



**CODE OF STUDENT CONDUCT**  
**2023-2024**

# PERSONNEL

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### **NON-DISCRIMINATION POLICY** **EQUAL RIGHTS AND OPPORTUNITIES POLICY**

The Mercer County Career Center does not discriminate on the basis of age, race, color, national or ethnic origin, sex, or disability in employment or in the administration of any of its educational programs and activities in accordance with applicable federal statutes and regulations. Inquiries should be directed to Title IX Coordinator, Aaron Kline and Section 504 Coordinator, Mercer County Career Center, 776 Greenville Road, Mercer, PA 16137, [akline@mercercctc.org](mailto:akline@mercercctc.org) 724-662 3000.

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## **INTRODUCTION**

### **WELCOME TO THE MERCER COUNTY CAREER CENTER**

The information in this handbook has been carefully prepared to help you achieve success. This information is in compliance with school policies established by our Joint Operating Committee. The administration, faculty, and staff are here to assist you. If you have any questions or need more detailed information, please feel free to direct your questions to the administrative office, your program instructor, or student services personnel.

### **MISSION STATEMENT**

Our mission is to equip students with marketable skills through effective career and technical education

- by offering a relevant curriculum in an interactive learning environment
- by implementing student-centered instructional practices
- by setting high standards and expectations
- by maintaining high levels of collaboration with school districts
- by establishing partnerships with the community to expand learning opportunities
- by providing students a safe and secure educational environment
- by promoting the development of leadership and workplace skills
- by communicating the value of career and technical preparation as an important component of the educational system

### **SENDING SCHOOL DISTRICTS**

Commodore Perry	Farrell	Greenville	Grove City
Hermitage	Jamestown	Lakeview	Mercer
Reynolds	Sharon	Sharpsville	West Middlesex

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

#### **BEHAVIOR PLAN: S.T.R.I.V.E.**

The Mercer County Career Center administration and staff have developed a behavior plan to be implemented building-wide. The behavior plan has goals, values, and a working set of expectations that students are to know and follow during their time here.

#### **GOALS**

- To define clear, building-wide behavior expectations.
- To enforce consistent consequences when expectations are not met/followed.
- To implement classroom/building-wide incentives when desired expectations are met.

## **VALUES**

**SAFETY** is first.

**TEAMWORK** to accomplish goals.

**RESPECT** to everyone.

**INSPIRATION** to accomplish tasks.

**VISION** to learn.

**EFFORT** to do your very best.

## **STUDENT CODE OF CONDUCT**

The Joint Operating Committee has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students. At the same time, no student shall be deprived of equal treatment and equal access to educational programs, due process, a presumption of innocence, and free expression and association, in accordance with Joint Operating Committee policy and Mercer County Career Center rules.

No student has the right to interfere with the education of 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. It is the responsibility of the students to STRIVE to the following:

- Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property
- Report, on time, to school each day unless properly excused
- Not use or possess tobacco, alcohol, drugs, or look-alike drugs
- Not leave the building without properly being excused
- Complete assigned work
- Show respect to fellow students
- Show respect to faculty members, other adults, and all visitors
- Conduct themselves in a considerate and safe manner at all times
- Use appropriate verbal and written language at all times
- Follow all school rules and specific expectations in each class
- Limit display of affection
- Dress appropriately

## **ATTENDANCE: GUIDELINES AND PROCEDURES**

### **OVERVIEW**

Career and Technical Education is a hands-on learning experience. To ensure success, students must maintain excellent attendance to master technical skills, or their performance will suffer. Employers expect students to maintain excellent attendance during their enrollment as an MCCC student. Students can demonstrate to prospective employers that they have acquired this workplace skill by building a good attendance record while enrolled at the Mercer County Career Center. The matrix below will serve as MCCC's attendance guideline.

## ACTION/CONSEQUENCE

Attendance Event	Action/Consequence
Three (3) Unexcused Absences	<ul style="list-style-type: none"> <li>• Meeting with program instructor to review attendance guidelines.</li> <li>• Parent letter sent home notifying parents of the unexcused absences</li> </ul>
Six (6) Unexcused Absences	<ul style="list-style-type: none"> <li>• Meeting with MCCC Support Staff</li> <li>• Parent letter sent home notifying parents of the unexcused absences</li> <li>• Parent phone call</li> </ul>
Ten (10) Unexcused Absences	<ul style="list-style-type: none"> <li>• Parent Meeting will be scheduled</li> <li>• Student will be placed on an attendance contract. Being placed on an attendance contract means a student's MCCC enrollment is in jeopardy.</li> </ul>
Twenty (20) Unexcused Absences	<ul style="list-style-type: none"> <li>• If the twenty (20) unexcused absences occur during the first semester, student will be reassigned to home school for the start of the 2<sup>nd</sup> semester.</li> <li>• Parent Phone Call/Meeting</li> <li>• Loss of Industry Certification Opportunity</li> <li>• Loss of Awards Ceremony Participation (Seniors)</li> </ul>
More than Twenty (20) Unexcused Absences	<ul style="list-style-type: none"> <li>• Student will be enrolled in their sending school district on a full-time basis. Student will lose access to MCCC program of study.</li> </ul>

- Students are required to provide written excuses to the Mercer County Career Center, as well as to the home school district, when they are absent. Students must submit an excuse within three (3) days.
- Once a student accumulates ten (10) days of absence in a school year, parents or guardians must submit medical doctors' excuses for ensuing absences involving medical or health reasons for the remainder of that school year. A written excuse from the parent will no longer be accepted. Failure to provide a medical doctor's excuse for absences beyond ten (10) days will result in those absences being recorded as unexcused.

## INCENTIVES

Students who maintain good attendance are eligible to receive awards and recognition through our STRIVE program. Through this program we recognize students who follow expectations and reward them for their efforts.

## ATTENDANCE PROCEDURES

**TARDIES/LATE TO SCHOOL** -Tardiness is defined as arriving to school or to classes after the allotted 8 minutes given. Students entering the building after that will report to the main office to check in and receive either an excused or unexcused pass. Student will then present that pass to their instructor. Punctuality is a fundamental employment skill. Students are responsible for arriving at the Mercer County Career Center and classrooms on time. Students who are not punctual will be subject to disciplinary action.

<b>Tardiness Event</b>	<b>Action/Consequence</b>
Three (3) Unexcused Tardies	<ul style="list-style-type: none"><li>• Meeting with Dean of Students to review guidelines</li><li>• Verbal Warning</li></ul>
Five (5) Unexcused Tardies	<ul style="list-style-type: none"><li>• Phone call home</li><li>• May result in Loss of Driving Privileges for a week</li></ul>
Ten (10) Unexcused Tardies	<ul style="list-style-type: none"><li>• Meeting with parent</li><li>• Will result in Loss of Driving Privileges for the remainder of the year.</li></ul>

**EXCUSED LATE ARRIVAL**- You should report directly to the Main Office for a tardy slip. Confirmation of a late arrival may be made a day in advance or by a written excuse from a parent/guardian. Reasons for excused, late arrivals include: medical appointments, court hearings, family emergencies, and other extenuating circumstances.

**EARLY RELEASE** - To request an early dismissal, the parent/guardian must put the request in writing and submit it to the Main Office at least one day in advance. Early dismissals will not be issued the day of the request unless it is deemed an emergency. In that event, a parent/guardian must report to the Main Office prior to picking up the student.

**LEAVING SCHOOL WITHOUT AUTHORIZATION** - Once you have arrived at school, you cannot leave because of illness or any other reason without permission. Any student who leaves the school grounds without authorization will be subject to disciplinary action.

**SUBMITTING ABSENCE EXCUSE** – Drop your excuse off at the Main Office upon arrival to the Mercer County Career Center then immediately report to class. Students must submit an excuse within three (3) days.

**EDUCATIONAL LEAVE/VACATION POLICY** - Family educational leave/vacations will be approved if they have educational merit, are supervised, and if the student does not have poor grades or attendance. Requests for such trips are to be completed and returned to the main office at least one (1) week prior to the trip. Educational Leave forms are available in the Main Office. The forms must be completed prior to the trip or makeup work will not be permitted. All make-up work must be submitted on the student's return date. A family will be permitted five (5) approved family educational leave/vacation days during the course of the school year that will NOT be applied toward a child's ten (10) days of absence without a doctor's excuse. If the vacation request is denied, and the student still goes, the student will be marked as an unexcused absence for length of time gone.



## TRANSPORTATION GUIDELINES

### BUSING

Each sending school district provides transportation by bus for you. Every effort is made to assure that buses do not leave early and you are released from class on time to board your bus. The Mercer County Career Center is not responsible for transportation if you miss your bus. Making sure that you do not miss your bus is your responsibility. In the event that you do miss your bus, you will be expected to find your own transportation to return to home school or to go home. If you do miss your bus, immediately report to the Main Office for assistance. Students will not be permitted to use another sending schools transportation to ride home with another student.

Students who do not behave appropriately on the bus will be removed temporarily or permanently. Students who are removed from the bus are risking their placement at the Mercer County Career Center and possibly graduation. Every student deserves a safe and pleasant bus ride. Help us achieve this goal.

### DRIVING TO SCHOOL

You are required to ride designated buses to and from school. In some cases, you may be granted permission to drive on a permanent basis or for just one day. Approval from the home school, the Mercer County Career Center, and your parent/guardian is required. The appropriate form is available from the Main Office. All completed forms must be submitted at least two (2) days prior to the requested date. Students park in the rear lot in the spaces marked by green and white signs "Student Parking Permit Required." Under no circumstances are you permitted to have riders/passengers in your vehicle. Violations of any driving rules risk temporary or full suspension of driving privileges as well as disciplinary action. Details of this procedure and driving rules are posted in all classrooms. If you want the privilege of driving, know the procedure and follow the rules.

Students must maintain good **attendance** to retain driving privileges:

- **10 Days** of Unexcused absences may result in a temporary or permanent loss of driving privileges.
- **Five (5)** days of Unexcused Tardies may result in a temporary loss of driving privileges.
- **Ten (10)** days of Unexcused Tardies will result in loss of driving privileges for the remainder of the year

School officials are authorized to search a student's motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Joint Operating Committee policy, school rules, or poses a threat to the student or the student population.

## CANCELLATION OF SCHOOL

In the event the Mercer County Career Center closes for any type of emergency, an announcement will be made on the following radio stations and TV channels and posted on websites:

WWIZ (FM 103.9)  
WHOT (FM 101.1)

WPIC (AM 790)  
KDKA (AM 1020)

Y103 (FM 102.9)

WTAE (Channel 4 TV)

WFMJ (Channel 21 TV) [www.wfmj.com](http://www.wfmj.com)

WPXI (Channel 11 TV)

WYTV (Channel 33 TV) [www.wytv.com](http://www.wytv.com)

WKBN (Channel 27 TV) [www.wkbn.com](http://www.wkbn.com)

## THRILLSHARE

Announcements and emergency notifications, school closings, delays and other important information will be transmitted to students and their families through the Thrillshare notification system & MCCC App. Students are required to provide at least one primary contact number AND one secondary contact number which will be used by the system for notifications. Students are responsible for notifying the Mercer County Career Center when contact information changes. Students and parent/guardians are encouraged to download and install the MCCC application to their mobile device. Instructions for this process can be found on the MCCC website. <http://www.mercerccc.org>

## DISCIPLINE

This Student Code of Conduct manual has been provided to assist you in learning the procedures and policies of the Mercer County Career Center. Other important information is listed to aid in the use of resources available to all students. All students are responsible for the information contained herein and must make every effort to learn the contents of this Student Code of Conduct manual. It should also be noted that not everything or every situation can be covered by this manual.

## TYPES OF INCIDENTS

### TIER ONE INCIDENTS:

- Teacher Managed
- Multiple **Tier One** Incidents may become a Tier Two or Three referral.

### TIER TWO INCIDENTS:

- Teacher/Office Managed
- Multiple **Tier Two** Incidents may become a Tier Three referral.

### TIER THREE INCIDENTS:

- Office Managed

## DEFINITION OF MISCONDUCT

### TIER ONE

- **Cell Phone Violation** – Having your phone out or on during time in the classroom.
- **Classroom Disruption** – Noisy and/or off-task behavior.
- **Computer Violation** – Using the computer for anything other than school-related purposes.
- **Disrespect** – Rude or offensive language directed toward another.
- **Dress Code** – Willful disregard for school and/or shop dress requirements
- **Failure to complete class assignments** – Refusal to complete assigned work within required timelines
- **Failure to follow class rules** – Unwillingness to follow rules, procedures, and expectations of the school/classroom.
- **Non-directed profanity/offensive language** – Use of inappropriate, offensive, or vulgar language.
- **Out of assigned area** – When a student is in an area of the building without the authorization of a teacher.

### TIER TWO

- **Cheating/Plagiarism** – Copying other's work or lack of citation of other's work
- **Horse Play** – Pushing, shoving, jumping, etc.
- **Obscene Gesture** – The use of hands and/or other body parts to make an offensive or lewd expression.
- **Safety Violation** – Disregarding the safety rules, requirements or procedures of the school or classroom.

### TIER THREE

- **Insubordination**-Willful defiance or failure to obey a reasonable request/order given by an authorized school representative.
- **Disorderly Conduct**-Any behavior which is disruptive to the educational environment, including inappropriate language and gestures.
- **Bullying**-Bullying is a range of intimidating conducts that include verbal, physical, and/or emotional behaviors toward others and lead to anti-social and unlawful acts i.e. assault, extortion, menacing and sexual offenses and many other potential actions.
- **Verbal Abuse/Harassment**-Statements which intimidate or emotionally injure another.
- **Sexual Harassment**-Unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct.
- **Forgery**-Using the signature or initials of a parent/guardian or school official.
- **Theft**-Receiving, attempting to take, or taking property that does not belong to you.
- **Extortion/Robbery**-The solicitation of money, or something of value from another person, in return for protection, or in connection with a threat to inflict harm or robbing a person.
- **Physical Assault**-Physical attack of one person or of a group of persons upon another person who does not wish to engage in the conflict.
- **Hazing** - Initiation rites implemented by an individual or individuals which is expected of you to join a group, regardless of your willingness to participate.

**(TIER THREE...continued)**

- **Tobacco Use/Possession** - The use or possession of tobacco of any kind on school property or at school activities.
- **Electronic Nicotine Delivery System** – The use or possession of any type of electronic nicotine delivery system on school property or at school activities.
- **Destruction/Defacement of Property** - Attempt to damage or damaging the property of the school, school personnel, or other persons property.
- **Arson** - Intentionally starting a fire in the building or on school property.
- **Weapons and Explosive Devices** - The possession, use, or sale of any object that may be constructed as a weapon including, but not limited to, pocket knives, weapons of martial arts, guns, ammo, fireworks or other explosives, and any look-alike while on school property or at a school-related activity.
- **Habitual Classroom Disruption** - Continued disruption in the classroom after warnings.
- **Alcohol** - The possession, use, consumption, sale or being under the influence of alcohol on school property or at a school-related event. Any student suspected of being under the influence of alcohol, while on school property, will be asked to submit to a test.
- **Drugs** - The possession, use, consumption, sale of drugs or look-a-likes, or being under the influence of any controlled substance. Also included are prescription and nonprescription drugs (caffeine pills, Tylenol, etc.) which have not been registered with the health officer and distributed by the health officer. In addition, the possession, use, or sale of drug paraphernalia which includes all equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. **Any prescribed and/or non-prescribed (over the counter) medication that a student brings to school must be registered with the health officer and administered by the health officer unless other approval is granted.**
- **Inhalants** - The introduction into the body of any chemical substance for the purpose of altering one's state of consciousness.
- **Fighting** - Engaging in or threatening physical contact for the purpose of inflicting harm on another person.
- **Threats** - Threats of any nature, including but not limited to, physical, written, phone, verbal or electronic mail.
- **Threatening a School Employee** - Including but not limited to, physical contact, written and verbal communication (including electronic mail) with the intent to place the official in reasonable fear or annoyance.
- **Bomb Threats** - Any written or verbal threat found or reported on school property.

## **DEFINITION OF INTERVENTIONS/CONSEQUENCES**

It is expected that all students conduct themselves in a manner acceptable for young adults. Students should exhibit respect for themselves, others, and property. The rules established in this manual help provide a safe, purposeful learning environment conducive to the educational process.

The consequence is dependent upon the frequency and/or severity of the incident.

## **POSSIBLE TIER ONE AND TWO INTERVENTIONS/CONSEQUENCES**

- Reteach and explain expectations
- Verbal redirection
- Student-Teacher conference
- Parent contact/conference
- Other faculty/staff determined interventions

## **POSSIBLE TIER THREE INTERVENTIONS/CONSEQUENCES**

- **Written Warning** – The student receives a letter of warning for his/her behavior following an administrative conference with the student.
- **Suspension of Privileges** – These are assigned and carried out by the administration. A student may lose any or all privileges, as assigned by the administrator.
- **Reassignment** – This is assigned and carried out by the administration.
- **Temporary Out-Of-School Suspension** - A student may be suspended out of school from 1 to 3 days
- **Full Out-Of-School Suspension** – A student may be suspended out-of-school from 4 to 10 days
- **Dismissal** – Removal from the Career Center

<b>STUDENT SERVICES</b>
-------------------------

Our students have many needs and face many challenges. To assist our students, the Mercer County Career Center has a guidance counselor, special needs instructors, health officer and cooperative education coordinator. Through various programs and services, the staff can assist students with their personal, educational, health, or career concerns.

## **GRADING**

Grading will be broken into three categories each category carries a different weight, as determined by your program's instructor.

### **Theory Grade:**

- Worksheets
- Quizzes
- Tests
- Projects

### **Lab Grade:**

- Job Sheet
- Competency Guide
- Learning Guide

### **STRIVE Grade (As determined by instructor)**

#### **S – Safety**

- Wear safety glasses
- Follow dress regulations
- Operate equipment appropriately

#### **T – Teamwork**

- Completes assigned job
- Correctly cares for tools and equipment
- Keeps shop and work area clean

#### **R – Respect**

- Respects others
- Uses proper language
- Uses technology correctly

#### **I – Inspired**

- On Time
- Dressed
- Cell Phone is away

#### **V – Vision:**

- Positive attitude
- On Task
- Obeys class and school rules and safety guidelines

#### **E – Excellence**

- Completes work on time
- Does very best
- Meeting benchmarks

## GRADE SCALE

Mercer County Career Center only issues a percentage grade to the home school.

Mercer County Career Center									
Grade Scale									
Per.	GPA	Per.	GPA	Per.	GPA	Per.	GPA	Per.	GPA
100	4.0	80	2.3	60	0.3	40	0.0	20	0.0
99	4.0	79	2.2	59	0.2	39	0.0	19	0.0
98	3.9	78	2.1	58	0.1	38	0.0	18	0.0
97	3.9	77	2.0	57	0.0	37	0.0	17	0.0
96	3.8	76	1.9	56	0.0	36	0.0	16	0.0
95	3.8	75	1.8	55	0.0	35	0.0	15	0.0
94	3.7	74	1.7	54	0.0	34	0.0	14	0.0
93	3.6	73	1.6	53	0.0	33	0.0	13	0.0
92	3.5	72	1.5	52	0.0	32	0.0	12	0.0
91	3.4	71	1.4	51	0.0	31	0.0	11	0.0
90	3.3	70	1.3	50	0.0	30	0.0	10	0.0
89	3.2	69	1.2	49	0.0	29	0.0	9	0.0
88	3.1	68	1.1	48	0.0	28	0.0	8	0.0
87	3.0	67	1.0	47	0.0	27	0.0	7	0.0
86	2.9	66	0.9	46	0.0	26	0.0	6	0.0
85	2.8	65	0.8	45	0.0	25	0.0	5	0.0
84	2.7	64	0.7	44	0.0	24	0.0	4	0.0
83	2.6	63	0.6	43	0.0	23	0.0	3	0.0
82	2.5	62	0.5	42	0.0	22	0.0	2	0.0
81	2.4	61	0.4	41	0.0	21	0.0	1	0.0

## GRADE REPORTING

- A student grade report will be given to a student whose grade drops below 75%.
- A parent/guardian will receive notification if a student's grade drops below 75%. (phone call and/or a Grade Report sent home)
- A referral to the Student Support Team will be made if a student's grade drops below 75%.

## REPORT CARDS

Grades are reported to the home schools at the end of Mercer County Career Center's quarters. Home schools report the Mercer County Career Center program grade on their report card. Mercer County Career Center does not issue a report card.

## PASSING AND CREDIT

Students must follow their home school's grading scale to ensure they receive credit. MCCC does not issue credit towards student graduation. Credit is issued by the home school.

## **MCCC PASSING**

To stay enrolled in a Mercer County Career Center program and to earn a Mercer County Career Center Certificate, Mercer County Career Center recognizes 65% as passing.

## **Grading Period Dates**

Monday, October 30, 2023 – End of Grading Period 1

Thursday, January 18, 2024 – End of Grading Period 2

Friday, March 22, 2024 – End of Grading Period 3

Wednesday, May 29, 2024 – End of Grading Period 4

## **Make-Up Work**

When a student is absent, he/she is required to make up any missed work or assignments. A student has the same number of days to make up work as the number of days he/she was legally excused, i.e. if a student is absent two (2) days, he/she has two (2) days to make up the work. A student cannot make up any work on days he/she did not provide an excuse (was illegally absent). If outstanding work/assignments are not completed within the appropriate time frame, the student will receive a zero (0) for any outstanding work/assignments.

When a student is assigned an ISS/OSS, he/she is expected to make up any missed work or assignments. A student has the same number of days to make up the work as the number of days he/she was serving a suspension, i.e. if a student is serving a three (3) day out of school suspension, he/she has three (3) days to make up the work.

## **Nine-Week Grades/Incompletes**

Students have ten (10) school days past the end of a grading period to change an (I), Incomplete, to a grade. This ten (10) day period is granted to students who have been legally excused or have other extenuating circumstances. If the outstanding work/assignments are not completed then zero's (0's) will be given and the nine-week grade calculated accordingly.

## **MERCER COUNTY CAREER CENTER CERTIFICATE REQUIREMENTS**

In order to receive your Mercer County Career Center Certificate, you must do the following:

- Receive a passing grade for your Mercer County Career Center program of at least 65%
- Take the written and performance components of the NOCTI test if eligible
- No outstanding obligations

## **MILITARY RECRUITERS**

All activities conducted at the Mercer County Career Center with recruiters from the Armed Forces must have prior approval from our Guidance Counselor. No meetings or early dismissals will be granted unless this procedure is followed.

## **NOCTI TESTING**

The Mercer County Career Center administers a national test that enables students to measure the acquisition of knowledge and their ability to perform work skills against national standards. The National Occupational Competency Testing Institute (NOCTI) test is given every spring. Students who meet or exceed the established cut score receive a Pennsylvania Skills Certificate from the Pennsylvania Department of Education. These certificates are awarded to our students during the Awards Day Ceremony.



## **STUDENT REFERRAL SYSTEM**

Located in every classroom are “Student Conference Request Cards.” Students experiencing any problems can complete this card and submit it to their instructor or deliver it directly to any staff member using our office mail. This enables our students to reach out to the support network available to them here at the Mercer County Career Center in a discrete and efficient manner.

## **STUDENT TRANSITION PORTFOLIOS**

All students at the Mercer County Career Center compile a Transition Portfolio. The portfolio details student work and achievements accomplished during their technical training. Once completed, the portfolio serves as a tool to showcase the student’s skills and accomplishments. Transition Portfolio development includes job interview skills. Mercer County Career Center students are required to have professional attire for mock job interviews. **Seniors must complete their Transition Portfolio. Seniors who fail to do so will not participate in the Awards Ceremony, and not be eligible for industry certifications.**

## **PRACTICE INTERVIEWS**

Our mission is to equip students with marketable skills through effective career and technical education. Equipping our students with the skills needed to get employment is one of the key components of developing a set of marketable skills for our students. One of our graduation requirements is completing a Practice Interview conducted by an area representative from business and industry. All seniors must complete this activity in order to graduate and must be properly attired to do so. The following articles of clothing are required to participate:

### **Boys**

Black, navy, or khaki colored dress pants, a clean button-down dress shirt, tie, belt and black/brown dress shoes. All clothes should be neat, clean, of appropriate size, and fit neatly.

### **Girls**

Business style suit/dress, dress skirt or dress slacks and dress blouse, and dress shoes. Dresses and skirts can be no more than two inches above the knee. Tight or revealing clothing is not acceptable attire for this activity.

Absolutely no flip-flops, work boots or any type of running shoe, sneaker, basketball or tennis shoe of any style or kind are permitted. Absolutely no jeans or pants/skirts that look like jeans or jean material.

This is your son’s/daughter’s opportunity to demonstrate their professionalism and the skills they have acquired to local members of business and industry who may be their future employers. This activity is designed to develop their job seeking skills as well as to foster a positive image for our graduates within the community.

## **ACADEMIC DIFFICULTIES**

Assistance is available if you are having trouble with your academic or technical training. By simply filling out a Student Conference Request Card, a Mercer County Career Center guidance counselor will meet with you to discuss your specific needs.

## PROGRAM CHANGE

This should be discussed with the Mercer County Career Center counselor, your home school counselor, and your parent/guardian. The appropriate forms are available from the Mercer County Career Center guidance department. To be considered for a program change the student:

- should have a passing grade.
- cannot have any outstanding obligations to the current program.
- must demonstrate the ability to abide by program/school rules.
- must have program requirements met for the program he/she will be changing to

## TRANSCRIPTS

Transcripts will be sent to employers, educational institutions, and the armed services upon your written request to the attendance secretary. If you are not 18 years of age, written parent/guardian permission is required.

## WORK-BASED LEARNING OPPORTUNITIES

**Job Shadowing** is a career exploration activity in which a student “shadows” an employer for a period of one to three days to learn about a particular occupation. It is a non-paid experience.

**Clinical Experience** enables our students to practice what they have learned in a “work setting.” They assist with work activities while being supervised by a local employer who acts as their mentor. Clinicals are non-paid experiences that last from three to fifteen days.

**Cooperative Education** is provided to extend the curriculum beyond the walls of the classroom. A student is placed in an area business or industry so they can apply what they have learned in the classroom in a real work setting. It is a paid experience and provides an excellent opportunity to learn and earn.

Students who wish to participate in these activities must meet with the cooperative education coordinator to determine eligibility.

## CERTIFICATIONS

**Industry Certifications** are offered in each of our programs. Through the Federal Perkins Grant MCCC secures funds to pay for student certifications. MCCC will fund a student's first attempt at passing their certification testing. If a student was not successful on their certification test, any subsequent attempts would need to be paid for by the student.

<h2>STUDENT ORGANIZATIONS</h2>
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### National Technical Honor Society

National Technical Honor Society (NTHS) honors the achievements of top Career & Technical Education (CTE) students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. The following is necessary for NTHS consideration:

- Complete an application
- Submit transcript
- 3.3 GPA or higher in CTE program
- 3.0 overall GPA or higher

## **SkillsUSA**

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. SkillsUSA provides leadership development, educational programs, and competitions that support career and technical education. All students are welcome to participate in SkillsUSA.

## **SAFETY AND HEALTH SERVICES**

### **SAFETY / SAFETY PLEDGE**

Safety is a vital part of our educational programs. Safety regulations are strictly enforced in all areas of the school. To ensure the safety of every student, all students are required to successfully complete a safety program. Students are not permitted to work in their technical program without an Emergency Card on file. It is imperative that students realize these rules are to protect them and their classmates. Safety must be taken very seriously.

*As a student, I will endeavor at all times to practice the rules set forth within the technical programs at the Mercer County Career Center. If by neglect or willful intent I violate these rules, I will be subjecting myself to disciplinary action.*

### **SECURITY**

Every effort is made to ensure that Mercer County Career Center students have a safe and secure learning environment. Students need to be aware that the Mercer County Career Center utilizes an electronic surveillance system to safeguard their learning environment.

### **FIRE AND EMERGENCY DRILLS**

Fire drills will be held without warning in accordance with state fire laws. Order, rather than speed, is most important. The instructor will show students the routes to be followed during these drills. Proper procedures for both fire and severe weather drills are posted in each shop area.

### **STUDENT MEDICATION**

See the health officer and obtain a Medication Authorization form for your parent/guardian to sign and return it to the Main Office with your medication in an original pharmacy container with a printed prescription label attached. You will be responsible for taking the medication at the prescribed time.

## **POLICIES AND PROCEDURES**

### **ACCIDENTS**

Every accident in the school building, on school grounds, or during an event sponsored by the school must be reported immediately to the person in charge, administrator, or health officer.

### **SAFE2SAY SOMETHING**

MCCC participates in Safe2Say Something, a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies.

Here’s how it works:



- Submit an anonymous tip report through the Safe2SaySomething system
  - By Phone: 1-844-SAF2SAY (1-844-723-2729)
  - On Any Computer: <https://www.safe2saypa.org>
  - Or, download the app to your phone or tablet: safe2say on Google Play or the App Store
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

### **BULLYING/CYBERBULLYING**

The Mercer County Career Center is committed to providing a safe, positive learning environment for its students. In addition, every student is responsible to respect the rights of others to ensure an atmosphere free from bullying. There is no justification for any student to act in a manner that creates fear or an atmosphere of intimidation. Students who do are risking their enrollment at the Mercer County Career Center. Students who have been bullied or have witnessed such actions should report the incident to a Mercer County Career Center staff member who will inform the Assistant Director or Dean of Students.

### **HARASSMENT**

A student who has a complaint of harassment, abuse, or misconduct by anyone may complain directly to the assistant director, guidance counselor, dean of students or instructor. An investigation will be conducted and a resolution will be sought that is satisfactory to the complainant. Students who harass other students in any way or make reckless statements that could be construed as intimidating or threatening are risking serious disciplinary action as well as possible legal charges. These types of problems can be prevented if you use our student referral system to head off problems before they are out of hand. Each student shall be responsible to respect the rights of their fellow students and Mercer County Career Center employees and to ensure an atmosphere free from all forms of unlawful harassment.

## **HAZING**

Any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any class or organization will be viewed as hazing. These activities are inconsistent with the educational goals of the Mercer County Career Center and are prohibited at all times.

## **SUICIDE AWARENESS, PREVENTION AND RESPONSE**

Mercer County Career Center staff receives development to recognize and respond to situations where a student is expressing suicidal thoughts or intentions of self-harm on school property, at any school-sponsored activity, or on any public vehicle providing transportation to or from a school or school sponsored activity. Policy procedures also apply following a student's suicide threat or attempt that does not occur on school grounds or during a school-sponsored activity, but that is reported to any school personnel.

Pennsylvania has implemented an easier way for individuals to connect to mental/behavioral health crisis services. Students can dial 988 on their phone and be connected directly to the National Suicide Prevention Lifeline. This number can be used by anyone who needs support for a suicidal, mental/behavioral health and/or substance use crisis.

## **WEAPONS**

Any instrument or implement capable of inflicting serious injury can be considered a weapon and is prohibited on school property; this includes buses and satellite locations. If a student brings any instrument that is considered a weapon on school property, the student is risking serious consequences. The student will be immediately referred to the home school for disciplinary action.

## **TECHNOLOGY EQUIPMENT PROCEDURES**

All students (and parents) must have read the Mercer County Career Center Acceptable Usage Policy and have a signed Student User Agreement on file with the building administration.

- Students are not permitted to use the computers without faculty supervision, in both classrooms and labs.
- No food, drink or gum is permitted at the computer station.
- Games are not permitted unless approved by teacher and technology coordinator, and are curriculum related.
- Use of applications not assigned by the teacher is prohibited.
- Abuse and/or rough handling of equipment will not be tolerated.
- Printing of non-educational content is prohibited.
- Any student violating rules, damaging equipment, or tampering with files or programs will be referred to the office.
- Students are responsible for proper care and maintenance of computer equipment and peripherals. Students are also responsible for immediately reporting any problems with the equipment.
- Rules may be revised, or new rules implemented at any time.

## **DISHONESTY IN COURSE WORK**

All students are required to abide by the basic principles of honesty in fulfilling both out-of-class and in-class assignments. Violations of these principles will result in penalties ranging from a failure on a given assignment to failure for the course. Teachers are to notify parents.

1. Cheating—deliberately giving or receiving improper assistance on assignments or tests.
2. Plagiarism—using words, work, or ideas of another without giving credit.
  - 1<sup>st</sup> Offense—a zero on that test, quiz, or assignment.
  - 2<sup>nd</sup> Offense—(in any class) will result in a failure in that class for the year. No credit for that class will be awarded.

## **ELECTRONIC COMMUNICATION DEVICES**

Cell phones and electronic devices need to be off and in student lockers during school hours, unless permitted by instructor.

## **FIELD TRIPS**

During the course of the year students have opportunities to participate in activities that take place after school hours and off school grounds. In order to take advantage of these activities, students must meet attendance guidelines and currently not under disciplinary sanctions and possess a good disciplinary record. Since these are school-related events, all students are to follow the Mercer County Career Center student rules as if they are in attendance during a typical day.

## **RIGHT TO SEARCH**

At no time does the Mercer County Career Center relinquish control of hallway, lockers, or any other part of the school building or property. School officials reserve the right to and will randomly search any and all school property at any time without specific cause. These searches will be done without student consent. These searches may encompass any and all items stored in lockers or in any other area of school property. In addition, school officials have the right to search students, their direct possessions and automobiles parked on school property if there is reasonable suspicion that the student is in violation of any school rule or policy, or poses a threat to self or others while on school property. Searches may include, but are not limited to, the utilization of a certified police drug detection dog, metal detection wands, or any other device deemed useful in protecting the health and welfare of the school population. Any contraband found will be seized. Administrative discipline and criminal penalties may be imposed. School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Joint Operating Committee policy, school rules, or poses a threat to the student or the student population.

## **SCHOOL LOCKERS**

School lockers are the property of the school and not the student. Students shall have no expectation of privacy in their lockers. Lockers should be locked at all times. The instructor is required to have the combination. Students shall assume responsibility for maintaining the security of their lockers. The Mercer County Career Center is not responsible for the personal property of students. At the conclusion of the school year students should clean out their locker completely. Any remaining items will be discarded.

Lockers are the property of the school and remain under the direct control of the Mercer County Career Center at all times. In order to maintain a safe and healthy educational environment, lockers may be subject to search by school personnel without student permission at any time there is reasonable suspicion that anything stored in the locker may be a threat to the health, safety, and welfare of other students or school personnel. The Mercer County Career Center reserves the right to enlist the services of trained dogs to search for drugs or weapons anywhere on school property including the parking lots and adjacent outdoor areas.

Student use of recording devices in the locker room areas is prohibited. Students will be subject to disciplinary action for recording/sharing any video/images of students with or without their permission.

## **STUDENT ACCIDENT INSURANCE**

All students of the school are urged to participate in the insurance program offered by the home school. The cost of this insurance is minimal. The administration strongly urges every student to consult his/her parents to determine if they have insurance, which would cover any injury sustained in or traveling to or from the Mercer County Career Center including satellite facilities and extended learning experiences.

## **STUDENT DRESS**

Appearance requirements reflect what is expected in the work place. We strive to teach our students one of the core employability skills; how to dress to get and maintain employment. In addition to emphasizing the need to make a professional presentation, our requirements also include safety factors related to appearance. Our goal is to enhance the image of our students in the eyes of the community and by doing so create opportunities for every one of our graduates.

**The following programs have administration approved uniforms the student must follow:**

- Automotive Technology
- Carpentry
- Collision Repair & Refinishing
- Cosmetology
- Culinary Arts
- Diesel Technology
- Early Childhood Education
- Health Care Careers
- Welding

**Programs that do not have a uniform must follow the following Guideline.**

**The following clothing is prohibited:**

- Flip-flops or sandals.
- Midriff tops that leave the midsection or back exposed.
- Spaghetti string tops or sleeveless t-shirts.
- Clothing with graphics or slogans that contain references to alcohol, tobacco, violence, foul language, or sexual innuendos.
- Articles of clothing or accessories that are inflammatory or depict objectionable materials, slogans or pictures.
- Chains or other appliance hanging from clothing.
- Revealing or see-through clothes.
- Sunglasses are not permitted.
- At no time can under garments be showing.

## **STUDENT RECORDS**

A student record includes his/her educational and occupational objective(s), attendance information and program performance measurements.

Parents/guardians and eligible students have the following rights regarding student records:

1. The right to inspect and review the student's education record within thirty (30) days of the Mercer County Career Center's receipt of the request for access. Parents who wish to examine their child's record may arrange to do so by making an appointment with the Assistant Director.
2. The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state laws authorize disclosure without consent.
4. The right to inspect documents showing school personnel accessing the student's file and the legitimate education interest for seeking the information.
5. The right to refuse to permit the designation of any or all categories of directory information.
6. The right to request that information not be provided to military recruiting officers.

## **VISITORS**

Students who are not enrolled in the Mercer County Career Center as students are not permitted in the building during the school day.



<b>ATTACHMENTS</b>
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# MERCER COUNTY CAREER CENTER

## 2023-2024 STUDENT CALENDAR

August 21 & 22, 2023	Teacher In-Service / No Students
August 21, 2023	New Student Orientation
August 23, 2023	No School for Students or Teachers
August 24, 2023	First Day for Students
September 4, 2023	Labor Day / No School
September 13 & 14, 2023	Student Orientation
Sept. 28 – Oct. 5, 2023	NOCTI Pretesting
September 29, 2023	Program Requirements Deadline
October 6, 2023	Act 80 Day / No Students
October 9, 2023	Columbus Day / No School
October 24, 2023	Career Day
October 30, 2023	End of First Nine Weeks
November 3, 2023	SkillsUSA Local Competition
November 15, 2023	Open House
November 20 & 21, 2023	Half Day Visits
November 22 - 27, 2023	Thanksgiving Break / No School
December 1 - 15, 2023	Home School Testing - Keystone Exams – Wave 1
December 25-31, 2023	Christmas Break / No School
January 1, 2024	New Year's Day / No School
January 2 - 12, 2024	Home School Testing – Keystone Exams – Wave 2
January 12, 2024	SkillsUSA District Competition
January 15, 2024	Act 80 Day / No Students
January 18, 2024	End of Second Nine Weeks
February 16, 2024	No School for Students or Teachers
February 19, 2024	President's Day / No School
March 22, 2024	End of Third Nine Weeks
March 28 – April 1, 2024	Easter Break / No School
April 2 - 30, 2024	NOCTI – Written Testing
April 10 - 12, 2024	SkillsUSA State Competition
April 24 & 25, 2024	NOCTI – Performance Testing
May 6, 2024	Senior Obligation Deadline
May 15 - 16, 2024	Home School Testing – Keystone Exams – Spring
May 22, 2024	Awards Night Practice
May 23, 2024	Awards Night
May 27, 2024	Memorial Day / No School
May 29, 2024	Last Day for Students / End of Fourth Nine Weeks
May 30, 2024	Teacher In-Service



Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	Active
Adopted	December 14, 2021

### **Purpose**

The Joint Operating Committee is committed to providing a safe, positive learning environment for its students. The Joint Operating Committee 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 Joint Operating Committee prohibits bullying by students.

### **Definitions**

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

1. Substantial interference with a student's education.
2. Creating of a threatening environment.
3. Substantially disrupting the orderly operation of the center.

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the center, on center grounds, in center vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the center.[1]

### **Authority**

The Joint Operating Committee prohibits all forms of bullying by students.[1]

The Joint Operating Committee encourages students who believes they or others have been bullied to promptly report such incidents to the building administrator or designee.

Students are encouraged to use the center's report form, available from the building administrator, or to put the complaint in writing; however, oral complains shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Joint Operating Committee directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations

are substantiated. . The Joint Operating Committee directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct that may not be proven to be bullying under this policy but merits review and possible action under other Joint Operating Committee policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the threat assessment team, in accordance with applicable law and Joint Operating Committee policy.[2][3]

#### Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

Confidentiality of all parties shall be maintained, consistent with the center's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

#### Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

#### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Administrative Director or designee shall develop administrative regulations to implement this policy.

The Administrative Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Administrative Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Operating Committee.[1]

The administration shall annually provide the following information with the Safe School Report:[1]

1. Joint Operating Committee's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

#### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][6][7]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the center building and on the website, if available.[1]

Education

The center may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][8][9][10]

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][7][11]

1. Counseling within the center.
2. Parental conference.
3. Loss of center privileges.
4. Suspension.
5. Expulsion.
6. Referral to law enforcement officials.

## Legal

1. 24 P.S. 1303.1-A
2. 24 P.S. 1302-E
3. Pol. 236.1
4. Pol. 103
5. Pol. 103.1
6. 22 PA Code 12.3
7. Pol. 218
8. 24 P.S. 1302-A
9. 20 U.S.C. 7118
10. Pol. 236
11. Pol. 233
- Pol. 113.1

249-Report Form.docx (37 KB)



Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of Internet, Computers and Network Resources
Code	815
Status	Active
Adopted	February 26, 2019

### **Purpose**

The Joint Operating Committee recognizes the important role that technology plays in education and in achieving the educational goals of the center.

The Joint Operating Committee, therefore, supports the use of computers, networked information and other technology resources, such as the internet, for use by students, faculty, staff and community. These resources are intended solely for educational purposes and to carry out the legitimate business of the center.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the center as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **Definitions**

The term child pornography is defined under both federal and state law.

**Child pornography** - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[\[1\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Child pornography** - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[\[2\]](#)

The term harmful to minors is defined under both federal and state law.

**Harmful to minors** - under federal law, is any picture, image, graphic image file or other visual depiction that:[\[3\]](#)[\[4\]](#)

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[\[5\]](#)

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** - any material or performance, if:[\[5\]](#)

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[\[4\]](#)

### **Authority**

The authorized use of center technology resources by anyone is considered a privilege which may be denied for inappropriate and/or illegal use as set forth in this and related policies and/or federal and state laws. Violations of the guidelines set forth by the center or other improper use of these resources may result in disciplinary action in accordance with established disciplinary procedures for students, faculty, staff, and others.



Unauthorized use of technology resources is expressly forbidden. Such use will result in disciplinary procedures for students, faculty, staff, and others and/or will be formally reported to the proper legal authorities.[6][7][8]

The electronic information available to and prepared by anyone inside or outside the center does not imply endorsement of the content by the center nor does the center guarantee the accuracy of information received on the internet or through any other technological means.

The center shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The center reserves the right to log and monitor center technology use by all users. Accordingly, system users possess no privacy expectation in the content of their personal files or messages on the school resources and/or passed through the school resources. Specifically, routine maintenance and monitoring of the system may lead to discovery that a user has or is violating this or other policies of the center and/or the state and federal law. An individual search shall be conducted if there is reasonable suspicion that a user should be aware that their personal files may be discoverable under state public record laws.[9][10]

Use of center technology resources as well as any information obtained through these resources is at the user's own risk. The center makes no warranties of any kind, either expressed or implied, that the functions, services or data provided by or through the center technologies will be error-free, virus-free or without defect. The center shall not be responsible for any damages users may suffer, including, but not limited to, loss of data or interruptions of service. The center also shall not be responsible for the accuracy or quality of information obtained through or stored on these resources. Finally, the center shall not be responsible for any financial obligation arising from the use of center technologies.

The Joint Operating Committee requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Administrative Director or designee.

The Joint Operating Committee establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:[\[4\]](#)

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.[11][12][13]
5. Bullying.[14]
6. Terroristic.[15]
7. Materials which promote or encourage illegal activity.
8. Materials which promote, encourage or facilitate hate groups.

9. Materials which instruct an individual in how to create destructive devices.

The center reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Joint Operating Committee policy, or the use of software and/or online server blocking. Specifically, the center operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.[\[3\]\[4\]\[16\]](#)

Upon request by students or staff, the Administrative Director or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.[\[16\]](#)

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Administrative Director or designee for expedited review.[\[3\]\[17\]](#)

**Delegation of Responsibility**

The center shall make every reasonable effort to ensure that technology resources are used responsibly by all users, including, but not limited to, taking every reasonable effort step to control access to materials inappropriate to the educational mission of the center.

The center shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the center website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[\[16\]](#)

Users of center networks or center-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the center uses monitoring systems to monitor and detect inappropriate use.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the center and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Administrative Director or designee shall be responsible for recommending technology and developing procedures used to determine whether the center's computers are being used for

purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[\[3\]](#)[\[4\]](#)[\[18\]](#)

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Joint Operating Committee.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Administrative Director or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:[\[4\]](#)

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.[\[14\]](#)[\[19\]](#)

#### **Guidelines**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

#### **Safety**

It is the center's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:[\[4\]](#)[\[18\]](#)

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

#### **Prohibitions**

Users are expected to act in a responsible, ethical and legal manner in accordance with Joint Operating Committee policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:



1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.[14][19]
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[20]
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Joint Operating Committee policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.[21]
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, center computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

#### Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or center files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

#### Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[21][22]

#### Center Website

The center shall establish and maintain a website and shall develop and modify its web pages to present information about the center under the direction of the Administrative Director or designee. All users publishing content on the center website shall comply with this and other applicable Joint Operating Committee policies.

Users shall not copy or download information from the center website and disseminate such information on unauthorized web pages without authorization from the building administrator.

#### Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[16]

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, center network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.[6][7][8]

Legal

1. 18 U.S.C. 2256
2. 18 Pa. C.S.A. 6312
3. 20 U.S.C. 6777
4. 47 U.S.C. 254
5. 18 Pa. C.S.A. 5903
6. Pol. 218
7. Pol. 233
8. Pol. 317
9. Pol. 800
10. Pol. 801
11. Pol. 103
12. Pol. 103.1
13. Pol. 104
14. Pol. 249
15. Pol. 218.2
16. 24 P.S. 4604
17. 24 P.S. 4610
18. 47 CFR 54.520
19. 24 P.S. 1303.1-A
20. Pol. 237
21. Pol. 814
22. 17 U.S.C. 101 et seq
- 18 Pa. C.S.A. 2709
- 24 P.S. 4601 et seq
- Pol. 220



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