

WACTC

Western Area Career & Technology Center

Section: Pupils
Title: Admission of Students
Adopted: September 24, 1980
Revised: January 24, 2007
Revised: February 24, 2016

201. ADMISSION OF STUDENTS

The Western Area Career & Technology Center Joint Operating Committee shall establish requirements for the admission of students which are consistent with statute and sound educational practice and which ensure the equitable treatment of all eligible students.

All persons residing in the Commonwealth between the ages of six (6) and twenty-one (21) are entitled to a free education in the public schools. Western Area Career & Technology Center, being an extension of the educational program of the participating school districts, extends this right to any student of the participating districts who qualifies, subject to quotas established for the districts by the jointure agreement. Students who have been suspended or expelled by their school district of residence shall not be eligible to attend Western Area Career & Technology Center during the period of their disciplinary suspension or expulsion.

If a participating school district does not fill its quota, vacancies may be distributed among the other participating school districts desiring to enroll additional pupils in the program. Where physical facilities permit, individual pupils from non-participating school districts may be permitted to enroll under terms and conditions established by the Joint Operating Committee.

The recruitment and selection of students to attend Western Area Career & Technology Center will be the responsibility of the administrative staff and counselors. Any new academic prerequisites or changes in prerequisites for admission to certain programs will require approval of the Joint Operating Committee.

No categorized student shall be officially admitted until the admission process has been properly completed and written documentation has been provided.

WACTC

Western Area Career & Technology Center

Section: Pupils

**Title: Admission of Students – Policy 201
Administrative Regulation**

PROCEDURES FOR PROGRAM ENROLLMENT

- Enrollment of students from participating districts into WACTC Programs will be based on application and prerequisites for admission.
- Seats available in each program for each participating district will be based on maximum program enrollment and the district's ten-year average of proportionate percentages of Average Daily Membership and Real Estate Market Valuations (calculated yearly).
- If a participating district does not fill its allotted seats, the vacant seat(s) will be distributed in the order of the highest proportionate percentage district giving to the lowest proportionate percentage district, the second highest proportionate percentage district giving to the second lowest proportionate percentage district, and so on.
- Any excess seats after this exchange will be distributed from the district with an excess seat to the district immediately above that district in the rank order of districts based on the ten-year average of proportionate percentages of Average Daily Membership and Real Estate Market Valuations from highest to lowest.

Note: If a participating district changes sessions (afternoon to morning or morning to afternoon), enrollment of students into any given program will be granted after all other participating districts' students have been enrolled in any given program. This restriction will be in place for two years following the change, inclusive of the first year (year of change plus one additional year).

Ranking (2022-2023)

School District	Ten-Year Average % of ADM and REMV
Canon-McMillan	23.13%
Trinity Area	17.28%
Peters Township	14.92%
McGuffey	6.48%
Burgettstown Area	7.92%
Chartiers-Houston	7.37%
Fort Cherry	6.48%
Washington	5.81%
Avella Area	5.26%

Section: Pupils
Title: Communicable Diseases and Immunization
Adopted: January 24, 2007

203. COMMUNICABLE DISEASES AND IMMUNIZATION

Whereas the Western Area Career & Technology Center Joint Operating Committee has the responsibility to provide for a safe school environment and safeguard the health of all students from communicable diseases, the following policy has been developed for the management of individuals, in the school setting, infected with communicable diseases.

A communicable disease, for the purpose of this policy, is defined as an illness due to an infectious agent or its toxic products, which is transmitted, directly or indirectly, to a susceptible host from an infected person, animal, anthropod, or through the agency of an intermediate host, or a vector or through the inanimate environment. This definition is presently in accord with Title 28, Section 27.1 of the Pennsylvania Code, and it shall be revised to conform with subsequent changes in the Code.

1. The Joint Operating Committee of the Western Area Career & Technology Center requires all immunizations, as stipulated in regulations by the Pennsylvania Department of Health and Welfare. The Joint Operating Committee recognizes that the primary responsibilities for ensuring students are properly immunized lies with the sending school districts.
2. The Western Area Career & Technology Center, in cooperation with the sending school districts, will monitor and report the presence of communicable diseases when necessary.
3. Where applicable, those individuals who are identified as symptomatic or asymptomatic carriers of communicable diseases will be restricted from the school environment until such time that it is ascertained that their presence within the educational setting will not present a risk to themselves or others. The length of time for such restriction will be determined by the period during which the disease is within the contagious state. Such action is established through Section 27.71 of Annex A-Title 28 Health and Safety, Department of Health Chapter 27 Communicable and Non Communicable Diseases.
 - a. For (acute) diseases, with well-defined periods of contagion, the infected individual may be readmitted at the completion of the contagious stage and/or when certified by an attending physician, school physician, or health care professional, that the individual's condition no longer poses a risk for transmitting the disease.
 - b. For (chronic) infectious diseases, with ill-defined periods or degrees of contagion, admission to the school setting will be determined on a case-by-case basis. The decision will be made with regard to the degree of risk to others or themselves. The ultimate decision establishing attendance/employment status will be made collectively by involving the infected individual and/or parent in the case of minor students, attending physician, school physician, health care professional, Director and/or designee and appropriate representatives of the County Health Department. Any affirmation of attendance/employment will be provisional pending the degree to which there is change in the contagious status as determined through continued monitoring by the Washington County Department of Health. Ultimately, the decision for continued attendance/employment of infected individuals must be weighed against risk to others in the school environment and to themselves due to the debilitating effects that increase the susceptibility of contracting other diseases that may exist within the school environment.
 - c. Student/Employee/Patient confidentiality will be preserved with limited right-to-know, as determined by the Director and/or his/her designee, for other school personnel and health agencies based on the circumstances of the case and in accordance with the restrictions of the Family Educational Rights and Privacy Act (FERPA).

- d. Individuals afflicted with a communicable disease shall be afforded their due process rights in respect to continued attendance or employment. Students who have contracted a communicable disease shall, when appropriate, be provided with education in the least restrictive setting. When appropriate, alternative school programs, including but not limited to homebound instruction, may be provided to the infected student.
4. Exclusion periods for specific communicable diseases shall be consistent with generally accepted health care practices, PA Department of Health and Department of Education regulations, and the Center for Communicable Disease and sending school guidelines.

Section: Pupils
Title: HIV Infection
Adopted: January 24, 2007

203.1. HIV INFECTION

The Western Area Career & Technology Center Joint Operating is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and employees while protecting the rights of the individual.

This policy is based on current evidence that the HIV virus is not normally transmissible by infected individuals within the school setting, except as noted in this policy.

Definitions

HIV Infection – Refers to the disease caused by the HIV or human immunodeficiency virus

AIDS – Acquired Immune Deficiency Syndrome

CDCP – United States Public Health Service Centers for Disease Control and Prevention

Infected Students – Refers to students diagnosed as having the HIV virus, including those who are asymptomatic

This policy shall apply to all students in all programs conducted by the school

The Joint Operating Committee directs that established school policies and procedures that relate to illness among students shall also apply to infected students.

The Joint Operating Committee shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for school attendance.

The Director or designee shall be responsible for handling and releasing information concerning infected students.

All school employees shall maintain a respectful working climate and prohibit physical or verbal harassment of any individual or group, including infected students.

All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times. Employees shall notify the building administrator of all incidents of exposure to bodily fluids and when a student's health condition or behavior presents a reasonable risk of transmitting an infection.

Building administrators shall notify students, parents and school employees about current policies concerning HIV infection and shall provide reasonable opportunities to discuss such policies and concerns.

Attendance

Infected students have the same right to attend school and receive services as any other students and shall be subject to the same policies and rules. HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity.

The school shall accept the enrollment recommendations of participating districts as they pertain to their students and shall require the following from responsible district officials:

1. A written report identifying the student and indicating the district's enrollment recommendation. If there are any restrictions placed on the activities of the pupil, they are to be listed, and specific recommendations concerning these restrictions are to be provided.
2. Periodic and timely health condition updates are required by district policy.

A Screening Team comprised of the Director, Supervisor, health care professional, physician and including the student's parent or guardian and attending physician shall evaluate the educational placement of an infected student. Placement decisions shall be based on the infected student's behavior, neurological development, physical condition and expected interaction with others in the school setting, and the criteria proposed by the CDCP.

First consideration must be given to maintaining the infected student in a regular assignment. Any decision for an alternative placement must be supported by specific facts and data.

An infected student who is unable to attend school, as determined by a medical examination, shall be considered for homebound instruction or an alternative placement.

An infected student may be excused from school attendance if the parent or guardian seeks such excuse based on the advice of medical or psychological experts treating the student.

An affected student's placement shall be reassessed if there is a change in the student's condition or the student's need for accommodations.

The school's health care professional shall continuously monitor the attendance of all students who have close contact with HIV infected students. Any concerns identified by the school nurse shall be transmitted to the building administrator who is responsible for conveying the concerns to the responsible official(s) in the participating district.

Confidentiality

The Director or designee shall determine which school personnel will receive information about an infected student. The number of individuals informed of an infected student's status shall be kept to the minimum required to assure proper care and supervision of the student as well as to protect the school population. Anonymity shall have high priority.

All school employees have a duty to preserve the confidentiality of all information concerning an infected student. Disciplinary action shall result from a breach of confidentiality by an employee.

Information about infected students in the school setting shall not be disclosed to the general public, undesignated school employees or other groups without a court order or the informed, written, signed and dated consent of the infected student or his/her parent or guardian if a legal minor.

All health records, notes and other documents referring to a student's HIV status shall be secured and kept confidential.

Infection Control

Universal precautions, as recommended by the CDCP, shall be followed for exposure to bodily fluids.

Employees shall treat all body fluids as hazardous and follow universal precautions.

The school shall maintain and keep reasonably accessible all equipment and supplies necessary for infection control.

Staff Development

All school employees shall participate in a planned HIV education program that:

1. Conveys factual and current information
2. Provides guidance on infection control procedures
3. Informs about current law and school policies concerning HIV
4. Assists staff to maintain productive parent and community relations
5. Includes annual review sessions

Designated school employees shall receive additional, specialized training appropriate to their positions and responsibilities.

Prevention Education

The goals of HIV prevention education shall be to promote healthy living and discourage the behaviors that put people at risk of acquiring HIV. The educational program shall:

1. Be taught at every level
2. Follow content guidelines prepared by the Centers for Disease Control and Prevention
3. Be appropriate to students' developmental levels, behaviors, and cultural backgrounds
4. Stress the benefits of abstinence from sexual activity, alcohol, and other drug use
5. Address students' own concerns
6. Include means for evaluation
7. Be an integral part of a coordinated school program
8. Be taught by well-prepared instructors with adequate support
9. Involve parents and families as partners in education

Parents and guardians shall be provided convenient opportunities to preview all HIV prevention curricula and materials.

Section: Pupils
Title: Wellness
Adopted: May 24, 2006
Reviewed: January 24, 2007

203.2. WELLNESS

The Western Area Career & Technology Center Joint Operating Committee recognizes that student wellness and proper nutrition are related to the student's physical well being, growth, development and readiness to learn. The Joint Operating Committee is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices than can improve student achievement.

To ensure the health and well-being of all students, the Joint Operating Committee establishes that the school shall provide to students:

- Access at reasonable cost to snacks and beverages that meeting established nutritional guidelines.
- Opportunities for appropriate physical activities during the school day.
- Programs for grades 10 through adult that are designed to educate students about proper nutrition and lifelong physical activity.

The Director and/or designee shall be responsible to monitor the school and programs to ensure compliance with this policy, related policies, and established guidelines or administrative regulations.

Staff members responsible for programs related to student wellness shall report to the Director and/or designee regarding the status of such programs.

The Director and/or designee shall annually report to the Joint Operating Committee on the school's compliance with law and policies related to student wellness. The report may include:

- Assessment of school environment regarding student wellness issues
- Review of all foods and beverages sold in school
- Evaluation of food and beverage exposure
- Listing of activities and programs conducted to promote nutrition and physical activity
- Recommendations for policy and/or program revisions
- Suggestions for improvement in specific areas

Wellness Committee

The Joint Operating Committee shall appoint a Wellness Committee comprised of the Practical Nursing Coordinator and at least one (1) each of the following: Joint Operating Committee member, administrator, student, teacher, parent/guardian, health professional, and any other individuals as may be chosen by the Joint Operating Committee.

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing a Student Wellness Policy that complies with law to recommend to the Joint Operating Committee for adoption.

The Wellness Committee may examine related research and laws, assess student needs and the current school environment, review existing Joint Operating Committee policies and administrative regulations, and

raise awareness about student health issues. The Wellness Committee may make policy recommendations to the Joint Operating Committee related to other health issues necessary to promote student wellness.

The Wellness Committee may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.

The Wellness Committee shall provide periodic reports to the Director and/or designee regarding the status of its work, as required.

Nutrition Education

The goal of nutrition education is to reach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

Nutrition education lessons and activities shall be age-appropriate.

Nutrition education shall be behavior focused.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

Western Area Career & Technology Center staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student education related to nutrition.

Consistent nutrition messages shall be disseminated throughout the school and classrooms.

Nutrition education shall extend beyond the school environment by engaging and involving families and communities.

Physical Activity

Western Area Career & Technology Center shall strive to provide all students with opportunities for physical activity during the school day.

A safe physical and hospitable environment that encourages rewarding activities for all students shall be maintained.

Physical activity shall not be used as a form of punishment.

Students, employees, and the community shall have access to physical activity facilities outside school hours.

Students will be instructed in the proper work techniques to ensure safety, promote physical fitness, and prevent injuries.

Physical Fitness

Quality physical fitness instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical fitness classes shall be the means through which all students learn, practice, and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

Varied activities that lead to students becoming and remaining physically active for a lifetime shall be provided in the physical fitness program.

Safe and adequate equipment, facilities and resources shall be provided for physical fitness activities.

Other School-Based Activities

Breakfast periods shall be scheduled at appropriate hours, as defined by Western Area Career & Technology Center.

Drinking water shall be available throughout the school day.

Students shall have access to hand washing or sanitizing before snacks.

The Wellness Committee will review and recommend food and beverage products available to students.

To the extent possible, the school shall utilize available funding and outside programs to enhance student wellness.

Food shall not be used in the school as a punishment.

Western Area Career & Technology Center shall provide appropriate training to all staff on the components of the Student Wellness Policy.

Student wellness shall be considered in planning all school-based activities.

Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

Administrators, teachers, support personnel, students, parents/guardians, and community members shall be encouraged to serve as positive role models through Western Area Career & Technology Center programs, communications, and outreach efforts.

Nutrition Guidelines

All foods available in the school during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

Competitive Foods are defined as foods offered at school and include vending food, snacks and beverages, fundraisers, classroom parties, holiday celebrations, and food from home.

All competitive foods available to Western Area Career & Technology Center students shall comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The nutritional standards shall be implemented as a one-year plan.

All competitive foods available to Western Area Career & Technology Center students shall comply with the established nutrition guidelines and in accordance with the Western Area Career & Technology Center Wellness Plan.

Staff Wellness

The Western Area Career & Technology Center shall provide information about wellness resources and services and establish a staff committee to assist in identifying and supporting the health, safety and well being of site staff and shall be in compliance with drug, alcohol and tobacco free policies.

Western Area Career & Technology Center shall provide an accessible and productive work environment free from physical dangers or emotional threat that is as safe as possible and consistent with applicable occupation and health laws, policies and rules.

Employees shall be encouraged to engage in daily physical activity during the workday as part of work breaks and/or lunch periods, before or after work hours in site sponsored programs or as part of discounted membership in local fitness facilities.

WACTC

Western Area Career & Technology Center

Section: Pupils
Title: Attendance
Adopted: March 26, 1986
Revised: June 14, 2017
Revised: March 27, 2019

204. ATTENDANCE

The Western Area Career & Technology Center Joint Operating Committee maintains the philosophy that the completion of competencies, the acquisition of skills, and the development of workplace skills are dependent upon regular attendance by the student. Absence and tardiness are disruptive to the educational process. Regular participation in instructional activities by the student is essential to achievement and realization of maximum benefit from the educational program(s) conducted at the Western Area Career & Technology Center.

Although the student's parents and/or guardians are ultimately responsible for the student's regular attendance, it is the responsibility of the Western Area Career & Technology Center to enforce rules and regulations pertaining to such.

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.

Absences for reasons other than those listed as legal and/or those in which proper notification or explanation has not been made by the student will be considered illegal.

An unexcused absence is an unlawful absence for all pupils under seventeen (17) years of age. The State Laws of Pennsylvania require that legal action be taken after three (3) days of unlawful absence.

The sending school office, Guidance Counselor and Attendance Officer as well as the parents and/or guardians will be notified daily of the student's absence. Excessive absence lists will be compiled weekly and forwarded to the sending school superintendents, principal, guidance officer, and truancy person.

- After three (3) consecutive absences, the Health Care Professional will contact the home and the Guidance Counselor will contact the home school and counsel the student.
- Any student accumulating fifteen (15) absences may be referred to the sending district for a formal hearing which will consist of a Western Area Career & Technology Center representative, sending school representative, parent/guardian and student.

A determination will be made by Western Area Career & Technology Center administration as to whether the education at Western Area Career & Technology Center can be continued due to the number of days absent. If the determination is that education at the WACTC cannot continue, the student will be disenrolled and returned to the sending school with possible loss of credits.

Class Cuts

"Skipping" or "cutting" class is not permitted and shall be recorded as an illegal absence and will result in disciplinary action.

Early Dismissal

Students who require an early dismissal from the Western Area Career & Technology Center must gain advance approval. No student will be dismissed as a result of an unverified telephone call. Students may only be dismissed at the request of an individual who has provided documentation as to being the parent or guardian of the student. No student will be permitted to leave the premises unless accompanied by an individual who has provided such documentation or whose name has been listed by the parent or guardian on the student's emergency information form.

Excuses

Written excuses are to be submitted in person or via fax to the Health Care Professional who will determine the legality of the absence. To be recorded as an excused absence, written or medical excuses must be submitted within three (3) days of the student's return to school.

Tardiness

Students arriving at the Western Area Career & Technology Center after the stated starting time must obtain an admittance pass from the administrative office prior to reporting to class. The admittance pass must be presented to the instructor upon entering the class or activity.

Section: Pupils
Title: Non-School Sponsored Education Trips or Tours
Adopted: February 28, 1973
Revised: January 24, 2007

204.1. NON-SCHOOL SPONSORED EDUCATION TRIPS OR TOURS

The Director or designee may grant a student permission to be legally excused from school attendance for an activity that provides for an enriching education experience for the student.

The parent or guardian shall be responsible for submitting the application to the school office at least one (1) week prior to the activity.

The application should state the name, dates, and location of the education experience the student will receive and explain the educational value.

Students are responsible for securing the sending school approval before submitting the form for consideration.

The student will be required to secure and complete all classroom assignments that occur during the absence.

Such activities must be under the direction and supervision of an adult acceptable to the Director or designee.

Exceptions to the limitations outlined above will require special provisions for alternate attendance, tutoring and make-up work.

Section: Pupils
Title: Completer Categories
Adopted: January 24, 2007
Revised: May 27, 2009
Revised: September 27, 2017

205. COMPLETER CATEGORIES

Western Area Career & Technology Center students receive diplomas and are graduated from their sending schools. The Western Area Career & Technology Center will issue certificates to those students successfully completing programs at the Western Area Career & Technology Center.

Following are the Completer Status Categories:

Advanced Proficiency Status. Successful completion of all technical program competencies as required for the Advanced proficiency status, obtain an “Advanced” score or equivalent on an approved certification examination for the program, and accumulate a minimum of 960 hours of training. The certificates for these students will bear the appropriate designation.

Completer Proficiency Status. Successful completion of all technical program competencies as required for the Completer proficiency status, obtain a “Proficient” score or equivalent on an approved certification examination for the program, and accumulate a minimum of 860 hours of training. The certificates for these students will bear the appropriate designation.

Novice Proficiency Status. Successful completion of all technical program competencies as required for the Novice proficiency status, obtain a “Basic” score or equivalent on an approved certification examination for the program, and accumulate a minimum of 750 hours of training. The certificates for these students will bear the accumulated hours of training.

Successful completion includes those students achieving the Advanced and Completer proficiency levels as well as those students that obtain a 71 percent average grade for completion of competencies, accumulate 860 hours of training, and successfully complete an alternate assessment or obtain credible, full-time employment in a position related to the field of training.

All completing students will be required to complete both the written and practical portions of the NOCTI (National Occupational Testing Institute) assessment or the Western Area Career & Technology Center approved certification test that has been designated for the program area.

Section: Pupils
Title: Student Transfers
Adopted: March 26, 1986
Revised: January 24, 2007

206. STUDENT TRANSFERS

In some cases the enrollment of a student at the school may become inappropriate. The sending school, the Western Area Career & Technology Center, the parent or the student may initiate action that may result in either the student's transfer to an alternate vocational-technical school program or a transfer to the sending high school.

Student and/or Parent Initiated Transfers

Whenever appropriate openings are available, students shall be transferred to alternate school programs given approval of the Director or designee and the parent. Transfers to the sending high school shall take place only with the approval of the parent and the appropriate sending school personnel.

Western Area Career & Technology Center Initiated Transfers

Western Area Career & Technology Center initiated transfers to alternate programs or to the sending high schools shall be for one (1) or more of the following reasons:

1. Behavior that consistently interferes with the learning of the students.
2. Conduct that endangers the safety and/or health of the student or others.
3. Inability or unwillingness to succeed in his/her program. Any student who receives an overall failing grade in one (1) school year will not be allowed to return to the same program for the following year. Failed students shall be admitted to a new program only after all interested first-time applicants are placed in the program.
4. An attendance record that shows an excessive rate of unexcused absences or tardiness.

In all cases where the school recommends either a transfer to an alternate vocational program or a transfer to the sending high school, the following guidelines shall be applied:

1. Such transfers will result only when all other internal alternatives and procedures have been exhausted or deemed inappropriate.
2. Such transfers shall not be made unless parents have received prior written notification of the reasons for the pending transfer (i.e., unsatisfactory notices, attendance check requests, pertinent comments on preceding report cards, non-return letters, etc.).
3. Such transfers shall not be made unless the parent has been provided with the opportunity for a school/parent conference.
4. An Individual Education Plan committee meeting must be conducted prior to the transfer of a student having special needs.

The school reserves the right to transfer students to alternate vocational programs given one or more of the reasons outlined above. Procedural guidelines as listed must be followed. Such transfers must have the approval of the Director.

Recommendations for transfers to the sending school shall require the approval of the Director and appropriate sending school personnel. In cases where transfer to the sending high school is recommended by the school and the sending school does not concur, the case shall be referred to the Joint Operating Committee for final action.

Sending School Initiated Transfers

Since sending school policies and procedures differ, it is not possible to list all reasons for such transfers, whether it be during the school year or at the end of the school year.

Participating districts shall follow their established procedures and policies in all such cases and fully communicate with the Western Area Career & Technology Center.

Section: Pupils
Title: Withdrawal
Adopted: January 24, 2007

208. WITHDRAWAL

The Western Area Career & Technology Center Joint Operating Committee affirms that, while statute requires attendance of each student only between the ages of 8 and 17, it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the Western Area Career & Technology Center.

All students are encouraged to attend the Western Area Career & Technology Center. Recruitment services are established to provide students with adequate information as to the benefits of enrolling and completing programs conducted by the Western Area Career & Technology Center. All Western Area Career & Technology Center administration and personnel will make every effort to encourage student enrollment for the purpose of successful program completion and to discourage student withdrawal.

Students wishing to withdraw from one Western Area Career & Technology Center program and enroll in another must gain approval from the sending school guidance office prior to the transfer taking place. Evidence of such approval must be presented in writing to the Western Area Career & Technology Center central office.

Any student wishing to withdraw in entirety from the Western Area Career & Technology Center must do so through the sending school guidance office with written evidence presented to the Western Area Career & Technology Center administration. No student will be officially withdrawn until such notification has been made. No enrollment, transfer, or withdrawal of a categorized student will occur until the proper procedures have been completed and written documentation provided.

The guidance counselor or other individual(s) designated by the Director shall make every effort to ascertain the reason for withdrawal of the student through completion of an Exit Interview form. All students successfully or unsuccessfully completing programs at the Western Area Career & Technology Center will also complete the Exit Interview form.

Definitions

Enrolled. Any student listed as enrolled in any program(s) at the Western Area Career & Technology Center and attending for a minimum of one (1) class session will be considered enrolled.

Withdrawn. Any enrolled student of the Western Area Career & Technology Center who legally ceases that enrollment for whatever purpose or reason shall be considered withdrawn.

A student may also cease enrollment at the Western Area Career & Technology Center by successfully completing any technical program(s) conducted by the Western Area Career & Technology Center.

WACTC Exit Interview

Today's Date _____

Name _____	
Address _____	City _____
State _____ Zip Code _____	Telephone Number _____
Home School _____	WACTC Program _____

- _____ Still enrolled
- _____ Completed all requirements
 - _____ Graduated
 - _____ Did not graduate
 - _____ Did not complete all requirements
 - _____ Graduated
 - _____ Home Bound
 - _____ Incapacitated
 - _____ Withdrew
 - _____ Passing _____ Hours
 - _____ Failing _____ Hours
- _____ Transferred to another LEA
 - _____ Technical
 - _____ Non-Technical
- _____ Transferred to another program within the LEA
- _____ Transferred to another school within the LEA
- _____ Family Commitments: Explain _____
- _____ Working
 - _____ In field _____
 - _____ Out of field _____
- _____ Military _____
- _____ Post-Secondary schooling
 - _____ Related to program
 - _____ Trade/Technical School
 - _____ Associate Degree program
 - _____ Four-Year College
 - _____ Not related to program
 - _____ Trade/Technical School
 - _____ Associate Degree program
 - _____ Four-Year College
- _____ Deceased

Reason for Withdrawal <ul style="list-style-type: none">_____ Course different than anticipated_____ Personality conflict with students_____ Personality conflict with teacher_____ Scheduling difficulty_____ Home School activities conflict_____ Deficiencies at Home School_____ Other _____

Signature or Explanation (Required) _____

I understand that I should update contact information with Western Area Career & Technology Center for the purpose of Follow-Up Surveys that will be used for anonymous statistical information and related reporting only.

WACTC

Western Area Career & Technology Center

Section: Pupils
Title: Health Services
Adopted: January 24, 2007

209.

HEALTH SERVICES

The Western Area Career & Technology Center Joint Operating Committee recognizes that each sending school employs a board-certified school nurse. Therefore, the Western Area Career & Technology Center sees only the need to provide emergency health care services.

The dispensing of medications or provision of counseling, or the provision of medical treatment and/or observations will only be provided at the Western Area Career & Technology Center when such action cannot take place at the sending school.

An emergency information card that indicates the names of parents, physicians, or treatment centers to be contacted when an emergency exists shall be on file for each student.

Section: Pupils
Title: Student Accidents, Injuries or Illness
Adopted: January 24, 2007

209.1. STUDENT ACCIDENTS, INJURIES OR ILLNESS

In the event of an accident involving a student at school, or while the student is under the jurisdiction of school authorities, as a consequence of which the student sustains an injury as judged by the health care professional or Supervisor or designee to require attention exceeding routine first aid, or in the event of illness which in the opinion of the nurse or Supervisor or designee is of sufficient severity to preclude completion of the school day and travel home by the usual mode, the school authorities will act in the following manner:

1. Injury or illness of extreme severity requiring immediate action by the school.
 - A. The health care professional or Supervisor or designee will cause such first aid to be administered as is available and feasible, and shall immediately summon an ambulance or a doctor. The hospital or physician will be determined before leaving the school in order that this information may be given to the parent(s)/guardian(s). Any member of the school staff accompanying or transporting a student to hospital or physician should remain with the student until the parent or other responsible adult arrives. All ambulance and other costs are to be the responsibility of the parent.
 - B. The school, by a secretary or other person assigned by the health care professional, Supervisor, or designee, will promptly locate and notify the parent(s)/guardian(s) to inform him/her/them of the accident and steps taken by the school. In any event, it will be the responsibility of school to notify the parent(s)/guardian(s) at the earliest possible moment.
2. Injury or illness requiring medical attention, but no so severe as to mandate immediate direct action by the school.
 - A. The health care professional or Supervisor or designee will notify the parent(s)/guardian(s) by telephone, informing him/her/them of the problem and the school's evaluation of its seriousness. The parent(s)/guardian(s) will be asked if he/she/they wish the school to summon an ambulance and to designate a hospital, or if he/she/they wish to come to the school at once and provide the essential transportation via ambulance or private automobile. If the latter, he/she/they will be asked if he/she/they wish a member of the school staff to accompany him/her/them. All ambulance and other costs are to be the responsibility of the parent.
 - B. If the parent(s)/guardian(s) cannot be contacted and in the judgment of the health care professional or Supervisor or designee medical attention cannot be deferred, that person will act as described in 1 A and B above, first seeking information from the student as to his doctor and the preferred hospital.
 - C. If the parent refuses treatment by physician or hospital, the responsibility of school personnel will be considered to have been fulfilled and terminated at the conclusion of the parental contact, insofar as arrangements for treatment other than routine first aid are concerned. In such instance, a letter will be sent the parent(s)/guardian(s) summarizing the incident and its disposition.

The health care professional assigned to the facility will maintain an incident report on file, said record to contain full details of the accident, accounts of witnesses, record of first aid administered, and report of parental contacts and responses. In the event of accident, a report will be submitted promptly to the office of the Director, with a copy to the Superintendent. The Director or his/her designee will notify appropriate school insurance carriers. The health care professional will provide the student or the student's parent(s)/guardian(s) with the student accident report form if applicable. Filing of this form will be the responsibility of the parent.

WACTC

Western Area Career & Technology Center

Section: Pupils
Title: Use of Medications
Adopted: September 28, 2005
Reviewed: January 24, 2007

210. USE OF MEDICATIONS

All district personnel employed by the Western Area Career & Technology Center are prohibited from providing or administering medication to students without specific written authorization by the parents or legal guardians. Health care professionals shall be responsible for any administration of medication necessary during the school day. Other school personnel may assist students in the self-administration of medication when the health care professional is not available but may not administer medication to students except in an emergency.

Although the school administration strongly recommends that medication be administered in the home, the administration realizes that the health of some children requires that they receive medication while at school.

For purposes of this policy, the following terms shall have the following definitions:

Medication is an F.D.A. (United States Food & Drug Administration) approved drug or preparation used for the treatment or prevention of disease that is (a) prescribed by a health care provider, who is licensed to write a prescription in any state in the United States of America (a "prescription medication"), or (b) an over-the-counter medication, including, but not limited to, aspirin, acetaminophen (e.g., Tylenol), ibuprofen, decongestants, antihistamines and cough medications (a "non-prescription medication").

Licensed Health Care Provider is a medical doctor (M.D.); doctor of osteopathy (D.O.); dentist (D.M.D. or D.D.S.); nurse practitioner (C.R.N.P.); physician assistant (P.A.C.); or doctor of optometry (O.D.)

F.D.A. approved label is the official description of a drug product which includes: indications; who should take the drug; adverse effects; instructions for uses in pregnancy, children and other populations; and safety information for the patient.

Preparations not regulated by the FDA such as herbals, alternatives, teas, nutritional supplements and topicals may be administered by a physician's written order including exact amounts and timing of dosage.

Specific written parental consent for administering medication to a pupil is required for each episode of illness and for each medication order, and once every school year for a chronic condition. The signed, written statement authorizing the action must include the student's name, the date, the family doctor's name, the name of the medication, dosage, time schedule for administration, length of time to be administered, diagnosis, and possible side effects. Western Area Career & Technology Center shall incur no liability for use of unauthorized drugs.

The role of the health care professional is to ascertain whether the authorization is complete and to administer the medication whenever feasible. Western Area Career & Technology Center personnel are not responsible for the diagnosis of a student's illness.

In the absence of a written authorization signed by the doctor, the health care professional, at his/her discretion, may elect to call the physician and obtain a verbal order to administer the medication until a written order is received. A written order must be received within three (3) days of the verbal order.

All staff members will attempt to cooperate with parents or legal guardians concerning the administration of medications. With the large number of students in the school, medication abuse, however, is a problem with which school officials must unfortunately deal.

A record of the administration of medication shall be maintained by the health care professional. Such record shall be written in ink and shall include the name of the student, the date and time of the administration, and the quantity of the medication given.

All medications must be properly labeled, clearly identified, and kept in a secure place.

A standing doctor's order must exist for the use of an Epi-Pen to be used for anaphylaxis. 911 will be notified when an Epi-Pen has been used or administered. The Director shall designate the procedures to be followed, including training of staff, for emergency administration of the medication. Notwithstanding the foregoing, nothing in this policy is designed to prevent the administration of first-aid, including the administration of Glucagon and/or Epi-Pen, to a student without the express written permission of a parent or guardian where deemed necessary by a health care professional pursuant to her/his professional judgment.

Non-Prescription Medications

Non-prescription medications will be given to students under the following conditions:

1. No non-prescription medications will be given to a student for more than three (3) consecutive school days, or on more than three (3) occasions throughout the school year without a written order of a licensed health care provider.
2. The medication must be accompanied by a note from a parent or legal guardian giving precise directions for dispensing the medication and stating the specific reason for which the medication is being given.
3. Non-prescription medications intended for use in excess of three consecutive days must be accompanied by a written order of a licensed health care provider.
4. All non-prescription medications must arrive in school in the original container with an affixed F.D.A. approved label and be clearly marked with the name of the student and the name of the family doctor and doctor's office telephone number.
5. No medication of any kind will be given to a student if the medication is not in the original container.
6. High school students must take all medications directly to the school office or health care professional's office immediately upon entering the school building.
7. A parent or legal guardian may come to school to administer medication(s) to their child, as needed.

Prescription Medications

In conformance with regulations established by the Pennsylvania Department of Health, no prescribed medication will be administered at the school except by order of a licensed health care provider. It shall be the health care professional's discretion whether or not a confirmation call to the licensed health care provider's office is necessary.

If the health of the child will be substantially impaired if the medication is forgotten, or administered early or late, parents should keep the child at home, or be personally responsible for administering the medication at the prescribed times.

Any prescription drug to be given during school hours must be delivered directly to the health care professional, the school secretary, or the Supervisor by the parent or a responsible adult. It must be delivered in the original container affixed with an F.D.A. approved label. Prescription medications sent to school on the person or property of the student with directions to school personnel shall not be accepted.

Administration of medication by a school employee is limited to oral medications, except in cases where the parents and doctor, through special orders, have authorized specific or emergency injections administered by a health care professional or trained individual.

Inhalers

All previous guidelines must be followed in addition to the following:

1. Any inhaler must be accompanied by a written statement from the student's physician confirming the need for the use of the drug at school, and proper dosage instructions.
2. Inhaler medications must be in a properly labeled prescription box (with name of drug, dosage, and the time interval of the dose). Prescription box label must also include the student's name, and the name of the prescribing licensed health care provider.
3. In the event an inhaler is unable to be brought by a parent, guardian, or designated adult, it must be brought by the student immediately to the health care professional upon his/her arrival to school.
4. In the event a student requires permission for self-administration of an inhaler during the school day, the following guidelines must be followed:
 - a. Written permission and direction for student self-administration of the inhaler at school must be obtained from the licensed health care provider along with written permission from the parent/guardian.
 - b. The health care professional will assess the student's ability to self-administer the inhaler using an Individual Health Care Plan.
5. All inhalers will be kept in the health room with the exception of students who have written permission from the doctor to self-administer. These students may use their inhaler as needed, but must check in with the health care professional after each use or as specified on a student's Individual Health Care Plan.
6. Students are prohibited from allowing any inhaler to be used by another student. Violations of this prohibition will result in the immediate confiscation of the inhaler, loss of privileges of possessing the inhaler and discipline under other school policies concerning the distribution of controlled substances.

Field Trips

Students requiring administration of emergency medications on a field trip will be allowed to carry and self administer the medication if the following criteria have been met:

1. The parent/guardian has completed the section of the field trip consent form that addresses the administration of emergency medications.
2. The student has on file in the health care professional's office authorization for administration of the medication that meets all the criteria previously addressed.
3. The medication is currently located in a secure place within the school for use by student.
4. The student will be responsible, on the day of the field trip, to obtain his/her medication from the school location to carry on the field trip. The health care professional is responsible for verifying that the medication is properly labeled, verifying the student is able to state when the medication is to be taken and notifying the teacher that the student is carrying the medication.
5. The student is to return the medication to the health care professional upon returning to the school unless they have brought medication from home for the field trip.

Parents of students who receive routine medication during school may choose to have the child not receive his/her medication on the day of the field trip, accompany the student on the field trip and administer the medication, or have the student self-administer the medication.

The school's role in the administration of this policy is one of cooperation with the parent, the doctor, and the student. However, the responsibility for the administration of medication taken at school is that of the parent and the student.

Non-compliance with the procedures set forth in this policy may result in the student not receiving his/her medication.

Dear Parents/Guardians

The Western Area Career & Technology Center takes the position that when children are ill, it is best to develop a treatment plan with the consultation of a physician. When possible, the treatment plan should provide for administering medication at times other than during school hours. This can often be accomplished with the use of time-released medication or dispensing medication before or after school hours.

The school recognizes, however, that there may be instances when medication must be administered during the school day. It will be necessary for parents to provide the health care professional with parental **AND** physician consent.

****PLEASE NOTE ****

Beginning with the 2005-06 school year, if it is necessary for a student to take medications, either prescription or non-prescription during the school day, the Authorization for Prescription or Non-Prescription Medication Form (on the reverse side) **must be completed and signed by the parent/guardian AND physician**. The form is to be submitted when initially requesting administration of medication during school hours.

It is required that medication be delivered to the health office immediately upon arrival to the school building. Medication must be in a pharmacy labeled or original container. For your convenience, it is suggested that a second prescription bottle be obtained from your pharmacist for this purpose. A new form is required for each medication change, dose change, time change and for each school year.

Please remember your child will not be able to receive his/her medication if these procedures are not followed. All medications, prescription or over-the-counter, must be accompanied by a physician's authorization in order for the medication to be administered by school personnel.

Please feel free to contact the health care professional if you have any concerns regarding this matter. Thank you for your cooperation.

EOE

OVER FOR MEDICATION FORM

WESTERN AREA CAREER & TECHNOLOGY CENTER

688 Western Avenue, Canonsburg, PA 15317 Phone: 724.746.2890 Fax: 724.746.0817 www.wactc.net

Authorization for Prescription or Non-Prescription Medications to be Taken During School Hours

Prescription medication must be in a container labeled by the pharmacy.
Over-the-counter medication must be in the original container.

Parent to Complete This Section

Student's Name _____ Date of Birth _____
Sex _____ Home School _____ Grade _____
Physician's Name _____ Telephone _____
Address _____

I give my consent for the medication prescribed below by the physician to be administered to my child at school. I release the school and its personnel from any liability associated with the administration of this medication. I understand and agree that any medical information may be shared with appropriate school and medical personnel. I agree to hold the Western Area Career & Technology Center and any of its employees or agents harmless from any liability and to defend and indemnify same for any liability incurred which may result from administration or supervision of the medication by employees or agents of the Western Area Career & Technology Center.

Parent/Guardian Signature _____

Date _____

Physician to Complete This Section

Student _____
Allergies _____
Current Medications _____

TO BE GIVEN DURING SCHOOL	Medication #1	Medication #2	Medication #3
Name of Medication			
Prescribed Dose			
Reason to be Given			
Time/Frequency to be given			
Length of Time (Days/Weeks)			
Possible Side Effects			

Special Instructions (e.g. activity restrictions, precautions, etc.)

Inhalers: This student is capable of self-administration. Yes _____ No _____

This student may carry his/her inhaler on his/her person. Yes _____ No _____

Epi-Pens: This student (**check only one**) ___ is ___ is not permitted to carry the epi-pen with him/her.

Physician's Signature _____

Date _____

My above-named child/ward must receive the following non-prescription medication during the school hours.

Name on Non-Prescription Medication: _____

Dosage: _____

Time Schedule: _____

Reason for Administration _____

I do hereby release, discharge, and hold harmless Western Area Career & Technology Center, its agents and employees, from any and all liability and claims whatsoever arising from the administration of the above medication to my child/ward which I hereby expressly authorize.

Signature of Parent / Guardian _____

Date _____

Telephone Number _____

Section: Pupils
Title: Student Accident Insurance
Adopted: January 24, 2007

211. STUDENT ACCIDENT INSURANCE

The Western Area Career & Technology Center Joint Operating Committee recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course of attendance at school or student participation in the extracurricular programs of the schools.

Although the Western Area Career & Technology Center maintains student accident insurance, there are exceptions to coverage and limits to benefits payable. Accordingly, students should consider purchasing additional insurance on their own.

Section: Pupils
Title: Assessment and Evaluation
Adopted: January 24, 2007
Revised: March 27, 2019

213. ASSESSMENT AND EVALUATION

The Western Area Career & Technology Center Joint Operating Committee believes that an accurate and consistent method of evaluation and assessment are crucial to the educational process. Such a system is a tool for students, teachers, and parents and provides an accurate, objective method of measuring and reporting student progress.

The Joint Operating Committee of the Western Area Career & Technology Center also understands the importance of application of principles learned during instruction and that our system of assessment and evaluation must measure a student's ability to acquire knowledge as well as their ability to apply their newly-acquired knowledge.

It is the responsibility of the administration to provide a system for assessment and evaluation as well as the proper tools and materials. Administrative responsibility also includes providing accessibility to reports that indicate student progress and maintaining related records.

It is the responsibility of the teacher to adhere to the Western Area Career & Technology Center adopted grading procedures and policies and to ensure that proper, appropriate, objective evaluative and assessment techniques are used. It is also the teacher's responsibility to follow all required adaptations and modifications as they are implemented.

1. All evaluations and assessments will be constructed to measure and/or reinforce student knowledge and performance.
2. All assessments and evaluations shall be constructed, administered and recorded in an objective manner.
3. Student acquisition of skill as expressed in attainment of competencies will be recorded as accomplished.
4. Assessments and evaluations shall include tests, quizzes, projects, assignments, homework, reports, work grades, and any other activity approved by the administration. Copies of graded activities shall accompany lesson plans and are to be submitted in a timely manner.
5. Within the technical programs, a minimum of 40 percent of the graded activities must be dedicated to a student's ability to demonstrate acquisition of factual knowledge in the technical area.
6. Within the technical programs, a minimum of 40 percent of the graded activities must be dedicated to a student's ability to perform technical tasks in the technical area. Daily work grades are an acceptable form of evaluation but determination of such must follow the adopted Daily Work Grade rubric.
7. In addition to daily work grades, a minimum of one graded activity per week is required.
8. Semester grades shall be determined by averaging each nine week grade.
9. Final grades shall be determined by averaging all nine week grades.
10. Incomplete grades may be given by the instructor when a legitimate reason for an extra time requirement exists. An appropriate amount of time will be provided for the student to remedy the incomplete grade. At the end of the fourth nine weeks, the incomplete grade must be remedied within fifteen (15) days.

11. Grades for assessment and evaluations must be recorded in a timely fashion using the Western Area Career & Technology Center provided system. The record of grades must be current.
12. Student grades are to be determined by percentage and determined by the following scale:

RATING	LETTER GRADE	PERCENTAGE
Superior	A	100 – 91
Above Average	B	90 – 81
Average	C	80 – 71
Passing, Below Average	D	70 – 61
Failure, Work Not Acceptable	E	59 – 0

Grading System

Instructors are to provide a 9-week grade for each enrolled student. The Instructor determines the importance of weighting each factor evaluated and averaged in each 9-week grading period. Examples include daily grades, test scores, projects or shop grades.

Progress Reports through Grade Quick will be provided to Parents/Guardians whenever necessary.

A student's grade cannot be changed after the end of the marking period (see current school calendar for dates) unless the student received an Incomplete in that marking period and has completed the required assignments to the Instructor's satisfaction before the close of the following 9-week grading period. Instructors must inform the School Counselor of the change in the student's grade so as to make the student's home school aware as well.

Student grades are intended to give the students and their parents an opportunity to measure the student's progress. Grades will include the following: Workplace skills (daily grades) – Quality of work, quantity of work, personal appearance (uniforms), dependability, skill level, resourcefulness, employability skills, safety, acceptance of work assignments, superiors, etc.

Along with daily grades are the weekly grades that include scores from quizzes, tests, projects, written assignments, etc.

Documentation must be kept on all grades. All quizzes and tests must be kept on file in the student files until completion of the course in a locked file cabinet. Any grades recorded on a computer must be on a secured site. Grades are not to be entered into the system during instructional time.

All Instructors are to use the attached rubric for determining and computing daily work grades. This grid has been revised as per Instructors' input.

Daily work grades are not to account for more than 60% or less than 40% of the total reportable grade. This allows for each daily work grade to total 16 and is based on the above-mentioned rubric.

Students absent for reasons other than medical will not receive a grade for that day and are to be held accountable.

Students must complete a realistic make-up lesson and submit that lesson within one week of the student's return to school.

Make-up work is to be a separate effort. Work will be credited in only one category.

13. Computation of daily work grades will be based upon the attached rubric.

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 cooperation • 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 and language some-what 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

Section: Pupils
Title: Assessment and Review Program – Practical Nursing
Adopted: June 18, 2008
Deleted: June 12, 2013

213.1. ASSESSMENT AND REVIEW PROGRAM

Purpose of the Assessment and Review Program

An approved assessment and review program such as that offered by the Assessment Technologies Institute is designed to increase retention rate and success on the National Council Licensure Examination (NCLEX) utilizing comprehensive review texts, skills modules, online practice exams, and proctored pencil/paper exams.

Utilization of the Assessment and Review Program

An approved and designated assessment and review program will be used by instructors for individual course assignments, remediation, and retention. The students will receive pertinent instructional materials for their individual use and will be given access to approved websites which will provide online practice exams and skills modules.

Comprehensive course exams

Students must achieve a sixty (60%) percent on the individual proctored course exam for each of the following courses:

Nutrition	Basic Nursing Skills
Medical Surgical Nursing	Pharmacology
Maternity	Pediatrics
Mental Health	

Students who fail to achieve a sixty (60%) percent or above on the individual proctored exams will be required to enter into remediation and complete the online practice exams for the course until the score is ninety (90%) percent or above. Two weeks will be allotted to achieve the ninety (90%) percent. Students who do not achieve the ninety (90%) percent will be evaluated for dismissal from the program.

NCLEX Predictor Exam

The NCLEX predictor exam will be given six weeks prior to graduation. Students must achieve a sixty-five (65%) percent on the predictor exam in order to successfully complete the program.

Students who do not achieve a sixty-five (65%) percent on the exam will be placed in remediation utilizing an approved assessment and review program. The students will be required prior to graduation to retake the NCLEX predictor exam and achieve the sixty-five (65%) percent in order to graduate from the Practical Nursing Program.

Western Area Career & Technology Center

Section: Pupils

Title: Student Academic Progress Policy – Practical Nursing

Adopted: April 22, 2009

Deleted: June 12, 2013

213.2. STUDENT ACADEMIC PROGRESS POLICY – PRACTICAL NURSING

Satisfactory academic performance and attendance are necessary to maintain student academic progress and Title IV Financial Aid eligibility.

Academic Progress

At the completion of each level, students must have a 75% (C) in all courses and achieve a satisfactory clinical evaluation in courses with a clinical component.

Any student whose grade falls below 75% at midterm in any course will be placed on academic probation for the remainder of the course. The student will meet with the instructor of the course to develop an action plan for improvement. The student's progress will be monitored by the instructor.

If the student's academic performance improves and the course grade is above a 75% at the end of the level, the student will be removed from probation. If the student fails to improve and the course grade remains below a 75%, the student will be evaluated for dismissal from the program according to the Retention Policy.

If the student is an academic dismissal, he/she will be permitted one readmission to the program according to the Readmission Policy.

Attendance

Attendance is recorded daily. Students must complete the Practical Nursing Program within 150% of the program hours or 2373 hours. If a student is dismissed for absenteeism, he/she will be permitted one readmission to the program according to the Readmission Policy.

Appeals

When a student is dismissed from the Practical Nursing Program for failure to maintain academic progress and attendance, he/she may appeal the decision by providing the following within five (5) days to the Adult Education Supervisor:

- Provide in writing the appeal request.
- Provide documentation of all assignments, test scores, and evaluations to support appeal.
- Provide excuses for each absence.

Upon receipt of the appeal and related documentation, the Adult Education Supervisor will confer with a member of the faculty and the Director of the school or his/her designee. The Adult Education Supervisor will reply in writing within five (5) scheduled school days giving the decision of the reviewers. This decision will be final and no further appeal will be permitted.

If the student is permitted to continue in the program, he/she will be placed on probation for a period of six (6) weeks to demonstrate compliance with satisfactory academic/attendance progress.

Section: Pupils
Title: Student Records
Adopted: March 26, 2003
Reviewed: January 24, 2007

216. STUDENT RECORDS

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. Western Area Career & Technology Center will maintain educational records for students for legitimate educational purposes.

Education Records include any information or data recorded in any medium, which is directly related to a student and maintained by Western Area Career & Technology Center or by a person acting on behalf of Western Area Career & Technology Center.

The term Education Records does not include:

1. Records that are kept in the sole possession of the maker of the records, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. The records maintained solely for law enforcement purposes by Western Area Career & Technology Center law enforcement units.
3. Employment records made and maintained in the normal course of business and related exclusively to the individual in that individual's capacity as an employee and are not available for use for any other purpose.
4. Records on a student who is 18 years of age or older, or is attending an institution of post-secondary education that are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity and used only in the treatment of the student and not available to individuals other than those providing the treatment. (Treatment does not include remedial educational activities or activities that are part of the Western Area Career & Technology Center program of instruction.)

The Joint Operating Committee recognizes its responsibility for compilation, retention, disposition, and security of student records. The Joint Operating Committee also recognizes the legal requirements to maintain the confidentiality of student records.

The Joint Operating Committee shall adopt a comprehensive plan for all aspects of student records that conforms to the mandates of the Family Educational and Privacy Act (FERPA) and its regulations; the Guidelines for the Collection of Health records as required by law, Maintenance, and Dissemination of Student Records; and the Standards for Special Education. Only educational records mandated by federal and state statutes and regulations

Parents, guardians, and eligible students eighteen (18) years and older shall be notified annually, in the student handbook and upon initial enrollment, of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.

The Director or designee shall be responsible for developing and implementing a comprehensive plan for records of regular and exceptional students that meets the requirements of all state and federal statutes and regulations and is approved by the Joint Operating Committee.

The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining, and disseminating student information and providing access to authorized persons.

In accordance with law, each teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.

The school's plan for compilation, retention, disclosure, and security of student records shall provide for the following

1. Informing parents, guardians, and eligible students of their rights and the procedures to implement those rights.
2. Permitting appropriate access by authorized persons and officials, describing procedures for access, and listing copying fees.
3. Enumerating and defining the types, locations, and persons responsible for student records maintained by the school.
4. Establishing guidelines for disclosure of information and data in student records.
5. Maintaining a record of access and release of information for each student's records.
6. Assuring appropriate retention and security of student records.
7. Transferring education records and disciplinary records to other school districts.

Procedures for disclosure of student records shall apply equally to military recruiters, colleges and universities, and prospective employers.

The annual notice of rights shall inform parents, guardians, and eligible students of the following:

1. The right to inspect and review the student's education record within thirty (30) days of the school's receipt of the request for access.
2. The right to request amendment of the student's education records that the parent, guardian, or eligible student believes are inaccurate, misleading, or otherwise violate the privacy rights of the student.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records except to the extent that FERPA and state laws authorize disclosure without consent.
4. The school will maintain discipline records for action taken against a student for conduct in violation of school rules.
5. Such disciplinary records will be disclosed to teachers and school officials within the school or in other schools who have a legitimate educational interest in the behavior of the student.
6. The school shall determine when the disclosure of other information from a student's disciplinary record is appropriate.
7. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the school discloses certain materials without prior consent.
8. The right to refuse to permit the designation of any or all categories of directory information.
9. The right to request that prior written parental consent be obtained prior to providing military recruiting officers access to secondary school students' names, addresses, and telephone numbers.

**STUDENT RECORDS
NOTIFICATION OF RIGHTS
PARENTS/GUARDIANS/ELIGIBLE STUDENTS**

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's educational records, as follows:

1. The right to inspect and review the student's education records within thirty (30) days of the school's receipt of a request for access.

A parent/guardian or eligible student making a request must submit to the school Director (or appropriate school official) a written request that identifies the record(s) he/she wishes to inspect. The Director will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The right to request amendment of the student's records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise violates the privacy rights of the student.

A parent/guardian or eligible student may request the school to amend a record he/she believes is inaccurate, misleading, or violates the privacy rights of the student by clearly identifying in writing the part of the record he/she wants changed and specifying why it is inaccurate, misleading, or violates the privacy rights of the student. The request shall be made in writing to the Director or appropriate school official.

If the school decides not to amend the record as requested, the Director will notify the parent/guardian or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure of personally identifiable information can be made without consent to the following:

- A. School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This will include the disclosure of disciplinary information regarding conduct that posed significant risks to the safety or well being of the student or others. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school 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 school official in performing his/her tasks.
- B. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information will be included. The school will make a reasonable attempt to notify the student's parent/guardian prior to the disclosure of information and will provide the parent/guardian with a copy of the record if so requested.
- C. Authorities, named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and state and local educational authorities.
- D. Officials connected with a student's application for a receipt of financial aid.

- E. State and local officials who are required to get specific information pursuant to state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the state statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by state law, without prior written consent of the parent/guardian.
- F. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
- G. Accrediting institutions.
- H. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
- I. Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the school will make reasonable efforts to notify the parent/guardian or eligible student to comply with the subpoena or court order.

(The school may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent/guardian or eligible student.)

- 4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school 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
600 Independence Avenue, SW
Washington, DC 20202-4605

- 5. The right to refuse to permit the designation of any or all of the categories of directory information.

The school is permitted by law to disclose directory information without written consent of the parent/guardian or eligible student. The parent/guardian or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the Director by the first two weeks of the current school term.

Directory information which may be released may include the student's name, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; and other similar information.

- 6. The right to request that information not be provided to military recruiting officers.

Federal law mandates the disclosure of secondary school students' names to military recruiters unless the parent or student requests that it not be released without prior written parental consent. Parents/Guardians and eligible students, therefore, have the right to request that prior written parental consent be obtained prior to providing military recruiting officers access to secondary school students' names, addresses, and telephone numbers.

NOTIFICATION TO PARENTS

Dear Parent/Guardian:

Pursuant to the federal No Child Left Behind Act (20 U.S.C. #7908), the 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 this form below and return it to the Supervisor of Career & Technical Education prior to September 15th.

Reservation of Consent for the Release of Certain Student Information Under the No Child Left Behind Act

Please do not release the name, address and telephone number of _____
Name of Student
 to military recruiters and/or institutions of higher learning.

Print Name of Student	Home School	Grade
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Parent's/Guardian's Signature (or Student if age 18 or older)	Date
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Section: Pupils
Title: Student Discipline
Adopted: March 26, 1986
Revised: January 24, 2007
Revised: August 8, 2012

218. STUDENT DISCIPLINE

The Western Area Career & Technology Center Joint Operating Committee acknowledges that conduct is closely related to learning. An effective instructional program requires a wholesome, safe, and orderly school environment. The efficacy of the technical education program is, in part, reflected in the behavior of students.

The Joint Operating Committee shall require each student to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school. Such rules shall require that students:

- Conform to reasonable standards of socially acceptable behavior
- Conform to safety regulations and exhibit behavior that is appropriate in the technical program area
- Respect the rights, person, and property of others
- Preserve the degree of order necessary to the educational program in which they are engaged
- Obey constituted authority and respond to those who hold that authority

Reassignment

Western Area Career & Technology Center 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. For these reasons, certain actions by a student are considered serious enough to warrant reassignment back to the home school. A student who continuously misbehaves and jeopardizes the safety of others will be recommended for reassignment to the Joint Operating Committee by the Director.

A student will be reassigned from his/her course at the Western Area Career & Technology Center to a full day of classes at the home school for reasons as listed in the attached Suspensions and Reassignments.

SUSPENSIONS

Description	Behavior	Action
Level I		One-Day Suspension (May be In-School)
<p>Minor misbehaviors on the part of a student which interferes with orderly classroom procedures or operation of the school.</p>	<p>Non-defiant classroom disruptions (failure to complete assignments failure to carry out directions, failure to comply with regulations).</p> <p>Unauthorized use of tobacco product (1st time).</p> <p>Unauthorized absence from the classroom or shop.</p> <p>Inappropriate public display of emotions or affections.</p> <p>Violation of the school driving regulations or unauthorized passenger.</p> <p>Use of nuisance device.</p> <p>Possession of obscene literature (The literature will be taken from the student and given to the parents).</p>	<p>A letter will be sent to the parents and home school.</p> <p>Discipline record will be maintained.</p> <p>Please see Smoking and Use of Tobacco Products.</p> <p>(Loss of driving privileges for 3 days)</p> <p>Item removed until end of school day.</p>
Level II		Three-Day Suspension
<p>Frequent occurrence which tends to disrupt the learning climate of the school.</p> <p>Not a direct threat to the safety of others; however, the educational consequences are serious enough to require corrective action.</p>	<p>Second occurrence of behavior in Level I.</p> <p>Classroom, hall, locker room, or shop disruption.</p> <p>Disrespectful action or speech toward a member of the school staff or another student: --when it disrupts educational process or class activities --violates the rights of others --rude, vulgar, or obscene language or actions</p> <p>Violation of a safety regulation.</p> <p>(Student will be required to make restitution for any damages.)</p> <p>Bullying – Physical, verbal, psychological, relational or cyber-bullying.</p> <p>Unauthorized absence from the school grounds.</p> <p>Vandalism of the school or another student's property. (Student will be required to make restitution for damages.)</p> <p>Fighting (1st time).</p>	<p>A letter will be sent to the parents and home school.</p> <p>Discipline record will be maintained.</p> <p>A parental conference will be held.</p> <p>Nuisance device confiscated and given to parent/guardian.</p> <p>Please see Smoking and Use of Tobacco Products</p>
Level III		Five-Day Suspension
<p>Harm to another person and the consequences pose a direct threat to the safety of others</p>	<p>Second occurrence of behavior in Level II.</p> <p>Third occurrence of behavior in Level I.</p> <p>Repeated/excessive rude, vulgar, or obscene language towards faculty, staff or another student.</p>	<p>A letter will be sent to the parents and home school.</p> <p>Discipline record will be maintained.</p> <p>Informal hearing will be held.</p> <p>Please see Smoking and Use of Tobacco Products.</p>

Description	Behavior	Action
Level IV		Ten-Day Suspension
<p>These acts might be considered criminal but most frequently will be handled by a disciplinary mechanism in the school.</p>	<p>Second occurrence of behavior in Level III.</p> <p>Third occurrence of behavior in Level II.</p> <p>Fourth occurrence of behavior in Level I.</p> <p>Illegal use or possession of, or under the influence of any alcoholic beverage, drug, narcotic, or other foreign substance in the school or on the school grounds (1st time). Students will be required to participate in a student assistance program.</p> <p>Stealing – Student will be held liable and be required to make restitution for the stolen property (1st time).</p> <p>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” will be defined in accordance with Act 26 (PA School Law Governing Student Possession of Weapon).</p>	<p>A letter will be sent to the parents and home school.</p> <p>Discipline record will b maintained.</p> <p>Informal hearing will be held in compliance with Act 26..</p> <p>Please see Smoking and Use of Tobacco Products.</p>

NOTE: For certain minor infractions, student may receive a documented warning for first offence or in-school suspension. This table serves as a guide for discipline procedures only.

REASSIGNMENTS

Description	Behavior	Action
Level V		Reassignment
<p>Criminal acts that are serious enough to remove the students from the school.</p> <p>Intervention by law enforcement authorities and/or the school’s Joint Operating Committee.</p>	<p>Second occurrence of behavior in Level IV.</p> <p>Third occurrence of behavior in Level III.</p> <p>Fourth occurrence of behavior in Level II.</p> <p>Fifth occurrence of behavior in Level I.</p> <p>Setting off a false alarm.</p> <p>Making a bomb threat.</p> <p>Assaulting a member of the staff.</p>	<p>A letter will be sent to the parents and home school.</p> <p>Discipline record will be maintained.</p> <p>A formal hearing will be held.</p> <p>Please see Smoking and Use of Tobacco Products.</p>

Section: Pupils
Title: Possession of Weapons and Dangerous Instruments
Adopted: January 24, 2007

218.1. POSSESSION OF WEAPONS AND DANGEROUS INSTRUMENTS

The Western Area Career & Technology Center Joint Operating Committee acknowledges that an orderly school environment is necessary for an effective instructional program and productive work place. In order to provide for an orderly school environment and safe work place, the possession of weapons and dangerous instruments, and/or look-alike weapons and dangerous instruments by students, while on school grounds, at school sponsored activities, in any student-maintained vehicle on school grounds, or at any school sponsored activity, or in any vehicle provided by the Western Area Career & Technology Center, is strictly prohibited.

Definitions

Weapon. The term weapon as used in this policy shall include any tool, instrument, or implement capable, or having the appearance of being capable, of inflicting bodily injury and possessed or used under circumstances not manifestly appropriate for or reasonably associated to educational or work related purposes. Furthermore, the term weapon shall also include, but not be limited to, any knife, cutting instrument, ice-pick, cutting tool, fabricated device, club, chains, blackjack, metal knuckles, firecrackers, explosive device, nun-chuck stick, slingshot, firearms, including starter pistols, all hand guns and rifles, or similar loaded devices from which a projectile can be discharged (including a pellet gun, B.B. gun, etc.) and firearms or other weapons which are not loaded or which lack a component part or device necessary to render it immediately operable.

Dangerous Instrument. Any item or instrument in the possession of a student that when used inappropriately, is capable or has the appearance of being capable of inflicting bodily injury. As used herein, dangerous instrument shall also include pepper spray, mace, and similar items.

1. Possession. Possession shall mean the keeping or holding of a prohibited item(s) on the person, in his/her personal property (ex. Book bag, gym bag, purse), in the locker or desk of the person, or in any other place where the person exercises exclusive use, in a vehicle provided by the Western Area Career & Technology Center, or in a vehicle operated by a student or staff member of the district. Possession shall include having the care, custody and control of a prohibited item. Control shall include the ability to "direct" another person who is in possession or has possession of prohibited item(s).
2. Look-Alike Weapon or Dangerous Instrument. Any object or device which is not a weapon or dangerous instrument as defined herein, by which, in its overall appearance, substantially resembles in size, shape, color and markings or lack thereof, a weapon or a dangerous instrument.

Authority

1. The possession of weapons or dangerous instruments and/or look-alike weapons and dangerous instruments by students of the Western Area Career & Technology Center shall be prohibited on school grounds or at school sponsored activities, while on their person or in any vehicle maintained by a student or provided by Western Area Career & Technology Center.
 - a. The prohibition against the possession of weapons and dangerous instruments and/or look-alike weapons and/or dangerous instruments shall not apply where the student's possession of the item is in conjunction with a lawful Western Area Career & Technology Center supervised course, program or activity. The stated exception ceases when any threats or inappropriate behavior occurs in conjunction with possession of the device or when any concealment or effort to unlawfully remove the device from the location of usage occurs.

2. Students and/or parents shall be further notified that, any student found to be in possession of an unauthorized weapon or dangerous instrument and/or look-alike weapon or dangerous instrument in violation of the school policy, shall have the item confiscated and shall immediately forfeit said item(s) to the Western Area Career & Technology Center and/or appropriate local law enforcement agency. Moreover, students and/or parents are further advised that the Direction and/or his/her designee will immediately report the discovery of any prohibited weapons to the appropriate local law enforcement agency. The Joint Operating Committee will be notified immediately and information will be filed in the administrative office.
3. Students and their parents are advised that any student who is determined to have brought and/or possessed a weapon or dangerous instrument on any school property, to any school-sponsored activity, either on their person or in any student operated vehicle, or in any vehicle provided by the Western Area Career & Technology Center, shall be subject to discipline which may include suspension or expulsion from school within the Western Area Career & Technology Center and the home sending districts for a period of up to one year, which will be determined through Due Process Rights. In the case of an eligible student (as defined by special education regulations and standards), the Director and/or designee shall take all steps necessary to comply with federal laws regarding the discipline of the eligible student. Actions related to expulsion are conducted by the sending school Board of Directors.
4. Staff members and students observing or otherwise becoming aware of weapons on school property, at school activities, in student operated vehicles, or in vehicles provided by the Western Area Career & Technology Center, shall report the same to the building Supervisor or his/her designee immediately.
5. The Western Area Career & Technology Center administrative office will report all incidents relating to expulsion under the policy to the Pennsylvania Department of Education and shall also maintain an official record of all incidents involving violence or the possession of weapons by students enrolled in the Western Area Career & Technology Center.
6.
 - a. Prior to the admission of any pupil to the Western Area Career & Technology Center, the parent, guardian, or other person having control or charge of the student shall, upon registration, provide a sworn statement indicating whether the pupil was previously suspended or expelled from any public or private school for an act or offense involving weapons, alcohol or drugs, or for an other willful act of violence committed on school property. Said statement shall be included in the student's disciplinary record. A request for a copy of the student's disciplinary record will be forwarded to the student's previous place of schooling immediately for verification.
 - b. Whenever a pupil transfers from Western Area Career & Technology center, a certified copy of the student's disciplinary record shall be forwarded, pursuant to Act 26 of 1995, to the school entity to which the pupil has been transferred, and within 10 days of the school's request. Permission of the parent or other person having control or charge of the student shall not be required for transfer of the student's disciplinary record to another school entity.
 - c. A student's disciplinary record will be available for inspection by the student and his parent, guardian, or other person having control or charge of the student, to school officials and to state and local law enforcement officials as provided by law.

Delegation and Responsibility

The Western Area Career & Technology Center administrative office shall promulgate such additional rules, regulations, and forms as are necessary to fulfill the purpose of this policy.

The Western Area Career & Technology Center administrative office shall publish and distribute annually to all students and their parents or legal guardians the rules of the Western Area Career & Technology Center regarding possession of a weapon and/or dangerous instrument and the potential sanctions.

**STUDENT INCIDENT REPORT
 VIOLATION OF WEAPONS/DANGEROUS INSTRUMENTS
 POLICY No. 218.1**

<p>Section I</p> <p>a) Name of individual involved _____ I.E.P. () Yes () No</p> <p>b) How was this incident brought to your attention? _____</p> <p>c) Was the weapon/dangerous instrument confiscated? () Yes** () No **If yes, was the parent(s)/guardian(s) notified? () Yes () No</p> <p>d) Description of weapon(s)/dangerous instrument(s) _____ _____</p> <p>e) Location(s) where weapon(s)/dangerous instrument(s) were confiscated/observed _____</p> <p>f) Was a local law enforcement agency immediately notified? () Yes () No</p>
<p>Section II</p> <p>a) Date(s) of Incident(s) _____</p> <p>b) Time(s) of Incident(s) _____</p> <p>c) Incident Summary (Individuals perceived to be in jeopardy) _____ _____ _____</p>
<p>Section III</p> <p>Witnesses Interviewed: _____ Statement Attached () Yes () No _____ Statement Attached () Yes () No _____ Statement Attached () Yes () No</p>
<p>Section IV</p> <p>Findings: _____ _____ _____ _____</p>
<p>Section V</p> <p>Disposition: _____ _____ _____ _____</p>
<p>Section VI</p> <p>Individual(s) Notified: Parent(s)/Guardian(s) of Student () Yes () No Director's Office () Yes () No Police () Yes () No Other _____ () Yes () No</p>

Signature of Person Completing Report _____ Date _____

EOE

Section: Pupils
Title: Laser Pointers, Electronic and Digital Nuisance Devices
Adopted: January 24, 2007

218.2. LASER POINTERS, ELECTRONIC AND DIGITAL NUISANCE DEVICES

The Western Area Career & Technology Center Joint Operating Committee recognizes that an orderly school environment is necessary for an effective instructional program to be performed. An orderly school environment does not include the possession or use of laser pointers and other electronic digital and nuisance devices by students while on school grounds, at school sponsored activities and on buses or other vehicles provided by the Western Area Career & Technology Center.

Definitions

Laser Pointers – Any device designed for use or used to point to, illuminate, identify or locate another object or site, which device amplifies light by the stimulated emission of radiation in the ultraviolet, visible or infrared regions of the spectrum.

Electronic and/or Digital Nuisance Devices – Any computerized digital or electronic device (i.e., camera, cellular telephone, and/or other communicative devices) that causes disruption by their presence.

Authority

1. The possession or use by students of the Western Area Career & Technology Center of laser pointers, electronic and digital nuisance devices shall be prohibited on school grounds, at school sponsored activities and on buses or other vehicles provided by the Western Area Career & Technology Center
2. The Joint Operating Committee reserves to the administration the right to confiscate any laser pointer, electronic and/or digital nuisance device, the use or possession of which is in violation of this policy.
3. On the first occasion that any student is using or in possession of a laser pointer, electronic and/or digital nuisance device in violation of this policy, the student's parents/legal guardians shall be notified, and the laser pointer, electronic and/or digital nuisance device shall be retained by the administration for the remainder of the school day/event at issue, at which time it shall be returned to the student's parents/legal guardians. Students and parents/legal guardians shall be warned that any future unauthorized use or possession by the student of the laser pointer, electronic and/or digital nuisance device in violation of this policy shall result in its immediate confiscation by the administration and its permanent forfeiture. .
4. On the second or any subsequent occasion that a student is using or in possession of a laser pointer, electronic and/or digital nuisance device in violation of this policy, the administration shall immediately confiscate the laser pointer, electronic and/or digital device and it shall be permanently forfeited to the Western Area Career & Technology Center and/or appropriate policy officials.
5. Violation of this policy may result in disciplinary action in accordance with school policy.
6. Students and parents/legal guardians are also advised that they may be held civilly and/or criminally responsible for any bodily injury or other harm, which may result from a student's use of a laser pointer, electronic and/or digital nuisance device in violation of this policy.

Delegation of Responsibility

The Director or designee shall promulgate such additional rules and regulations as are necessary to fulfill the purposes of this policy. The Director or designee shall designate such sanctions as he/she deems appropriate to the specific offence of possession or use of a laser pointer, electronic and/or digital nuisance device.

The Director or designee shall undertake reasonable and appropriate measures to inform students and parents/legal guardians of students attending the Western Area Career & Technology Center of the terms of this policy and the sanctions, which may be imposed, for violations of this policy.

WACTC

Western Area Career & Technology Center

Section: Pupils
Title: Sex Discrimination and Sexual Harassment
Adopted: September 28, 2005
Revised: January 24, 2007
August 11, 2020

218.3. Sex Discrimination and Sexual Harassment

Purpose

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, provides: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”

Sexual Harassment is a form of sex discrimination and the Office for Civil Rights, Department of Education issued Regulations implementing Title IX that specify how recipients of Federal financial assistance covered by Title IX, like the Western Area Career & Technology Center (“Center”), must respond to allegations of Sexual Harassment that are scheduled to become effective on August 14, 2020. The purpose of this Policy is to comply with these Regulations.

The Western Area Career & Technology Center Joint Operating Committee fully endorses and enforces this prohibition against Sex Discrimination and Sexual Harassment. The Joint Operating Committee advises all students and employees of the Center that sexual harassment in any form is prohibited. Such conduct shall result in disciplinary action, which may include suspension and/or expulsion as appropriate, and administered as outlined in the Student Discipline policy.

Definitions

Actual Knowledge means notice of Sexual Harassment or allegations of Sexual Harassment to a Center’s Title IX Coordinator or any official of the Center who has authority to institute corrective measures on behalf of the Center, or to any employee of an elementary and secondary school. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute Actual Knowledge. This standard is not met when the only official of the Center with Actual Knowledge is the Respondent. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the Center. “Notice” as used in this definition includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator.

Assistant Secretary shall mean the Assistant Secretary for Civil Rights of the Department of Education.

Complainant means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

Consent shall mean to give assent or approval. With respect to claims of Sexual Harassment, Consent shall not exist when the person engages in conduct constituting Sexual Harassment with a Complainant:

- (1) By Forcible Compulsion;
- (2) By threat of Forcible Compulsion that would prevent resistance by a person of reasonable resolution;

- (3) Who is unconscious or where the person knows that the Complainant is unaware that the Sexual Harassment is occurring;
- (4) Where the person has substantially impaired the Complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the Complainant, drugs, intoxicants or other means for the purpose of preventing resistance; or
- (5) Who suffers from a mental disability which renders the Complainant incapable of Consent.

Lack of resistance does not equal Consent. As used in this definition, Forcible Compulsion shall mean compulsion by use of physical, intellectual, moral, emotional or psychological force, either express or implied.

Deliberately Indifferent, as used in this Policy, shall mean the Center is Deliberately Indifferent only if its response to Sexual Harassment is clearly unreasonable in light of the known circumstances.

Designated Recipients shall include applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements.

Education Program or Activity includes locations, events, or circumstances over which the Center exercised substantial control over both the Respondent and the context in which the Sexual Harassment occurs.

Formal Complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the Center investigate the allegation of Sexual Harassment. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the Education Program or Activity of the Center with which the Formal Complaint is filed. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator, and by any additional method designated by the Center. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the Center) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party and must comply with the requirements of this Policy, including those related to conflicts of interest and bias.

Forcible Compulsion means compulsion by use of physical, intellectual, moral, emotional or psychological force, either express or implied.

Regulations means the Final Rule issued by the Office for Civil Rights, Department of Education on May 6, 2020 (as amended), amending the regulations implementing Title IX specifying how recipients of Federal financial assistance covered by Title IX must respond to allegations of Sexual Harassment consistent with Title IX's prohibition against sex discrimination.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the Center conditioning the provision of an aid, benefit, or service of the Center on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Center's Education Program or Activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v) (an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal

Bureau of Investigation such as rape, fondling, and statutory rape which contain elements of “without the consent of the victim.”), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Sufficient Details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment under § 106.30, and the date and location of the alleged incident, if known

Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the Center’s Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Center’s educational environment, or deter Sexual Harassment. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The Center shall maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the Center to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

Title IX means Title IX of the Education Amendments of 1972.

Policy:

Non-Discrimination Policy:

The Center shall update its Non-Discrimination policy to comply with the Regulations. Specifically, the Center shall confirm that it does not discriminate on the basis of sex in the Education Program or Activity that it operates and the Center is required by Title IX and the Regulations not to discriminate in such a manner.

The requirement not to discriminate in the Education Program or Activity extends to admission and employment, and that inquiries about the application of Title IX and the Regulations to the Center may be referred to the Center’s Title IX Coordinator, to the Assistant Secretary, or both.

The Center shall notify Designated Recipients of this Non-Discrimination Policy.

The Center shall prominently display this Non-Discrimination Policy on its website, if any, and in each handbook or catalog that it makes available to Designated Recipients.

The Center shall not use or distribute a publication stating that the Center treats applicants, students, or employees differently on the basis of sex except as such treatment is permitted by Title IX or the Regulations

Designation of Title IX Coordinator:

The Center shall designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this part, which employee shall be referred to as the “Title IX Coordinator.” The initial Title IX Coordinator shall be the Executive Director.

The Center shall notify Designated Recipients of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator.

The Center shall prominently display the contact information for the Title IX Coordinator on its website, if any, and in each handbook or catalog that it makes available to Designated Recipients.

Reporting Sex Discrimination and Sexual Harassment:

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

The Center shall develop a standard complaint for claims of sex discrimination, including Sexual Harassment.

Adoption of Grievance Procedures:

The Center shall adopt and publish grievance procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and the Regulations and a grievance process that complies with the Regulations for Formal Complaints.

The Center shall provide to Designated Recipients notice of the Center's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a Formal Complaint of Sexual Harassment, and how the Center will respond.

Grievance Procedures

Reports of sex discrimination not constituting Sexual Harassment will be investigated fully, promptly and confidentially, and appropriate action will be taken after which the Complainant will be advised that the matter has been addressed. A written report of the investigation will be prepared and retained in the Center central office and supplied to local law enforcement when appropriate.

Reports of sex discrimination that do constitute Sexual Harassment shall be governed by the following procedures and processes set forth in this Policy.

Response to Sexual Harassment:**1. General Response to Sexual Harassment**

The Center shall respond promptly in a manner that is not Deliberately Indifferent if it has Actual Knowledge of Sexual Harassment in an Education Program or Activity of the Center against a person in the United States.

The Center's response shall treat Complainants and Respondents equitably by offering Supportive Measures to a Complainant, and by following a grievance process that complies with this Policy and the Regulations before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures against a Respondent.

The Title IX Coordinator shall promptly contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

The Center shall comply with these requirements with or without the filing of a Formal Complaint.

2. Available Supportive Measures

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Supportive Measures are designed to restore or preserve equal access to the Center's Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Center's educational environment, or deter Sexual Harassment.

Supportive Measures made available by the Center may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

The Center shall maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the Center to provide the Supportive Measures.

The Title IX Coordinator shall be responsible for coordinating the effective implementation of Supportive Measures.

3. Process for Filing a Formal Complaint

Complainant may file any document with the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the Center investigate the allegation of Sexual Harassment. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information provided. The filing must contain the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint.

The Title IX Coordinator may also file a Formal Complaint. The Formal Complaint must be signed by the Title IX Coordinator and it must allege Sexual Harassment against a Respondent and request that the Center investigate the allegation of Sexual Harassment. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party and must comply with the requirements of this Policy, including those related to conflicts of interest and bias.

4. Emergency Removal

The Center may remove a Respondent from the Center's Education Program or Activity on an emergency basis, provided that the Center undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal (i.e., an individualized safety and risk analysis determines the Respondent poses an immediate threat to any person's physical health or safety), and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

The emergency removal provision shall only be used in response to threats to the physical health and safety of a person and shall not be used to prematurely punish Respondents by relying on a person's mental or emotional "health or safety" to justify an emergency removal, as the emotional and mental well-being of Complainants may be addressed by the Center via Supportive Measures. In addition, the emergency removal provision shall not apply where a Respondent poses a threat of illegal conduct (perhaps not constituting a threat to physical health or safety) that does not arise from the sexual harassment allegations.

Emergency Removal is not limited only to instances where a Complainant has alleged sexual assault or Rape. For example, if a Respondent threatens physical violence against the Complainant in response to the Complainant's allegations that the Respondent verbally sexually harassed the Complainant, the immediate threat to the Complainant's physical safety posed by the Respondent may "arise from" the Sexual Harassment allegations. As a further example, if a Respondent reacts to being accused of Sexual Harassment by threatening physical self-harm, an immediate threat to the Respondent's physical safety may "arise from" the allegations of Sexual Harassment and could justify an emergency removal.

The required individualized safety and risk analysis does not need to be based on objective evidence, current medical knowledge, or performed by a licensed evaluator. However, the Center may adopt a policy or practice of relying on objective evidence, current medical knowledge, or a licensed evaluator when considering emergency removals.

The Center may place a non-student employee Respondent on administrative leave during the pendency of a grievance process that complies with this Policy and the Regulations. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Grievance Process for Formal Complaints of Sexual Harassment:

The Center shall adopt a grievance process that complies with the requirements of this Policy and the Regulations. The Administration may adopt other provisions, rules, or practices as part of its grievance process for handling Formal Complaints, but they shall apply equally to both parties.

1. Basic Requirements for Grievance Process. The Center's grievance process shall:
 - a. Treat Complainants and Respondents equitably by providing remedies to a Complainant where a determination of responsibility for Sexual Harassment has been made against the Respondent, and by following a grievance process that complies with this Policy and the Regulations before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures against a Respondent. Remedies shall be designed to restore or preserve equal access to the Center's Education Program or Activity. Such remedies may include Supportive Measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.
 - b. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness;
 - c. Require that the Center's Title IX Coordinator(s), Investigator(s), Decision-Maker(s), or the person(s) designated to facilitate an informal resolution process, not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.
 - d. Include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
 - e. Include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the Center offers informal resolution processes, and a process that allows for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

- f. Describe the range of possible disciplinary sanctions and remedies or list the possible disciplinary sanctions and remedies that the Center may implement following any determination of responsibility.
 - g. State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard, apply the same standard of evidence for Formal Complaints against students as for Formal Complaints against employees, including faculty, and apply the same standard of evidence to all Formal Complaints of Sexual Harassment.
 - h. Include the procedures and permissible bases for the Complainant and Respondent to appeal.
 - i. Describe the range of Supportive Measures available to Complainants and Respondents.
 - j. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. Notice Requirements of the Grievance Process. Upon receipt of a Formal Complaint, the Center shall provide the following written notice to the parties who are known:
- a. Notice of the Center's Grievance Process.
 - b. Notice of the allegations of Sexual Harassment potentially constituting Sexual Harassment, including Sufficient Details (such the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known) known at the time and with sufficient time to prepare a response before any initial interview.
 - c. The written notice shall include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
 - d. The written notice shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review all evidence directly related to the allegations including exculpatory evidence, whether obtained by a party or other source.
 - e. The written notice shall inform the parties of any provision in the Center's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the Center decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided, the Center shall provide notice of the additional allegations to the parties whose identities are known.

3. Dismissal of Formal Complaint

- a. **Mandatory Dismissal:** If the conduct alleged in the Formal Complaint does not constitute Sexual Harassment even if proved, did not occur in the Center's Education Program or Activity, or did not occur against a person in the United States, then the Center **shall** dismiss the Formal Complaint with regard to that conduct for purposes of Sexual Harassment under Title IX or this part. Such a dismissal does not preclude action under another provision of the Center's code of conduct.
- b. **Discretionary Dismissal:** The Center **may** dismiss the Formal Complaint or any allegations therein, if at any time during the investigation or hearing: A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; the Respondent is no longer enrolled or employed by the Center; or specific circumstances prevent the

- c. Upon a dismissal required or permitted pursuant to this section, the Center shall promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.
4. Consolidation of Formal Complaints
 - a. The Center may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.
 5. Investigation of a Formal Complaint. The Center, through its duly-appointed Investigator(s), shall investigate the allegations in a Formal Complaint. When investigating a Formal Complaint and throughout the grievance process, the Center shall:
 - a. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the Center and not on the parties provided that the Center cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the Center obtains that party's voluntary, written consent to do so for a grievance process under this section. If a party is not an "eligible student," as defined in 34 CFR 99.3, then the Center shall obtain the voluntary, written Consent of a "parent," as defined in 34 CFR 99.3.
 - b. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
 - c. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
 - d. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the Complainant or Respondent in any meeting or grievance proceeding. However, the Center may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
 - e. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
 - f. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which the Center does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
 - g. Prior to completion of the investigative report, the Center shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have at least 10 days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

- h. The Center shall make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and
- i. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing (if a hearing is required under this section or otherwise provided) or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

6. Hearings

- a. Unless required by federal or state law, the Center's grievance process shall not provide for a hearing.
- b. If required by state law (i.e., in an expulsion proceeding), the grievance process hearing shall comply with federal and state law and applicable Center policies. See Policy No. 233 (Suspension and Expulsion)
- c. With or without a hearing, after the Center has sent the investigative report to the parties and before reaching a determination regarding responsibility, the Decision-Maker(s) shall afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- d. With or without a hearing, questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.
- e. The Decision-Maker(s) shall explain to the party proposing the questions any decision to exclude a question as not relevant.

7. Determination

- a. The Decision-Maker(s) cannot be the same person(s) as the Title IX Coordinator or the Investigator(s).
- b. The Decision-Maker(s) shall issue a written determination regarding responsibility. To reach this determination, the Center shall apply the standard of evidence described in this Policy.
- c. The written determination shall include:
 - i. Identification of the allegations potentially constituting Sexual Harassment;
 - ii. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
 - iii. Findings of fact supporting the determination.
 - iv. Conclusions regarding the application of the Center's code of conduct to the facts.
 - v. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the Center imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the Center's Education Program or Activity will be provided by the Center to the Complainant.

- vi. The Center's procedures and permissible bases for the Complainant and Respondent to appeal.
- d. The Center shall provide the written determination to the parties simultaneously.
- e. The determination regarding responsibility becomes final either on the date that the Center provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- f. The Title IX Coordinator is responsible for effective implementation of any remedies

8. Appeals

- a. Both parties may appeal from a determination regarding responsibility, and from a Center's dismissal of a Formal Complaint or any allegations therein, on the following bases:
 - i. Procedural irregularity that affected the outcome of the matter;
 - ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - iii. The Title IX Coordinator, Investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
- b. The Center may offer an appeal equally to both parties on additional bases.
- c. As to all appeals, the Center shall:
 - i. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - ii. Ensure that the Decision-Maker(s) for the appeal is not the same person as the Decision-Maker(s) that reached the determination regarding responsibility or dismissal, the Investigator(s), or the Title IX Coordinator;
 - iii. Ensure that the Decision-Maker(s) for the appeal complies with the standards set forth in paragraph (b)(1)(iii) of this section;
 - iv. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - v. Issue a written decision describing the result of the appeal and the rationale for the result; and
 - vi. Provide the written decision simultaneously to both parties.

9. Informal Resolution Process

- a. At any time prior to reaching a determination regarding responsibility, the Center may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the Center:
 - i. Provides to the parties a written notice disclosing: The allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal

Complaint, and any consequences resulting from participating in the information resolution process, including the records that will be maintained or could be shared.

- ii. Obtains the parties' voluntary, written Consent to the informal resolution process; and
 - iii. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
- b. Participation in the Informal Resolution process is voluntary. The Center shall not require as a condition of enrollment or continuing enrollment, or employment or continuing employing, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints of Sexual Harassment consistent with this section. The Center shall not require the parties to participate in an informal resolution process.
 - c. The Center shall not offer an informal resolution process unless a Formal Complaint is filed.

10. Recordkeeping

- a. The Center shall maintain for a period of seven (7) years records of:
 - i. Each Sexual Harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under paragraph (b)(6)(i) of this section, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the Center's Education Program or Activity;
 - ii. Any appeal and the result therefrom;
 - iii. Any informal resolution and the result therefrom; and
 - iv. All materials used to train Title IX Coordinators, Investigators, decision-makers, and any person who facilitates an informal resolution process. The Center shall make these training materials publicly available on its website, or, if the Center does not maintain a website, the Center shall make these materials available upon request for inspection by members of the public.
- b. For each response to Sexual Harassment required by this Policy and the Regulations, the Center shall create, and maintain for a period of seven (7) years, records of any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of Sexual Harassment.
 - i. In each instance, the Center shall document the basis for its conclusion that its response was not Deliberately Indifferent, and document that it has taken measures designed to restore or preserve equal access to the Center's Education Program or Activity.
 - ii. If the Center does not provide a Complainant with Supportive Measures, then the Center shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances.
 - iii. The documentation of certain bases or measures does not limit the Center in the future from providing additional explanations or detailing additional measures taken.

11. Training Requirements for the Grievance Process. The Center shall:

- a. Ensure that Title IX Coordinators, Investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of Sexual Harassment, the scope of the Center's Education Program or Activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially,
- b. Ensure that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.
- c. Ensure that Investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth this Policy.
- d. Ensure that any materials used to train Title IX Coordinators, Investigators, decision-makers, and any person who facilitates an informal resolution process, do not rely on sex stereotypes and do promote impartial investigations and adjudications of Formal Complaints of Sexual Harassment.
- e. Make its training materials publicly available on its website, or, if the Center does not maintain a website, make these materials available upon request for inspection by members of the public.

12. Retaliation Prohibited

- a. No person or the Center shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, the Regulations or this Policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.
- b. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.
- c. The Center shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.
- d. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination that have been adopted by the Center.

Administrative Responsibility:

The Executive Director's office is directed to establish appropriate procedures and forms for the processing of any such complaints, to advise staff, students, and parents or legal guardians of the content of this policy as required by law, to address any concerns relating to this policy and to take all the additional steps necessary to comply with this policy.

Grievance Procedures Policy No. 218.3

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

These procedures shall be followed when a Formal Complaint alleging Sexual Harassment has not been filed, but there are allegations of prohibited and/or inappropriate conduct of a sexual nature that may constitute sex discrimination.

1. Complaints should be submitted to the Title IX Coordinator as soon as the objectionable conduct occurs, or otherwise as soon as possible after the incident. This complaint can be oral or written.
2. The Title IX Coordinator shall promptly contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.
3. If a Formal Complaint is not filed, the Title IX Coordinator or other Investigator, as applicable, will interview the Complainant and, thereafter, conduct a thorough investigation of the factual allegations of the complaint as expeditiously as possible. Witnesses, if any, such as employees, supervisors, students, visitors, etc., will be interviewed where appropriate. Before the investigation shall be considered completed, the individual(s) accused of shall be informed of the basis of the complaint and shall be afforded the opportunity to respond to the same. The Investigator shall make a written record of his or her investigation, which shall include the dates of all meetings/interviews, the persons present at such meetings/interviews, and the basic content of such meetings/interviews. All of the information obtained in the Executive Director's or Superintendent of Record's investigation will be kept in the maximum confidence permitted or required by law.
4. A written report of the investigation will be prepared and retained in the Center central office and supplied to local law enforcement when appropriate.
5. Upon the conclusion of the investigation, the Executive Director or Superintendent of Record, where applicable, shall attempt to resolve the matter to the mutual satisfaction of the parties involved. If the complaint cannot be resolved to the mutual satisfaction of the parties involved, the Executive Director or Superintendent of Record, as applicable, shall make a determination as to whether inappropriate conduct of a sexual nature (not constituting Sexual Harassment), has occurred.
6. If it is determined that such conduct has occurred, appropriate disciplinary action will be issued or recommended by the Executive Director or Superintendent of Record, if applicable.
7. Disciplinary action involving an employee may include, without limitation, a written reprimand and/or suspension; or the Executive Director or Superintendent of Record may recommend to the Joint Operating Committee the dismissal of the employee, subject to any procedures required either by any applicable collective bargaining agreement or in accordance with the Public School Code of 1949, as amended, and the policies and procedures of the Western Area Career & Technology Center.
8. Disciplinary action involving a student may include, without limitation, detention, in-school suspension, or out-of-school suspension for a period not exceeding ten (10) school days or the Executive Director may recommend expulsion of the student to the student's school district's Board of School Directors.

Formal Complaints of Sexual Harassment shall be governed by the Grievance Process.

Grievance Process for Formal Complaints of Sexual Harassment Policy No. 218.3

Basic Requirements

1. Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment) in person, by mail, by telephone, or by electronic mail, using the above-contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The Center shall make a complaint form available.
2. Complaints should be submitted to the Title IX Coordinator as soon as the objectionable conduct occurs, or otherwise as soon as possible after the incident. This complaint can be oral or written.
3. The Title IX Coordinator shall promptly contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.
4. If a Formal Complaint is filed, the Center shall ensure that Complainants and Respondents are treated equitably by:
 - a. Providing remedies to a Complainant where a determination of responsibility for Sexual Harassment has been made against the Respondent; and
 - b. Following this grievance process before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures against a Respondent.
5. Remedies shall be designed to restore or preserve equal access to the Center's education program or activity. Such remedies may include Supportive Measure; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.
6. Require an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence.
7. Credibility determinations shall not be based on a person's status as a Complainant, Respondent, or witness.
8. Any individual designated as a Title IX Coordinator, Investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.
9. There is a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Time Frames

1. Whenever possible, the Center shall commence its investigation within forty-eight hours of receiving a Formal Complaint.
2. The Title IX Coordinator shall issue the required Written Notice within one day of instituting its investigation.
3. The Title IX Coordinator shall, within 15 days issuing the Written Notice, determine whether the Formal Complaint must be dismissed (i.e., the conduct alleged in the formal complaint: would not constitute Sexual Harassment even if proved, did not occur in the Center's education program or activity, or did not occur against a person in the United States) and, if appropriate, dismiss the Formal Complaint.

4. The nature and extent of the investigation to be conducted may vary from case to case and shall be determined by the circumstances involved, including the nature and severity of the alleged conduct, the existence and number of witnesses and the existence of disputed facts,
5. If possible, the Investigator shall complete its investigation and send to each party and the party's advisor the evidence that is subject to inspection and review within 15 days of issuance of the Written Notice.
6. The parties shall have 10 days to submit a written response, which the Investigator will consider prior to completion of the Investigative Report.
7. Within 7 days of receiving the last written response from the parties, the Investigator(s) shall complete its Investigation Report and send it to the parties. If warranted, the Investigation Report shall contain a notification of charges and proposed discipline.
 - a. If the proposed discipline is an expulsion, the Center shall follow the procedures for a formal hearing set forth in 22 Pa. Code § 12.8, as amended.
 - b. If the proposed discipline recommends that the student receive an in-school suspension, the Center shall follow the procedures set forth in 22 Pa. Code § 12.7, as amended.
 - c. If the proposed discipline recommends a suspension that exceeds three school days, suspension, the Center shall follow the informal hearing procedures set forth in 22 Pa. Code §§ 12.6 and 12.8(c), as amended.
8. If the proposed discipline is expulsion, the parties and the Center administration shall submit a proposed scheduling order which shall include: 1) dates for the submission and answers to questions propounded on the other parties and witnesses, including limited follow-up questions; 2) proposed date for a formal hearing set forth in 22 Pa. Code § 12.8; and 3) if applicable, a waiver of statutory time limits.
9. If the proposed discipline is suspension that exceeds three school days the parties shall submit a proposed scheduling order which shall include: 1) dates for the submission and answers to questions propounded on the other parties and witnesses, including limited follow-up questions; 2) proposed date for a formal hearing set forth in 22 Pa. Code § 12.8; and 3) if applicable, a waiver of statutory time limits.
10. The Decision-Maker(s) shall promptly rule on objections to questions propounded on the opposing party and witnesses. If any objections are overruled, the decision-makers(s) shall order full and complete responses within a set time frame. If any objections are sustained, the Decision-Maker(s) must explain the basis for the decision to exclude a question as not relevant.
11. The Decision-Maker(s) may request that the parties submit proposed findings of fact, conclusions of law and legal argument.
12. If applicable, following submission of the last proposed findings of fact, conclusions of law and legal argument, each party may submit a reply.
13. Within 30 days of the final submissions of the parties, the Decision-Maker(s) shall issue their written determination.
14. Within 15 days of the issuance of the written determination, both parties may appeal from a determination regarding responsibility and from a recipient's dismissal of a Formal Complaint or any allegations therein to the Appeal Decision-Maker(s).
15. Within 15 days of such appeal, both parties may submit a written statement in support of, or challenging, the written determination.
16. Within 30 days of such appeal, the Appeal Decision-Maker(s) shall issue a written decision describing the result of the appeal and the rationale for the result and shall provide the written decision simultaneously to both parties.

17. At any time prior to reaching a determination regarding responsibility, the Center may facilitate an informal resolution process as described in this policy. Any time prior to agreeing at a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint. The timelines set forth above related to the grievance process with respect to the Formal Complaint shall be tolled while the parties are engaged in an informal resolution process. The Informal Resolution Process shall take no longer than 30 days.
18. Any party or the Center may seek a temporary delay of the grievance process or the limited extension of time frames for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities; or the consent of the parties. If granted, the Center shall provide written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

Disciplinary Sanctions and Remedies

If it is determined that Sexual Harassment has occurred, appropriate disciplinary action will be issued or recommended by the Investigator(s), if applicable.

Disciplinary action involving an employee may include, without limitation, a written reprimand and/or suspension; or the Director or Superintendent of Record may recommend to the Joint Operating Committee the dismissal of the employee, subject to any procedures required either by any applicable collective bargaining agreement or in accordance with the Public School Code of 1949, as amended, and the policies and procedures of the Western Area Career & Technology Center.

Disciplinary action involving a student may include, without limitation, detention, in-school suspension, or out-of-school suspension for a period not exceeding ten (10) school days or the Director may recommend expulsion of the student to the student's school district's Board of School Directors.

In addition, Complainant shall be entitled to appropriate Supportive Measure and the Center shall take prompt, effective remedial action to eliminate the harassing conduct and prevent future incidents of harassment.

For students, occurrences of prohibited and/or inappropriate conduct of a sexual nature which are not within the legal definition of Sexual Harassment, or otherwise do not rise to the level of and/or constitute Sexual Harassment, will be addressed pursuant to applicable Policies and principles and procedures of the Center, including the applicable Code of Student Conduct, and will result in disciplinary action as may be appropriate. For employees, the Center, in such circumstances, will impose appropriate disciplinary action on the offending party commensurate with the severity of the offense, up to and including possible termination of employment.

Standard of Evidence

The standard of evidence to be used to determine responsibility is the preponderance of the evidence standard. The Center shall apply this standard of evidence for Formal Complaints against students as for Formal Complaints against employees, including faculty, and shall apply the same standard of evidence to all Formal Complaints of Sexual Harassment.

Privileges

The Title IX Coordinator, Investigator(s), Decision-Maker(s), and Appeal Decision makers (or any other representative of the Center) shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Appeals

Either party may appeal from a determination regarding responsibility, and from the Center's dismissal of a Formal Complaint or any allegations therein, on the following bases:

- a. Procedural irregularity that affected the outcome of the matter;

- b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- c. The Title IX Coordinator, Investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter

Appeals of the determination of the original Decision-Maker(s) shall be filed with the Title IX Coordinator via email, mail or in person within 20-days of receipt of the determination.

Appeals of the determination of the Appeal Decision-Maker may be appealed pursuant to the Local Agency Law.

Supportive Measures

The range of Supportive Measures made available by the Center to Complainants and Respondents shall include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

The Center shall maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the Center to provide the Supportive Measures.

EOE



Information to be Prominently Displayed on Website and Provided to Designated Recipients

Nondiscrimination Policy

The Western Area Career & Technology Center shall not 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 shall provide 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.

The Center shall not use or distribute any publication stating that the Center treats applicants, students, or employees differently on the basis of sex except as such treatment is permitted by Title IX or the applicable regulations.

The requirement not to discriminate in the Education Program or Activity extends to admission and employment, and that inquiries about the application of Title IX and the Regulations to the Center may be referred to the Center's Title IX Coordinator, to the Assistant Secretary, or both

Title IX Coordinator

Name/Title: Dr. Dennis J. McCarthy, Executive Director and Title IX Coordinator
Office Address: Western Area CTC, 688 Western Avenue, Canonsburg, PA 15317
Email Address: DMcCarthy@wactc.net
Telephone Number: 724-746-2890

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed above for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator above.

EOE

Form A



Written Notice to Parties - Upon Receipt of a Formal Complaint

To: [NAME]
[ADDRESS]

Please be advised that the Western Area Career and Technology Center (“Center”) has received a Formal Complaint of Sexual Harassment pursuant to Title IX and the applicable regulations. The Center is required to investigate every Formal Complaint. Throughout the investigation, the Center shall provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. In addition, the Center shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The Center shall provide written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for each party to prepare to participate. Attached as Exhibit A is a copy of the Center’s Grievance Process for Formal Complaints.

Notice of Allegations of Sexual Harassment

The following allegations of sexual harassment potentially constituting sexual harassment have been made:

Complainant (if known): _____

Respondent (if known): _____

Date and location of alleged incident (if known): _____

Conduct allegedly constituting Sexual Harassment: _____

Presumption

The Respondent is presumed not responsible for the alleged conduct. A determination regarding responsibility will be made at the conclusion of the grievance process.

Right to an Advisor

Each party shall have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and the Center shall not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding. However, the Center may establish restrictions (which shall apply equally to both parties) regarding the extent to which the advisor may participate in the proceedings.

Right to Inspect and Review Evidence

Each Party shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the Center does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

Prior to completion of the investigative report, the Center shall must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

Code of Conduct

Pursuant to the Center's Code of Conduct, knowingly making false statements or knowingly submitting false information during the grievance process is prohibited.

Investigation of Additional Allegations

If, in the course of an investigation, the Center decides to investigate allegations about the Complainant or Respondent that are not included in this notice, the Center shall provide notice of the additional allegations to the parties whose identities are known.

EOE

WACTC

Western Area Career & Technology Center

SEXUAL DISCRIMINATION COMPLAINT FORM

Submit to (email, mail or in-person):

Dr. Dennis J. McCarthy, Executive Director and Title IX Coordinator
Western Area CTC, 688 Western Avenue, Canonsburg, PA 15317
DMcCarthy@wactc.net
724-746-2890

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment) in person, by mail, by telephone, or by electronic mail, using the above-contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Nature of Complaint

- | | |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Verbal/Written Harassment or Abuse | <input type="checkbox"/> Unwelcomed touching |
| <input type="checkbox"/> Pressure for sexual activity | <input type="checkbox"/> Suggesting/demanding sexual involvement with implied threat concerning one's grades |
| <input type="checkbox"/> Repeated remarks/gestures to a person with sexual or demeaning implications | <input type="checkbox"/> Intimidating behavior (cornering/blocking) |
| <input type="checkbox"/> Displaying sexually suggestive materials | <input type="checkbox"/> Other: _____ |

Your name and best way to contact you: _____

Are you a student: _____ If yes, what Grade/Year: _____

Are you an employee? _____ If yes, what is your position? _____

Are you submitting this on your own behalf or on behalf of someone else? _____

If submitting on behalf of someone else, please identify them and provide contact information. _____

Describe the conduct that brought you here. _____

When did this occur (date and time)? _____

Where did this occur? _____

Who is/are the perpetrators (name; relationship to the Center)? _____

Who else was present when this incident occurred? _____

What was their involvement? _____

Please attach a written description of this/these incident(s). Please include as much detail as possible.

I have reviewed the above information and it is factual as I have reported it. I understand that the privacy of the charging party and the person accused of sexual harassment will be kept strictly confidential and will only be discussed on a need to know basis as a means of investigating and resolving this matter. However, the

Center shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

I understand that the Title IX Coordinator shall promptly contact me (or, if I am not the alleged victim, the alleged victim) to discuss the availability of Supportive Measures, consider my wishes with respect to Supportive Measures, inform me of the availability of Supportive Measures with or without the filing of a Formal Complaint, and explain to me the process for filing a Formal Complaint.

Signature of Person Filing Report*

Date

*** Signatures may be physical or digital, or otherwise indicates that the signing person is the person filing the complaint of sex discrimination.**

Signature of Title IX Coordinator
(Upon Receipt)

Date

Oral Report:

Check Here if Title IX Coordinator Received an Oral Report: _____

In an Oral Report, Title IX Coordinator should complete the Complaint. In addition, please note the following:

- Was the Oral Report submitted in person or over the phone? _____
- What was the date and time of the report? _____
- Where did the Title IX Coordinator receive the report? _____

Attach any notes taken by the Title IX Coordinator when receiving the Report.

Signature of Title IX Coordinator

Date

EOE

Form C



Western Area Career & Technology Center

**FORMAL COMPLAINT - SEXUAL HARASSMENT
COMPLAINANT**

Submit to (email, mail or in-person):

Dr. Dennis J. McCarthy, Executive Director and Title IX Coordinator
Western Area CTC, 688 Western Avenue, Canonsburg, PA 15317
DMcCarthy@wactc.net
724-746-2890

Complainant:

Name: _____ Date: _____ Position: _____ Birthdate: _____
Grade Level: _____ Building: _____
Home Address: _____
Phone: _____ Email: _____

Respondent: (If more than one, attach additional sheets)

Name: _____ Date: _____ Position: _____ Birthdate: _____
Grade Level: _____ Building: _____
Home Address: _____
Phone: _____ Email: _____

I allege that the allegations contained in my previously filed Sex Discrimination Complaint constitutes Sexual Harassment against the above-identified Respondent(s) and request that the Center investigate this/these allegation(s) of Sexual Harassment. Additional allegations/statements are attached to this Formal Complaint.

At the time of filing a Formal Complaint, I am participating in in or attempting to participate in the Education Program or Activity of the Center.

I have reviewed the above information and it is factual as I have reported it. I understand that the privacy of the charging party and the person accused of sexual harassment will be kept strictly confidential and will only be discussed on a need to know basis as a means of investigating and resolving this matter.

Signature of Complainant* Date

***A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the above-contact information. Any document alleging Sexual Harassment against a Respondent that is signed by a Complainant participating in or attempting to participate in the Education Program or Activity of the Center will be accepted. The Formal Complaint must include the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint.**

Signature of Title IX Coordinator Date

EOE



Western Area Career & Technology Center

SEX DISCRIMINATION
TITLE IX COORDINATOR QUESTIONS TO COMPLAINANT

Person Completing Report: _____ Date: _____

PERSONAL INFORMATION

Name: _____ Date: _____ Position: _____ Birthdate: _____

Grade Level: _____ Building: _____

Home Address: _____

Are you a student: _____ If yes, what Grade/Year: _____

Are you an employee? _____. If yes, what is your position? _____

Are you submitting this on your own behalf or on behalf of someone else? _____

If submitting on behalf of someone else, please identify them and provide contact information: _____

Describe the conduct that brought you here: _____

When did this occur (date and time)? _____

Where did this occur? _____

Please identify the perpetrator: (If more than one, attach additional sheets)

Name: _____ Date: _____ Position: _____ Birthdate: _____

Grade Level: _____ Building: _____

Home Address: _____

Phone: _____ Email: _____

Who else was present when this incident occurred? _____

What was their involvement? _____

If this happened before, was it similar to the most current situation? _____

Did you tell or otherwise communicate to this person that the behavior was unwelcomed (Note: Lack of resistance does not equal consent)? Yes ___ No ___ If yes, how did you communicate this? _____

What was this person's reaction when you told him/her it was unwelcomed? _____

How did you get along with this person before this incident? _____

Do you know if this has happened to anyone other than yourself? _____

How would you like to see this situation resolved? _____

What are your wishes with respect to Supportive Measures? _____

Supportive Measures shall be available with or without the filing of a formal Complaint. Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the Center's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The Center must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the Center to provide the supportive measures.

Do you alleged that the Complaint involves sexual harassment? Yes ____ No ____

Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v) ("an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation such as rape, fondling, and statutory rape), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Would you like to receive a Formal Complaint Form? Yes ____ No ____

A Formal Complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the Center investigate the allegation of sexual harassment.

Please give me a handwritten report of this incident(s). Please include as much detail as possible. (Attach to this report.)

I have reviewed the above information and it is factual as I have reported it. I understand that the privacy of the charging party and the person accused of sexual harassment will be kept strictly confidential and will only be discussed on a need to know basis as a means of investigating and resolving this matter.

_____ Signature of Complainant	_____ Date	_____ Signature of Person Filing Report	_____ Date
_____ Signature of Third Person Present during interview (if applicable)	_____ Date		

EOE

Form F



Western Area Career & Technology Center

**SEXUAL HARASSMENT SUMMARY REPORT
INTERVIEW RECORD -- ALLEGED HARASSER**

Person Completing Report: _____ Date: _____

PERSONAL INFORMATION

Name: _____ Date: _____ Position: _____ Birthdate: _____
Grade Level: _____ Building: _____
Home Address: _____

INCIDENT INFORMATION

"The purpose of this meeting is to talk about an allegation of possible sexual/racial harassment which may involve you. Would you like to have a third party present during this interview?" (A parent/guardian, legal counsel, union representative.)

(Describe the circumstances surrounding the complaint to the alleged harasser following guidelines stated in the Pre-Investigation Guidelines.)

Response of the alleged harasser: _____

Was anyone else present when this alleged incident occurred? Please give name(s). _____

What was their involvement? _____

How did the complainant respond to this alleged incident? _____

How have you gotten along with this person prior to this alleged incident? _____

Is there any statement you would like to add to this report? _____

Please give me a handwritten report of this alleged incident. (Attach to this report.)

Please be aware that these allegations have been brought forth and we will continue the investigation and fact finding before making a determination. Please understand that the privacy of the charging party and the person accused of sexual/racial harassment MUST be kept strictly confidential and will only be discussed on a need to know basis as a means of investigation and resolving this matter.

Signature of Accused Date Signature of Person Filing Report Date

Signature of Third Person Date
Present during interview (if applicable)

EOE

Section: Pupils
Title: Discipline of Student Convicted / Adjudicated of Sexual Assault
Adopted: February 24, 2021

218.3.1 DISCIPLINE OF STUDENT CONVICTED/ADJUDICATED OF SEXUAL ASSAULT

PURPOSE

The Western Area Career & Technology Center Joint Operating Committee recognizes the importance of a safe school environment for students who are victims of sexual assault. This policy addresses disciplinary requirements for a student convicted or adjudicated delinquent of sexual assault upon another student.

DEFINITIONS

Conviction – means the finding of guilty by a judge or a jury or the entry of a plea of guilty or *nolo contendere* for sexual assault whether or not judgment of sentence has been imposed.

School Setting – means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the school.

School-Sponsored Activity – means any assemblies, field trips, class trips, completion ceremonies, athletics, extracurricular activities, clubs, groups, teams, or any activities sponsored, held or approved by the school.

Sexual Assault – means any of the following offenses:

- Rape
- Statutory Sexual Assault
- Involuntary Deviate Sexual Intercourse
- Sexual Assault
- Aggravated Indecent Assault
- Indecent Assault

AUTHORITY

The Western Area Career & Technology Center Board shall comply with the disciplinary requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student enrolled in this school, regardless of whether the sexual assault took place inside or outside of the school setting.

DELEGATION OF RESPONSIBILITY

A student who is convicted of sexual assault upon another student enrolled in this school shall be required to notify the Executive Director or designee of the conviction no later than seventy-two (72) hours after the conviction.

Upon report of a conviction or adjudication of sexual assault upon a student, the Executive Director or designee shall take one (1) of the following actions against the convicted or adjudicated student:

- Recommend that the Board expel the student, in accordance with law and Board policy.
- Reassign the student to either the morning or afternoon session to eliminate attendance during the same session which the victim attends. In such instance, if transportation is not available from the student's district of residence, the student and/or his/her parent(s)/guardian(s) shall be responsible for transportation.

If the convicted or adjudicated student has already been expelled, transferred or reassigned, or if the victim does not attend the same session, no additional action regarding expulsion or reassignment is required by the school. Although action is not required, Western Area Career & Technology Center maintains the authority to reassign the student to a different session after an expulsion at the discretion of the Executive Director or designee.

Upon report of a conviction or adjudication of sexual assault upon a student that occurred in the school setting, the Title IX Coordinator will determine whether the incident has been addressed in accordance with applicable Board policy.

GUIDELINES

In the case of a student with a disability, including a student for whom an evaluation is pending, prior to implementing any disciplinary removal or considering a change of placement for the student, Western Area Career & Technology Center shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Board policies.

Western Area Career & Technology Center shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:

- Being educated in the same school building.
- Being transported on the same school vehicle.
- Participating in the same school-sponsored activity.

RETURN OF STUDENT TO SCHOOL

The student who is expelled, transferred or reassigned, may return to the school if one (1) of the following circumstances occur:

- The victim is no longer enrolled in the school.
- The conviction or adjudication has been reversed and is not pending appeal.

TRANSFER STUDENTS

When Western Area Career & Technology Center receives a student who transfers from a public or private school during or after an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the school may assign that student to an alternative assignment or may provide alternative education services.

Section: Pupils
Title: Harassment
Adopted: September 28, 2005
Revised: January 24, 2007

218.4. HARASSMENT

The Western Area Career & Technology Center Joint Operating Committee recognizes that conduct constituting harassment in the educational environment and the work place is detrimental to fulfillment of the school's educational mission. Consequently, the school advises all students and employees that harassment in any form is prohibited toward students and employees. Such conduct shall result in disciplinary action, which may include suspension and/or expulsion as appropriate, and administered as outlined in the Student Rights and Responsibilities Policy.

All students and employees are required to avoid any conduct, verbal and/or physical, which may constitute harassment. As used herein, the term harassment shall mean any conduct designed to intimidate or harm others such as:

- a. Striking, shoving kicking or otherwise subjecting another person to unwanted physical contact or engaging in verbal abuse; or
- b. Attempting or threatening to strike, shove, kick or otherwise subject another person to unwanted physical contact or engaging in verbal abuse; or
- c. Repeatedly following an employee or student in or about the school facilities and property or at school related activities away from school facilities or property without a legitimate reason or purpose; or
- d. Engaging in a pattern of conduct over a period of time without a legitimate reason or purpose, no matter how short, which alarms or intimidates an employee or student.
- e. Any actions of hazing and/or initiation which recklessly or intentionally endangers the mental or physical health or safety of the students, or which willfully destroys, damages, or removes public or private property for the purpose of initiation or admission into or affiliation with or as a condition for continued membership in, any organization operating under the sanction of, or recognized as an organization, by the school.

Anyone having a complaint relating to this type of behavior is encouraged to contact the guidance counselor, a teacher, building-level administrator, the Director's office, or other responsible adult employee of the school. Complainants will be encouraged to reduce their concerns to specific allegations and encouraged to put them in writing. All complaints will be investigated fully, promptly and confidentially, and appropriate action will be taken after which, the complainant will be advised that the matter has been addressed. A written report of the investigation will be prepared and retained in the administrative office and supplied to local law enforcement when appropriate.

NO RETALIATION RESULTING FROM THE FILING OF A COMPLAINT OR COOPERATION WITH THE INVESTIGATION OF A COMPLAINT WILL BE TOLERATED WITHIN THE WESTERN AREA CAREER & TECHNOLOGY CENTER. HOWEVER, FALSE OR FABRICATED COMPLAINTS THAT ARE PROVEN TO BE OF A MALICIOUS AND/OR CAPRICIOUS NATURE MAY RESULT IN A COUNTER INVESTIGATION WHICH MAY LEAD TO APPROPRIATE ACTION.

The Director's office is directed to establish appropriate procedures and forms for the processing of any such complaints, to advise staff, students, and their parents or legal guardians, annually of the content of this policy, and to address any concerns relating to this policy.

**PROCEDURES FOR
HARASSMENT/SEXUAL HARASSMENT POLICY VIOLATIONS
FILED BY STUDENTS
(Policy No. 218.3 and Policy No. 218.4)**

STUDENT PROCEDURES

1. It is the responsibility of the administration to ensure that all students, parent(s)/guardian(s) and staff members are made aware of the harassment/sexual harassment policy annually. Acceptable means considered appropriate for distribution may include but are not limited to placement in the student/parent handbook, opening day letters to the parent(s)/guardian(s), student assemblies, etc.
2. It is the responsibility of all employees, including independent contractors retained by the school, to comply with this policy.
3. It is the guidance counselor's/supervisor's responsibility to inform parent(s)/guardian(s) and students transferring into the school of the harassment/sexual harassment policies.

PURPOSE

1. No person shall by use of force, touching, noise, coercion, threat, intimidation, fear, obscene language, obscene gestures, sexual actions or verbalizations or any other conduct that serves no legitimate school purpose, intentionally/unintentionally harass another person.
2. The administration will act to investigate alleged harassment/sexual harassment claims and to determine the validity of the allegation and take action when warranted.
3. Disciplinary action may be instituted against any person whose actions or activities create an intimidating, hostile, or offensive environment, and/or has the purpose or effect of substantially interfering with another individual's performance.
4. The school also recognizes that accusations of harassment/sexual harassment can have serious effects on innocent people. Therefore, deliberate false accusations may result in disciplinary action.
5. The administration has developed the following procedures to address, investigate and resolve complaints involving Harassment/Sexual Harassment.
 - A. Any student who believes he/she has been subjected to harassment/sexual harassment shall contact the guidance counselor, a teacher, building-level administrator, the Director's office, or Joint Operating Committee, or other responsible adult employee of the school. It will be the responsibility of the employee receiving the complaint to report the complaint immediately to the Supervisor or Director's office.
 - B. The Supervisor/designee will notify parent(s)/guardian(s) and then investigate all complaints accordingly. Except in all cases of sexual harassment and those cases of harassment charges involving both a student(s) and an adult, the Director's office will be notified immediately of the complaint, for notification to the Joint Operating Committee and further investigation.
 - C. Interviews will be conducted and all information will be documented in written form for the complainant to sign as acknowledgment (Form A).
 - D. If harassment/sexual harassment charges involve a student(s) and an adult, a fact-finding investigation (Form C) will take place after which proceed with 5 I and beyond.
 - E. When charges refer to students only, and when agreed to by all involved, the complainant(s) the accused, and the Supervisor or designee will attempt to resolve the situation by reaching an initial agreement at a conciliatory meeting. Prior to the conciliatory meeting a parent/guardian of all involved students shall be consulted and given the opportunity to attend.

- F. At the conciliatory meeting, each student will be given an opportunity to state their position and an opportunity to provide input to reach resolution. At this time the Supervisor or designee will prepare a written record of the conciliatory meeting.
 - G. If the students involved arrive at a mutual and satisfactory resolution at the conciliatory meeting, the disposition shall be placed in writing and each student shall acknowledge their satisfaction with the results via their signature. A parent/guardian representing each student involved will also be required to agree via their signature to any mutual and satisfactory resolution, in all cases, whether attending conciliatory meeting or not. A copy of the incident summary (Form B) shall be sent to the Director's office.
 - H. If neither a conciliatory meeting nor further informal procedures are agreed to by all parties, or if the parties are unable to reach a mutually acceptable resolution at the conciliatory meeting, or if the Supervisor/designee deems it necessary, a fact-finding investigation (Form C) will take place.
 - I. The results of the fact-finding investigation (Form C) will be shared with the complainant and the accused party.
 - J. If harassment/sexual harassment involves an adult, the Director's office may consult with the solicitor or special counsel, as appropriate, in instances where disciplinary action is contemplated. Any accused employee may be suspended, pending a hearing, with provisions of the applicable collective bargaining agreement being considered when initiating any disciplinary action. In the case of volunteers, appropriate action will be taken, which could include revocation of volunteer status.
 - K. When charges referred to any students are substantiated, appropriate disciplinary action will be taken, which may include a Director hearing or hearing before the Joint Operating Committee. Student Harassment and Sexual Harassment policies will be reviewed with parent(s)/guardian(s) and student(s).
 - L. Subsequent offenses of students may result in a suspension from school for up to ten (10) days and may result in a hearing at the Director's office. Consequences may include a recommendation to the Joint Operating Committee for expulsion.
 - M. When deemed necessary by school officials, information will be filed with civil authorities for violations of the Pennsylvania Criminal Code.
 - N. The complainant(s) and accused will be notified of the results of any formal investigation and/or actions to be taken.
6. If during an investigation, and in the judgment of the administration, it is found that the accused, and the complainant are both involved in this type of activity, the administrator or designee will issue disciplinary action accordingly. The fact that a person is being harassed does not give them the right to harass the person in return.

STUDENT INCIDENT REPORT

COMPLAINT OF HARASMENT/SEXUAL HARASSMENT

(Policy No. 218.3 and Policy No. 218.4)

Name of Complainant :
Dates(s)/Times of Alleged Incident(s)
Location of Alleged Incident(s)
Accused Party
Witnesses to Alleged Incident
Description of Alleged Incident
Other Pertinent History and/or Information
Were the Civil Authorities Notified? () Yes () No
Do you wish to have a conciliatory meeting? () Yes () No

Signature of Complainant

Date

To be completed by administration

Name of Investigator _____ Date Assigned _____

THIS PROCEDURE HAS BEEN ESTABLISHED FOR THE BENEFIT OF ALL EMPLOYEES AND STUDENTS TO ALLOW THE FREEDOM OF EXPRESSING FEELINGS AND/OR COMPLAINTS. NO EMPLOYEE/STUDENT WILL BE PENALIZED IN ANY WAY FOR USING THIS PROCEDURE.

STUDENT INCIDENT SUMMARY

HARASSMENT/SEXUAL HARASSMENT (Policy No. 218.3 and Policy No. 218.4)

Date accused party was notified of the complaint
Date accused party given a copy of the complaint
Accused party provided an opportunity to respond? () Yes () No <i>If no, why not?</i>
Location of Conciliatory Meeting
Date/Time of the Meeting
Those in Attendance
Minutes of the Conciliatory Meeting <i>Additional Sheets Attached?</i> () Yes () No
Disposition <i>Additional Sheets Attached?</i> () Yes () No
Was there resolution at this meeting? () Yes <i>If yes, copies of the disposition are forwarded to immediate supervisor, complainant, and accused party.</i> () No <i>Investigation will continue at fact-finding level.</i>

_____ *Signature of Complainant*

Policy Reviewed () Yes () No

_____ *Signature of Other Party*

Policy Reviewed () Yes () No

_____ *Signature of Investigator*

Date Submitted _____

STUDENT FACT FINDING FORM

INVESTIGATION OF HARASSMENT/SEXUAL HARASSMENT (Policy No. 218.3 and Policy No. 218.4) (EOE)

Date accused party was notified of the complaint
Date accused party was given a copy of the complaint
Accused party provided an opportunity to respond? () Yes () No <i>If no, why not?</i>
Witness Interviewed _____ Date _____ Statement (<i>Attach additional sheets if necessary</i>)
Witness Interviewed _____ Date _____ Statement (<i>Attach additional sheets if necessary</i>)
Witness Interviewed _____ Date _____ Statement (<i>Attach additional sheets if necessary</i>)
Summary of Findings
Recommended Action by Investigator

Reviewed by:

a. Immediate Supervisor of Accused: _____
Signature *Date*

When Appropriate:

b. Main Office: _____
Signature *Date*

c. Solicitor: _____
Signature *Date*

Fact Finding Results and Recommended Action Shared With:

a. Complainant _____ Reviewed Policy () Yes () No _____
Signature *Date*

b. Accused Party _____ Reviewed Policy () Yes () No _____
Signature *Date*

Section: Pupils
Title: Bullying
Adopted: September 24, 2008
Reviewed: August 8, 2012
Revised: September 23, 2015
Reviewed: June 19, 2019
Reviewed: June 22, 2022
Reviewed: October 25, 2023

218.5. BULLYING

The 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. The 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** – the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
2. **Verbal** – includes taunting, malicious teasing, name-calling, and making threatening statements or gestures.
3. **Psychological or Relational** – involves spreading malicious rumors and engaging in social isolations or intimidation.
4. **Cyber-Bullying** – forms of verbal and psychological bullying may also occur on the Internet through email, instant messaging, or personal profile web sites such as My-Space. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures, images, web site postings (including blogs), and any other electronic means.

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 Student Discipline Policy and Code of Student Conduct.

DELEGATION OF RESPONSIBILITY

Each staff member shall be responsible to maintain an educational environment free of bullying and cyber-bullying. Employees must be observant of bullying, take immediate, appropriate action to intervene upon observing bullying and report the 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 teachers or administrators.

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

CONFIDENTIALITY

The 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 Family Educational Rights and Privacy Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the Executive Director or his/her 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.

DISPLAY AND DISSEMINATION

This policy will be displayed and accessible for review in the following manners:

- A copy of this policy shall be available on the school's publicly accessible Internet website.
- A copy of this policy shall be posted in every classroom.
- A copy of this policy shall be posted in each school building where notices are usually posted.
- The terms of this policy shall be reviewed with students at least once every school year.

Section: Pupils
Title: Terroristic Threats / Acts
Adopted: January 24, 2007

218.6. TERRORISTIC THREATS / ACTS

The Western Area Career & Technology Center Joint Operating Committee recognizes the danger that terroristic threats and acts by students present to the safety and welfare of school students, staff and community. The Joint Operating Committee acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic Threat – shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act – shall mean an offense against property or involving danger to another person.

The Joint Operating Committee prohibits any school student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Joint Operating Committee member, community member or school building.

The Joint Operating Committee directs the Director to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The Director shall be responsible for developing administrative regulations to implement this policy.

Staff members and students shall be responsible for informing the Supervisor regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The Supervisor shall immediately inform the Director after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The Supervisor shall immediately suspend the student.
2. The Supervisor shall promptly report the incident to the Director.
3. Based on further investigation, the Director may report the student to law enforcement officials.
4. The Director may recommend expulsion of the student to the Joint Operating Committee.

If a student is expelled for making terroristic threats or committing terroristic acts, the Joint Operating Committee may require, prior to admission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

In the case of exceptional students, the school will take all steps necessary to comply with the Individuals with Disabilities Act.

Section: Pupils
Title: Locker Searches
Adopted: March 26, 1986
Revised: January 24, 2007

218.7. LOCKER SEARCHES

The Western Area Career & Technology Center Joint Operating Committee recognizes the need for safe, in-school storage of books, clothing, school materials, and other personal property. The Joint Operating Committee is also cognizant of the fact that lockers provided for student use may be improperly used as depositories for objects, substances or other evidence of activity that is unlawful and/or violate school policies or which constitutes a threat to the health, safety or welfare of the students of other occupants of the school building.

ALL LOCKERS ARE AND SHALL REMAIN THE PROPERTY OF THE WESTERN AREA CAREER & TECHNOLOGY CENTER. LOCKER SEARCHES MAY AT TIMES BE CONDUCTED, WITHOUT PRIOR NOTICE, UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.

The Director or designee shall develop such procedures, in addition to those set forth herein, as are for implementation of this policy.

Guidelines

The following guidelines are set forth with respect to locker searches:

1. A building administrator may visually and physically inspect a student's locker when there exist reasonable grounds to suspect that the student in question has violated the law or the rules, regulations or policies of the Western Area Career & Technology Center, and that the locker is being used for the storage of objects, substances or other evidence of such activities or contains items which constitute a threat to the health, safety or welfare of the student or other occupants of the school building or the building itself. The building administrator conducting the search should use reasonable efforts to secure the presence of another adult staff member, to witness the search, before conducting the search.
2. Prior to the search of his/her locker, circumstances may warrant notifying the student that his/her locker may be searched.
3. In the event that more than one student has been assigned to a locker, which is the subject of a search, each student so assigned shall similarly be notified. Such notification shall be given notwithstanding the absence of reason to suspect that such other student has violated the law or the rules, regulations or policies of the Western Area Career & Technology Center and that the locker was being used by such student for the storage of evidence of such violation.
4. Notwithstanding any other provision of this policy to the contrary, a building administrator who reasonably suspects that the contents of a student locker creates an emergency situation in which the health or safety of the student in question, other students, school personnel or facilities may be endangered by the delay inherent in compliance with the procedures set forth herein, may open and search the locker in question as expeditiously as deemed necessary to ensure preservation of the health and welfare of the school population. Parents will be notified in writing of the search, when contraband is found in the locker.
5. The building administrator shall open a student's locker for inspection pursuant to the request of a law enforcement official only under one of the following circumstances:
 - a. The law enforcement official has presented a duly authorized warrant to search the locker assigned to the student, or

- b. The student involved knowingly, intelligently and voluntarily consents to the search of the locker assigned to him/her by the law enforcement official.
6. The 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 upon 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.
 7. Evidence of a violation of the law, or the rules, regulations or policies of the Western Area Career & Technology Center that has been seized during a search of the student's locker, may be used as evidence against the student in any subsequent disciplinary proceedings, in accordance with the Western Area Career & Technology Center Student Discipline Policy.
 8. When contraband is found, following the search of a student's locker, the building administrator shall provide written documentation as a record of the incident which will contain:
 - 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 administrator's suspicions and/or the items removed from the locker
 - e. The result of the search
 9. 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 or school district policy, no school official in any way involved shall reveal or discuss any information regarding any locker search. Such information may be discussed with other Western Area Career & Technology Center officials on a need-to-know basis.

Section: Pupils
Title: Student Grievances
Adopted: January 24, 2007

219. 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 guidance counselor.
3. If the matter is still unresolved, the student should present the grievance, in writing, to the Supervisor within ten (10) scheduled school days of the occurrence. The Supervisor 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 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: Pupils
Title: Student Expression
Adopted: March 26, 1986
Revised: January 24, 2007

220. STUDENT EXPRESSION

The Western Area Career & Technology Center Joint Operating Committee respects the rights of students to express themselves in word or symbol and to distribute materials as a part of that expression unless such expression materially and substantially interferes with the educational process. It also recognizes that the exercise of that right must be limited by the school's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

The Joint Operating Committee reserves the right to designate and prohibit manifestations of student expression, which are not protected by the right of free expression because they violate the rights of others.

The Joint Operating Committee shall require that students who wish to distribute materials submit them for prior review. Where the reviewer cannot show within two (2) school days that the materials are unprotected, such material may be distributed. Appeal of the prior review to the Director and the Joint Operating Committee shall be permitted in accordance with school rules.

The Joint Operating Committee shall require that distribution of printed materials takes place only at the places and during the times set forth in the rules and regulations of this school in order that such distribution not interfere with the orderly operation of the school.

The Director or designee shall develop rules and regulations for the distribution of printed material.

Section: Pupils
Title: Dress and Grooming
Adopted: March 26, 1986
Revised: January 24, 2007

221. DRESS AND GROOMING

The Western Area Career & Technology Center Joint Operating Committee recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Joint Operating Committee will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the school or the health and safety of others. The Joint Operating Committee also recognizes that the nature of our educational facility dictates that safety and professionalism are causes for certain clothing restrictions and/or requirements.

Students' apparel should be neat, clean, and in good taste. Extreme styles of clothing may be safety hazards and are discouraged. Students are required to wear recommended protective clothing while in shop areas. Safety glasses are required in shop areas.

School officials may impose limitations on student participation in the regular instructional program where non-appropriate attire and evidence of the lack of cleanliness constitutes health or safety hazards.

Students are to wear appropriate attire in instructional areas where uniforms or a prescribed type of clothing is required and at specified times as indicated by the instructor.

Additionally, the following are suggested examples of inappropriate dress for school.

1. Any article of clothing identifying gang affiliation.
2. Shorts.
3. Coats, jackets or garments designed for protection from outside weather shall not be worn in the classroom/shop area unless necessitated by the nature of the instructional activities.
4. Clothing, patches, buttons or pins with suggestive writing or advertising alcohol, tobacco and drugs.
5. Spiked jewelry or jewelry creating a hazard.

Section: Pupils
Title: Smoking and Tobacco Use
Adopted: January 24, 2007

222. SMOKING AND TOBACCO USE

The Western Area Career & Technology Center Joint Operating Committee recognizes that smoking presents a health hazard that can have serious consequences for both the smoker and the non-smoker.

For purpose of this policy, tobacco shall mean a lighted cigarette, cigar, pipe, or other lighted smoking product and smokeless tobacco in any form. Tobacco Use includes smoking and the use of smokeless tobacco in any form, including cigar, cigarette, pipe, or other lighted smoking equipment.

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 possession of smokeless tobacco in any form, and 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.

The administration is authorized by the Western Area Career & Technology Center Joint Operating Committee to refer students committing tobacco related offenses to the district magistrate. Any pupil who possesses or uses tobacco may be subjected to prosecution before the district magistrate, who may impose a fine, court costs, and/or community service and require participation in rehabilitative activities.

The Western Area Career & Technology Center administration has the authority to use their discretion in the initiation of charges or citations against the pupils who commit a tobacco use or possession of tobacco offense. In addition, the Western Area Career & Technology Center administration has the authority to impose disciplinary actions against the offending pupils based on current school discipline policies and procedures. The Director or designee shall inform all students and staff members of the tobacco use policy of through the student handbook and other efficient means. In addition, the Director or designee 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.

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 plus court costs or admitted to alternative adjudication.

Section: Pupils
Title: Use of Private Transportation
Adopted: January 24, 2007

223. USE OF PRIVATE TRANSPORTATION

Transportation is provided by the home schools. Therefore, students driving to Western Area Career & Technology Center will be restricted to those students who have obtained permission from the Western Area Career & Technology Center office. This permission must be obtained at least one (1) day before driving to Western Area Career & Technology Center. The vehicle must be parked in the student parking lot only.

No passengers will be permitted other than members of the driver's immediate family (brother and/or sister), except by permission of the administration. If an early dismissal is requested, the student will not be dismissed by calling a name that appears on the emergency card. Rather, a parent or guardian **must** submit written request stating the reason for the request and a contact number to verify the request. Permission to drive for early dismissal must be obtained at least one (1) day in advance.

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

1. If a student is permitted to drive to Western Area Career & Technology Center by the home school, he/she must apply for a parking permit from Western Area Career & Technology Center. A parking permit application is to be completed by the student with provisions for signatures of the student, one parent or guardian, principal from the sending school, and the Director or designee from Western Area Career & Technology Center. This application will be for full-time parking privileges at Western Area Career & Technology Center.
2. Copies of liability insurance, valid driver's license, and vehicle registration must be presented along with a completed application.
3. Written evidence of a need to drive must be presented.
4. Driving privileges can be rescinded at any time by the home school and parking privileges can be rescinded at any time by Western Area Career & Technology Center (a telephone call to either school can void this privilege).
5. Western Area Career & Technology Center will check the vehicles parked on school grounds.
6. Parking permits will be reviewed periodically and will be re-approved 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. Student vehicles shall not arrive more than fifteen (15) minutes before scheduled class time and be parked in assigned areas. All occupants must immediately proceed to the Western Area Career & Technology Center building.
8. Smoking in vehicles on school grounds is prohibited.
9. Vehicle use is not permitted during lunchtime or at any other time during the school day.
10. When parking permit stickers are issued they must be displayed on the vehicle as requested.
11. Temporary parking will be handled through shop work orders or special permits issued by the Director or designee.

12. Vehicles being worked on shall not be used as a means of transportation to and from Western Area Career & Technology Center.
13. 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.
14. Student must sign in daily.

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 have a work permit 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 repairs. 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 left in them. The owner's card and the insurance card to the vehicle must be attached to the office copy of the work permit. The owner's card and the insurance card will be returned when charges or obligations are met.

THE VEHICLE BEING WORKED ON MUST REMAIN AT THE SCHOOL UNTIL THE WORK IS COMPLETED.

The student parking lot is the only place where a student is permitted to park. The speed limit on school grounds is five (5) miles per hour. When driving on school grounds, drivers must proceed directly to the parking lot. Loafing in vehicles and in the parking lot is not permitted. Vehicles must not be used or moved when school is in session.

Section: Pupils
Title: Motor Vehicle Searches
Adopted: March 26, 1986
Revised: February 22, 2017

223.1. MOTOR VEHICLE SEARCHES

The Western Area Career & Technology Center Joint Operating Committee has authorized the use of motor vehicles by certain high school students on school premises, subject to rules, regulations and policies, established by the building administration. The Joint Operating Committee also recognizes that motor vehicles may be utilized by students in the possession, sale and/or transportation of illegal substances, devices and objects, or may be used as depositories of objects, substances or evidence of activities in violation of the law or rules, regulations or policies of the Western Area Career & Technology Center, or which constitute a threat to the health, safety or welfare of the students of the Western Area Career & Technology Center. The Joint Operating Committee's obligation to maintain a safe, healthy and productive educational environment may at all times require the search of motor vehicles driven onto school premises, under the terms and conditions set forth herein. Administration reserves the right to involve law enforcement agencies in vehicular searches.

The Executive Director or designee shall develop such procedures as are necessary to the implementation of this policy.

Definitions

A **plain-view inspection** means a visual inspection of the exterior and/or interior of a motor vehicle, effectuated without the opening of any doors, windows, hoods, or trunk-lids.

A **physical inspection** means a thorough search of the interior compartments, trunk and/or engine of a motor vehicle, effectuated by the opening of any windows, doors, hoods, or trunk-lids, and may involve a physical entry into the vehicle.

A **student motor vehicle** means any motor vehicle driven by a Western Area Career & Technology Center student on to school premises, regardless of the actual legal ownership of the vehicle.

Guidelines

The following guidelines are set forth with respect to student motor vehicle searches:

1. No student of the Western Area Career & Technology Center shall operate a motor vehicle upon school premises without a valid driver's license and prior permission from the building administration. A prerequisite to the granting of such permission to a student shall be the execution by the student and his/her parent or legal guardian of a written consent form, authorizing a search of the vehicle by the building administration or designate in accordance with the terms of this policy.
2. The building administration or designee may routinely conduct plain view inspections of any student motor vehicles while said motor vehicles are on school premises. Whenever possible, vehicle searches should be conducted by two individuals designated by building administration.
3. The building administration or designee may conduct a physical inspection of a student motor vehicle on school premises when there exist reasonable grounds to suspect that the student in question has violated the law, or the rules, regulations or policies of the Western Area Career & Technology Center, and that the vehicle is being used for the storage of objects, substances or other evidence of such activities or contains items which constitute a threat to the health, safety or welfare of the student or other students. In conducting such a physical inspection, the building administrator shall use reasonable care to avoid damaging the vehicle.

4. Prior to a physical inspection of a student motor vehicle, the student shall, where possible, be notified of the possibility of the physical examination. The student shall also be notified of the law or rule, regulation or policy of the school, which the student is suspected of violating, and the basis for said suspicion.
5. If, following the student's explanation, and/or the failure to voluntarily open or unlock the motor vehicle in the presence of the building administrator, a physical inspection of the motor vehicle remains advisable, the building administrator shall conduct a physical inspection of the vehicle, as defined herein. The administration will make reasonable effort to inform the student involved of the right to be present during the physical inspection of the motor vehicle.
6. Notwithstanding any other provision of this policy to the contrary, a building administrator who reasonably suspects that the contents of a student motor vehicle create an emergency situation in which the health or safety of the student in question, other students, school personnel or facilities, may be endangered by the delay inherent in compliance with the notification procedures set forth herein, may open and physically inspect the motor vehicle in question as expeditiously as deemed necessary to effect preservation of the health and welfare of the school population.
7. The building administration shall be responsible for the safekeeping and/or proper disposal of any substance, object or material found to be unlawfully or improperly placed in a student motor vehicle.
8. Evidence of a violation of the law, or the rules, regulations or policies of the Western Area Career & Technology Center that has been seized during a physical inspection of a student motor vehicle, may be used as evidence against the student in any subsequent disciplinary proceedings, in accordance with the Western Area Career & Technology Center Student Discipline Policy.
9. If contraband is found following the physical inspection of a student motor vehicle, the building administrator shall submit a written report to the Director indicating:
 - a. The date, time and place of the physical inspection
 - b. The name of the student and the school official involved
 - c. The name of the student's parent or legal guardian, address and telephone number
 - d. A statement concerning the information which provided reasonable suspicion for the physical inspection
 - e. A statement of the student's explanation, if any, when confronted with the suspicions
 - f. A statement concerning whether or not the student elected to voluntarily unlock any locked part of the vehicle as requested
 - g. A statement concerning whether or not the student chose to be present during the physical inspection; and
 - h. The result of the physical inspection.
10. If contraband is found the student's parent or legal guardian shall be provided with a written statement in a timely manner, indicating the information set forth within item 9 above.
11. All school officials involved in any manner with a physical inspection of a student motor vehicle shall respect and maintain the privacy and confidentiality of the student. Except as otherwise required by law or school district policy, no school official in any way involved shall reveal or discuss any information regarding any physical inspection of a student motor vehicle. Such information may be discussed with other Western Area Career & Technology Center officials on a need-to-know basis.

Section: Pupils
Title: Care of School Property
Adopted: January 24, 2007

224. CARE OF SCHOOL PROPERTY

The Western Area Career & Technology Center Joint Operating Committee believes that the school should help students learn to respect property and develop feelings of pride in community institutions.

The Joint Operating Committee charges each student in the school with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

It shall be the policy of the Joint Operating Committee that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians of students shall be held accountable for student actions.

The Joint Operating Committee may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent.

The Director or designee shall develop procedures to implement this policy which includes rules for safekeeping and accounting of textbooks, supplies and equipment and schedule of finds for lost or damaged textbooks, supplies and equipment.

The Director shall submit a report on incidences of vandalism to the Joint Operating Committee annually.

Vandalism reports shall include the number and kind of incident, cost to the school, and related facts and comments the Director deems necessary.

Section: Pupils
Title: Drugs and Alcohol
Adopted: January 24, 2007

227. DRUGS AND ALCOHOL

The Western Area Career & Technology Center Joint Operating Committee recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community.

The Joint Operating Committee prohibits the use, possession, or distribution of any drug during school hours, immediately before or after school hours, or on school property.

This policy, including its rules, regulations, and guidelines is a coordinated effort by Western Area Career & Technology Center to openly and effectively respond to the potential and current use and abuse of drugs, alcohol and mood altering substances by members of its entire student population.

Western Area Career & Technology Center is committed to coordinate effectively the efforts of the school with those of the community, sending schools, family and law enforcement agencies to prevent and intervene in the use and abuse of all mood altering substances, including alcohol, by its student population.

To accomplish the above goal, Western Area Career & Technology Center will coordinate its system with sending schools, provide for community and family involvement, provide opportunities for counseling when necessary, and enforce its rules and regulations.

The guidelines set forth in this policy will assist the faculty and administration in their efforts to prevent and intervene in situations involving drug and alcohol use/abuse or possession among the student population. It is the intent of this policy to provide clear guidelines for immediate and effective action in meeting all drug and alcohol related situations with any disciplinary action being reciprocal with the home school.

Definitions

Drug/Mood Altering Substance/Alcohol – shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical abused substance or medication for which a prescription is required under the law, and/or any substance that is intended to alter moods.

Examples: Including, but not limited to, beer, wine, liquor, marijuana, hashish, crack, cocaine, chemical solvents, chemical inhalants, anabolic steroids, and look-alike substances or pills not registered with administration.

Cooperative Behavior – the willingness of a student to work with staff and school personnel in a reasonable and helpful manner and to comply with requests and recommendations of the members of the Student Assistance Core Team.

Uncooperative Behavior – is resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with a reasonable request or recommendation of school personnel. Defiance, assault, deceit, and truancy shall constitute examples of uncooperative behavior and shall also include the refusal to comply with the recommendations of school personnel or licensed drug and alcohol facilities.

School Property – includes but is not limited to actual buildings, facilities and grounds operated by or in conjunction with the school, school vehicles, school parking area and any facility or real property being utilized for school related functions.

Distributing – is delivering, selling, passing, sharing or giving any substance (as defined by this policy) from one person to another or to aid therein.

Possession – possessing or holding, without any attempt to distribute, any substance (as defined by this policy). Such restricted materials found in a student's locker, vehicle, or other personal property is equivalent to possession.

Drug Paraphernalia – includes any utensil or item, which in the school's judgment can be associated with the use of a substance (as defined by this policy). These include but are not limited to roach clips, pipes and bowls.

Assessment – includes evaluation of use by recommended agency. Recommendations for treatment or further evaluation at parent's or guardian's expense.

A student on school grounds, during a school session, or anywhere at a school sponsored activity who is under the influence or suspected to be under the influence of alcohol, drugs, or mood altering substances shall be subjected to disciplinary action. In addition, a student, who in the aforementioned circumstances, possesses, uses, dispenses, sells, transports or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in the Joint Operating Committee policies. Discipline for such activities may include expulsion by the sending school. In all cases, law enforcement agencies will be notified.

The Western Area Career & Technology Center will strive to provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities.

The Joint Operating Committee reserves the right to use any extraordinary measures deemed necessary to control substance use or abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

Section: Pupils
Title: Controlled Substances – Practical Nursing
Adopted: June 20, 2007

227.1 CONTROLLED SUBSTANCES

A student shall not possess, use, transmit, sell, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, inhalant, or any controlled substance of any kind in school buildings or on school grounds, at any school activity, function or event, or on any vehicle designated or used by the school for transport of students.

Use by the student of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. A student who must take a prescription or nonprescription medicine during the school day must bring a written request from the parent and the medicine, in its properly labeled bottle to the school health care professional. The health care professional will either give the medicine at the proper times or give the student permission to take the medication as directed. (See WACTC Policy 210).

All violations of the controlled substances policy must be reported to the supervisor of Western Area Career & Technology Center and local police authorities.

For purposes of this policy, the following terms shall have the following definitions:

Controlled Substance means a controlled substance in Schedule 1 through V of Section 202 of the Controlled Substance Act (21 USC 812) and as further defined by regulation of 21 CFR 1300.11 through 1300.15. Examples include: Opiates (e.g., heroin, morphine, codeine, methadone); Cocaine; Cannabinoids (e.g., marijuana, hashish); Amphetamines; Barbiturates; Other narcotics and hallucinogens (e.g., Phencyclidine (PCP), Methaqualone (Quaalude) and Peyote (LSD); Benzodiazepines (e.g., Valium, Librium).

Also encompassed by these definitions are substances not sold as drugs or medicines, but that are used for mind-behavior/altering effect.

Conviction means a finding of guilt (including pleas of “guilty” and “nolo contendere”) or imposition of sentence or both by any judicial body charged with the responsibility to determine violations of federal or state criminal drug/alcohol statutes.

Drug Free Workplace (Federal definition) means a site for a performance of work done in connection with a specific grant at which employees of the grantee are prohibited from engaging in the unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance.

Western Area Career & Technology Center, sponsor of the Practical Nursing Program, has an established Drug Abuse Prevention/Drug Free Workplace Policy which is presented to all new employees.

Western Area Career & Technology Center operates a Drug Free campus with signs posted and established policies and procedures published and distributed to all faculty and students annually (included in the Student Handbook). Possession, use or distribution of illegal drugs and alcohol by students on campus or school related activities is absolutely forbidden.

To function professionally and effectively, students must be drug free and recognize the ethical, moral and legal obligation to report peers in need of addictive disease assistance. Administration, faculty and students of the Practical Nursing Program share the responsibilities to identify and constructively deal with addictive diseases. The unlawful use of illicit drugs and alcohol abuse may result in dismissal from the program and will result in sanctions and referral for prosecution.

Section: Pupils
Title: Pre-Admission Drug Testing
Adopted: June 16, 2010

227.2. PRE-ADMISSION DRUG TESTING

Abuse of alcohol and controlled substances in the educational facility and clinical sites is a danger to the safety and health of staff, students, and clients. The responsibility for maintaining an alcohol and drug-free workplace is entrusted to the Western Area Career & Technology Center Joint Operating Committee, administration, and staff. An alcohol and drug-free environment ensures the safety of all students, faculty, and clients and ensures the fitness of the students to fulfill their educational requirements and responsibilities. As such, the following pre-admission drug testing procedures shall be implemented.

As a condition of admission to the Western Area CTC Practical Nursing program, day-time programs where secondary students are present, and any other adult program requiring drug testing, no applicant testing positive on the drug screening will be admitted to that program unless the drug has been prescribed by a licensed physician and/or there is a bona fide medical reason for using the drug.

1. All drug testing will be conducted by a PA Department of Health certified medical testing laboratory that is approved by Western Area Career & Technology Center. All testing shall be performed and positive test results will be verified using approved methodologies of the contracted entity to ensure that an appropriate chain of custody procedure is maintained to guarantee continuity in specimen collection, handling, transfer, and storage.
2. A listing of the approved testing centers will be maintained in the office of the Supervisor of Adult Education.
3. Testing Procedure
 - A Student Informed Consent form will be signed by each student when the specimen is required.
 - A urine specimen will be submitted to determine whether the student is under the influence of, or uses, or has used, any form of narcotic, depressant, stimulant, or hallucinogenic which is prohibited by law.
 - As part of the screening process, every student shall be informed at least 48 hours in advance of the administration of the urinalysis.
 - In the event that said urinalysis results in a positive determination of conduct referred to above, such determination shall be grounds for the school's refusal to admit the student.
 - Every student shall be notified at least 48 hours in advance of the actual testing, the testing site, and the identity of the testing entity.
 - Upon request, a copy of the results shall be provided to the student.
4. The Joint Operating Committee may adopt such other rules and regulations as may be desired to carry out the function of this Policy so long as the same are not inconsistent with this resolution or the provisions of the applicable law.

Section: Pupils
Title: Organizations Raising Funds
Adopted: September 28, 2005
Reviewed: January 24, 2007

229. ORGANIZATIONS RAISING FUNDS

The Western Area Career & Technology Center Joint Operating Committee recognizes that in order to fulfill their goals and objectives, clubs and organizations need to raise funds for their legitimate purposes.

For purposes of this policy, fundraising means activities and sales by organizations/clubs that are directly related to supporting or promoting student activities authorized by the Joint Operating Committee.

For purposes of this policy, Student Organizations means those co-curricular or extracurricular student organizations annually approved by the Joint Operating Committee.

Guidelines

- A. Instructors will act as advisors for their respective class or organization.
- B. The Director and/or designee will be responsible for the proper administration of the financial activities of each student organization in accordance with the provisions of state law, Joint Operating Committee policy, and specific written procedures developed by the administration.
- C. The Director and/or designee will act as the Custodian of the Student Activities Fund and will:
 - Maintain an accounting system through which each student organization will be accounted for separately.
 - Supervise the deposit of funds and issuance of checks, assuring the proper forms are used in accordance with approved procedures.
 - Submit a financial statement to the administration and faculty advisors on a monthly basis.
 - Submit the complete records annually to the auditor.
 - Perform periodic internal audits of the individual organization's financial records.

Procedure

- A. All approved student organizations will be allowed one major sale per year. The Director and/or designee may approve requests for additional sales.
- B. All scheduling of sales, sale items on school property, and sales companies are subject to approval by the Director and/or designee. These sales should relate directly to the student organizations/clubs at the Western Area Career & Technology Center.
- C. Accounting for all student organization sales and money will be through the student activity account.
- D. Booster organizations, PTA's, parent groups and non-school groups must request permission from the Director or the Director and/or designee to conduct fund raising activities on school property. Permitted sales must be approved and scheduled with the Director and/or his/her designee. If organizations or individuals are found soliciting sales on school property, without prior approval, all sales materials will be confiscated by the Director and/or designee and held until such time as deemed necessary.

- E. The Director and/or designee must approve all supplies and equipment purchased or donated for student use to determine its educational appropriateness.
- F. The Western Area Career & Technology Center assumes no responsibility for the financial liability for any contract, purchase order or debts incurred on behalf or in the name of student organizations or their members or advisors.

Operating Procedures

- A. Each student organization must have a President, Secretary and Treasurer. Their general duties are:
 - President – The overall management of the student organization under the direction of the Advisor.
 - Secretary – Preparation of an agenda and recording minutes noting student decisions regarding the raising and expenditure of funds.
 - Treasurer – Manage the individual student activities account under the direction of the Advisor. All expenditures must have the signature of the student organization's Treasurer and Advisor and the REQUEST FOR PAYMENT form.
- B. Signature cards from each individual organization must be kept on file in the office with the signature of the current Advisor, President, Secretary and Treasurer. The office must be notified immediately of any changes.
- C. Members of each student organization are to have a voice in the raising and expenditure of their respective student activity funds. These decisions are to be noted in the minutes.
- D. Any student organization desiring to raise funds must submit a REQUEST FOR FUNDRAISER form to the Director and/or designee for approval. Inappropriate fundraisers will be denied.
- E. Student organizations may use the tax-exempt status of the Career & Technology Center adhering to the guidelines established by the Pennsylvania Bureau of Sales and Use Tax.
- F. Expenditures of a general fund nature are not permitted. Student Activity Funds should be used for meaningful and approved school activities such as field trips, conferences, holiday parties, etc. Expenditures for personal gifts are not permitted. The purchase of equipment or payment of equipment repairs from student activity funds is prohibited.
- G. Funds of any student organization shall be deposited or invested only in bank accounts that are insured by FDIC. Any money collected on behalf of a student organization must be remitted to the Business Coordinator's office on the same day such money is collected, not later than 2:30 p.m., for deposit in the Student Activity account. Under no circumstances is an Advisor or student to hold student organization monies overnight.
- H. A monthly financial statement will be issued to each student organization. The monthly statement will reflect one balance, the total amount of the Student Activity account. Each organization must keep records reflecting an AM and PM balance.
- I. If a student organization ceases to exist, any remaining funds will be transferred at the beginning of the next school year to the SkillsUSA Club per approval of the Director and/or designee.
- J. Transfer of funds from one student organization to another may be made with student authorization. Transfers must be voted on by a majority of the student organization and reflected in the minutes of the meeting. The procedure and form to REQUEST PAYMENT of a bill are also following to transfer funds from one Activity Account to another.

Section: Pupils
Title: Suspension and Expulsion
Adopted: March 26, 1986
Revised: January 24, 2007

233. SUSPENSION AND EXPULSION

The Western Area Career & Technology Center Joint Operating Committee recognizes that exclusion from the educational program of the school, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this school and one that cannot be imposed without due process.

The Joint Operating Committee may, after a proper formal hearing, expel a student for such time as it deems necessary and may permanently expel him/her.

Exclusion From School Suspension

The Supervisor may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension to the Director as soon as possible. An expulsion is an exclusion from school for more than ten (10) school days and may be imposed by the Joint Operating Committee after a formal due process hearing.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard in his/her own behalf before the school official who holds the authority to reinstate him/her. The parents shall be notified immediately in writing when a student is suspended.

When the suspension exceeds, three (3) days, the student and parent or guardian will be given the opportunity for an informal hearing with the designated school official. The school must offer to hold the informal hearing as soon as possible and within the first five (5) days of the exclusion from school.

A student may be suspended up to ten (10) school days following a hearing by the Director or designee.

Exclusion From Class In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent or guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and his/her parent or guardian shall be offered an informal hearing with the designated school official. Such hearing shall take place prior to the eleventh day of the in-school suspension.

Expulsion

The Director or designee shall recommend students for expulsion to the student's sending district Board of Directors when that student's misconduct and disobedience warrants an exclusion from school for more than ten (10) days. All legal due process and sending school requirements, policies and procedures shall be followed.

Attendance Requirements

A student under seventeen (17) years of age who is expelled forfeits his/her right to an education at the Western Area Career & Technology Center. However, she/he has not been excused from compliance with the compulsory attendance statute applicable to the home school.

Hearings

Each suspended student involved in a formal hearing shall be restored to a regular educational program pending the outcome of the hearing except when, in the opinion of the Director, the presence of the student in school poses a danger to him/herself or others as to warrant continued absence.

The name of a student under eighteen (18) years of age whose conduct has been disciplined shall not become part of the agenda or minutes of a public meeting, nor become part of any public record of the Joint Operating Committee, but such students shall be designated by code.