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Appendix A: Unlawful Harassment Policy
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THE PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

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.
From the Executive Director

Dear Student:

Welcome to the Susquehanna County Career and Technology Center . . .

We are pleased you are attending the Career & Technology Center. In order to guarantee you the best career and technical education possible, we have prepared this handbook for you.

The information in this handbook is intended to familiarize you with student policies and procedures in effect at the SCCTC. Please take the time to become familiar with the handbook. As a young adult, you are responsible for your actions and behaviors. Hopefully, this handbook will provide you with the information necessary for you to adhere to school policies.

We want your time here to be a worthwhile and rewarding educational experience. Ultimately, the quality of the experience you have is your decision. Your success with your chosen program of study 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 those expectations.

Let us know if you have any questions or concerns as soon as you have them, so that we can address them in a timely manner.

Sincerely,

Alice M. Davis

Dr. Alice M. Davis
Executive Director
School Counselor Director
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 a 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 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 to your 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.”
PHILOSOPHY OF EDUCATION

The Philosophy of the Susquehanna County Career & Technology Center is to integrate academic and career & technology education, workplace competencies, and a specific connection of learning with industry skills in a safe and healthy environment. While contextual, or applied learning, is the hallmark of this philosophy, we believe integrating academic literacy skills with contextual learning is the key to ensuring effective student achievement. Students will attain higher levels of achievement when learning is placed within the context of the workplace. We believe that education must be relevant to the real world, particularly the world of work, to foster student’s desire to achieve greater levels of learning. Integrating academic and career & technical education will produce a well-rounded student capable of either continuing their education in post-secondary education, entering the military or entering the workforce. If challenged, all children have the innate ability to learn and grow to their full potential. We believe that each child is a unique individual and can excel in a competency based educational environment. Our ultimate goal is to promote innovative thinking through collaboration with industry and technology in an effort to produce graduates that can compete in a global society.

ACCESS TO CLASSROOMS
Board Policy No. 907

The Pennsylvania Department of Education has issued new regulations that include a section which requires schools to allow parents “reasonable access” to the classrooms to which their children have been assigned. The SCCTC has issued a policy for parents who wish to visit their student’s classrooms. The procedures for this policy can be obtained through the building principal’s office.

ATTENDANCE
Board Policy No. 204

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

A day of absence shall be considered to any situation of nonattendance which is in excess of four and one half hours of absence from school. In addition, a student arriving after 9:30 A.M. or leaving school before 1:30 P.M. shall be considered to be absent one half day. Students must pick up their excuses from either their homeroom teacher or attendance officer and return the excuse within three days upon returning to school. A second reminder will be issued and must be returned within two days or the days will be classified as unexcused absences. Students reporting late to school between 8:15 – 9:29 will be marked as tardy, must report to the attendance office, and be signed in by the acting attendance officer before going to class. Any student leaving between 1:31 and 3:00 must sign out with the attendance officer and will be classified as an early dismissal.
There are five reasons for excused absence from school: (1) illness, (2) death in the immediate family, (3) emergency medical/dental treatment, (4) authorized religious holidays (School Code), (5) impassable roads. All other absences are not excusable in accordance with state attendance regulations. Unexcused absences are unlawful (illegal) if the student is below the age of 17.

District Policy on absences and tardiness is as follows:

I Absences - Illegal or Suspicious
(1) A student, who is absent for more than 6% of the time, or 10 days for the school year, will come before a member of the administrative team and/or attendance coordinator to determine the reason for the excessive absenteeism.
(2) During his/her conference, a student shall be given every opportunity to present all evidence to justify the absences. Parents of a student, who has exceeded the absences permitted, are urged to confer with the school officials to determine what steps may be taken to improve school attendance.
(3) If, after hearing the facts, it is determined that the absences are illegal or of a suspicious nature, the following steps will be taken:
   A. Students who are less than 17 years old:
      (1) Parents will be served with a first notice indicating that there have been three or more days of illegal absence.
      (2) Where excessive absenteeism has been determined (5 unexcused days), the student will be placed on an attendance system that will allow him/her two excused (Legal) absences per marking period. If a student under this program exceeds the two legal absences, he/she will be required to provide a physician’s statement for each absence beyond those allowed. The physician’s statement must be returned within three days upon the student’s return to school. The physicians statement must have the time and date of appointment. The student is expected to be in school prior to and after appointment, unless the physician’s statement excuses the student for the entire day, the student could be charged with unexcused half day. Parents of chronic offenders need to realize that the burden of proof of absences rests fully upon their shoulders, not the schools.
      (3) Students on the attendance system requesting to go home through the health office, unless they have used their two days (Legal), will need to present a physician’s statement within three days of returning to school. If a medical note is not returned then the day will be recorded as unexcused.
      (4) In the case of a student being on the attendance system, the School District reserves the right not to accept medical excuses in cases of extreme absenteeism. Parents are encouraged to make medical appointments after school hours. Parents of chronic offenders need to realize that the burden of proof of absences rests fully upon their shoulders, not the schools.
      (5) Students on the attendance system could be denied any vacation privileges during the school year. Students that take vacation days early in the school year could have vacation days count against them if they high absenteeism evolves. If parents or guardians choose to disregard the policy then the days will be considered unexcused and will be dealt with according to the student handbook.
      (6) If a student is absent beyond his/her two (Legal) days without a physician’s statement and/or illegally or suspiciously absent after the serving of the first notice (Section 3-A-1), a second notice will be served through the local magistrate’s office.
Overview of attendance procedures for students 16 and under:

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

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

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

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

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

B. Students who are 17 years old or older:
   (1) Where a student’s absenteeism exceeds the amount outlined in Section 1-1, he/she will be placed on the attendance program outlined in Section 3-A-2.
   (2) The following procedure will be used if a student in the category of 17 years old or older is absent beyond his/her two (Legal) days without a physician’s statement:
       a. The student will be suspended out of school for one day and must go before an Administrative Review Team prior to returning to class.
   (3) The following procedure will be used for a second offense in which a student who is 17 years old or older is absent beyond his/her two (Legal) days without a physician’s statement:
       a. The student will be withdrawn from the rolls as student in the SCCTC. The student may appeal for reinstatement with the School Board of Education.
   (4) The following procedure will be used if a student in the category of 17 years old or older, who has been readmitted by the School Board of Education, accumulates one day of unexcused absence:
       a. The student will be withdrawn from the rolls of the SCCTC without appeal to either the Administration or the School Board of Education.

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

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

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

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

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

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

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

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

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

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

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

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

IX. Written Excuses
Students are allowed three school days following an absence to present a written excuse (form provided) to their teacher. Pupils may not write their own excuses. Excuses must be signed by the parent or guardian and returned within seven school days or will be recorded as an illegal absence if the student is less then seventeen years old. The responsibility for obtaining and completing excuse forms rests with the student and/or his/her parents. Excuse blanks are available from any teacher and/or the attendance office.
** This attendance policy was adopted by the Joint Operating Board of both the Susquehanna County Career & Technology Center and Elk Lake School District. Any references to full and half day arrivals, departures and specific times will only apply to students attending both AM and PM sessions at the SCCTC.

**AUTHORITY - SUPPORT STAFF**

The Support Staff Employees (para-professionals, maintenance staff, secretaries, and so on) of the SCCTC shall at all times have the same authority with students as any other members of the school staff.

**BACK PACKS/ BOOK BAGS/ GYM BAGS**

ALL bags must be placed and kept in the student’s locker until dismissal. Purses are permitted for females carrying personal items.

**BULLETIN BOARDS**

A number of bulletin boards to be used as display areas by teachers and students are located throughout the building. Announcements to be placed on these boards must be approved by a school administrator.

Any item such as a poster or announcement that is to be displayed anywhere in the district other than on the bulletin boards must also have prior administrative approval.

All signs that are posted must be removed before a two-week period has elapsed.

**BULLYING/CYBERBULLYING**

Board Policy No. 249

The SCCTC is committed to providing a safe, positive learning environment for district students. The SCCTC 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 SCCTC prohibits bullying by district students. See complete policy in Appendix B.

**BUS REGULATIONS**

The bus driver is responsible for the operation of his/her vehicle and shall have the same authority over pupils on the bus as does a teacher in the classroom. Guidelines for pupils being transported to school are as follows:

1. Students are to be at their scheduled stops at least 3 minutes prior to the time the bus is to arrive. The bus driver needs to wait only 2 minutes at any one spot along his/her route. Thus, if the operator is already late on the route he/she does not need to wait for students at their scheduled stops.

2. Students are not to play on or near the road while waiting for the bus. At all times, it is important that students remain at a safe distance from their designated pick-up point or bus stop.
3. Students, upon boarding the bus, are to go directly to their assigned seats. The assignment of seats on the bus is a direct mandate of the school district to the operator. Students are required to be in their assigned seats at all times.

4. Students are to remain seated while the bus is in motion. Changing seats or leaving your seat prior to your departure point is extremely dangerous. Move from your seat only when the bus has come to a complete stop.

5. Students are to follow directions made by the bus operator. If a request seems unreasonable or unfair, the pupil is instructed to obey it and then, at the first opportunity, report it to his/her respective principal.

6. Students have a responsibility to maintain the interior condition of the bus in a neat, clean manner. They should not permit or be responsible for marring, writing, throwing paper, cutting or committing any other acts of vandalism to the inside of the bus. No food is to be eaten while in the bus.

7. Hands, arms, and heads are never to be put outside the bus.

8. Students are never to smoke or light matches while on the bus or in school.

9. Each student must realize that safety dictates that a driver’s attention is not to be distracted for any reason. Thus, yelling, fighting, unnecessary fooling, throwing objects, talking loudly, using profanity, or participating in any other inappropriate activities is strictly forbidden. No student is to commit any act which might endanger, in any way, the safety of others on the bus.

10. Students leaving the bus should always cross in front of the vehicle and pay careful attention to approaching cars. Students are to remove themselves from the vicinity of the bus as soon as they have disembarked.

11. At the end of the school day, students are to go promptly to their buses and board immediately.

**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, instructor in-service, and student vacation days.

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**

Students are required to notify the Guidance Office, school nurse, and attendance office when there is a change either of address or telephone number.

**CHEATING**

Any student who gives or receives information during a test, examination, or special assignment as prescribed by a teacher will be guilty of cheating. The punishment for this offense shall be that the student will receive a “0” for the test or work.
**CHILD LABOR LAWS**

Students interested in employment should be aware of the following labor laws:

1. Minors under 14 years of age may not be employed or permitted to work in any establishment or in any occupation. The only exceptions to this law would be children from 12 to 14 years old who are employed on a farm or in domestic service in a private home. In these instances, employment requires special written authorization by the parents/guardians and/or that the parents are also employees at this location. A special work permit is required. Employees and parents have the responsibility of reviewing the job duties not permitted for minors employed in the home or on the farm.

2. Minors 14 years to 18 years of age may work in non-hazardous occupations after completion of an employment certificate. No work permits are required if the employable individual is 17 years old or older and has graduated from high school.

Employment certificate applications are available from the Guidance Office.

Students, parents, and employers are responsible to know the labor laws under which they work or are employed.

**CLASS WORK - ABSENTEEISM**

Any student who is absent should contact the Main Office prior to 9:30 A.M. to make arrangements for assignments. The responsibility for obtaining the homework rests with the parents and/or student.

Upon his/her return to school, a student will be provided with reasonable and ample amount of time to complete all missed assignments. Agreement on the make-up homework is to be a joint arrangement between the teacher and student.

**DISCIPLINE**

Board Policy No. 218, 224

We are firmly committed to the belief that good discipline, more often than not, originates in the home. The parent is the first teacher of his/her child and should guide him/her in developing good behavior habits and proper attitudes toward school. It is essential that parents:

1. Recognize that the teacher, in accordance with Pennsylvania school law, takes the place of the parent while the child is in school, including the time required in going to and from school.
2. Teach their child respect for the law, authority, and the rights of others as well as for private and public property.
3. Realize that a disruptive child not only hinders his/her educational progress but also the educational rights of each and every student.
4. Insure prompt and regular school attendance as well as comply with state attendance laws and procedures.
5. Work with the school in carrying out recommendations, including discipline, made in the best interests of the child.
6. Talk to their student about school activities. Show an active interest in their report cards and
progress reports as well as in his/her total school life.
A. Do you encourage your student to be enthusiastic about school?
B. Does your student schedule sufficient time for home study?
C. Is there a suitable, quiet place for your student to study at home during a regularly scheduled time? Are items such as pencils, pen, paper, books, and dictionary readily available for use?
D. Do you have family agreements that are kept regarding the use of the telephone, radio, computer, television, etc.?

Guidelines on student discipline are essential if we are to establish an orderly procedure of discipline when infractions of school rules occur.

In order to work effectively and be utilized realistically every disciplinary system requires that every member of the staff understands and supports the guidelines as well as accepts the responsibility to make the system produce the desired results. Teachers must not assume that their role is only to teach and that student discipline is the responsibility of someone else. In addition, administrators must also not expect that good teachers can accept all the responsibility for student control without help.

As outlined below, the levels begin with infractions which are least punitive and then progress through steps to the offenses which are the most serious. As the discipline acts increase in intensity and seriousness, the options and responses become more formal, more limited, and quite definite in administrative action. The administrative staff reserves the right to utilize any variety of actions deemed necessary and justified. Additionally, students may be refused the privilege of riding their buses as a discipline measure for offenses which arise while being transported to or from school.

**SECONDARY**

**Level I - Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the operations of the school system.**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Response (Classroom/District)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Student/Administrative Conference - - Warning/Counseling</td>
</tr>
<tr>
<td>2nd</td>
<td>Student/Administrative Conference - - Withdrawal of privileges and/or after school detention</td>
</tr>
<tr>
<td>3rd</td>
<td>One day in-school suspension and/or two sessions of after school detention</td>
</tr>
<tr>
<td>4th</td>
<td>Three day in-school suspension and/or two sessions of after school detention or Saturday detention</td>
</tr>
<tr>
<td>5th</td>
<td>Five days in-school suspension and/or two Saturday detentions with a parent conference</td>
</tr>
</tbody>
</table>

Note: Additional incidents may result in out-of-school suspension and possible Alternative Education placement.

**Level II - Misbehavior which, by its frequency or seriousness, disrupts the learning climate and/or action of the student directed against persons or property whose consequences endanger the health/safety of others.**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Response (Classroom/District)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Administrative Conference with one or two days in-school suspension and/or Saturday detention or after school detention</td>
</tr>
</tbody>
</table>
2nd Three days in-school suspension and/or two Saturday detentions/after school detention
3rd Five days in-school suspension and two Saturday detentions with a parent conference

Note: Additional infractions may result in out-of-school suspension for up to ten days.

Level III - Actions which result in violence to another person or property or which pose a direct threat to the safety of others in the school. Acts which clearly are serious enough to require immediate administrative steps to remove the student from class and/or the school. These acts may lead to the Intervention of law enforcement officials or action by the board of school directors.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Administrative Conference and three days out-of-school suspension and parent conference</td>
</tr>
<tr>
<td>2nd</td>
<td>Five days out-of-school suspension and parent conference</td>
</tr>
<tr>
<td>3rd</td>
<td>Ten days out-of-school suspension and parent conference</td>
</tr>
<tr>
<td>4th</td>
<td>Alternative placement</td>
</tr>
</tbody>
</table>

A student may be brought before the Board of Education for expulsion, and/or may be required to pay restitution for damages, and/or referred to the appropriate law enforcement agency at any of the above offense steps.

Student infractions are to be cumulative in response as well as progressive within the step order of the level of offense. Thus, a sample response sequence could be as follows:

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Negative Behavior</th>
<th>Offense and Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Improper Attire</td>
<td>Level I - Offense 1</td>
</tr>
<tr>
<td>2.</td>
<td>Theft</td>
<td>Level II - Offense 1</td>
</tr>
<tr>
<td>3.</td>
<td>Tardiness</td>
<td>Level I - Offense 2</td>
</tr>
<tr>
<td>4.</td>
<td>Possession - Tobacco</td>
<td>Level II - Offense 2</td>
</tr>
<tr>
<td>5.</td>
<td>Possession - Knife</td>
<td>Level III - Offense 1</td>
</tr>
<tr>
<td>6.</td>
<td>Use of Alcohol</td>
<td>Level II - Offense 3</td>
</tr>
</tbody>
</table>

**TYPES OF OFFENSE AND RESPONSE LEVELS**

Absent Without Reason (Detention or in-school suspension - 3 x time missed)
Abuse of School Property
Abuse to Student
Acts of Incorrigibility Insubordination/Disobedience
Arson (Step 1st - 5th Offense)
Cheating - (See appropriate area)
Classroom Disturbance/Disruptive
Classroom Tardiness/Excessively Late to Class
Disrespect to Staff
Dress Code Violation
Extortion
Failure to Dress According to Shop Regulation
Failure to Dress for Physical Education  I
Falsify Passes/Excuses/School Records/Report Cards  II
Fighting (See Fighting Policy)  II-III
Flight From Building/Grounds  II-III
Indecent Exposure  III
Intimidating Others  II
Misconduct in Cafeteria, Bus and/or Activity Events  II-III
Misuse and/or Damage of Safety Equipment  II-III
(Three days minimum suspension)
Obscene Gestures  I-II
Physical/Verbal Abuse of School Personnel  III
Possession/Use of Unauthorized Substances  III
(See Drug & Alcohol Policy)
Possession/Use of Fireworks  III
Profanity  I-II
Profanity (Abusive/Sexual Reference)  II-III
Public Display of Affection  I
Tardiness to School/Class  I
Theft  II
Throwing Items  II-III
Tobacco - Possession/Use  II-III
Truancy  I-II
Unexcused Early Dismissal  I
Vandalism/Damage to School Property  I-III
Water gun/balloons, squirting devices  II
(Two days minimum in-school suspension)
Weapon/Dangerous Items  III

** The Joint Operating Board of the Susquehanna County Career & Technology Center and Elk Lake School District adopted this policy for both schools. However, the SCCTC does not administer after school or Saturday detentions.

DRAFT REGISTRATION

All male students are required, by law, to register for the selective service within thirty days of their eighteenth birthday. The registration process begins by obtaining a Selective Service System Registration Form from any United States Post Office or by registering on the Selective Service website: http://www.sss.gov/. In order to obtain the form from the Post Office, an individual will need some form of personal identification (driver’s license or birth certificate) to show to the Postmaster. Upon completion, the registration form is to be returned to the Postal Official.

If you have any questions, please contact
Selective Service System
Data Management Center
PO Box 94638
Palatine, IL  60094-4638
Phone: 847-688-6888
DRESS CODE
Board Policy No. 221

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

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

Unacceptable Dress:

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

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

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

At their discretion, teachers may administer tests in their classes during the school year. A definite date and time are provided for mid-year and final examinations. Students who fail to take final examinations without a doctor’s excuse or previous approval of the administration will receive a failing grade for the course.

All examinations, tests, term papers, and major assignments handed in by students will be corrected and returned by teachers. Final examinations will not be returned but may be examined at the request of a parent or guardian. Failure of a final examination may lead to a student failing a course.

NOCTI TESTING

Students completing 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.

EXCLUSIONS FROM SCHOOL
Board Policy No. 233

IN-SCHOOL SUSPENSION

Established as a discipline procedure, in-school suspension is designed to exclude a student from class through the use of a supervised study program. A suspended student will be required to work on assigned academic material for the entire day.

- In the morning, students are to report to their lockers and report to the in-school suspension room.
- Absolute silence will be maintained at all times.
- Textbooks and/or homework assignments will be brought by the student to the suspension room. They will be expected to do school work, or sit quietly in their seats.
- No other items are to be placed on the desk.
- No activity of any type (such as gum chewing, eating of candy, whistling, or sleeping) will be allowed.
- Lunch will be served at a student’s desk and eaten in silence.
- The student is responsible for getting assignments before they report to in-school suspension.
- Use of the lavatory will be by authorization of the supervisor in charge.
- A student who is on any type of suspension, detention, or expulsion shall not participate in nor attend any extracurricular activity during the period of the suspension. Coaches will be notified of all disciplinary actions.
- In the event of an absence or an interrupted suspension, the in-school suspension will continue.
until the mandated number of days or period of suspension has been fulfilled.
- Violations/deviations from any of these rules will result in additional detention/suspension.

**OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension shall mean exclusion from school for an offense for a period of not more than ten school days.

A school administrator may implement an out-of-school suspension as defined for the following (but not limited to) reasons:

1. A student possessing, using, transmitting, or selling a controlled substance (drug, alcohol, look-like) in school, on school property, or on a school bus. Included shall be possession of any type of device used to take a controlled substance.
2. There is the existence of reasonable belief that a student may be a physical danger to himself or to others.
3. The student has caused and/or will continue to cause interference with classroom instruction.
4. The student intentionally threatens physical injury, causes or attempts to cause physical injury to another person.
5. A student repeatedly and intentionally defies the valid authority of bus drivers, supervisors, teachers, or administrators and there is physical/verbal abuse of a major nature.
6. Arson.
7. Extortion.
8. Possession or use of fireworks.
9. A student disrupts the instructional process by the transmission of bomb threats, false fire alarms, or other actions which may cause the temporary or prolonged cessation of school activities.
10. Possession, use, and/or transfer of a firearm, knife, explosive, or other dangerous object/items, on to school property or on a school bus.
11. Truancy as outlined under Attendance, Section B-2, A, B, and C.
12. Other violations of school rules deemed serious enough to warrant out-of-school suspension or repetitive disciplinary infractions similar in nature.
13. A student who is on any type of suspension, detention, or expulsion shall not participate in nor attend any extracurricular activity during the period of the suspension. Coaches will be notified of all disciplinary actions.

**STUDENT RIGHTS AND RESPONSIBILITIES**

*Board Policy No. 235*

**CHAPTER 12**

Section 12.2. Student responsibilities.

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

(b) No student has the right to interfere with the education of his fellow students. It is the
responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform with the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repeated in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of student prescribed by Commonwealth and local school authorities.
10. Report accurately and not use indecent or obscene language in student newspapers or publications.

OTHER DISCIPLINARY MEASURES

The Board of Education and/or administration may invoke other disciplinary action as shall be warranted under the particular circumstances. Such action may include exclusion from extracurricular activities, graduation ceremonies, and school sponsored events and activities.

SURVEYS

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based upon the Superintendent’s recommendation, prior to administration to students.

FIGHTING

Fighting is an extremely dangerous mode of behavior and will not be permitted on school premises at any time. “Any time” shall be defined as the time a student enters the bus in the morning and shall be continued until he/she arrives home at the end of the school day. The school district’s strong opposition to the practice of fighting is reflected in the following discipline policy.

First Offense
1. 5 days in-school suspension
2. 3 days of Saturday Detention
3. Loss of driving privileges for 45 days
4. Each student who has been involved in a fight must participate in counseling/educational sessions conducted by school district and social agency personnel.

Second Offense
1. 10 days out-of-school suspension
2. 3 days of Saturday detention
3. Loss of driving privileges for 90 days
4. Administrative review
   a. Possible referrals to other agencies or interventions
   b. Recommendation will be made for an Alternative Education Program placement if
      there is a third offense

**Third Offense**
1. 10 days out-of-school suspension
2. Loss of driving privileges for the remainder of the year or 120 days whichever is greater
3. Charged at the District Magistrate for disorderly conduct and/or assault charges
4. Placed into the Alternative Education Program for a minimum of 45 days and a maximum of 180 days.

**The Joint Operating Board of the Susquehanna County Career & Technology Center and Elk Lake School District adopted this policy for both schools. However, the SCCTC does not administer after school or Saturday detentions.**

**WEAPONS**

**Board Policy 218.1**

Weapons and replicas of weapons are forbidden at school or any school sponsored activity or on any public conveyance providing transportation to a school or school sponsored activity. Weapons shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchuk, firearm, replica of a weapon, shotgun, rifle and any other tool, instrument, or implement capable of inflicting serious bodily injury.

Any unauthorized loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property, at school or any school sponsored activities, or public conveyances providing transportation to a school or school sponsored activity is subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student’s parents shall be reported to the local law enforcement officials. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. The Superintendent shall initiate expulsion from school. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

This policy is in compliance with the Improving America’s Schools Act of 1994 Public Law 103.382, October 20, 1994 and Act 26 of 1995 which amends the Public School Code of Pennsylvania.

**LOCKERS**

Each student is assigned a locker for the storage of books and personal belongings. Money, rings, watches, or any other items of value are not to be brought to school and are never to be kept in a locker. A teacher or principal may make periodic inspection of lockers to see that the lockers are kept neat and orderly. It is the student’s responsibility to see that his/her locker is kept locked and in order at all times. Only school combination locks are to be used.
Locks are furnished through the Main Office at no cost to the student. They are to be returned at the end of the school year. If the lock is lost or not returned, the student will be assessed $4.25 as a replacement fee.

Items lost from the locker are the responsibility of the student. This shall include but not be limited to items such as textbooks, coats, and sneakers. Students are to put their belongings only in their own lockers - - never in a friend’s or unassigned locker.

School administrators have the authority and responsibility to search student lockers when necessary in the interest of school welfare and safety (Section 12.14 - Regulations of the State Board of Education of Pennsylvania.)

FIRE DRILL PROCEDURES

Fire drills are an important safety precaution. They are required by Law and must be held at regular intervals. An evacuation plan is posted in each room. Students are to study the plan so that they are familiar with it.

It is essential that, when the first signal is heard, everyone obeys orders promptly and clears the building as rapidly as possible by the prescribed route. The teacher in each classroom will give the students instructions.

The objective of fire drills is to train students to be able to vacate the school in a fast, orderly manner.

1. When the fire alarm sounds, students should walk rapidly and orderly in double lines to designated exits. DO NOT RUN!
2. Those students who have been appointed by the teacher to close the window in the room should do so as quickly as possible. In each room, the door and all windows are to be closed in order to limit smoke as well as to provide a temporary fire barrier.
3. Exiting the building should be a fast walk. Do not talk; listen for possible directions from your teacher.
4. A staff member will accompany each group of students from the school. Groups are to remain quietly together while out of the building. Upon notification from the office or a school administrator, students are to re-enter in an orderly manner.
5. If a regular exit is blocked, students should go to the nearest open, uncongested exit.
6. If a fire bell rings and students are not in a classroom, they are to leave the building by the nearest exit. This situation may occur during change of classes, lunch time, or after school.

If a student fails to abide by these rules, he/she will be subjected to immediate disciplinary actions.

In case of a real emergency, good habits that are learned in orderly fire drills may be the means of saving many lives. Always remain calm!

FIREWORKS

Firecrackers, fireworks, or explosives of any type are illegal and very dangerous. Possession, use, or sale will be cause for suspension, expulsion, and/or referral to the appropriate legal authorities. The determination of the severity of the offense and the corresponding punishment shall rest with the administration.
FUNDRAISING
Board Policy No. 229

The district acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the district.

The district prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.

GUIDANCE DEPARTMENT

The services of the Guidance Department are available to all students. The Guidance Department seeks to provide individual attention to each student in order that he/she may be assisted in attaining his/her highest possible level of achievement. Information used in providing this assistance is obtained from teachers’ evaluations and other reliable sources.

Students, as well as parents, are encouraged to utilize the various types of assistance that is available through the Guidance Department. If a student wishes to schedule an appointment with the school counselor, he/she should visit that office either in the morning before school or at the end of the day rather than during school hours. Parents are also encouraged to visit the school counselor to discuss problems of mutual interest.

A few of the services available from the guidance department are as follows:
- Providing information on post-secondary offerings and programs.
- Arranging programs for college representatives to meet with interested Juniors and Seniors.
- Scheduling the Armed Forces testing program and military career representative conferences for students.
- Developing field trips to area colleges and universities for interested students.
- Implementing the school district’s entire standardized testing program for students, including the National Occupational Competency Testing Institute (NOCTI).
- Coordinating student/teacher relations where and when academic and personality problems arise.
- Scheduling visits from College Admission Representatives for interested students and parents.
- Compiling student grades and printing/distributing report cards and progress reports.
- Updating and maintaining all students’ academic records.
- Compiling student transcripts and records for transmission to colleges, schools, and employers.
- Calculating individual and class averages for all secondary students.
- Certifying state credit requirements for all prospective graduates.
- Developing honor roll lists for students within the guidelines established as based on academic achievement.
- Meeting with each student on an individualized basis in the spring to discuss course needs for the upcoming academic year.

GRADING SYSTEM

A student’s grades reflect his/her educational commitment, accomplishments, and endeavors. They become part of a student’s permanent record which is retained throughout his/her lifetime.
Colleges, trade schools, prospective employers and the military are a few of the individuals and/or institutions which will be reviewing one’s grades. The school district only records the grades; the student earns them.

The district utilizes a numerical system for grade. The organization of the system is as follows:

- **93-100** Outstanding
  - The work reflects a superior quality. It shows mastery of the subject matter. The student is achieving beyond the expectations of the teacher. The work is completed on time. The student has the ability to complete the task and exerts a positive influence on the class.

- **85-92** Very Good
  - The work reflects an excellent quality; it is well done. The student meets the demands of the teacher and exerts a positive influence on the class.

- **75-84** Average
  - The student completes the required work satisfactorily. The work is done on time and reflects an average quality. The student is showing achievement equal to the majority of students enrolled.

- **65-74** Below Average
  - The work is substandard but it indicates some evidence of growth. In addition to not completing all of the assigned work, the student may be dependent on others, as well as inconsistent or uncertain with regard to school work.

- **0~64** Failure
  - The student’s work is unsatisfactory. There has been little or no growth. He/she exhibits a lack of interest, attendance, and/or effort.

- **I** Incomplete
  - The student has not completed all required work. Unless waived by the teacher, he/she has ten school days beyond the close of the marking period to complete delinquent assignments! Otherwise, the grade will automatically become an “F”.
  - Non-completion of major projects such as term papers or final examinations may result in course incompletes and/or failures. It is the responsibility of the student to make contact with his/her teachers in order to arrange for makeup work.

- **P** Pass
  - The work completed by the student is acceptable and shows growth. It also encompasses work that is average, excellent, or superior in nature.

- **F** Failure
  - The work is not of a passing quality.
PARENT CONFERENCES  
Board Policy No. 212

Parents should never be in doubt of their student’s progress. They are notified of his/her achievement through the report card, progress reports and/or parent/student portal, a web-based academic communication tool. If a parent has a question or concern, he/she may call as follows: Guidance Office (570-278-6789).

If a student wishes to discuss a possible problem, or grades, he/she should schedule a meeting with a teacher, guidance counselor or principal. Conferences may be scheduled either before or after school as well as at a convenient time during the day.

Open House Conferences are scheduled twice a year by the school district to allow for parents to meet with their child’s teacher.

1. Fall - Teachers will be available from 1:00 P.M. to 5:00 P.M. and 6:00 P.M. to 8:00 P.M.
2. Spring - Teachers will be available from 1:00 P.M. to 5:00 P.M. and 6:00 P.M. to 8:00 P.M.

Conference notification dates are sent home to parents about ten days prior to the actual parent conference dates.

PROGRESS REPORTS  
Board Policy No. 212

Progress reports are issued during the mid-point of marking periods of the academic year as a notification to parents. All progress reports are sent home with the student with the hope that cooperative action between the school and parents may aid in monitoring the student academic progress.

Parents are strongly encouraged to telephone the school immediately for a parent/teacher conference whenever a student is in danger of failing a subject. Little or nothing comes of a conference scheduled at the end of the school year after numerous failures or below average grades have already been sent home.

PUPIL RECORDS  
(As Per Parental Registration/Transfer of Records Policy Adopted 12/01/03)

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (Pennsylvania’s “Right to Know Law”) and the Pennsylvania State Board of Education regulations adopted on July 12, 1974, the SCCTC’s Guidance Office maintains specific individual pupil records for each student. The following classification formula is used to aid in the differentiation of data:

1. Category “A” Data - This information pertains to the use of forms and official administration materials that are used to record the minimum personal data necessary for the operation of the educational system. Examples include identifying data (names and address of parents or guardian), birth date, academic work completed, level of achievement (grades, standardized achievement test scores), and attendance data. Category “A” material, which constitutes the official administrative record of the student, will be maintained for a period of at least 100 years.
2. Category “B” Data - This constitutes verified information which is used by school personnel
to help the student during his period of enrollment and to protect others. Examples include individual psychological evaluations (ability and verified clinical findings), family background information, psychological referrals, systematically gathered teacher or counselor ratings and observations, verified reports of serious and recurrent behavioral patterns, and various educational information data forms used by counselors and administrators.

A. Reported behavioral patterns and specific incidents must be clearly described and verified before they become part of any continuing record.

B. Category “B” data will receive periodic examinations at which time consideration will be given to its elimination from the permanent record. If a student transfers from the district, consideration for eliminations will take place prior to forwarding the student record to the new location of his/her school.

C. The health record of the student shall be maintained for at least two years after the student ceases to be enrolled.

Parents may request to review the records of their children by contacting the appropriate Guidance Office.

The SCCTC may release, without consent of the parents/guardians, a student’s permanent record file (Category “A” and B” information) to members of the school’s staff who have a legitimate educational need for the data.

REPORT CARDS
Board Policy No. 212

Report cards are utilized to notify parents of a student’s progress. They are issued within eleven school days of the end of each marking period.

WITHDRAWAL FROM SCHOOL
Board Policy No. 208

Any student moving to another school and/or withdrawing from school must complete a STUDENT WITHDRAWAL FORM which is available in the Guidance Office. This form will allow for books and equipment to be returned, payment for lost or damaged items, and for classroom and school clearance by teachers, and the main office.

The Guidance Office will make arrangements for the transfer of all student records and/or transcripts to the next school.

PROGRAM CHANGES – DROP POLICY

Program selection should be firm decisions which are thoughtfully made by students after careful consultation with parents, teachers, and counselors. Prior successes, failures, special individual interests, aptitudes, and future college and career plans should be taken into consideration when a student plans a course pattern. Due to the fact that program changes cause scheduling and staffing difficulties, they should be made prior to August 1st and only if absolutely necessary.

Changes often are the result of a student’s preference for a certain teacher, desire for a reduction of course load because of academic difficulties, outside employment, the desire to be placed with friends,
and/or a change of mind as to personal preference for course content. Consequently, the only changes which will be considered are those which meet the following criteria:

1. The student plans to maintain the same number of credits carried prior to the request.
2. There is evidence of a physical or mental handicap that may impair the health and/or welfare of the student. A certifying statement from a physician must be filed in the Guidance Office.
3. The request is submitted because of the student’s wishes to add a subject or to select a more demanding elective.
4. A change in a student’s educational or career plan requires a change of electives for admission to a particular program.
5. A student is in need of meeting credit requirements for graduation.
6. Changes are in order as a result of courses taken during the summer.
7. The request has been reviewed by parents and the guidance department in a conference set up at the convenience of both, it is essential that the parent comes to school.
8. Course change requests are approved unanimously in a joint Administrative-Guidance staff meeting.

Students make their program selection in February, March, and April of each school year. We discourage student requests for schedule changes after August 1st, since an approximate period of five months has elapsed. Schedule changes, based upon the above listed criteria, are allowable up until the end of the first six-day cycle of the new school year. Any schedule change requests after the sixth day of the new school year will require a parental conference with the administration and School Counselor. After the parental meeting is held, the administration and School Counselor will evaluate the request and provide a decision as to whether the requested schedule change will be allowed or disallowed.

HONOR ROLL PROGRAM

Honor roll status is attained each marking period by those students who have earned the highest numerical grades for their academic and vocational endeavors. Student attainment of Honor Roll will be based on a two-tiered system.

- An average of all numerically graded subjects taken by the student during the marking period.
  - High Honors 95%
  - Honors 88% and
  - no grade below 80%

- Based on all individual subjects:
  - High Honors may be achieved with no grade less than 93%
  - Honors may be achieved with no grade less than 85% and
MARKING PERIODS

The SCCTC utilizes the following marking periods:

- First Marking Period: 45 days
- Second Marking Period: 40 days
- Mid-Term Examinations: 5 days
- Third Marking Period: 45 days
- Fourth Marking Period: 40 days
- Final Examinations: 5 days

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society has been established to render service, to encourage enthusiasm for scholarship, to develop leadership, and to instill character in the students of the SCCTC. The faculty selects all members National Technical Honor Society.

Members are liable for dismissal if they do not maintain the standard from which they were selected.

Selection sheets and recommendations are confidential and will not be released to either students or parents.

HALL CONDUCT

There is to be no loitering, boisterous noise, running, or general confusion in the corridors.

When moving through the halls, students are instructed to walk not more than two abreast on the right side of the hall.

- Hall Guidelines are as follows:
  1. Do not block traffic by standing in groups.
  2. Pass through the corridors quietly.
  3. Be considerate of others in the hall and classrooms.
  4. Discard trash in the containers provided. Keep your school clean by picking up papers from the floors.
  5. Students must leave the building within five minutes after the dismissed bell unless under the direct supervision of a teacher.
  6. Pupils are not to loiter about the building or school grounds after their regular scheduled programs are over.

HEALTH SERVICES

The health office is responsible for treating all injuries, sudden illnesses, and emergency care which may be needed while the student is at school. The responsibility for subsequent treatment rests with the parents. Accidents/injuries which occur at home must be taken care of by the parents prior to sending the child to school.

The school nurse will be at her office beginning at 8:00 A.M. each day. The basic aims of this service are to (1) appraise the health status of students, (2) investigate for remedial defects and suggest corrective actions, (3) assist in the prevention and/or control of communicable diseases, (4) provide emergency
first aid treatment for injuries or illness, and (5) instruct students on the fundamentals of health related topics.

- A secondary student wishing to visit the nurse must obtain a pass from his/her classroom teacher. This pass will be signed by the nurse after the student has been treated. This slip acts as a hall pass as well as a readmission slip for the student to re-enter class.

- If the nurse is not present in her office, the student who needs service is to report to his/her respective main office.

- The parents or guardians of a student who becomes ill or is injured at school will be notified by the school nurse when, in her professional opinion, there is an element of seriousness in the incident. This is never an easy decision especially when one realizes the number of students visiting the health office each day. When called, parents should pick-up the ill or injured child as quickly as possible. In an emergency, the nurse will refer to a student’s emergency information sheet to contact the doctor or hospital as indicated by parents. In exceptional circumstances, the district reserves the right to act in “Loco Parentis” and use the doctor or hospital facility which will best meet the student’s immediate needs.

- A student who is ill or has a rash or fever should not attend school. Parents are encouraged to consult their physician if, or when the student has been persistently absent due to illness. Upon returning to school after an absence of three or more days, a student must report to the health office, regardless of the reason for the absence. A checkup must be made before the student goes to his/her classroom and mingles with the other pupils. The nurse will issue an admission slip to readmit the student back to regular classes. This admission slip must be given to the student’s teacher.

- First aid kits are placed in every program area. In addition, there are first aid kits in the cafeteria. Any student injury that cannot be adequately treated with the simple equipment in the first aid kits should be referred immediately to the health office. The school health service is under no obligation to dispense medication. Parents who have a child who is in need of medication have the responsibility of obtaining and following the district’s policy on prescription medicine. These procedures are available from the school nurse.

**HEALTH SERVICES - SPECIAL PROBLEMS**

Students with special health needs are to report to the school nurse at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery medication, or anything that might limit a student while at school.

**MEDICATION MUST BE LEFT IN THE NURSE’S OFFICE. STUDENTS ARE NOT TO KEEP MEDICATION, INCLUDING ASPIRIN, IN THEIR POSSESSION OR LOCKER!**

**HOMEBOUND INSTRUCTION**

Homebound instruction is provided for any student who has a temporary disability which prohibits his/her attendance at school. A pupil may qualify for this type of instruction by providing the school with written verification from a physician. This statement must provide an acceptable reason why the student cannot attend regular classes. The written statement of the medical reason for the request must
also contain a starting date for the service as well as an estimate of the length of time the student will be absent.

General rules are as follows:
1. This program is not to be used in lieu of compulsory school attendance.
2. Homebound instruction will be furnished only when the absence is of a duration which exceeds ten school days.
3. Instruction time shall not exceed five (5) hours per week.
4. Instructors used for the program must be certified by the Commonwealth of Pennsylvania.
5. The teaching schedule shall be established by agreement between the parents, instructor, and the school district.
6. Homebound instruction must have school board approval.
7. A student on homebound instruction is not considered to be absent. It should be understood that homebound instruction is only a stop-gap, temporary program designed to provide educational instruction on a limited basis.

LAW ENFORCEMENT OFFICIALS

It shall be the policy of the SCCTC to maintain a reasonable, cooperative atmosphere between the school system and law enforcement agencies. Officers of the law may be summoned in order to conduct an investigation of alleged criminal conduct on or near the school premises, during a school-sponsored activity, or at other times when necessary to maintain the educational environment. They may also be summoned for the purposes of maintaining or restoring order when the presence of such officers is necessary to prevent actual or threatened injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. At all times, the school district’s administrators shall be responsible to protect and guarantee the rights of students.

LOST AND FOUND

A “Lost and Found” section is located in the main office in both Building A & Building B. If a student has lost an item, he/she should contact an administrative assistant in the respective office in their building.

PROHIBITED ARTICLES
(As Per Dangerous Weapons Policy Adopted 4/14/97)

From time to time, problems arise because some students bring articles to school which either create hazards to the safety of others or interfere in the normal operation the school. Items such as toy guns, water pistols, bean shooters, sling shots, knives, balls, yo-yo’s, laser pointers, Bb’s, and marbles will be confiscated. If so requested, these items will be returned directly to a student’s parents upon a visit to school.

PUBLIC DISPLAY OF AFFECTION

Friendships are natural and expected during adolescence; however, public demonstrations of affection are never in good taste and are certainly out of place in school corridors, classrooms, assemblies as well as on buses or in any other area within the confines of the school district. (See Discipline Policy)
RADIOS AND OTHER ELECTRONIC DEVICES

In an effort to be responsive to the needs of our parents and students, SCCTC would like to allow students more access to cell phones and other electronic devices. During the school day, these phones and devices may be used during lunch (cafeteria and gymnasium), and before and after school but never during a class without the explicit, direct permission of the teacher.

The student must secure his/her device at all times and never leave it unattended. Students should guard against theft as they would in any public building or area. Theft of such devices can occur and often the devices cannot be recovered. Students should keep the devices on their persons at all times or locked away. School personnel and/or administrators are not responsible for the loss or damage of any cell phone or device brought on school property.

SCHOOL CLOSING

In the event of inclement weather or an emergency situation, the school district may be closed, have a delayed start, and/or be forced to dismiss early for safety reasons.

Any compromise of the normal operations of the school as noted above shall result in announcements being made over radio stations WARM (Am 590/Scranton), WPEL (FM 96.5/Montrose), WAAL (FM 99/Binghamton), WEMR (AM 1460/Tunkhannock), and WINR (AM 680/Binghamton); and television station WNEP (Channel 16/Scranton) and the Susquehanna County Career & Technology Center Web Page (www.scctc-school.org).

In many homes, both parents are employed. An emergency dismissal can result in children going home when no adults are there. The same situation can arise when parents, who are usually at home, must be away for even an occasional day. This is a source of great concern, not only to parents, but also to school administrators.

In the event of such emergencies, we wish to emphasize the importance of parents making advance arrangements for their children. These plans for temporary care should be clearly explained to the children, so that they will have no questions as to where they should leave the school bus on emergency days. The arrangements should also be clearly understood by the family who agrees to keep your children.

All extracurricular/after school activities will be cancelled if the school is closed or dismissed early for inclement weather or an emergency.
SCHOOL PROPERTY
Board Policy No. 224

Students are forbidden to damage school property. School furniture, walls, ceilings, floors, or equipment are not to be marked with pen, pencil, or any other instrument. Students are not to tamper with the fire alarms, fire extinguishers, or any electrical systems. Any student who willfully destroys school property through vandalism, arson, or larceny, as well as creates a hazard to the safety of our students, will be referred to the proper law enforcement agency. He/she will be subject to suspension and/or expulsion from school.

SCHOOL TRIPS
(As Per Field Trips Policy Adopted 3/20/2000)

School sponsored trips offer our students an opportunity to become involved in a variety of social and educational experiences that are not readily available in our rural community.

To ensure the continuation and school support of trips, specific rules established as guidelines for students.

1. At all times, chaperones are in the position of authority. They will exercise the same legal authority in reference to conduct and behavior over pupils as do their parents or guardians. Trip conditions into any large city necessitate that a decision or a directive made by a chaperone or chaperones makes the final decision for all and is to be followed without question.

2. Students in school or on school functions represent not only themselves but their parents, their school, and their community. Consequently, they will be expected to conform to a dress code set up by the sponsoring teacher(s).

3. All school rules currently in effect are to be followed by students while on school trips.

A student who abridges the previously stated rules will be suspended from school and will not be re-admitted until he/she appears before the Board of Education.

Eligibility for participation on trips shall be limited to students who have less than three discipline offenses during any one school year.

SEARCHES
Board Policy No. 226

The district acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district’s interesting in protecting and preserving the health, safety and welfare of the school population, enforcing the rules of conduct and maintaining an appropriate atmosphere conducive to learning. A copy of the policy is available in the building level administrators’ office.

SMOKE-FREE ENVIRONMENT
(As Per Tobacco Use Policy Adopted 6/18/03)

The SCCTC recognizes that smoking and the use of tobacco products present a significant health and safety hazard which may have serious consequences for the smoker and nonsmoker. It is the intent of
the Board of Education to provide a healthy environment for students, staff, and visitors by having the district be smoke and tobacco free.

In order to protect all students and others from the health hazards resulting from the use of tobacco products or derivatives from tobacco by themselves and/or others, the Board of Education prohibits the use of tobacco, in any form, in school buildings, on school grounds, on school buses/vehicles, and on any premises leased by the district.

This policy shall apply to all students, employees, visitors, guests, and/or users of the district facilities. (Additional policy information regarding the use and/or possession of tobacco by students is outlined in the topic of “Tobacco” in the district’s Student Handbook and Policy Manual.)

As a means of implementing the policy, all students, employees, and members of the community will receive notification of the policy through publications, handbooks, newsletters, and newspapers. Appropriate signs will be placed on the grounds and throughout the buildings. At any school event, (where possible), an announcement will be made stating that smoking is not allowed on school grounds or in school buildings.

TOBACCO
Board Policy No. 222

The use or possession of tobacco in schools by students is a summary offense under Crimes Code (Senate Bill 13:15/Act 199645).

The district prohibits the possession, use of sale of tobacco by students at any time in a school building and on any grounds, buses, vans and vehicles that are owned, leased or controlled by the school district.

Tobacco product means:
A. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff.
B. Any electronic device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe or hookah.

The possession and/or use of tobacco products shall result in the following disciplinary action:
A. First Offense
   1. Three (3) days In-School Suspension
   2. Two (2) days of Saturday Detention
   3. Citation to the District Justice
   4. Counseling conducted by school district/agency personnel
B. Second Offense
   1. Five (5) days In-School Suspension
   2. Three (3) days of Saturday Detention
   3. Citation to the District Justice
   4. Loss of driving privileges for forty-five (45) days
   5. Counseling conducted by school district/agency personnel
6. Parent Conference

C. Third Offense
   1. Five (5) days Out-School Suspension
   2. Three (3) days of Saturday Detention
   3. Citation to the District Justice
   4. Loss of driving privileges for the remainder of the year or 120 days, whichever is greater
   5. Counseling conducted by school district/agency personnel
   6. Parent Conference

D. Additional Offense
   1. Ten (10) days Out-School Suspension
   2. Three (3) days of Saturday Detention
   3. Citation to the District Justice
   4. Counseling conducted by school district/agency personnel
   5. Parent Conference

** The Joint Operating Board of the Susquehanna County Career & Technology Center and Elk Lake School District adopted this policy for both schools. However, the SCCTC does not administer after school or Saturday detentions.

SOLICITATION FOR FUNDS

Soliciting for funds or gifts through the sale of any product within the confines of the school district by students or any other group representing charitable, civic, nonprofit, or commercial firms is strictly prohibited without written administrative approval.

SPECIAL EDUCATION INFORMATION

The SCCTC is committed to providing every student with the opportunity to succeed. The purpose of Special Education is to prepare children to lead productive, independent lives as members of the community. If you believe that your child is experiencing difficulty managing the school curriculum, you can request an educational evaluation to determine if your child needs Special Education services. More information on this topic is located on the CTC website. There is a section called “Educational Services” in the column on the left. Click on this to access a related link where more detailed information is given about when to ask for testing, and what to expect through that process. Additionally, parents may call the Special Education office at 278-9229 at any time to request information on this process.

THEFT

Any student(s) who either attempts to commit or commits a theft shall be subject to suspension, expulsion, and/or referral to the appropriate legal authorities. Additionally, any student who is found breaking and/or entering the school at an unauthorized time shall be subject to the above disciplinary action. Theft shall include stealing property from students, members of the staff, and the school. Breaking and entering shall include the school building, lockers, desks, files, and/or other areas prohibited to students. Stolen or lost items are to be reported to the office immediately. Items of value are not to be brought to school.
STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS
Board Policy No. 220

The right of the public school students’ freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The district respects the right of students to express themselves in word and symbol and to distribute and post materials in areas designated for posting as part of that expression. The district also recognizes that exercise of that right must be limited by the district’s responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work or discipline and order on school property or at school functions; threatens serious harm to school or community; encourages unlawful activity; or interferes with another’s rights.

SUBSTITUTE TEACHERS

Our school system is fortunate in having capable substitute teachers available, whenever our regular teachers are ill or are attending conferences. A substitute teacher is to be considered a regular classroom teacher with the same authority as the teacher whom they are replacing.

SUICIDE

The rate of self-destructive and harmful behavior is increasing among children and adolescents throughout the nation. Most individuals who attempt suicide are experiencing a deep depression coupled with an overwhelming sense of hopelessness; rarely are they “mentally ill.” The majority of people who contemplate suicide are torn between a desire to live and a desire to die. The suicidal thoughts or acts are symptomatic of other problems.

It is the desire of the SCCTC to operate as a preventative and helping agent to assist in avoiding such tragedies in our school. Students who experience depression or are “acting out” in harmful ways are unable to benefit fully from the educational program of the school. Such students pose a danger to themselves and possibly to others.

If a student threatens suicide or shows other signs of being suicidal, the course of action is crucial. It is important to accept the possibility that the student may actually be suicidal. The individual in contact with the student should show concern and remain calm; reassure the student that appropriate help is available.

It is imperative that the building principal be immediately informed of the situation. The principal shall then involve the services of guidance, the school psychologist, the Student Assistance Team, or other professional services as well as inform parents of the situation as well as available professional advice.
TERRORISTIC THREATS  
Board Policy No. 218.2

A. Definition of Terroristic Threat: Occurs when a student communicates (either in person, in writing, or by electronic means) a threat to commit any crime of violence, which has the effect of causing, or is reasonably calculated to cause, a member of the school staff (which includes, but is not limited to, teachers, school board directors, support staff, administrators, bus drivers) or students to feel terrorized or fearful, of making a statement which causes the need for evacuation of a school building or place of assembly including transportation, or otherwise communicates a statement or acts in a manner (physically executes with a weapon, object, substance or chemical agent) that causes serious public inconvenience, or which is undertaken in reckless disregard of the risk of causing such terror or inconvenience.

B. Terroristic Threat Procedure
   1. Students who are involved in a terroristic threat will be suspended for ten (10) school days and referred to the Board of Education for permanent expulsion.
   2. If the charges are proven, the Board will expel the students either permanently or place the student in an alternative educational setting for an indefinite period of time contingent on meeting specified requirements of reenrollment conditions as determined by the Administration and Board of School Directors.

TEXTBOOKS

The school district furnishes textbooks to all students. This is a major investment for taxpayers. It is important that care is taken to properly safeguard them. When new books are distributed, pupils should utilize the following break-in procedure:

When opening a new book for the first time, lay it on a table and hold all the leaves upright with one hand. Press down along the hinge; first one cover and then the other. After pressing the cover hinges, press down a group of leaves along the inside edge; first at the front and then at the back. Continue this until you have gone through the entire book. If it doesn’t lie open, repeat the process.

Students are urged to adhere to the following points:
   1. Refrain from sticking anything in the binding of a book.
   2. Be careful not to carry pens, pencils, notebooks, or other bulky items between pages.
   3. Do not fold pages or corners; use bookmarks.
   4. Do not write on the pages.
   5. Keep books dry and clean.
   6. Repair all tears in the pages.
   7. Necessary materials to repair tears can be obtained in the secondary library.
   8. Treat a book with respect and care.

All students are expected to cover their textbooks as well as to replace the book cover if it becomes worn during the school year.

Upon issuing you your textbook, teachers will record the number and condition of the book. This recorded information will be retained for each book distributed. If a student loses a textbook he/she
will be required to pay for the book before receiving another. Payment must be made in the main office. The receipt will serve as an authorization slip for the issuing of a new textbook.

Cost of textbooks lost or damaged will be determined by a percent of the current cost of the textbook.

The percentage is determined as follows:
- Textbooks in use 1-2 years will be at 100% of replacement cost,
- 3-4 years will be at 75% of replacement cost,
- 5-6 years will be at 50% of replacement cost,
- and 7-8 years will be at 25% of replacement.

**USE OF SCHOOL FACILITIES**

Any student or student group wishing to use school facilities must secure permission for such use from the secondary principal. The use of facilities requires that at least three chaperones be present. They will be responsible for the conduct of the group. Any problem or damage which may arise will be the responsibility of the individual/group using the facility.

The philosophy of the SCCTC’s Board of Education is that the public school buildings are constructed and maintained by public funds and should be available for use by responsible civic and community groups.

The track, tennis courts, softball and baseball fields, and playgrounds are always available for public use when not being utilized by one of our inter-scholastic athletic teams. Cooperation and responsibility are the keynote principles for use of school district facilities.

**VALUABLES**

Students are specifically instructed not to bring large sums of money or items of value to school. The responsibility for all items such as valuables, textbooks, jackets, or shoes rests fully with the student. If a student loses an item which was assigned to him/her by the school, he/she must pay for the item.
VEHICLES - STUDENT DRIVING  
(Board Policy No. 223)

Cars may be driven to school by students under the following provisions:
1. Driving is reserved for grades 11 & 12.
2. Written parental permission must be filed in the main office on a form provided by the school district.
3. The vehicle is to be operated at all times in a safe and unobtrusive manner. Students are never to drive on lawns and/or walkways.
4. Cars driven by students are to be parked in the SCCTC parking lot.
5. Vehicles are not to be operated while school is in session (8:15 A.M. to 3:00 P.M.). Students who participate in athletic practices are not to be in or near their motor vehicles until practices are over, and they are leaving school property.
6. Motor vehicles are not to be driven in excess of 10 miles per hour on school property.
7. Upon arrival at school, students are to leave their cars immediately and enter the school.
8. A student who uses his/her car or any car before dismissal should do so only with permission from the office.
9. Student drivers are authorized to leave in their cars before the buses begin moving. If buses begin to move, students are required to wait until buses have left the school property. Cars are never to be driven while the buses are exiting school property.
10. Under no circumstances are student drivers to transport any other student either to or from school unless specifically authorized by their respective school administrator.
11. Vehicles may be searched at any time.

** All vehicles parked in the SCCTC parking lot must prominently display their parking pass.

DRIVING TO SCHOOL IS A PRIVILEGE.

Violations of these procedures will result in the immediate removal of school driving privileges.

VIDEO/AUDIO SURVEILLANCE CAMERAS

The SCCTC believes that schools, school buses, and other locations in the District should be safe and secure to protect individuals and their property from harm. To this end, the Board supports the controlled use of video/audio surveillance systems in the District. The Board also believes that the privacy of individuals should be protected and therefore the use of video/audio surveillance must be strictly monitored and controlled to ensure the protection of the individual rights and compliance with federal and state laws addressing issues such as wiretapping/electronic surveillance and the privacy and disclosure of student records.
VISITORS

Upon entering the school, all visitors must report to the office in order to register. A sign-in book is provided for visitor use. Violation of this procedure will be subject to the state law regarding trespassing in school.

Students are not to bring either visitors or guests to school.

In order to avoid class disruption, former students are urged to call in advance and request an appointment with those teachers whom they wish to visit.

WEATHER EMERGENCY

The National Weather Service has established a telephone network to warn public institutions in the event. Teachers and students will be notified through the intercom of any pending weather problems. Instructions on procedures to be followed will be issued through the office to all classrooms. Students are to follow the directions promptly and exactly as issued.

EXPULSION

Expelling a student shall mean that he/she is excluded from school for an offense for a period exceeding ten school days. It is possible that a student may be permanently expelled from the school roster.

Expulsion may be approved only by the Board of Education and may be for one or more of the aforementioned reasons.

Guidelines and procedures for suspension or expulsion of a student can be reviewed in Sections 12.6, 12.7 and 12.8 in APPENDIX A – REGULATIONS OF THE STATE BOARD OF EDUCATION OF PENNSYLVANIA — CHAPTER 12
ELK LAKE
SCHOOL DISTRICT

SUSQUEHANNA COUNTY
CAREER AND
TECHNOLOGY CENTER

APPENDIX A

No. 248

SECTION:  
PUPILS

TITLE:  
UNLAWFUL HARASSMENT

ADOPTED:  
August 15, 2013 - EL

REVISED:  

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

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

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.
3. Otherwise adversely affects an individual's learning opportunities.

29 CFR
Sec. 1604.11(a)

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.

4. *Delegation of Responsibility Pol. 103*

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
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 B
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 C
## BULLYING/CYBER BULLYING POLICY

<table>
<thead>
<tr>
<th>1. Purpose</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Definitions</td>
<td><strong>Bullying</strong> 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:</td>
</tr>
<tr>
<td>SC 1303.1-A</td>
<td>2. Creation of a threatening environment.</td>
</tr>
<tr>
<td>SC 1303.1-A</td>
<td><strong>Bullying</strong>, as defined in this policy, includes cyberbullying.</td>
</tr>
<tr>
<td>3. Authority</td>
<td>The Board prohibits all forms of bullying by district students.</td>
</tr>
<tr>
<td>SC 1303.1-A</td>
<td>The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.</td>
</tr>
<tr>
<td>SC 1303.1-A</td>
<td>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.</td>
</tr>
<tr>
<td>4. Delegation of Responsibility</td>
<td>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.</td>
</tr>
<tr>
<td></td>
<td>The Superintendent or designee shall develop administrative regulations to implement this policy.</td>
</tr>
<tr>
<td><strong>SC 1303.1-A</strong></td>
<td>The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>SC 1303.1-A</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>SC 1303.1-A</strong></td>
<td>District administration shall annually provide the following information with the Safe School Report:</td>
</tr>
<tr>
<td></td>
<td>1. Board’s Bullying Policy.</td>
</tr>
<tr>
<td></td>
<td>3. Information on the development and implementation of any bullying prevention, intervention or education programs.</td>
</tr>
<tr>
<td>5.</td>
<td>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</td>
</tr>
<tr>
<td><strong>SC 1303.1-A</strong></td>
<td>This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.</td>
</tr>
<tr>
<td><strong>SC 1302-A, 1303.1-A</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Consequences For Violations</strong></td>
<td>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:</td>
</tr>
<tr>
<td><strong>SC 1303.1-A</strong></td>
<td>1. Counseling within the school.</td>
</tr>
</tbody>
</table>
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
Appendix D
DUE PROCESS

Students 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 Dean of Students 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 Dean of Students 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 Dean of Students 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 Dean of Students, 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 faculty, 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 Dean of Students.

**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 Dean of Students 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 Dean of Students 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 kept on file.

II. Appeal to Grievance Committee

(a) A student may appeal the decision of the Dean of Students 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 School Counselor 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 Dean of Students, 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.
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: ____________________________________________________________

________________________________________________________________________________

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Grievant Signature

Date decision was received by Grievant ____________________________________________________

________________________________________________________________________________

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Referred to Review Committee Yes _______ Date __________________________ No _______

________________________________________________________________________________

Faculty Representative Decision _______________________________________________________

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Faculty Representative Signature ________________________________________ Date ______

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Student Representative Decision _______________________________________________________

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Student Representative Signature ________________________________________ Date ______
**Appeal to Grievance Committee**
Yes ______ Date____________________ No ______

Faculty Representative Decision
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Faculty Representative Signature _____________________________ Date

School Counselor Decision
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School Counselor Signature _____________________________ Date

Student Representative Decision
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Student Representative Signature _____________________________ Date

**Referred to Executive Director**
Yes ______ Date____________________ No ______

Executive Director Decision
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Executive Director Signature _____________________________ Date
Grievant Signature _____________________________ Date
APPENDIX F

SCCTC JOINT OPERATING COMMITTEE

- President – Mr. Arden Tewksbury
- Vice-President – Mrs. Donica McGee
- Treasurer – Mr. Harold Bender
- Secretary – Jeannie Rogers
- 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: Mrs. Tammi Mowry
APPENDIX G

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

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, Raphael** – 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 H

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