**Seneca Highlands Career and Technical Center**

**219 Edison Bates Drive**

**Port Allegany, PA 16743**

**814-642-2573**

Student Handbook & Acknowledgement

I have read and understand the attached Student Handbook. Please sign and return this form to Seneca Highlands CTC promptly.

**Our commitment to promote employable students with outstanding work ethics begins with the following rules to ensure a safe and productive school and work environment. Parents: Initial the following items as assurance you have read and understand each section.**

 **\_\_\_\_\_Absence from School \_\_\_\_\_Early Excusal/Late Arrival**

 **\_\_\_\_\_Cell Phones \_\_\_\_\_Excuses**

 **\_\_\_\_\_Dress Code \_\_\_\_\_Student Insurance**

 **\_\_\_\_\_Driving Permit \_\_\_\_\_Tobacco**

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 Student Signature Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Shop

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent Signature Date

 **Seneca Highlands Career and Technical Center**

 **219 Edison Bates Drive**

 **Port Allegany, PA 16743**

 **(814) 642-2573**

 **Student Rules and Guidelines**



**PLEASE SHARE THIS INFORMATION WITH YOUR PARENTS**

To comply with Federal laws (Including Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990), State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our school community, the Seneca Highlands Intermediate Unit declares itself to be an Equal Rights and Opportunities District, it does not discriminate against individuals or groups because of race, color, national origin, ethnicity, religion, age, sex, marital status, veteran status, or handicap or disability status. The District's commitment to nondiscrimination extends to students, employees, prospective employees, and the community. For information regarding services, activities and facilities that are usable and accessible to disabled persons contact Mrs. Anita Danielson, Human Resources Director.

 Equal Rights and Opportunities and

 Americans with Disabilities Act Director

 **Anita Danielson**

 may be contacted at the:

 Seneca Highlands Intermediate Unit Nine

 119 Mechanic Street

 Smethport, PA 16749

 (814) 887-5512

**STUDENT RULES**

The Career Center is a society of students and teachers. As in all societies, rules are necessary to protect the welfare of individuals and the group.

Thirteen general school rules are listed below. We will add rules only if it becomes necessary. (Laws, rules, and regulations become necessary when people violate their and others' safety, rights, and property.) Additionally, attached is Board Policy concerning discipline, student searches, and bullying as well as a document entitled “Student Code of Conduct” outlining discipline infractions and imposed discipline for these infractions.

In each occupational area, teachers have additional rules to ensure student safety and to comply with requirements of the occupation.

If violations do occur within the CTC, the Director will take appropriate action involving the student, parents, home school representatives, and outside agencies, if necessary.

**GENERAL RULES**

 Major Guide: ***Respect your instructor, yourself, others, and property.***

1. **Absence from School**

If you are absent from school, you must bring a written excuse for your absence to your instructor **on the day you return**. After **three days** of failure to bring an excuse, this date of absence will be recorded as unexcused or illegal - depending upon your age. **Remember, you must bring in a written excuse to the CTC**. Students should become familiar with Act 29 of 1995 which extensively revises provisions for truancy.

2. **Reporting to Classes**

Students should report directly to their classrooms or shops when they arrive for the morning or afternoon sessions. ***Students arriving or departing at times other than your school’s regular schedule must sign in or out at the main office.***

3. **Late Arrival/Early Departure**

Any student deviating from your regular school schedule must sign in or out in the main office. To be excused from school for urgent, necessary reasons, you must bring a written request approved by your district principal to the Director signed by a parent or legal guardian, before being excused. This request for excusal should be brought to the main office immediately after informing your instructor.

[Students scheduled from Port Allegany who are Spencer Planned are responsible to comply with their given schedule and must also sign in or out at the main office.]

4. **Student Dress**

For safety, specific dress requirements are required in our shops. Individual teachers will explain the requirements to students. Dress should be appropriate for the school setting.

5. **First Aid**

If you become ill or injured during the school day, inform your instructor immediately. Your instructor will take the appropriate action necessary to meet individual needs.

6. **Cell Phones**

**Cell phone use is not permitted and your phone will be confiscated.**

7. **Traffic**

Students who acquire permission from their home district and the CTC to drive must obey the traffic laws of the community. The street leading to the school is through a community park, in a school zone, and the maximum speed, to protect those who are walking and riding bicycles, is **15 miles** an hour. **When walking to school, stay on the sidewalks. Students and others should always yield the right of way to school buses.** Park only in the front lot unless you have permission to park in the shop parking area.

8. **Tobacco, Alcohol, Controlled Substances, Weapons Possession**

**There will be no smoking, use of tobacco (Act 145 of 1996), or use of controlled substances (Act 8 of 1997) in any form by students on or near the school property at any time.**  Facsimiles (such as non-tobacco chewing snuff) will be treated as tobacco and is, therefore, illegal on school property. A zero-tolerance policy exists and first-time offenders will be prosecuted to the full extent of the Law (Act 145). School property begins at the entrance to the Career and Technical Center off Oak Street. Appropriate discipline for violation of this rule will be determined by the Director. Possession of any item by a student which can be deemed a weapon will result in appropriate disciplinary action determined by the Director, and current law (Act 26 of 1995).

***NO DRINK CONTAINERS OF ANY KIND ARE PERMITTED IN THE SCHOOL***

9. **Medication**

Students who must take medications during the school day are required to bring this medication to the main office with a note from your physician and/or parent which includes dispensing instructions. The medication will be made available for self-administration by the student. If you are taking medication that may affect your performance in class/shop, please inform your instructor and the main office.

10. **Defacing or Destroying School Property**

You must respect the school building, equipment, and the school grounds. If you intentionally destroy or deface property, you will be required to pay for the damage which you have caused and will be subject to disciplinary action determined by the Director. Act 16 and Act 17 of 1994 Amends the Crimes Code addressing defacing of public and private property as "criminal mischief." Penalties may include community service in lieu of jail time.

11. **Discrimination/Harassment/Bullying**

Courtesy and mutual respect is the basis for acceptable behavior while attending the CTC. All employees and students should be free from all forms of discrimination, bullying and sexual harassment in the educational and work environment.

Any student should promptly report to their instructor or to the Director of the school, any conduct perceived to be bullying or discriminatory in nature.

12. **Hall Passes**

Students who need to leave their shop during class must get their teacher's permission (except fire drills) to sign out and use a hall pass to signify that they have been excused. Only **one** student is to be out of the class at a time.

13. **Other Than School Hours**

No student, without the written permission of the administration and instructor, is permitted on school grounds to remove personal or school property. Violations will be considered trespassing and may be prosecuted by the local authorities.

**BELL SCHEDULE**

**Morning instruction begins at 8:30 a.m.** DISMISSAL

 Cameron County 11:00 a.m.

 Galeton 11:00 a.m.

Otto-Eldred 11:10 a.m.

 Port Allegany 11:20 a.m.

**Afternoon instruction begins at 12 p.m.** DISMISSAL

 Austin 2:30 p.m.

Coudersport 2:35 p.m.

Kane 2:45 p.m.

Northern Potter 3:15 p.m.

Oswayo Valley 3:05 p.m.

Smethport 2:50 p.m.

**STUDENT COMMITTEE**

The school student committee assists the teachers and the Director in matters pertaining to student activities and government. Soon after school begins, elections are held to select representatives from each class, both morning and afternoon. Students should now begin thinking about who should represent them in this very important function in order that they have the most effective representation.

**ATTENDANCE**

*A good attendance pattern is required if one desires to learn a vocation*. You

cannot learn if you are not here. Your future may very well hinge on your attendance pattern at the CTC. Students are encouraged to schedule challenging academic

courses to complement their technical training.

**HOME SCHOOL GRADES**

It is important that your grades be kept as high as possible. Each year we lose students because they have to repeat courses at their home school in order to graduate. **Don't let this happen to you.**

**EMERGENCY DRILLS**

During the year we will have regular unannounced fire evacuation and disaster drills for your safety in the event of an actual emergency. Your teacher will give you instructions on evacuation procedures.

**STUDENT INSURANCE**

Understanding that there is always some risk of accident or injury at a CTC facility, it is recommended that students be covered under an accident insurance policy. Generally, student insurance policies are available at reasonable rates at your home school. **The CTC does not have individual insurance coverage for student injuries.**

**VALUABLES**

Students are encouraged not to bring into the Career Center items of monetary or personal value. Security of these items cannot be guaranteed. The CTC is not responsible for lost, damaged or stolen items. Lockers will be available for student use but are the property of the CTC. These lockers will be randomly searched.

Students may choose to secure their assigned locker with a keyed lock. A duplicate key must be given to the instructor.

**Additionally, students are not permitted to bring into their shop/classroom areas backpacks, purses, or other containers larger than 5”x10”.**

**INTERNET PERMISSION/ETHICS CODE**

The CTC will be providing networked Internet access to students via the Seneca Highlands Wide Area Network (SHWAN). The Internet is an electronic highway that connects computers all over the world. It allows users to communicate with each other through e-mail, explore library holdings and educational resources, and transfer files on the Internet to a local computer.

 With this educational opportunity also comes responsibility. An Internet Ethics Code has been established based on the Seneca Highlands Wide Area Network’s and the CTC’s commitment to provide access for only appropriate and educational purposes. We will be requiring all Internet users to agree to the Internet Ethics Code. This code, which requires signatures by both students and parents/guardians, will be distributed by your instructor, and must be on file prior to access to the Internet. Signatures on the form indicate your agreement to comply with the code. Failure to comply can result in suspension of Internet privileges and prosecution under State and Federal law where applicable.

**ELECTRONIC COMMUNICATION DEVICES**

 The Pennsylvania School Code 24 P.S. Section 13-1317.1 prohibits telephone paging devices on school grounds, at school-sponsored activities, on buses and other vehicles provided by the school with very limited exceptions. Additionally, other communication devices such as cell phones are a major distraction to the education process and should not be activated during school hours. Some cellular telephones and other electronic communication devices have been designed with recording capabilities. The Pennsylvania Wiretapping and Electronic Surveillance Act 18 Pa. C.S.A. Section 5703 addresses this issue. That is, anyone misusing these devices could be convicted of violating the act - a third-degree felony - may receive a fine between $2,500 and $15,000, or imprisonment not exceeding seven years, or both. 30 Pa. C.S.A. Section 923(8).

**NEW OPPORTUNITIES AT THE CTC:**

Skills USA

National Technical Honor Society

Programs of Study – College Credits

NOCTI Testing – College Credits

Please see individual brochures.

**STUDENT INCENTIVE PROGRAM**

A student incentive program has been developed by the administration and faculty to reinforce exemplary performance by enrollees in attendance and grades. The following rules and regulations have been established to make this program as fair as possible for all students.

**ATTENDANCE**

1. For each calendar month that a student has perfect attendance at the CTC, they will have an opportunity to complete a ballot. Monthly, a listing of perfect attendance by shop will be posted in classrooms for student inspection. Attendance information retrieved from the school's database will be used for the posting.

2. The only acceptable absence during any month will be for a school activity such as a field trip or other school related commitments. Students involved in these activities are responsible for providing written documentation to the main office verifying their participation.

3. Individuals serving in-school or out-of-school suspensions will not be eligible for completing a perfect attendance ballot for the month in which the suspension occurred.

4. Students wishing to challenge the attendance posting must discuss the alleged discrepancy with their instructor. If the instructor verifies that a possible error was made, they will discuss the absence with the main office.

**GRADES**

1. On a nine week basis, students achieving a 90% or higher grade at the CTC, as computed by the instructor, will have an opportunity to complete a ballot.

2. Students wishing to challenge the grade computed must discuss this matter with his/her instructor. The decision by the instructor is final.

**DISCRETIONARY BALLOTS**

Students may be granted the opportunity to complete additional ballots upon the written recommendation of the instructor. These ballots are referred to as "discretionary" and are awarded to students who have exemplary performance in the classroom, but perhaps do not have perfect attendance or a 90% or higher grade average for a grading or monthly time frame. There is no limit on the number of discretionary ballots a student may receive each year.

**DRAWING**

1. Finalists will be drawn from ballots submitted by "the luck of the draw" by the administration and faculty. Students drawn must be currently enrolled at the Career Center and must have permission from their parents or guardian to be involved in the final drawings. The administration will contact parents/guardians for this permission.

2. An equal number of finalists will be drawn from attendance and grade ballots for both the AM and PM sessions.

3. The final drawing will take place at the annual Awards Assembly. The drawing again will be the "luck of the draw" and results will be final.

4. Students selected as finalists must be present at the Awards Assembly. In the event that an individual is unable to be present, an alternative name will be drawn and placed in the grand prize drawing.

5. The CTC, administration, faculty is not responsible financially or otherwise for prizes awarded.

**NOTE:**

On the designated assembly day, each year, students have asked permission to drive or to bring a non-CTC enrollee (boyfriend/girlfriend), assume that these requests will be denied.

Seneca Highlands Career and Technical Center

**Student Code of Conduct**

**Level I Infraction**

**Rule infraction of a minor nature that requires discipline imposed by the instructor. The instructor will keep accurate anecdotal records of unacceptable behaviors and discipline imposed.**

**Some examples of minor infractions, not intended to be an exhaustive list, would include:**

* Classroom interruptions (misbehavior)
* Driving/riding to school without pre-approval
* Use of vulgar language (minor slip)
* Socially inappropriate display of emotions or affection
* Inappropriate shop clothing
* Failure to complete assignments and/or follow instructor directives
* Technology infractions (cell phone use, SHWAN acceptable use policy violation, etc.)
* Obscene actions and/or gestures
* Disrespect towards authority (minor)
* Damages to school property (minor)
* Bullying, threats, harassment (minor)
* Safety Violations (minor)
* Falsification of school records or excuses
* Cheating (minor)
* Not producing a legal excuse
* Invasion of Privacy
* Other infractions of school rules as outlined in the student handbook

**Examples of discipline to be imposed for a Level I Infraction include:**

* Warning (verbal reprimand)
* Writing of the shop rule broken
* Removal of student break
* Call to a parent by the instructor
* Restitution for damages

**After a Level I rule has been broken three times at the classroom level with discipline being imposed and documented, students will be referred to the Director for discipline outlined in Level II.**

**Level II Infraction**

**Behaviors of a more serious nature which interferes with the general order of the classroom or operation of the school. Discipline is imposed by the Director of the school.**

**Some examples of these infractions, not intended to be an exhaustive list, would include:**

* Repeated or continuation of Level I misconduct
* Shop safety violations
* Use or possession of tobacco products
* Possession of inappropriate literature
* Minor vandalism/damage to school property (over $25; reverts immediately to Level III
* Use of inappropriate language towards an instructor/aide/other student
* Major insubordination
* Skipping school/leaving school without permission
* Cheating/Plagiarism (student receives 0% for assignments)
* Theft (petty) – (over $25; reverts immediately to Level III)
* Minor fighting (verbal – no injury)
* Abuse of signed driving agreement
* Bullying, threats, harassment (major)

**Examples of discipline to be imposed for a Level II Infraction include:**

* Call to a parent/guardian by the instructor
* One day in-school suspension
* Letter sent by the Director to a parent/guardian
* Referral to law enforcement
* Restitution

**Level III Infraction**

**These infractions are of a serious nature and are referred immediately to the Director of the school. Level III Infractions may be a continuation of Level I or II Infractions and are a threat to the safety of students, faculty or oneself. This level may include the involvement of the local authorities. Appropriate anecdotal notes will be documented by both the instructor and administration of the school.**

**Some examples of these more serious infractions, not intended to be an exhaustive list, would include:**

* Continued infractions of Level I or Level II
* Physical fighting (injury)
* Harassment, assault, bullying
* Theft (major)
* Possession/use of an illegal substance
* Possession or manufacturing of a dangerous instrument
* Vandalism
* False alarms, emergency button activation

**Examples of discipline to be imposed for a Level III Infraction:**

* Confiscate item of concern
* Call to parent
* Letter sent to parent/guardian
* Three or more days of in-school suspension
* Referral to law enforcement
* Out-of-school suspension (determined by sending district)
* Meeting with parent/guardian
* Restitution

**Level IV Infraction**

**Behaviors which are criminal in nature and are serious enough to cause student or faculty injury or the destruction of school property. Usually law enforcement and/or the involvement of the sending school administration are required. Accurate documentation by both the instructor and director is required.**

**Some examples of these serious infractions, not intended to be an exhaustive list, would include:**

* Repeat offenses of Level I – III
* Physical contact/attack on a staff member
* An assault on another student
* Intentional vandalism causing extensive damage
* Possession of a weapon
* Threatening bodily harm of another with a weapon
* Bomb threats/terroristic threats
* Other activities that are of a criminal nature

**Examples of discipline to be imposed for a Level IV Infraction include:**

* Confiscate item of concern
* Parent contact
* In-school suspension (5-10 days)
* Out-of-school suspension (determined by sending district)
* Expulsion
* Certified letter to parents/guardian
* Request for student to be removed from the Career Center
* Parent/guardian meeting
* Law enforcement involvement
* Restitution