School Counselor Services
Susquehanna County Career and Technology Center

School Counselor Team:

Alice M. Davis, Ph.D.
Executive Director
School Counselor Director

Miss Katelin Erb
School Counselor

Mrs. Pam Staats
Special Education Coordinator

Revised 3/16
The Susquehanna County Career and Technology Center is the main source of Career & Technical Education for all of Susquehanna County and parts of Wyoming County. We offer a number of educational opportunities to high school students and adults to enable them to become life-long learners, productive citizens, and responsible members of society.


The SCCTC strives to be a resource for the local community. We offer to the public: Automotive Safety Inspection courses and OSHA training, as well as ServSafe classes for food service employees, basic welding and EPA Lead Safety Certification. The details for these classes can be found on our website www.scctc-school.org.

Presently, seven area schools send students to SCCTC programs. These schools include Blue Ridge, Elk Lake, Lackawanna Trail, Montrose Area, Mountain View, Susquehanna Community, and Tunkhannock Area High School. Our programs are also available for adults, and if necessary, financial aid opportunities exist.

Our School Counselor Team is available on a daily basis to ensure that all of our students needs are being met. Counselor meetings for every SCCTC student will be scheduled annually.

Alice M. Davis, Ph.D.
Executive Director
School Counselor Director
Susquehanna County Career & Technology Center

Board of Education

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Susquehanna County Career & Technology Center

Administration

Superintendent
    Kenneth F. Cuomo, Ed.D.

Executive Director
    School Counselor Director
    Alice M. Davis, Ph.D.

Special Education Coordinator
    Pamela Staats
MISSION STATEMENT

The mission of the Susquehanna County Career and Technology Center, in cooperation with parents, families, local agencies, and community members, is to provide educational opportunities for all students to reach their full potential by striving towards excellence through academic knowledge, basic skills, and technology taught by a competent and committed staff within a safe environment. These opportunities will enable students to become lifelong learners, productive citizens, and responsible members of society.

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Non-Discrimination Policy

The Susquehanna County Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, age or veteran status in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Susquehanna County Career and Technology Center’s Title IX Coordinator or the Section 504 Coordinator at 2380 Elk Lake School Road, Dimock, Pennsylvania 18816 or 570-278-6783.

E.O.E.

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Our Vision

The Susquehanna County Career and Technology Center will prepare students to be responsible, productive citizens. The Center will strive to challenge and educate students to the highest extent possible by providing a rigorous academic/technical standards-based curriculum at all levels. The Susquehanna County Career and Technology Center will work together to help students achieve academic success, develop responsibility, understand and value education as a lifelong learning process and are able to live and work in a cooperative manner.

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SCCTC Overview

The Career & Technology Center has been offering programs since 1984 and there are currently 14 programs. The Center offers program areas in a state-of-the-art facility consisting of two separate buildings on one campus.

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Admissions Procedure

The goal of the center is to enroll students in programs that meet their interests and abilities and prepare them for future educational or employment opportunities.

The Career Center shall establish requirements for admission of students that are consistent with statutes, regulations and sound educational practice and ensure the equitable treatment of all eligible students.

Such requirements shall be in accordance with the provisions of the Articles of Agreement.

The Director or designee shall be responsible to develop procedures to implement this policy, including the following:
1. All students and parents or guardians residing in participating districts shall be informed of the students’ right to participate in career technical programs and shall include admissions criteria and procedures (Title 22 Sec. 4.31).

2. Written criteria for evaluating the admission of eligible students shall be developed and distributed (SC 1850.1 Title 22 Sec. 4.31).

3. Course announcements, guidance materials, and other communications shall convey the philosophy of equal access to career and technical programs and shall include admissions criteria and procedures (Title 22 Sec. 4.31).

4. The Center shall not discriminate in any way on the basis of race, color, religion, national origin, gender, sexual orientation, marital status, or age and will provide equal access to the Boy Scouts and other designated youth groups with regards to the admission of students (Pol. 103 Title 22 Sec. 4.4).

**Enrollment Information**

The Director shall make periodic reports to the School Board members and the Directors Advisory Board concerning the enrollment of students in the Center.

The enrollment data shall include the number of students enrolled by grade with residence in the participating school districts.

In cases where students discontinue enrollment in the Center, the guidance or district attendance personnel of the participating school districts shall be notified promptly.

**Admissions**

Any student who resides within Susquehanna or parts of Wyoming County and who will be promoted to the ninth grade or above may apply to attend the SCCTC four-year programs. The number of years may vary due to sending school schedules.

Enrollment vacancies for each participating school district will be considered on a program-by-program basis with each program quota being filled via the student selection application. Enrollment is not based on school quota or program quota. Enrollment provisions will be maintained in applicable programs for average and above students who are involved in the school-to-work and tech prep initiatives. Adult students are accepted on a tuition basis.

In the fall of each year, orientation programs are conducted at the participating schools. Following this orientation, which includes an assembly program in the home school and a visitation to the Center, interested students may request application forms from their home school counselors. In addition, public announcements in the local news media will be used to inform the general public regarding opportunities for admission and whom to call to obtain an application. The Center will conduct an open house/career night for those seeking additional information on programs, admission application and career information. Also, individual student visits to selected programs of interest will be arranged by school counselors.

The Center has an open admissions policy in effect for Career and Technical programs. There are sufficient openings available for all students who wish to apply to be accepted. The criteria used for admission are test data, attendance data, academic reports, class conduct, teacher and counselor recommendations, student’s interest. Special needs students are evaluated with the same criteria along with instructor recommendation. Most or all of this information will be supplied to the Center by the sending school at the time of application.
The admission process considers adaptations that will be made available for students with disabilities and Individualized Education Plans (IEPS). For such students, there must be an Information Gathering Team meeting which includes representation from the home school, meaning any person(s) working with that student in the home school, and representation from the Center.

Using the information from the student selection forms, all applicants are ranked for the program of their choice. The highest ranking applicants will be selected until all vacancies are filled. If vacancies remain for the program, second-choice applications are ranked and selected to fill those vacancies. Students who are not selected for their first, second, or third choice receive a list of programs that still have vacancies. If a program has unlimited vacancies, all candidates who apply are usually accepted into the program. Students with disabilities who also have an IEP which has prescribed vocational enrollment in a specific vocational program related to employment capabilities are not necessarily subject to eligibility criteria.

**Student Application Procedures**

The Center shall forward student applications to sending school district school counselors.

The sending school counselors are expected to counsel with students expressing interest in a career technical program. Students will be initially permitted to make no more then three (3) selections for consideration. If the student selection is reasonable, an application must be approved by the parent and returned to the home school counselor.

When the signed application is returned, the home school counselor should ensure that the required information is completed.

The sending school district counselor should indicate the recommendation and any comments. The purpose of the recommendation is to aid the career and technical Center in processing the application.

All applications will be reviewed by the Center. Students will be selected according to established individual course criteria and available space.

If for any reason, a student is not able to enter the major field of his/her choice, an alternate course selection may be considered after consultation with student, parents, and local school counselor. In order to enroll or transfer in a related field, students must be able to complete two (2) years of a four-year program. Original enrollment priority will be given to those students who can complete the entire program.

The final selection of all students within the secondary educational programs will be made by the career and technology center.

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Educational Services

**Elementary Career Awareness**

Elementary students are introduced to the Career & Technology Center by participating in a career exploration program. Students visit each program area and participate in a hands-on learning experience as well as demonstration observations in each program.
**Junior High Career Awareness**

Students in 7th, 8th, and 9th are encouraged to visit the SCCTC before making career decisions. Presentations are made at sending schools in order to encourage these visits.

**Energy Career Fair**

The Susquehanna County Career and Technology Center holds an annual Energy Career Fair day. The event is held in cooperation with the Susquehanna County Career and Technology Center, Elk Lake School District, Northern Tier Industry & Education Consortium, Trehab Center and Northern Tier Regional Planning & Development Commission.

Students from grades 8-12 are able to get an up-close look at what skills are necessary in today’s job market. The primary objective is for the students to make the critical connection between education and success on the job. Students are introduced to various careers and the necessary workplace skills needed in those careers.

Presenters are available to answer questions and share valuable information about the possible career choices available in the energy field.

**Health Care Career Day**

The Susquehanna County Career and Technology Center holds an annual Health Care Career Day. The event is held in cooperation with the Susquehanna County Career and Technology Center, Elk Lake School District, Northern Tier Industry & Education Consortium, Trehab Center and Northern Tier Regional Planning & Development Commission.

Approximately 130 students from grades 9-12 attend the event held at the Elk Lake High School gymnasium.

Numerous presenters from several different facets of the health care field are available to introduce the students to the vast career opportunities available in the health care field. Presenters include anesthesiologists, physicians, registered nurses, and local colleges.

Students eligible to attend are from the Elk Lake, Mountain View, Lackawanna Trail, Montrose Area, Tunkhannock Area, Blue Ridge and Susquehanna Community High Schools.

**Senior/Parent Awards Night**

In the final year of the student’s program, parents and students are invited to an evening dinner at the SCCTC. This provides an opportunity for the instructor to update the parents on the student’s progress and also gives an opportunity for the parents to offer input regarding the educational advantages they feel their student received at the SCCTC. At this time, all senior awards are also presented.
Sample Letter to Parents

Dear Mr. and Mrs. __________________,

In our on-going effort to keep you informed and involved in your child’s progress here at the Susquehanna County Career and Technology Center; we have decided to add “Parent’s Night” for seniors to our calendar this school year. In addition to our bi-annual “Parent Teacher Conference” evenings, we have implemented an event specific to your child’s program area.

On __________________ you and your child are invited to a complimentary dinner buffet prepared by our Food Management Department. The instructors will be available to discuss your child’s future; whether they plan to attend college or trade school, enter the military or join the workforce. The evening will include a tour of the ____________________________ area with an emphasis on our updated curriculum, technology and equipment. The instructors will also be available to discuss one on one any specific concerns you might have for your child. Our goal at the career and technology center is to make your child’s education as productive and enjoyable as possible. To that end, we feel parental involvement is essential for student success.

We have included a menu with the date and time so you can save it as a reminder. As you can see the meal will be the highlight of the evening!

Please RSVP by _____________ to Mrs. Tina Decker if you are able to attend on _________________. Please include your names as well as your child’s name in your correspondence. We will only be preparing food for those that have reservations, so it is important that you contact us by any of the following methods:

1. Phone 570-278-9229 ext. 6674
2. Email tina.decker@scctc-school.org
3. Mail the bottom portion of the enclosed menu to:

The Susquehanna County Career & Technology Center
2380 Elk Lake School Road
Springville, PA 18844
Att. Mrs. Tina Decker

We hope that you will make this evening a priority and help us in our efforts to provide the best education we can to your child.

Sincerely,

Alice M. Davis Ph.D.
Executive Director
School Counselor Director
Grading Procedures

Grades will be determined by the instructor according to the grading policy and operational procedure.

Report Cards

A report card, along with comments and attendance, will be issued to all students at the conclusion of each of the four marking periods. Instructors are required to include an appropriate report card comment. Administration will establish and distribute the grading schedule for each school year.

Grading Scale

A: 93-100  
B: 85-92  
C: 75-84  
D: 65-74  
F: Below 65

Communications including Progress Reports

Instructors are required to make written and/or telephone contacts with parents or guardians. Progress Reports, regardless of academic standing, are completed for all students for each of the four marking periods. The Progress Reports will be mailed to the student’s home. Progress Reports, both positive and negative, are a critical avenue of communication between instructors and parents.

Cooperative Education Grades of the School-to-Career Program

The Cooperative Education instructor has the ultimate responsibility to assign grades for students placed in the co-operative education program. The Center will distribute the student evaluation form that will enable the employer to provide information that is compatible with the Center’s grading policy and procedure. It is the responsibility of participating employers to submit each marking period’s required evaluative information concerning student progress to the Cooperative Education instructor. The instructor will transfer and/or integrate the student’s grade on the Student Performance Record.
Occational Objectives for Students

Occupational Objectives Form

Each year, students that intend to take further technical instruction complete an Occupational Objectives Form as required by the Pennsylvania Department of Education. The goal of the Occupational Objectives Form is to ensure the student has a related occupational objective. The scope and sequence for the PDE approved program serves as the educational plan.

Underclassman Student Plans Form

This form ensures that student’s plans coincide with their occupational objectives.

Senior Plans Form

As part of the SCCTC’s ongoing educational process, the Senior Plans Form is another form of monitoring the student’s progress towards their occupational objective.

Follow-up Graduate Survey

These forms are mailed to our graduates to track placement and assess our programs from the graduate’s point of view. We constantly monitor and update our curriculum based on the graduate’s input. We also solicit this information via email.

Consultation and Coordination Services

The SCCTC has a system in place at all levels that will identify students that are not making adequate progress academically, behaviorally or socially.

Alert Form Procedure

Step One

- An Alert Form is necessary if a student’s grade falls below a “C” – less than 74%
- The Alert form is a weekly Alert – date accordingly
- Teacher fills out Alert Form with student information including current grade
- A brief description of reason for low grade is given
- Teacher discusses Plan of Action with Paraeducator(s)
- Teacher fills in Plan of Action on Alert Form
- Teacher and Paraeducator(s) sign Alert Form
- Paraeducator(s) initial after Plan of Action has been discussed with Instructor
- Alert form is than discussed with the named student
- Student than signs Alert Form- accepting notification of grade
- The Executive Director of the SCCTC signs Alert Form
- Original Alert Form is kept in the School Counselor’s Office filed alphabetically by Program Area in [ Label Tab “Incomplete Alert Form”]
Step Two

- The School Counselor will meet with the student if necessary
- A copy of the Alert Form is given to the Discipline Officer if attendance is a concern and he/she will contact the sending school
- A copy of the Alert Form is given to the Paraeducator(s) (Or teacher, if there is no Paraeducator in the classroom) in order to document the student’s progress towards completion of the Plan of Action (notes are written on back of Alert Form copy- on a daily basis)
- Once Plan of Action is complete the copy/copies (from Paraeducator(s), Teacher, School Counselor and Discipline Officer when applicable) of the Alert Form is given back to the School Counselor and the copies are attached to the original which is then moved from “Incomplete Alert” to new [Label Tab “Completed Alert Form”] and filed in the completed section (Alphabetically) of appropriate Program Area

2nd Alert Form Received on a Student

- Follow Step 1 and Step 2 up to the last step of 2
- Next pull student’s 1st Alert Form from the file “Completed Alert Form” section
- Make copies of the new original form and give the copies to the appropriate personnel
- Then attach new original to front of 1st Alert Form and place in “Incomplete Alert Form” Tab
- Once Plan of Action(s) is complete again the School Counselor receives the copies from appropriate Personnel and all copies are attached behind 2nd Original Alert Form. Then finish last section of step 2

3rd Alert Form Received on a Student
(Student Progress Form is now initiated)

- Pull previous 1st and 2nd Alert forms which are stapled together in the “Completed Alert Form” section
- Next, follow all of Step 1
- Next, School Counselor fills out the form “Student’s Progress Form”
- The Executive Director reviews alerts then fills out a further “Plan of Action” for this student-located on this Student’s Progress Form
- This form is followed by the School Counselor (it is not given to Paraeducator(s)) until both Alert Form and Student’s Progress form “Plan of Actions” are complete or the next week’s Alert Form is generated for the student in which a new Student Progress Form will also be generated and attached to the front of the previous form(s)
- Once complete, file this original form on top of the Alert Form and file form(s) in the [label tab “Completed” Alert Form”]

Continue to follow with weekly forms if necessary. Both the Instructors and Executive Director will decide appropriate action necessary if a student is not showing improvement in their grades.

The Service Accommodations Declined Form is filled out if a student refuses help from an Instructor(s) or Paraeducator(s). This form is available to help both the Student, Instructor and Paraeducator(s) achieve success toward improvement of a student’s grade. Once a student refuses an accommodation, the parent will be notified. If the student is experiencing success, a discussion should be held about whether or not the accommodation is necessary. If the student is not successful, a discussion should be held about whether or not to schedule an IEP meeting to develop a new plan.
Service Accommodations Declined

Student: ________________________________________________________________

Program: ________________________________________________________________

School: ________________ __________________________________________________

Grade: ________________ __________________________________________________

School Year: ___________________________________________________________

Service Declined: 1) _______________________________________________________

Service Declined: 2) _______________________________________________________

Reason(s) for Refusal: _____________________________________________________

Parent(s)/Guardian(s) Contacted: Date: _________________________________

Outcome of Parent(s)/Guardian(s) Conversation:

________________________________________________________________________

________________________________________________________________________

Teacher’s Signature: _____________________________________________________

Student’s Signature: _____________________________________________________

Paraeducator(s) Signature: _______________________________________________

Executive Director’s Signature: ___________________________________________

Plan of Action:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date: _______ Initial: _______
Assessments

Final Exam

Assessment of students: Every SCCTC student is required to take a final exam. The appropriate assessment will be determined by the instructor. Failure to take the final exam will result in a grade reduction for the student.

National Occupational Testing Institute Exam (NOCTI)

NOCTI pre-assessments are intended to be administered at the time a student is entering a career-technical program. The pre-assessments consist of only the written portion of the assessment; scores consist of only individual scores and do not include comparative data. The pre-assessment score reports are designed to assist instructors and students in identifying strengths and gap areas. Identifying the gaps will help target areas to be focused on throughout the school year and will ultimately improve student performance on the post-assessment at the end of the program.

Attendance

Board Policy No. 204

Prompt daily attendance is required by state law and is a prime determiner of success in and out of school.

A day of absence shall be considered to any situation of nonattendance which is in excess of four and one half hours of absence from school. In addition, a student arriving after 9:30 A.M. or leaving school before 1:30 P.M. shall be considered to be absent one half day. Students must pick up their excuses from either their homeroom teacher or attendance officer and return the excuse within three days upon returning to school. A second reminder will be issued and must be returned within two days or the days will be classified as unexcused absences. Students reporting late to school between 8:15 – 9:29 will be marked as tardy, must report to the attendance office, and be signed in by the acting attendance officer before going to class. Any student leaving between 1:31 and 3:00 must sign out with the attendance officer and will be classified as an early dismissal.

There are five reasons for excused absence from school: (1) illness, (2) death in the immediate family, (3) emergency medical/dental treatment, (4) authorized religious holidays (School Code), (5) impassable roads. All other absences are not excusable in accordance with state attendance regulations.

Unexcused absences are unlawful (illegal) if the student is below the age of 17.

District Policy on absences and tardiness is as follows:

Abseces - Illegal or Suspicious

(1) A student, who is absent for more than 6% of the time, or 10 days for the school year, will come before a member of the administrative team and/or attendance coordinator to determine the reason for the excessive absenteeism.

(2) During his/her conference, a student shall be given every opportunity to present all evidence to justify the absences. Parents of a student, who has exceeded the absences permitted, are urged to confer with the school officials to determine what steps may be taken to improve school attendance.

(3) If, after hearing the facts, it is determined that the absences are illegal or of a suspicious nature, the following steps will be taken:

A. Students who are less than 17 years old:

(1) Parents will be served with a first notice indicating that there have been three or
more days of illegal absence.
(2) Where excessive absenteeism has been determined (5 unexcused days), the student will be placed on an attendance system that will allow him/her two excused (Legal) absences per marking period. If a student under this program exceeds the two legal absences, he/she will be required to provide a physician’s statement for each absence beyond those allowed. The physician’s statement must be returned within three days upon the student’s return to school. The physician’s statement must have the time and date of appointment. The student is expected to be in school prior to and after appointment, unless the physician’s statement excuses the student for the entire day, the student could be charged with unexcused half day. Parents of chronic offenders need to realize that the burden of proof of absences rests fully upon their shoulders, not the schools.
(3) Students on the attendance system requesting to go home through the health office, unless they have used their two days (Legal), will need to present a physician’s statement within three days of returning to school. If a medical note is not returned then the day will be recorded as unexcused.
(4) In the case of a student being on the attendance system, the School District reserves the right not to accept medical excuses in cases of extreme absenteeism. Parents are encouraged to make medical appointments after school hours. Parents of chronic offenders need to realize that the burden of proof of absences rests fully upon their shoulders, not the schools.
(5) Students on the attendance system could be denied any vacation privileges during the school year. Students that take vacation days early in the school year could have vacation days count against them if they high absenteeism evolves. If parents or guardians choose to disregard the policy then the days will be considered unexcused and will be dealt with according to the student handbook.
(6) If a student is absent beyond his/her two (Legal) days without a physician’s statement and/or illegally or suspiciously absent after the serving of the first notice (Section 3-A-1), a second notice will be served through the local magistrate’s office.

Overview of attendance procedures for students 16 and under:

Three unexcused days:
1. Student conference.
2. Monitor letter is mailed to parents.

Five unexcused days:
1. Student conference.
2. System letter is mailed to parents.
3. Parent conference may be required with principal and/or attendance officer.

Two additional days (7):
1. Magistrate is involved.

Two additional days (9):
1. Magistrate is involved.

Two additional days (11):
1. Magistrate is involved.

B. Students who are 17 years old or older:
(1) Where a student’s absenteeism exceeds the amount outlined in Section 1-1, he/she will be placed on the attendance program outlined in Section 3-A-2.
(2) The following procedure will be used if a student in the category of 17 years old or older is absent beyond his/her two (Legal) days without a physician’s statement:
   a. The student will be suspended out of school for one day and must go before an Administrative Review Team prior to returning to class.

(3) The following procedure will be used for a second offense in which a student who is 17 years old or older is absent beyond his/her two (Legal) days without a physician’s statement:
   a. The student will be withdrawn from the rolls as student in the SCCTC. The student may appeal for reinstatement with the School Board of Education.

(4) The following procedure will be used if a student in the category of 17 years old or older, who has been readmitted by the School Board of Education, accumulates one day of unexcused absence:
   a. The student will be withdrawn from the rolls of the SCCTC without appeal to either the Administration or the School Board of Education.

“Overview of Attendance Procedures for age 17 and above” (Approved 1/30/08):

Step 1: Three unexcused days: (3 days)
   1. Student conference
   2. Letter is mailed to the parents

Step 2: Five unexcused days (total of 5 days)
   1. Student conference (2nd time)
   2. Student is placed on the mandatory attendance system and a letter is mailed to the parents.
   3. Parent conference with Principal and/or attendance officer may be required.

Step 3: Additional unexcused day (total of 6 days)
   1. Parent conference with Administrative Team.
   2. Student may be withdrawn from the rolls of the SCCTC.
   3. Student may appeal to the Superintendent/School Board or School Board designee for reinstatement.
   4. A contract shall be drawn up for the student to sign and follow in order to stay in school.
   5. An alternate educational placement will be explored as another option. All considerations will be given for the alternate education placement.

Step 4: Additional unexcused day: (total of 7 days)
   1. Student is withdrawn from the rolls of the SCCTC with no appeal to either the Administrative Team or School Board.

II. Tardiness
Lateness in arriving at school will be addressed in the following manner:
(1) A student who arrives at school after their scheduled starting time for their sending school will be considered late.
(2) After arriving late three times, the district will utilize the option of requiring a late student to be accompanied by one or both parents before admission to school.
(3) Lateness due to unavoidable circumstances (bus problems) will be handled in the following manner:
   a. The student is to report directly to the attendance office to have his/her name removed from the absentee list.
b. The student will then receive a late pass which must be presented to the teacher whose class he/she is entering.

III. Truancy
A student who is absent from school or class for reason or causes beyond the limitations of the state attendance laws is considered truant. Truancy may also be unlawful. Work missed will not be considered for credit. Truancy will be cause for disciplinary action and may result in suspension and/or expulsion from school. A student is truant if he/she:
1. Leaves school without proper administrative authorization.
2. Is absent from school for other than legal reasons.
3. Is either absent from or leaves class without permission.
4. Obtains a pass to go to a designated area and fails to report there.
5. Becomes ill and either goes home or stays in the restroom rather than reporting to the school nurse’s office.
6. Reports to school and does not attend classes.

The school district affirms its position to be fair and reasonable in the implementation of this attendance policy.

IV. Medical/Dental Absences
The school district strongly encourages parents to schedule medical and/or dental appointments after school, on non-school days, or during summer vacations. When this is not possible, parents who want their children excused must submit a written request to the attendance office prior to the appointment which includes the name of the doctor or dentist. After the appointment, the student should return to school as soon as possible. He/she must bring verification from the doctor/dentist that the appointment was kept. Upon return, the student must give the medical/dental excuse to the attendance officer.

V. Vacation/Travel Absences (As Per Family Vacation Policy Adopted 10/17/01)
Parents who wish to obtain the release of their children from school for family trips, business, or other family activities must abide by the following guidelines.
(1) Parents are requested to notify the school in advance of the forthcoming trip so that arrangements may be made for class assignments. This may be done by telephoning the guidance offices.
(2) The vacationing student is required to submit his/her completed assignments within five school days after re-entrance to school. Teachers will then evaluate and grade the work so that the student will be given proper credit for his/her efforts.
(3) The parent, upon returning, will receive a first notice of unexcused, illegal absence. The notice will have no further ramifications for the parent or child unless there are additional illegal absences during the school year.

VI. Admission to School - Absences
A student who has failed to register for school and/or been absent from school for more than 35 consecutive days will not be permitted to enroll and/or continue in membership for the school year of the absences. Special medical circumstances will be reviewed for differential action.

VII. Homework-Absences
A student who is absent from class for a legal reason, including suspension, is required to make up all work missed. It is the responsibility of the student to see his/her teachers to obtain the work and/or assignments. Homework, to be credited, must be completed and returned within a reasonable period of time to be determined by the teacher. Homework can be obtained by contacting the main office by 9:30 A.M. Any student who is truant, cuts classes or leaves school without permission will receive a “0” for the work missed.
VIII. Work - Absences
A student will not be excused from school to report to work. The only exceptions to this policy will be for those students who qualify under the SCC&TC Cooperative Work Program and Work Release Program.

IX. Written Excuses
Students are allowed three school days following an absence to present a written excuse (form provided) to their teacher. Pupils may not write their own excuses. Excuses must be signed by the parent or guardian and returned within seven school days or will be recorded as an illegal absence if the student is less than seventeen years old. The responsibility for obtaining and completing excuse forms rests with the student and/or his/her parents. Excuse blanks are available from any teacher and/or the attendance office.

** This attendance policy was adopted by the Joint Operating Board of both the Susquehanna County Career & Technology Center and Elk Lake School District. Any references to full and half day arrivals, departures and specific times will only apply to students attending both AM and PM sessions at the SCCTC.

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DRESS CODE
Board Policy No. 221

Students are encouraged to exhibit good taste and standards of common sense in dress and personal grooming. They will be expected to attend school and extracurricular activities in clothing which is neat and clean. Experience has demonstrated that students who are particular about their grooming and personal habits are generally those who progress well in school. In many instances, improper and irregular dress is associated with disrespect for the school and society in general. The intent of this and all Susquehanna County Career and Technology Center policies is to create a healthy and safe educational environment that promotes the acceptance of all students.

In the interest of brevity, it has been determined to list those items of dress which are deemed as unsuitable as school and/or extracurricular attire.

Unacceptable Dress:

1. No shirts, “T” shirts or patches with written and/or pictured reference to drugs, alcohol, sex, tobacco products or suicide. This shall include clothing with vulgar language, double meanings or disrespectful reference to religion, race, or ethnic origin. Only shirts, blouses, or dresses with a quarter length sleeve.

2. No half or cut off shirts, tank tops, halter tops, mesh, or see-through clothing, or any clothing which exposes bare midriff on any student. Additionally, cut-off shorts, cut-off sweatpants, cut up clothing, or any clothing with holes in it, are not suitable for school use.

3. All dresses, skirts, or culottes (skorts) must extend to a length which is at least equal to the arms and hands fully extended down at the student’s side. Sundresses are not permitted.

4. No jeans that drag on the floor, are slit, tattered, or in a state of disrepair.

5. Baggy or any other type of clothing that may be used to conceal a weapon or any item, object, or substance used to injure students or staff is prohibited.

6. Jackets and coats may not be worn unless they are designed for indoor wear.

7. No spandex, tights, leggings, tube skirts, or other skin tight clothing of any type unless worn under an acceptable style of dress.

8. No sunglasses (prescription only), hats, hoods or bandanas are to be worn inside the school.
9. All chains and jewelry that are pointed, spiked, or have sharp edges which may jeopardize a student’s health, safety, and welfare is prohibited.

10. Facial jewelry and body piercing is not allowed except in the ears and a piercing stud in the nose.

11. Flip-flop shoes or cleats are prohibited. Any shoe that does not show the toe is permissible without a strap across the back. Any shoe that does show the toe must have a strap across the back that is a part of the shoe.

Where questions or concerns arise concerning the student dress code regulations, a committee composed of two administrators, two teachers and two students shall decide on the appropriateness of the dress.

NOTE: The building administration will enforce the dress code. Any variations will be determined at their discretion.

***********************

Your Rights Under FERPA

General Information

The primary purpose of directory information is to allow the SCCTC to include this type of information from your education record in certain school publications.

Examples include:

- SCCTC Honor Roll List;  
- SCCTC Student of the Month List;  
- SCCTC Graduation Programs;  
- SCCTC National Technical Honor Society;  
- Various SCCTC club lists  
- Group and individual photos.

The SCCTC has designated the following information as “directory” information:

- Student’s name  
- Program of study  
- Student’s address  
- Dates of attendance  
- Photograph  
- Grade Level  
- Recognition for club involvement, academic achievement, awards, and honors

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student’s education records within 45 days of the day the Susquehanna County Career and Technology Center (SCCTC) received a request for access. A student should submit to the Director a written request that identifies the record(s) the student wishes to inspect. The SCCTC official will make arrangements for access and notify the student of the time and place where the records may be inspected.

- The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

- A student who wishes to ask the school to amend a record should write the SCCTC Director, clearly identify the part of the record the student wants changed, and specify why it should be changed.

- If the school decided not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for
amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the school discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The school discloses education records without student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the school.

FERPA allows the school to disclose records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on the behalf of the school;
- Accrediting organizations;
- To comply with judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, with a juvenile justice system, pursuant to specific State Law.

If you do not want SCCTC to disclose directory information from your education records without your prior written consent, you must notify the SCCTC in writing (date). Please mail your written notice to Alice M. Davis, Ph.D. SCCTC, 2380 Elk Lake School Road, Springville, PA 18844 or drop it off at the SCCTC Office. If you have questions, please call Alice M. Davis, Ph.D. at 570-278-6783.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

************************************************************************

Student Tours

The SCCTC provides opportunities for every student interested in career and technical education to tour the school facility during the regular school year. In this way students may better select an appropriate career and technical education program. A telephone call to the School Counselor at (570) 278-9229 ext. 6789 is all that is necessary to make arrangements for a tour of the SCCTC.
Articulation Agreements/ State POS

Articulation is an agreement between career & technical schools, high schools and post-secondary institutions which may allow a student to receive post-secondary credit for instruction received while attending a career & technical school. Students may receive 9 or more post-secondary credits.

Benefits of Articulation:

- Reduces duplication of effort and time for the student at the post-secondary level who has acquired technical skills in high school.
- Enhances job opportunities for the student by identifying student job qualifications more accurately.
- Provides an opportunity for students to acquire marketable job skills in a more effective and efficient manner.
- Provides for improved guidance, placement and follow-up services for students through planning by staff at the local and college levels.
- Provides a more realistic procedure for evaluation of student performance and for evaluation of programs.
- Provides savings in expenditures for both students and institutions.
- Improves communication between career and technical center, secondary and post-secondary administrators, educators, and school counselors.
- Improves program content and performance standards.
- Promotes better utilization of available equipment, materials, and facilities.
- Establishes more active program advisory committees, thus increasing community participation in and support for education.

Articulation Agreements are in place for the following SCCTC programs:

- Accounting Technology/Technician and Bookkeeping
- Administrative Assistant and Secretarial Science
- Automobile/Automotive Mechanics Technology/Technician
- Carpentry/Carpenter
- Electrical, Plumbing & Heating (Building/Property Maintenance)
- Cosmetology/Cosmetologist
- Food Management, Production & Services (Institutional Food Workers)
- Health Care Technology (Health/Medical Assisting Services)

State Program of Study Agreements are in place for the following SCCTC programs:

- Accounting Technology/Technician and Bookkeeping
- Administrative Assistant and Secretarial Science
- Autobody/Collision Repair
- Automobile/Automotive Mechanics Technology/Technician
- Carpentry/Carpenter
- Electrical, Plumbing & Heating (Building/Property Maintenance)
- Food Management, Production & Services (Institutional Food Workers)
- Health Care Technology (Health/Medical Assisting Services)
- Security and Protective Services
- Vehicle Maintenance and Repair (Small Engine)
- Welding
Mission of SOAR: The mission of SOAR (Students Occupationally and Academically Ready) is to prepare students for college and careers in a diverse, high-performing workforce.

Goal of SOAR: SOAR is the career and technical Program of Study (POS) educational plan that articulates the secondary career and technical programs to postsecondary degree or diploma or certificate programs. SOAR programs lead students into a career pathway that align the secondary courses to a postsecondary program to complete a degree or certificate.

What is SOAR?
SOAR is built on programs of study which incorporate secondary education and postsecondary education elements and include coherent and rigorous content aligned with challenging academic standards and relevant career and technical content. These career and technical programs of study includes a statewide articulation agreement partnership between secondary schools and postsecondary institutions.

SOAR Supports High Demand Careers
SOAR programs prepare today's student for High Priority Occupations (HPO) which includes career categories that are in high demand by employers, have higher skill needs, and are most likely to provide family sustaining wages.

Benefits of SOAR

- Saving Money on College Tuition
- Saving Time by Shortening College Attendance
- Getting on the Right Career Pathway
- Entering the Job Market Ready
- Getting a Consistent Education
Career and Technical Student Organizations

SkillsUSA
Skills USA is a student organization that promotes leadership, citizenship, and character development programs and activities to complement skill training available for secondary, post secondary and adult students enrolled in career and technical programs. SkillsUSA emphasizes respect for dignity of work, high standards in ethics, workmanship, scholarship and safety. It promotes understanding of the free enterprise system and encourages development of patriotism through the practice of democracy in the organization.

SkillsUSA conducts contests on the local, state, and national levels in which students demonstrate the occupational and leadership skill they are learning. The annual SkillsUSA United States Olympics (USSO) is the national level competition in which several thousand students compete in many occupational and leadership skill areas. The Professional Development Program recognizes the individual student for progress in occupational and leadership development. Students attain different degrees as they progress both in personal growth and in knowledge of their field of work.

National Technical Honor Society (NTHS)
The SCCTC National Technical Honor Society Chapter is a merit organization promoting the ideals of honesty, service, leadership, career development and skilled workmanship among the career and technical students in America. The society rewards meritorious achievement in career and technical education and career goals. It encourages and assists career and technical students in their pursuit of educational and career goals and develops a greater awareness of the talents and abilities of students engaged in career and technical education. Student members of this society will also gain a greater awareness of the world of work.

QUALIFICATIONS FOR MEMBERSHIP
NATIONAL TECHNICAL HONOR SOCIETY

- **Desire:** To pursue a career in the field of his/her technical study.
- **Dependability:** Follows through on his/her work; performs as directed.
- **Worthy Character:** Can be trusted; ethical behavior.
- **Good Mentality:** Thinks before acting; good reasoning ability.
- **Credible Achievement:** Completes all assignments and tasks; works ahead – goes beyond the call of duty.
- **Commendable attitude.**
- **Cooperative:** Demonstrates good interpersonal skills – able to get along with staff and peers.
- **Community Service:** Either as individual or part of a group (youth groups, fire or rescue, HOSA, SkillsUSA/VICA, US FIRST Robotics, Student Government, etc.).
- **Academic Achievement:** Must attain and maintain a “B” or 3.0 average during all years at the SCCTC.
**Future Business Leaders of America (FBLA)**

The Future Business Leaders of America is a national organization for secondary students enrolled in any business related classes at the secondary school level. FBLA is an integral part of the instructional program and promotes a sense of civic and personal responsibility. FBLA strives to develop character and encourage individual projects which contribute to the improvement of home, business and community. Members learn how to engage in business enterprise, how to direct affairs of a group, and how to compete honorably in competitive events. It prepares useful citizens, fosters patriotism and facilitates the transition from school to work.

**Health Occupations Students of America (HOSA)**

HOSA is a national career and technical organization for secondary and adult students enrolled in health occupations education programs. Activities of HOSA are an integral part of the instructional program that provides occupational leadership skills. The local HOSA chapter provides activities and programs to help individuals develop their physical, mental and social well-being. Members strengthen their leadership and citizenship abilities through interaction with professional, business and other student organizations.

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**Advisory Boards and Committees**

**Director’s Advisory Board**

The Director’s Advisory Board consists of approximately 50 individuals from business and industry, CareerLink, WIB, school board members, elected officials, college representatives, school principals, parents, and students.

The purpose of the Director’s Advisory Board is to enhance the vision of the SCCTC. The group will also have the opportunity to share input to better enhance course offerings through curriculum revisions, so as to meet students’ needs whether they will enter their chosen field of study or continue their education at a post-secondary environment.

**Occupational Advisory Committee**

Each program area at the Susquehanna County Career & Technology Center has an individual Occupational Advisory Committee (OAC). The committee is comprised of industry members that provide input on the curriculum and equipment in each specific program area. These individuals bring unique perspective to education and training programs.

The main purpose of an Occupational Advisory Committee is to provide a vital industry link to strengthen the career and technical education program of a school. They make recommendations for program improvement by providing technical assistance to assure the most up-to-date curriculum content, appropriate applications of technology, and the implementation of new teaching strategies.

Committee members serve in an advisory capacity only. They do not have administrative or governing authority. Nevertheless, their work is important to the effective operation of a career and technical education program. Programs with a close association and function in cooperation with business,
industry, labor, employers, employees and the general public are usually more successful than those which do not have such an association.

**MEMBERSHIP RESPONSIBILITIES**

- Provide advice on establishment and maintenance of a realistic education program
- Provide advice about curricula content, training techniques and equipment
- Investigate the types of facilities and equipment currently used in business and industry
- Assist in the preparation and selection of course materials
- Inform school personnel of changes in the labor market
- Research and explain technical information
- Determine student and community interest in education
- Inform the school about business and industry personnel needs
- Follow up on recommendations made to technology instructors, administrators, and the Joint School Committee
- Research and recommend changes in computer technology education programs
- Identify opportunities for internships and cooperative work experience
- Encourage cooperation and a better understanding of career education programs among employers, students and the general public
- Develop plans for recognizing outstanding students
- Be an advocate for career and technical education within the community
- Recommend resource personnel, guest speakers and instructors for technology education programs
- Serve as judges for local awards, contests, and exams

**OCCUPATIONAL ADVISORY COMMITTEE MEETING**

**PROGRAM AREA: __________________________**

**INSTRUCTOR/S: ____________**

**MEETING DATE: ____________ START: ________ ADJOURN: ________**

**AGENDA**

1. Welcome/ Introduction
2. Overview of OAC members goals, roles and objectives
3. Industry Certifications and Student Credentials
   a. Current/ Proposed
4. Equipment and Supplies Recommended for Purchase
   a. Name and Specifications/ Cost
5. Program Information
   a. Admission Requirements – no educational requirements (for most programs) but must be over the age of 18 and has passed the date of their proposed graduation if resident of any sending school district before we can accept them as an adult student.
   b. Program content that is consistent with desired student learning outcomes
   c. Program Length – varies by program area however all POS Programs are 4years for high school students
   d. Program Objectives- must be reviewed by potential employers at least every 2 years and recommendations must be considered when changing and or adding program objectives.
   e. Competency Tests - NOCTI
f. Learning Activities – Computer, Hands-On, Shop, Promethean Boards, Equipment
g. Instructional Materials – Computer software, textbooks, etc.
h. Equipment
i. Evaluation Methods – Student Evaluations, Rubrics, Traditional Testing
j. Level of skills and/or proficiency required for completion – POS Requirements
k. Delivery Methods – Discussion, theory, hands-on, projects, etc.

6. Curriculum or Task List Review/Revisions
   a. Additions/ Deletions
   b. Equipment Review
   c. Instructor Lesson Plan/Materials Review
   d. Shop Safety as incorporated in the curriculum
   e. Textbooks

7. Program Competencies
   a. Appropriate Evaluations
   b. Competencies meet current industry standards
   c. Competencies meet licensing/board criteria (if applicable)
   d. Competencies are applicable to program occupations

8. Job Shadowing/ Internship Opportunities/Cooperative Education

9. NOCTI Overview (Test/ Evaluators/ Test Date/ Preparation)

10. Reporting Forms – Sign Off
    a. Facilities Reporting Form
    b. Equipment Supplies and Safety Form
    c. Employer Review Form – *must be completed by 3 potential employers every 2 years*

11. PDE/ Perkins Performance Indicator Data
    - PSSA Reading Scores
    - PSSA Math Scores
    - NOCTI Results
    - Industry Certification Achievement Rate
    - Student Attendance
    - Program Completion
    - Non-Traditional Enrollment
    - Non-Traditional Completion
    - Job and Post-Secondary School Placement

12. Performance Objectives Review/Revisions

13. Other Recommendations

14. Open Floor/ Tour of Facility

Instructors please provide the following information:

Textbooks:

Workbooks:

Software Programs:

Industry Certifications:
OCCUPATIONAL ADVISORY COMMITTEE MEETING SUMMARY

SCHOOL: ______________________________________________________________

PROGRAM AREA: _____________________ INSTRUCTOR/S: ________________

MEETING DATE: ___________________ START: _________ ADJOURN: _______

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<tr>
<th>COMMITTEE MEMBERS</th>
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AGENDA ITEMS

1. Industry Certifications and Student Credentials
   Current List all for each
   Proposed
   Discussion

2. Textbook(s)
   Current Get info from teachers – list books, texts, workbooks, etc.
   Proposed
   Discussion

3. Equipment and Supplies Recommended for Purchase
   Name of Equipment and Pertinent Specifications
   Approximate Cost
   Discussion

4. Program Content-Curriculum/ POS/Task List Review/ Revisions
   Additions
   Deletions
### 5. Job Shadowing/ Internship Opportunities

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<th>Discussion</th>
<th>Proposed</th>
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### 6. NOCTI Overview

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<th>Proposed</th>
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### 7. Facilities Reporting Form (See Attached Sheets)

### 8. Other Recommendations

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<th>Discussion</th>
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Comments: Please supply comments below
## FACILITY REPORTING FORM

**PROGRAM:** ______________________________________  **Date:** ________________

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<tr>
<th></th>
<th>The room provides for advantageous use of space.</th>
<th>Commendable</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>Unsure</th>
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<tbody>
<tr>
<td>1</td>
<td>Room lighting is adequate for the health and safety of the students.</td>
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<td>2</td>
<td>The room/lab areas are neat, and clean and pose no safety hazards.</td>
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<td>3</td>
<td>Tools and equipment are arranged in an orderly and task-appropriate manner.</td>
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<td>4</td>
<td>The area has adequate storage facilities for permanent and consumable supplies.</td>
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<td>5</td>
<td>Panic buttons are easily accessible and in operating condition.</td>
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<td>6</td>
<td>Strategic floor areas are properly lined and marked for safety.</td>
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<td>7</td>
<td>Strategic floor areas are free of obstructions, clutter and debris.</td>
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<td>8</td>
<td>There are adequate storage facilities for flammable and toxic materials.</td>
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<td>9</td>
<td>There is adequate ventilation for flammable and toxic materials.</td>
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<td>10</td>
<td>Fire extinguishers are visible, accessible, properly maintained and adequate in number.</td>
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<td>11</td>
<td>Classroom space for instruction in related theory is adequate.</td>
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<td>12</td>
<td>The classroom/laboratory temperature is comfortable.</td>
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<tr>
<td>13</td>
<td>The classroom/laboratory space is large enough for the number of students served.</td>
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<tr>
<td>14</td>
<td>Persons with disabilities are accommodated in the classroom/laboratories.</td>
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<tr>
<td>15</td>
<td>Students have appropriate access to equipment and supplies.</td>
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<tr>
<td>16</td>
<td>As much as possible, the laboratory area mirrors the accommodations found in the workplace.</td>
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# EQUIPMENT, SUPPLIES AND SAFETY REPORTING FORM

**PROGRAM:** ___________________________ **Date:** ______

<table>
<thead>
<tr>
<th></th>
<th>Commendable</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>Unsure</th>
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<tbody>
<tr>
<td>1.</td>
<td>The supply of tools and equipment is adequate to implement the curriculum.</td>
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<tr>
<td>2.</td>
<td>Equipment and tools meet current industry standards and are appropriate for teaching the identified technical skills.</td>
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<tr>
<td>3.</td>
<td>The condition of the equipment indicates proper care and maintenance and meets all current safety requirements.</td>
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<td>4.</td>
<td>Equipment meets all federal (OSHA), state and local safety standards with respect to guards, shields, grounding, etc.</td>
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<tr>
<td>5.</td>
<td>Personal Protective Safety Devices (safety glasses, shields, etc.) and instruction in the proper use of them is provided.</td>
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<tr>
<td>6.</td>
<td>Consumable supplies are adequate to implement program objectives.</td>
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<tr>
<td>7.</td>
<td>An inventory of equipment is maintained by the teacher and was reviewed.</td>
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<tr>
<td>8.</td>
<td>An inventory of supplies is maintained by the teacher and was reviewed</td>
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<tr>
<td>9.</td>
<td>A schedule for repair and replacement of equipment, and tools is maintained by the teacher and was reviewed.</td>
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<tr>
<td>10.</td>
<td>A security system for student use of tools, equipment and supplies is maintained.</td>
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<tr>
<td>11.</td>
<td>Material Safety Data Sheets (MSDS) are provided for each flammable, toxic or explosive material as required by OSHA.</td>
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<tr>
<td>12.</td>
<td>Please note any safety violations.</td>
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</table>

**Recommendations on Equipment and Supplies:**

A. What equipment is recommended for replacement within the next three years?

B. What new equipment is recommended for purchase within the next three years?

C. What equipment is recommended for replacement within the next five years?

D. Other recommendations:
The Accounting Program is designed to provide technical administrative support to professional accountants and other financial management personnel. Students learn to use generally accepted accounting principles in manual and computerized formats to complete the steps of the accounting cycle for various forms of business ownership; verify and enter details of transactions from source documents into journals; post transactions to accounts; summarize details of separate ledgers by transferring data to general ledgers; balance records and compile various financial statements and reports; prepare withholding, social security, and other tax reports; compute, type, and mail monthly statements to customers; complete records through the prior balance; and operate calculators, computers, and spreadsheet and accounting application software. Students also receive instruction in business ethics, business law, economics, office procedures and public relations. Students are provided experiences and instruction needed to satisfy initial employment requirements for accounting, computing and data capturing occupations and/or prepare them to further their education in a business related field or the post-secondary/college environment.

The Administrative Assistant/Secretarial Science Program is designed to prepare students to perform the duties of administrative assistants and/or secretaries and related occupations. Students compose, key, format and process documents (correspondence, reports, tabulations and forms); compile, proofread, edit and correct documents; operate dictation/transcription equipment and computers; use word processing, spreadsheet, database, desktop publishing, presentation and communication software; receive, distribute and sort incoming mail; prepare outgoing mail; perform basic mathematical functions; operate office equipment; perform records management duties; communicate with others in person, in writing and by telephone; and perform receptionist duties. Students also receive instruction in business ethics, principles of business law, office procedures, public relations and accounting. Students are provided experiences and instruction needed to satisfy initial employment requirements for administrative assistants and secretaries.

The Autobody/Collision Repair Program prepares individuals to apply technical knowledge and skills to repair damaged automotive vehicles such as automobiles and light trucks. Students learn to examine damaged vehicles and estimate cost of repairs; remove, repair and replace upholstery, accessories, electrical and hydraulic window and seat operating equipment and trim to gain access to vehicle body and fenders; remove and replace glass; repair dented areas; replace excessively damaged fenders, panels and grills; straighten bent frames or unibody structures using hydraulic jacks and pulling devices; and file, grind and sand repaired surfaces using power tools and hand tools. Students refinish repaired surfaces by painting with primer and finish coat.

The Automotive Technology Program provides the student with practical instruction in the diagnosis, repair, and adjustment of all phases of the automobile. Instruction will also be given on the use of up-to-date equipment used in areas such as analyzing, fuel injection, ignition, electrical controls, ABS braking systems, computer engine controls, four-wheel alignment, and State Safety Inspection. Upon successful completion of this program, the student will be able to test for a State Inspection Mechanic license, and may seek entry level employment as an automotive technician, automobile salesperson, garage salesperson, service manager, parts salesperson, or service writer.

In the Electrical, Plumbing & Heating Program students will experience hands-on training as well as classroom theory in Basic Residential Wiring, Plumbing, and Heating. During the first year, the student will practice developing basic skills by installing common electrical circuits, fixtures, and equipment as well as basic carpentry skills. The second year will consist of practice in joining common piping systems, fixtures, and equipment. Advanced plumbing systems will be installed during the third year. The student will also practice basic skills needed to install, maintain, and troubleshoot residential oil fired hydronic systems and forced warm air systems. The student will also practice basic skills in the areas of stick arc welding, oxyacetylene cutting, welding, and brazing.

Students enrolled in the Carpentry and Cabinetmaking Program will study a number of related areas so that he/she will possess adequate entry level skills to work in the area of building construction. The carpentry unit, for example, gives actual experience in layout, cutting and fitting wood members, rafter cuts, roof or platform framing, and selection of general building materials. The students will also hone their skills completing carpentry projects and working at the on-site house construction project. Upon successful completion of this program, the student may seek employment as an apprentice cabinetmaker, materials salesperson, roofer, rough carpenter, sheetrock installer, framer, or siding installer.
The Cosmetology Program prepares individuals to apply technical knowledge and skills related to experiences in a variety of beauty treatments including the care and beautification of the hair, complexion and hands. Instruction includes training in giving shampoos, rinses and scalp treatments; hair styling, setting, cutting, dyeing, tinting and bleaching; permanent waving; facials; manicuring; and hand and arm massaging. Bacteriology, anatomy, hygiene, sanitation, salon management including record keeping and customer relations are also emphasized.

Beginning with the basics, students in Food Management/Production/Services will proceed to intermediate and advanced levels to develop a solid foundation in Culinary Arts. Through lecture and cooking demonstrations, the student will learn the techniques of fine cooking. Classes will cover the basics of cooking and baking and the provisions used to create effective and elegant menus for the most discriminating palate. With instructor supervision, the students will then hone these skills by operating their on-site restaurants, “A Touch of Class” and The Serfass Solarium. The restaurants offer the students the opportunity to culminate all laboratory experiences as they rotate through all positions in management, production, and services perfecting skills and techniques. Upon successful completion of this program, the student may seek employment as a baker, cashier, caterer, chef, host, hostess, line cook, restaurant manager, salad maker, short-order cook, dining room service personnel, or any of the vast number of culinary positions. They may continue their restaurant management education in the hotel restaurant management or culinary arts fields.

The Health/Medical Assisting Program is a combination of subject matter and experiences designed to prepare individuals for entry-level employment in a minimum of three related health occupations under the supervision of a licensed health care professional. Instruction consists of core course content with clinical experiences in one or two health related occupations. The core curriculum consists of planned courses for introduction of health careers, basic anatomy and physiology, and medical terminology. Additional content includes: legal and ethical aspects of health care and communications and at least three planned courses for the knowledge and skills for the occupational area such as medical assisting, ward clerk, nursing assisting, pharmacy technician, EKG Technician, etc. Students may also continue their education in a post-secondary/college environment.

The Security and Protective Services program prepares individuals to apply technical knowledge and skills required to perform entry-level duties as a police officer, fire fighter, paramedic and other safety services. This program stresses the techniques, methods and procedures peculiar to the areas of criminal justice and fire protection especially in emergency and disaster situations. Physical development and self-confidence skills are emphasized due to the nature of the specific occupation(s). In addition to the application of mathematics, communication, science and physics, students receive training in social and psychological skills, map reading, vehicle and equipment operations, the judicial system, pre-hospital emergency medical care and appropriate emergency assessment, treatment and communication.

The Vehicle Maintenance and Repair (Small Engines) program prepares individuals to apply technical knowledge and skills to repair, service, maintain and diagnose problems on a variety of small internal-combustion gasoline engines and related systems used on portable power equipment such as lawn and garden equipment, chain saws, outboard motors, roto-tillers, snowmobiles, lawn mowers, motorcycles, personal watercraft and pumps and generators. This program includes instruction in the principles of the internal-combustion engine and all systems related to the powered unit. Instruction also includes the use of technical and service manuals, state inspection code, care and use of tools and test equipment, engine tune-up/maintenance, engine overhaul, troubleshooting and diagnostic techniques, drive lines and propulsion systems, electrical and electronic systems, suspension and steering systems and service operations and parts management.

The Welding Program prepares individuals to apply technical knowledge and skills in gas, arc, tig, shielded and non-shielded metal arc, brazing, flame cutting, plasma cutting and plastic welding. Hand and semi-automatic welding processes are also included in the instruction. Students will learn safety practices, types of electrodes and welding rods; properties of metals, welding symbols, blueprint reading, use of equipment for testing of welds by destructive and non-destructive methods, use of manuals and specification charts, use of hand and portable power tools, use of metal fabricating equipment, and welding standards established by the American Welding Society, American Society of Mechanical Engineers and the American Petroleum Institute. Students will receive OSHA safety training and have the opportunity to become AWS Certified Welders.
ADULT CERTIFICATIONS AND PROGRAMS ARE ALSO OFFERED IN THE FOLLOWING AREAS:

- **PRACTICAL NURSING PROGRAM**
- **MASSAGE THERAPY**
- **NATIONAL SERVSAFE CERTIFICATION** as required for the food service industry by the Pennsylvania Department of Agriculture
- **OSHA GENERAL CONSTRUCTION CERTIFICATION** as required in the construction industry
- **PA AUTOMOTIVE SAFETY INSPECTION COURSE** safety inspection class for category I passenger cars and light trucks
- **LEAD RENOVATION, REPAIR AND PAINTING CERTIFICATION** as required by the Environmental Protection Agency

**Practical Nursing Program**
The Pennsylvania State Board of Nursing approved Practical Nursing Program 8ia a twelve month 1765 hour program. Upon graduation, the practical nursing students are eligible to sit for the NCLEX-PN exam for the LPN licensure. The Practical Nursing Program is eligible for Federal Funding in the form of both grants and loans based on individual eligibility. More information about the Practical Nursing Program can be found on our web site: [www.scctc-school.org](http://www.scctc-school.org)

**Massage Therapy**
Students will be educated in the studies of Anatomy and Physiology, Kinesiology, Pathology, Massage Therapy and an array of massage methods and therapeutic procedures in both a classroom and hands on environment. This program provides students the knowledge and skills to become a Pennsylvania Licensed Massage Therapist. More information about the Massage Therapy Program can be found on our web site: [www.scctc-school.org](http://www.scctc-school.org)

**ServSafe Certification Program**
The ServSafe 16 hour class will consist of 8 hours of documented home study and 8 hours of on-site instruction. **Applicants must contact the ServSafe Instructor at 278-9229 ext. 6760 or a pre-study appointment and to pick up their course book prior to class.**

Cost: $175.00 (includes all materials and testing fees). The registration fee of $175.00 must be paid in advance. To obtain a registration form for the course, please call (570) 278-9229 ext. 6670.

The ServSafe Program was developed for supervisors, managers, chefs and employees in food establishments. After completing this program, the participant will have a complete understanding of how to safely purchase, receive, store and serve food. A state examination is given after completing the 16 hours of study. This program meets the requirements for PA Food Code, Title 7 Dept. of Agriculture Mandatory Compliance.
OSHA GENERAL CONSTRUCTION TRAINING

COST: $250.00

Mandatory Topics Include:
- Introduction to OSHA
- Fall Protection
- Electrical
- Struck by (e.g. falling objects, trucks, cranes)
- Caught in/between (trench hazards equipment)

Elective Topics Include:
- Personal Protective Equipment
- Stairways and Ladders
- Scaffolds
- Hand and Power Tools

Upon successful completion of the training, attendees will receive an official OSHA 10 hour Construction Card as well as a SCCTC certificate of completion. Completers may be eligible for a deduction in their insurance premiums.

To register, please call at (570) 278 – 9229 ext. 6670. Need 10 to register the class.

PA AUTOMOTIVE SAFETY INSPECTION COURSE
Category I
(only passenger cars & light trucks)
For Adults

NOTE: The hands-on testing will be scheduled individually and will run into a third week.

Important: in order to take the Automotive Safety Inspection Course, you must provide one of the following:
- A Valid Pennsylvania Driver’s License
- A Valid Pennsylvania Photo Identification Card
- A Valid Out-of-State Driver’s License (if state borders PA)

In order to take the certification test to obtain your Safety Inspection Certification; you must provide a Valid PA Driver’s License or a Valid Out-of-State Driver’s License (only if state borders PA).
If you have a Valid Out-of-State Driver’s License (that does not border PA), you must call for different instructions (as required by the State).

COST: $170.00 (which includes cost of textbook)

Participants must pickup their textbooks and pay the registration fee of $170.00 prior to class. Participants must read the book before the first night of class in order to be familiar with the material.
LEAD RENOVATION, REPAIR AND PAINTING CERTIFICATION

- Did you know the Environmental Protection Agency (EPA) requires certification to work in pre-1978 homes?
- These classes (Renovator Initial Course) meet the 8 hour EPA requirements necessary to work in pre-1978 homes. (Section 402 of TSCA) 40 CFR Part 745.225
- Fee for class and materials is $300.00.
- Company Group Rate- 5 or more registering in the same class $195.00 per person
- Company Group Rate- 24 registering in the same class $150.00 per person (other dates are available when registering a group of 24, please call for details)
- Class size is limited! Call 570-278-9229 ext. 6670 for details and an application.
- Applications are also available at www.scctc-school.org

Student Orientation Materials

- Application Packet
  - Check-Off Form for New Student
  - Student/Parent Information Form
  - Student Application
  - Student Registration Information Form
  - Parental Permission and Emergency Procedures Form
  - Student Emergency Record
  - Student Health History Form
  - Transportation Form
  - Dress Code
  - Attendance Policy
  - Mission Statement
  - Student Admission Policy
  - Occupational Objective Form

Follow-Up Forms

- Underclassman Student Plans
- Senior Plans
- Follow Up Graduate Survey
STUDENT APPLICATION

Student Full Legal Name: ____________________________________________

911 Mailing Address: ______________________________________________

City, State, Zip: __________________________________________________

SSN: ______________ Date of Birth: ______________ Gender: M or F

Parent Email: ______________________________________________________

Student Email: ____________________________________________________

Home Telephone: Cell Phone

Sending School District:

Do you have any additional students attending the SCCTC: Yes or No

If yes, please list:

GRADE YOU WILL ENTERING IN 2015/2016?

Freshman _____ Sophomore _____ Junior _____ Senior _____

SCCTC PROGRAM PREFERENCE

Please indicate your 1st, 2nd and 3rd choice:

_____ Automotive Technology

_____ Carpentry & Cabinetmaking

_____ Electrical, Plumbing & Heating (Building Property Maintenance)

_____ Business Education (Administrative Assistant & Accounting Technology)

_____ Cosmetology

_____ Food Management, Production & Services

_____ Health Care Technology

_____ Cooperative Education (Co-Op)

_____ Security & Protective Services

_____ Vehicle Maintenance & Repair (Small Engine Repair)

_____ Welding

_____ Autobody/Collision & Repair Technology
Reason for Desiring Your First Choice: __________________________________________
__________________________________________________________________________
Experience In This Course Area: ____________________________________________
_________________________________________________________________________

FAMILY INFORMATION

Parent/Guardian #1: ____________________ Relationship: ______________________
Address: ____________________________
Employer: ____________________________ Occupation: ______________________
Address: ____________________________
Employer: ____________________________ Occupation: ______________________
If you are not living with your parents, complete the following:
Person with whom you are living: ____________________ Relationship: __________
Address: ____________________________________________________________

CHARACTER REFERENCES:
Please list names and addresses of two (2) people other than relatives or employers, such as
teachers, clergymen, counselors or organization leaders.
Name: ____________________________ Name: ____________________________
Address: __________________________ Address: __________________________

________________________________________________________________________

My child has parent/guardian permission to submit this application for possible enrollment in
the Susquehanna County Career & Technology Center.

________________________________________________________________________

Signature of Parent/Guardian ____________________________ Date ____________

________________________________________________________________________

Signature of Student ____________________________ Date ______________
PARENTAL PERMISSION AND EMERGENCY PROCEDURES

Dear Parent/Guardian:

It is imperative that students receiving instruction in our school obtain written and parental approval. This form will also establish procedures for emergency situations. Please complete the form and return it, along with the application and registration forms.

This is to certify that ______________________________ has permission to be enrolled as a student in the __________________________ program at the Susquehanna County Career & Technology Center. He/she is permitted to operate pertinent power tools, equipment, machinery, and any electrical apparatus under the proper instruction and supervision of an instructor.

It is the policy of the Susquehanna County Career & Technology Center to teach good safety practices and emphasize them constantly throughout the instructional periods. Every precaution is taken to avoid accident or injury. If and when an accident occurs, first aid will be rendered, but parents must realize that medical treatment becomes their responsibility. We urge you to investigate your local school student insurance program and to avail yourself of the services if you deem them feasible.

In case of an emergency, an illness, or an accident to the student named above, the SCCTC is authorized to proceed as indicated below. Please number the items (1, 2, 3, 4, 5, 6) in the order of desired action.

( ) Contact parent/guardian #1 at: ____________________________
    Phone

( ) Contact parent/guardian #2 at: ____________________________
    Phone

( ) Contact family physician: ________________________________
    Name
    Phone

( ) Take student to emergency hospital: ________________________
    Hospital Name
    Phone

( ) Permission for any licensed physician to examine and or treat.

( ) Other desired procedures: ________________________________

_________________________  ____________________________
Signature of Parent/Guardian  Date
# 2015—2016 Susquehanna County Career and Technology Center
## STUDENT EMERGENCY RECORD

**Home School:**

Please list all children attending school in the SCCTC and include DATE OF BIRTH.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Date of Birth</th>
<th>Student’s Name</th>
<th>Date of Birth</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>County</th>
<th>Bus Number</th>
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<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Phone Number</th>
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To serve your child in case of an **ACCIDENT OR SUDDEN ILLNESS**, it is necessary that you furnish the following information for emergency calls: **ONLY NAMES ON THIS FORM WILL BE CONTACTED**

**Parent/Guardian #1 Name**

**Phone Number**

Please circle to indicate relationship to student

<table>
<thead>
<tr>
<th>Living Parent</th>
<th>Step Parent</th>
<th>Guardian</th>
<th>Divorced</th>
<th>Separated</th>
<th>Deceased</th>
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**Parent/Guardian #1 Employment**

**Work Number**

**Parent/Guardian #2 Name**

**Maiden Name**

**Home Phone**

Please circle to indicate relationship to student

<table>
<thead>
<tr>
<th>Living Parent</th>
<th>Step Parent</th>
<th>Guardian</th>
<th>Divorced</th>
<th>Separated</th>
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**Parent/Guardian #2 Employment**

**Work Number**

**Who does child live with?**

**Who has custody of child?**

List two or more individuals who will assume temporary care of your student if you cannot be reached.

<table>
<thead>
<tr>
<th>Name of contact person</th>
<th>Relationship to child</th>
<th>Address</th>
<th>Phone Number</th>
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</table>
Health Information: List, by child, any physical or health conditions such as heart disease, diabetes, epilepsy, severe allergies, eye or ear problems, or any chronic conditions, etc. that would prevent your student from participating.

<table>
<thead>
<tr>
<th>Student's Name</th>
<th>Health Condition</th>
<th>Explanation</th>
</tr>
</thead>
</table>

May the school nurse share health information on a need-to-know basis?  
Yes  No

May your child be given first aid treatment and medication under doctor’s standing orders at the discretion of the nurse?  
Yes  No

Permission to give Tylenol/Motrin?  
Yes  No

<table>
<thead>
<tr>
<th>Doctor (First Choice)</th>
<th>Phone Number</th>
<th>Dentist</th>
<th>Phone Number</th>
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</table>

<table>
<thead>
<tr>
<th>Doctor (Second Choice)</th>
<th>Phone Number</th>
<th>Hospital Choice</th>
<th>Phone Number</th>
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</table>

I, the undersigned, do hereby authorize officials of the SCCTC or Elk Lake School District to contact directly the persons named on this form, and do authorize the named physicians to render such treatment as may be deemed necessary in an emergency, for the health of said child.

In the event, physicians, other persons named on this paper, or parents cannot be contacted, the school officials are hereby authorized to take what actions are deemed necessary in their judgment, for the health of the aforementioned child.

I will not hold the school district financially responsible for the emergency care and/or transportation for said child.

Date  
Signature of Parent or Guardian
Susquehanna County Career & Technology Center
Transportation Information 2015/2016 School Year

STUDENT’S NAME ________________________________
ADDRESS ________________________________________
TELEPHONE # ___________________ CELL PHONE # ____________________
PROGRAM _______________________________________
GRADE ______________
EMERGENCY # _________________________________
HOME SCHOOL: _______________________________________

** IF YOU ARE PICKED UP AND DROPPED OFF AT YOUR HOME SCHOOL, YOU DO NOT NEED TO COMPLETE THE REMAINDER OF THIS FORM. **

PLEASE GIVE DIRECTIONS FROM YOUR HOME TO YOUR SCHOOL

__________________________________________________________________________
__________________________________________________________________________

NEAREST NEIGHBOR (on both sides): ________________________________

__________________________________________________________________________

LIST ANY LANDMARKS (store, feed mill, silo, etc.): ____________________________

__________________________________________________________________________

ADDITIONAL COMMENTS: (Do you live in a house, trailer, etc. – color of dwelling, which side of the road, left or right)

__________________________________________________________________________
__________________________________________________________________________

__________________________________________________________________________

NOTE: It is important that these are filled out and returned to the SCCTC.
PLEASE BE SPECIFIC IN DIRECTIONS AND DETAILS. THANK YOU.
Attendance
Board Policy No. 204

Prompt daily attendance is required by state law and is a prime determiner of success in and out of school.

A day of absence shall be considered to any situation of nonattendance which is in excess of four and one half hours of absence from school. In addition, a student arriving after 9:30 A.M. or leaving school before 1:30 P.M. shall be considered to be absent one half day. Students must pick up their excuses from either their homeroom teacher or attendance officer and return the excuse within three days upon returning to school. A second reminder will be issued and must be returned within two days or the days will be classified as unexcused absences. Students reporting late to school between 8:15 – 9:29 will be marked as tardy, must report to the attendance office, and be signed in by the acting attendance officer before going to class. Any student leaving between 1:31 and 3:00 must sign out with the attendance officer and will be classified as an early dismissal.

There are five reasons for excused absence from school: (1) illness, (2) death in the immediate family, (3) emergency medical/dental treatment, (4) authorized religious holidays (School Code), (5) impassable roads. All other absences are not excusable in accordance with state attendance regulations.

Unexcused absences are unlawful (illegal) if the student is below the age of 17.

District Policy on absences and tardiness is as follows:

I. Absences - Illegal or Suspicious
   (1) A student, who is absent for more than 6% of the time, or 10 days for the school year, will come before a member of the administrative team and/or attendance coordinator to determine the reason for the excessive absenteeism.
   (2) During his/her conference, a student shall be given every opportunity to present all evidence to justify the absences. Parents of a student, who has exceeded the absences permitted, are urged to confer with the school officials to determine what steps may be taken to improve school attendance.
   (3) If, after hearing the facts, it is determined that the absences are illegal or of a suspicious nature, the following steps will be taken:
      A. Students who are less than 17 years old:
         (1) Parents will be served with a first notice indicating that there have been three or more days of illegal absence.
         (2) Where excessive absenteeism has been determined (5 unexcused days), the student will be placed on an attendance system that will allow him/her two excused (Legal) absences per marking period. If a student under this program exceeds the two legal absences, he/she will be required to provide a physician’s statement for each absence beyond those allowed. The physician’s statement must be returned within three days upon the student’s return to school. The physician’s statement must have the time and date of appointment. The student is expected to be in school prior to and after appointment, unless the physician’s statement excuses the student for the entire day, the student could be charged with unexcused half day. Parents of chronic offenders need to realize that the burden of proof of absences rests fully upon their shoulders, not the schools.
         (3) Students on the attendance system requesting to go home through the health office, unless they have used their two days (Legal), will need to present a physician’s statement within three days of returning to school. If a medical note is not returned then the day will be recorded as unexcused.
         (4) In the case of a student being on the attendance system, the School District reserves the right not to accept medical excuses in cases of extreme absenteeism. Parents are encouraged to make medical appointments after school hours. Parents of chronic
offenders need to realize that the burden of proof of absences rests fully upon their shoulders, not the schools.

(5) Students on the attendance system could be denied any vacation privileges during the school year. Students that take vacation days early in the school year could have vacation days count against them if they high absenteeism evolves. If parents or guardians choose to disregard the policy then the days will be considered unexcused and will be dealt with according to the student handbook.

(6) If a student is absent beyond his/her two (Legal) days without a physician’s statement and/or illegally or suspiciously absent after the serving of the first notice (Section 3-A-1), a second notice will be served through the local magistrate’s office.

Overview of attendance procedures for students 16 and under:

Three unexcused days:
1. Student conference.
2. Monitor letter is mailed to parents.

Five unexcused days:
1. Student conference.
2. System letter is mailed to parents.
3. Parent conference may be required with principal and/or attendance officer.

Two additional days (7):
1. Magistrate is involved.

Two additional days (9):
1. Magistrate is involved.

Two additional days (11):
1. Magistrate is involved.

B. Students who are 17 years old or older:

(4) Where a student’s absenteeism exceeds the amount outlined in Section 1-1, he/she will be placed on the attendance program outlined in Section 3-A-2.

(5) The following procedure will be used if a student in the category of 17 years old or older is absent beyond his/her two (Legal) days without a physician’s statement:
   a. The student will be suspended out of school for one day and must go before an Administrative Review Team prior to returning to class.

(6) The following procedure will be used for a second offense in which a student who is 17 years old or older is absent beyond his/her two (Legal) days without a physician’s statement:
   a. The student will be withdrawn from the rolls as student in the SCCTC. The student may appeal for reinstatement with the School Board of Education.

(4) The following procedure will be used if a student in the category of 17 years old or older, who has been readmitted by the School Board of Education, accumulates one day of unexcused absence:
   a. The student will be withdrawn from the rolls of the SCCTC without appeal to either the Administration or the School Board of Education.

“Overview of Attendance Procedures for age 17 and above” (Approved 1/30/08):
Step 1: Three unexcused days: (3 days)
3. Student conference
4. Letter is mailed to the parents

Step 2: Five unexcused days (total of 5 days)
4. Student conference (2nd time)
5. Student is placed on the mandatory attendance system and a letter is mailed to the parents.
6. Parent conference with Principal and/or attendance officer may be required.

Step 3: Additional unexcused day (total of 6 days)
6. Parent conference with Administrative Team.
7. Student may be withdrawn from the rolls of the SCCTC.
8. Student may appeal to the Superintendent/School Board or School Board designee for reinstatement.
9. A contract shall be drawn up for the student to sign and follow in order to stay in school.
10. An alternate educational placement will be explored as another option. All considerations will be given for the alternate education placement.

Step 4: Additional unexcused day: (total of 7 days)
2. Student is withdrawn from the rolls of the SCCTC with no appeal to either the Administrative Team or School Board.

II. Tardiness
Lateness in arriving at school will be addressed in the following manner:
(l) A student who arrives at school after their scheduled starting time for their sending school will be considered late.
(2) After arriving late three times, the district will utilize the option of requiring a late student to be accompanied by one or both parents before admission to school.
(3) Lateness due to unavoidable circumstances (bus problems) will be handled in the following manner:
   a. The student is to report directly to the attendance office to have his/her name removed from the absentee list.
   b. The student will then receive a late pass which must be presented to the teacher whose class he/she is entering.

III. Truancy
A student who is absent from school or class for reason or causes beyond the limitations of the state attendance laws is considered truant. Truancy may also be unlawful. Work missed will not be considered for credit. Truancy will be cause for disciplinary action and may result in suspension and/or expulsion from school. A student is truant if he/she:
1. Leaves school without proper administrative authorization.
2. Is absent from school for other than legal reasons.
3. Is either absent from or leaves class without permission.
4. Obtains a pass to go to a designated area and fails to report there.
5. Becomes ill and either goes home or stays in the restroom rather than reporting to the school nurse’s office.
6. Reports to school and does not attend classes.

The school district affirms its position to be fair and reasonable in the implementation of this attendance policy.
IV. Medical/Dental Absences
The school district strongly encourages parents to schedule medical and/or dental appointments after school, on non-school days, or during summer vacations. When this is not possible, parents who want their children excused must submit a written request to the attendance office prior to the appointment which includes the name of the doctor or dentist. After the appointment, the student should return to school as soon as possible. He/she must bring verification from the doctor/dentist that the appointment was kept. Upon return, the student must give the medical/dental excuse to the attendance officer.

V. Vacation/Travel Absences (As Per Family Vacation Policy Adopted 10/17/01)
Parents who wish to obtain the release of their children from school for family trips, business, or other family activities must abide by the following guidelines.
(1) Parents are requested to notify the school in advance of the forthcoming trip so that arrangements may be made for class assignments. This may be done by telephoning the guidance offices.
(2) The vacationing student is required to submit his/her completed assignments within five school days after re-entrance to school. Teachers will then evaluate and grade the work so that the student will be given proper credit for his/her efforts.
(3) The parent, upon returning, will receive a first notice of unexcused, illegal absence. The notice will have no further ramifications for the parent or child unless there are additional illegal absences during the school year.

VI. Admission to School - Absences
A student who has failed to register for school and/or been absent from school for more than 35 consecutive days will not be permitted to enroll and/or continue in membership for the school year of the absences. Special medical circumstances will be reviewed for differential action.

VII. Homework Absences
A student who is absent from class for a legal reason, including suspension, is required to make up all work missed. It is the responsibility of the student to see his/her teachers to obtain the work and/or assignments. Homework, to be credited, must be completed and returned within a reasonable period of time to be determined by the teacher. Homework can be obtained by contacting the main office by 9:30 A.M. Any student who is truant, cuts classes or leaves school without permission will receive a “0” for the work missed.

VIII. Work Absences
A student will not be excused from school to report to work. The only exceptions to this policy will be for those students who qualify under the SCC&TC Cooperative Work Program and Work Release Program.

IX. Written Excuses
Students are allowed three school days following an absence to present a written excuse (form provided) to their teacher. Pupils may not write their own excuses. Excuses must be signed by the parent or guardian and returned within seven school days or will be recorded as an illegal absence if the student is less than seventeen years old. The responsibility for obtaining and completing excuse forms rests with the student and/or his/her parents. Excuse blanks are available from any teacher and/or the attendance office.

** This attendance policy was adopted by the Joint Operating Board of both the Susquehanna County Career & Technology Center and Elk Lake School District. Any references to full and half day arrivals, departures and specific times will only apply to students attending both AM and PM sessions at the SCCTC.
Mission Statement
The mission of the Susquehanna County Career & Technology Center, in cooperation with parents, families, local agencies, and community members, is to provide educational opportunities for all students to reach their full potential by striving towards excellence through academic knowledge, basic skills, and technology taught by a competent and committed staff within a safe environment. These opportunities will enable students to become life-long learners, productive citizens and responsible members of society.

DRESS CODE
Board Policy No. 221
Students are encouraged to exhibit good taste and standards of common sense in dress and personal grooming. They will be expected to attend school and extracurricular activities in clothing which is neat and clean. Experience has demonstrated that students who are particular about their grooming and personal habits are generally those who progress well in school. In many instances, improper and irregular dress is associated with disrespect for the school and society in general. The intent of this and all Susquehanna County Career and Technology Center policies is to create a healthy and safe educational environment that promotes the acceptance of all students.

In the interest of brevity, it has been determined to list those items of dress which are deemed as unsuitable as school and/or extracurricular attire.

Unacceptable Dress:
1. No shirts, “T” shirts or patches with written and/or pictured reference to drugs, alcohol, sex, tobacco products or suicide. This shall include clothing with vulgar language, double meanings or disrespectful reference to religion, race, or ethnic origin. Only shirts, blouses, or dresses with a quarter length sleeve.
2. No half or cut off shirts, tank tops, halter tops, mesh, or see-through clothing, or any clothing which exposes bare midriff on any student. Additionally, cut-off shorts, cut-off sweatpants, cut up clothing, or any clothing with holes in it, are not suitable for school use.
3. All dresses, skirts, or culottes (skorts) must extend to a length which is at least equal to the arms and hands fully extended down at the student’s side. Sundresses are not permitted.
4. No jeans that drag on the floor, are slit, tattered, or in a state of disrepair.
5. Baggy or any other type of clothing that may be used to conceal a weapon or any item, object, or substance used to injure students or staff is prohibited.
6. Jackets and coats may not be worn unless they are designed for indoor wear.
7. No spandex, tights, leggings, tube skirts, or other skin tight clothing of any type unless worn under an acceptable style of dress.
8. No sunglasses (prescription only), hats, hoods or bandanas are to be worn inside the school.
9. All chains and jewelry that are pointed, spiked, or have sharp edges which may jeopardize a student’s health, safety, and welfare is prohibited.
10. Facial jewelry and body piercing is not allowed except in the ears and a piercing stud in the nose.
11. Flip-flop shoes or cleats are prohibited. Any shoe that does not show the toe is permissible without a strap across the back. Any shoe that does show the toe must have a strap across the back that is a part of the shoe.

Where questions or concerns arise concerning the student dress code regulations, a committee composed of two administrators, two teachers and two students shall decide on the appropriateness of the dress.

NOTE: The building administration will enforce the dress code. Any variations will be determined at their discretion.
Student Admission Policy

To: Parents, Staff, Students and the General Public

From: Alice M. Davis, Ph.D.
Compliance Officer
Title VI of the Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973
Title IX of the Education Amendments of 1972
The Age Discrimination Act of 1975

Re: Nondiscrimination Policy

The Susquehanna County Career & Technology Center (SCCTC) offers vocational programs in Automotive Technology, Carpentry /Cabinetmaking, Electrical/Plumbing/Heating), Business Education/Data Processing, Co-Op/Diversified Occupations, Cosmetology, Food Management/Production and Services, and Health Care Technology. Admission to these programs is based on completion of ninth grade.

The Susquehanna County Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, age or veteran’s status in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Susquehanna County Career and Technology Center’s Title IX Coordinator or the Section 504 Coordinator at 2380 Elk Lake School Road, Springville, Pennsylvania 18844 or 570-278-6783.
Occupational Objective Form

SCHOOL YEAR __________

ANNUAL EDUCATIONAL AND OCCUPATIONAL OBJECTIVES FOR STUDENTS ENROLLED IN A PDE-APPROVED CAREER AND TECHNICAL EDUCATION (CTE) PROGRAM INSTRUCTIONS:
This form is to be completed each year by students enrolled in Pennsylvania Department of Education (PDE) approved CTE programs with the intent to take further technical instruction offered by the program to achieve a related occupational objective. The scope and sequence for the PDE approved program serves as the educational plan.

Form is to be completed by student and verified and signed by the instructor and school counselor:

STUDENTS NAME: ______________________________________________________________
(Please Print) Last Name First Name Middle Initial

GENDER: ___M ___F DATE OF BIRTH: ___________ GRADE LEVEL: ___________

SENDING SCHOOL DISTRICT: ___________________________________________

PROGRAM NAME: ___________________________ CIP CODE: ___________

Is student enrolled in approved Tech Prep/Program of Study (POS) program technical instruction? YES or NO (circle one)
If yes, is student taking minimum academic coursework per approved Tech Prep/POS program scope and sequence: YES or NO (circle one)

Student’s plans following high school graduation include: (check all that apply)
______ Employment or ______ Military service/training Specify Branch ________________
______ Postsecondary education: Specify: ______ College or ______ Technical/Proprietary School

Student’s program-related objective:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Student’s Signature: ___________________________ Date: ___________________________

Instructor’s Signature: ___________________________ Date: ___________________________

Counselor’s Signature: ___________________________ Date: ___________________________

It is the policy of this institution not to discriminate on the basis of sex, handicap, race and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI.
UNDERCLASSMAN STUDENT PLANS

NAME: ____________________________________________________________

Last       First       Middle

SCCTC Program: ____________________________________________________

Current Grade: ________________

Home School: ______________________________________________________

My educational plans for next year are:  (please circle one)

• To return to the SCCTC in the same course.
• To return to the SCCTC in another course, if possible.
  List course: ________________________________
• To withdraw from the SCCTC program.

Reason(s) for change or withdraw:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

_________________________________________________________________

Student’s Signature ___________________________ Date

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If you feel you have been discriminated against for any reason, see Alice M. Davis, Ph.D. Executive Director, Susquehanna County Career & Technology Center, located at 2380 Elk Lake School Road, Springville, PA, 18844, phone (570) 278-6783. Alice M. Davis, Ph.D. is the Title IX and Section 504 Coordinator for the SCCTC.

E.O.E.
SENIOR PLANS

Please print all information requested.

NAME: ____________________________________  SCCTC Program: ______________________

ADDRESS: __________________________________________________________________________

Email :____________________________________  PHONE NO.: __________________________

DATE OF BIRTH: __________________________

FUTURE PLANS (check one):
A. _____ I plan to attend a school or college in September (or June).
B. _____ I plan to volunteer for military service within six months of graduation.
C. _____ I plan to enter work full-time after graduation and have a definite job promised.
D. _____ I want to work full-time but do not have a job promised

* Answer only if you checked (A).
Name the school you plan to attend and your major (i.e. Penn State University for Data Processing)
_________________________________________________________________________________
(School or College) (Major Program)

* Answer only if you checked (B).
Name the military service you plan to enter and the type of training you expect to receive.
_________________________________________________________________________________
(Military Service) (Training)

* Answer only if you checked (C).
List the company’s name and your job title if you know where you will work.
_________________________________________________________________________________
(Company Name) (Job Title)
(Optional) Expected earnings per hour: ____________________

* Answer only if you checked (D).
If you want a full-time job and still have no firm promise, what type of job do you want:
_________________________________________________________________________________

Will you have the use of a car if a job is located in a neighboring community?
YES _____  NO _____

ALL SENIORS ARE ASKED TO ANSWER THIS QUESTION:
Do you feel you need any additional information or assistance in order to make plans after graduation?
YES _____  NO _____
If you checked YES on the above question, what information or assistance would you like? Describe your problem or question on the back.
_________________________________________________________________________________

Student’s Signature ________________________________  Date __________________________
FOLLOW-UP GRADUATE SURVEY

Name: ___________________________________________ Date: ____________________
Current Address: _________________________________________________________________
Email _____________________________________________________________
Program you attended at SCCTC: _________________________________________________
Are you presently
                                    Furthering your education?    _____ Yes     _____ No
If yes, where? ___________________________ _______________________________________
Your major: _________________________________________________________________
In the service?    _____ Yes     _____ No
If yes, what branch? ____________________________________________________________
Employed? _________________________________________________________________
If yes, where? _________________________________________________________________
Are you employed in your trade area?    _____ Yes     _____ No
If no, are you seeking employment in your trade area?    _____ Yes     _____ No
Would you like assistance in finding employment?    _____ Yes     _____ No

Briefly describe your duties and responsibilities:
_______________________________________________________________________________
_______________________________________________________________________________
What pieces of equipment are you using at your job?
_______________________________________________________________________________
_______________________________________________________________________________
In order to improve our program and better prepare you for employment, what skills do you feel we should:
Continue to teach ________________________________________________________________
_______________________________________________________________________________
Eliminate _________________________________________________________________
_______________________________________________________________________________
Add to the program _____________________________________________________________
_______________________________________________________________________________
Any additional comments concerning this survey?
_______________________________________________________________________________

Thank You! We really appreciate your input.