Welcome to the Susquehanna County Career & Technology Center.

We are pleased you are attending the SCCTC. In order to provide you with a positive experience in our facility, we have prepared this handbook for you in an effort to keep you as informed as possible.

The information in this handbook is intended to familiarize you with the student policies and procedures in effect at the SCCTC. As adults, you are responsible for your actions and behaviors. Please take the time to become familiar with the handbook.

We want your time at the SCCTC to be a worthwhile and rewarding educational experience. Ultimately, the quality of the experience you have is your decision. Your success at the SCCTC is directly related to your efforts. The harder you work and the more you apply yourself, the greater your chances for personal and workplace success. Set goals for yourself and strive to exceed your expectations!

We are always available to meet your educational needs. If there is anything I can do to help you be successful here at the SCCTC, please do not hesitate to contact me. Have a great school year!

Sincerely,

Dr. Alice M. Davis
Dr. Alice M. Davis
Executive Director
School Counselor Director
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SCCTC Adult Handbook
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, Springville, Pennsylvania 18844 or 570-278-6783.

Disclaimer Policy (LPN Program)

Due to state regulations and industry standards, program polices for the Practical Nursing Program may be more stringent than policies reflected in the SCCTC Adult Handbook. In the case of conflicting policies, the more stringent Nursing Program Student Handbook policies will take precedence. It is the student’s responsibility to read and review all school handbooks and policies. Any questions or concerns regarding polices in the handbooks should be addressed to your Instructor/Supervisor.
The Susquehanna County Career & Technology Center holds membership in and is accredited by the Council on Occupational Education, located at 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia 30346.

The Cosmetology Program is approved by the Pennsylvania State Board of Cosmetology.

Requests for additional information on policies, standards or procedures of the Accrediting Commission of the Council on Occupational Education should be addressed to:

Gary Puckett  
Executive Director  
Accrediting Commission  
Council on Occupational Education  
41 Perimeter Center East, NE, Suite 640  
Atlanta, Georgia 30346  
1-800-917-2081  
Phone: (770) 396-3898  
Fax: (770) 396-3790
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.

Basic Student Responsibilities...

We sincerely believe that each student enrolled at the Susquehanna County Career & Technology Center has the basic responsibility to:

1. Come to school regularly and on time.
2. Come to school with an interest and a desire to learn.
3. Cooperate with your instructor and fellow students.
4. Apply yourself; use your ability.
5. Be ambitious and painstaking in your work.
6. Look and act the part of the occupation.
7. Plan for yourself desirable and attainable goals.
8. Become a dependable, responsible person.
9. Be willing to accept constructive criticism and profit from it.
10. Build group morale among fellow students; be extremely proud of the occupation for which you are preparing.

These are the same ten basic responsibilities used by employers to evaluate their permanent and prospective employees.

The choice is yours. We are very eager to help you secure an education that will lead you to becoming a successful, productive member of our society. The total amount of educational worth derived from school will be in direct proportion to the amount of effort put forth on your part. “Give your very best and the very best will come back to you.”
STUDENT NOTIFICATION OF RIGHTS
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Students of the Susquehanna County Career and Technology Center have legal rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as well as the related regulations of the Department of Education. This law, also referred to as the Buckley Amendment, and the regulations provide that:

- A student has a right to inspect and review their educational records by submitting a written request to the Executive Director. Within 30 days of the request, the Executive Director will notify the student of the date and time when the records can be inspected.

- A student may request that any record be amended if the student believes it is inaccurate, misleading, or otherwise in violation of privacy rights. To request an amendment, the student must write the school official responsible for the record and clearly specify why it is inaccurate or misleading. If the school decides not to amend the record, the student will be notified of his/her rights to a school hearing. Additional information regarding hearing procedures will be provided to the student at that time.

- The Susquehanna County Career and Technology Center will obtain the student’s written consent before disclosing personally identifiable information about the student from their records, unless the consent is not required by the law or the regulations. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. A school official is a person employed by the institution in an Executive, supervisory, faculty or staff position; a person or company with whom the school has contracted services; a member of the school's governing board, or a student serving in an official capacity; such as student review hearings. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll, but will notify the student, if possible, of this request.

- If a student wishes to authorize the release of records to other individuals, the student must complete the “Authorization to Release Information” form, available in the Student Records Office. For security purposes, photo identification will be required in order to complete this form.

- Directory information such as name, address, date of birth, telephone listing, course of study, dates of attendance, awards earned, etc. may be disclosed unless the student submits a written request that such information not be disclosed. If a student wishes to restrict the release of directory information to outside agencies and schools, a “Confidentiality of Records” form must be completed and submitted to the Student Records Office.

- A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. Contact information is provided below:

  Family Policy Compliance Office
  U.S. Department of Education
  600 Independence Avenue, SW
  Washington, DC 20202-4605
ANNOUNCEMENTS AND SCHOOL NEWS

A calendar of events is updated regularly on the website at:

www.scctc-school.org

ABILITY TO BENEFIT

Provisions have been made for the admission of students on an "ability to benefit" basis using the Computerized Placement Tests (CPTs)/Accuplacer test. The SCCTC will administer the tests. “Ability to Benefit” implies that the student, through evaluation and counseling interviews, is able to perform the work required in a program of study even though they may not have a high school diploma, GED certificate or that they have been out of high school for some time. The career guidance services offered to each prospective student ensures that each individual receives appropriate information relative to his/her occupational interests and abilities.

ADULT ADMISSION POLICY

It is the policy of the SCCTC to consider the admission of adults to its programs without discrimination 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. The selection of adults will be the responsibility of the Executive Director in conjunction with members of the Administrative team of the SCCTC.

ADMISSION REQUIREMENTS AND PROCEDURES

Any person who is 18 years of age or a high school graduate or working on his/her GED may apply for admission to the SCCTC. Application forms can be obtained at the SCCTC. It is recommended that the financial aid application process be initiated at the time an application for admission is made. Persons enrolling in Cosmetology must have a competency level of grade 10 or better. Practical Nurse Applicants must have a high school diploma or a GED.

1. Contact the SCCTC to obtain information and an application form.
2. Discuss primary objectives with the Executive Director and Financial Aid Coordinator (obtain financial aid application).
3. Complete an application packet and file it with the Executive Director. (Your application will be added to the waiting list.)
4. If applying for financial aid, you will need to provide a copy of your high school diploma or proof of obtaining a GED.
5. An acceptance or rejection letter will be mailed to the applicant with additional information.

Applicants who fail to complete the pre-enrollment orientation will be put on inactive status. Completing the admission process may reactivate the application.
**ADDITIONAL INFORMATION FOR ADULT STUDENTS**

Since the SCCTC administers Title IV federal programs for financial aid, the law requires written policies and procedures related to many aspects of administering funds. Students interested in information on any of the following policies and procedures may obtain the information from the Financial Aid Office: student consumer information, verification process, satisfactory academic progress, institutional refund and repayment, Title IV refund and repayment, loan disclosures statements, and leave of absence.

**ATTENDANCE**

Because of the importance of student attendance, SCCTC stresses attending classes regularly and includes evaluation of attendance and punctuality. Students are expected to be in class every day and are responsible for any work missed due to absences. Students receiving financial assistance must also abide by the requirements of the organization that is granting the assistance.

1. Their instructor may counsel students after absences or excessive tardiness.
2. After a student has been absent for a total of two days of their training time within a marking period of instruction, the instructor may refer the student to the Director for counseling.
3. When a student has missed an excess of ten percent of their training time within a marking period of instruction, the student will be counseled and provided a written warning that continued absences could disqualify them for financial aid and may result in not achieving state program graduation requirements.
4. Students arriving late must report to the SCCTC Office and sign in before going to class.

Documented military leave and jury duty absences are excused absences. It is the student’s responsibility to provide documentation to the instructor prior to absences for both military and jury duty. Absences for supplemental programs are handled on an individual basis. 

*Note: All absences and/or tardiness will be reviewed on an individual basis.*

**EXCUSED ABSENCES**

Illness, family death, medical emergency, religious holidays, and impassable roads are considered excused absences. All other absences are not excusable in accordance with state attendance regulations. (Time missed needs to be made up in order to obtain the 1250 hours for the Cosmetology program, and the 765 hours for the Massage Therapy Program.)

**HOW ATTENDANCE AFFECTS FINANCIAL AID**

Absenteeism in excess of the school policy will render a student ineligible for Title IV Financial Aid. You must be eligible for the disbursement of financial aid when the money is received or become eligible within thirty days thereafter. Make-up time will be required to be completed before the end of a payment period in order to re-establish financial aid eligibility due to excessive absenteeism and with the professional judgment of the Financial Aid Coordinator.
**RETURNED CHECK COLLECTION FEE**

Tuition and fees may be paid by cash, check or money order. If a student pays fees with a check that is not honored by the bank, that student will be notified by the SCCTC and there will be an additional $30.00 return-check fee assessed. If the check and return check fees are not paid in cash within 10 working days from the date of the notice that student will be withdrawn from classes and legal action will be taken. The return-check fee of $30.00 will be assessed for each returned check presented to the business office at the SCCTC by anyone for any reason (i.e. tuition, maintenance fees, test fees, book sales, live work fees, etc.)

**CALENDAR OF OPERATIONS**

The Susquehanna County Career & Technology Center’s calendar is based on a school year. A minimum of 180 instructional days is included in the school year. The school distributes a “School Calendar” at the beginning of each school year. The calendar shows the days the school is open and the days the school is closed for observance of legal holidays, teacher in-service, and student vacation days. The LPN Program operates on a 12 month cycle.

The SCCTC may extend the ending dates of periods of instruction at any time prior to or during the academic year due to emergencies beyond the reasonable control of the SCCTC, including severe weather, loss of utilities, or order by governing agencies.

**CHANGE OF ADDRESS AND STUDENT RECORD INFORMATION**

A student moving to a new address is required to inform the office immediately. The Adult Emergency Procedures Form should also be updated if there is any change in what was originally reported at the beginning of the school year.

**CHEATING**

Students caught cheating will be given a zero for the work with no opportunity for make-up work.

**CLASS OPERATIONS**

All full-time students (except cosmetology students) attend classes six hours per day, normally between the hours of 8:00 a.m. to 2:15 p.m. Cosmetology students attend between the hours of 8:00 a.m. to 3:00 p.m. in addition to designated clinical weekends and activities as determined by the instructor. The LPN Program operates on a different daily time schedule. The daily times will be clarified during the application process.

**COMPUTER USAGE**

Please refer to the Internet Usage (page 16).
CREDIT FOR PREVIOUS TRAINING

Previous educational training and/or experience will be evaluated by the instructor, and the student will be enrolled at the student’s proficiency level. The time normally required to complete a program may be shortened accordingly.

Training completed in high schools, technical institutes, colleges and other facilities, such as business and industry or the military, will be evaluated by the instructor and Executive director prior to the student’s first day of class. Documentation and/or evidence of training or proficiency must be supplied by the student.

CURRICULUM REVIEW BY STUDENTS

Upon request of a student, the SCCTC will make available existing information about the curriculum, including academic standards and technical competencies to be achieved, instructional materials, and assessment techniques.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

Students will be held accountable for any damage or destruction of school property resulting from careless or unsafe use of materials or equipment, horseplay, disruptive behavior, or willful intent. Where the damage is considered a deliberate effort of destruction, violators will be prosecuted.

DISCIPLINE

Guidelines on student discipline are essential if we are to establish an orderly procedure of discipline when infractions of school rules occur. By accepting admission, adult students enrolling in SCCTC agree to conduct themselves in a manner compatible with the best interest of the school and agree to abide by all published regulations governing the student body. The SCCTC students are citizens of the community and are expected to maintain acceptable standards of conduct.

Individual or organizational misconduct, which is subject to disciplinary sanction, shall include but are not limited to the following examples:

1. **Conduct dangerous to others** - Any conduct, which constitutes a serious danger to any person’s health, safety or personal well-being, including any physical abuse or immediate threat of abuse.

2. **Hazing** - Any intentional or reckless act on or off of school property that endangers the mental or physical health or safety of a student, or which induces or coerces a student to endanger his/her mental or physical health or safety. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.
3. Disorderly conduct - Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy and/or disorderly, or which unreasonably disturbs other groups of individuals.

4. Obstruction of or interference with institutional activities or facilities - Any intentional interference with or obstruction of any institutional activity, program, event or facilities including the following:
   
   A. Any unauthorized occupancy of institution or institutional controlled facilities or blockage of access to or from such facilities.
   B. Interference with the right of any institutional member or other authorized person to gain access to any institutional or institution controlled activity, program, event or facility.
   C. Any obstruction or delay of a fireman or any institutional official in the performance of his/her duty.

5. Misuse of or damage to property - Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to the institution including, but not limited to: fire alarms, fire equipment, telephones, institution keys, library materials and/or safety devices, and any such act against a member of the institutional community or a guest of the institution.

6. Theft, misappropriation or unauthorized sale – Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institutional community or a guest of the institution.

7. Misuse of documents or identification cards - Any forgery, alteration of or unauthorized use of institutional documents, forms, records, or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student’s admission, enrollment or status in the institution.

8. Firearms and other dangerous weapons - Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind.

9. Explosives, fireworks and flammable materials - The unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks.

10. Alcoholic beverages - The consumption or possession of alcoholic beverages.

11. Drugs - The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance or marijuana), or sale or distribution of any such drug or controlled substance.
12. **Gambling** - Gambling in any form is not acceptable.

13. **Financial irresponsibility** - Failure to meet financial responsibilities to the institution promptly including, but not limited to: passing a worthless check or money order in payment to the institution or to a member of the institution or giving of false testimony or other evidence at any hearing.

14. **Failure to cooperate with institutional officials** - Failure to comply with directions of institutional officials acting in the performance of their duties.

15. **Violation of general rules and regulations** - Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.

16. **Attempts and aiding and abetting the commission of an offense** - Any attempt to commit any of the foregoing offenses (an “attempt” to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission).

17. **Violations of State or Federal Laws** - All violations of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

Disciplinary sanction may be taken against a student for violations of regulations that may occur on institutionally owned, leased, or otherwise controlled property, or out-of-school when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct that poses a substantial threat to persons or property within the institutional community.

Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in the regulations, the appropriate institutional officials may impose the following disciplinary sanctions, either singularly or in combination.

**Definition of sanctions:**

**Restitution** - A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.

**Warning** - The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

**Reprimand** - A written reprimand or censure may be given to any student or organization whose conduct violates any part of these regulations. Such a reprimand does not restrict the
student in any way, but does have important consequences. It signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the institutional community, but that any further violation may result in more serious penalties.

Restriction - A restriction of privileges on a student or organization for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution in any way, denial of use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges.

Probation - Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.

Dismissal - Dismissal entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student’s re-admission to the institution.

Interim or summary suspension - Though as a general rule, the status of a student accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges against him/her, summary suspension may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of the institutional community or its guest, destruction of property, or substantial disruption of classroom or other school activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are any disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

The Executive Director is authorized, at his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.
DRESS/APPEARANCE GUIDE
(As Per Dress Code Policy Adopted 7/14/2003)

Students are encouraged to exhibit good taste and standards of common sense in dress and personal grooming. They will be expected to attend school in clothing that 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 & 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 that 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 will be acceptable.
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 that is at least equal to the arms and hands fully extended down at the student's side. Sundresses are not permitted.
4. No gym shorts, running shorts, soccer shorts, boxer shorts or athletic shorts. No jeans that drag on the floor, are slit, tattered, or in a state of disrepair.
5. No 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.
6. No jackets and coats unless they are designed for indoor wear.
7. No spandex, tights, leggings, tube skirts, or other skintight 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. No chains and jewelry that are pointed, spiked, or have sharp edges that may jeopardize a student’s health, safety, and welfare.
10. No facial jewelry and body piercing, except in the ears and one nose piercing.
11. No flip-flop shoes or cleats. 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.

NOTE: The building administration will enforce the dress code. Any variations will be determined by the Executive Director.
**DRIVING, RIDING, AND PARKING**

Adult students will complete an application for a parking permit at the office. The permit will be placed on the rear-view mirror of the vehicle. All students are hereby advised that vehicles parked on the SCCTC premises are subject to search when administration has reason to believe weapons, drugs or other items prohibited by school policy or state law are contained therein. If an adult takes a high school student home, prior approval must be obtained from the high school student’s parent/guardian and home school.

**DRUGS AND ALCOHOL**

In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act of 1989, the SCCTC’s policy is to maintain a safe and healthful environment for its students and employees. Therefore, school policy prohibits the unlawful use, manufacture, possession, or dispersing of drugs (controlled substances as defined in the Controlled Substances Act) and or alcohol on school property.

Students using, selling, distributing or possessing marijuana, narcotics, unauthorized drugs, controlled substances, drug paraphernalia, alcoholic/malt beverages, or mood altering substances shall be reported to police. Students can be prosecuted and dismissed from the SCCTC. Students should be aware that from time to time law enforcement agencies may bring trained drug-sniffing dogs to the SCCTC to search for illegal drugs.

**ELECTRONIC DEVICES**

Refer to “Personal Belongings and Electronic Devices” on page 18.

**EMERGENCY FORMS**

In order to conform to standard safety regulations, an Adult Emergency Procedures Form must be filled out and returned to the office. Students will not be authorized to perform hands-on training until the forms are completed and returned. Please update the office and instructor of any changes that may occur regarding the information listed on these forms.

**EMERGENCY DRILLS**

Fire drills and emergency evacuation drills are held periodically as required by state law. A siren is the signal for immediate evacuation of the building. Exit along the pre-assigned route moving away from the building without blocking any access road. Instructors will post and review procedures with students. Students are to exit the building in an orderly manner according to the maps and directions that are posted in every program area beside the exit door. These directions may be supplemented by specific instructions from each instructor. Upon complete evacuation, the appropriate signal will be given for re-entry to the building through the same exit doors. Fire alarms are installed for the welfare and safety of students, teachers, administrators and all occupants of the building. Anyone who would jeopardize the safety and well being of others by unnecessarily tampering with fire alarms will face dismissal from the SCCTC.
EXPENSES, BOOKS AND SUPPLIES

Students are responsible for providing uniforms, safety glasses and other personal items as required by specific occupational areas. Students are expected to purchase all miscellaneous supplies (i.e. paper and pencils) and safety supplies immediately upon entry unless these expenses are funded by State or Federal grants.

No student will be admitted to class without having met all financial obligations or have a payment system in progress prior to beginning of classes. Students utilizing federal, state or other outside sources must have Executive requirements in progress prior to the beginning of classes.

FIELD TRIPS

Field trips are planned for educational purposes to meet classroom objectives. Students will be held to the same rules they follow when regular class is in session. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip. Students are expected to dress appropriately and to behave in a mature manner on field trips, since the school will be judged by the appearance and actions of its student representative’s behavior. Field trips are a privilege. Teachers or administration have the right to prohibit any student from attending a field trip due to disciplinary problems. Students with too many absences, who are doing poorly in a class, or for any other reason deemed inappropriate by the administration or instructor may be held back from attending a field trip. Any student prohibited from attending will be assigned classroom activities for that day’s attendance.

FINANCIAL AID

What is Financial Aid? The economic assistance available to help you meet the difference between what you can reasonably be expected to pay and what it will cost you to go to technology school. The purpose of financial aid is to provide assistance to students who, with such aid, would find it difficult to attend school successfully.

NOTE: SELECTIVE SERVICE REGISTRATION: Individuals who are required to register for the Federal Draft under 50 U.S.C. Appl. Section 453 are not eligible to apply for Financial Assistance until they have registered for the draft.

TYPES OF FINANCIAL AID

FEDERAL PELL GRANT: The Pell Grant is a federal aid program available to eligible students. The grant is based on need. Repayment of this grant is not required as long as the student completed the required number of hours of training.

FEDERAL STAFFORD LOAN PROGRAM: This program allows a student to borrow from an approved lender (bank). This loan is based on the financial need. THE STUDENT MUST REPAY THE LOAN.
LOANS TO PARENTS (PLUS): This program enables parents who do not have an adverse credit history to borrow in order to pay the education expense of each child who is a dependent and undergraduate student enrolled at least half-time.

VOCATIONAL REHABILITATION: The Rehabilitation Division of the Pennsylvania Department of Human Services provides assistance to students who qualify under the Vocational Rehabilitation Act. Students with certain mental or physical handicaps may receive assistance with maintenance fees, books, costs, etc. Contact the local Rehabilitation Service Office for more information.

VETERANS BENEFITS: Veterans, disabled veterans and dependents of certain veterans are eligible for financial assistance while attending school. For more information, contact the Veterans Administration at 1-800-827-1000.

WORKFORCE INVESTMENT ACT (WIA): Eligible persons are certified on the basis of family household size, income, and suitability for the training program selected. The SCCTC will refer applicants to the appropriate offices prior to enrollment.

**FULL TERM PROGRAM REFUND POLICY**

A. Eligibility for refunds:
   1. Change in a full-time student’s schedule which results in a reclassification to a part-time student.
   2. Change in a part-time student’s schedule which results in a class load of fewer hours.
   3. Voluntary withdrawal from the Center.
   4. Cancellation of a class by the Center.
   5. Death of the student.

* Students administratively dismissed will not be eligible for refunds.

B. Calculation of the refund:
   1. Full Refund:
      a. 100% of fees will be refunded for classes canceled by the Center.
      b. 100% of fees will be refunded for drops or withdrawals prior to the first official day of class.
      c. 100% of fees will be refunded in the case of death of the student during the term.
      d. 100% of fees will be refunded in the case of a student going into military service.
2. Partial Refund of maintenance fees:
   a. A refund of 90% will be allowed if a student withdraws before the start of the second week of classes.
   b. A refund of 75% will be allowed if a student withdraws before the start of the third week of classes.
   c. A refund of 50% will be allowed if a student withdraws before the start of the fourth week of classes.
3. Students who withdraw or are dismissed after the fourth week of classes are not entitled to a refund.

- Short term and certification courses are not eligible for refunds.

**WITHDRAWAL, LEAVE OF ABSENCE, and RETURN OF TITLE IV FUNDING**

When a student withdraws, the Financial Aid Coordinator processes a withdrawal record and refund calculation to determine the amount of money that is to be returned to Title IV funding or to the student. All monies will be returned within thirty days from the day the school is aware of the withdrawal. In the case of an approved leave of absence, the withdrawal record/refund calculation and return of money can be offset by 180 days. If the student does not return after the 180 days the withdrawal record/refund calculation must be performed and any money returned to the proper funding source. At this time it will be reported to AES/PHEAA and to your lender that you have officially withdrawn and the repayment process will begin. You will have six months from the date of withdrawal to begin repayment. Students will not be eligible for student aid during a leave of absence.

**FIRST AID SERVICES**

All injuries, regardless of how minor they seem, must be reported immediately to the instructor who will take the necessary steps to help the student receive proper care. In an emergency, illness, or accident, the school is authorized to proceed as indicated on the Student Emergency Record and Adult Emergency Procedures Form. Students may not work in the program area until both forms have been signed and returned.

**FOLLOW-UP**

An effort is made to keep in touch with former students after entering employment to determine their success and make the training more relevant to the needs of new students and industry. Surveys and student follow-up studies are made to determine if changes need to be made in meeting these needs. Employers, SCCTC personnel and others are involved in follow-up efforts in order to assess and/or improve ways of serving the needs of each student. Students may expect the initial follow-up contact to come approximately three to five months after leaving the program.

Students are strongly urged and encouraged to take a few moments to respond to these questionnaires in a frank and candid manner.
**GRADE REPORTS/SYSTEM**

Progress reports and attendance reports are kept on students and are filed in the Financial Aid Office. An evaluation and/or discussion of progress is recorded at each report card period (nine weeks). Two unsatisfactory evaluations in succession may result in disqualification for financial aid. Students must maintain a “C” or better average for each report card period (nine weeks of instruction).

Grade reports are distributed by the SCCTC at the end of each marking period or at the completion of a certificate program.

<table>
<thead>
<tr>
<th>Grade Points Earned</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (93-100)</td>
<td>Advanced</td>
<td>3.51-4.00</td>
</tr>
<tr>
<td>B (85-92)</td>
<td>Proficient</td>
<td>2.51-3.50</td>
</tr>
<tr>
<td>C (75-84)</td>
<td>Basic</td>
<td>1.15-2.50</td>
</tr>
<tr>
<td>D (65-74)</td>
<td>Below Basic</td>
<td>0.51-1.14</td>
</tr>
<tr>
<td>F (0-64)</td>
<td>Failing</td>
<td>0.00-0.50</td>
</tr>
</tbody>
</table>

**Please refer to the LPN Student Handbook for their grading policies as approved by the State Board of Nursing.**

**GRADUATION REQUIREMENTS**

A student is responsible for meeting all requirements for graduation and must be in good standing. Eligibility to graduate is determined by the GPA; diplomas are issued upon calculation of the final grades. To be eligible for graduation, the student is expected to satisfy the following:

a. Complete the recommended course of instruction for the program selected.
b. Earn at least a “C” average in all courses and complete all required courses.
c. Fulfill all financial obligations to the SCCTC. A diploma will not be issued to a student with a hold on his/her grades.

**GUIDANCE**

A school counselor is available at the SCCTC to assist students. Students are encouraged to take advantage of the counselor’s services. Students wishing to enter withdraw from, or change programs must obtain the Executive Director’s approval.
**HARASSMENT**

The school will not tolerate the harassment of staff, students, or others in any manner. All forms of harassment are hereby prohibited and considered unlawful harassment. Unlawful harassment is a form of discrimination prohibited by Title IX of the Education Amendments of 1972, Pennsylvania Human Relations Act, the Code of Conduct for Education, 22 PA Code §235.11 and Student Rights and Responsibilities, 22 PA Code § 12.1, et. seq. The term unlawful harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, religion, ancestry, sex, national origin, age, or disability. All students have a responsibility to conduct themselves in a manner consistent with this policy, thereby avoiding conduct that constitutes unlawful harassment. Violators are subject to legal charges, suspension, and dismissal.

**HEARINGS**

A formal hearing will be provided in all dismissal proceedings. The opportunity for informal hearings or conferences will be provided in all suspension proceedings or any time at student’s request. (See Appendix A “Due Process”).

**INTERNET USAGE**

Access to the Internet is a privilege. Students will be allowed Internet access to locate materials to meet school-related needs only. Any user who violates the established guidelines may be subject to, not only revocation of the user privilege, but also suspension or in the case of violation of law, may be reported to law enforcement. The Internet Usage Policy is available upon request.

**JOB SEARCH ASSISTANCE**

The counselor works with the local employment community to identify part-time and full-time employment opportunities for students and graduates. Placement of graduates is a primary concern for each of the instructors, the counselor and the administrative staff. SCCTC staff provides assistance with résumé preparation and job interviewing procedures. In addition, students will be provided information for online registering with the local job service (PA CareerLink).

**LOCKDOWN**

On occasion it may be necessary to engage in a school-wide lockdown. During a lockdown all students will remain in their respective program areas until an announcement on the PA system is made. If students are in another area at the time of a lockdown, they must remain in that area until it is deemed safe to return to their own program area. A school-wide lockdown is for the safety of all students and staff and will only be instituted when it is deemed necessary by administration.
LOCKERS, BACKPACKS, AND SEARCHES

Students will be assigned a school locker and lock. Lockers remain the property of the school at all times. Students are responsible to ensure that lockers are kept secure. Lockers and other storage areas assigned to students are to be kept clean and orderly. Decals or other items of a permanent nature are not to be placed on any part of the locker. Defacing lockers or school property in any manner is prohibited. Restitution for any damage due to lockers will be assessed. No expectations of privacy are to be assumed. Students are advised of the basic Executive prerogative to open and inspect the locker or storage area at any time there is reasonable cause to suspect it contains illegal materials or materials that pose a threat to the health, safety and welfare of students in the school. Dogs may also be used in the search process. Illegal materials will be seized and used as evidence against the student in disciplinary and other proceedings. This policy extends to student backpacks, notebooks, handbags, coats, or other personal belongings.

LOST AND FOUND

Found articles should be taken to the program area teacher at once. The teacher will turn items into the office where lost articles may be properly identified and reclaimed by the rightful owner. Lost items should be reported to the program teacher immediately.

MAKE-UP WORK

Students who are absent, for any reason, will be required to complete make-up work missed in class. It is the student’s responsibility to request and complete make-up work in order to fulfill the requirements of the program. Make-up work is part of the grading process. Grades and/or credits will be withheld when make-up work is not turned in and can result in an incomplete grade or a grade of zero. The teacher will determine when make-up work is due.

*Cosmetology students that do not complete their hours during the school year are required to pay additional tuition to return the next school year.

NOCTI TESTING

Students completing full-time programs will be administered the NOCTI Test (National Occupational Competency Testing Institute). This test is available to all fields of technical education and examines the student in order to establish the level of occupational competency achieved during the training.

The examinations, both written and performance are based on occupational and task analysis and a determination of critical job competencies required by employers or beginning workers.

This test serves two purposes: 1) Proof of entry-level competencies in an occupation, and 2) Demonstrated competencies for articulation purposes to Pennsylvania community colleges and technical institutions.
**OPEN HOUSE**

All new full-time students will attend an Open House prior to attendance at SCCTC. The Open House includes a tour of facilities, a review of policies, and a review of Executive requirements for attendance.

**PERSONAL BELONGINGS AND ELECTRONIC DEVICES**

The SCCTC is not responsible for students’ personal belongings that are lost, stolen or damaged. Students are NOT to bring: I-pods, radios, tape players, CD players, thumb drives, pagers, hand-held scanners, computer games, laser pointers, inappropriate printed materials or any other devices to the SCCTC. Cell phones are to be kept in the student’s vehicle. Such devices will be confiscated, tagged and sent to administration where they can be claimed at administrative discretion.

**PERSONAL COUNSELING**

The counselor will provide individual counseling services to students who are experiencing personal, academic, attitude or financial problems. The counselor will help the student solve his/her problems or refer the student to agencies for help in a solution to his/her problem. Counseling services are designed to assist the handicapped in functioning within the school setting. This service also helps to identify and aid in the removal of physical barriers that prevent free and open access.

The counselor is normally available throughout the school year from 8:00 a.m. to 3:30 p.m. daily. All matters will be treated individually and on a confidential basis.

**PROBATION/DISCALSSAL**

If a student shows limited achievement during the program, the faculty may recommend probation, suspension and/or termination. A conference will be scheduled immediately with the involved parties. The Executive Director and the faculty determine probation.

Probation is defined as a period during which the student will be assisted by individual counseling, remediation, and guidance by a faculty member to correct conditions causing probation. A student may be placed on academic and/or clinical probation. The Executive Director and faculty will determine the duration of probation.

Termination is defined as the separation of the student from the school. If the conditions that caused the probation have not been corrected, the Executive Director may terminate the student.

Students shall be placed on probation for the following reasons:
1. Failing grades – students maintaining an average grade of less that 75% for each course will be placed on probation. A student must pass the class-work (theory) for every course in order to continue in the program as each course builds upon previous courses in the curriculum.

2. Unsatisfactory performance which includes, but is not limited to:
   a. Unsafe practices
   b. Negligence
   c. Endangering the physical and/or mental well-being of a student or client
   d. Unethical conduct
   e. Falsification of records
   f. Giving false information

3. Disregard for the rules and regulations of the SCCTC.
4. Evidence of possession or use of controlled substances. Examples: alcohol, barbiturates, amphetamines, narcotics, hallucinogenic drugs, etc.
5. Theft.
6. Excessive absenteeism, including tardiness.
7. Dishonesty, falsification of admission application, and/or history and physical forms or committing a criminal offense.
8. Students on probation in excess of one semester.
9. Cheating on examinations and plagiarism.

Following probation, a conference will be scheduled with the student, faculty, and Executive Director to review the student’s record. If the conditions that caused the probation have not been corrected, the student will be terminated from the program.

Student(s) may be terminated immediately without probation from the contracted program for the reasons stated above, if conditions merit such actions. A student/faculty/Executive Director conference with the coordinator shall precede the termination of any student from any program.

A student may elect to withdraw at anytime for personal reasons following a conference with the Executive Director. The student must send a written letter to the coordinator.

Any student who is suspended, placed on probation, or terminated may follow the grievance procedures outlined in the student handbook.

Probation and Financial Aid: If the student’s academic average drops below “C”, the student will be placed on probation. Failure to increase their academic average to “C” by the end of the semester renders the student ineligible for financial aid the following semester.
PROGRAM CHANGES

Students may change from full to part-time or part-time to full-time at any time during the term if it is because of a job conflict or a reason of health. The student must request this change through the Executive Director in writing for the school’s review and decision.

RE-ADMISSION

Accepted students who have not been enrolled continuously (missing at least one semester), may apply for re-admission by calling the Executive Director. A re-admission application must be completed and submitted.

Students re-enrolled are required to complete the graduation requirements in effect at the time they re-enroll. Courses previously taken will be evaluated to determine if they meet the current requirements. Students wishing to return who were on academic probation will be required to meet with the Executive Director prior to being considered for re-admission. After notification of re-admission, students must complete normal course registration procedures in conjunction with an advisor.

RESPECT

The key to success at the SCCTC is RESPECT. Have a respectful attitude toward our facility, our equipment, your classmates, teachers and other adults, and most importantly, yourself.

RIGHT TO KNOW

In order to comply with Federal Regulations for a “Student’s Right to Know”, a sample study is completed annually for those students who were first time enrollees during a specified time period. Graduates for that study are totaled and job placements are recorded. These results are available from the SCCTC Executive Director.

SAFETY

The Occupational Safety and Health Act (OSHA), P.L. 91-596 of 1970, requires all persons to understand the safety and health requirements of a specific area of employment. Safety instruction is an integral part of the total instructional program and becomes the student’s responsibility to adhere to the safety and health requirements taught.

Each trainee will receive instruction in safety upon enrolling. Strict safety precautions will be observed and practiced at all times. No trainee will be permitted to use any machine or training equipment without permission from the instructor. Pennsylvania State Law requires that safety glasses be worn at all times in certain types of operations in the shop.

Our goal is to make everyone permanently safety conscious individuals while in school and when ready to enter into the world of work. In 1965 the Commonwealth of Pennsylvania approved Act 116, which provides that all individuals who are engaged in, or exposed to,
hazardous laboratory activities will use eye protective devices. Thus, all students and instructors working in such areas will comply with this Act. All clothing must meet state and school safety standards. Where hair length is a health, sanitary, or safety hazard around machines and equipment, a hair net, protective cap, or safety helmet will be required. Uniforms, hard-hats, coveralls and protective or safety shoes are also required in certain program areas. The instructors will strictly enforce all safety regulations and uniform requirements. For your own safety and for the safety of others, follow all safety precautions. Violating safety practices is grounds for suspension. Repeated violations can result in dismissal.

**STUDENT ID’S**

Students are not permitted to leave their assigned program areas without the instructor’s permission. The student must be wearing their Adult Student Identification Badge at all times.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

Any student who receives financial aid for any Title IV program (Pell and/or federal student loans) must be making satisfactory progress toward completion of his/her program in order to receive financial aid. Satisfactory progress means that the student is proceeding in a positive manner toward completion of a training program. The following policy will be utilized to ensure that students are making satisfactory academic progress. The percentages, reported period and minimum grade requirement are different for our 12 month Practical Nursing Program. Please refer to the Practical Nurse Handbook for details.

To make satisfactory progress, a student must:

1. Maintain at least a “C” average for each report card period (nine weeks).

2. Complete 90 percent of the scheduled hours for which the student enrolled. (31 hours of absence is standard policy for nine weeks of attendance; 90 percent is to be used for attendance less than full-time. 90 percent computes as follows:
   
   Cosmetology – Total course hours 1250:
   
   \[ \frac{313 \text{ hours} - 31 \text{ hours}}{313} = \frac{282}{313} = 90\% \]
   
   (313 hours is 9 weeks of instruction)
   
   Other – Total course hours 1080:
   
   \[ \frac{270 \text{ hours} - 27 \text{ hours}}{270} = \frac{243}{270} = 90\% \]
   
   (270 hours is 9 weeks of instruction)

3. Satisfactory progress will be evaluated every nine weeks.

If a student fails to maintain satisfactory progress during a report card period (nine weeks), the student may be placed on financial aid probation. For example:
First report card period (nine weeks) – student has not maintained satisfactory progress (federal aid can be retained).

Second report card period (nine weeks) – probationary period with federal student aid.

   a. If the student shows satisfactory progress, financial aid is maintained.
   b. If the student does not show satisfactory progress, financial aid is maintained for this period, but no further financial aid will be authorized until satisfactory progress is shown.

Students who do not meet the above academic and/or attendance requirements at the end of any evaluation will be placed on probation during the next evaluation period. During this probationary period, the student will be considered to be making satisfactory progress and financial aid will be disbursed. If the student meets the academic and attendance requirements by the end of the probationary period, he/she will be removed from the probation until the next progress evaluation. If the student does not meet or exceed the requirements by the end of the probationary period and has not completed 60% of the program, the student will be considered as not making satisfactory progress and will be placed on a “Lost Aid” status, which will result in the termination of his/her financial aid eligibility. If scheduled hours are available, the student will be given an additional progress evaluation period, in order to regain satisfactory progress. After the second consecutive evaluation period in a “Lost Aid” status, the student will continue to “NOT” be eligible for financial assistance and will be required to pay cash on a monthly fee arrangement until progress is improved and the student is removed from a “Lost Aid” status.

In order for the student to have financial assistance reinstated the student must meet with the Financial Aid Director to determine eligibility.

Withdrawals – Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her student file as to progress at the point of his/her withdrawal. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry, likewise a student not making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be not making satisfactory progress at the point of re-entry. If the withdrawal results in the student not completing 60% of the scheduled hours for the disbursement period, the student will not receive financial aid the subsequent disbursement period and will be personally responsible for all related debt.
Time Frame - Federal regulations state that no federal aid is authorized beyond 150% of the published length of the program of instruction. Therefore, students must complete their schedule of instruction within 54 weeks of class.

Length of Program (36 weeks) × 150% = Maximum Weeks of Eligibility (54 weeks).

Appeals of Unsatisfactory Progress – Any student who wishes to appeal the satisfactory progress standards due to mitigating circumstances encountered during the academic quarter or disbursement period must submit the appeal in writing to financial aid within ten (10) days of notification of the failure to make satisfactory progress.

If the student is not satisfied with the appeal decision of financial aid, the student may appeal the decision to the Executive Director of the school. Any supporting documentation requested for the appeal is to be supplied by the student making the appeal.

Appeals: A student may appeal any decision made by financial aid to the Executive Director of the school. The appeal must be in writing and accompanied by appropriate support documents. The Executive Director will render due process as appropriate.

Leave of Absence: A student returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status as prior to his/her leave.

Course Incompletes: An incomplete is issued to any student who does not finish theory, practical or clinical assignments during the satisfactory progress cycle. The student will still be considered to be making satisfactory progress at this point. During the next cycle, the student will be required to complete all theory, practical or clinical assignments. If at the end of the next cycle, the student has not completed all assignments he/she will be placed on probation. During the probation period, the student will be considered to be making satisfactory progress and financial assistance funds will be disbursed. If the student meets the academic and attendance requirements by the end of the probationary period, he/she will be removed from the probation until the next evaluation cycle. If the student does not meet or exceed the requirements by the end of the probationary period, the student will be considered as not making satisfactory progress, which will result in the termination of his/her financial assistance eligibility.

Standards of Progress: In order to be considered to be making satisfactory academic progress, a student must maintain specific grade levels (see page 16 – Grade/Reports System), as well as proceed through the course at a pace leading to completion in the specific time period.
SCHEDULING

Scheduling is based on student career objectives, the availability of openings and the recommendations or evaluations of school personnel without regard to race, color, sex, religion, age, or national origin. The SCCTC offers eleven full-time programs for postsecondary students. You have enrolled in a career-technical education program based on your needs and interests. We hope you are satisfied with your choice and take full advantage of this opportunity. To succeed you are expected to fulfill your responsibilities at the SCCTC for satisfactory performance and compliance with all rules and regulations.

SCHOOL CLOSING AND DELAYS

If the severity of weather conditions warrants school closing and/or an alternative schedule, an announcement will be made on radio stations and television stations, such as WARM (AM 590), WPEL (FM 96.5), WAAL (FM 99.1), WEMR (AM 1460), WINR (AM 680), and television stations WNEP Channel 16 and WBNG Channel 12. The announcement will begin by 5:30 a.m. and continue at approximately five-minute intervals for two hours. If no announcement is made by 7:15 a.m., you can assume the SCCTC is open.

In the event of inclement weather, students should use their own discretion as to the weather in their area.

SELECTIVE SERVICE REGISTRATION

All persons who are required to register for the Federal Draft under 50 U.S.C. App. Section 453 are not eligible to enroll in any post-secondary school until they have registered for the draft.

SEXUAL HARASSMENT

Sexual harassment is strictly prohibited. An official is on site to handle any questions or problems that may arise.

TOBACCO

Use by students of tobacco products or derivatives of tobacco is not permitted in school or on school grounds or while attending school-sponsored activities. Such possession shall be subject to confiscation and disciplinary action.

STUDENT PERFORMANCE

Students are expected to make progress in the program and maintain satisfactory grades. If a student does not demonstrate satisfactory progress, the student may not be eligible for federal financial aid.
STUDENT PURCHASES
Several programs have special requirements for student-owned equipment. A complete list of required equipment is available in the office. Financial assistance may be available to students that demonstrate financial need.

STUDENT RECORDS
Educational and financial aid records are maintained on all students enrolled. The class roll is maintained by the instructor and is the official record for all students in a class. It is the official school records in matters pertaining to entrance dates, completion dates, and attendance. The records are the property of the Center and are stored in the Executive Director’s Office. All student records are kept confidential and may only be released by written consent of the student and/or court order. Students may review personal records by making a written request and identifying the item/s to be copied. The Center will strive to comply with the student’s request.

STUDENT RESPONSIBILITIES
These include, but are not limited to: regular school attendance, conscientious effort, evidence of success and progress, conformance to school rules, and completion of academic requirements. Students will be required to pay for materials, books, supplies or projects that they take from the school or which are defaced, damaged, lost, or not returned to the SCCTC.

STUDENT SERVICES PLAN
Student Services include those activities involving recruitment, pre-enrollment counseling, training-period counseling, admissions, records, new student orientation, and financial aid. The Susquehanna County Career and Technology Center (SCCTC) has guidance counselors available to assist students in making their selections of career objectives. Student Services is dedicated to helping students achieve their educational goals and improve their quality of lives.

Programs at the SCCTC are designed to prepare students for a specific technical objective; therefore, it is important that an informed selection be made by the student based upon interests, aptitudes, and abilities.

Financial aid is available for qualified students in the form of grants and loans. To learn more about Financial Aid see the Financial Aid specialist at the Susquehanna County Career and Technology Center. Students need only complete the Free Application for Federal Student Aid (FAFSA), which can be obtained in the financial aid office or online by going to www.fafsa.ed.gov.

Student Services coordinates daily student activities at the Susquehanna County Career and Technology Center and provides a wide variety of support services to insure success for all students. The following is a partial list of the services available to our students.

- Career and Personal Counseling
Two licensed professional counselors serve the students. Services include:

- Educational counseling, (financial aid information, class selection, etc.),
- Career counseling (career decision making, locating information on specific careers, etc.), and
- Personal counseling (managing anger/emotions/stress/relationships/grief, problem solving, coping skills, etc.).

- Job Placement Assistance
  The SCCTC is able to provide job placement assistance to all students. Job placement assistance is designed to help find full-time, part-time or temporary jobs. The SCCTC placement effort is composed of program instructors who take an active placement role for each of their students and a Dean of Students who coordinates all placement efforts.

- Remedial Math & Reading Assistance
- Skill and Aptitude Assessment
- Individual Education Plans to Meet Specific Student Needs
  The SCCTC seeks to provide a seamless transition for Special Populations students. Among the categories of Special Populations served at the SCCTC are:

  Students with disabilities (LD, EI, EMI, etc.)
  Students with economic or educational disadvantages
  Students pursuing non-traditional careers
  Students who are single parents

  Support given to these students includes educational and career counseling, a plan for setting and achieving career goals, academic support and remediation from our Special Populations support staff.
  Many of these students go on to additional training and skilled employment as a result of successful intervention.

- Assist in Employability Skills Education and Resume Preparation

Student Services is evaluated each year by the student body through the use of a questionnaire. The name of the student is optional on this form. Students rate the effectiveness of Student Services and offer suggestions for improvement. Student service evaluation begins at the orientation program where students are asked to complete a Financial Aid Survey. Questions address the type of program enrollment, how/where they heard about the SCCTC, and their evaluation of the orientation process. The responses of the survey are used to determine any weaknesses in Student Services and necessary steps are taken to strengthen the department. The results of these surveys are shared with all faculty and staff so that suggestions for improvements can be made.
The purpose of the Evaluation of Students Services is to assess the effectiveness of services for students, to determine the adequacy of the student services in meeting the needs of students, and to monitor the continued improvement of student services.

**STUDENT SUPPORT SERVICES**

Student support services (Perkins) staff members are available to assist students who may be having difficulty with assignments or other class work in their program areas. All SCCTC staff members are committed to helping students succeed.

**TELEPHONES**

Students are not permitted to use the phones in the program areas, without instructor permission. Students may use the phone in the office in the event of an emergency. Students must have prior permission and a hall pass from a staff member in order to use the telephone.

**TERRORISTIC THREATS**

A student shall not by use of violence, force, coercion, threat, intimidation, or any other conduct, intentionally cause disruption of any legal mission, process or function of the SCCTC or its student body. Acts that result in harm or destruction of person(s) or property pose a direct threat to the safety of the school or to others in the school. These criminal acts will require Executive action and shall result in one or more of the following: suspension from school and related activities, expulsion, financial restitution, the intervention of law enforcement authorities, and other actions deemed necessary by the school administration and the Joint Operating Committee.

**TEXTBOOKS, TOOLS, AND EQUIPMENT**

All textbooks, tools, and equipment not paid for by students as part of the students’ program are loaned to the students for their use during the school year. All textbooks are to be kept clean and handled carefully. Tools and equipment used during class must be turned in daily according to program rules and regulations. Any student losing or damaging a textbook, tool or piece of equipment will be required to reimburse the SCCTC for its replacement cost. Any student found responsible for such action may be suspended from school until proper restitution has been made. Textbooks assigned to students should be kept in a safe location when not being used to avoid loss or theft. Periodic checks will be made in order to insure that damage, loss, or defacing of school property is not occurring.

**THEFT**

Stealing is not tolerated at the SCCTC. Complete restitution, suspension, and police notification may result, depending on the severity of the case.
**TRANSCRIPTS**

A transcript of training completed will be prepared and supplied to technical institutes, colleges and other facilities, such as business and industry or the military your prospective employer, upon your written request. The SCCTC will keep a permanent record of your training. Assistance in finding suitable employment for trainees will be provided for those who have made satisfactory progress.

**UNPAID DEBTS**

All debts owed to the SCCTC should be paid in a timely manner. This includes debts for tuition, materials, equipment, uniforms, etc. Students who have debts remaining at the end of the school year will not receive competencies, diploma, or graduate from the SCCTC. The SCCTC reserves the right to pursue payment of overdue debt through the local magistrate.

**VETERANS’ EDUCATION ASSISTANCE**

- **Make-up Work**
  Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowances.

- **Pro-rata Refund Policy**
  In the event that a veteran fails to enter, withdraws or is discontinued from the program at any time prior to completion, the amount charged to the veteran does not exceed the approximate pro-rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the program bears to its total length.

**VETERANS’ INFORMATION**

If you are a veteran and are eligible for the GI Bill, you should contact the Financial Services Office. That office will provide you with an application for benefits which you must complete and return to the Financial Services Office along with a certified copy of your DD214. If you have already filed an application for benefits online, bring a copy of that application or your certificate of eligibility to the Financial Services Office. Staff will then supply the Veterans' Administration with the enrollment certification that indicates you are a student so you can receive your monthly benefits.

The following procedures to monitor attendance have been approved by the State Education Department, Bureau of Veterans’ Education:

- Veterans are required to attend classes in order to receive educational benefits.
- Veterans receiving benefits must go to the Financial Services Office once a month when classes are in session to “sign in”, attesting they are attending classes. Failure to do so will result in the Financial Services Office notifying the VA, and benefits will be terminated. Further, veterans must contact the certifying official in the Financial Services Office to insure paperwork is properly completed whenever they drop a course, change their major, and/or withdraw from the SCCTC.
**VISITORS**

All visitors to the SCCTC must report directly to the office immediately upon arrival to register and secure a visitor’s badge. Visitors are required to display the badge while remaining on school property. Community interest is to be encouraged, but the process of career and technical education should not be unnecessarily interrupted. Appointments to see specific instructors should be made in advance and scheduled during non-instructional times. Before leaving the building, visitors must return to the main office and sign out.

**WEAPONS**

Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

**DEFINITIONS:**

- **WEAPON**—“Any knife, cutting instrument, cutting tool, nun chuck, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury. (Public School Code 1317.2) Any instrument designed or used to injure or intimidate another person. This includes items generally understood to be weapons as well as replicas of weapons. Any other item, if used to injure, threaten or intimidate, is also a weapon.”

- **POSSESSION**—“Being on the person, or in a person’s car, locker, bag, or otherwise under his or her control.” The SCCTC Joint Operating Committee prohibits students from possessing and bringing weapons, and replicas of weapons, into the SCCTC, onto SCCTC property, to any SCCTC sponsored activity, and onto any public conveyance providing transportation to the SCCTC or a SCCTC sponsored activity.


APPENDIX A

DUE PROCESS

Student’s have the right to due process (in compliance with U.S. Supreme Court decision, January 22, 1975) should termination of his/her particular training opportunity be deemed necessary. It is further designed to authorize a school administrator to perform the immediate functions necessary for the normal and orderly operation of an educational institution.

The school administrator may exclude from school students whose conduct interferes with the operation of the school and who defy school regulations.

The following standards generally apply to procedural due process:

1. Notice of charges.
2. Right to a hearing: a court-like atmosphere does not have to govern a disciplinary hearing.
3. Right to counsel and may only act as an advisor.
4. Weight of evidence; the formal rules of evidence that govern a court trial do not apply in an exclusionary hearing.
5. Call of witnesses.
6. Privilege against self-incrimination – the Fifth Amendment protection against self-incrimination does not apply to school disciplinary proceedings; it applies only to criminal proceedings.
7. Right to transcript.
8. Right to appeal.

PROCEDURE FOR STUDENT SUSPENSION AND/OR TERMINATION

The Susquehanna County Career & Technology Center provides training in specific areas to assist a student in obtaining the saleable skills necessary for entry level employment in the selected occupational endeavor. All persons availing themselves to this opportunity for training are expected to fulfill their commitments to utilize the facilities provided and to make satisfactory progress in their preparation for employment. In addition, each student will abide by the policies necessary to assure that training efficiently and safely achieves its intended purpose.

The instructor of a training area is responsible for all activities that occur therein. Therefore, he/she may at his/her discretion refer any person from the training area to the Executive Director when he/she feels a school policy violation justifies his/her doing so. In so doing, the instructor shall briefly identify the reason for such referral.

If the referral is to cause dismissal only for the current day or fraction thereof, a hearing will be held before the review committee only if the student so requests. If the dismissal is for more than the current day, the student will be given a written statement of the cause for dismissal and the time for appearance before the review committee (must be within five school days). A
student dismissed for one day or less will continue, after expiration of the specified time, in training during the time of review of his/her case. A student dismissed for more than one day shall not return to the training area unless and until the Executive Director so directs.

The review committee will give audience to anyone wishing to be heard on a particular case. The review committee may request testimony from any employee or student whom they feel may have pertinent information to the case in question.

The review committee will recommend to the Executive Director a resolution of the problem within five school days from date of hearing. The recommendation will be in writing and will be justified in accordance with the purposes of the institution to provide safe and efficient training for job entry. The recommendation will be transmitted to the Executive Director, who will make the final decision within five school days after the recommendation from the review committee is reviewed. If the final decision results in suspension for ten days or less, a formal statement will be supplied only if the student so requests. If the final decision results in termination, the student will be given a formal statement of the findings. This written statement shall contain clear information concerning the student’s right to an appeal.

A record of the total proceedings will be made a part of the student's permanent file.

The review committee shall be available for meetings as needed.

**REVIEW COMMITTEE**

Members to be selected, should a committee be called for a hearing:

- **Chairperson:** Elected from the faculty membership of the committee.
- **Members:** One faculty member and one student selected by the Executive Director, and one faculty member and one student selected by the student.

The review committee shall review and hear charges against a student arising from infractions of school policy and shall assure compliance with the “due process” statement as stated in the student handbook. The committee shall furthermore act in an advisory capacity in recommending disciplinary action to the Executive Director.

**GRIEVANCE PROCEDURES**

Students using this procedure shall be entitled to process their complaints or grievances without fear of retaliation, coercion or discrimination. These procedures are not designed to curtail informal day-to-day contacts between school staff and students, but rather to provide a formalized procedure to supplement these contacts. Every reasonable effort will be made to resolve complaints at the lowest possible step in the procedure.
The following procedures are available to all students covered by this procedure:

I. Informal Discussion

The student shall present his/her grievance in writing to the Executive Director within five school days after the occurrence of the event claimed to have given rise to the grievance. Any claim not presented within the time provided shall be deemed to have been waived.

The written grievance shall provide:

(a) a statement of the grievance and the facts upon which it is based;
(b) date(s) of the occurrence(s);
(c) attempts made to resolve the grievance;
(d) the remedy or corrective action sought; and
(e) signature of the aggrieved student and the date of the written grievance.

The Executive Director shall investigate the grievance and communicate to grievant his/her decision in writing. The decision should be communicated in writing to the student within five school days of the informal discussion. The student shall also be informed to his/her right to appeal the decision to the Grievance Committee. A copy of this decision shall be filed with the Executive Director.

II. Appeal to Grievance Committee

(a) A student may appeal the decision of the Executive Director within five school days of the notification of the decision. The student shall supply the committee with a copy of the grievance and the reason for the appeal. Any claim not presented within the time provided shall be deemed to have been waived.

(b) Grievance Committee: the Grievance Committee shall be composed of three persons appointed by the Executive Director. The committee shall consist of one faculty representative, one Executive representative and one student representative. The committee shall be selected with due consideration for impartiality and shall sit as an impartial review committee during the course of the hearing. Members deeming themselves disqualified for bias or interest shall remove themselves from the hearing on their own initiative.

(c) The Grievance Committee shall hold a meeting of the committee within fourteen school days of receipt of the appeal. The student shall be allowed to present his/her case and to be accompanied by an advisor. The person(s) against whom the grievance is filed shall be allowed to present their views as the action taken against the student.

Within five school days, the Grievance Committee shall submit to the Executive Director, grievant, and the persons against whom the grievance is filed their
decision in writing accompanied by a finding of facts. The student shall be advised of the method of appeal.

NOTE: The Review Committee and Grievance Committee are not the same!

III. Appeal to the Executive Director

(a) If the grievant is not satisfied with the decision of the Grievance Committee, he/she may appeal to the Executive Director for a final hearing. This appeal must be submitted within five working days of the notification of the decision of the Grievance Committee. The appeal to the Executive Director shall be accompanied by the written grievance, decision of the Grievance Committee, documentation upon which the decision of the Grievance Committee was based, and any additional documents which for good causes shown were not previously considered by the Grievance Committee.

(b) Following a hearing of the facts and allegations and review of documentary evidence, the Executive Director shall issue a written decision within five working days. The Executive Director may remand, reverse, modify or affirm the decision of the Grievance Committee. A decision may be remanded, modified, or reversed only upon a finding that the decision constituted an abuse of discretion or was made in violation of board or school policies. The decision of the Grievance Committee should not be remanded, modified or reversed if the violation of board or school policy was not material to the decision and therefore constituted harmless error. If either party is not satisfied with the decision of the Executive Director, the student shall be advised of his/her right to appeal to the Superintendent of the Susquehanna County Career & Technology Center.

Time periods may be extended only by mutual agreement of the parties involved.

Disciplinary action may be taken against a student for violations of school regulations which occur on institutionally owned, leased or otherwise controlled property, or which occur off-campus when the conduct impairs or interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off school property, which poses a substantial threat to persons or property within the institutional community.

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary actions can be effected only through appropriate procedures of the school.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are
immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign a “F” or a “zero” for the exercise or examination, or to assign a “F” in the course. If the student believes there has been an erroneous accusation of academic misconduct and if that student’s final grade has been lowered as a result, then the student may appeal the case through the appropriate institutional procedures.

ALL STUDENTS HAVE THE RIGHT TO APPEAL AND TO DUE PROCESS AS OUTLINED IN THE STUDENT HANDBOOK/CATALOG.

Requests for additional information on policies, standards or procedures of the Accrediting Commission of the Council on Occupational Education should be addressed to:

Executive Director
Accrediting Commission
Council on Occupational Education
41 Perimeter Center East, NE, Ste. 640
Atlanta, GA 30346
1-800-917-2081
Phone: (770) 396-3898
Fax: (770) 396-3790
SCCTC Student Grievance Form

Grievant Name ____________________________________________________________

Grievant Signature ________________________________________________________

Date Submitted __________________________________________________________

Date of Event/Grievance ___________________________________________________

Statement of Grievance: _____________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Be sure to include attempts made to resolve the grievance and the remedy or corrective action sought.

________________________________________________________________________
____ ____________________________
Dean of Students Signature Date Received

Students using this procedure shall be entitled to process their complaints or grievances without fear of retaliation, coercion or discrimination. These procedures are not designed to curtail informal day-to-day contacts between school staff and students, but rather to provide a formalized procedure to supplement these contacts.
Dean of Student’s Decision: ________________________________________________

________________________________

________________________________

________________________________

________________________________

________________________________

________________________________

Grievant Signature

Date decision was received by Grievant ________________________________________

---

**Referred to Review Committee** Yes ______ Date __________ No ______

Faculty Representative Decision _____________________________________________

________________________________

________________________________

Faculty Representative Signature __________________________________________ Date

Student Representative Decision ___________________________________________

________________________________

________________________________

Student Representative Signature __________________________________________ Date
**Appeal to Grievance Committee** Yes _______ Date ____________________ No _______

Faculty Representative Decision __________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Faculty Representative Signature ___________________________________________ Date ________

School Counselor Decision ________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
School Counselor Signature ___________________________________________ Date ________

Student Representative Decision __________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Student Representative Signature ___________________________________________ Date ________

**Referred to Executive Director** Yes _______ Date ____________________ No _______

Executive Director Decision ______________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Executive Director Signature ___________________________________________ Date __________
Grievant Signature ________________________________________ Date __________
APPENDIX C

JOINT OPERATING COMMITTEE

Mr. Arden Tewksbury, President
Mrs. Donica McGee, Vice-President
Mr. Harold Bender, Treasurer
Mr. Eric Emmerich
Mrs. Abigail R. Jones
Mr. John Pierson
Mr. Chuck Place
Mr. Jack Sible
Mrs. Anne Teel

ADMINISTRATION

Superintendent          Dr. Kenneth Cuomo

Executive Director      Dr. Alice M. Davis
School Counselor Director    Dr. Alice M. Davis

Financial Aid Administrator  Tammi Mowry

School Counselor         Katelin Erb
APPENDIX D

FACULTY DIRECTORY

Cuomo, Kenneth – Superintendent; BS, Messiah College; MS, Nova Southeastern University; Ed.D., Nova Southeastern University

Davis, Alice – Executive Director; School Counselor Director; AA, Keystone Junior College; BS, College Misericordia; MS, University of Scranton; Counselor Certificate, University of Scranton; Supervisor Certificate, University of Scranton; Secondary Administration, University of Scranton, Director Certification, University of Scranton; PhD, Pennsylvania State University

Baker, James – Security & Protective Services Instructor; BS Criminal Justice, Mansfield University, MS Criminal Justice

Birch Sue – Cosmetology Instructor; Certified Cosmetology Instructor, Pennsylvania; Vocational II Certification, Pennsylvania Department of Education

Bush, Amy – Cosmetology Instructor; Certified Cosmetology Instructor, Pennsylvania; Vocational II Certification, Pennsylvania Department of Education

Castelli, Bruce – Carpentry & Cabinetmaking, Instructor, AS in Specialized Technology, Johnson School of Technology, Vocational II Certification, Pennsylvania Department of Education

Caswell, James – Autobody Collision & Repair Technology Instructor; AAS Automotive Technology, SUNY Morrisville; Vocational II Certificate, Pennsylvania Department of Education; NATEF certified 4 core Automotive curriculum

Charles, Heather – Welding Technology Instructor: Intern Certification, Pennsylvania Department of Education

Cosklo, Kim – Cosmetology Instructor; Certified Cosmetology Instructor, Pennsylvania; Vocational II Certification, Pennsylvania Department of Education

Drake, Darlene – Health Care Technology Instructor: Nursing Diploma RN, Mercy Hospital School of Nursing; Vocational II Certification, Pennsylvania Department of Education

Dunster, Dave – Food Management, Production & Services Instructor; Vocational I Certification, Pennsylvania Department of Education

Erb, Katelin – School Counselor; M.Ed., School Counseling. Loyola University; BS Psychology, Lock Haven University
Fenton, Gary – Carpentry & Cabinetmaking, Worksite Coordinator; Associate in Specialized Technology, Johnson School of Technology, Vocational II Certificate, Temple University, Pennsylvania Department of Education,

Gazzillo, John – Electrical, Plumbing & Heating Instructor (Building/Property Maintenance) Instructor; AS, Johnson College; Vocational I Certification, Pennsylvania Department of Education

Hoover, Linda – Health Care Technology Instructor; AS, Luzerne County Community College; Vocational II Certification, Pennsylvania Department of Education

Ingaglio, Rapheal – Welding Technology Instructor; BS, Millersville University; Instruction II Certificate, Pennsylvania Department of Education; AWS Certified Welding Inspector, AMSE Section IX Certified Welder 6G

McGrath, Daniel – Business Education/Data Processing Teacher; BS, New York Institute of Technology; MBA, New York University; Graduate Certificate in Business Education, Temple University; Instructional II Certifications, Pennsylvania Department of Education, Business Education and Marketing Education

Noldy, Kevin – Automotive Technology Instructor; AS Specialized Technology, Johnson School of Technology, Vocational II Certification, Pennsylvania Department of Education

Reinhart, Stephen – Electrical, Plumbing & Heating Instructor (Building/Property Maintenance); Electronics Technician, DeVry Institute of Technology, Woodbridge, NJ; Vocational I Certification, Pennsylvania Department of Education

Smith, Lisa – Business Education/Data Processing Teacher; BS, Bloomsburg University, PA; M.Ed, Wilkes University

Squier, Will – Dean of Students, Co-Op Coordinator, AS, Johnson College; BS, Southern Illinois University; M.Ed., Baptist Bible College

Wiedmaier, Jill – Food Management, Production & Services Instructor; AAS, Pennsylvania College of Technology; BS, Indiana University of Pennsylvania; M.Ed., Gratz College, Instructional II Certificate, Pennsylvania Department of Education

Zabrowski, Daniel – Vehicle Maintenance & Repair Technology Instructor: Motorcycle Mechanics Institute (MMI), Orlando, FL; Intern Certification, Pennsylvania Department of Education

Warner, Jessica – Massage Therapy Instructor: LMT, MMP, RMT, RYT.
Appendix E

Staff Directory

Beardslee, Beth – SCCTC Administrative Assistant

Brittingham, Karen – SCCTC Administrative Assistant

Cook, Amy – SCCTC Administrative Assistant

Decker, Tina – SCCTC Administrative Assistant

Ellis, Laurie – Paraeducator

Franklin, Cody – Paraeducator

Macialek, Anna – Paraeducator

Unger, Fawn – Paraeducator

Welch, Robyn – Paraeducator
APPENDIX F

No. 248

ELK LAKE
SCHOOL DISTRICT

SUSQUEHANNA COUNTY
CAREER AND
TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: UNLAWFUL HARASSMENT

ADOPTED: August 15, 2013 - EL

REVISED:
248. UNLAWFUL HARASSMENT

1. Purpose

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district/career and technology center to maintain an educational environment in which harassment in any form is not tolerated.

2. Authority

43 P.S. Sec. 951 et seq Title IX
20 U.S.C. Sec. 1681 et seq 29 CFR Sec. 1606.8(a)

The Board prohibits all forms of unlawful harassment of students and third parties by all district/career and technology center students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's/career and technology center legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

3. Definitions

29 CFR Sec. 1606.8(a)

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.

2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.

3. Such conduct deprives a student of educational aid, benefits, services or treatment.

4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district’s/career and technology center’s Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.
The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district/career and technology center employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building administrator or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.

2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.

3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.

4. Refer the complainant to the Compliance Officer if the building administrator is the subject of the complaint.

5. Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting
A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator or a district/career and technology center employee.

An employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator.

If the building administrator is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building administrator, but oral complaints shall be acceptable.

**Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the building administrator shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building administrator to investigate the complaint, unless the building administrator is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.
Step 3 – Investigative Report

The building administrator shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – District/Career And Technology Center Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district/career and technology center shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District/Career and technology center staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district/career and technology center procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.

2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.

3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building administrator who conducted the initial investigation.
4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

References:

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

Federal Anti-Discrimination Law – 20 U.S.C. Sec. 1681 et seq. (Title IX) Harassment Regulations and Guidelines

Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)

Office for Civil Rights – Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties

Board Policy – 103, 103.1, 806
APPENDIX G
UNLAWFUL HARASSMENT GRIEVANCE COMPLAINT FORM

REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: ________________________________________________
Home Address: ______________________________________________
Home Phone: _________________________________________________
School Building: _____________________________________________
Date of Alleged Incident(s): ____________________________________

Alleged harassment was based on: ________________________________

Name of person you believe violated the district’s/career and technology center’s unlawful harassment policy:
_______________________________________________________________

If the alleged discrimination was directed against another person, identify the other person:
_______________________________________________________________

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary: ____________________________________________

________________________________________________________________
________________________________________________________________
________________________________________________________________

When and where incident occurred: _________________________________

List any witnesses who were present: ________________________________

________________________________________________________________

This complaint is based on my honest belief that _________________ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

_________________________  __________________________
Complainant's Signature   Date

_________________________  __________________________
Received By                Date
## APPENDIX H
### BULLYING/CYBER BULLYING POLICY

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Purpose</td>
<td>The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.</td>
</tr>
</tbody>
</table>
| 2. Definitions | **Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:  
1. Substantial interference with a student’s education.  
2. Creation of a threatening environment.  
3. Substantial disruption of the orderly operation of the school. **Bullying**, as defined in this policy, includes cyberbullying. |
| 3. Authority | The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. |
| 4. Delegation of Responsibility | Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Superintendent or designee shall develop administrative regulations to implement this policy. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students. |
| SC 1303.1-A | The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board. |
| SC 1303.1-A | District administration shall annually provide the following information with the Safe School Report: |
| | 1. Board’s Bullying Policy. |
| | 3. Information on the development and implementation of any bullying prevention, intervention or education programs. |
| 5. Guidelines SC 1303.1-A | The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. |
| SC 1303.1-A | The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying. |
| SC 1302-A, 1303.1-A | Consequences For Violations |
| Pol. 236 | A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: |
| | 1. Counseling within the school. |
| | 2. Parental conference. |
| | 3. Loss of school privileges. |
| | 4. Transfer to another school building, classroom or school bus. |
5. Exclusion from school-sponsored activities.

6. Detention.

7. Suspension.

8. Expulsion.

9. Counseling/Therapy outside of school.

10. Referral to law enforcement officials.

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3