

# WACTC

## Western Area Career & Technology Center

**Section:** Programs  
**Title:** Philosophy of Education  
**Adopted:** January 24, 2007

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### 101. PHILOSOPHY OF EDUCATION

Career and technical education must be consistent with the accepted philosophy and principles of all education, of which it is a part. However, it has distinct goals and demonstrated values that it is especially adapted to attain.

A basic philosophy has been adopted for the Western Area Career & Technology Center to provide and direct an academic and modern and challenging education program for the youth and the adults of the attendance area it serves. This integrated academic and technical program will be consistent with current federal, state, and local requirements.

We believe that:

- The student, adult, or youth should have the opportunity to develop to his or her fullest extent and become a productive member of society.
- Career and technical education must be integrated with a strong academic education to prepare students for employment and further education by offering training in occupational skills and to enable the students to become lifelong learners.
- To keep pace with the rapidly evolving technology, the school should be conducive to providing quality education in a modern, well-equipped facility.
- We must prepare a citizenry that is able to function in our society with career and technical skills, academic skills, and the ability to communicate, solve problems, make decisions, accept responsibility, and cooperate with others.

Western Area Career & Technology Center will not discriminate on the basis of age, race, color, religion, national origin, sex, or handicap in employment or in the administration of any of its educational programs and activities.

# WACTC

## Western Area Career & Technology Center

**Section:** Programs  
**Title:** Educational Goals  
**Adopted:** January 24, 2007

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### 102. EDUCATIONAL GOALS

The Western Area Career & Technology Center Joint Operating Committee recognizes that education is a vital function. The community should be encouraged to participate in the establishment of the educational goals established for the school. The Joint Operating Committee recognizes that educational goals will be updated routinely as part of required planning and evaluative procedures.

As a base for its educational program, the Joint Operating Committee adopts the following educational goals for every student enrolled in the school:

Goal 1 – Provide a competency-based educational program which integrates theory lessons with hands-on experiences, allowing students to develop to their maximum career potential.

Goal 2 – Provide quality instruction that emphasizes marketable job skills, an appreciation of lifelong learning, and a strong work ethic for all students.

Goal 3 – Provide a safe learning environment that replicates industry standards through the use of state-of-the-art equipment and current instructional methodology.



# Western Area Career & Technology Center

**Section: Programs**  
**Title: Non-Discrimination in School and Classroom Practices**  
**Adopted: January 24, 2007**

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## 103. NON-DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

The Western Area Career & Technology Center provides equal educational opportunities and programs and services to all students. Referrals, admissions and services shall be made without regard to race, color, religion, handicap, national origin, age or sex. Program services shall be made accessible to handicapped students through the most practical and economically feasible methods available. These methods may include services and/or modifications provided by the Western Area Career & Technology Center, the sending school district, and/or their/our approved providers. Further, no student will, on the basis of sex, be excluded from participating in, denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the Western Area Career & Technology Center.

And student (and/or their guardian), parent, resident, or client who believes they have been discriminated against may file a complaint of discrimination with any of the following:

Director of Vocational Education/Title IX, 503/504 Coordinator  
WESTERN AREA CAREER & TECHNOLOGY CENTER  
688 Western Avenue  
Canonsburg, PA 15317

Bureau of Civil Rights Compliance  
DEPARTMENT OF PUBLIC WELFARE  
Room 412, Health and Welfare Building  
P.O. Box 2675  
Harrisburg, PA 17105

Bureau of Civil Rights Compliance  
DEPARTMENT OF PUBLIC WELFARE  
702 State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222

Office of Civil Rights  
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES – Region III  
P.O. Box 13716  
Philadelphia, PA 19101

PENNSYLVANIA HUMAN RELATIONS COMMISSION  
Executive House  
101 South Second Street, Suite 300  
P.O. Box 3145  
Harrisburg, PA 17105

Publication of this policy is in accordance with State and Federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.

# WACTC

## Western Area Career & Technology Center

**Section: Programs**

**Title: Non-Discrimination - Qualified Students With Disabilities**

**Adopted: November 18, 2015**

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### 103.1 NON-DISCRIMINATION - QUALIFIED STUDENTS WITH DISABILITIES

#### **Purpose**

It is the policy of the Western Area Career & Technology Center (WACTC) to ensure that the school's post-secondary programs are free from discrimination against all qualified students with disabilities. WACTC recognizes its responsibility to provide reasonable accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations, including Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans With Disabilities Act.

#### **Policy**

WACTC prohibits discrimination against a person on the basis of disability or who has a history or record of such impairment or is regarded as having such impairment as well as persons who are associated with a disabled person.

WACTC has a Section 504 / Title II Coordinator who handles appeals of reasonable accommodation decisions and allegations of discrimination on account of disability. WACTC designates the Executive Director of Vocational Education as its Section 504 / Title II Coordinator, who may be contacted at Western Area Career & Technology Center, 688 Western Avenue, Canonsburg, PA 15317, at (724) 746-2890.

Retaliation against any individual for exercising any right or privilege secured by this policy or for assisting in the investigation of any complaint of discrimination is a violation of this policy and will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action.

#### **Procedures**

##### Determining Accommodations

Reasonable accommodations for qualified students with a disability school students are provided on a case-by-case basis for otherwise qualified students who disclose a disability that causes significant functional limitations in an educational setting. The accommodations may vary from class to class depending upon course content and format. The accommodations are intended to provide the student with an equal opportunity to participate. Accommodations are intended to be effective and reasonable; they do not guarantee success. WACTC is not required to make an accommodation that substantially alters essential elements of a course or program.

The appropriate accommodations are considered and determined by a Section 504 team consisting of the student, any representative of the student and WACTC personnel who are knowledgeable about the student, the school's programs and the interpretation of evaluation data, as appropriate, based on the following considerations:

- Current substantial functional limitations caused by the condition in a post-secondary setting, as indicated by the documentation
- Student's description of need
- Course and program requirements

The accommodations to be provided should be set forth in writing and distributed to the student and, as appropriate, course instructors or other WACTC personnel responsible for the provision of the accommodations. The written description of the accommodations should be sufficiently detailed to clearly describe the nature, type and amount of services to be provided.

#### Disability Documentation

WACTC may require documentation from students to confirm the existence of a disabling condition; to identify current deficits that cause limitations; and to relate the current impact of the condition to the requested accommodations.

Students have the responsibility of providing documentation at their own expense. WACTC may request additional documentation if the information provided is incomplete to make a determination or if the documentation does not support the accommodation(s) requested. The documentation will be used along with the student's description of need and educational history to determine eligibility for reasonable accommodations. Types of documentation may include psychological, neuropsychological, or psycho-educational evaluations; Individual Educational Plans; prior Section 504 plans; summaries of performance; and letters from qualified medical and mental health professionals.

#### Grievance Procedure

Anyone who is dissatisfied with decisions concerning reasonable accommodation or who believes that s/he, or any other member of the WACTC community, to be a victim of disability discrimination, harassment or retaliation prohibited by this policy, whether by a supervisor, a co-worker, faculty member, student, vendor, contractor or any other person with whom s/he comes in contact at WACTC, in the course of any educational program or activity at WACTC, may submit an appeal or complaint to the Section 504 / Title II Coordinator at the Western Area Career & Technology Center, 688 Western Avenue, Canonsburg, PA 15317, (724) 746-2890. Any person who receives a complaint of disability discrimination, harassment or retaliation from an employee or student, or who otherwise knows or has reason to believe that an employee or student has been subjected to disability discrimination, harassment or retaliation, is expected to report the incident promptly to the Section 504 / Title II Coordinator.

The Section 504 / Title II Coordinator will conduct a prompt and appropriate investigation into any appeal or complaint of disability discrimination or retaliation, so as to enable a prompt and equitable response under all circumstances and in a fair and expeditious manner. The investigation will be completed within 15 days of receipt of the appeal or complaint unless the timeframe must be

extended for good cause by the Section 504 / Title II Coordinator. The Section 504 / Title II Coordinator will allow the parties to present witnesses and other evidence during the investigation. Upon completion of the investigation, the Section 504 / Title II Coordinator shall provide notice to the parties involved of the outcome of the appeal or complaint and the basis for the decision.

If the student is not satisfied with the decision of the Section 504 / Title II Coordinator, he or she may submit a written appeal to the WACTC's Superintendent of Record, at the Western Area Career & Technology Center, 688 Western Avenue, Canonsburg, PA 15317, (724) 746-2890. The Superintendent of Record shall review the investigation and, if deemed necessary or appropriate, conduct a further investigation of the appeal or complaint. The Superintendent of Record shall complete the review within fifteen days of receipt of the appeal and will provide notice to the parties involved and the Section 504 / Title II Coordinator of the outcome of the appeal and the basis for the decision.

Whenever act of prohibited discrimination or retaliation are found, WACTC will take appropriate steps to prevent the recurrence of any prohibited actions and to correct its discriminatory effects on the complainant and others, if appropriate.

#### State and Federal Agencies

In addition to the above, persons who believe that they may have been subjected to disability discrimination, harassment or retaliation, may file a formal complaint with a court of competent jurisdiction or any of the government agencies set forth below. Students may file a complaint with the U.S. Department of Education. Using WACTC's complaint process does not prohibit a person from filing a complaint with these agencies.

United States Equal Employment Opportunity Commission ("EEOC")  
William S. Moorhead Federal Building  
1000 Liberty Avenue, Suite 1112  
Pittsburgh, PA 15222

Pennsylvania Human Relations Commission ("PHRC")  
Executive House  
101 Second Street, Suite 300  
P.O. Box 3145  
Harrisburg, PA 17105

U.S. Department of Education  
Office of Civil Rights  
Philadelphia Office  
U.S. Department of Education  
The Wanamaker Building  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
Telephone: (215) 656-8541  
Facsimile: (215) 656-8605  
Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

**Section: Programs**  
**Title: Non-Discrimination in Employment/Contract Practices**  
**Adopted: January 24, 2007**

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### 104. NON-DISCRIMINATION IN EMPLOYMENT / CONTRACT PRACTICES

The Western Area Career & Technology Center, an equal opportunity employer, provides equal opportunity for employees in every aspect of personnel policy and practice and will prohibit discrimination based on race, sex, handicap, religion, age, color, or national origin. This policy covers, but is not limited to, recruiting, hiring, training, and promotion of persons in all position classifications.

Efforts may be made to increase employment opportunities for qualified handicapped applicants and reasonable accommodation shall be made to meet the known physical or mental limitations of qualified applicants or employees.

Any employee who believes they have been discriminated against may file a complaint of discrimination with any of the following:

Director of Vocational Education/Title IX, 503/504 Coordinator  
WESTERN AREA CAREER & TECHNOLOGY CENTER  
688 Western Avenue  
Canonsburg, PA 15317

Bureau of Civil Rights Compliance  
DEPARTMENT OF PUBLIC WELFARE  
Room 521, Health and Welfare Building  
P.O. Box 2675  
Harrisburg, PA 17105

Bureau of Civil Rights Compliance  
DEPARTMENT OF PUBLIC WELFARE  
702 State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222

Office of Civil Rights  
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES – Region III  
P.O. Box 13716  
Philadelphia, PA 19101

PENNSYLVANIA HUMAN RELATIONS COMMISSION  
Executive House  
101 South Second Street, Suite 300  
P.O. Box 3145  
Harrisburg, PA 17105

Publication of this policy is in accordance with State and Federal laws, including title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973. Inquiries should be directed to the Director of Vocational Education, Western Area Career & Technology Center, 688 Western Avenue, Canonsburg, PA 15317, Telephone Number (724) 746-2890.

# WACTC

## Western Area Career & Technology Center

**Section:** Programs  
**Title:** Curriculum Development  
**Adopted:** January 24, 2007

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### 105. CURRICULUM DEVELOPMENT

The Western Area Career & Technology Center Joint Operating Committee recognizes its responsibility for the improvement and growth of the educational program of the schools. To this end, the curriculum shall be evaluated, adapted, and developed on a continuing basis and in accordance with a plan for curriculum growth.

Curriculum development, including evaluation and revision, will be an ongoing process at Western Area Career & Technology Center. The Director or designee will take major responsibility to oversee curriculum development and expansion. It is the duty of all staff members to contribute in the areas of their specialties to ensure that their technical and academic subject areas are modern, challenging, and in line with industry and educational requirements. Curriculum modifications and/or additions are to be submitted to the Director for review prior to recommendation to the Joint Operating Committee.

The effort to offer modern, challenging technical programs may include, but is not limited to, business and industry analysis, advisory committee input, and client surveys.

Such studies demand the cooperative efforts of the Western Area Career & Technology Center administration, faculty and staff, representatives of business and industry, public agencies, local government and organizations, and representatives from sending districts.



**Section:** Programs  
**Title:** Program Guides  
**Adopted:** January 24, 2007

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### 106. PROGRAM GUIDES

All new programs of study will be reviewed and recommended by the Director and approved by the Joint Operating Committee.

Before approving new programs of study, the Joint Operating Committee will consider the recommendations of its Business, Industry & Community Advisory Committee, Craft Committees, and other advisory groups. The Director will determine whether such courses and programs meet standards established by the Pennsylvania Department of Education and will seek approval from that agency.

**Section:** Programs  
**Title:** Adoption of Programs of Study  
**Adopted:** January 24, 2007

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### 107. ADOPTION OF PROGRAMS OF STUDY

The Western Area Career & Technology Center Joint Operating Committee will oversee the provision of a comprehensive instructional program that serves the technical and academic educational needs of the students of Western Area Career & Technology Center.

For purposes of this policy, a program of study (program curriculum) shall be defined as the planned instructional program which consists of at least: a list of competencies, a written statement of educational objectives, instructional content to be used to reach each objective, expected levels of achievement; and procedures for evaluation.

The Joint Operating Committee reserves authority for program of study approval. Although it is expected that all programs continually demonstrate content improvement, significant alterations to programs of study require Joint Operating Committee approval.

The Director is responsible for the continuous evaluation of the efficacy of courses of study and shall recommend to the Joint Operating Committee such new courses of study as s/he deems to be in the best interests of the students.

**Section:** Programs  
**Title:** Adoption of Textbooks  
**Adopted:** January 24, 2007

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### 108. ADOPTION OF TEXTBOOKS

For purposes of this policy, textbooks shall be defined as those books used as the basic source of any information in any class.

It is a basic premise that technical educational programs must include current, relevant educational and instructional materials. The educational materials of each technical program will include a current relevant text or set of text reviewed and recommended by the technical program's advisory committee. Adoption and replacement of technical textbooks will occur on a five-year cycle unless otherwise recommended by the advisory committee.

The adoption and replacement of academic program textbooks will occur on a five-year cycle. The academic advisory committee will review and recommend textbooks for adoption.

The Director and/or designee will review textbook recommendations. The Director will make textbook addition recommendations to the Joint Operating Committee for approval.

The Western Area Career & Technology Center Joint Operating Committee will make the final determination in the approval of the textbook adoption process.

Textbooks issued to the student remain the property of Western Area Career & Technology Center, unless purchased by the student. Textbooks returned must be in good condition at the end of the school year, less reasonable wear, or the student will be expected to pay for damage. To ensure control of texts, each student will be assigned a numbered textbook for his/her personal use.

Additionally, students will be expected to pay for unnecessary damage to textbooks and other school-owned materials, or for books and materials they lose.

**Section:** Programs  
**Title:** Resource and Supplemental Materials  
**Adopted:** January 24, 2007

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### 109. RESOURCE AND SUPPLEMENTAL MATERIALS

The Western Area Career & Technology Center Joint Operating Committee shall provide resource and supplemental instructional and evaluative materials to implement its educational goals and objectives.

Such materials shall include, but not be limited to, reference books, periodicals and journals, supplementary titles, audio-visual materials, software, and all other pertinent materials.

The Director and/or designee will be responsible for the review of those items recommended for purchase.

The Director and/or designee will:

- Ensure that the resource materials will be purchased in an efficient and equitable manner.
- Ensure that all such materials are properly inventoried and maintained.
- Ensure that all such materials are properly evaluated for replacement and/or disposal.

The Director and/or designee will make every effort to ensure that all resource and supplemental materials:

- will be factually accurate and of genuine educational value.
- will be of a quality and durability appropriate to their intended use and longevity.
- will be truly related to and supported of the Joint Operating Committee approved instructional programs.

**Section:** Programs  
**Title:** Instructional Supplies  
**Adopted:** January 24, 2007

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### 110. INSTRUCTIONAL SUPPLIES

Western Area Career & Technology Center will purchase all necessary textbooks, equipment, school supplies, and other materials for use in its technical programs. Textbooks and other required materials will be provided free of charge to students in the regular day school programs.

When necessary and appropriate, students will be required to purchase items for their personal use in shops, laboratories, or classrooms. Procedures or requirements for such purchases shall be approved by the Director and/or designee. Students who enroll in courses shall be informed of required purchases before their enrollment in a course.

#### **Student Fees, Fines, and Charges**

Students will pay for their own uniforms and any tools, if required for the particular shop or laboratory, and maintain them. They will also pay for the costs of materials used in student projects when the project results in an item that will be taken home by the student.

#### **Purchase Order Procedure**

1. All purchases, repairs, purchased services, and expenditures must be approved by the administration in advance of purchase. Failure to gain written approval prior to purchase may result in the employee bearing responsibility for payment.
2. The process is initiated by the employee submitting a properly completed requisition to the Director and/or designee. After review, a copy of the acceptable requisition will be provided to the employee indicating that the requisition is being processed. No assumption of approval should take place at this time.
3. The Director and/or designee will submit appropriate requisitions to the Business Coordinator.
4. The Business Coordinator will review the purchase order and submit to the Director.
5. The Director is the final step in the approval process. Once approved, the business office will enter the purchase order into the system and submit to the vendor in accordance with the method indicated on the requisition. A copy of the typed purchase order will then be provided to the person who submitted the requisition indicating that the purchase requisition has been approved. Individuals will be notified if a requisition has been denied.

6. Purchases requiring special ordering considerations or expedience may be hand carried through the process.
7. Payment for all purchases will be paid once the business office is in possession of an approved purchase order, a signed packing slip, and an invoice.
8. No purchases are to be made without prior approval.
9. It is the responsibility of the individual initiating the purchase to follow up on purchase orders and make sure delivered items are ordered.

**Section:** Programs  
**Title:** Pupil Services  
**Adopted:** January 24, 2007

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### 112. PUPIL SERVICES

Guidance counseling is concerned with the educational, vocational, personal, social and emotional development of all enrolled students. Services are available to all students regardless of race, color, national origin, sex or handicap/disability.

The Guidance Department will provide services to students, teachers and parents and professionally fulfill the educational goals and objectives in conjunction with the educational philosophy, objectives and policies as set forth by the Western Area Career & Technology Center Joint Operating Committee.

The Guidance Department assumes responsibility for interpreting standardized test results, recruitment, holding pupil/parent conferences, counseling students, counseling with teachers related to student performance, maintaining records related to student performance, and formulating and maintaining the student educational plan.

#### **The Teacher and the Guidance Program**

The classroom teacher is a vital part of a good guidance program. Teachers may make parent contacts. It is expected that teachers will handle classroom problems, but teachers should also feel free to consult the Guidance Counselor, Supervisor, or Director or designee at any time regarding special problems.

#### **Records**

Records of students are available through the Guidance Office pursuant to the procedures and guidelines developed by the administration in compliance with state and federal law. Teachers are expected to be familiar with those records of their students necessary to make their efforts in the classroom as productive as possible. Student confidentiality is to be maintained and respected at all times.

**Section:** Programs  
**Title:** Special Education  
**Adopted:** January 24, 2007

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### 113. SPECIAL EDUCATION

Each exceptional student attending Western Area Career & Technology Center shall be offered an appropriate educational program that meets his/her individual educational, instructional, transitional and related service needs. Modification in the instructional program shall be designed to comply with law, conform to the goals of this school, and shall, to the extent feasible and consistent with the best interest of the student and other pupils, integrate programs of special education with the regular instructional program of the school.

Any classified student with special needs shall be permitted to enroll in Western Area Career & Technology Center programs upon the recommendation of the interdisciplinary team.



**Section:** Programs  
**Title:** Career & Technical Education  
**Adopted:** January 24, 2007

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### 114. CAREER & TECHNICAL EDUCATION

Area career and technical centers are authorized, under law, to provide under agreement with member districts career and technical education for secondary school students (over age 14), out-of-school youth, and adults.

Western Area Career & Technology Center offers technical education to secondary students, out-of-school youth, and adults. Secondary students may complete academic programs at the Western Area Career & Technology Center when approved by the sending school district.

**WACTC**

# **Western Area Career & Technology Center**

**Section: Programs**  
**Title: Summer School**  
**Adopted: January 24, 2007**

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## **114.1. SUMMER SCHOOL**

Consistent with the recommendation of the Director, the Western Area Career & Technology Center Joint Operating Committee may authorize the operation of special summer programs to supplement the school year program or to serve specifically identified academic or technical needs.



**Section:** Programs  
**Title:** Work-Based Learning  
**Adopted:** January 24, 2007

### 118. WORK-BASED LEARNING

Western Area Career & Technology Center recognizes that work-based learning is an important component of career and technical education.

In all instances, programs providing practical work experience will be organized and conducted solely for the purpose of providing the students with a valuable training experience.

Federal and State requirements will be observed in developing and carrying out all work-based learning experiences.

#### Employment of Students

As befits a vocational-technical school, Western Area Career & Technology Center may:

1. Employ student for part-time work.
2. Assist students in finding jobs upon the completion of their course of study.

Funded work-study programs will be approved by the Joint Operating Committee and carried out in compliance with requirements of the State plan for technical education.

The Cooperative Education Department is assigned responsibility for the ongoing operations of a school-based placement service.

Work-based learning experiences include, but are not limited to, the following:

Program or Activity	School-Based Elements	Work-Based Elements	Connecting Activities and Coordination
Clinical Experiences	Specific occupational area School training in specific field Develop technical competencies School credit	Practical experience-short term Supervised work-based learning Broad overview of an occupational field	Teachers supervise and work with employers to give students added development of technical competencies in a work setting. Teachers, students and employers meet to evaluate the work experience and performance.
Cooperative Education	Technical skills in a specific career area Integrated career and technical and academic skills Employability skills School credit	Hands-on experience at a worksite Work related to school training Paid work experience Evaluation by a supervisor	Training plan and agreement between school, student, parent/guardian and employer Supervised visits by school Cooperative Education Coordinator Students matched by ability with the job experience Students receive grades and wages

<b>Program or Activity</b>	<b>School-Based Elements</b>	<b>Work-Based Elements</b>	<b>Connecting Activities and Coordination</b>
Community Service	No specific preparation	Volunteer services, usually in nonprofit organizations	Coordination with community organizations to provide situation whereby students can learn work skills, take responsibility and contribute to the community
Internships	Specific occupational area School training in a specific field Develop technical competencies School credit	Practical experience – short term Supervised work-based learning Broad overview of an occupational field	Teachers supervise and work with employers to give students added development of technical competencies in a work setting. Teachers, students and employers meet to evaluate the work experience and performance.
Job Shadowing	Career awareness No specific preparation	Exposure to work environment Student paired with adult for experience	Structured visits to worksites to acculturate students to the world of work
Junior Achievement	Specific career focus Related academics Technical skills	Exposure to work environment Situational learning	Teachers, students and volunteers meet to provide experience. Structured visits to worksites.
Registered Apprenticeships	Technical skills in specific area School credit Integrated academic and technical coursework	Hands-on experience at work site Work related to school training Written training plan Paid work experience Evaluation by supervisor	
School-Based Enterprises	Specific career focus Related academics Technical skills	Situational learning	All aspects of the industry
Service Learning	Community service Academics Technical skills Experiential learning	Supervised work related experience	Teachers work with community organization representatives to give students added development of technical competencies in a community setting.
Tech Prep Work-Based	Specific career field High academic studies Industry-driven advanced skill training	Cluster approach in career field Wide range of career options Direction involvement and consultation with business and industry	Sequenced educational course requirements leading to higher education High schools and colleges coordinate curriculum
Regular Work-Based Employment	None	Placement in paid employment	Although this situation may not involve the Western Area Career & Technical Center, every effort should be made to place students in work related to their technical program.

**WACTC**

## **Western Area Career & Technology Center**

**Section: Programs**  
**Title: Cooperative Education – Employer Background Checks**  
**Adopted: September 23, 2015**

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### **118.1. COOPERATIVE EDUCATION – EMPLOYER BACKGROUND CHECKS**

Pursuant to the provision of Act 153 of 2014, background checks are required for the person identified as a child’s supervisor and who is responsible for the child’s welfare while the child participates in the approved work-based learning cooperative education program outside of the school. (A “child” is defined as an individual under 18 years of age.)

The employer adult/representative identified as the person responsible for the child’s welfare is required to be in the immediate vicinity at regular intervals with the child during the time that child is at the work site.

**WACTC**

## **Western Area Career & Technology Center**

**Section: Programs**  
**Title: Class Size**  
**Adopted: January 24, 2007**

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### **120. CLASS SIZE**

Class size shall be determined by the quotas available of each participating school district.

**Section:** Programs  
**Title:** Field Trips  
**Adopted:** February 28, 1973  
**Revised:** January 24, 2007  
**Revised:** November 18, 2015

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**121. FIELD TRIPS**

The Western Area Career & Technology Center Joint Operating Committee recognizes that properly planned and implemented field trips are a most effective and worthwhile means of learning. It is the desire of the Joint Operating Committee to encourage field trips as an integral part of the instructional program. All trips must be properly timed and related to regular learning activities. The following guidelines are set to implement the planning of field trips as part of, and directly related to, classroom learning activities.

1. Requests for permission for any student or group of students to participate in activities must be submitted to the administration by the teacher, in writing, ten (10) days prior to the Joint Operating Committee meeting and approved by the Executive Director or designee then submitted to the Joint Operating Committee for final approval.
2. No preparatory activity or commitment relative to the planned field trip is to be initiated until the pre-planning request has been approved by the administration.
3. The teacher or sponsor will be notified of approval or disapproval of the request as soon as possible. The final detailed itinerary for an approved activity must be submitted by the teacher or sponsor to the Executive Director or designee prior to the departure date of the proposed trip to afford sufficient planning and scheduling of transportation. Each student participating in the field trip must have written parental permission.
4. All trips and the arrangements therefor must be within the school's budgetary allotments or club activity funds and must be approved by the Executive Director or designee.
5. Appropriate transportation must be approved by the Principal.
6. To ensure a safe and successful event, supervision will be provided as follows:
  - Daytime: 1 adult per 25-30 pupils
  - Overnight: 1 adult per 15 pupils

Chaperones that are not school employees must submit clearances prior to departure.

7. Teachers are to remain with the students until all students have departed from Western Area Career & Technology Center. Students are not to be left behind and/or alone on school grounds.
8. Students are not permitted to participate in field trip activities while on suspension or expulsion as a result of disciplinary action.
9. Under no circumstances is the teacher or sponsor permitted to discourage or deny participation in the field trip to any student, class or association member.

Students on field trips remain under the supervision and responsibility of the Joint Operating Committee and are subject to its rules and regulations.



**Section:** Programs  
**Title:** Co-Curricular Activities  
**Adopted:** January 24, 2007

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### 122. CO-CURRICULAR ACTIVITIES

The Western Area Career & Technology Center Joint Operating Committee believes that the goals and objectives of this school are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom curricular program of the school.

All learning experiences offered by the school—curricular and co-curricular—should be planned and integrated toward the attainment of the school's objectives.

The Joint Operating Committee shall make school facilities, supplies, and equipment available and approve staff members for the support of a program of co-curricular activities.

Any co-curricular activity shall be considered to be under the sponsorship of the Joint Operating Committee when it has been approved by the Joint Operating Committee on recommendation of the Director. Such recommendations shall follow protocols established through contractual agreements.

**Section:** Programs  
**Title:** Adult Education  
**Adopted:** February 28, 1973  
**Revised:** January 24, 2007

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### 125. ADULT EDUCATION

Through its programs and courses for adults, Western Area Career & Technology Center Joint Operating Committee will seek to provide the types of educational programs sought by citizens of the area to meet individual needs and promote lifelong learning. Adult education may include academic, technical, general interest, and/or apprentice training programs for persons employed and registered as apprentices and special training programs provided on contract with the Federal or State government, industrial, or other organizations.

The adult program is expected by the Joint Operating Committee to be largely self-supporting through fees charged the adult students and funding received through the State.

Tuition will be determined by the Director or designee and will be charged according to the length of the program. Tuition will be approved by the Joint Operating Committee. Additional charges, applicable to all students, may be made for consumable materials.

Tuition and fees are payable prior to the start of the program. Tuition and costs will be returned to the student if the program is cancelled for administrative or any other reason. Tuition and costs will be according to Western Area Career & Technology Center Withdrawal Policy if a student withdraws once he/she has begun a program of study.

With the exception of adult students enrolled in adult part-time evening programs, evening customized programs, and programs conducted off-site, all adult students will be required to submit an original Criminal History Information Record report and a Child Abuse Clearance in accordance with Acts 34, 151, and Act 14, if applicable.

Adult programs are to be offered to students 18 years of age or older.

**Section:** Programs  
**Title:** Criminal History Record Information  
**Adopted:** May 25, 2005  
**Reviewed:** January 24, 2007  
**Reviewed:** August 7, 2013

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### **125.1. CRIMINAL HISTORY RECORD INFORMATION**

All adult applicants who plan to enroll in a Western Area Career & Technology Center program, or program requiring clearances, must submit original Criminal History Record Information reports from the Pennsylvania State Police and Criminal History Record Information report from the Federal Bureau of Investigation and Child Abuse Clearance report to the administration. The Criminal History Record Information reports must be dated within three months of the enrollment date.

Forms and instructions will be provided by Western Area Career & Technology Center.

Criminal History Record Information will be reviewed by the Supervisor of Practical Nursing or appropriate designee of the Director of Career and Technical Education. All reports will be maintained in the applicant's file and kept in a locked file cabinet.

Western Area Career & Technology Center recognizes that due to time constraints often resulting from the availability of Federal and State grants, the timeliness of adult student referrals will not enable a pre-admission screening by way of the report of criminal history and child abuse record information. In such cases, the adult student may be admitted with the expressed understanding that upon receipt of a report of criminal history or child abuse record information indicating convictions set forth above, such an adult student's enrollment shall be terminated.

Criminal History Record Information reports of applicants to adult programs (including nurse aide and practical nursing programs) are subject to the Prohibitive Offense contained in Act 14 of 1997. Criminal History Record Information reports that document an offense(s) identified on the Prohibitive List may prevent entrance into the program. An applicant will be notified by letter if he/she will not be admitted to a program based on the Criminal History Record Information report. The Prohibitive Offenses List is maintained by administration and is available to an applicant upon request.

Any felony conviction under the Controlled Substance, Drug, Device, and Cosmetic Act (P.S. 780-101, 780-144) or any other felony conviction will prevent entrance into a nursing program.

Individuals designated to review and approve applications for enrollment into a nursing program who willfully fail to comply with 701.12(2) and (3) or 701.13 of Act 14 shall be subject to a civil penalty as provided for in 701.21.

**Section:** Programs  
**Title:** Practical Nursing - Admissions  
**Adopted:** February 22, 1984  
**Reviewed:** January 24, 2007  
**Reviewed:** August 13, 2015

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### 125.2. PRACTICAL NURSING – ADMISSIONS

Western Area Career & Technology Center does not discriminate on the basis of race, color, religion, national origin, sex, or handicap in employment or in the administration of its educational programs and activities in accordance with applicable federal statutes and regulations.

#### Admissions

Applicants will be selected for admission on the basis of:

1. High school graduate, home school equivalency, or GED equivalent
2. Seventeen (17) years of age or older
3. Satisfactory achievement on the entrance examination.
4. Appropriate physical and mental health as determined by the pre-entrance physical examination and pre-admission drug testing.
5. Acceptable Child Abuse and Criminal History Information Records from the Pennsylvania State Police and Federal Bureau of Investigation and other clearances as established by local policy and local, state, and federal regulation.

**Section: Programs**  
**Title: Practical Nursing - Readmission**  
**Adopted: September 23, 2015**

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### **125.2.1 PRACTICAL NURSING – READMISSION**

Students who have withdrawn or have been dismissed from the Practical Nursing program for academic or personal reasons may apply for one readmission within two years from the date of withdrawal.

If a student should be permitted by the program Supervisor to transfer from the full-time program to the part-time program (or vice versa) for academic or personal reasons, this will not be counted as a withdrawal/dismissal. The period in which a student is not actively attending classes must not exceed 180 days. If the period should exceed 180 days, the transfer will then be considered a withdrawal/dismissal requiring subsequent readmission. Only one transfer may be granted. Students must complete the program within 150 percent (2,256 hours) of the hours of the program.

If two years has elapsed, students must apply for readmission for the start of the program. If a student is granted readmission, the student must retake any course(s) in the readmitted Level that were not successfully completed.

Students repeating a Level will not be eligible for financial aid funds. Tuition for the repeated Level must be paid out-of-pocket by the student.

Students readmitted to the program will abide by the current Student Handbook of the class in which he/she reenters.

A student requesting readmission must submit a written request to the Supervisor at least six weeks prior to the desired date of return. The letter must state the Level and course(s) for which he/she is requesting readmission and a plan for success.

If readmission is granted, all financial obligations to the program must be paid prior to readmission. Physical examination, required laboratory tests, criminal history record information reports, Federal Bureau of Investigation report, child abuse history clearance report, and urine drug screening as per admission requirements must be satisfactorily completed and current within six months from the start date for the Level.

Student must satisfactorily complete clinical refresher for readmission to Levels II-IV if more than one year has elapsed since completing Level I. The fee for the clinical refresher experience will be determined by the administration.

**Section:** Programs  
**Title:** Tuition Reimbursement for Part-Time Practical Nursing Instructors  
**Adopted:** May 25, 2005  
**Revised:** January 24, 2007; January 23, 2013

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**125.3. TUITION REIMBURSEMENT FOR PART-TIME PRACTICAL NURSING INSTRUCTORS**

As instructors in the Western Area Career & Technology Center Practical Nursing Program are required by the Pennsylvania State Board of Nursing to attain a Bachelor's Degree in nursing, part-time clinical instructors who do not have a Bachelor's Degree will be eligible for tuition reimbursement under the following terms:

- ❑ The instructor has been employed by the Practical Nursing Program for six (6) months working a minimum of 25 hours per two-week pay period.
- ❑ The Practical Nursing Program Coordinator and the Western Area Career & Technology Center Director must approve the courses before the instructor attends the course.
- ❑ All courses must be taken at a Pennsylvania Department of Education approved higher education institution. Course credits must count for a Bachelor's Degree or Master's Degree in nursing or a related field approved in advance by the Director.
- ❑ Part-time instructors must work a minimum of 25 hours per two-week pay period to maintain eligibility for tuition reimbursement.
- ❑ Part-time employees participating in the Western Area CTC tuition reimbursement program must accept minimally every third emergency assignment.
- ❑ Enrollment in at least two courses is expected during each school year. Failure to comply and/or make adequate progress will cause cessation of the reimbursement program for the employee with all other provisions of this policy remaining intact and enforceable.
- ❑ Reimbursement of tuition during a school year will be made pursuant to the effective Western Area Career & Technology Center Collective Bargaining Agreement.

As a condition to receiving tuition reimbursement, the employee agrees to continue in the employment of Western Area Career & Technology Center for at least two (2) years full-time (40 hours per week), four (4) years half-time (at least 20 hours per week), or eight (8) years 1/4<sup>th</sup> time (at least 10 hours per week) from the final credit reimbursement date.

In the event an employee who has received tuition reimbursement resigns or retires from his/her employment with the school (other than for health reasons) or is terminated for cause before completing the period of service required, the employee shall return to Western Area Career & Technology Center the tuition monies received. Western Area Career & Technology Center may withhold any refunds due from any paycheck or other payment otherwise due to the employee on account of his/her obligation. If the sums subject to withholding by Western Area Career & Technology Center do not discharge the employee's obligations, the employee shall remit the balance due within sixty (60) days following the cessation of his/her employment. Any amounts not paid when due shall be subject to interest at the rate of one percent (1%) per month until fully paid.

**Section:** Programs  
**Title:** Unsafe Nursing Practice  
**Adopted:** May 25, 2005  
**Reviewed:** January 24, 2007

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### 125.4. UNSAFE NURSING PRACTICE

All students are expected to be familiar with the principles of safe nursing practice and standards of nursing conduct as set forth in Title 49 (Professional and Vocational Standards), §21.148 (Standards of Nursing Conduct) promulgated by the Pennsylvania State Board of Nursing.

Unsafe nursing practice is exposing a client to the risk of harm, danger or loss, engaging in unprofessional conduct or violating the ethical code for nurses. Unsafe nursing practice of a nursing student is defined to include, but is not limited to, the following behaviors:

Failure to maintain the client's right to freedom from psychological and physical abuse.

Failure to utilize appropriate judgment in administering safe nursing practice based upon the expected level of nursing knowledge, preparation, experience and competency.

Performing nursing techniques without appropriate knowledge, skills and abilities necessary to provide safe, competent care.

- ❑ Failure to safeguard the client from incompetent, abusive or illegal practice of any individual.
- ❑ Discrimination while providing nursing care on the basis of age, marital status, gender, sexual preference, race, religion, diagnosis, socioeconomic status or disability.
- ❑ Failure to maintain patient privacy and the confidentiality of client information including, but not limited to, any violation of HIPAA requirements.
- ❑ Knowingly abandon a client for whom the student is providing care. Abandonment is defined as the intentional deserting of a client for whom the student nurse is responsible

A nursing student who demonstrates unsafe nursing practices shall be subjected to discipline as determined by the coordinator/nursing faculty. Upon consideration of the severity of the unsafe nursing practice and/or prior incidences of unsafe nursing practice, disciplinary action may involve the following:

- ❑ Additional learning assignments designed by the faculty to contribute to the achievement of course objectives and change or unsafe behavior.
- ❑ Written warning of the unsafe clinical practice.
- ❑ Dismissal from the Practical Nursing Program.

**Section:** Programs  
**Title:** Retention Policy  
**Adopted:** May 25, 2005

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### 125.5. RETENTION POLICY

The Western Area Career Technology Center Practical Nursing Program recognizes that the student may experience difficulties adjusting to a student role. Skills required for academic success are acquired gradually. Recognizing that adjustment to the role of a Student Practical Nurse may be difficult for students, the Practical Nursing Program has developed the following policy.

During Level I, II or III courses only, the Student Practical Nurse may be retained and permitted to continue in the Program, if the following criteria are met:

- The final course grade is not below a 70%.
- The student must submit a plan of action for future academic success to the coordinator/instructor.
- The instructor must receive proof of independent study concerning the unit content not mastered.
- A retest must be passed with 75% accuracy.
- The maximum grade that will be recorded for a test will be 75%.
- The above criteria must be met within a two-week timeframe.

\*\*\* The above policy can be used only one time.

\*\*\* The above policy can be used only for Level I, II, or III courses.



**Section:** Programs  
**Title:** Student Grievances  
**Adopted:** May 28, 2003  
**Reviewed:** January 24, 2007

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### 125.6 STUDENT GRIEVANCES

The Western Area Career & Technology Center Joint Operating Committee recognizes that students have the right to request redress of grievances. Further, the Joint Operating Committee believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances shall be recognized, and appropriate appeal procedures shall be provided.

For purposes of this policy, a student grievance shall be one that arises from actions that directly affect the student's participation in an approved educational program.

The Joint Operating Committee and its employees will recognize the grievances of students, provided such complaints are submitted pursuant to the following guidelines established by Joint Operating Committee.

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, or if the student is uncomfortable approaching the person involved, the student should then discuss the situation with the Practical Nursing Program Coordinator.
3. If the matter is still unresolved, the student should present the grievance, in writing, to the Program Coordinator within ten (10) scheduled school days of the occurrence. The Coordinator 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 faculty, the grievance should then be submitted, in writing, within ten (10) scheduled school days of the response, to the Western Area Career & Technology Center Director for resolution. A written reply will be made within five (5) scheduled school days giving the final decision.

**Section:** Programs  
**Title:** Withdrawal, Title IV Return, and Tuition Refund  
**Adopted:** February 25, 1987  
**Revised:** January 24, 2007  
**Revised:** June 16, 2010

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### 125.7 WITHDRAWAL, TITLE IV RETURN, AND TUITION REFUND

A student who withdraws from the Western Area Career & Technology Center's Practical Nursing Program prior to the first day of class, may **request in writing** a refund of tuition paid in excess of the non-refundable \$100.00 Administrative Fee. The request in writing **MUST** be submitted to the school one week prior to the beginning of the program.

A student who desires to withdraw from the school after school starts is requested to write a letter of resignation to the Coordinator of the Practical Nursing Program stating the reason for the withdrawal. The letter should be written within two weeks of withdrawal. The withdrawal date is defined as the last day a student attended class or clinical experience, the date the student began the withdrawal process, or the midpoint of the level for a student who leaves without notifying the school. Refunds will be finalized after the student submits his/her letter of resignation.

The number of hours from the first day of class to the withdrawal date is the number of hours completed by the student.

Unless otherwise directed by federal financial aid requirements or parents (for PLUS loans) adjustments and refunds will be made to the student.

To calculate a refund the school will first determine the student's withdrawal date.

The amount of refund is based on the following calculation:

$$\frac{\text{Number of hours completed}}{\text{Number of hours in the program}} = \% \text{ of aid earned}$$
$$100\% - \% \text{ of aid earned} = \% \text{ of funds to be returned.}$$

If the student has completed more than 60% of the academic year, no refunds will be given. Sixty percent of academic year #1 is 572 hours. Sixty percent of academic year #2 is 378 hours. If the student has completed 60% or less of the program, the amount of refund shall be equal to the amount remaining in the enrollment period.

Refunds of \$25.00 or less will not be made.

The amount of Title IV aid earned is based on actual hours of attendance. The amount of title IV aid earned is calculated using the Title IV worksheet.

When aid is returned, **the student may owe a balance to the school.** The student is responsible for contacting the Financial Aid Office to make arrangements to pay the balance.

Grade transcripts will not be released until the account balance is paid in full.

Student's fees and costs for the following expendable items are not refundable: Books, uniforms, name pins, and assess kits.

### **Return of Federal Funds**

To calculate the amount of Title IV assistance earned by a student, the school must first determine the percentage of Title IV assistance earned, using the above calculation. The differences between amounts earned and the amounts received equal the unearned Title IV assistance and are subject to be returned by the school or student or both.

Return of Title IV funds is determined by the Title IV worksheets. The order of return of unearned Title IV assistance, returned by the school or student, is credited first to the outstanding Title IV loan balances for the student. Excess funds must be credited to outstanding balances in the following order:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Plus Loan
- Federal Pell Grant
- Other Federal Student Financial Assistance
- Vocational Rehabilitation
- Student

If students would like to see a Return of Federal Funds Worksheet, they may request one from the Financial Aid Office.

### **Part-Time Adult Programs Payment and Return of Tuition**

For part-time adult certificated and non-certificated programs, tuition must be paid in full prior to the first class session unless other arrangements have been made **and** approved in writing by the Western Area Career & Technology Center. Under no circumstances will requests for refunds be honored after the second class session has met.

**Section:** Programs  
**Title:** Teach-Out Policy  
**Adopted:** August 10, 2016

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### 125.8 TEACH-OUT POLICY

This policy applies to administration and faculty in all programs of Western Area Career & Technology Center.

The decision to close a degree or certificate program requires substantial planning and careful consultation with all those affected. Every effort should be made to inform everyone affected as fully as possible about the conditions leading to a decision of such importance, and all available information should be shared. As the immediate interests of current students and faculty are most directly affected, their present and future prospects require sensitive and timely attention and involvement. This teach-out policy aims to protect the interests of students and faculty and to satisfy the requirements established for Western Area Career & Technology Center (WACTC) by the Middle States Commission on Higher Education (MSCHE) during this process.

In accordance with Federal regulations, WACTC is required to submit a teach-out plan to MSCHE for approval if any of the following occurs:

- a. The institution notifies the Commission that it intends to cease operation entirely.
- b. The Commission terminates accreditation or the candidacy of an institution.
- c. The USDE notifies the Commission that it has initiated an emergency action against an institution or an action to limit, suspend, or terminate an institution participating in any Title IV, Higher Education Act program.
- d. A State Licensing or authorizing agency notifies the Commission that an institutions license or legal authorization to provide an educational program has been or will be revoked

More specifically, if WACTC decides to close an educational program, or the entire institution, one of the following options must be followed:

- a. Execute a Teach-Out Plan. The teach-out option occurs when the institution "teaches-out" currently enrolled students; no longer permanently admits students to programs; and terminates the educational program or the operations of an institution.
- b. Develop and implement a Teach-Out Agreement. The teach-out agreement option occurs when the institution enters into a contract with another institution or organization to teach out the educational programs or program.

Both teach-out plans and teach-out agreements must include the following information:

- a. Dates of termination and closure;
- b. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure;
- c. An explanation of how students will be helped to complete their program of study with minimal disruption or additional expense;
- d. How faculty and staff will be redeployed or helped to find new employment; and
- e. If closing an institution: signed copies of teach-out agreements with other institutions, if any; and arrangement for the storing of student records, disposition of final financial resources and other assets

The teach-out plan should make appropriate distinctions between undergraduate and graduate students as well as between prospective and currently enrolled students. The teach-out period and teach-out plan will vary by academic department and/or program and must be determined and approved in advance at all required levels, as specified in procedures developed by the Administration.

**WACTC**

## **Western Area Career & Technology Center**

**Section: Programs**  
**Title: Evaluation of Educational Program**  
**Adopted: January 24, 2007**

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### **127. EVALUATION OF EDUCATIONAL PROGRAM**

The Director and/or designee is/are responsible for the continual process of qualitative assessment of the educational programs and progress toward the goals established by the Western Area Career & Technology Center Joint Operating Committee.

The Director and/or designee will take those steps to ensure that progress is made. Upon thorough analysis and review, the Director may recommend revision, elimination, and/or replacement of technical programs within the parameters established by contractual agreements and State and Federal regulations.