The school's Administration has the authority to use its discretion in the initiation of charges or citations against students who commit a tobacco use or possession of tobacco offense. In addition, the school's Administration has the authority to impose disciplinary actions against the offending student based on current school discipline policies and procedures. The school's Executive Director shall inform all students and staff members of the school's tobacco use policy through the *Student/Parent Handbook* (see Page 35) and other efficient means. In addition, the school's Executive Director shall establish procedures with local law enforcement agencies and the District Magistrate for enforcement of Act 145 and school policy.

Because of the exemplar role played by the adult members of the school community, the Joint Operating Committee prohibits smoking by staff members and visitors during any part of the regular school day and at any school-sponsored event on school property.

GUIDELINES—

A student convicted of possessing or using tobacco in a school building, on a school bus, on school property or during any school activity before, during or after school hours, whether or not on school grounds or in school facilities, may be fined a minimum of \$50.00, plus court costs, or be admitted to alternative adjudication.

SUSPENSIONS

Students will receive suspensions as listed for the following:

LEVEL 1 INFRACTIONS*

DESCRIPTION—Minor misbehaviors on the part of a student which interfere with orderly classroom procedures or operation of the school.

BEHAVIOR—

- Violation of a safety regulation. Student will be required to make restitution for any damages.
- Non-defiant classroom disruptions (failure to complete assignments, failure to carry out directions, failure to comply with regulations).
- Unauthorized use of a tobacco product (first time). Please see Smoking and Use of Tobacco Products.
- Unauthorized absence from the classroom or shop.
- Inappropriate public display of emotions or affection.
- Violation of the school's driving regulations and/or unauthorized passengers.
- Use of a nuisance device (first time). The device will be retained in the Main Office until the end of the school day.
- Internet violation.
- Possession of obscene literature. Removed from student's possession and turned over to parent(s)/guardian(s) or proper authorities.

ACTION—**One-Day Suspension** (may be in school). A letter will be sent to the parents and information will be provided to the home school. A discipline record will be maintained in the student's file.

**For certain minor infractions, students may receive a documented verbal warning for a first offense or in-school suspension. This serves as a guide for discipline procedures only.*

LEVEL 2 INFRACTIONS

DESCRIPTION—Frequent occurrence which tends to disrupt the learning atmosphere of the school. Not a direct threat to the safety of others; however, the educational consequences are serious enough to require corrective action.

BEHAVIOR—

- Second occurrence of behavior in Level 1.
- Classroom, hall, locker room or shop disruption.
- Disrespectful action or speech toward a member of the school staff or another student when it disrupts the educational process or class activities; violates the rights of others; rude, vulgar or obscene language or action.
- Unauthorized absence from the school grounds.
- Bullying: physical, verbal, psychological, relational or cyber-bullying.
- Vandalism of the school or another student's property. Student will be required to make restitution for damages.
- Fighting (first time)

ACTION—**Three-Day Suspension.** A letter will be sent to the parents and information will be provided to the home school. A discipline record will be maintained in the student's file. A parental conference will be held. Any nuisance device(s) will be confiscated and turned over to parent(s)/guardian(s). Please see Smoking and Use of Tobacco Products.

LEVEL 3 INFRACTIONS

DESCRIPTION—Harm to another person and the consequences pose a direct threat to the safety of others.

BEHAVIOR—

- Second occurrence of behavior in Level 2.
- Third occurrence of behavior in Level 1.
- Repeated or excessive rude, vulgar or obscene language towards faculty, staff or another student.

ACTION—**Five-Day Suspension.** A letter will be sent to the parents and information will be provided to the home school. A discipline record will be maintained in the student's file. An informal hearing will be held. Please see Smoking and Use of Tobacco Products.

LEVEL 4 INFRACTIONS

DESCRIPTION—These acts might be considered criminal but most frequently will be handled by a disciplinary mechanism in the school.

BEHAVIOR—

- Second occurrence of behavior in Level 3.
- Third occurrence of behavior in Level 2.
- Fourth occurrence of behavior in Level 1.

- Illegal use, possession of, intent to sell or under the influence of any alcoholic beverage, drug, narcotic or other foreign substance in the school or on the school grounds (first time). Students will be required to participate in a student assistance program.
- Stealing. Student will be held liable and be required to make restitution for the stolen property. (first time).
- Possession of an instrument or implement that is classified as a weapon on school premises or on a student's person; attempts to sharpen, use or make a weapon. Weapon(s) will be defined in Accordance with Act 26 (PA School Law Governing Student Possession of Weapon). An informal hearing will be in Compliance with Act 26.

ACTION—Ten-Day Suspension. A letter will be sent to the parents and information will be provided to the home school. A discipline record will be maintained in the student's file. An informal hearing will be held. Please see Smoking and Use of Tobacco Products.

REASSIGNMENTS

The school cannot tolerate misbehavior that jeopardizes the safety of others in the school setting. The equipment, materials and machinery used in training students are potentially hazardous, and special precautions along with close supervision are necessary to prevent injury.

It may be deemed necessary, under certain circumstances and/or for certain violations, to recommend a student for reassignment to the sending school or to an alternative facility.

Such recommendations can only be made by the Executive Director and/or designee and require the sending school/district approval.

A student will be reassigned from his/her course at Western Area Career & Technology Center to a full day of classes at the home school for the following:

DESCRIPTION—Criminal acts that are serious enough to remove the student from the school. Intervention by law enforcement authorities and/or the school's Joint Operating Committee.

BEHAVIOR—

- Second occurrence of behavior in Level 4.
- Third occurrence of behavior in Level 3.
- Fourth occurrence of behavior in Level 2.
- Fifth occurrence of behavior in Level 1.
- Setting off a false alarm.
- Making a bomb threat.
- Assaulting a member of the staff.

ACTION—REASSIGNMENT. A letter will be sent to the parents and the home school. A discipline record will be maintained in the student's file. A formal hearing will be held. Please see Smoking and Use of Tobacco Products.

SEARCHES

A. School lockers and other storage spaces are school property loaned to students for use for legitimate purposes only.

School lockers and other storage spaces are provided to students for their convenience. These storage areas remain school property and, as such, are subject to random or periodic administrative inspections by school authorities. These inspections will be made when there is a reasonable suspicion. The purpose of such inspections is not to collect evidence of wrong-doing on the part of a single student, but rather to allow school authorities responsible for appropriate use of school property the opportunity to confirm that lockers are being used in a manner consistent with the health, safety and welfare of all students.

Circumstances that put the safety of students or school officials at risk or could result in substantial property damage will constitute sufficient reason for the Executive Director or designee to search a locker or lockers as expeditiously as deemed necessary to preserve the health, safety and welfare of the school population and the protection of school property.

School authorities may also open and/or search a student's locker if they have reasonable suspicion that a student has violated a rule or guideline set forth in the *Student/Parent Handbook*. Examples of such violations are the reasonable suspicion that a student:

- a. has stolen an article or money;
- b. possesses obscene or abusive written or illustrative materials;
- c. possesses forged, altered or falsified school communications;
- d. has damaged the interior of the locker;
- e. has an unclean or unkempt locker that presents a health or safety hazard;
- f. is in an unauthorized or unassigned locker;
- g. possesses tobacco products, alcohol, drugs, or related paraphernalia;
- h. possesses illegal contraband.

Prior to such a locker search based on individualized suspicion, the student shall be notified and given an opportunity to be present. The student shall be notified of the reason for the search of the locker. Any inappropriate or illegal materials found in the locker will be seized and shall be used as evidence against the student in disciplinary proceedings.

However, where school authorities have reasonable suspicion that a locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning and any contraband seized. Such materials shall be used as evidence against the student in disciplinary proceedings. If reasonably possible, the student will be present for the search.

Students are responsible for the contents of the locker assigned to them. Therefore, it is important that students keep their lockers locked and do not

give other students access to their locker. Unauthorized changes in lockers will not be tolerated.

Whenever practical, locker searches shall be conducted in the presence of another staff member.

All locks will be cut and removed at the end of the school year if left on the locker or at any time if so warranted.

The Executive Director or designee shall be responsible for the safekeeping and/or proper disposal of any substance, object or material found to be unlawfully or improperly stored in a student's locker. In those cases where a locker has been made available for inspection at the request of a law enforcement official, the law enforcement official involved shall be responsible for the safekeeping and/or proper disposal of any unlawful substance, object or material found within the student's locker during the course of the search.

Evidence of a violation of the law, rules, regulations or policies of Western Area Career & Technology Center which has been seized during a search of the student's locker may be used as evidence against the student in any subsequent disciplinary or legal proceedings.

Following the search of an individual student's locker, and upon substantive findings, the Executive Director or designee shall submit a written report for the permanent file indicating:

- a. the date, time and place of the search;
- b. the name of the student(s) and the school official present;
- c. a statement concerning the information which provided reasonable suspicion for the search;
- d. a statement of the student's explanation, if any, when confronted with the Executive Director or designee's suspicions;
- e. the result of the search.

All school officials involved in any manner with the search of a student's locker shall respect and maintain the privacy and confidentiality of each student whose locker is searched. Except as otherwise required by law, this policy or internal procedure based on "need to know", no school official in any way involved shall reveal or discuss any information regarding any locker search.

Drug dogs may be used for searches.

B. School authorities are authorized to conduct searches of student property when reasonable suspicion indicates that a particular student is in possession of an item or a substance that represents a material threat to school routine, poses a threat to the health, welfare and safety of students, or is prohibited by the Joint Operating Committee policy or by law, or that the search may disclose evidence of a violation of WACTC rules, regulations or laws.

1. Student property may include, but not be limited to, purses, book bags, coats, luggage, cars and other such belongings.

2. Such searches of student's property will be done by a school official of the same sex in the presence of a second witnessing school official, if possible.
3. This search may include the order for the student to empty the contents of his/her pockets and/or to turn such pockets inside out. This search shall not include the removal of any of the student's clothing except for coats, shoes and outdoor garments.

C. Where school authorities have reasonable suspicion that a student has on his/her person materials which pose a threat to the health, welfare and safety of students in the school, a pat-down search of such a student's person may be done by an administrator of the same sex, in the presence of a second witnessing school official. This pat-down search will be performed in an isolated area. If possible, the student's parents/guardian will be notified prior to a pat-down search.

D. Contraband items found in the possession of a student will be used against the student in disciplinary, juvenile or criminal proceedings.

CHANGE OF ADDRESS

A student's parents and/or guardians will be contacted in case of illness or emergency and accurate, up-to-date information is essential.

A student's change of address or telephone number should be reported to the Guidance and Administrative Offices. Change of Address forms are available in the Main Office.

WITHDRAWAL

Students withdrawing from school before the end of the school year should notify the office several days in advance. The Guidance Office will verify that all books and school property have been returned and financial obligations satisfied. An exit interview will be conducted by the Guidance Department.

A copy of the student's current grade average will be sent to the home school. Normally the home school will forward a transcript of grades to the new school, if necessary.

LOST AND FOUND

Articles which are found should be taken to the Administrative Office. Students should report the loss to their Instructor and the Main Office. Unclaimed articles will be disposed of at the end of the school year.

WORK CERTIFICATES

State law requires that every child attend school until he/she is 17 years of age, unless an application for a work certificate or domestic permit is made by the parent. The minimum age for obtaining a work certificate is 16, if the

applicant desires to quit school; however, permits for part-time jobs and summer employment can be secured at age 14. Certificates for caddies may be obtained at age 12. Emergency permits can be secured at age 15, provided the child has a special permit by a physician and the parent's consent.

Application for a work certificate can be made in the home high school office. The applicant must apply in person with legal proof of age, such as a Baptismal or Birth Certificate. The form is to be filled out by the employer, signed by the parent and the student's physician and returned to the high school office. Upon completion of the application, a work certificate is issued and mailed to the employer. A work certificate is good only for that particular job. When changing jobs, a new application must be completed and a new certificate issued.

An individual under the age of 18 and still in school must obtain a work certificate before working on a job.

An individual who is 17 and has graduated from a secondary school is not required to have working papers.

BOOKS AND EQUIPMENT

Textbooks, reference books, tools and equipment are the property of Western Area Career & Technology Center, unless purchased by the student as part of the shop requirements. Students are expected to take care of such items and any other school equipment they use. If a student loses or unreasonably damages any of these items, the student will be asked to pay for the loss or damage. Proper care and maintenance of reference materials, tools and equipment and the building are important to each individual student and employee. A letter stating any student obligation which is not met will be sent to the home school and kept on file until the obligation is met. Certificates, grades and job recommendations may be withheld until obligations are met. Any student not returning reference books, tools or equipment to WACTC will be referred to the District Magistrate.

BUILDING AND GROUNDS

Pride in your surroundings is important to everyone. Waste paper and trash containers are provided in each room. These containers are to be used by everyone. Do your part to keep WACTC a clean and cheerful place. Develop the habit of using the proper containers so that each student can be safe while attending school and while working at home and on the job.

LEAVE OF ABSENCE

A request for a leave of absence must be made in advance in writing to the Executive Director of Western Area Career & Technology Center with the reason for the request clearly stated. A request for a leave of absence must be approved by the Administration.

REPORT CARDS

Each student will receive a report card from Western Area Career & Technology Center at the close of each nine-week grading period. A copy of this report card will be provided to the home school with the grade becoming a part of the student's permanent record. Students should take report cards home and discuss their achievements with their parents and friends and the teachers at their home school. Teachers, counselors and administrators at WACTC are highly interested in every student's progress and achievement in their home school. WACTC letter grades and their meanings are:

- A** 100-91 Superior Work
- B** 90-81 Above Average Work
- C** 80-71 Average Work
- D** 70-60 Below Average Work
- F** 59-0 Failure. Work Not Acceptable and Credit Cannot Be Granted

I Incomplete. Work must be made up in a reasonable time or failure will result. (A reasonable time is by the close of the following 9-week grading period.) If an Incomplete occurs during the fourth 9-week grading period, students must make up the work within 15 days after the last scheduled day of school. If the work is not completed, the final grade will be an F.

GRADING PROCEDURE

Instructors are to provide a 9-week grade for each enrolled student. Each Instructor designates the importance of weighting each factor evaluated and averaged in determining the 9-week grades. Examples include daily grades, test scores, projects or shop grades. Progress Reports will be provided to parents and/or guardians whenever necessary.

All grades will be computed by percentages according to the scale listed above. Since each semester includes two 9-week grading periods, the first semester grade will be calculated by adding the percentages of the first and second 9 weeks and dividing by two. The same procedure will be followed for the third and fourth 9 weeks to calculate second semester grades. Final grades will be determined by adding all four 9-week percentages and dividing by four. If a student received consecutive failing (F) grades in the third and fourth 9-week grading period, the final or year-end grade will be a failing mark (F). Plus or minus grades are not used.

MISSED ASSIGNMENTS

Missed assignments must be submitted within one week of the student's return to school. Assignments submitted beyond the one-week grace period or not at all will receive a zero (0), unless other arrangements have been made.

UNSATISFACTORY PROGRESS

Students receiving failing grades are placed on academic probation for forty-five (45) days. If unsatisfactory progress continues beyond the probationary period, the student's training will be immediately interrupted and all those concerned will be notified accordingly. Students placed on academic probation may be denied driving privileges or work permits.

Possible dismissal may result due to unsatisfactory progress.

JOB PLACEMENT

The ultimate goal of career and technical education is for the student to become employed or qualified for employment in his/her chosen trade or related area. Classwork assignments, school activities and associations with Instructors and tradespeople provide opportunities for students to attain this goal. To obtain employment in a chosen trade, students must continually develop manual skills by studying and actual performance, develop a personal attitude adaptable to being employed in the trade and develop the desire to be successfully employed in the trade area. Skills, attitude and desire are among the factors in determining success and also the factors used in making recommendations.

FOLLOW-UP SURVEYS

Each Instructor, along with other faculty and staff members, is interested in each student's achievements after leaving WACTC. To obtain this information, we will contact you generally by mail, e-mail or phone and ask that you complete a short questionnaire. The information provided is used to evaluate and make changes in the courses at Western Area Career & Technology Center. The Pennsylvania Department of Education will also do periodic surveys. Funding for Western Area Career & Technology Center may be affected if you do not respond.

HONOR ROLL

Above average performance in the classroom, shop and laboratory deserves recognition. Students are concerned with personal recognition and their image among their peers (fellow students), school staff and the community. Therefore, students earning a "B" or higher grade in all courses taken at Western Area Career & Technology Center will be accorded Honor Roll recognition by WACTC. Students may also be nominated by their vocational Instructors for induction into the National Technical Honor Society. This nomination is based on grades, attendance and professionalism.

PERMANENT RECORDS

Students' official school (cumulative and permanent) records are kept by the student's home school. Student transcripts may be requested by many potential employers, apprenticeship programs and technical schools and colleges. The grades and credits students earn while attending Western Area

Career & Technology Center will be entered on their record at the home school.

Western Area Career & Technology Center will keep a permanent record for each student who attends. This record will contain course grades received, attendance and sometimes Instructor's comments concerning work completed while a student is enrolled in WACTC.

COOPERATIVE EDUCATION

Western Area Career & Technology Center has provided for a method of instruction through the Cooperative Education Program. Cooperative Education is an opportunity for students to actually work in industry in their chosen field of study while they are completing their educational requirements. This form of education will be coordinated by the Cooperative Education Coordinator, Instructor and Administration. Students participating in the Cooperative Education Program must comply with the established rules and guidelines of the Cooperative Education Program.

STUDENT ACTIVITIES

Students are encouraged to participate in student activities at Western Area Career & Technology Center as well as their home school.

Student organizations at Western Area Career & Technology Center may include:

- American Welding Society (AWS)
- BattleBots (or similar organization)
- National Association of Home Builders, Student Chapter (NAHB)
- National Technical Honor Society (NTHS)
- SkillsUSA/VICA

COMPLETION OF SCHOOL

Graduating students receive diplomas from the home school they attend. Certificates of Completion are issued by Western Area Career & Technology Center to students who have successfully completed a program.

Students are completers when they:

- successfully complete a technical program and obtain an "Advanced" or "Proficient" score on an approved certification exam. Certificates for these students will bear the appropriate designation.
- obtain a 71% average grade for completing competencies and complete the requirements of a WACTC alternative assessment.

All other students will receive a certificate designating their hours of training and the competencies they have successfully completed.

CERTIFICATION TEST/NOCTI

All completers will be given a written and practical industry certification test and/or the NOCTI (National Occupational Competency Testing Institute). Students must take the required test to receive certification.



CONCENTRATOR STATUS DEFINITION

Successful completion of all technical program competencies as required for the Advanced proficiency status, obtain an "Advanced" score on an approved certification examination for the program and accumulate a **minimum of 960 hours of training.**



Successful completion of all technical program competencies as required for the Completer proficiency status, obtain a "Proficient" score on an approved certification examination for the program and accumulate a **minimum of 860 hours of training.**



Successful completion of all technical program competencies as required for the Novice proficiency status, obtain a "Basic" score on an approved certification examination for the program and accumulate a minimum of **750 hours of training.**

ARTICULATION PARTNERS

Western Area Career & Technology Center provides formal articulation agreements providing advanced placement options with the following post-secondary institutions:

- California University of PA
- Career Training Center
- Douglas Education Center
- Penn Commercial, Inc.
- Pittsburgh Technical College
- Sullivan University

STATEWIDE ARTICULATION

Western Area Career & Technology Center is involved in the statewide articulation agreement program called SOAR. This program offers qualifying students advanced credit(s) with partnering post-secondary institutions in aligned CTE programs. Students may earn 9 to 25 credits. Students must pass all industry certifications with advanced standing and meet the required QPA both at WACTC and their home school. To view current advanced credit opportunities, please visit *collegetransfer.net*.

EMPLOYMENT REFERENCES

Every student will want or need to be recommended for employment or further training such as apprenticeships, technical schools beyond the high school level or college. We desire to provide the best possible recommendations for students but these recommendations are determined by a student's behavior, attitude, achievement, attendance and personal appearance while a student. Potential employers are highly interested in a student's attendance record and their personal appearance when attending WACTC. Reference information will be released in accordance with the Pennsylvania State School Code recommendations.

INTERNET AND COMPUTER NETWORK SAFETY & USE POLICY

Western Area Career & Technology Center recognizes that the ability to use the information and communication resources provided by the Internet and other computer networks is an essential skill for students in preparation for higher education and the workplace. Technology provides access to computers and people worldwide including some materials not appropriate for an educational setting. Computer and network use of the Internet is a privilege and not a right and will be removed if abused. As part of a number of Federal and state laws, specifically the *Children's Internet Protection Act*, WACTC is required to establish guidelines and policies related to Internet use, Internet technology protection measures and Internet filtering/blocking procedures. The goal of these policies and guidelines is to provide protection for students and educators regarding Internet use but cannot guarantee all inappropriate material will be excluded from view.

Individual student access will be offered to high school students only after students have submitted and completed an Internet and Computer Network Safety and Use Agreement and parents have been provided the guidelines for Internet use. Use of WACTC's network must be in support of education and research, ethical and lawful. Non-school related activities are not authorized. The network will not be used for illegal activity, for profit purposes, lobbying, advertising, to transmit offensive materials, hate mail, discriminatory remarks or to obtain obscene or pornographic material. Students may not disclose or disseminate personal identification information about themselves or others when using the Internet (World Wide Web) or other forms of direct electronic

communications. Students may not participate in chat rooms.

No use of the network will serve to disrupt the use of the network by others; hardware or software will not be destroyed, modified or abused in any way. WACTC does not permit personal disks or games to be installed or played on any of the computers or the network. Users will not introduce, remove or copy any applications or operating system program on any of the school's systems. Inappropriate, unauthorized or illegal use (including hacking or attempted hacking) may result in termination of the offender's privileges and also disciplinary actions.

Blocking software will be used on the Internet to protect minor students from obscene material, child pornography, other visual depictions deemed harmful to minors (as defined by the *Children's Internet Protection Act*) and other categories deemed necessary by the Administration. Other Internet users will also have these categories blocked. The Executive Director may disable the technology protection measure if needed for bonafide research or other lawful purpose.

Failure to adhere to this policy will result in the suspension of Internet and network privileges, prosecution under State and Federal laws and disciplinary action as defined in Western Area Career & Technology Center's policy and the Pennsylvania School Code.

INTEGRATED PEST MANAGEMENT (IPM)

Western Area Career & 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 these pests by removing food and water sources and eliminating their hiding and breeding places. This is accomplished through routine cleaning and maintenance. WACTC routinely monitors the school buildings and grounds to detect any pests that may be present. The pest monitoring team consists of the buildings' maintenance, office and teaching staff and includes 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. Techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to areas(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in WACTC may request prior notification of specific pesticide applications made at the school. To receive notification, parents/guardians must be placed on the school's Notification Registry. If you would like to be placed on this registry, please notify the

school in writing. Please include an e-mail address if you would like to be notified electronically.

If a chemical 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; gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the school will prepare a new Notifications Registry. If you have any questions, please contact the Executive Director at (724)746-2890 x114.

NOTIFICATION OF RIGHTS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day Western Area Career & Technology Center receives a request for access. Parents or eligible students should submit to the WACTC Principal a written request that identifies the record(s) they wish to inspect. The WACTC official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask WACTC to amend a record they believe is inaccurate or misleading. They should write the WACTC Supervisor, clearly identify the part of the record they want to change and specify why it is inaccurate or misleading. If the WACTC Principal decides not to amend the record as requested by the parent or eligible student, WACTC will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to WACTC officials with legitimate educational interests.

A school official is a person employed by WACTC as an Administrator, Supervisor, Instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Joint Operating Committee; a person or company with whom WACTC has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another WACTC official in performing his or her tasks.) A WACTC official has a

legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, WACTC discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- The right to file a complaint with the U. S. Department of Education concerning alleged failures by WACTC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Source: U. S. Department of Education

NO CHILD LEFT BEHIND ACT

Pursuant to the federal No Child Left Behind Act (20 U.S.C.#7908), Western Area Career & Technology Center must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students.

The school must notify parents/guardians of their right and the right of their child to request that the school not release such information without prior written consent.

Parents/guardians wishing to exercise their option to withhold their consent of the release of the above information to military recruiters or to institutions of higher learning must sign the appropriate form and return it to the Supervisor of Career & Technical Education prior to September 15 of the current school year.

STUDENT GRIEVANCE PROCEDURE

The Administration, Guidance staff and members of the faculty are available to students to discuss problems and complaints at any reasonable time.

A grievance may be initiated if a student has a serious complaint regarding academic concerns or policies or procedures of Western Area Career & Technology Center or against the personnel administering the program.

1. The first step in the grievance procedure is to discuss the problem with the person involved.

2. If this action does not result in resolution of the problem, the student should then discuss the situation with the assigned Guidance Counselor.

3. If the matter is still unresolved, the student should present the grievance, in writing, to the Principal within ten (10) scheduled school days of the occurrence. The Principal will confer with the faculty and will reply in writing within five (5) scheduled school days giving the decision of the total faculty.

4. If the student is unsatisfied with the decision of the Supervisor, the grievance should then be submitted, in writing, within ten (10) scheduled school days of the Supervisor's response, to the Executive Director of Vocational Education of Western Area Career & Technology Center for resolution. A written reply will be made within five (5) scheduled school days giving the final decision.

PHOTO/PRESS POLICY

From time to time, students are interviewed and photographs, slides, movies or videotapes are made of the students in the educational environment or participating in a club activity. These items may be used in publications, presentations and for the purpose of educational training and public awareness of career and technical education.

At no time is there compensation for the use of these written or visual materials. WACTC is released of all claims or demands of any nature whatsoever arising from or with respect to the use of any interviews, photographs, slides, movies or videotapes.

This release shall be in effect unless a written notice is received from the student's parent/guardian prior to September 15 of the current school year. Such termination shall not affect the use of any written or visual material obtained before the notice of termination.

STUDENT RESPONSIBILITIES

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

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the right of teachers, students, administrators and all others involved in the educational process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the responsibility of students to:

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
- Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

- Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause a substantial disruption to the educational process.
- Assume that until a rule is waived, altered or repealed, it is in full effect.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Be aware of and comply with state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily, except when excused, and be on time at all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.

Student Responsibilities as copied from the Pennsylvania Department of Education
Basic Education Circular No. 130.

BULLYING

Western Area Career & Technology Center is committed to providing all students and employees with a safe and civil educational environment, free from threat, harassment or bullying. Western Area Career & Technology Center recognizes that bullying interferes with the learning process and may present an obstacle to the academic, vocational and social/emotional development of students.

Bullying, for purposes of this policy, is defined as an intentional electronic, written, verbal or physical act, or a series of acts:

- 1) directed at another student or students;
- 2) which occurs in or relates to a school setting;
- 3) that is severe, persistent or pervasive; and
- 4) that has the effect of doing any of the following:
 - a) substantially interfering with a student's education;
 - b) creating a threatening environment; or
 - c) substantially disrupting the orderly operation of the school.

Bullying includes, but is not limited to, the following:

- 1) Physical Abuse**—The most commonly known form, it includes hitting, kicking, spitting, pushing and taking personal belongings.
- 2) Verbal Abuse**—Includes taunting, malicious teasing, name-calling and making threatening statements or gestures.
- 3) Psychological or Relational Abuse**—Involves spreading malicious rumors and engaging in social isolation or intimidation.

4) Cyber-Bullying—Forms of verbal and psychological bullying may also occur on the Internet via e-mail, instant messaging or on personal profile websites such as Facebook. Cyber-bullying includes, but is not limited to, the following misuse of technology: harassing, teasing, intimidating, threatening or terrorizing another student by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images on website postings, including blogs.

School Setting includes school buildings and grounds, including travel to and from school, at a designated bus stop; on school vehicles and all activities and events sponsored, supervised or sanctioned by the school, whether or not on school grounds or during school hours.

It shall be a violation of this policy for any student to engage in the bullying of another student. Students who bully others in violation of this policy will be subject to disciplinary action that may include counseling, a parent/guardian conference, detention, suspension, expulsion or other consequences as provided in the Code of Student Conduct.

Delegation of Responsibility—Each staff member shall be responsible for maintaining an educational environment free of bullying and cyber-bullying. Employees must be observant of bullying and take immediate, appropriate action to intervene upon observing bullying and report such bullying to the Executive Director or other Administrator.

Parents/Guardians shall receive information regarding this policy and shall be requested to report to the Executive Director any suspected incidents of bullying involving their own children or other district students.

Students shall receive support to recognize and help prevent bullying behavior. Students are expected to report any and all incidents of bullying to their Instructors or to the Administration.

Upon learning of a bullying incident, if deemed necessary, the Executive Director or his designee shall undertake a thorough investigation. The Executive Director or his designee will inform parents/guardians of the victim and the person accused of the complaint and investigation.

Confidentiality—Western Area Career & Technology Center recognizes that both the complaining student and the alleged bully have a strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action and to comply with the Family Educational Rights and Privacy Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the Executive Director or his designee may inform the complaining student/parents/ guardians of the outcome of the investigation.

Reprisals—Any student who retaliates against another student for reporting bullying or assisting in the investigation of reported bullying may be subject to disciplinary action.

ANNUAL SECURITY REPORT

The Annual Security Report may be found on the school website, www.wactc.net.

– GOALS –

FINANCE

By 2016, Western Area Career & Technology Center will generate revenues equal to 5% of the total budget from sources outside of the anticipated funding stream.

FACILITIES

By 2016, all technical program areas will be certified by an approved credentialing institution to offer industry recognized certifications to completing students.

PUBLIC RELATIONS

By 2016, the enrollment at Western Area Career & Technology Center will increase by 5%.

The retention rate of the Western Area Career & Technology Center will increase 5% per year.

The percentage rate of completing students attaining industry recognized credentials will increase at a rate of 8% per year.

TECHNICAL EDUCATION

Prior to 2009, 50% of all completing seniors will successfully complete a trade-specific examination for certification.

The percentage of students successfully completing certification and/or NOCTI assessments will increase at a rate of 2% per year throughout the duration of this plan.

The percentage of students successfully attaining job placement will increase at a rate of 5% per year throughout the duration of this plan.

The percentage of students successfully enrolling in post-secondary education and/or training will increase at a rate of 8% per year throughout the duration of this plan.

Revised 2015

IMPORTANT NOTE TO STUDENTS

The statements contained herein are for the safety, welfare and best interests of our students and are not contractual obligations, and verbal or other representations that are inconsistent with or not contained within these pages are not binding. Western Area Career & Technology Center reserves the right to change, without specific notice, offerings, policies, fees and other matters.

FOR VETERANS ONLY

LEAVE—A leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A request for leave must be made in advance, in writing, or time away from school will be considered an unexcused absence. The Veterans Administration will be notified immediately when a veteran student is granted a leave of absence.

ABSENCES—Students should attend a minimum of 85% of all scheduled classes to attain satisfactory progress. A student who accumulates more than 15% absenteeism (including tardiness) is deficient and should be counseled by the institution. If the problem continues, the student may be subjected to termination of his/her Veterans Administration educational benefits.

CLASS CUTS—Class cuts are not permitted and shall be recorded as unexcused absences.

MAKE-UP WORK—Make-up work is not permitted for the purposes of receiving Veterans Administration training allowances.

TARDINESS—Any student not physically present at the start of his/her scheduled class period will be considered tardy. Excessive tardiness, such as three times in any five-day period, is subject for cause for discontinuance of training. Each occurrence accumulates and is included in total absenteeism reported.

UNSATISFACTORY PROGRESS—Students receiving failing grades are placed on probation for sixty (60) days. If unsatisfactory progress continues beyond the probationary period, the student's training will immediately be interrupted and all those concerned will be notified accordingly. Students dismissed because of unsatisfactory progress may apply for re-entrance; however, each case will be considered on the basis of the facts involved.

REFUND POLICY—In the event a veteran or eligible person fails to enter the course, or withdraws or is discontinued therefore at any time prior to completion, the amount charged to the veteran for tuition, fees and other charges for a portion of the course shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING—Appropriate credit is given for comparable previous education and training, and the training period will be shortened accordingly.

WESTERN AREA CAREER & TECHNOLOGY CENTER
Work-Related Grade Rubric

CATEGORY	4	3	2	1
ATTITUDE	<ul style="list-style-type: none"> ● Safe and high level of cooperation ● Attitude very positive toward task ● Works without direction and completes task at hand ● Group work effort enhanced by presence 	<ul style="list-style-type: none"> ● Safe and somewhat cooperative ● Positive attitude toward task ● Works with minimal direction and completes task at hand ● Group work effort somewhat enhanced by presence 	<ul style="list-style-type: none"> ● Safe but less than cooperative ● Attitude not positive toward task ● Requires direction to complete task at hand ● Group work effort adversely effected by presence 	<ul style="list-style-type: none"> ● Unsafe and uncooperative ● Negative attitude ● Requires constant direction and attention ● Does not complete tasks ● Disruptive and interferes with group work effort
PROFESSIONALISM	<ul style="list-style-type: none"> ● Dresses neatly and appropriately ● Excellent communication; uses appropriate language ● Assists other students and provides leadership ● Exceeds expected effort 	<ul style="list-style-type: none"> ● Dresses somewhat appropriately ● Good communication; language somewhat appropriate ● Contributes to the effectiveness of the group ● Contributes expected effort 	<ul style="list-style-type: none"> ● Dresses acceptably ● Average communication; language less than appropriate ● Contributes little during group activities ● Less than expected work effort 	<ul style="list-style-type: none"> ● Unsafe and inappropriate dress ● Poor communication; language inappropriate ● Does not contribute to the effectiveness of the group ● Little or no effort displayed
WORK ETHICS	<ul style="list-style-type: none"> ● Punctual and on time ● Focuses upon task ● Self-motivated ● Responsible and reliable ● Self-directed 	<ul style="list-style-type: none"> ● Somewhat punctual and timely ● Focuses upon task most of class time ● Displays some motivation ● Somewhat responsible and reliable ● Requires minimal direction 	<ul style="list-style-type: none"> ● Less than punctual and delays starting assignments ● Requires monitoring to remain on task ● Displays some motivation ● Displays low levels of responsibility and reliability ● Participates when personally interested 	<ul style="list-style-type: none"> ● Not punctual and must be reminded to begin assignments ● Difficult to keep on task ● Displays little motivation ● Not responsible and unreliable ● No participation
WORK PERFORMANCE	<ul style="list-style-type: none"> ● Demonstrates best effort ● Excellent use of time ● Well prepared ● Excellent quality of work ● Tasks completed within allotted time ● Excellent critical thinking skills 	<ul style="list-style-type: none"> ● Demonstrates some effort ● Completes task within allotted time ● Somewhat prepared ● Good quality of work ● Displays some critical thinking skills 	<ul style="list-style-type: none"> ● Demonstrates little effort ● Achieves acceptable level of task completion ● Not adequately prepared ● Poor quality of work ● Poor critical thinking skills 	<ul style="list-style-type: none"> ● No effort ● Task not completed ● Unprepared ● Unacceptable quality of work ● No display of critical thinking skills

WACTC

Western Area Career & Technology Center

688 Western Avenue | Canonsburg | Pennsylvania | 15317
(724) 746-2890 | Fax (724) 746-0817 | www.wactc.net

Dennis J. McCarthy, Ph.D.
Executive Director

August 22, 2016

Dear Student:

This letter is for the purpose of informing you of our school's policy on the possession or use of tobacco in school.

WACTC defines *tobacco* as a lighted cigarette (tobacco, vapor or electronic), cigar, pipe or any other lighted smoking product as well as smokeless tobacco in any form. *Tobacco use* is defined as using smokeless tobacco in any form or smoking, including cigarettes (tobacco, vapor or electronic), cigars, pipes or any other lighted smoking product or any facsimile or imitation thereof. Tobacco items discovered by any member of the school staff or Administration will be confiscated and **will not be returned at any time or for any reason.**

The law defines possession or use of tobacco products or smokeless tobacco by a student in a school building, on a school bus or school property owned by, leased by or under the control of a school district as a summary offense, and school districts must initiate prosecution. The student will be sentenced to pay a fine set by the District Justice. Students who are smoking or in possession of tobacco will be referred to the Magistrate.

- The first offense shall result in an out-of-school suspension for one day and a prosecution under Act 145 of 1996.
- The second and each subsequent offense shall result in an out-of-school suspension for three days and a prosecution under Act 145 of 1996.

You have been taught the health hazards of using tobacco products. We hope that you will refrain from the practice of using all tobacco products. If you are in need of help or counseling, please ask a teacher, a counselor, the nurse or me for a referral. Above all, do not force the residual health effects of this habit upon others. Your cooperation is greatly appreciated.

Sincerely,



Mary DeProspero-Adams
Principal



Western Area Career & Technology Center

DO NOT USE PENCIL. USE BLUE OR BLACK INK ONLY. PRINT LEGIBLY AND COMPLETE IN FULL.

August 22, 2016

Dear Parent/Guardian:

In our continuing effort to familiarize and keep students and parents aware of school policies, procedures and regulations, the Student/Parent Handbook is provided as a valuable resource should questions arise. This handbook is available to each student attending Western Area Career & Technology Center.

Please complete **both sides** of this form and return it to school with your student.

Yours truly,

Dr. Dennis J. McCarthy

Please read the following and check the box if the statement applies:

- I have reviewed the Western Area Career & Technology Center Student/Parent Handbook online and am familiar with its contents, including the student Internet Use Policy (pages 25-26), the Integrated Pest Management Policy (pages 26-27), the Family Educational Rights and Privacy Act (FERPA) (pages 27-28), the No Child Left Behind Act (page 28) and the Photo/Press Policy (page 29). The Student/Parent Handbook is available for viewing on the school website, www.wactc.net. If you would prefer a hard copy, please check the box below.
- I would like to receive a hard copy of the current Student/Parent Handbook.
- I hereby give my permission for the herein-named minor to enroll on the Pennsylvania Career Link website which will allow said minor to access information concerning job seeking services, social services and training and educational services. I authorize said minor to include his or her name, address, Social Security number and any other information necessary for the completion of said enrollment. Failure to return this form will prevent my student from being provided this service.
- I have completed, dated and signed the Student Information and Emergency Contacts form on the reverse.

DO NOT USE PENCIL. USE BLUE OR BLACK INK ONLY.

Student's Name (PLEASE PRINT)

Parent/Guardian Signature (Required)

Date

Student Signature (Required)

Date