



Venango Technology Center

1 Vo-Tech Drive Oil City, PA 16301

(814) 677-3097 FAX: (814) 676-0075

HANDBOOK ACKNOWLEDGEMENT AGREEMENT

Please sign and return to Instructor

(Acknowledgement is due by Friday, August 31, 2018)

STUDENT:

I have read and understand the Rules/Regulations/Policies that are set forth in this Venango Technology Center Student Handbook. I also understand that I am to abide by the handbook as an approved document of the Venango Technology Center Joint Committee.

The student handbook can be found at <http://www.vtc1.org> under Student Services tab, Student Resources and Forms, Student Guide-2018-2019

To ensure that every student has reviewed the student handbook, please sign below and return this form to the school.

District may also want to publish examples of student work on the internet or in the newspaper, as well. Please be assured this media will be used with discretion and will compliment your child and the Venango Technology Center. If you do not want to have your student's picture or work used for publicity or educational purposes, please contact the main office, Ext 1501.

A paper copy of this STUDENT GUIDE can be obtained at the main office at Venango Technology Center.

Student Name (**PRINT**) _____

Area of Instruction: _____

Student Signature _____

Date _____ Grade _____

Email Address _____

PARENT:

As the parent/guardian, I have read and discussed the Student Handbook with my child. I understand that the Rules/Regulations/Policies set forth are designed to provide a quality education for the students and that the handbook and individual shop safety policies will be enforced.

Parent/Guardian Name (**PRINT**) _____

Signature _____ Date _____

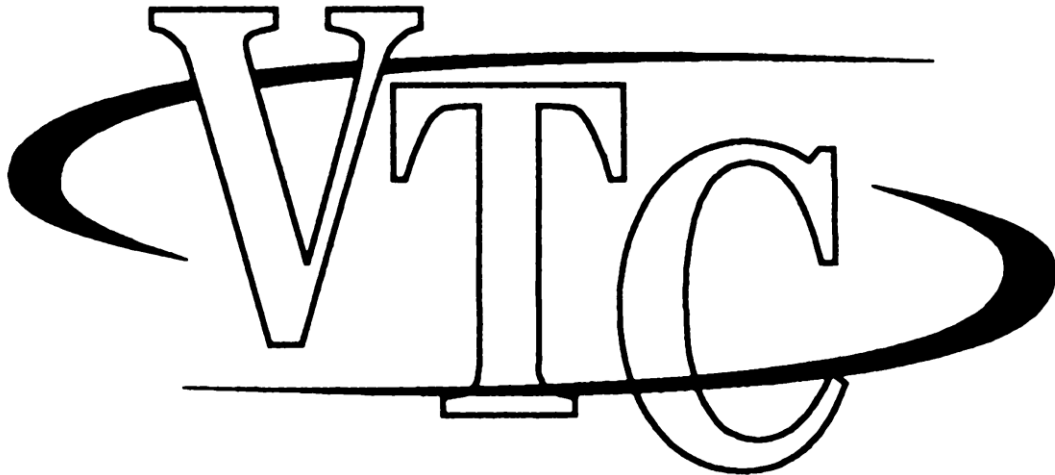
VENANGO TECHNOLOGY CENTER

**Monthly Calendar Format can be printed from
the front page of the
vtc1.org web site**

VENANGO TECHNOLOGY

CENTER

2018-2019



Venango Technology Center

SECONDARY STUDENT HANDBOOK

1 Vo- Tech Drive

Oil City PA 16301

814-677-3097

www.vtc1.org

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SECONDARY STUDENT HANDBOOK

INTRODUCTION

The Venango Technology Center is one of the finest facilities of its kind. It can serve as the first step to a profitable and satisfying career, if you apply yourself to your work here.

The School's Vision statement is:

Quality Training For Quality People

The School's mission statement, as formulated by the Strategic Planning Committee, states:

The mission of the Venango Technology Center is to focus on the economic future of the region through quality career and technical education.

The School's Quality Policy is:

The Venango Technology Center is committed to providing quality career and technical education programs and services that meet or exceed our customer's expectations in every way while always seeking to continually improve our programs and services.

The School's philosophy is based on the belief that each young person should be helped to develop to the limit of their potential, both as an individual person and as a wage earner.

Programs for high school students at the Venango Technology Center are designed to meet the needs of individuals who desire to acquire or improve the career & technical skills and related academic skills needed to be successful in the job market or further education. The available, quality programs combine the following:

- instructors with many years of both work and teaching experience
- facilities and equipment comparable to local business/industry
- high quality performance standards, scholarship, professional work ethics and safety
- supportive staff to meet the needs of all students

The Pennsylvania Department of Education, Bureau of Career and Technical Education approve all Venango Technology Center programs.

In order for you to benefit from your education experience at the Venango Technology Center this student handbook has been prepared to acquaint you with general information about our operating procedures and the rules and regulations of this School.

Venango Technology Center

2018-2019 SCHOOL CALENDAR

First Day for Students	Tuesday	August 28, 2018
Vacation Day, (Labor Day)	Monday	September 3, 2018
Vacation Day	Friday	October 5, 2018
Thanksgiving Vacation	Thursday, Friday & Monday	November 22, 23, 26, 2018
Winter Vacation (Christmas)	Friday, Monday-Friday, & Monday	December 24, 25, 26, 27, 28, 2018 and January 1, 2019
Vacation Day (Martin Luther King Day)	Monday	January 21, 2019
Vacation Day & President's Day	Friday & Monday	February 15 & 18, 2019
Vacation Day	Friday	March 15, 2019
Spring Vacation (Easter)	Thursday, Friday, Monday & Tuesday	March 18, 19, 22, & 23, 2019
Vacation Day (Memorial Day)	Monday	May 27, 2019
Last Day for Students	Monday	June 5, 2019

SNOW DAYS

January 21, 2019
February 18, 2019
March 15, 2019
April 23, 2019
June 6, 2018 & thereafter

STUDENT DAYS (180)

August	4
September	19
October	22
November	18
December	15
January	21
February	18
March	20
April	18
May	22
June	3

GENERAL INFORMATION

Administration

The Administration of the Venango Technology Center recognizes that there will be various situations and incidents arise during the course of the year that may not be covered by the procedures listed in the handbook. Because of this, the Administration reserves the right to make judgments and decisions in such cases.

Admission and Selection

Students are admitted to the career and technical education programs at the Venango Technology Center based on an application process. You must be able to demonstrate that you are interested and willing to benefit from the expertise of the instructional staff. The application can be obtained from the sending schools guidance office or on the VTC website. A student's attitude, attendance, and discipline records are considered within the application process. These same factors are important to help determine future success in the world of work.

Attendance

Attendance at the Venango Technology Center is extremely important to your skill development and work attitudes. Business and industry employers hire people, who in the past have had good attendance patterns. Also, instructors are reluctant to recommend students for the Cooperative Education Program who have a poor attendance history. There is usually a direct positive correlation between grades and attendance.

One of the major pre-requisites for attending the Venango Technology Center is interest. Poor attendance on the part of the student leads to an assumption that the student has little or no interest in their career & technical education program. On-time daily attendance and class participation are necessary to ensure that the student masters essential skills in their programs.

Absences at Venango Technology Center impact the students' work ethic grade. Students who are present have an opportunity to receive 10 points daily as a work ethic grade. Providing a Doctor's excuse allow students to regain 10 points of the daily work ethic grade and a parent excuses regains 5 points. Excuses must be provided for absences within 3 school days in order to be altered for point recovery.

When a student exhibits a pattern of excessive absenteeism or when an instructor or other support staff member becomes aware of any unnecessary absence(s) that staff member will discuss the problem with the student at the first opportunity. Staff members will contact the student's parent or guardian to discuss methods of resolving the problem.

Written Excuses will be used to determine excused vs. unexcused/illegal absences throughout the school year. Absences are verified with sending school attendance records. All students are to properly submit excuses to the Venango Technology Center as well as the sending schools.

In cases where students claim illness the reason for excessive absenteeism, a physician must verify this claim in writing. The School reserves the right to require an excuse signed by a physician for three or more consecutive days of absence.

In regards to attendance the following procedures will be followed:

When a student has been absent 10 days, the student's instructor will send a letter to the parent or guardian that will notify them of the absenteeism. A copy of the letter will be sent to the sending high school and the attendance clerk will be notified of the contact, for record-keeping purposes.

When the student has been absent 16 days, a letter will be sent by the Coordinator of Student Services (Guidance Counselor) to the parent/guardian, with a copy to the sending school, notifying them of the absenteeism and possible loss of a credit or removal from their VTC program should the student accumulate further absences. The attendance clerk will be notified as well.

When a student has been absent 20 days, a letter from the Director will be sent to the parent/guardian notifying them that the student may lose one elective credit or could be removed from his or her VTC program unless substantiated with proper excuses at the sending school. The sending high school will also receive a copy of the letter.

When a student has been absent 30 days, a letter from the Director will be sent to the parent/guardian and the sending school to notify them of the continuing absenteeism and the impending possibility of losing a second credit or being removed from their VTC program should the pattern of absenteeism continue.

When a student is absent 40 days, a letter from the Director will be sent to the parent/guardian notifying them that the student is in danger of losing a second credit or will be removed from the VTC if absenteeism continues unless substantiated with proper excuses at the sending school. The sending school will receive a copy of the letter.

Any further absenteeism beyond 40 days may result in the student being reassigned to the sending school for the subsequent year.

The sending school attendance records will be used to determine excused vs. unexcused/illegal absences throughout the school year. At the end of the school year those attendance records will be reviewed and a final decision will be made in regards to the actual loss of credit or removal from a VTC program at that time. All students should be sure to properly submit excuses to the sending high school.

****Please be sure to check with your sending high school's specific attendance policy and be aware that it may supersede the VTC attendance policy.*

Authority of the Faculty

The discipline of a student is the responsibility of the parents/guardians, but when in school such responsibility turns to the instructors and administration under the "law of loco parentis."

All instructors are responsible for correcting student behavior at any time or place in the building or on school grounds. Student conduct at all times should be such that correction is unnecessary.

Behavior in Violation of Law

Disciplinary action will be taken for conduct contrary to the criminal laws of Pennsylvania, other laws of Pennsylvania, or laws of local government or jurisdiction.

Break Policy

The philosophy of “break time” is to provide time for students to relax and socialize with their fellow students.

Students are encouraged to visit the Cafeteria. All food purchased must be consumed only in the cafeteria. Open containers of pop, potato chips, or other types of food are permitted only in the cafeteria.

Break time is a privilege not a right, and can be removed at any time by the Director of the School or by your instructor. Students are NOT permitted to roam the halls, or go outside the building, or disturb other classes during their break period. If you extend your break longer than the 15 minutes allowed, your instructor has the right to remove your break privileges.

Occasionally, morning and/or afternoon breaks may need to be canceled to prepare for special activities.

Bus Transportation

The Venango Technology Center has provided bus transportation to have you transported to and from the Tech Center and your sending school. The bus driver is in charge. You are expected to abide by the bus rules set forth by the driver, your sending school and the Venango Technology Center. If you display inappropriate conduct while riding the bus, you may be removed temporarily or permanently from the bus. If this should occur, your parent/guardian will be required to transport you between schools. You will not be permitted to transport yourself. Inappropriate bus behavior, depending on the frequency and severity of such behavior, may result in you being recommended for expulsion from the Venango Technology Center.

Career Guidance and Counseling

Career guidance and counseling services are available at the School to assist students in making informed choices regarding the career and technical education programs available, the variety of careers available to students, realistic career goals, and available post-secondary opportunities.

Students are assisted with the development of effective work and study habits. They are also assisted in overcoming obstacles to successful completion of their programs and obstacles to career success. Students are also assisted with locating, securing and retaining jobs. Parents and students are invited to keep in close contact with the Student Service and support staff of the School.

Career and post-secondary information is also available to students in Student Services.

Certificate of Completion

A certificate of completion will be awarded to each senior student upon successful completion of program requirements. The student must achieve a final percentage grade of at least 70% in order to receive a certificate of completion. Students will not receive a certificate of completion if the final grade is 69% or below. Certificates of completion are only awarded at the end of the school year.

Class Schedule

A M Classes

Morning classes start promptly at 8:30 a.m. and dismiss on a staggered schedule from 10:55 -11:13 a.m.

Morning students shall report directly to their instructional area immediately upon entering the building.

P M Classes

Afternoon classes start promptly at 11:50 p.m. and dismiss on a staggered schedule from 2:25– 2:46 p.m.

All afternoon students shall report directly to their areas of instruction.

Each instructional area has a “break” schedule. Your instructor will inform you as to your break time. See Break Policy Section for additional information.

Cooperative Education Program

The capstone cooperative education program combines a career & technical education program with supervised employment, so as to assist students in achieving their career goals. Students are able to enhance their in-school training by participating in experiences outside of the school setting, namely, in a job that is directly related to their field of study.

A student who is placed on the cooperative education program is available to work during the time they would normally attend the Tech Center. The student is required to attend their sending high school for the other half-day, for their required academic subjects.

To be eligible for the co-op program, seniors must have completed the first month of their senior year with satisfactory achievement and have the recommendation of their instructor. The instructor is the person most knowledgeable about the student’s attitude, career goals and skill competencies. Exceptional junior students will be permitted to participate in the program during

the final nine weeks-grading period. One of the primary goals of the cooperative education program is to provide graduating students with actual work experiences. This, combined with the necessary skills, work habits, safety procedures and work attitudes learned in the classroom, should adequately prepare a student for the world of work. The cooperative education program is an important and critical component of career & technical education.

Competency Based Instruction Programs

The Pennsylvania's Department of Education Bureau of Career and Technical Education have Programs of Study that articulates the secondary career and technical programs to postsecondary degree or diploma or certification programs. The POS incorporates secondary education and postsecondary elements that include coherent and rigorous content aligned with challenging academic standards and relevant content. The POS also include a statewide articulation agreement partnership between secondary schools and postsecondary institutions. Currently the Venango Technology Center has the following POS:

- Allied Health (Health / Medical Assisting Services, Other 51.0899) 2009-2010
- Auto Body Repair Technology (Auto Body/Collision and Repair Technology / Technician 47.0603) 2010-2011
- Automotive Technology (Automobile / Automotive Mechanics Technology Technician 47.0604) 2010-2011
- Building Construction Technology (Construction Trades, Other 46.9999) 2011-2012
- Computer Aided Drafting & Design (Drafting and Design Technology / Technician, General 15.1301) 2010-2011
- Computer Information Systems (Management Information Systems, General 52.1201) 2012-2013
- Culinary Arts (Institutional Food Workers 12. 0508) 2011-2012
- Dental Assistant (Dental Assisting-Assistant, 51.0601) 2017-2018
- Electronics Technology (Electrical, Electronic and Communications Engineering Technology / Technician 15.0303) 2010-2011
- Heating, Ventilation and Air Conditioning (Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician 47.0201)
- Machine Tool Tech (Machine Tool Technology / Machinist 48.0501) 2010-2011
- Natural Resources (Applied Horticulture / Horticultural Operations, General 01.0601) 2012-2013
- Protective Services (Homeland Security, Law Enforcement, Firefighting and Related Services 43.9999) 2014-2015
- Welding Technology (Welding Technology / Welder 48.0508) 2009-2010

Tech Prep: Gas & Oil Technician (Well Drilling 46.0504) 2014-2015

All Venango Technology Center programs are competency based. Competency based instruction identifies tasks that are critical to successful employment and requires that students' performance be evaluated according to clearly defined criteria.

Instructors may utilize a variety of instructional methods to assist students to meet the course requirements; including lectures, demonstration, portfolio development, written assignments, homework, test, quizzes, films, videotapes, guest speakers and live work projects.

All programs operate for 36 weeks each school year. Classes are conducted Monday through Friday (as per the school calendar) from 8:30 a.m. until approximately 2:46 p.m. (adjusted to accommodate each sending school's schedule.) There are two sessions per day.

ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES (Policy 815)

1. Purpose

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.

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, **virtual, cloud** or by any other means.

The center intends to strictly protect its computer systems software and hardware against numerous outside and internal risks and vulnerabilities.

Users are important and critical players in protecting these center assets and in lessening the risks that can destroy these important and critical assets. Consequently, users are required to fully comply with this policy and to immediately report any violations or suspicious activities to the director and/or designee. Conduct otherwise will result in actions further described in the Consequences for Inappropriate, Unauthorized and Illegal Use section found in this policy, and provided in other relevant school center policies.

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

2. Definitions (18 U.S.C. Sec. 2256)

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

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

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; (18 Pa. C.S.A. Sec. 6312)
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act. (20 U. S. C. Sec. 6777, 47 U.S.C. Sec. 254, 18 Pa. C.S.A. Sec 5903)

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

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

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

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors. (18. P.S.A. Sec. 5903)

Obscene - any material or performance, if:

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. (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.
(18 U.S.C. Sec. 2256(6)20 U.S.C. Sec. 6777(e) Pol. 237)

Computer - includes any center owned, leased or licensed or User-owned personal hardware, software, or other technology used on center premises or at center events, or connected to the center network, containing center programs or center or student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a computer. For example, Computer includes, but is not limited to, the center and Users': desktop, notebook, powerbook, tablet PC or laptop Computers, printers, facsimile machine, cables, modems, and other peripherals, specialized electronic equipment used for students' special educational purposes, Global Position System (GPS) equipment, RFID, personal digital assistants ("PDAs"), iPods, MP3 players, thumb drives, cell phones (with or without Internet access and/or recording and/or camera/video and other capabilities), telephones, mobile phones or wireless devices, two-way radios/telephones, beepers, paging devices, laser pointers and attachments, Pulse Pens, and any other such technology developed.

3. Authority

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.

The center shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.(Pol. 218, 233, 317)

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. This includes after-hour use and off-site. VTC is not responsible for loss of personal data or information. 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.

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. (47 U.S.C.Sec. 254Pol. 103, 103.1,104, 248, 348 Pol. 249 Pol. 218.2 24 P.S. Sec. 4604 20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254 24 P.S. Sec. 4604 24 P.S. Sec. 4610 20 U.S.C. Sec. 6777)

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:

Defamatory.
Lewd, vulgar, or profane.
Threatening.
Harassing or discriminatory.
Bullying/Cyberbullying
Terroristic.
Obscene/Pornographic.

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

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.

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.

4. Delegation of Responsibility (24 P.S. Sec.4604)

The center shall make every effort to ensure that this resource is used responsibly by students and staff.

The center shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the school center web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

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 and tracking systems to track and recover lost or stolen equipment.

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

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. (24 P.S. Sec. 4601 et seq)

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.

It shall be the responsibility of all members of the center staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with the policy and the Child Internet Protection Act.

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

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives. (20 U.S.C. Sec. 6777 47 U.S.C. Sec 254 47 CFR)

The Administrative Director or designee shall be responsible for recommending technology and developing procedures used to determine whether the school's center's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to: (Sec. 54.520.1)

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

The Administrative Director or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including: (47 U.S.C. Sec. 254 SC1303.1-A Pol.249)

1. Interaction with other individuals on social networking web sites and in chat rooms.
2. Cyberbullying awareness and response.

5. Guidelines

The Center strives to provide the most up-to-date technologies and information possible, recognizing their potential to enhance learning. However, network uses involves many ethical questions and issues. Parents/Guardians are urged to discuss center policies and procedures as well as proper and ethical use of networks before approving their use by a child.

All uses of the center network facilities are intended to support and advance the school center's educational mission or other purposes deemed appropriate by the Joint Operating Committee.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. **All communications and information accessible via the network should be assumed to be private property and shall not be disclosed.** Network users shall respect the privacy of other users on the system.

Computer network accounts assigned to individuals consist of a unique user I.D. code and password combination. Users are not permitted to share accounts or passwords. Temporary guest accounts may be acquired for student or adult visitors by the Technology Coordinator.

Staff users have access to center-maintained shared drives. Large files should be created on other external media and not stored on the network.

Incidental Personal Use

Use of center systems by an individual employee or student for incidental personal use is permitted. Personal use must comply with this policy and all other center policies, procedures and rules, as well as Internet Service Provider (ISP), local, state and federal laws and may not interfere with the employee's job duties and performance, with system operations, with other system users and must not damage the center's systems. Under no circumstances should the employee or student believe that their use is private.

Privacy

The center reserves the right to monitor, track, log and access any electronic communications, including but not limited to, Internet access and e-mails, at any time for any reason. Users should not have the expectation of privacy in their use of center systems and other center technology, even when used for personal reasons. Further, the center reserves the right, but not the obligation, to access any personal technology device of users brought onto the center's premises or at center events, or connected to the center network, containing center programs or center or students data (including images, files and other information) to ensure compliance with this policy and other center policies, to protect center resources and to comply with the law.

Everything that users place in their personal files or e-mails should be written as if a third party will review it.

Users' violations of this policy, any other center policy, or the law may be discovered by routine maintenance and monitoring of the center's computer system, or any method stated in this policy, or pursuant to any legal means.

Safety

It is the center's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc. (47 U.S.C. Sec. 254)

Internet safety measures shall effectively address the following: (47 CFR Sec. 54.520)

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.

2. Educating all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

3. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
4. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
5. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
6. Restriction of minors' access to materials harmful to them.

Prohibitions

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

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying. (SC1303.1-A Pol.249)
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials. (Pol. 237)
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Joint Operating Committee policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms. (Pol. 814 14)
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, center computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading

confidential information without authorization.

21. Accessing the Internet, center computers or other network resources without authorization.

22. Disabling or bypassing the Internet blocking/filtering software without authorization.

23. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization

Security

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

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

Individual employees may be exempt from some of these conditions in the course of doing their job duties as assigned by the Administration.

Software and Copyright (17 U.S. C. Sec101 et seq Pol. 814)

Software and noninstructional external data may not be placed on any computer, whether stand-alone or networked to the center's system, without permission from the Director or his/her designee.

Users of center resources are reminded that law protects trademarks and/or copyrighted materials. The illegal use of copyrighted materials by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines, and applicable laws and regulations.

Center Web Site

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 center web site shall comply with this and other applicable Joint Operating Committee policies.

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

Electronic Mail

E-mail has become one of the most used communications tools in both offices and classrooms. The following points are important to keep in mind: (Pol.801)

1. The software and hardware that provides e-mail capabilities has been publically funded. For that reason, it should not be considered as a private, personal form of communication. The contents of any communication of this type are governed by the Open Records Act. Users must abide and cooperate with any legal request for access to e-mail contents by proper authorities.
2. Since e-mail access is provided as a normal operating tool for any employee who requires it to perform his/her job, individual staff e-mail addresses must be shared with interested parents/guardians and community members who request to communicate with staff in this fashion.
3. Staff should be expected to return e-mail communications to parents/guardians or other public members who have a legitimate business request within forty-eight (48) hours of a workday, whenever feasible. Requests from outside agencies for information do not fit into this same category and can be handled with a different timeline or in a manner consistent with previous experience in working with similar requests. Staff should not participate in e-mail surveys without center authorization.
4. Incoming e-mail that is incorrectly addressed will remain undeliverable. Staff members are not available to personally inspect all messages of this type and forward them to the proper person. (Pol.216)
5. Requests for personal information on students and staff members should not be honored via e-mail without personal contact and verification of authentication of the person making the request. This relates particularly to any requests for student grades, discipline, attendance or related information. In addition, security information, such as username or password, should not be sent via e-mail for any reason.
6. During student contact time in the classroom, e-mail notification should be turned off to prevent interruptions. Staff members should set aside time whenever feasible to check and respond to e-mail messages.
7. Student names must not appear in the subject area of messages. Initials are acceptable.
8. Attachments to e-mail messages should include only data files. At no time should program files be attached due to software licensing requirements. In addition, there exists the real possibility that any program files received as attachments over the Internet may include viruses or other very destructive capabilities once they are launched or started. If one receives an attachment like this, the e-mail should be deleted immediately without saving or looking at the attachment. It is your responsibility to notify the Technology Coordinator if you suspect an e-mail has infected your computer.
9. Subscriptions of Internet listservs should be limited to professional digests due to the amount of e-mail traffic generated by general subscriptions. Subscriptions of Internet listservs are not permitted by students, unless specifically authorized by the administration.
10. For any student projects that involve e-mail communications, the student

shall obtain authorization from the administration to use a center account as a facilitator to the activity, or work with the Technology Coordinator to activate a special project account for a limited time.

11. Any student or staff member who receives threatening or “hate mail” should notify the Technology Coordinator and the administration. An attempt will be made to track down the source of that e-mail and prevent receipt of any additional unsolicited mail.

12. Students shall not access private Internet/e-mail accounts at school.

13. All e-mail from a school-issued computer may be subpoenaed at any time and used in a court of law as evidence.

Forgery Prohibited

Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Consequences For Inappropriate Use, Unauthorized and Illegal Use

(24 P.S. Sec 4604)

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

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

General rules for behavior and communications apply when using the **center computer systems**, in addition to the stipulations of this policy.

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

Failure to comply with this policy or inappropriate use of the Internet, center network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.(Pol. 218, 233, 317)

Liability

The center does not guarantee service nor is it responsible for damaged or incorrect data. Use of any information obtained on the Internet or other network services must be undertaken at the individual’s own risk.

The center shall not be held liable for the actions of individuals who choose to violate the acceptable uses of the network. In addition, each user and/or user’s

parent(s)/guardian(s) shall indemnify the center and hold it harmless from and against any damage, liability, loss, or deficiency arising out of or resulting from the user's use and/or misuse of the network.

References:

School Code – 24 P.S. Sec. 1303.1-A
PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312
Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.
U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.
Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256
Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777
Internet Safety, Children's Internet Protection Act – 47 U.S.C. Sec. 254
Children's Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520
Joint Operating Committee Policy – 103, 103.1, 104, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 801, 814

Video Monitors

Purpose

The Joint Committee recognizes the responsibility to maintain order and discipline on school property. The Joint Committee also desires to afford students and staff privacy in respect to the records maintained by the center.

The Joint Committee recognizes the value of electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare and safety of its students and staff. The students and staff of the center recognize that their security and safety depends upon the capacity of the center to maintain discipline and that a certain amount of restraint upon the activities of students is assumed and expected.

Having carefully weighed and balanced the right of privacy of students and staff against the center's duty to maintain order and discipline, the Joint Committee deems it appropriate to provide for the use of video camera surveillance on school grounds.

Student Driving

Students are not permitted to drive or ride to the Venango Technology Center without proper authorization.

Driving Permits

To obtain a driving permit, the following procedure must be followed:

1. Two (2) days (minimum) prior to the day the student wishes to drive, apply for a driving pass in the Main office. (This should be done at the student's break time)

2. The student obtains the necessary signatures as shown on the driver's permit.
3. The student will return the completed permit to Main Office for final approval, a minimum of one (1) day prior to driving.

Temporary Permit – Paper to be displayed on vehicle (1 day).

1. Students that have personal emergencies or medical appointments
2. Picking up or bringing projects
3. Field trips

Work related pass - \$5.00 deposit – Mirror tag

1. Sending school activities (sports)
2. Students who work after school
3. Co-op students
4. Handicapped or special circumstances

The following conditions apply:

- a. Proof of employment
- *b. Copy of driver's license, registration card and insurance card

*copies may be brought in or made at the school by the secretary

Student Driving for Vehicle Service

These are the regulations for student vehicles that are being serviced or repaired at the school in Auto Technology or Auto Body Repair Technology.

The instructor responsible for doing the work on the vehicle and the main office will issue temporary passes. They will schedule the work and assign the dates the vehicle will be on school property.

Rules:

All student driving rules apply

Vehicles will park in Auto Technology or Auto Body Repair Technology lots **only**.

Vehicles cannot to be left overnight outside the building.

The Venango Technology Center is not responsible for any theft, vandalism, etc.

Vehicle is not to leave until full payment for service clears the office.

Student Driving Rules

Student is required to maintain passing grades at the Venango Technology Center and the sending school.

Passengers are strictly forbidden to ride to or from the school

Exception may be granted from the Venango Technology Center and the sending school. This exception requires the permission of all passengers' parents in writing.

Any driving permits are issued as a courtesy to the student and may be revoked at any time for the following reasons:

1. Careless driving
2. Transporting passengers
3. Failing grades
4. Loss of job
5. Late over two (2) times and leaving without permission
6. At the request of the sending school principal
7. At the request of the parent
8. At the discretion of the Venango Technology Center's Director
9. Improper parking

All vehicles on school property are subject to search by the VTC Administration.

Students must park in designated areas. Students must leave the car immediately upon arrival and are not permitted to sit in the car anytime during school time. Students are not permitted to go to the car until dismissal time. Vehicles without tags are subject to towing at owners expense.

Excessive Tardiness

If a student is tardy for the start of class the student will be subject to the following:

Up to 3 days tardy – Handled by your instructor at their discretion.

4th day tardy – Inside suspension for 1 – 5 days and parent notification.

5th day tardy – Outside suspension for 1 – 10 days and parent notification.

6th day tardy and beyond –Director's discretion.

False Fire Alarm/Bomb Threat

False fire alarms and false bomb threats are a danger to the population of the School. Anyone apprehended in such acts will be prosecuted to the highest extent of the law and be recommended for expulsion from the school.

Fighting

Defined as a mutual exchange of physical aggression between students.

- 1st Offense - Outside suspension 3 - 5 days depending upon the severity of the incident. School officials may file charges against all participants with the local District Justice. Parent/sending schools notified.
- 2nd Offense - Outside suspension 5 - 10 days - school officials will file charges of disorderly conduct with the District Justice. Parent conference/sending school notified.
- 3rd Offense – Director's discretion - Recommended expulsion.

Dress Code

Students shall be allowed reasonable freedom with dress and adornment. However, restrictions will be imposed whenever the mode of dress in question is considered unsafe or is disruptive to

school operations and the educational process. The following is a list of specific guidelines by which students must abide:

1. Dress in instructional areas for the area instructor in accordance with school and state safety regulations will determine safety and work purposes.
2. Hair must be kept in a manner so as not to interfere with vision, safety or work performance.
3. Excessive baggy shirts and pants are not permitted in industrial areas where they could result in hazardous situations.
4. Any items (i.e., T-shirts, hats, coats, etc.) with sexually suggestive or obnoxious messages (i.e., drugs and alcohol related) are prohibited.
5. Tinted glasses are prohibited except where prescribed by a physician.
6. Mid-section exposure of the body, tube tops, halter-tops, and the wearing of heavy chains are not permitted.

Violations of the dress code, depending on the frequency and severity of the offense will warrant an appropriate disciplinary action ranging from verbal warning, to loss of breaks, to inside suspension.

Early Dismissal/Late Arrival

What to do to be excused from the Tech Center

- **1st – Go to class, then come to Attendance Office after attendance is taken.**
- **2nd – A written request from a parent/guardian for early dismissal should be presented to the Attendance Clerk.**
- **3rd – Have the excuse signed and approved by the Director or designee.**
- **4th – The student’s parent/guardian must sign the student out in the Attendance Office when leaving the building for an early dismissal and sign him/her in upon his/her return.**
- **5th - Parents are encouraged to schedule appointments with doctors and dentists after school hours if possible. Students returning to school after such an appointment will be required to submit to the office, upon their return, the doctor’s professional/appointment card, signed by the doctor or his/her staff.**

What to do if you are late (tardy) for the Tech Center

- **1st - Report to the Attendance Office and explain your tardiness.**
- **2nd - Sign in on the sign-in sheet.**
- **3rd - The Attendance Clerk will give you a pass with the time recorded on the pass.**
- **4th - Report to area/class and present the pass to your instructor.**

**For excessive tardiness, refer to page 16.

Emergency Personal Data Information

All students must complete a personal data information form at the beginning of each school year. This is very important information for the School to have in case of an emergency.

Students are expected to keep the information as current as possible. Any change to the information should be reported to the Student Services office immediately.

THIS FORM SHOULD BE RETURNED THE 2ND DAY OF SCHOOL.

Emergency School Closing

In the event of an emergency school closing, announcements will be made by an automated phone call, over the local radio and television stations. Students are required to be in attendance at the career and technical education school if school is in session at their sending high school and the tech center. An automated phone call will be made when necessary.

Field Trips

Field trips at the Venango Technology Center are an integral part of instruction. Many times buses going on field trips leave and return to the School before and after school hours. This situation necessitates that you be permitted to drive on these occasions. Your instructor will explain preparations and procedures in accordance with school policy concerning field trips.

Grading Policy

The instructional programs at the Venango Technology Center are competency based. Employers want employees who are not only competent, but who have good work attitudes. Therefore, students work attitudes are generally reflected in their grades. Employers expect their workers to:

- Come to work every day, on time i.e. Attendance and punctuality
- Follow directions
- Care about the quality of their work
- Stay with a task until completed
- Read, write and calculate well
- Communicate well and get along with other people
- Be honest, dependable and cooperative
- Have a positive attitude
- Be a team player

A student with an extremely good work attitude has the potential to improve his/her grade, while a student with a poor work attitude may receive a lower grade.

Each instructor has the option to consider work attitudes for grading purposes in their area of instruction. Students should discuss, with the instructor, how grades are determined.

Student grades are issued in percentages on a nine-week grading period. Sending high schools who use letter grades instead of percentages, will change the percentages to their corresponding letter grade. The final grade for the year will be an average percentage of the four grading periods. **The Venango Technology Center requires a Doctor and or Parent excuse to change an absent work ethic grade from a 0 on an absence.*

The following grading scale is used at the Venango Technology Center:

93 - 100 - A

85 - 92 - B

77 - 84 - C

70 - 76 - D

50 - 69 - F

Incomplete - I

Incomplete grades are given only when a student has not had time to make up the required work due to such legal absences as extended illness, hospitalization, or family vacations. It is the responsibility of the student to make up an incomplete grade. All make-up work must be completed as soon as possible after the student returns to school. An incomplete grade must be changed to a percentage grade prior to the end of the following grading period. An incomplete grade in the final nine-weeks must be made up by the last day of the school year or it will be considered a failing grade. Awarding of Certificate Day is the last day of school for seniors.

Students should be given information in written form at the beginning of a course how percentages will be determined.

Students receiving two consecutive failing percentages in the second semester will fail the school year, and seniors who fail will not receive a certificate of completion.

Students will receive a grade report every nine weeks on the report card from their sending school. The parent(s)/guardian(s) of any student receiving a failing grade in a nine-week grading period will be notified in writing. Students and their parent(s)/guardian(s) who have questions concerning grades should contact the instructor, Student Services Coordinator, or Director at VTC. Upon request, a printed copy of the report card is available from the Attendance Office at Venango Technology Center.

Interim grade reports will be issued at the mid-point of the grading periods to all students who have a grade percentage below 76%. The report will be in writing to the parent/guardian.

Hall/Restroom Passes

Passes are used when students must leave their instructional area. Students are not to be in the halls during their instructional time, without permission from their instructor and a pass.

Unlawful Harassment

The Joint Committee of the Venango Technology Center prohibits all forms of unlawful harassment of students and third parties by students and staff members, contracted individuals, vendors, volunteers, and third parties in the school. The joint committee encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Joint committee directs that complaints of harassment shall be investigated promptly and corrective action be taken when the allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations.

No reprisals or retaliation shall occur as a result of good faith charges of harassment.

For the 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:

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 opportunities.

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

Complaint procedure-Student/Third party

Step 1-Reporting

A student or third party who believes she/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Director.

Step 2-Investigation

Upon receiving a complaint of unlawful harassment, the Director shall immediately notify the Compliance Officer.

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

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation is pending or has been concluded.

Step 3- Investigative Report

The Director shall prepare 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.

Copies of the report shall be provided to the complainant, the accused and the Compliance Officer.

Step 4-Action

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 reoccur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Joint Committee policies and VTC procedures, applicable collective bargaining agreements, and state and federal laws.

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

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, she/he may submit a written appeal to the Compliance Officer within 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 Director who conducted the initial investigation.

BULLYING /CYBER BULLING POLICY

Purpose

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

Definitions

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

1. Substantial interference with a student's education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying.

A School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school

The Joint Committee prohibits all forms of bullying by students.

The Joint Committee encourages students who have been bullied to promptly report such incidents to the Director of designee.

The Joint Committee directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified.

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

Delegation of Responsibility

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

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

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

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

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

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

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

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

Education

The center may develop and implement bullying prevention and intervention programs. Such programs shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

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. Counseling within the center
2. Parental conference
3. Loss of school privileges
4. Exclusion from school-sponsored activities
5. Counseling/Therapy outside of the center
6. Referral to law enforcement officials

Hazing

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 district and are prohibited at all times. 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 Committee.

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.

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, 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.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Joint Committee does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, teacher, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Joint Committee directs that no administrator, teacher, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the Director.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, teachers, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the Director.

The district shall annually inform students, parents, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of publication in the student handbook.

Complaint Procedure (Hazing)

1. When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the Director.
2. The Director shall conduct a timely impartial thorough and comprehensive investigation of the alleged hazing.
3. The Director shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the Director 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 teacher, up to and including removing from the activity.

Injury or Illness

Any accident or illness must be immediately reported to the instructor. The instructor will evaluate the situation. The student's parent/guardian will be contacted first if it is determined that the student should not remain in school. There are no facilities at the Tech Center for sick or injured students. Parents/guardians will be required to pick up students as soon as possible.

Emergencies

Student will be transported via ambulance to the nearest facility. Parents will be notified as soon as possible. The School maintains a contract with Community Ambulance Service for transporting of students. The School is not responsible for any charges related to transportation and/or treatment of injured students.

Under no circumstances may a student leave the building, whether for home, hospital, doctor's office or other destination, without authorization from the School office.

Licensure Examination Fees

Students in Allied Health Occupations, after having earned a prescribed number of hours of training, will have the opportunity to take the PA examination for Licensure. In Allied Health Occupations, the Red Cross administers the Nurse Aid Certification test and the current testing amount will be announced by the instructor at the beginning of each school year. Any student desiring to take these examinations is obligated to pay the current fees for the examinations. The School is not responsible for payment of these testing fees.

Lost and Found

All texts, articles of clothing etc. found in and about the building should be turned in to the main office. If you lose any item you should report to the main office.

Medications

Students who are required by a physician to take essential medications during school hours must provide written permission signed by the physician. This written permission will be turned in to the student services office. A medication is considered essential only if the student could not attend school without taking it. Students are required to administer their own medications.

No over the counter medicine such as aspirin, Tylenol, Mydol, cough syrup or cough drops or any other medication will be dispensed to school students by any school employee.

Pennsylvania Skills Certificate Testing

The Pennsylvania Skills Certificate is a special award created by the PA Department of Education to recognize high achievement by career & technical education students. To receive this certificate, the student must be enrolled in an approved vocational program and must demonstrate mastery of the knowledge and skills for a particular occupation. A pretest is given to students.

The official mandatory two-part test is given to every senior at the Venango Technology Center, who has been enrolled in the same program and is considered to be a concentrator. The test is

usually given in the spring. The first part of the test is theory and the second part of the test involves the actual performance of various job skills. The student's individual test score will determine the eligibility for the PA Skills Certificate, which will be received from the PA Department of Education. Machine Tech students are eligible for NIMS testing.

Post-High School Articulation Agreements

The Venango Technology Center has articulation agreements with several higher education schools, colleges, and universities. Graduating seniors who are planning on furthering their education should check with the Student Services Office to see if the school they are planning to attend has an articulation agreement with the Venango Technology Center. Articulation agreements permit students to receive college credit for competencies they have obtained at the Tech Center. In most cases tuition costs are reduced and length of program time is reduced at the post high school institution.

Release for Photo/Information and Social Security Number Usage

By signing this handbook acknowledgement sheet, your permission is hereby granted to the Venango Technology Center Joint Committee to use in-house photograph(s) of your son/daughter/ward for publicity and/or educational purposes in any and all publications including the Venango Technology Center Web Site and other media without limitation or reservation. This permission also covers use of the name and/or biographical data concerning child.

On occasion, it is necessary to enroll students on a secure website and the Social Security number is used for identification purposes. This could happen so as to become enrolled in the PA Career Link system or the PA State Police Clearance system. All are secure sites controlled by state agencies – the PA Department of Labor and PA State Police.

I (we) understand, however, such use of photograph(s) and Social Security number identification will be used with discretion and intended to compliment the child and the educational program for which he/she may be assigned.

Rules, Infractions and Penalties

The following is a list of rules, infractions and subsequent corrective measures. This list is meant as a guideline and does not proclaim to cover all possible misbehaviors that can occur in a school setting. Infractions that are not covered in the following list, depending upon the frequency and severity, will be dealt with in a fair minded, common sense manner, in accordance with what is and what is not conducive to a positive learning environment.

Types of Corrective Measures

- Verbal Reprimand - will be an appropriate approach for some infractions. It will come from an instructor or appropriate school official - Parent may be notified.
- Loss of Breaks - (15 minutes per day) - Parent may be notified.

- Any student who commits a disciplinary rule infraction that calls for inside suspension may be assigned to a designated resource room on a limited basis. The only individuals who may assign students to the resource room are the Director. The Director may use outside suspension in lieu of inside suspension whenever, in their judgment, a situation warrants this action. Parent notified.
- Outside Suspension - student is denied attending school (Venango Technology Center and sending high school) for a period of 1 - 10 days. Parent and sending school are notified by telephone (if possible) and by letter.
- Director's Discretion - one or more of the above corrective measures may be repeated or additional penalties may be instated - parent and sending school notified.
- Expulsion - denied attendance at Venango Technology Center. The Director of Venango Technology Center will recommend this final measure.
- Alternative Assignment may be used if applicable.

LEVEL I

	Examples
Class Disruption	Student yells out, runs, makes loud noises
Late	Coming to class or back from break late
Unacceptable language, action or gestures	Teacher discretion
Public displays of affection	Touching, kissing, other than handholding
Violation of individual classroom policies	Running in shop, not wearing safety glasses, unauthorized use of machinery, instructor's discretion of offense
Dress code violation	Improper uniform, dirty uniform, long sleeves, rings, chains, safety shoes or glasses not wore, <u>individual shop policy to be enforced.</u>
Consuming food or drink outside cafeteria	NO OPEN CONTAINERS are allowed to be carried into the building or carried in the halls of the school.
Failure to carry out Reasonable assignments	Students refuse assignments, after the proper instruction is given. Clean up, clinical work and refusing certain jobs in curriculum area insubordination.
Minor safety violations	Running in shop or hallways, pushing, shoving others, throwing small objects.

1st offense

Warning –
Teacher/student conference –
Teacher records date of warning

2nd offense

Discipline form completed
Teacher contacts parents
Loss of break

3rd offense

Discipline form completed
Teacher contacts parents
Loss of breaks
Meet with student personnel

4th offense

Office involvement

LEVEL II

Examples

Fighting *	Confrontation when a student strikes another, or shoves, kicks or knocks down another person. **Immediate 3-day suspension, possible police involvement and normal procedure of a citation.
Disrespect/Insubordination	Student refuses to obey instructor's reasonable request. Calls instructor or school employee a name, slamming doors, punching walls, yelling back at instructor.
Cutting class	Student leaves class without permission. Is absent from the Venango Technology Center but was in attendance at sending school, came to the Venango Technology Center on a bus but did not show up for roll call.
Tobacco *	Any form of chewing, smoking, possession of tobacco, nicotine products, or like products – automatic 3 days outside suspension, police citation and consultation with home school administration.
Theft *	Stealing shop tools, other student property or projects, school's property or marketing store inventory.
Destruction of school property *	Hitting or kicking walls and leaving marks, cracks, holes, etc. Any damage of a monetary value to be repaired – student and parent will be held responsible for payment.
Unauthorized/unsupervised areas	Students in copy room, teachers' lounge, sick room or anywhere suspicious without authorization.
Harassment/sexual harassment	Students performing unwanted sexual advances towards others.
Serious safety violations	Throwing small objects, stones pebbles, chips, snowballs – changing torch pressure, weld settings on another student's machine – rigging a machine to cause harm to the machine or operator. 4 th offense of Level I

*** Automatic 3rd offense**

1st offense

Office notifies the parent
Discipline form completed
One (1) day suspension (in or out)
Home school informed of the incident
Possible police involvement

2nd offense

Office notifies parent
Two (2) days suspension
Home school informed of the incident
Electronic Device goes directly to 4th Offense
Discipline form completed
Possible police involvement.

3rd offense

Office notifies parent

Three (3) days out-of-school suspension
Discipline form completed
Possible police involvement

4th offense
Considered Level III

LEVEL III

Examples

Bomb threat	striking an employee, throwing object at an employee etc.
Physical assault on school employee	As designated in State regulations
Weapons	As designated in State regulations
Drugs/Alcohol/Lookalikes	Spray paint on school property, breaching into unauthorized areas, tampering with locks
Vandalism	Refer to State regulations
Terroristic threats	Firecrackers, sparklers, explosive device of any type
Fireworks	Create scenario to cause harm to machine or person
Malicious or intentional creation of a classroom hazard	* Loosen lug nuts on auto *Intentionally set machine to higher speed, etc. to cause tool breakage or harm.
Chronic insubordination (disorderly conduct)	Student will be cited for violation and required to pay fine before returning to the technology center.
Major safety violations	Intent to cause harm to another person or persons – booby traps, set fires.
Verbal assault or threatening a School employee	Calling a teacher or employee a name or swearing at them.

Given the seriousness of Level III violations the following actions will be immediate

1. Discipline form completed
2. Office contact with parent
3. Automatic 3 – 10 days out-of-school suspension
4. Police involvement
5. Meeting scheduled with sending school Administration/Technology Center Admin/Parents.
6. Referral to School Board for possible expulsion

The following procedures will be followed for Level III violations involving weapons, drugs, look-alikes, alcohol and any other Level III violation when appropriate.

1. Confiscate the illegal item(s).
2. Take pictures of the illegal items(s).

3. Place the illegal item(s) in an envelope with a signature sheet of who touched the item(s).
4. Call the Oil City SRO or the Oil City Police Department.
5. Call the principal of the sending high school.
6. Call the parents or guardians of the student.
7. Do not send the student back to the high school. Turn the student over to the police, the sending school principal, the parents or the guardians.
8. Complete an Alternative Assignment Action Request form.
9. Refer to the sending high school principal for the appropriate disciplinary action.

Safety

Safety is one of the most important and beneficial concepts taught at the Venango Technology Center. Safety in the shops, on the bus, and in the halls must always receive your careful consideration. Your constant attention to safety will benefit you and your fellow students.

The VTC does not assume responsibility for any personal items that are lost or misplaced. We recommend all important electronic items be left at home. Most areas, but not all have an area/locker where your personal items may be kept. Backpacks must be stored in your instructional area and not carried around throughout the building.

School Insurance

It is recommended that if your parent/guardian does not have insurance that covers you if you are involved in an accident, that you purchase insurance from your sending high school. The reason for this recommendation is due to the hazardous situations that exist in a majority of the Tech Center programs. The Venango Technology Center is not responsible for the insurance coverage of any accident in which you may be involved at the Tech Center.

Shop Lockers

The shop instructor will assign, where available, shop lockers to be used for the storage of protective clothing, safety items, and other personal effects. Students are strongly encouraged to purchase a lock for their lockers. All lockers are the property of Venango Technology Center and school authorities may search lockers at any time. Any inappropriate or illegal materials that are confiscated may be used as evidence against students in disciplinary proceedings. **Venango Technology Center is not responsible for items left in lockers.**

Student Career Objective Information

All students are required to complete a career objective form at the beginning of each school year. This form is placed in the student's school file for easy reference.

Students - Do Your Part

Do your part to make you and your school an accomplishment of which to be proud.

1. Always make a genuine effort to do your best work.

2. Make every effort to attend school on a regular basis.
3. Obey school rules and regulations.
4. Accept responsibility for your own actions.
5. Recognize that while in school instructors assume the role of a parent/guardian.(by law)
6. Respect school property (tools, equipment, buildings) and keep it free from damage.
7. Contribute to a learning atmosphere that will generate cooperation with mutual respect and dignity.

Student Recognition & Awards

Attendance Incentive Award

There will be an A.M. and P.M. award. The winning area of instruction is determined by the best overall nine-week average attendance and will be determined at the end of each nine-week grading period. There will be no excuses considered for award consideration. The winning area of instruction will receive a traveling banner, to be displayed in the area. Each student in that winning area will receive an individual reward. Special recognition is given to those students who achieve perfect attendance in one or more years of attendance at the Venango Technology Center.

Director's Award

The Director's Award is meant to be awarded to the most outstanding student(s) of the Venango Technology Center, who has maintained high standards and values during their three years of high school. Guidelines used in selecting the student(s) are grades at the Venango Technology Center and at the sending school, attendance at both schools, class rank and extra-curricular and/or community activities. The Director of the Technology Center determines the final selection of the recipient. The student(s) receives a framed certificate, an engraved watch, a letter from the Director and their name is engraved on a permanent plaque that is displayed in the Director's office. This award is given at the end of the year awarding of certificates ceremony.

Faculty Association Outstanding Student Awards

This award is potentially given to one morning and one afternoon senior student each year in each area of instruction. To be considered, the student(s) should have performed in a consistent manner, above and beyond the normal requirements of the instructional area. Also taken into consideration are a variety of positive work traits and the likeliness of the student to succeed. These awards are given at the end of the year awarding of certificates ceremony. The giving of this award is the sole discretion of the instructor.

Harold B. Albright Achievement Award

This award is given to the senior student(s) who "has progressed the greatest distance in attitudinal and skill development during their enrollment at the Venango Technology Center." Instructors nominate students based on the following criteria: Trustworthiness, Responsibility, Ambition, Maturity, Neatness and Safety Consciousness. The student(s) receives a framed

certificate, an engraved watch and their name is placed on a permanent plaque that is displayed in the School. This award is presented at the end of the year awarding of certificates ceremony.

Kevin Lewis Memorial Scholarship

This scholarship is one of special meaning to the staff and students of Venango Technology Center. After completing his first year as an instructor in the newly formed Protective Services program, Mr. Kevin Lewis sadly passed away from pancreatic cancer. This scholarship was created in his memory. Mr. Lewis was passionate about preparing young people for a career in one or more of the following careers: police, fire or EMS. This scholarship will be awarded to 1 AM and 1 PM senior in the Protective Services program that plans to serve in one of these fields. One scholarship will also be presented to 1 senior in any other program area.

List of Excellence

In order to recognize students, who do exemplary work at the tech center, a List of Excellence is named each nine-week grading period. This list is also intended to be a motivation for students to strive for excellence in program standards. All students who have achieved a percentage grade of “A” and have been absent less than three days in the nine-week period will be named to the list. The list will be posted in the School, announced over the public address system, forwarded to the sending school and also get published in the local newspapers. Special recognition is given to any student making the list in all four grading periods-“The Four of Four Award.”

Oil City American Legion Scholastic Award Medals

These awards are presented annually to two senior students in the School, one male and one female. The determination of the award winners is based on courage, honor, leadership, patriotism and service. The selected students are rewarded with a scholastic medal from the Oil City American Legion. This award is presented at the end of the year awarding of certificates ceremony by a representative of the Oil City American Legion.

Outstanding Technical Student Award

This award is presented to the outstanding senior student enrolled in a technical course at the Venango Technology Center. The award is sponsored by PNC Bank and the selection is based on the recommendations of the instructors involved and the student services department. The presentation of the certificate and the award is made at the end of the year at the awarding of certificates ceremony. The winner's name is engraved on a plaque that is on display in the School and PNC presents a gift.

Pennzoil and Albright Scholarship

These two scholarships were established to honor outstanding senior students who plan to further their education and who best exemplify the code of ethics that the tech center advocates. The absolute deadline for submission of applications for the scholarships is May 1. Successful

applicants will receive a one-time award of \$500.00. Applicants must exhibit strength in each of the following categories: Trustworthiness, Ambition, Responsibility, Maturity, Neatness and Safety Consciousness. Additional details about the scholarship are included in the scholarship packet. The winners of the scholarships are announced at the end of the year awarding of certificates ceremony.

*****Circumstances may exist that could preclude the presenting of any of these awards in any given year.***

Student Senate

The Student Senate of the Venango Technology Center is the organization that provides all students with the right to express their thoughts and opinions regarding the betterment of the Venango Technology Center and its daily operation. The importance of loyalty to the School, student responsibility, leadership and pride is stressed in the activities of the Student Senate. The Student Senate member is expected to participate in volunteer and community service type activities throughout the year.

There are two separate and distinct Student Senate bodies; morning and afternoon; both of which share the same Treasury funds. Two student representatives from each instructional area will be designated from both the morning and afternoon sessions and they are both considered active and eligible. Each body of Student Senate will elect a President, Vice-President and Secretary/Treasurer.

Telephones

The office telephone is a business phone. In the event of an extreme emergency, school personnel may place a call for the student. A student can only use this phone prior to school, during break or during lunch, at the discretion of the monitoring instructor. Loitering on the phone will not be tolerated.

Visitors

If you wish to have a visitor(s) in your area of instruction, please receive a minimum of one-day prior approval from your instructor and the general office of the School. Please adhere to this request. Remember that if you do not receive prior approval you could be confronted with an embarrassing situation for both you and your guest. Parent/guardians are welcome to visit the Venango Technology Center at any time. **ALL VISITORS MUST REPORT TO THE MAIN OFFICE AND SIGN IN. THEY WILL BE ISSUED A VISITOR'S BADGE.**

***FOR YOUR CHILD'S SAFETY, A RAPTOR VISITOR MANAGEMENT SYSTEM HAS BEEN INSTALLED IN AN EFFORT TO PROTECT YOUR CHILD FROM OFFENDERS. A DRIVER'S LICENCE WILL BE REQUIRED TO GAIN ACCESS TO THE BUILDING.**

Equal Opportunity

It is the policy of the Venango Technology Center not to discriminate on the basis of sex, age, handicap, race, color, religion, marital status, veterans status, or national or ethnic origin in its

educational program, admission policies, employment policies, enforced by federal law under Title IX of the Education Amendment of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with these statutes may be directed to the Coordinator of Student Services, 1 Vo-Tech Drive, Oil City, PA Telephone (814) 677-3097, or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

**VENANGO TECHNOLOGY CENTER HAS A ZERO TOLERANCE POLICY
PERTAINING TO TOBACCO, DRUGS, ALCOHOL AND WEAPONS**
WEAPONS POLICY (Act 26)

The Joint Committee recognizes the importance of a safe school environment and its affect upon the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and it is prohibited by law.

The Joint Committee prohibits possession of weapons and/or replicas of weapons in any school district building or on school property during the regular school day and/or during school sponsored or districts approved event or activity. For the purposes of this policy a “weapon” shall be defined as follows:

A “weapon shall mean any device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing physical injury or terror.

This definition includes, but is not limited to, any knife, cutting instrument, cutting tool, nunchaku, brass knuckles, firearm, shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, and/or instrument, tool, or implement capable of inflicting bodily injury or causing fear of same.

For the purposes of this policy “possession” shall be defined as follows:

“Possession” – a student is in possession of a “weapon” when the weapon is found on the person of this student, in the student’s locker, or under the student’s control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school. Additionally, any student who is responsible for bringing a weapon into the school environment or to school activities, regardless of whether or not the weapon is in his/her possession at the time of discovery, shall be guilty of violating this policy and shall be treated as if in possession. Violation of section 912 of the Pennsylvania Crimes Code shall also constitute a violation of this policy.

The school district, in compliance with Act 26 of 1995 of the Public School Code, shall expel for a period of not less than one (1) year any student found to be in violation of this weapons policy. Such expulsions shall give in conformance with formal due process proceedings as required by law.

The Director may, on a case-by-case basis, recommend discipline short of expulsion and in the case of an exceptional student take all necessary steps to comply with the Individuals with Disabilities Education Act.

The Director or a designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon on school property.

An exception to this policy may be made by the Director, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel in conjunction with their duties are permitted.

Right to search

At no time does the Venango Technology Center relinquish control of hallways, lockers, or any part of the school building or property. School officials reserve the right to at will randomly search any and all school property at any time there is suspicion of an immediate danger to the health, safety and welfare of others. These searches may encompass any and all items stored in lockers or in any other area of school property. In addition, school officials have the right to search students, their direct possessions, and automobiles parked on school property. Searches may include, but are not limited to, the utilization of a certified police drug detection dog, metal detection units, or any other device deemed useful in protecting the health, safety, and welfare of the school property..

Sexual harassment

A. Policy

It is the policy of the Venango Technology Center to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

B. Definition

Sexual Harassment of students is any unwelcome sexual advice, request for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to, or rejection of. Such conduct is an explicit or implicit condition of an academic decision; or
2. Such conduct has the purpose or effect of:
 - a. Interfering with an individual's education performances or
 - b. Creating an intimidating, hostile or offensive educational or academic environment.

Sexual Harassment, whether verbal or written, may include, but is not necessarily limited to the following conduct:

1. Verbal Harassment or abuse.

2. Pressure for sexual activity.
3. Repeated remarks to a person, with sexual or demeaning implications.
4. Unwelcome touching (e.g., pinching or patting).
5. Unwelcome flirtations, including those of a sexual nature.
6. Graphic verbal comments or innuendoes about a person's body.
7. Displaying sexually suggestive objects or pictures.
8. Using obscene remarks or gestures or
9. Sexually based "teasing" or "jokes."

C. Procedure

Students who believe that they have been sexually harassed should first seek an informal resolution of this problem. Students may use the district's complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades.

If the problem involving a student cannot be resolved through informal resolution, and the student or the parents or guardian of a student wishes to pursue the matter further, a formal written complaint shall be filed by or on behalf of the student with the Director.

D. Action

A substantiated charge against a student in the school district shall subject that student to disciplinary action including but not limited to suspension, expulsion and possible police action consistent with the student discipline code.

DEFINITIONS AND LAWS

EXCERPTS FROM STATE LAWS WHICH APPLY TO STUDENTS

1. Section 1410 of the School Laws of PA. Page 184
Every teacher in the public schools in this commonwealth shall have the right to exercise the same authority as to conduct and behavior over the pupils attending this school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relationship to such pupils may exercise over them.
2. Section 1411 of the School Laws of PA. Page 2184
Every principal or teacher in charge of a public school may temporarily suspend any pupil on account of disobedience or misconduct.
3. Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, Act of April 14, 1972, P.I. 233, No. 64, as amended, 35 P.s. 780-101 et seq.
DRUGS – Any chemical, organic or inorganic substance classified as a "controlled substance" by the "Drug" shall include but not be limited to:
 1. Any opiate, or derivative or compound of opium;
 2. Any hallucinogenic substance including lysergic and diethylamide, mescaline, peyote, psilocybin and tetrahydrocannabinols;
 3. Marijuana, including all forms, species and/or varieties of *genus cannabis sativa* L., seeds, resins, oils and compounds thereof;
 4. Cocaine, coco leaves and any compound, derivative or preparation thereof;

5. Stimulants, including amphetamine, phenmetramine, methylpheniate, methamphetamine and any compound, mixture or preparation containing any quantity thereof;
6. Depressants, including barbituric acid or any compound or derivative thereof;
7. So-called “look-alike drugs” or compounds containing caffeine, ephedrine or similar substances, packaged or intended to look like a controlled substance as further defined in the “Controlled Substances, Drug, Device and Cosmetic Act.”
8. Inhalants, such as amyl nitrates or so-called “Rush”, airplane glue, ether, kerosene, gasoline or compounds thereof.

“Drug” shall not include any substance prescribed by a licensed physician for a student, provided that the student first registers the drugs with the school nurse or health office at the time they are first brought onto school premises and used in accordance with instructions of the prescribing physician.

4. Section 1. Section 3304(a) of Title 18 of the Pennsylvania Consolidated Statutes is amended to read S 3304. Criminal mischief, VANDALISM – The General Assembly finds and declares as follows.
 1. For the health, safety and welfare of the residents of this Commonwealth, the laws designed to deter the defacement of public and private property through the use of aerosol spray-paint cans, broad-tipped indelible markers and other marking devices should be strengthened.
 2. Where appropriate, the court should require those who commit acts of defacement to restore the damaged property to its original condition.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Offense defined – A person is guilty of criminal mischief if he:

- a. Damages tangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosives, or other dangerous means listed in section 3302 (a) of this title (relating to causing or risking catastrophe);
- b. Intentionally or recklessly tampers with tangible property of another so as to endanger person or property; (or)
- c. Intentionally or recklessly causes another to suffer pecuniary loss by deception or threat; (or)
- d. Intentionally defaces or otherwise damages tangible public property or tangible property of another with an aerosol spray-paint can, broad tipped indelible marker or similar marking device. Section 777, School Code, states that the legal penalty is a fine of up to \$1000 and/or a jail term not to exceed 6 months, at the court’s discretion.

5. ACT 145 OF 1996 Section 6306.1 – USE OF TOBACCO IN SCHOOLS PROHIBITED.
 - a. Offense Defined – A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense.
 - b. Grading – A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violating subsection (A), the court may admit the offender to an adjudication

- alternative as authorized under 24 PA C. S. Section 1520 (relating to adjudication alternative program) in view of imposing the fine.
- c. Nature of Offense – A summary offense under this section shall not be a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.
 - d. Definitions – As used in this section, the following words and phrases shall have the meanings given to them in this subsection:
 - i. “Pupil” A person between the ages of 6 and 21 years who is enrolled in school.
 - ii. “School” A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with A the Act of March 10, 1949 (P.I. 30 No. 14), known as the Public School Code of 1949, including area vocational-technical schools and intermediate units.
 - iii. “Tobacco” A lighted or unlighted cigarette, pipe, or other lighted smoking product and smokeless tobacco in any form.

Commonwealth of Pennsylvania
STATE BOARD OF EDUCATION
PENNSYLVANIA CODE
Title 22, Education
Chapter 12, Students
REGULATIONS ON
STUDENT RIGHTS AND RESPONSIBILITIES

§ 12.1. Free education and attendance.

- (a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth’s public schools.
- (b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools nor from extracurricular activities because of being married or pregnant.

§ 12.2. Student responsibilities.

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform with the following:

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

§ 12.3. School rules.

- (a) The school board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.
- (b) School boards may not make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
- (c) Each board of school directors shall adopt a code of student conduct which shall include policies governing student discipline and a listing of students rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents. Copies of the code shall also be available in each school library.

§ 12.4. Discrimination.

Consistent with the Pennsylvania Human Relations Act (43 P. S. § § 951—963), no student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicaps.

§ 12.6. Exclusions from school.

- (a) The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by § 14.35 (relating to discipline).

- (b) Exclusion from school may take the form of suspension or expulsion.
- (1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
- (i) Suspensions may be given by the principal or person in charge of the public school.
- (ii) No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- (iii) The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
- (iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in § 12.8(c) (relating to hearings).
- (v) Suspensions may not be made to run consecutively beyond the 10 school day period.
- (vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors.
- (2) Expulsion is exclusion from school by the board of education for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under § 12.8.
- (c) During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
- (d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study.
- (e) Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.
- (1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.
- (2) If the parents or guardian are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must recontact the parent and, pending the parents' or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph (3) or do both.

(3) If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

§ 12.7. Exclusion from classes—in-school suspension.

(a) No student may receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

(b) Communication to the parents or guardian shall follow the suspension action taken by the school.

(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).

(d) The student's school district has the responsibility to make some provision for the student's education during the period of the in-school suspension.

§ 12.8. Hearings.

(a) Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

(b) A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or an authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.

(1) The following due process requirements are to be observed with regard to the formal hearing:

(i) Notification of the charges shall be sent to the student's parents or guardian by certified mail.

(ii) Sufficient notice of the time and place of the hearing must be given.

(iii) The hearing shall be held in private unless the student or parent requests a public hearing.

(iv) The student has the right to be represented by counsel.

(v) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(vi) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.

(vii) The student has the right to testify and present witnesses on his own behalf.

(viii) A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.

- (ix) The proceeding must be held with all reasonable speed.
- (2) Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.
- (c) The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
- (1) The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
- (2) The following due process requirements are to be observed in regard to the informal hearing:
 - (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
 - (ii) Sufficient notice of the time and place of the informal hearing shall be given.
 - (iii) A student has the right to question any witnesses present at the hearing.
 - (iv) A student has the right to speak and produce witnesses on his own behalf.
 - (v) The district shall offer to hold the informal hearing within the first 5 days of the suspension.

§ 12.9. Freedom of expression.

- (a) The right of public school students to freedom of speech was affirmed by the United States Supreme Court in *Tinker v. Des Moines Community School District*, 393 U.S. 503 (1969).
- (b) Students have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights.
- (c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
- (1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
- (2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- (d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- (e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- (f) Bulletin boards shall conform with the following:

- (1) School authorities may restrict the use of certain bulletin boards.
 - (2) Bulletin board space should be provided for the use of students and student organizations.
 - (3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- (g) School newspapers and publications shall conform with the following:
- (1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
 - (2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
- (3) School officials may not censor or restrict material simply because it is critical of the school or its administration.
- (4) Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
- (5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by nonstaff members shall be developed and distributed to all students.
- (h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).
- (i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
- (1) A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students.
 - (2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
- (j) School officials should adopt and publish guidelines for student use of school facilities and equipment.
- (k) The constitutional right of freedom of speech guarantees the freedom of public school students to publish materials on their own.
- (1) The school has no responsibility to assist students or to provide facilities in the publishing of the materials.
 - (2) The students themselves have sole responsibility for any statements published.
 - (3) Approval procedures must be followed prior to distribution or display of materials on school property. See subsection (i).

§ 12.10. Flag Salute and the Pledge of Allegiance.

It is the responsibility of every citizen to show proper respect for his country and its flag.

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.

(2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

§ 12.11. Hair and dress.

(a) Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem some types of covering should be considered.

(b) School officials may not impose limitations on dress unless the attire causes the disruption of the educational process or constitutes a health or safety hazard.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations where special attire may be required to insure the health or safety of the student.

(d) Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

§ 12.12. Confidential communications.

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

§ 12.14. Searches.

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search the students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

STUDENT RECORDS

§ 12.31. General requirements.

(a) The governing board of every school district, intermediate unit and area vocational-technical school shall adopt a plan for the collection, maintenance and dissemination of pupil records and submit the same to the Department for approval.

(b) Copies of the approved plan shall be maintained by the local educational agencies and updated as required by changes in State or Federal law. Copies of the updated plan shall be submitted to the Department only upon the request of the Secretary.

§ 12.32. Elements of the plan.

(a) The plan for pupil records shall conform to § 12.33 (relating to guidelines), except that a school district may modify § 12.33 with the approval of the Secretary, to conform with local policy.

(b) The plan shall establish policies on pupil records consistent with the minimum requirements of the Family Educational Rights and Privacy Act of 1974 (20 U.S.C.A. § 1232g) and in 34 CFR Part 99 (relating to privacy rights of parent and students.)

VENANGO TECHNOLOGY CENTER

2018-2019
PERSONNEL

Administration

Fontanazza, Mario..... Director
Adams, Patrick..... Business Manager

Faculty

Baughman, Mark..... Protective Services
Burkhart, Kelton..... Machine Tool Technology
Burt, Darrin..... Auto Body Repair Technology
Crate, Travis..... Welding Technology
Crawford, Curtis..... Automotive Technology
Dailey, Jamie..... Computer Information Systems
Haggerty, Dorothy..... Culinary Arts
Hoobler, Chad..... Building Construction Technology
Lehnortt, Ryan..... Gas & Oil Technician
Lindey, Peter..... Natural Resources
Lyons, Timothy..... Electronic Technology
Nikolaison, Glen..... Heating, Ventilation & Air Conditioning
Osborne, Ashleigh..... Dental Assistant
Prichard, Angel..... Allied Health Occupations
Smith, Eric..... Computer Aided Drafting & Design

Student Services - Professional

Campbell, Sarah..... Coordinator of Student Services
Moore, Robert..... Cooperative Education Coordinator
Seidle, Jena..... Special Populations Coordinator

Support Services - Technical

Nurss, Robert..... Technology Assistant

Support Services – Paraprofessional

Davis, PeggyInstructional Aide
Frantz, Danielle.....Instructional Aide
Fugate, Robert.....Instructional Aide
Knight, SamuelInstructional Aide
Lander, LindaInstructional Aide
O’Neil, AprilInstructional Aide
Siler, Paul.....Instructional Aide
Ziegler, WendiInstructional Aide

Supportive Services-Clerical

Botts, Tammy..... Student Accounting Assistant
Miller, Tessa Accounting Assistant
Danzon, Melissa.....Administrative Assistant, Adult Education & Student Services
Kellogg, Connie..... Administrative Assistant/Practical Nursing, Warren Campus
Kauffman, Kara.....Administrative Assistant/Practical Nursing, Oil City Campus
O’Neil, Kathy.....Administrative Assistant, Director/Student Services

Supportive Services - Maintenance & Custodial

Myers, Ruby..... Maintenance Technician
Wacht, Gregory..... Maintenance Technician
Wagner, LeroyMaintenance Supervisor

Adult Education Department

Miller, Carol.....Adult Education Coordinator

Practical Nursing

Cartney, Julie R..... Instructor/Oil City Campus
Cornelius, Dr. Cynthia A.....Coordinator, Practical Nursing Program, Oil City & Warren
Davis, Leslie Instructor/Warren Campus
Kline, Dr. Amy M Instructor/ Oil City Campus
Steger, Heidi Instructor/Warren Campus