

Bedford County Technical Center

Enriching the Quality of Life in Our Community Through Specialized Training Opportunities

2022-2023 Parent Student Handbook

Agriscience
Automotive Technology
Biotechnology
Building Construction
Cosmetology
Institutional Foods
Health Assisting
Welding

Member School Districts

Bedford Area School District • Everett Area School District

Participating School Districts

Chestnut Ridge • Forbes Road • Hope for Hyndman Charter School
Northern Bedford County School District • Tussey Mountain School District



195 Pennknoll Road • Everett, PA 15537-6946 • Phone: 814-623-2760 • www.bedfordctc.org

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BEDFORD COUNTY TECHNICAL CENTER

STAFF

Dr. Allen Sell..... Chief School Administrator
Mr. Michael O'Dellick.....Administrative Director
Ms. Denise Mills Fiscal Manager/JOC Secretary
Mrs. Tammy Cottle Child Accounting/PIMS
Mr. Scott Myers Agriscience and Biotechnology Instructor
Mr. Kevin Lawton..... Auto Technology Instructor
Mr. Steven Sellers Building Construction Instructor
Mrs. Cathy Melius.....Cosmetology Instructor
Mrs. Kelsey McClelland Health Assistance Instructor
TBD Institutional Foods/Culinary Arts Instructor
Mr. Dennis Whysong Welding Instructor
Mr. Rock Manges Co-op/Job Placement Coordinator
Mr. Samuel Shuss Career Guidance Counselor
Dr. Dena Mobus Senior Challenge Program Director
Mrs. Rhonda Rhodes..... Instructional Aide
Mrs. Robin Sheeder..... Instructional Aide
Mrs. Teresa Waltman Instructional Aide
Mr. Randy Fletcher Chief Physical Plant/Maintenance Supervisor
Mr. Michael Dudek..... Custodian

--Member School Districts--

Bedford Area School District
Dr. Allen M. Sell, Superintendent

Everett Area School District
Mr. David A. Burkett, Superintendent

--Participating School Districts—

**Chestnut Ridge School District, Forbes Road School District, Hope for Hyndman Charter School,
Northern Bedford County School District, Tussey Mountain School District**

JOINT OPERATING COMMITTEE

Jay Cessna – Chairperson
Fred Baca – Vice Chairperson
Jeremy Oldham – Treasurer
Denise Mills – Secretary, Non Member
Jerry Bagley
Deryl Clark
William Ross
Peggy Clark
Jamie Howsare
James Keebaugh

PROFESSIONAL ADVISORY COUNCIL

Dr. Allen M. Sell..... Superintendent/Chief School Administrator
Bedford Area School District
Mr. David A. Burkett Superintendent, Everett Area School
District

LOCAL ADVISORY COUNCIL & PERKINS CLNA STAKEHOLDERS

Wayne Blue..... ACM Workforce Development
Kelli Goodman Shaffer..... Bedford Co. Chamber of Commerce
Rock W. Manges BCTC Cooperative Education
Gary Klinger Lampire Biological Lab, Inc.
Judy Emerick..... Parent
Lester Meck..... Retired CTC Instructor
Dr. Dena Mobus Director, Senior Challenge Program
Joy Lepako..... Director of HR, Bedford County Courthouse
Dr. Allen Sell..... Superintendent, Bedford Area School District
Sam Shuss..... BCTC Career Guidance Counselor
Bette Slayton Bedford County Economic Development
Thomas Wakefield..... Ag Representative
Mr. David Burkett..... Superintendent, Everett Area School District
Paul Weiss Bedford Ford
Morgan Emerick BCTC Student
James Hollis Assistant Superintendent Everett Area School District
Karen Eppley Special Ed./Transition Coordinator Bedford High School
Mark Bollman Retired BCTC Director
Teri Waltman Bedford CTC
Erin Geller Career Link
Jim Coley..... Southern Alleghenies Workforce Development
Susan Whisler Southern Alleghenies Workforce Development

MISSION

Enriching the quality of life in our community through specialized learning opportunities

VISION

To be the premier provider of specialized learning opportunities in
South Central Pennsylvania allowing for the success of all our stakeholders

BEDFORD COUNTY TECHNICAL CENTER

Daily Bell Schedule

8:00 – Teachers at Assigned Duties

8:15 – First Session Begins – Bedford, Chestnut Ridge, Forbes Road

10:15 – First Session Ends – Bedford, Chestnut Ridge, Forbes Road

10:20 – Second Session Begins – Everett and Hope for Hyndman Charter

12:20 – Second Session Ends – Everett and Hope for Hyndman Charter

12:20 – Staff Lunch Begins

12:50 – Staff Lunch Ends

12:55 – Third Session Begins – Bedford, Everett, Northern Bedford, Tussey Mountain

2:55 – Third Session Ends – Bedford, Everett, Northern Bedford, Tussey Mountain

3:30 – Dismissal for Teachers

*ANY STUDENT DRIVING WILL BE DISMISSED 5 MINUTES AFTER THEIR REGULAR DISMISSAL TIME

Bedford County Technical Center 2022-23 School Calendar

<i>Month</i>	Day	Description	# of Days for Students	# of Act 80 Days	# of Days for Teachers
August	18 19 22	Teacher In-Service/New Student Orientation Teacher In-Service 1 st Day for Students	8	0	10
September	5	Labor Day – No School	21	0	21
October	10 24	Act 80 Day – No School for Students End of 1 st Marking Period	20	1	21
November	11 23 24-25 28	Veteran's Day– No School Teacher In-Service Thanksgiving Break – No School Deer Season	17	0	18
December	23-30	Christmas Break – No School for Students	16	0	16
January	2 11 16 27	New Year's Holiday – No School End of 2 nd Marking Period Martin Luther King Day Act 80 Day – No School for Students	19	1	20
February	17 20	President's Day – Possible Make-Up Day President's Day – Possible Make-Up Day	18	0	18
March	20	End of 3 rd Marking Period	23	0	23
April	6 7 10-11	Act 80 Day – No School for Students Good Friday Holiday Easter Break – Possible Make-Up Days	16	1	17
May	26 29 30&31	Last Day of School Memorial Day – No School Teacher In-Service	20	0	22
June			0	0	0
Total			178 + 3 Act 80 181 Days	3	186

Possible Make-up Days: February 17, 2023
February 20, 2023
April 10, 2023
April 11, 2023

HOW DOES A STUDENT GAIN ADMISSION TO THE BEDFORD COUNTY TECHNICAL CENTER?

Interested students must consult their sending school counselor concerning specific entrance procedures. The selection of a high school program is a very important decision and should be made only after an evaluation of all information is made. It is imperative that parents actively assist the students in their selection of a high school program. Parents are urged to contact their sending school counselors if they have any questions regarding specific career and technical programs. Students are urged to indicate a first, second, and third choice when applying for admission.

WHAT IS THE RELATIONSHIP BETWEEN THE SENDING SCHOOL AND THE TECHNICAL CENTER?

The Technical Center is an extension of the sending school. The various programs offered are an integral part of the curriculum of the sending high school. Students who take a career and technical program continue to take their required academic subjects at the sending school and their specialized training at the Technical Center.

The student receives a diploma from the sending school and not the Technical Center. The Technical Center presents a certificate of completion to each graduating student who has successfully met career and technical school standards.

PURPOSE OF THE TECHNICAL CENTER

The Bedford County Technical Center curriculum is designed to meet the current needs of business and industry and stands ready to anticipate the future demands of the economy. Our school leadership believes in building collaborative connections among higher education, economic development, and workforce development to ensure alignment with Pennsylvania's economic priorities. It is a critical component in meeting the needs of students in academic achievement, career exploration, career preparation, and leadership development. As an extension of the high school program, successful BCTC graduates will be prepared for initial employment in their chosen occupational fields, continue to post-high school associate degree programs, bachelor degree programs or enter military training.

The basic premise underlying the career and technical program is the fact that every student must eventually earn a living and hopefully will become a productive citizen. The environment in which the student is trained should be similar to the environment in which the student must subsequently work and live. Instruction must be given on actual jobs, setting standards of performance in keeping with the requirements of business, labor, industry and other services.

ELIGIBILITY REQUIREMENTS FOR THE TECHNICAL CENTER

Students who have successfully completed 9th grade are eligible to take programs offered by the Bedford County Technical Center.

STUDENTS

Students are selected to attend the Technical Center by a random drawing of interested students. Total student population is based on 55% population from the Bedford Area School District and 45% from the Everett Area School District. Students may attend from Chestnut Ridge, Hope for Hyndman Charter, Foundations Christian Academy, Forbes Road, Northern Bedford, and Tussey Mountain School Districts on a tuition basis, if there are program enrollment openings.

Guidelines for Student Selection and Admission

PROCESS:

1. Student will complete a Technical Center application and indicate a first, second, and third preference. The application must be signed by a parent/guardian, school counselor and the student.
2. Student must return the completed application to the guidance office by the due date set by the school. Applications should be returned to the Technical Center guidance office by March 1st.

SELECTION:

1. Students completing and returning the application by the due date, for which total applicants for the first choice shop does not exceed the school's quota, will be accepted.
2. Students with completed applications will be ranked by a lottery drawing for programs where applications exceeded slots available.
3. Students will be ranked twice; once for their first choice and second for their alternate choice.
4. Students with first choice selection will be admitted to the Technical Center programs based on the school's slot allocations.
5. If slots remain after all first choice students have been accepted, the alternate rank will be used to fill any additional slots.
6. Students ranking will remain until the student declines the selection or has begun classes in an alternate selection.
7. If openings remain after first and second choice applications have been accepted, then all interested (pre-registered) students may apply for the remaining openings. Students in this category will be accepted on a first come basis. The student who returns a completed application will be given the slot. This process will continue until the slots are all filled or there is no further student interest.

PREREQUISITES:

1. Students must be in at least the ninth grade prior to applying.
2. Students must be endorsed by their sending school district.

PROCEDURE FOR EMERGENCY CLOSING OF SCHOOL

The school emergency procedure plan will be followed. Keep in mind that you may not be able to contact the school. For information about emergency closings please stay tuned to local radio (WBVE 107.5 FM, WSKE 104.3 FM) or Television (WTAJ or WJAC). Every attempt will be made by school administration to communicate the situation and other information to you about your child's safe return. If either Bedford Area School District or Everett Area School District closes and the other remains open, Technical Center classes will be in session. When both the Bedford Area School District and Everett Area School District close, the Technical Center will be closed. The mutually agreed upon holidays will remain as scheduled. The school calendar is subject to change due to canceled days, which may require make-up days.

EMERGENCY SCHOOL CLOSINGS OR LATE STARTS

School closings or late starts due to inclement weather or any other emergency will be announced on the area TV and radio stations prior to 7:30 a.m. If there is no announcement, assume school is in session. When the local district does not transport students to Bedford County Technical Center, parents may provide transportation for their son/daughter to attend BCTC. Dismissal for emergency closings will be announced over the PA system and on the area radio stations. Schools will be dismissed by the sound of the bell when the buses arrive.

FIRE DRILL EMERGENCY REGULATIONS

1. Fire drill directions are posted in each room with a chart for exit and re-entry.
2. All students shall leave the building immediately following the fire alarm signal.
3. All windows and doors must be closed. Lights out.
4. Good conduct, within the building and outside, must be maintained during the fire drills and all students shall behave in an orderly manner throughout the drill.
5. Additional regulations are to be reviewed in the classroom by the instructor.

ATTENDANCE, EXCUSES, AND EARLY DISMISSALS

Students are required to provide a written excuse to both the Bedford County Technical Center and the sending school by the third day after they have returned to school following any absence. If after the third day, the student has not turned in an excuse, the student will be charged with an unexcused absence. Students are not permitted to make up work missed because of unexcused absences. Students may be given a "0" for graded assignments for any unexcused days. Students with ten absences will need a doctor's excuse unless deemed an excused absence by the Director.

Students requesting early dismissal must receive approval from the administration prior to leaving the building. They are required to have written notification from a physician, dentist, or their parents.

Any student reporting to school late must sign in at the office and receive an admission slip.

**SECONDARY PROGRAMS SPONSORED
BY
THE BEDFORD COUNTY TECHNICAL CENTER**

AGRISCIENCE

COURSE DESCRIPTION

The Agriscience program offers a comprehensive animal and plant science program that is laboratory based using a hands-on approach. The program prepares students for farm, biology, scientific, laboratory, and postsecondary pursuits. The content area includes ecology, biological processes, sexual and asexual reproduction, and a study of the chemical/physical laws that govern life processes. Agriculture mechanics will be stressed throughout the program. BCTC houses an active chapter of the National FFA Organization and is an integral part of building leadership, personal growth, and career success for students in the program. The FFA Organization also provides an opportunity for skills competitions and emphasizes public speaking, debate, and demonstration of agriscience career proficiency. This course helps students understand the important role agricultural science serves as the agriscience industry moves into the future. The BCTC is also the home for the Bedford County Chapter of the Pennsylvania Young Farmers.

INDUSTRY CREDENTIALS

Pennsylvania Skills Certificate with Advanced Standing on NOCTI, Pesticide Applicators License, Youth Pork Quality Assurance Program, Dairy Leaders of Tomorrow, and Beef Quality Assurance Certification.

CAREER OPPORTUNITIES

Scientists, Engineers, and Related Professionals; Agricultural Marketing, Merchandising, and Sales; Education and Communications; Laboratory Assistants and Researchers; Manufacturing Technicians and Quality Control Technicians; Veterinarian and Veterinary Assistants.

POSTSECONDARY OPPORTUNITIES

The course will prepare those students with postsecondary interest in the Agriscience careers. Examples of postsecondary institutions are Penn State University, University of Delaware and Allegany College of Maryland.

LENGTH OF COURSE

One to three years (Grades 10, 11, and 12) depending on student's interest and career goals.

AUTOMOTIVE TECHNOLOGY

COURSE DESCRIPTION

The Automotive Technology program provides students with theory and hands-on experience using the latest training and diagnostic equipment to learn trouble shooting and repair of all modern vehicles. Through our program, employability skills, safety and good work habits are stressed. The Automotive Technology program provides students with a systems approach to all aspects of automobile and light truck maintenance and repair. Our goal is to provide graduates with a strong working knowledge of the automotive industry. This program places an emphasis on engine diagnostics/repair, engine performance, automotive electricity/electronics, steering, suspension, and brake systems.

INDUSTRY CREDENTIALS

Students can earn a PA State Inspection Certificate, an Emissions Inspection Certificate, and a Pennsylvania Skills Certificate with Advanced Standing on NOCTI.

CAREER OPPORTUNITIES

Automotive Technician, Service Manager, Auto Diagnostician, Independent Garage Owner, Automotive Salesperson, Auto Parts Manager.

POSTSECONDARY OPPORTUNITIES

Students can earn advanced credits while attending the technical center. We have articulation agreements with postsecondary institutions for students enrolled in the Auto Technology program who qualify.

LENGTH OF COURSE

Three years — Grades 10, 11, and 12

BIOTECHNOLOGY

COURSE DESCRIPTION

Biotechnology is a hands-on program that combines traditional plant and animal breeding with genetic engineering techniques to develop, modify, or improve living organisms. Students will learn to use a variety of laboratory equipment including laboratory glassware, volumetric and electrophoresis equipment, spectrophotometer, centrifuges, autoclaves, microscopes, PH meters, and many other technical laboratory tools.

Instruction will include principles of scientific research; microbiology; genetic transfer; genetically modified organisms; and biotechnology in plant science, animal science, medicine, forensics, and ecology. This course will help students to understand the important role biotechnology serves in today's global economy.

INDUSTRY CREDENTIALS

Pennsylvania Skills Certificate with Advanced Standing on NOCTI.

CAREER OPPORTUNITIES

Scientists, Engineers, and Related Professionals, Education and Communications, and Laboratory Assistants and Researchers.

POSTSECONDARY OPPORTUNITIES

The Biotechnology program maintains an articulation agreement with the Allegany College of Maryland. The course will prepare those students with postsecondary interest in the Biotechnology careers. Examples of postsecondary institutions are Penn State University, University of Delaware, and Allegany College of Maryland.

LENGTH OF COURSE

One to three years (Grades 10, 11, and 12) depending on student's interest and career goals.

BUILDING CONSTRUCTION

COURSE DESCRIPTION

The Building Construction Program provides students with an exciting career that will teach entry-level job skills for the construction industry. Tool and job-site safety in compliance with OSHA standards are stressed. Instruction is provided in carpentry, masonry, plumbing, heating, electrical, and painting/decorating. Skills such as cost estimating, cutting, fitting, fastening, finishing, blueprint reading, and following technical specifications are also taught.

INDUSTRY CREDENTIALS

OSHA 10-hour Credential, Residential Code Academy, Pennsylvania Builders Association, and Pennsylvania Skills Certificate with Advanced Standing on NOCTI.

CAREER OPPORTUNITIES

Careers as carpenters, masons, electricians, and plumbers are possible. Employment in manufacturing plants where building units, components, or building materials are produced or sold also provide opportunities to graduates. Others become self-employed or begin careers as industrial maintenance technicians.

POSTSECONDARY OPPORTUNITIES

A number of colleges are installing Bachelor Degree programs for Construction Managers. BCTC maintains both dual enrollment and articulation agreements with Allegany College of Maryland where students earn college credits while attending BCTC. Other postsecondary institutions will follow.

LENGTH OF COURSE

Three years — Grades 10, 11, and 12

COSMETOLOGY

COURSE DESCRIPTION

The Cosmetology Program provides students with a unique learning experience as they perform all the necessary tasks to earn their cosmetology license. Theory is an important part of this course, as it gives the students the information they need to learn in order to pass their State Board Exam. The students have progressive hands-on tasks which enable them to perfect their skills and apply the concepts learned in theory. Students also have the opportunity to work with the public, providing them with job readiness and communication skills.

Instruction is provided in basic skills such as shampooing, scalp treatments, manicuring, hairstyling, cold waving, haircutting, and more. Advanced skills include removal of superfluous hair, thermal waving and curling, chemical hair relaxing, skin care and make-up, hair coloring and lightening, chemistry, shop management, and State Board of Cosmetology laws.

INDUSTRY CREDENTIALS

With good attendance throughout the three year course, students can earn all of the 1250 hours required to take the state board examination to receive a State License in Cosmetology and a Pennsylvania Skills Certificate with Advanced Standing on NOCTI.

CAREER OPPORTUNITIES

Cosmetology Operator, Teacher, Manicurist, Consultant, Esthetician, Salon Owner/Manager.

POSTSECONDARY OPPORTUNITIES

A student may attend a cosmetology school to complete their hours. They may also attain a teacher's license in cosmetology with additional hours.

LENGTH OF COURSE

Three years — Grades 10, 11, and 12

CULINARY ARTS

COURSE DESCRIPTION

This program is offered in a state of the art facility with a variety of professional kitchen equipment and tools. The purpose of the program is to train future leaders in the hospitality industry. Extensive experience in catering special public events is available. Students work on the skills necessary to master various food service study areas. The program includes: food preparation techniques, food presentation and service, kitchen management, menu design/development, and culinary math skills.

INDUSTRY CREDENTIALS

Students will have the opportunity to receive their Servsafe® Food Protection Manager Certification, Servsafe® Allergens Certification, and a Pennsylvania Skills Certificate with Advanced Standing on NOCTI.

CAREER OPPORTUNITIES

This curriculum is designed to fulfill the increasing employment demands for trained food service professionals. Graduates will be prepared to enter the workforce with a wide range of job experiences attained within all aspects of the modern kitchen including garde manager, saucier, rotisseur, entremetier, and patissier. Successful completion of the program will qualify a graduate to be employed in salad prep, sous chef, braiser, cook, short order cook, management trainee, salad preparation, baking, prep cook, cashier and (with further training) chef and pastry chef, and more!!

POSTSECONDARY OPPORTUNITIES

This program utilizes college level curriculum which offers the graduates a postsecondary competitive advantage. The students also have the opportunity to visit postsecondary schools and have many of those schools visit the class during class time. Bedford County Technical Center has articulation agreements in place with postsecondary institutions for students who qualify.

LENGTH OF COURSE

The course encompasses three levels of skills to be mastered, with more than 200 competencies. The program is designed to allow for co-operative education job placement during the third level. Early college credit is available through Allegany College of Maryland.

HEALTH ASSISTING

COURSE DESCRIPTION

The Health Assisting Program offers students with the education to gain access to a versatile, in-demand health care career. Students develop their assisting skills as volunteers at the Pennknoll Village Nursing Facility. This unique volunteer opportunity also gives the students a way to interact with patients and acquire hands-on experience.

Instruction in the Health Assisting program provides a background in basic anatomy, physiology, diagnostic studies, pathophysiology, terminology, and practical skills. Studies in dental assisting, use of computers for medical office procedures, and the possibility of a cooperative work study program are also included in the Health/Medical Assistant course.

INDUSTRY CREDENTIALS

Students have the opportunity to earn up to twelve college credits toward an Associate Degree at Allegany College of Maryland and receive a Pennsylvania Skills Certificate with Advanced Standing on NOCTI.

CAREER OPPORTUNITIES

Nursing Assistant, Medical Assistant, Medical Office/Dental Office Assistant. This course also prepares students for advanced studies in the health professions.

POSTSECONDARY OPPORTUNITIES

The Health Assisting program maintains an articulation agreement with Allegany College of Maryland. The course will prepare students for postsecondary studies in the health care field. Examples of postsecondary institutions are Penn State University, Mount Aloysius College, and Allegany College of Maryland.

LENGTH OF COURSE

Three years — Grades 10, 11, and 12

WELDING

COURSE DESCRIPTION

The Welding Program prepares individuals to apply technical knowledge and skills in Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding, Flux Core Arc Welding, Brazing, Plasma Arc Cutting, and Oxy-fuel Cutting. Hand, semi-automatic, and automatic welding processes are also included in the instruction. Students learn workplace safety practices, types/uses of electrodes and welding rods, study of the physical and chemical behavior of metallic properties of metals (metallurgy), blueprint reading, electrical principles, welding symbols, use of equipment for testing welds by non-destructive methods and destruction and hardness testing, use of portable grinders, positioning and clamping, use of manuals and specification charts, and welding standards established by the American Welding Society.

INDUSTRY CREDENTIALS

Students have the opportunity to become AWS certified, receive an OSHA 10-hour Credential, and to take the National Occupational Competency Testing Institute (NOCTI) exam. Students scoring advanced on the NOCTI exam will receive a Pennsylvania Skills Certificate.

CAREER OPPORTUNITIES

Welders, Welding Technicians, Welding Supervisors, Welding Inspectors, Quality Assurance and Non-Destructive Testers, Welding Estimator, Repair Technicians, Construction Welders, Industrial and Production Welding, Welders' Helpers, Welding Sales and Services Representatives.

POSTSECONDARY OPPORTUNITIES

Pennsylvania College of Technology
Allegany College of Maryland

LENGTH OF COURSE

Three years – Grades 10, 11, and 12

COOPERATIVE EDUCATION PROGRAM

Through the Capstone Cooperative Education Program, occupational training is augmented by placing students in real-life work situations in commerce, industry, and the professions. The student's work station becomes an extended classroom or laboratory. Mandatory requirements for Cooperative Education are a minimum Technical Center and sending school average grade of C, the course instructor's recommendation, and parental authorization. Cooperative Education students should be seniors, willing to work, and are to have good attendance records.

The placement coordinator of the Bedford County Technical Center will assist program graduates with job placement as well as conduct periodic follow-up studies in order to assist in curriculum updating.

LENGTH OF COURSE

One Year – Grade 12

WORK PERMITS

The Technical Center does NOT issue work permits. This is done at the sending school. Students are advised to see their sending school guidance counselor for specific details.

JOB SHADOWING

Job Shadowing is a Junior/Senior year career based activity designed to provide a student with the opportunity to spend time observing a mentor in the workplace. This one-on-one activity will provide the student with tremendous insight into a particular career of interest.

LENGTH OF COURSE

One time for a 4-8 hour time period for 11th and 12th graders.

INTERNSHIPS

Internships are short term training programs that include time spent at a business or industry worksite to learn about specific skills and knowledge needed to succeed in a business environment. The student is not paid during the internship. Students will be under direct supervision and will gain real world workplace experiences. Internship student's workplace activities may include special projects, a sample of tasks from different jobs, or tasks from a single job skill. The student will also obtain workplace readiness skills by filling out an application for a specific position and experiencing a mock interview while at their internship.

LENGTH OF COURSE

The length of the program will vary.

SENIOR CHALLENGE

Senior Challenge is a cooperative initiative between the Bedford Area School District, the Bedford County Technical Center, and the Everett Area School District. This program is built on academic rigor, the relevance of learning, and building relationships with community partners. The mission of the Senior Challenge program is to challenge students' knowledge, skills, and creativity in an area of keen interest that will connect students to meaningful learning.

Senior Challenge is offered to seniors who demonstrate exemplary character and academic excellence. This program offers students expanded high school curriculum choices, encourages enrollment in online and college courses; and provides authentic, experiential learning opportunities. Acceptance into Senior Challenge is not automatic. Students must meet the program guidelines, and acceptance is highly competitive.

LENGTH OF COURSE

One Year – Grade 12

CAREER AND GUIDANCE SERVICES

Career and Guidance Services are available for every Bedford County Technical Center student. These comprehensive services include assistance with career planning, career testing, and test interpretation. Help with social concerns is also provided.

Students may request an individual session with the counselor whenever one is needed; however, the counselor will attempt to meet with the students throughout the year in class, small group, or individual sessions.

When students enter the BCTC either in grade 10 or as a first-year student, services are introduced to the student with an emphasis on decision-making skills, goal setting, goal achieving, lifelong learning, and personal development skills. Additional programs and services are provided as they are needed.

Services continue through grades 11 and 12 with an emphasis on career plans after graduation. Students are provided with opportunities to meet with and visit various schools and colleges as well as worksite employers and military recruiters. Students can find valuable information about postsecondary opportunities through our school counseling department. Through these services, you and your parent can find out about the unique advantages that a career and technical education offers.

A Career Resource Center is in place at the BCTC that provides students with information on postsecondary educational opportunities, financial aid, job market information, career information, and school-to-work opportunities.

LEARNING SUPPORT SERVICES

Learning support services are available to students with disabilities who have Individualized Education Plans (IEP). These learning support services are provided so that students can be successful while participating in career and technical programs at BCTC.

The staff at BCTC will collaborate with special education services at the sending schools to provide accommodations and program modifications defined in the student's IEP. Students are monitored by BCTC staff and communication lines are established with the sending school's special education departments to effectively provide these services and to resolve any student problems that may occur. Learning support services are also given to students seeking work-based learning experiences through BCTC's Cooperative Education Coordinator. The coordinator works with resources available to find appropriate employment opportunities for students with a disability when they become eligible to participate in cooperative education services.

Instructional aides provide the direct learning support to the students. They are available for a designated period of time in each program on a daily basis. The Career and Guidance Counselor coordinates these services. Instructional aides can provide tutoring to the students for academic and technical skill development, alternative testing and many other types of Specially Designed Instruction (SDI).

ALLEGANY COLLEGE OF MARYLAND PARTNERSHIP

With a satellite campus of Allegany College of Maryland (ACM) already located in Bedford County, the leadership teams of the Bedford County Technical Center (BCTC) and ACM realized their institutions share a mutual goal of providing the community with accessible adult and college education opportunities for the residence of Bedford County.

BCTC established a partnership with ACM to provide all adult education programs at BCTC through the Center for Continuing Education. This workforce education office is operated out of BCTC. ACM and BCTC offer adult education programs all year round at the BCTC campus. Customized job training is also available through the Center for Continuing Education.

The partnership in education between ACM and the BCTC has opened new and exciting opportunities for individuals residing in the region. The Technical Center doubles as a branch campus of ACM focusing on Registered Nursing, science, chemistry and biology. Both high school students and residents from the community can take advantage of this great opportunity to earn credits toward a bachelor or associate degree using Bedford County Technical Center's state of the art facility.

ARTICULATION AGREEMENTS

The Bedford County Technical Center has entered into articulation agreements with select colleges, offering the opportunity to receive college credits after successful completion of many of our career and technical programs.

All students, who elect to participate in the articulation programs and meet the requirements, earn college credits applicable to specific Associate Degree programs. Participation in the articulation program will require more intense study by the student, and will result in a substantial savings should the student decide to enroll in one of the institution's two-year associate degree programs upon graduation from the Bedford County Technical Center.

S.O.A.R./POS

S.O.A.R stands for Students Occupationally and Academically Ready. It promises that students who are successful in this program will be ready to go to work or on to college upon high school graduation. POS stands for Programs of Study. POS is a delivery method for instruction. POS students have the opportunity to:

- * Earn industry certificates
- * Take nationally recognized end of program exams
- * Take higher level academic classes
- * Earn FREE College credits

Each Program of Study is matched to a High Priority Occupation (HPO). These occupations are:

- * HIGH DEMAND
- * HIGH SKILL
- * HIGH WAGES

They represent available jobs in the state of Pennsylvania.

Programs of Study are matched with colleges across the state. These colleges have aligned their instruction with the academic and technical competencies/tasks that students accomplish in their programs while at the Technical Center. Most of them offer nine free credits. Some, especially the Health Careers, offer less.

NEXT STEPS

You and your child should meet with a School Counselor to talk about S.O.A.R./POS. The counselor can help you find out which Colleges and Career and Technical Centers or High Schools offer which programs. NOT ALL SCHOOLS OFFER ALL PROGRAMS.

STUDENT RESPONSIBILITIES

To be eligible for SOAR college credits, the student must accomplish several tasks:

1. Earn a high school diploma.
2. Complete the Pennsylvania Department of Education (PDE) approved SOAR program at the secondary level.
3. Earn a 2.5 (on a 4.0 scale) GPA in the technical courses.
4. Achieve competent or advanced on the end of program assessment that is appropriate to the approved Program of Study.
5. Achieve proficiency in all tasks on the approved PDE Program of Study Secondary Competency Task List.
6. Within three years of graduation, be accepted as a student at a college that offers Program of Study credits in the student's program.

GRADING POLICY

Evaluation used in classwork, examinations and report cards will be on the basis of a percentage grade. Students will be graded on individual accomplishment as it relates to their ability.

A	93 to 100	Outstanding
B	83 to 92	Above Average
C	73 to 82	Average
D	65 to 72	Below Average
F	64 and Below	Unsatisfactory
I		Incomplete

Each teacher will consider the following when establishing a final grade:

- Test Grades -** This consideration should reflect a relationship of student ability to student achievement. The relationship of test grades to the three other categories will depend on the subject area.
- Assignments -** An assignment is a student responsibility and the value that it contributes to a final grade should relate to the extent and importance of the assignment.
- Attendance & Participation -** Attendance and participation are required of a student if the educational process is to be effective. This consideration should have a strong concern on establishing a final grade.
- Work Habits -** Instructional areas that show a concern about work habits should reflect this concern as a part of the final grade.

Each teacher has a method of arriving at a final grade, which will be explained to you by the teacher. It is your responsibility to know the method used by your teacher.

If a student receives an incomplete, they will have 10 days after the end of each marking period to make up the incomplete grade. All incompletes will revert to a failing grade at the end of this time unless extenuating circumstances necessitate an extension of time and after parents have contacted the Bedford County Technical Center. An incomplete approved by the Director for the fourth marking period will result in a failure for the entire year.

STUDENT RESPONSIBILITIES

Becoming a productive member of society places an emphasis on being responsible. Just as in life, certain privileges will be allowed in school when responsibilities are met. This is why we are encouraging our students to meet high expectations and to stay in good standing with the school. A student in good standing will have the following characteristics:

1. **Have good attendance** - A guideline has been established at BCTC that 10 days or more absent during the school year constitutes excessive absenteeism. Teachers and administration will consider non-participation in one or more of the school events listed below if a student has excessive absenteeism.
2. **On time for school** (not tardy) - A guideline has been established at BCTC that 5 or more instances of being late to school constitutes being excessively late to class. Teachers and administration will consider non-participation in one or more of the school events listed below if a student is excessively tardy.
3. **No major discipline infractions** - A guideline has been established at BCTC that students in good standing will not have major disciplinary infractions. Teachers and administration will consider non-participation in one or more of the school events listed below if a student is suspended from school or has a chronic history of disciplinary infractions at BCTC or the sending school.
4. **Maintains a passing GPA in their CTC program area**
5. **No financial obligations to the school**

Students who maintain good standing with the school will be able to participate in the following:

- School-sponsored field trips
- Career and Technical Student Organizations (CTSO) activities and competitions
- School Socials
- Driving privileges as outlined by BCTC policy
- BCTC extra sessions
- Cooperative Education
- Fund-raising events if prior obligations are met

STUDENT ACTIVITIES

Career and Technical Student Organizations (CTSO)

The Bedford County Technical Center supports the following organizations: FBLA (Future Business Leaders of America), FFA (Future Farmers of America), NTHS (National Technical Honor Society), and SkillsUSA. CTSO offers leadership, citizenship and character development programs and activities to complement skill training available in the public schools and community colleges. These programs help students better prepare themselves for the labor market. CTSO emphasizes respect for dignity of work, high standards in trade ethics, workmanship, scholarship and safety. It promotes understanding of the free enterprise system and encourages development of patriotism through the practice of democracy in the club.

Students are motivated to learn and excel through opportunities to acquire leadership and an understanding of the democratic process, to work together to improve school and community, and to receive individual recognition for both skill and leadership achievement.

CTSOs conduct contests on the local, state, and national levels in which students demonstrate the occupational and leadership skills they have learned. During the annual national-level SkillsUSA Competition, more than 5,000 students compete in 70 occupational and leadership skill areas. SkillsUSA programs also help to establish industry standards for job skill training in the classroom. The achievement program recognizes the individual student for progress in occupational and leadership development.

Students must be in good standing in order to participate in CTSO activities and competitions.

FUNDRAISING ACTIVITIES

The raising of funds via sales campaigns by recognized clubs or like organizations shall be permitted only by approval of Advisors and the school administration. Students with prior financial obligations to the school will not be eligible to participate in fund-raising activities and may sacrifice participation in school events.

FIELD TRIPS

It is the instructor's responsibility to see that all the students are participating in an all-day field trip unless they have prior permission to remain at the sending school because of an athletic event, doctor's appointment, etc.

Should a field trip last longer than the normal school hours, the BCTC is not responsible for transportation to and from the sending school and/or the student's home. This will be the responsibility of the student, parent, and the instructor. Those students having permission to drive to the Technical Center shall park only in the designated area assigned by the Director.

It is the instructor's responsibility to stay with all students until they leave the school or are picked up by a parent or guardian.

Only students in good standing will be eligible to participate in field trips.

STUDENT CRITERIA TO ATTEND FIELD TRIPS

Students must have: (1) Instructor Approval; (2) A passing grade in BCTC programs to include the current grade, as well as the cumulative grade for the year; (3) No significant discipline issues; (4) No outstanding debts for school sponsored fund-raisers; (5) Good attendance rate (Student can miss no more than 10 days of school without a doctor's excuse, have no more than 3 unexcused absences, and have no more than 5 tardies).

BCTC SENIOR AWARDS AND RECOGNITION NIGHT

BCTC Senior Awards and Recognition Night is an event that honors our seniors and their accomplishments throughout their education at the Technical Center. All seniors eligible to participate in the Senior Awards Night will receive a certificate indicating the number of CTC hours and competencies completed in their career and technical education program. If chosen, students will receive scholarships for postsecondary education and tools of the trade presented by local business and industry leaders. For Senior Awards Night, students must wear dress pants, dress shirt & tie; or a skirt and blouse/sweater; or a dress, and dress shoes (NO SNEAKERS). Students may not participate in Senior Awards Night for the following reasons:

1. Student did not successfully complete the CTC program.
2. Student did not successfully complete the high school program.
3. Student has a school financial obligation that has not been met.
4. Student is on out of school suspension or is expelled from school.

TRANSFER OR WITHDRAWAL OF STUDENTS FROM TECHNICAL CENTER PROGRAMS

In some instances, the enrollment of a student at the Technical Center or in a specific program at the Technical Center may become inappropriate. Both the student and the Technical Center administration may initiate action which can result in either the transfer of the student from one Career and Technical program to another program, or the return of the student to the participating high school. Sending school administration may also recommend that students no longer attend the Bedford County Technical Center. Individual school policies provide reasons for such transfers.

Student Initiated Transfers

Whenever appropriate openings are available, students will be allowed to transfer to other Career and Technical programs. Such transfers must take place prior to the end of the first marking period. Students will be allowed only ONE transfer during the time they are enrolled at the Technical Center. Students who are transferred because of action initiated by the Technical Center will NOT be allowed ANY additional changes.

School Initiated Transfers

The Bedford County Technical Center reserves the right to return the student to the sending school. Such school-initiated transfers or withdrawals will result from the following situations:

1. Behavior which interferes with the learning of other students.
2. Conduct which endangers the safety of either the student or others.
3. Inability to succeed in a chosen program. Any student who received an F final grade in one school year will not be allowed to return the following year.
4. An attendance record that shows an excessive rate of unexcused absences or tardiness.
5. Poor academic performance.

Withdrawal Procedures

A student who withdraws must go through the following procedures:

1. Discuss this decision with the Bedford County Technical Center Teacher and Director and the sending school counselor.
2. Discuss this decision with his/her parents/guardian.
3. Bring a parental permission note to the sending school counselor or the Technical Center Director during the first ten (10) days of the school year. The sending school counselor will notify the Technical Center Director when and if the withdrawal becomes effective.
4. Report to Bedford County Technical Center to satisfy all debts, books, etc., with the instructor(s) and then report to the Bedford County Technical Center Director to be withdrawn.

GENERAL STUDENT PROCEDURES AND BEHAVIOR RULES

All students attending the Bedford County Technical Center are subject to their sending school student discipline rules and procedures, as well as the Bedford County Technical Center's Code of Conduct.

Transportation

Students must use sending school transportation to and from the Bedford County Technical Center. If for any reason they miss the bus, to or from the Bedford County Technical Center, the student must report to the attendance office at the school where he/she missed the bus. Missing the bus is **NOT** an excuse to drive to the Technical Center. The school will make arrangements for students to be transported. Students who miss the bus and do not come to the BCTC will be assessed an unexcused absence.

Missed Bus Procedure

1. If you are traveling from your sending school and miss the bus: go to the main office and report that you missed the bus to BCTC.
2. If you are traveling from home: A parent or guardian must drive you to BCTC.
3. In an emergency situation, a parent/guardian must notify the Administrative Director prior to the student driving to BCTC.
4. Failure to comply with these safety procedures will result in an unauthorized driving incident, and your driving privileges will be revoked for one year, or when the Director reinstates your privileges.
5. Students who miss the bus and arrive late will be assessed a tardy on their permanent record. Being excessively tardy will result in disciplinary action, and a referral will be sent to the sending district.

Student Driving

There is limited student driving or riding to and from the Bedford County Technical Center. Only a parent or guardian may transport a student to or from the Technical Center. The following exceptions may be considered and approved by school personnel:

1. Doctor/Dental appointment which is coordinated through the school office personnel at least 2 days in advance.
2. Emergencies as determined by the administration and authorized by parents.
3. Sending school activities as requested by the sending school administration.
4. Unforeseen incident occurs affecting bus transportation.
5. Special projects for students bringing vehicles to school for live work projects.
6. The school administration may approve driving on a regular basis. The Technical Center must have the written approval prior to the student driving.

Students must obtain a driving permit from the office at least 2 days in advance. Consent signatures must be obtained from the student's program instructor, parent/guardian, sending school principal and the BCTC Director or Lead Teacher.

Driving privileges may be denied or suspended for excessive tardiness, absences, poor academic performance, poor CTC performance, disciplinary infractions or overdue financial obligations.

Unauthorized Driving

Students caught driving without proper authorization will lose their driving privileges for one calendar year at the discretion of the Administrative Director. Vehicles left on BCTC property without proper authorization will be towed at the owner's expense.

Unauthorized Riders

Students are NOT permitted to ride to BCTC with another student without written parental and BCTC consent. Students who are caught riding with another student without proper authorization will be subject to disciplinary action.

Hall Passes

Students will not be permitted to leave their classrooms without teacher permission. They must have an authorized hall pass and log in/out using the classroom sign out log.

Leaving School Grounds

No student is permitted to leave the school grounds before class ends. Exceptions must be approved by the parents and the Bedford County Technical Center administration. The person receiving the student leaving school must be listed on the student's emergency card. The person receiving the student must also sign the student out in the log book located in the Main Office.

Leaving Assigned Classrooms or Labs

Students may not leave their assigned classroom/lab area without permission from the instructor. When a student is sent to another classroom/lab or given permission to report to another classroom/lab, the student must report immediately to the instructor in charge. Students should complete their assignments and return to their assigned classroom/lab as soon as possible.

Student Dress and Appearance

It is expected that all students will strive to present the best possible personal appearance at all times.

- Clothing worn in school should be neat, clean and appropriate to class or laboratory use.
- Appropriate grooming and clothes for laboratories will be prescribed by the individual teachers.
- It is the responsibility of the student to provide an adequate supply of uniforms and wear them whenever in the shop-laboratory areas.
- Students who change into a required uniform should wear the appropriate undergarments.
- Jackets worn outdoors may not be worn in the building.
- Hats may not be worn in the building unless a teacher considers them necessary. This includes headbands and bandannas.
- Chains attached to wallets or keys attached to clothing damage furniture and are a safety hazard. **They may not be worn in school.**
- Open mesh shirts, muscle shirts, halter tops, bare midriffs, and clothing with an obscene saying or connotations are considered disruptive and unacceptable.
- Gym shorts, spandex, miniskirts and short shorts may not be worn. Short and skirt length must be at least to the tip of the longest finger when the student is standing straight.
- Trousers must be worn so the belt/waistband is above the hips.
- Buttons, armbands and other badges of symbolic expression must not contain material which is obscene, libelous or advocates racial prejudice.
- Sneakers **may not** be worn in program area where safety is a concern.
- Goggles and safety glasses must be worn in those areas where required.

- Students should not wear shoes that leave heel marks which require excessive maintenance to remove.
- Students wearing footwear designed for shoelaces will be expected to have shoelaces in their shoes and have them strung up properly.

Teachers should work individually with students and their parents in circumstances where the student's appearance is disruptive or unsafe to the operation of the school program.

Final decisions on the appropriateness of dress and appearance will be at the discretion of the administration. Students violating the dress code may be sent home or asked to change into something more appropriate.

Uniforms

Nearly every program will select a uniform of some type, which shall be purchased by the student. This uniform is necessary to safeguard the individual, to keep regular school clothes from becoming soiled, and to help create the necessary professionalism in each area.

Visible Body Piercings

The Joint Operating Committee and Administration of the Bedford County Technical Center support program policies that are consistent with safety, hygiene, and workplace standards for the given industry. When an instructor or program coordinator has determined that visible body piercings are a safety, hygiene, or workplace standard concern, a program policy deeming visible body piercings unacceptable may be implemented. All such policies will be distributed in writing to potential and present students and will be pre-approved by the Administrative Director.

Student Accident Insurance

Insurance for students will be available through the sending school. Distribution of policy literature and premium collections are made at the sending school. All students are required to participate in this insurance program or show proof of an individual insurance policy, which covers any injury the student may incur while attending the Bedford County Technical Center. **This requirement must be completed prior to the student's participation in the laboratory portion of the vocational program.**

General School Rules

1. Running, pushing, shoving, wrestling, or other disruptive behavior will not be tolerated on Technical Center grounds at any time.
2. Water bottles or other water dispensing devices or using them in any part of the school is prohibited.
3. Open drink containers are prohibited unless consent is given by Bedford County Technical Center Administration.
4. Rules for detention and suspension of students will be the same as the sending school.
5. No student will be permitted to engage in any type of gambling activity, or possess items or material that relate to, or are used for gambling purposes.
6. Electronic devices are to be used only under the direction of the instructor.

Cutting Class

Students who cut class at BCTC without proper authorization from the sending school administration or a valid written excuse from a parent/guardian or doctor will be subject to disciplinary action at the sending school and BCTC. The student will be given a zero for the day and will not be given an opportunity to make up missed work.

1. Upon 1st offense, a discipline referral will be generated by the BCTC teacher. Teacher will give 0 credit for the day's work and discuss further consequences for cutting class with the student.
2. Upon 2nd, 3rd and 4th offense, a discipline referral will be generated by the BCTC teacher (Continuation of consequence as per school district policy for cutting class). Teacher will give 0 credit for the days cut, discuss further consequences of cutting class with the student, and contact parent/guardian. (Level II Discipline as per BCTC Code of Conduct)
3. Upon 5th offense or more, the student will lose driving privileges to the Technical Center, will receive 0 credit for work and continued disciplinary action. Teacher will contact parent/guardian to request a parent-teacher conference and will turn in disciplinary referral. (Level III Discipline as per BCTC Code of Conduct)

Tardy Students

Students who are tardy to class arrive after their designated session time (See Bell Schedule). The main office will determine if the student is tardy for legitimate reasons.

Tardy students **MUST** have a pink tardy slip before they are permitted to class. Students who are late to class and do not have a pink slip should be sent to the office.

The following consequences will apply to all students, including Blended and Home Schooled students:

1. First offense of unexcused tardy will result in a documented warning by the teacher. The teacher will discuss progressive consequence with student.
2. Second, third and fourth offense will result in disciplinary consequence defined in the sending school student regulations. Home schooled students will be given in-school detention at BCTC. Teacher contacts parent/guardian, discusses progressive consequence with student and turns in referral.
3. Five (5) or more tardies will result in loss of driving privileges to the Technical Center and continued disciplinary action as per school district policy. Home schooled students will face consequence at BCTC equal to that of the district in which they reside. Teacher contacts parent/guardian to request a parent-teacher conference and turns in disciplinary referral.
4. Each subsequent tardy (after 5) will result in continued discipline at the sending school. Home schooled students will be suspended from the Technical Center in accordance with sending district policy in which they reside.

OTHER INFORMATION

Visitors

Visitors must register with the receptionist located in the main office. Instructors will not receive visitors until after 3:00 p.m. unless an appointment has been made. Visitors must wear the issued visitor badge at all times.

All students and visitors are required to enter and exit by the MAIN ENTRANCE. Individual program entrances are NOT to be used for dismissal or for entering the building. Exceptions to this policy will be by approval of the Director of Bedford County Technical Center ONLY.

Students who arrive early must report to the main lobby area and remain in the lobby until the bell rings or as otherwise directed by staff. Students arriving late are to report to the receptionist in the main office to obtain a late pass. WHEN THERE IS A LATE BUS ARRIVAL, STUDENTS ARE TO REPORT DIRECTLY TO CLASS. TEACHERS WILL TAKE ATTENDANCE.

In the interest of safety and security, surveillance equipment and metal detectors may be used to monitor the interior and exterior areas of BCTC.

Care of School Property

The Joint Operating Committee has provided an excellent educational environment with the best possible equipment available for students to learn. Our maintenance staff has worked extremely hard in keeping our school neat and clean. It is expected that the student also contribute to the care and cleanliness of the school. This is your school and learning environment. Have pride in it and keep it as nice as it is today for years to come. A student who deliberately destroys school property will be billed for the repair or replacement of that property. Students may also be subject to legal charges being levied and disciplinary action.

Care of Books

Textbooks are very expensive and are the responsibility of BCTC students to care for them properly. Tablets, pencils, rulers, and large quantities of paper should not be placed in books because this breaks the binding and makes repairs necessary. Pupils who abuse a book so that the binding is broken must pay the cost of rebinding. If there are other evidences of carelessness and the book shows excessive use, the student must pay for the purchase of a new book. Students are responsible to replace books that are lost.

Hall Traffic

Students are asked to please cooperate in following these suggestions for keeping our hall traffic orderly:

1. Keep to the right in corridors.
2. Do not run.
3. Keep talking subdued. Whistling and shouting will not be tolerated.
4. The corridors are of sufficient width to permit more than one line of students to move in each direction but students should not abuse this situation by walking down the corridor three or four abreast.
5. Students will stay out of the maintenance room and the janitor's work rooms at all times.

Smoking and Tobacco Products

The Governor signed into law a bill prohibiting the use of tobacco in school buildings, on school buses and on school property. Students shall not have any form of tobacco in their possession while on school property. Parents of students who violate this rule will be notified by the school administration. Violation will result in disciplinary action and a fine to be paid by the student or his/her parent or guardian. **Visitors/Adults caught using tobacco products on school property may be issued a no-trespassing letter and are subject to a fine.**

School Lockers

Lockers are the sole and exclusive property of the Bedford County Technical Center and are subject to its complete control. Students have no absolute right to use lockers, but may do so by permission of the Technical Center.

No student may place in or store in a locker any substance or object which is prohibited by law, school rules, regulations or policy, or which constitutes a threat to the health, safety, or welfare of the occupants of the building or to the building itself.

The administration reserves the right to open and inspect any locker at any time. Periodic inspections of lockers will occur during the school year.

Safe Schools and Possession of Weapons

Section 1317.2 of the Pennsylvania School Code requires that a school district or area vocational-technical school shall expel a student who brought onto or is in possession of any weapon on any school property, at a school or school-sponsored activity or onto any public conveyance providing transportation to a school or school-sponsored activity.

Fire Alarm

The building is equipped with a fire alarm system to be used in emergencies. Students are asked to refrain from tampering with the fire alarm boxes. When the fire alarm sounds, students will leave the rooms in a single line and leave the building by the route indicated on a sign posted in each room. Students will walk and not talk while leaving the building. Students will move to designated areas as instructed by teachers. Students turning in false alarms or tampering with fire alarm equipment will be prosecuted under the Pennsylvania Crimes Code, Section 4905.

First Aid

In case of sudden illness or an accident the school has responsibility for:

1. Giving immediate emergency care and minor first aid.
2. Notifying parents if necessary.
3. Arranging to get students home.
4. Getting a doctor's service when immediately necessary.

A student who is ill should tell the teacher to which he/she is assigned at that particular time and the teacher will make necessary arrangements for care. Ill students should report to the office immediately and not stay in the restrooms. Any student leaving the building because of illness must check out through the office.

Telephone Calls

Students are not to receive telephone calls at school. If parents need to reach their children in case of an emergency, call the Main Office at (814) 623-2760. Students needing to use the office telephone must secure permission from an administrator. Telephone calls during the school day have a **2 minute time limit**. In addition, **no students** should use the classroom telephone for personal use. The use of cellular phones is prohibited on school property to make outgoing or receive incoming calls without permission.

Electronic Devices

All electronic devices, including cell phones and pagers, shall be turned off and put away out of sight during scheduled class time, unless being used for a classroom activity.

Bedford County Technical Center is not responsible for lost, stolen, or broken devices.

Devices not secured will be confiscated by school personnel, and parents/guardians will be contacted to pick up the devices. **REPEAT OFFENDERS WILL BE SUBJECT TO DISCIPLINARY MEASURES.**

Use of the Internet

The Bedford County Technical Center Joint Operating Committee adopted an Internet Use Policy for students and staff. Students are expected to act in a responsible, ethical, and legal manner in accordance with the Bedford County Technical Center policy, accepted rules of network etiquette, and federal and state law. Any student wishing to use the Internet needs to sign and abide by the BCTC Acceptable Use Policy. **PARENTAL CONSENT IS REQUIRED FOR ALL STUDENTS PRIOR TO USAGE.**

Lost & Found Articles

Students lose items of personal property because of carelessness. Never leave wallets, money, or jewelry lay where another person can pick up these articles. Never allow another person to examine your wallet. It is unwise to leave money or valuables in lockers.

If you find an article, take it to your instructor or to the office at once. If you lose an article, inform your instructor and inquire at the office.

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES.

POLICY CONCERNING WORK DONE ON OBJECTS OR PROJECTS NOT BELONGING TO THE BCTC

It shall be the policy of the Joint Operating Committee of the Bedford County Technical Center that anyone wishing to have work done on objects not belonging to the Technical Center must receive permission from the Director. All such work must be relevant to the curriculum being taught in the appropriate school program. (see Live Work Policy on page 36)

SEXUAL HARASSMENT

Sexual harassment shall consist of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any student to another student, or when made by any student to any staff member.

Sexual harassment, as defined above, may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcomed touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or student in the Technical Center may use the Technical Center's complaint procedure or may complain directly to his/her immediate supervisor, instructor, or Director. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

GRIEVANCE PROCEDURE – CIVIL RIGHTS

I. Filing of Grievances

- A. Eligibility for Filing: Any student or employee, or any individual or group acting in behalf of a student or employee (male or female) may file any grievance of sex discrimination or sexual harassment with the Title IX coordinator. Any student or employee, or any individual or group acting in behalf of a handicapped student or handicapped employee may file any grievance of discrimination on the basis of a physical or mental handicap with the Section 504 coordinator.
- B. Pre-grievance Contact: Prior to the submission of a written grievance to a hearing officer, the grievant(s) may request pre-grievance contact with the respondent alleged to be directly responsible for the violation, and/or with the persons having immediate supervisory authority related to the grievance. These persons may make reasonable efforts to meet with the Title IX or Section 504 coordinator, Mr. Mark T. Bollman, to discuss the grievance that the student(s) or employee(s) wishes to bring to their attention. Such a pre-grievance contact, however, shall be at the option of the grievant(s); it shall not be a precondition for the submission of a written grievance to a hearing officer.
- C. Grievance filing: Grievances filed with the Title IX or the Section 504 coordinator shall be in writing on a form provided by the coordinator, and shall provide the following information: name and address of grievant(s); nature of alleged violation; name of persons responsible for the alleged violation (where known); requested relief or corrective action (specification of desired relief shall be at the option of the grievant), and any background information the grievant believes to be relevant (e.g., names or groups of other persons affected by the violation, etc.).
- D. Grievance forms: A grievance form shall be prepared by the grievant and the Title IX or the Section 504 coordinator who will facilitate the filing of the grievance. These forms may be obtained from the Title IX coordinator or from the Section 504 coordinator. The grievant shall have the right to request assistance from the Title IX or Section 504 coordinator or any other individual, group, or organization to assist in

the preparation of the form or in the filing of the grievance.

- E. Time Limit for Grievance filing: A grievance must be filed within 60 days of the occurrence of the alleged Title IX violation or the alleged Section 504 violation.

NON-DISCRIMINATION

The Bedford County Technical Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Bedford County Technical Center's Title IX Coordinator or the Section 504 Coordinator at 195 Pennknoll Road, Everett, PA 15537 or 814-623-2760.

For information regarding civil rights or grievance procedures or information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact Mr. Mark T. Bollman, Administrative Director, Bedford County Technical Center, 195 Pennknoll Road, Everett, PA 15537. (814/623-2760).

**BEDFORD COUNTY TECHNICAL CENTER
CODE OF CONDUCT**

General

1. Effective discipline should serve two purposes: First it should prevent a recurrence of a particular misbehavior by a student, and second, it should be a learning experience for the student, permitting them to see why certain school rules have been made and why they must be followed.
2. Discipline is more than “making” a student do what is right; it should encourage a student to “choose” to do what is right.
3. Maintaining appropriate standards of discipline at Bedford County Technical Center is essential to the establishment of a proper educational environment.
4. It is imperative that the people responsible for maintaining discipline be made fully aware of the guidelines and procedures set up to accomplish these ends.
5. It is clearly understood that policies and procedures will vary from sending school districts to the BCTC, and level to level, but all are to comply with the guidelines as established in this policy.
6. In working to maintain the standards of discipline it is further assumed that all the necessary supportive services will be brought into the plan. These will include (in addition to teachers) the use of counselors, parents, administrators, psychologists, psychiatrists, social workers, home school districts, local authorities, and all others who might contribute to solving any discipline problem or to maintaining the approved standards of discipline.

Specific Guidelines

1. Discipline within the building, on center grounds, at center-sponsored activities off of school property, and during travel on school district buses shall be administered on a consistent basis by all members of the staff.
2. Minor breaches of discipline:
 - A. Misbehavior on the part of the student which impedes orderly classroom procedures.
 - B. Misbehavior that in frequency or seriousness tends to disrupt the orderly operation of the school.
3. Major breaches of discipline:
 - A. Acts directed against persons or property, but whose consequences do not seriously endanger the health or safety of others in the center. The examples listed below are included, but are not intended to be all inclusive:
 - (1) Vandalism of center property or personal property on center premises (minor).
 - (2) Theft of center or personal property (minor).
 - (3) Fighting
 - (4) Tobacco Use
 - B. Acts which result in violence to another person or property, or which pose a direct threat to the safety of others in the center. The examples listed below are included, but are not intended to be all inclusive:
 - (1) Threats made against a member of the staff.
 - (2) Physical assault on a member of the staff.
 - (3) Fighting

- (4) Vandalism of center property or personal property while on center premises (major).
 - (5) Theft of center or personal property (major).
 - (6) Abuse of alcohol and other drugs (see JOC Policy).
 - C. The major breaches of discipline listed in A and B above, because of their serious nature, require prompt disciplinary action, including the involvement of local law enforcement officials, sending school districts, and social workers, when deemed necessary, and could result in suspension and/or expulsion from both the technical center and the sending school.
- 4. The basic responsibility for maintenance of discipline in the shop/laboratory area shall rest with the classroom instructor. In working toward the resolution of classroom discipline problems (including attendance), each instructor will take the following steps in sequence:
 - A. Work with the pupil on a one-to-one basis.
 - B. Contact the parents/guardian and prompt their support and assistance.
 - C. Refer the problem to the Administrative Director or Lead Teacher.
 - 5. Suspension from the center shall be the sole choice of the Administrative Director.
 - A. Prior to any suspension the student must be given notice of the reason for the suspension and have an opportunity to respond.
 - 6. Removal from a class must be approved by the Administrative Director unless there is a perceived eminent danger.

Positive Behavior Interventions and Supports (PBIS)

When students exhibit positive behaviors and meet expectations they are often rewarded. In the school setting, students exhibiting these behaviors are more likely to: succeed academically; receive positive reinforcement and recognition; and transpose positive behavior and work ethic into post-secondary and work placement settings. In other words, when students follow the rules and expectations good things happen. The Bedford County Technical Center has adopted the (PBIS) Positive Behavior Interventions and Supports model for promoting acceptable student behavior. PBIS is an evidence-based, cost-effective, systems approach for establishing the social culture needed for schools to be effective learning environments for all students. PBIS eliminates barriers to learning, creates and maintains a safe and effective learning environment in schools, and ensures that all students have the social and emotional skills needed to succeed in school and beyond. PBIS helps schools teach students expected behaviors and social skills, creates student behavioral health and academic support systems, and applies data-based decision-making to discipline, academics, and social/emotional learning.

Positive behavioral expectations have been developed by staff members and aligned to the acronym WORKS which stands for Workforce ready, Opportunity, Respect, Kindness, and Safety. The chart below depicts some of the positive behavior expectations for students at the technical center that will prepare students to learn and be college and workforce ready.

Positive Behavior Expectations

	Shop/Lab	Classroom	Locker Rooms	Transportation	Common Areas (Restrooms, halls, vending, office, computer lab, etc.)	Co-Op
Workforce Ready	<ul style="list-style-type: none"> -Be prepared -Complete all tasks -Do your best -Take pride in your work -Follow uniform and dress code policies 	<ul style="list-style-type: none"> -Turn in assignments by due date -Sit in assigned seats -Put forth your best effort -Come to class prepared with all the materials needed 	<ul style="list-style-type: none"> -Put your items away -Use your lockers -Keep items off the floor -Lock your lockers 	<ul style="list-style-type: none"> -Only drive or ride with approved passes -Use appropriate entrance/exit procedures 	<ul style="list-style-type: none"> -Sign in/out -Follow your Instructor's guidelines regarding cell phone use 	<ul style="list-style-type: none"> -Turn in application and all supporting co-op documentation -Return to BCTC on designated days -Track hours and complete time sheet -Follow uniform and dress code policies
Opportunity	<ul style="list-style-type: none"> -Earn industry certifications -Work towards completing task list -Gain job readiness skills -student effort 	<ul style="list-style-type: none"> -Earn industry certifications -Gain job readiness skills -student effort 	<ul style="list-style-type: none"> -use time efficiently 	<ul style="list-style-type: none"> -privilege -field trips, site visits 	<ul style="list-style-type: none"> -participate in school functions -participate in college/career fairs 	<ul style="list-style-type: none"> -Follow company guidelines -Be a team player -Gain employment -Learn industry expectations
Respect	<ul style="list-style-type: none"> -Respect tools, equipment and supplies -Respect the rights, opinions and property of others -Honor other's personal space -Leave area better than you found it 	<ul style="list-style-type: none"> -Respect the rights, opinions and property of others -Honor other's personal space -Leave area better than you found it 	<ul style="list-style-type: none"> -Respect others' privacy -Leave area better than you found it -Respect your locker privilege 	<ul style="list-style-type: none"> -Arrive on time and report to class promptly for attendance -Leave area better than you found it 	<ul style="list-style-type: none"> -Leave area better than you found it -Be courteous to others -Respect the learning of others 	<ul style="list-style-type: none"> -Represent yourself and BCTC in a positive manner -Arrive in a timely fashion for your shift -work from start to finish -Wear appropriate work attire
Kindness	<ul style="list-style-type: none"> - Help others - Work as a team player - Be courteous - Encourage others -Follow the Golden Rule 	<ul style="list-style-type: none"> - Help others - Work as a team player - Be courteous - Encourage others -Follow the Golden Rule 	<ul style="list-style-type: none"> - Help others - Work as a team player - Be courteous - Encourage others -Follow the Golden Rule 	<ul style="list-style-type: none"> - Help others - Work as a team player - Be courteous - Encourage others -Follow the Golden Rule 	<ul style="list-style-type: none"> - Help others - Work as a team player - Be courteous - Encourage others -Follow the Golden Rule 	<ul style="list-style-type: none"> - Help others - Work as a team player - Be courteous - Encourage others -Follow the Golden Rule
Safety	<ul style="list-style-type: none"> -Clean up stations -Wear appropriate PPE - Use tools/equipment for their intended use. -Report unsafe activity to Instructor 	<ul style="list-style-type: none"> -Keep the classroom clean -Treat school property with care -Report unsafe activity to Instructor 	<ul style="list-style-type: none"> -Respect each other's personal space -Report unsafe activity to Instructor 	<ul style="list-style-type: none"> -Follow bus/transportation guidelines -Follow traffic laws 	<ul style="list-style-type: none"> -Report any issues -Treat school property with care -Walk safely 	<ul style="list-style-type: none"> -Wear PPE -Follow all company safety guidelines -Report all issues to supervisor and/or Co-Op Coordinator

Discipline Code
LEVEL I

NOTE: The responsibility for LEVEL 1 maintenance of discipline in the classroom, laboratory and school facility shall rest with the instructional staff. The instructor will develop a sequence of actions based on LEVEL 1 CONSEQUENCE A thru H. Consequences may vary from program to program depending on the individual program classroom management plan.

Description	Examples	Consequence
Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.	<ul style="list-style-type: none"> • Cheating or lying • Horseplay or scuffling • Showing disrespect to others in word and/or gesture • Use of obscene language • Leaving shop or laboratory without permission • Ignoring class assignments • Acting in an insubordinate manner (i.e. refusal to relinquish an electronic device when a violation occurs) • Minor defacing of school property (writing on school desks, walls, books, etc.) • Possession/use of non-instructional items-electronic devices, water guns, playing cards (G & other consequences assigned by teacher if applicable) • Public display of emotion & affection • Throwing objects (pencils, erasers, etc.) • Sleeping in class • Failure to wear safety apparel, equipment, or wearing inappropriate apparel • Loitering in unauthorized areas of the center building or grounds • Tardiness to class • Violation of shop/laboratory conduct and safety guidelines established by the instructor • Out of area • Inappropriate use of Information Technology resources • Misconduct • Cutting Class (1st offense) 	<p>A. Personal talk</p> <p>B. Verbal reprimand</p> <p>C. Special classroom or shop work assignments</p> <p>D. Loss of privileges</p> <p>E. Parent Contact</p> <p>F. Zero credit</p> <p>G. Confiscate item</p> <p>H. Guidance referral</p>
Procedures		
<ol style="list-style-type: none"> 1. The instructor will discuss the misbehavior with the student making sure that they fully understand the nature of the problem and the type of behavior that is expected in the future. It is also recommended that the instructor provide positive reinforcement when improvement in conduct is noted. 2. The instructor will develop a system of consequences that can be used in the classroom or laboratory to encourage change in student conduct. 3. The instructor will contact the student's parents and solicit their support and assistance. 4. A record of the offense(s) and disciplinary action will be maintained by the instructor through the Skyward discipline module. 5. If the student continues to use poor judgment and repeatedly displays unacceptable conduct, the instructor will notify the Director. 		

**Discipline Code
LEVEL II**

DESCRIPTION	EXAMPLES	EXAMPLE
<p>These infractions which often result from the continuation of Level 1 misbehavior require the intervention of administrative personnel because the use of Level 1 disciplinary consequences failed to correct student conduct.</p> <p>Included in this level are misbehaviors which tend to disrupt the orderly climate of the center community and are serious enough to require corrective action on the part of administrative personnel.</p>	<ul style="list-style-type: none"> • Continuation of unmodified Level 1 misbehaviors (B & C or B & F or B & G) (G-if non-instructional items or electronic devices) (I) • Acting in an insubordinate manner (i.e. refusal to relinquish an electronic device when a violation occurs) (B & C or F) • Cutting classes (repeated offenses) (B & C or F) • Vandalism of school/personal property (B, C & D or F) • Failure to complete class assignments or assigned detentions (B & C or F) • Throwing objects- safety violation (B & C or F) • Showing disrespect in word or gesture (B & C or F) • Continual failure to wear safety apparel, equipment or dressing in such a manner as to cause disruption in the educational process (B & C or F) • Continual tardiness to class (B & C or F or H) • Panhandling (asking for money without intent to repay loan) (A or B & C or F) • Gambling (B & C or F) • Failure to provide proper identification upon request (A & C) • Leaving school grounds without permission (B & C or F) • Misbehavior at a school sponsored activity (B & C or F) • Possession of obscene materials (B & C or F) • Unauthorized driving to school (C & H) • Misconduct (B & C or F) • Unauthorized transportation (B & C or F) 	CONSEQUENCE
<p style="text-align: center;">PROCEDURES</p> <ol style="list-style-type: none"> 1. The student is referred to the Director or Lead Teacher. The instructor should make every effort to confer with the Director or Lead Teacher before a student and teacher confrontation occurs. 2. The Director or Lead Teacher meets with the instructor and the student to establish the most appropriate response. 3. Parents are notified of the student's conduct. 4. A record of the offense and disciplinary action will be maintained by the Director or Lead Teacher and instructor through the Skyward discipline module. 		<ol style="list-style-type: none"> A. Personal talk or verbal reprimand B. Parental contact (telephone, written, or electronic) C. In-school detention / contract assigned by Director D. Restitution of property and damages E. Guidance referral F. After-School detention (Sending School) / optional contract G. Confiscate item - (confiscated items will be returned to a parent/guardian only.) H. Loss of Driving Privileges

**Discipline Code
LEVEL III**

DESCRIPTION	EXAMPLES	EXAMPLE
<p>Level III infractions may result from the continuation of Level I and/or Level II misbehaviors. Also included are acts against persons or property. Some of the infractions may endanger the health, safety, and welfare of others in the center community.</p> <p>Infractions listed in Level III may be considered criminal in nature, but frequently can be handled by the center's disciplinary system and parental involvement. However, the corrective action undertaken will depend on the nature of the incident, prior record of the student involved, and the extent of the center's resources for correcting the situation in the best interest of the school community.</p>	<ul style="list-style-type: none"> Continuation of unmodified Level I and II misbehaviors or misconduct, (B & C or B & D and/or H) Continuation of disrespectful behavior (A, B & C) Refusal to complete class assignments or assigned detentions (B & C) Vandalism of center/personal property (repeated offenses) (B, C, D, E, F or A, C, D, F, &/or E) Continual unauthorized driving to school (B, C, G & H) Continual use of unauthorized transportation (B, C & H) Extortion (continual panhandling) (B & C or D & E and/or D) Unauthorized Information Technology resources use/ access (B, C, or B, C & /or D) Engaging in behavior which is a danger to the health, safety and welfare of oneself and others (A, B & C) Smoking, use of or possession of tobacco products (see policy) (B, C & D) Fighting (A, B & C, &/or D) Assault and/or battery on another student or staff (A, B & C &/or D) Attempting to or actually breaking into another student's locker, toolbox or personal property (B, C & E or C, D & E) Dissemination of unauthorized materials (A, B & C) Intimidation, using statements which threaten or harm another person (A, B & C) Theft, the sale of and/or the possession of another's property (B, C & D or B, C, D and /or E) Use or possession of alcohol or controlled substance (B, C, D & I) 	<ul style="list-style-type: none"> Violation of Pennsylvania Vehicle Code (B, D & H) Leading or participation in a center boycott or walk out (A & B & C) Falsification of records, excuses, passes, etc. (B & C and/or D) Engaging in or activities related to hazing (B & C and/or D or F) Involvement in gang or gang related activity (B & C and/or D or F) Flagrant disrespect in word or gestures or obscenities directed at a BCTC employee (A, B & C)
<p style="text-align: center;">PROCEDURES</p>		<p style="text-align: center;">CONSEQUENCE</p> <ul style="list-style-type: none"> A. Temporary removal from class B. Parent conference C. Out of school suspension D. Referral to law enforcement agency E. Restitution of property F. School community service project G. Vehicle towed from premises H. Loss of Driving Privileges I. Referral to Drug & Alcohol Counseling
<ol style="list-style-type: none"> The Director investigates the infraction by conferring with all parties involved. The Director confers with the student and informs the student of the resulting disciplinary action. The Director schedules a personal parental conference to review the action taken, solicit parent support/assistance and to outline future student expectations. An individual student contract may be developed in order to provide everyone involved with a clear and concise understanding of future behavioral expectations and consequences. An accurate record of offenses, disciplinary action taken, and future expectations is maintained by the Director through the Skyward discipline module 		

**Discipline Code
LEVEL IV**

DESCRIPTION	EXAMPLES	EXAMPLES
<p>Disciplinary action Level IV could result from the continuation of lower level offenses. Also included are: acts of violence to another person(s) or property, acts that are clearly criminal in nature and are contrary to the criminal code or ordinances of the commonwealth and/or community.</p> <p>Level IV disciplinary action will result in the intervention of law enforcement authorities and recommended removal of the student from the Technical Center.</p>	<ul style="list-style-type: none"> Continuation of unmodified Level I, II, III misbehaviors Engaging in disruptive conduct that interferes with the orderly operation of the school or which creates a clear and present danger to the health, safety, and welfare of school community Continual intimidation or harassment of another student and/or school personnel Continual vandalism of school property or the personal property of students or school personnel Continuation of assault and/or battery activity on another student or staff Arson Bomb threat Indecent exposure Leading or participating in a riot Possession/use/sale/ transfer of controlled substance & or illegal substance or substances representing a drug or equipment and devices used for preparing or taking drugs or narcotics Possession/use/sale/transfer of alcohol or substances represented as alcohol Possession/use/transfer of weapons or explosives Setting off incendiary devices (firecrackers, smoke bombs, etc.) Unwarranted pulling of a fire alarm Engaging in conduct contrary to the criminal code or ordinances of the commonwealth /community on center grounds or at school activities Theft-Burglary (crimes against property) Theft-Robbery (crimes against person) 	<ul style="list-style-type: none"> Unauthorized Information Technology resources use/access
		<p style="text-align: center;">CONSEQUENCE</p> <p>All proven offenses in Level IV have a mandatory 10-day suspension at which time, the Director and sending school superintendent will convene to consider one or more of the following options/responses. However, law enforcement officials will be contacted immediately when the student's conduct is contrary to the criminal code of the Commonwealth of Pennsylvania.</p> <ul style="list-style-type: none"> A. Referral to sending school personnel for psychological services B. Referral for alcohol/drug rehabilitation C. Career & Technical program change D. Restitution which will include a prescribed school community service E. Suspension from the Technical Center (return to home school or alternative placement) F. Formal hearing with the sending school board.
PROCEDURES		
<ol style="list-style-type: none"> The Director verifies the offense by conferring with all parties involved. The student is immediately suspended from school and parents are notified. Law enforcement officials may also be contacted. A complete and accurate report is submitted to the Director. Recommendations may include a formal hearing by the sending school board. 		

BEDFORD COUNTY TECHNICAL CENTER

SECTION: PROGRAMS

TITLE: LIVE WORK

ADOPTED: June 8, 2010

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p>135. LIVE WORK</p> <p>The school labs are maintained for the instruction of students, but it is recognized that much instruction, in these areas, is best given on actual jobs. The flow and character of these jobs, however, should be controlled so that the instructional program is served.</p> <p>Projects must provide a valid educational experience with deadlines that can be met without compromising other scheduled instructional activities. The applicable supervisor along with the instructor shall determine whether the project meets the above educational criteria and is feasible.</p> <p>The career and technical school training laboratory should not become a competitor with local business and industry. The school's programs exist primarily for instruction. The school does not exist in order to provide low-cost services to all that ask for it. The school is duty-bound to our students and potential employers of our students to exercise our right to refuse live work requests when they have little or no educational value, or interfere with the commercial activity of local business and industry.</p> <p><u>Criteria For Acceptance Of Live Work Experience</u></p> <p>Live work projects shall be accepted, with prior administrative approval, in the following order:</p> <ol style="list-style-type: none"> 1. Bedford County Technical Center students. 2. Participating school districts, government or community agencies. 3. Nonprofit agencies. 4. School personnel and students in other program areas. 5. General public.
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135. LIVE WORK - Pg. 2

	<p>Only production or services that relate to the planned instruction of the program may be accepted. Work accepted must involve the type and level of competencies necessary to fill the instructional needs of specific students. Work on gadgets or novelty items should be rejected if there is any question as to their instructional value.</p> <p>Live work projects should not compete with local business or industry. Also, soliciting or advertising for projects shall not be allowed.</p> <p>Appropriate charges are to be made for live work projects. These charges should cover the cost of school purchased materials, parts and supplies, PA sales tax when applicable, and an activity charge to a maximum of twenty-five dollars (\$25.00).</p> <p>These guidelines are designed to promote a system that provides desired services; assures needed communication; and promotes meaningful instructional experiences.</p> <p>The day-to-day sales and/or services of Institutional Foods, Cosmetology and Ag/Bio-Tech are considered live work, but do not require the submission of a live work request form.</p> <p>Persons or organizations requesting services must contact the instructor in charge of the lab that will perform the service. Such requests shall outline the nature and scope of the project including detail, sketches or samples as necessary.</p> <p>The administrator and instructor involved will make the decision as to when the particular services requested will fit into his/her course of study.</p> <p>The instructor will notify the individual and coordinate the individual's submittal of the proper form or forms.</p> <p><u>Live Work Request Form</u></p> <p>A live work request form must be completed and signed by the customer, instructor and applicable Supervisor with an estimate of cost before work is to begin.</p> <ol style="list-style-type: none"> 1. Service or goods ordered in advance of the delivery or pickup date require a live work request form. 2. Administrative approval is required for live work projects valued at fifty dollars (\$50.00) or more. 3. Parent/Guardian signature is required on all student projects.
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	<p>Materials, supplies and parts needed to complete the live work project should be obtained following the procedures listed below:</p> <ol style="list-style-type: none"> 1. The customer should be encouraged to purchase the supplies or parts needed and provide the items to the school. 2. Materials, supplies and parts needed shall be invoiced to the customer and paid directly to the vendor by the customer, including sales tax. 3. The school will purchase the material, supplies and parts; these costs will be itemized on the work order and be subject to PA sales tax, if applicable. <p><u>Live Work Material Control</u></p> <p>In order to keep accurate records, which can be audited, and to provide materials to instructors when needed, the following procedures shall be adhered to:</p> <ol style="list-style-type: none"> 1. Production work supplies and materials typically shall be purchased through the shop production accounts. The administration, in certain situations, can require the requestor be responsible for the purchasing of supplies, parts, rental of equipment or materials for the live work project. It shall be the responsibility of the requestor that materials be available at the start of the project. 2. Each instructor shall maintain a logbook with shop copies of work order forms and all invoices. The logbook should be available for audit upon request. 3. All work shall be paid for upon completion before leaving the school. If the customer is a school district or governmental agency, the instructor will give the bill to the business office, which will then bill for the work. 4. The instructor will determine what material shall be used for each job. All production jobs shall be properly charged to recover the costs of the job. 5. Each program will charge for the use of miscellaneous supplies as deemed necessary. <p><u>Financial Conditions</u></p> <p>The activity charge for live work projects shall be determined as follows:</p> <ol style="list-style-type: none"> 1. An activity charge based on the chart below to a maximum of twenty-five dollars (\$25.00) will be attached to any live work request. This dollar amount is based on the total cost of materials, supplies and parts used to complete the project.
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	<table border="1"> <thead> <tr> <th><u>Cost of project</u></th><th><u>Activity Charge</u></th></tr> </thead> <tbody> <tr> <td>\$25.00 and under</td><td>\$2.50</td></tr> <tr> <td>\$25.01 to \$250.00</td><td>10%</td></tr> <tr> <td>\$250.01 and up</td><td>\$25.00</td></tr> </tbody> </table> <p>Any live work project in which all materials, supplies and parts are provided by the requester will be charged the \$2.50 activity charge.</p> <ol style="list-style-type: none"> 2. All activity charges are subject to PA sales tax, if applicable. 3. All activity charges collected will be transferred to the appropriate shop student activity account on a quarterly basis. 4. Student labor charges should not be part of these cost assessments. <p>All money transactions, with the exception of Institutional Foods, Cosmetology and Ag/Bio-Tech, shall be paid in the business office. Therefore, before any project or repair item is removed from the program area the customer work order/invoice shall be brought to the business office for payment. The customer will receive a work order copy marked "paid" and a receipt issued. The customer will then return to the program area to pick up the project. No project shall be released until payment has been made in full.</p>	<u>Cost of project</u>	<u>Activity Charge</u>	\$25.00 and under	\$2.50	\$25.01 to \$250.00	10%	\$250.01 and up	\$25.00
<u>Cost of project</u>	<u>Activity Charge</u>								
\$25.00 and under	\$2.50								
\$25.01 to \$250.00	10%								
\$250.01 and up	\$25.00								

BEDFORD COUNTY TECHNICAL CENTER

SECTION: PUPILS
TITLE: ATTENDANCE
ADOPTED: February 8, 2005
REVISED:

No. 204

204. ATTENDANCE - Pg. 2

<p>Title 22 Sec. 11.22, 11.28 SC 1327, 1329 Pol. 115, 117, 118</p>	<p>Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Joint Operating Committee; the student is receiving approved tutorial instruction or health care; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.</p>
<p>Title 22 Sec. 11.21</p>	<p>All absences occasioned by observance of the student's religion on a day approved by the Joint Operating Committee as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.</p>
<p>SC 1546 Title 22 Sec. 11.21</p>	<p>The Joint Operating Committee shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Joint Operating Committee. Such instruction shall not require the child's absence from the center for more than thirty-six (36) hours per school year, and its organizers must inform the Joint Operating Committee of the child's attendance record. The Joint Operating Committee shall not provide transportation to religious instruction.</p>
<p>SC 1329</p>	<p>The Joint Operating Committee shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group or other cocurricular organizations upon written request prior to the event.</p>
<p>Title 22 Sec. 11.23, 11.25</p>	<p>The Joint Operating Committee will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearance, and family emergency.</p>
<p>SC 1332, 1333</p>	<p>The Joint Operating Committee may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Joint Operating Committee shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted in accordance with law.</p>
<p>3. Guidelines</p>	<p><u>Attendance, Excuses, and Early Dismissals</u></p> <p>Students who are absent shall be required to provide a written excuse to the center by the third day after they have returned to school following any absence. Students must report to the Administrative Director's office the first day back to school and prior to being admitted to class. Students will be required to report to the Administrative Director's office until they either bring in an excuse or are charged</p>

<p>1. Purpose</p>	<p>204. ATTENDANCE</p> <p>The Joint Operating Committee requires that school-aged students enrolled in the vocational technical school attend school regularly, in accordance with state laws. The educational program provided by the center is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The Joint Operating Committee recognizes the positive correlation between regular attendance and achievement.</p>
<p>2. Authority SC 1301, 1302, 1327, 1329 Title 22 Sec. 11.11, 11.13, 11.23, 11.25, 11.41</p>	<p>Attendance shall be required of all students enrolled in the center during the days and hours that the center is in session, except that the building administrator or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent conditions that may reasonably cause the student's absence.</p> <p>The Joint Operating Committee considers the following conditions to constitute reasonable cause for absence:</p> <ol style="list-style-type: none"> 1. Illness. 2. Quarantine. 3. Recovery from accident. 4. Required court attendance. 5. Death in family. 6. Family educational trips. 7. Educational tours and trips.
<p>Title 22 Sec. 11.26</p>	

<p>4. Delegation of Responsibility</p> <p>Title 22 Sec. 11.1, 11.2, 11.3</p> <p>SC 1332, 1339</p> <p>SC 1333, 1338</p> <p>SC 1333, 1338, 1354</p> <p>Title 22 Sec. 11.24</p> <p>SC 1318, 1850.1</p>	<p>with an unexcused absence. Students shall not be permitted to make up work missed because of unexcused absences. Students with ten (10) absences will need a doctor's excuse, unless deemed an excused absence by the Administrative Director.</p> <p>Students requesting an early dismissal must receive approval from the administration prior to leaving the building and shall be required to have written notification from a physician, dentist, or parent/guardian.</p> <p>Any student reporting to school late must sign in at the office and receive an admission slip.</p> <p>The Administrative Director or designee shall develop procedures for the attendance of students which:</p> <ol style="list-style-type: none"> 1. Ensure a school session that conforms with requirements of state regulations. 2. Govern the keeping of attendance records in accordance with state statutes. 3. Impose on truant students appropriate incremental disciplinary measures for infractions of the center's rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from class learning experiences. 4. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests. 5. Ensure that students legally absent have an opportunity to make up work. 6. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Each notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice. <p>Repeated infractions of Joint Operating Committee policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.</p>
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<p>School Code 1301, 1302, 1318, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546, 1850.1</p> <p>PA Code Title 22 Sec. 11.1, 11.2, 11.3, 11.5, 11.11, 11.13, 11.21, 11.22, 11.23, 11.24, 11.25, 11.28, 11.32, 11.34, 11.41</p> <p>Joint Operating Committee Policy 115, 117, 118</p>	
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BEDFORD COUNTY TECHNICAL CENTER

SECTION: PUPILS

TITLE: TOBACCO

ADOPTED: February 8, 2005

REVISED: August 13, 2013

No. 222

222. TOBACCO USE - Pg. 2

<p>Title 22 Sec. 10.2, 10.22 Pol. 805.1</p>	<p>activity to the local police department that has jurisdiction over the center's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.</p>
<p>Title 22 Sec. 10.2, 10.25 Pol. 805.1</p>	<p>The Administrative Director or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the center property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian.</p>
<p>SC 1303-A Pol. 805.1</p>	<p>The Administrative Director shall annually, by July 31, report all incidents of possession, use or sale of tobacco by any person on center property to the Office for Safe Schools on the required form in accordance with state law and regulation.</p>
<p>18 Pa. C.S.A. Sec. 6306.1</p>	<p>The Administrative Director or designee shall develop procedures to implement this policy.</p>
	<p>A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.</p>
	<p>Violation of this policy will also result in disciplinary action by the center.</p>
	<p>References:</p>
	<p>School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A</p>
	<p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22, 10.23, 10.25, 403.1</p>
	<p>Sale of Tobacco – 18 Pa. C.S.A. Sec. 6305</p>
	<p>Tobacco Use Prohibition – 18 Pa. C.S.A. Sec. 6306.1</p>
	<p>School Tobacco Control – 35 P.S. Sec. 1223.5</p>

222. TOBACCO	
1. Purpose	The Joint Operating Committee recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the center.
2. Definition 35 P.S. Sec. 1223.5	For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.
3. Authority 18 Pa. C.S.A. Sec. 6305 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183	The Joint Operating Committee prohibits students from possessing, using or selling tobacco at any time in a center building and on any property, buses, vans, and vehicles that are owned, leased or controlled by the center.
	The Joint Operating Committee prohibits possession, use or sale of tobacco by students at center-sponsored activities that are held off center property.
Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq Pol. 103.1, 113.1, 113.2, 805.1	In the case of a student with a disability, including a student for whom an evaluation is pending, the center shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.
4. Delegation of Responsibility	The Administrative Director or designee shall annually notify students, parents/guardians and staff about the center's tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, and other efficient methods. Parents/Guardians of students who violate this policy will be notified by the administration.
5. Guidelines SC 1302.1-A, 1303-A	The Administrative Director or designee may report incidents of possession, use or sale of tobacco by students on center property, at any center-sponsored activity or on a conveyance providing transportation to or from the center or a center-sponsored

	<p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300</p> <p>Joint Operating Committee Policy – 000, 103.1, 113.1, 113.2, 805.1</p>
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BEDFORD COUNTY TECHNICAL CENTER

No. 223

SECTION: PUPILS

TITLE: USE OF MOTOR VEHICLES

ADOPTED: February 8, 2005

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p> <p>3. Delegation of Responsibility</p>	<p>223. USE OF MOTOR VEHICLES</p> <p>The Joint Operating Committee regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility by parents/guardians and students.</p> <p>Students will, in general, not be permitted to drive to the center. The following exceptions may be considered and approved by school personnel:</p> <ol style="list-style-type: none"> 1. Doctor/Dental appointment which is coordinated through the school office personnel at least two (2) days in advance. 2. Emergencies, as determined by the administration and authorized by the parents/ guardians. 3. Sending school activities as requested by the sending school administration. 4. Special projects for students bringing vehicles to school as live work projects. <p>Students must obtain a student driving permit from the office at least two (2) days in advance, obtain parent/guardian permission to bring the vehicle to the center, and receive permission from the administration prior to driving to the center.</p> <p>Only a parent/guardian, or individual authorized by the parent/guardian, may transport a student to or from the center should any unforeseen incident occur affecting bus transportation.</p> <p>The Joint Operating Committee shall not be responsible for motor vehicles that are lost, stolen, or damaged.</p> <p>The building administrator or designee shall develop rules and regulations for operating and parking of motor vehicles and shall disseminate those rules to affected students. The building administrator or designee shall establish standards for granting permits, which contain the warning that infraction of rules may result in revocation of the permit.</p>
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BEDFORD COUNTY TECHNICAL CENTER

No. 237

SECTION: PUPILS

TITLE: ELECTRONIC DEVICES

ADOPTED: February 8, 2005

REVISED: September 13, 2011

<p>1. Purpose</p>	<p>237. ELECTRONIC DEVICES</p> <p>The Joint Operating Committee adopts this policy in order to maintain an educational environment that is safe and secure for students and employees.</p>
<p>2. Definition</p>	<p>Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerryes, and laptop computers, as well as any new technology developed with similar capabilities.</p>
<p>3. Authority SC 510, 1850.1</p>	<p>The Joint Operating Committee prohibits use of electronic devices by students during the school day in center buildings; on center property; on center buses and vehicles; during the time students are under the supervision of the center; and in locker rooms, bathrooms, health suites and other changing areas at any time.</p>
<p>SC 1317.1</p>	<p>The Joint Operating Committee prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in center buildings; on center property; on center buses and vehicles; and at school-sponsored activities.</p> <p>The center shall not be liable for the loss, damage or misuse of any electronic device.</p>
<p>Pol. 218</p>	<p><u>Electronic Images And Photographs</u></p> <p>The Joint Operating Committee prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.</p> <p>Because such violations may constitute a crime under state and/or federal law, the center may report such conduct to state and/or federal law enforcement agencies.</p> <p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off center property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:</p> <ol style="list-style-type: none"> 1. The conduct occurs during the time the student is traveling to and from the

<p>Pol. 122</p>	<p>center or a center-sponsored activity, whether or not via center furnished transportation.</p>
<p>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</p>	<p>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</p>
<p>3. Student expression or conduct materially and substantially disrupts the operations of the center, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the center.</p>	<p>3. Student expression or conduct materially and substantially disrupts the operations of the center, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the center.</p>
<p>4. The conduct has a direct nexus to attendance at the center or a center-sponsored activity, for example, a transaction conducted outside of the center pursuant to an agreement made in the center, that would violate the Code of Student Conduct if conducted in the center.</p>	<p>4. The conduct has a direct nexus to attendance at the center or a center-sponsored activity, for example, a transaction conducted outside of the center pursuant to an agreement made in the center, that would violate the Code of Student Conduct if conducted in the center.</p>
<p>5. The conduct involves the theft or vandalism of school property.</p>	<p>5. The conduct involves the theft or vandalism of school property.</p>
<p>6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at the center or center-sponsored activities.</p>	<p>6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at the center or center-sponsored activities.</p>
<p>4. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall annually notify students, parents/guardians and employees about the electronic device policy.</p> <p>The Administrative Director or designee shall develop written procedures to implement this policy.</p>
<p>5. Guidelines Pol. 218, 226, 233</p>	<p>Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the electronic device.</p> <p>Refusal to comply with this policy shall result in further disciplinary action.</p> <p>The confiscated item shall not be returned until a conference has been held with a parent/guardian.</p>
<p>Pol. 113</p>	<p><u>Exceptions</u></p> <p>The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:</p> <ol style="list-style-type: none"> 1. Health, safety or emergency reasons. 2. An individualized education program (IEP). 3. Classroom or instructional-related activities. 4. Other reasons determined appropriate by the building administrator.
<p>SC 1317.1</p>	<p>The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:</p> <ol style="list-style-type: none"> 1. Student is a member of a volunteer fire company, ambulance or rescue squad. 2. Student has a need due to the medical condition of an immediate family

	<p>member.</p> <p>3. Other reasons determined appropriate by the building administrator.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1317.1, 1850.1</p> <p>Joint Operating Committee Policy – 000, 113, 122, 218, 226, 233, 815</p>
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BEDFORD COUNTY TECHNICAL CENTER

SECTION: PUPILS

TITLE: HAZING

ADOPTED: February 8, 2005

REVISED: September 13, 2011

247. HAZING - Pg. 2

<p>The center will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.</p> <p>The Joint Operating Committee encourages students who have been subjected to hazing to promptly report such incidents to the building administrator.</p> <p>School officials shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.</p> <p>Students, administrators, coaches, sponsors, volunteers, and center employees shall be alert to incidents of hazing and shall report such conduct to the building administrator.</p> <p>The center shall annually inform students, parents/guardians, coaches, sponsors, volunteers and staff that hazing of students is prohibited, by means of distribution of written policy, publication in handbooks, verbal instructions by the coach or sponsor at the start of the season or program, and posting of notice/signs.</p> <p><u>Complaint Procedure</u></p> <ol style="list-style-type: none"> 1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building administrator. 2. The building administrator shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing. 3. The building administrator shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint. 4. If the investigation results in a substantiated finding of hazing, the building administrator shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity. 5. If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor. 	<p>4. Delegation of Responsibility</p> <p>5. Guidelines</p>
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<p>247. HAZING</p> <p>The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the center and are prohibited at all times.</p> <p>For purposes of this policy hazing is defined as 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 organization recognized by the Joint Operating Committee.</p> <p>Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.</p> <p>Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.</p> <p>Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.</p> <p>The Joint Operating Committee does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or center employee shall plan, direct, encourage, assist or engage in any hazing activity.</p> <p>The Joint Operating Committee directs that no administrator, coach, sponsor, volunteer or center employee shall permit, condone or tolerate any form of hazing.</p>	<ol style="list-style-type: none"> 1. Purpose 2. Definitions 3. Authority SC 1850.1 Pol. 122
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	<p>6. The center shall document the corrective action taken and, where not prohibited by law, inform the complainant.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1850.1</p> <p>Joint Operating Committee Policy – 122</p>
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BEDFORD COUNTY TECHNICAL CENTER

SECTION: PUPILS
TITLE: UNLAWFUL HARASSMENT
ADOPTED: February 8, 2005
REVISED: September 13, 2011

<p>1. Purpose</p> <p>2. Authority 43 P.S. Sec. 951 et seq Title IX 20 U.S.C. Sec. 1681 et seq 29 CFR Sec. 1606.8(a)</p> <p>3. Definitions 29 CFR Sec. 1606.8 (a)</p>	<p>248. UNLAWFUL HARASSMENT</p> <p>The Joint Operating Committee strives to provide a safe, positive learning climate for students in the center. Therefore, it shall be the policy of the center to maintain an educational environment in which harassment in any form is not tolerated.</p> <p>The Joint Operating Committee prohibits all forms of unlawful harassment of students and third parties by all students and staff members, contracted individuals, vendors, volunteers, and third parties in the center. The Joint Operating Committee encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.</p> <p>The Joint Operating Committee directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the center's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p> <p>For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance. 3. Otherwise adversely affects an individual's learning opportunities.
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<p>29 CFR Sec. 1604.11(a)</p> <p>4. Delegation of Responsibility Pol. 103</p>	<p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status. 2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual. 3. Such conduct deprives a student of educational aid, benefits, services or treatment. 4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment. <p>Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.</p> <p>In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Joint Operating Committee designates the Administrative Director as the center's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.</p> <p>Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.</p>
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5. Guidelines	<p>Each student shall be responsible to respect the rights of their fellow students and center employees and to ensure an atmosphere free from all forms of unlawful harassment.</p> <p>The building administrator shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> 1. Inform the student or third party of the right to file a complaint and the complaint procedure. 2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure. 3. Notify the complainant and the accused of the progress at appropriate stages of the procedure. 4. Refer the complainant to the Compliance Officer if the building administrator is the subject of the complaint. <p><u>Complaint Procedure – Student/Third Party</u></p> <p>Step 1 – Reporting</p> <p>A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator or a center employee.</p> <p>An employee of the center who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator.</p> <p>If the building administrator is the subject of a complaint, the student, third party or employee shall report the incident directly to the Chief School Administrator.</p> <p>The complainant or reporting employee is encouraged to use the report form available from the building administrator, but oral complaints shall be acceptable.</p>
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	<p>Step 2 – Investigation</p> <p>Upon receiving a complaint of unlawful harassment, the building administrator shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building administrator to investigate the complaint, unless the building administrator is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p> <p>Step 3 – Investigative Report</p> <p>The building administrator shall prepare and submit a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p> <p>The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.</p> <p>Step 4 – Center Action</p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the center shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Joint Operating Committee staff shall document the corrective action taken and, where prohibited by law, inform the complainant.</p> <p>Disciplinary actions shall be consistent with the Student Code of Conduct, Joint Operating Committee policies and the center's procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.</p> <p>If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.</p>
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REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

<p><u>Appeal Procedure</u></p> <ol style="list-style-type: none"> 1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. 2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation. 3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building administrator who conducted the initial investigation. 4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure. <p>References:</p> <p>Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.</p> <p>Federal Anti-Discrimination Law – 20 U.S.C. Sec. 1681 et seq. (Title IX)</p> <p>Harassment Regulations and Guidelines</p> <p>Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)</p> <p>Office for Civil Rights – Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties</p> <p>Joint Operating Policy – 103, 806</p>	
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Complainant: _____

Home Address: _____

Home Phone: _____

Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

Race	Color	National Origin
Gender	Age	Disability
Religion	Sexual Orientation	

Name of person you believe violated the Joint Operating Committee's unlawful harassment policy: _____

If the alleged harassment was directed against another person, identify the other person: _____

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

When and where incident occurred: _____

List any witnesses who were present: _____

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

Complainant's Signature	_____	Date	_____
Received By	_____	Date	_____



Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	Active
Adopted	May 12, 2020

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 with a substantial connection to some function of the school, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

1. Substantially interfering with a student's education.
2. Creating 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 center students.[1]

The Joint Operating Committee encourages students who believe they or others have been bullied to promptly report such incidents to the Administrative Director or designee.

Students are asked to submit complaints in writing to the Administrative Director or designee; however, oral complaints 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 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 which may not be proven to be bullying under this policy but merits review and possible action under other Joint Operating Committee policies.

Discrimination/Discriminatory Harassment

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. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the center's legal and investigative obligations.

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 or procedures to implement this policy.

The Administrative Director or designee shall ensure that this policy and administrative regulations or procedures 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.

The Administrative Director will work cooperatively with the home school district administrators when dealing with cases involving bullying/cyberbullying.

Guidelines

The Code of Student Conduct, along with this policy, shall be disseminated annually to students.[1][4][5]

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.[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][6][7]

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][5][8]

1. Counseling within the center.
2. Parental conference.
3. Loss of center privileges.
4. Exclusion from center-sponsored activities.
5. Detention.
6. Suspension.
7. Referral to home school district for expulsion.
8. Counseling/Therapy outside of the center.
9. Referral to law enforcement officials.

Legal

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

BEDFORD COUNTY TECHNICAL CENTER

No. 815

SECTION: OPERATIONS
TITLE: ACCEPTABLE USE OF
INTERNET, COMPUTERS AND
NETWORK RESOURCES
ADOPTED: February 8, 2005
REVISED: June 12, 2012

815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES - Pg. 2

18 Pa. C.S.A. Sec. 6312	<p>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.</p> <p>The term harmful to minors is defined under both federal and state law.</p> <p>Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:</p> <ol style="list-style-type: none"> 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. <p>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:</p> <ol style="list-style-type: none"> 1. Predominantly appeals to the prudent, 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. <p>Obscene - any material or performance, if :</p> <ol style="list-style-type: none"> 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.
20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254	
18 Pa. C.S.A. Sec. 5903	
18 Pa. C.S.A. Sec. 5903	

<p>815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</p> <p>The Joint Operating Committee supports use of the computers, Internet and other network resources in the center's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.</p> <p>The center provides students, staff and other authorized individuals with access to the center's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.</p> <p>For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the Joint Operating Committee as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p> <p>The term child pornography is defined under both federal and state law.</p> <p>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:</p> <ol style="list-style-type: none"> 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. 	<p>1. Purpose</p> <p>2. Definitions</p> <p>18 U.S.C. Sec. 2256</p>
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47 U.S.C. Sec. 254	Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.
3. Authority	<p>The availability of access to electronic information does not imply endorsement by the center of the content, nor does the center guarantee the accuracy of information received. The center shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet or email.</p> <p>The center shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.</p> <p>The Joint Operating Committee declares that computer and network use is a privilege, not a right. The center's computer and network resources are the property of the center. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the center's Internet, computers or network resources, including personal files or any use of the center's Internet, computers or network resources. The center reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The center shall cooperate to the extent legally required with the ISP, local, state and federal officials in any investigation concerning or related to the misuse of the center's Internet, computers and network resources.</p>
Pol. 218, 233, 317 417, 517	
47 U.S.C. Sec. 254	<p>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.</p> <p>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:</p> <ol style="list-style-type: none"> 1. Defamatory. 2. Lewd, vulgar, or profane. 3. Threatening. 4. Harassing or discriminatory.
Pol. 103, 103.1, 104, 248, 348 448, 548	

Pol. 249	5. Bullying.
Pol. 218.2	6. Terroristic.
24 P.S. Sec. 4604 20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254	<p>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 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.</p> <p>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.</p> <p>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.</p>
24 P.S. Sec. 4610 20 U.S.C. Sec. 6777	
4. Delegation of Responsibility	<p>The center shall make every effort to ensure that this educational resource is used responsibly by students and staff.</p> <p>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.</p> <p>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.</p> <p>Student user agreements shall also be signed by a parent/guardian.</p>
24 P.S. Sec. 4604	

<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254 47 CFR Sec. 54.520</p>	<p>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.</p> <p>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.</p> <p>The building administrator shall have the authority to make initial determinations of whether inappropriate use has occurred. This decision will be reviewed by the Joint Operating Committee, whose determination shall be final.</p> <p>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 procedure shall include but not be limited to:</p> <ol style="list-style-type: none"> 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. <p>The Administrative Director or designee shall develop and implement administrative procedures that ensure students are educated on network etiquette and other appropriate online behavior, including:</p> <ol style="list-style-type: none"> 1. Interaction with other individuals on social networking websites and in chat rooms. 2. Cyberbullying awareness and response. <p>Network accounts shall be used only by the authorized owner of the account for its authorized purpose. Network users shall respect the privacy of other users on the system.</p>
<p>47 U.S.C. Sec. 254</p>	
<p>SC 1303.1-A Pol. 249</p>	
<p>5. Guidelines</p>	

<p>47 U.S.C. Sec. 254 47 CFR Sec. 54.520</p>	<p><u>Safety</u></p> <p>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.</p> <p>Internet safety measures shall effectively address the following:</p> <ol style="list-style-type: none"> 1. Control 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. Restrictions of minors' access to materials harmful to them. <p><u>Prohibitions</u></p> <p>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:</p> <ol style="list-style-type: none"> 1. To facilitate illegal activity. 2. Commercial or for-profit purposes. 3. Nonwork or nonschool related work. 4. Product advertisement or political lobbying. 5. Bullying/Cyberbullying. 6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
<p>SC 1303.1-A Pol. 249</p>	

Pol. 237	<p>7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.</p> <p>8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.</p> <p>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.</p> <p>10. Inappropriate language or profanity.</p> <p>11. Transmission of material likely to be offensive or objectionable to recipients.</p> <p>12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.</p> <p>13. Impersonation of another user, anonymity, and pseudonyms.</p> <p>14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.</p> <p>15. Loading or using of unauthorized games, programs, files, or other electronic media.</p> <p>16. Disruption of the work of other users.</p> <p>17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.</p> <p>18. Accessing the Internet, center computers or other network resources without authorization.</p> <p>19. Disabling or bypassing the Internet blocking/filtering software without authorization.</p> <p>20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.</p>
Pol. 814	

	<p><u>Security</u></p> <p>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, the following guidelines shall be followed:</p> <ol style="list-style-type: none"> 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. <p><u>Copyright</u></p> <p>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.</p> <p><u>Center Website</u></p> <p>The center shall establish and maintain a web site 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 school website shall comply with this and other applicable Joint Operating Committee policies.</p> <p>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.</p> <p><u>Consequences For Inappropriate Use</u></p> <p>The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.</p> <p>Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.</p> <p>General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.</p>
17 U.S.C. Sec. 101 et seq Pol. 814	
24 P.S. Sec. 4604	

<p>Pol. 218, 233, 317 417, 517</p>	<p>Vandalism will 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.</p> <p>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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1303.1-A</p> <p>PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312</p> <p>Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.</p> <p>U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.</p> <p>Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256</p> <p>Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777</p> <p>Internet Safety, Children's Internet Protection Act – 47 U.S.C. Sec. 254</p> <p>Children's Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520</p> <p>Joint Operating Committee Policy – 103, 103.1, 104, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 417, 448, 517, 548, 814</p>
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