

**Schuylkill Technology Center**  
**Student Handbook**  
**2020--2021**



South Campus  
15 Maple Avenue  
Mar Lin, PA 17954  
570-544-4748

North Campus  
101 Technology Dr.  
Frackville, PA 17931  
570-874-1034

Visit us on the web: [www.stcenters.org](http://www.stcenters.org)



## ***Director's Welcome***

On behalf of the staff and faculty of the North and South Campuses of Schuylkill Technology Center, we would like to welcome you to the 2020/2021 Academic Year. We are honored that you have chosen to entrust us with your academic pursuits and we look forward to a very successful school year.

Schuylkill Technology Center has been dedicated to providing a climate where students can acquire the knowledge, skills and values necessary to become productive members of the global economy through educational pathways and strong community partnerships for over fifty years.

We are extremely proud of the accomplishments of our students. STC raised just under \$70,000 for the STC Food Truck Campaign in cooperation with Schuylkill Area Community Foundation. Our welding students built a new bumper and an interior frame upon which to attach the equipment, the Automotive Technology students added new brake lines and performed mechanical work on the vehicle, our Auto Collision Students sanded down the frame and painted with primer, our Plumbing and students worked to install the water tanks and generator. The project is expected to be completed during the 20/21 school year. In addition, Schuylkill Technology Center gained national recognition for our School Climate Initiatives that included a newly created Student Ambassador Program and our community outreach projects such the masonry project at the Veteran's Memorial Monument outside of Saint Clair and the creation of sign board for the Schuylkill County Fairgrounds and Highwood Industries.

Our goals for the 2020/2021 School Year are to continue to offer industry recognized certifications, maintain improvements in NOCTI scores, implement Google Classroom and improve Math and Literacy scores for STC Students.

I have an open door policy and welcome the opportunity to meet with any students or parents.

Sincerely,

Shannon Brennan, M.Ed.

Director of Career and Technical Education



# Schuylkill County Area Vocational Technical Board of Directors

## Officers

### President

**Scott Jacoby**

Schuylkill Haven Area School District

### Secretary

**Jaime Zimerofsky**

IU 29

### Vice-President

**Charles "Chaz" Hepler**

North Schuylkill School District

### Treasurer

**Jennifer Reed**

Tri-Valley School District

## Members

<b>John Carastia</b> Blue Mountain School District	<b>Michael Mistishen</b> Mahanoy Area School District	<b>Angela DeMario</b> Minersville Area School District
<b>David Frew</b> Pine Grove Area School District	<b>Dr. Michael Cardamone</b> Pottsville Area School District	<b>Michael Holobetz</b> Saint Clair Area School District
<b>Joseph Buchanan</b> Shenandoah Valley School District	<b>Trina Schellhammer</b> Tamaqua Area School District	<b>John Mika</b> Williams Valley School District

## Administration

### Dr. Gregory S. Koons

Executive Director  
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### Shannon Brennan, M.Ed.

Director of Career & Technical  
Education  
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### Debra Arnold

Director Of Special Education  
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### Stacey Minahan

Assistant Director-South Campus  
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### Chris Groody

Assistant Director-North Campus  
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### William Kimber

Supervisor of  
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### John Nabholz

Facilities Manager  
nabhj@iu29.org

## **MISSION STATEMENT**

The mission of the Schuylkill Technology Center is to enable the student to acquire the attitudes, knowledge, skills, and values necessary to become a life-long learner and a productive citizen of a global economy by developing an educational pathway for excellence driven by a partnership with education, business, industry, government, family, and the community.

## **BELIEF STATEMENT**

The Schuylkill Technology Center believes that:

Education is the responsibility of the student, parents, teachers, and the community

- All individuals can learn, but learning occurs at different rates through diversified learning styles
- Individuals are more successful when they are active participants and demonstrate learning
- Individuals are more successful when they set goals, make choices, and accept responsibility
- Individuals enrich their learning by participating in family, school, and community activities
- Humanity prospers when people work together
- Diversity enhances growth and strengthens society
- Excellence is achievable and a worthwhile investment
- Learning is a life-long process that is essential for economic stability

The future of our society depends on the effectiveness of a high-quality education

## ***P.R.I.D.E***

### ***P***

#### **Positive attitude**

In support of vocational education experiences. Attitude is everything, and we are very proud of our programs.

### ***R***

#### **Rigor and vocational training.**

Our students have the opportunity to attain skills that they will have for a lifetime and that directly benefit our community.

### ***I***

#### **Individualized Learning**

Experiences and training in skills that last a lifetime.  
Be willing to go the extra mile to provide opportunities to change the lives of others. Each student is unique and deserves our best efforts and specialized support.

### ***D***

#### **Determination and Drive.**

Be the driving force each day to set the tone and be an example for success.

### ***E***

#### **Excellence in vocational education.**

When you are choosing a career, it is essential that you do what you love.  
When we put our hearts into our work, excellence will naturally follow.

# SCHUYLKILL TECHNOLOGY CENTER

## North Campus

101 Technology Drive, Frackville, PA 17931  
(570) 874-1034 \* FAX (570) 874-4028

### Secretarial Staff

Shannon Seiders seids@stcenters.org	Theresa Holley hollt@stcenters.org	Donna Newton newtd@stcenters.org	Breeon Grickis gricb@stcenters.org
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### Cafeteria Staff

Yvonne Cunningham Supervisor	Jack Dalton	Kristine Minarchick	Doreen Mengel
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### Maintenance and Custodial Staff

William Weist Supervisor	Mark Daniels	Ken Letcavage	Gary Uholick
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### Student Services

TJ Fitzpatrick    fitzt@stcenters.org  
**Cooperative Education Coordinator**

Tracey Picht    picht@stcenters.org  
**School Counselor**

Elizabeth Wolff    wolfe@stcenters.org  
**School Nurse**

Gretchen Witman    witmg@stcenters.org  
**Social Worker**

Jennifer Correll    corrij@stcenters.org  
**Itinerant Learning Support**

Jennifer Pisarz    pisaj@stcenters.org  
**Itinerant Learning Support**

Matt Fabrizio    fabrm@stcenters.org

### Technical Support Specialist

### Instructors

#### Automotive Technology

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#### Carpentry Technology

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#### Culinary Arts

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#### Diesel Engine Technology

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#### Early Childhood Care & Education

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#### Electro-mechanical Technology

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#### Emerging Health Professionals

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#### Health Careers

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#### Masonry Technology

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#### Outdoor Power Equipment

Jason Wright  
wrigj@stcenters.org

#### Social Studies

Bill Mack  
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#### Social Studies

Ryan Wagner  
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### Para Professionals

Patricia Bachman

Angela Carl

Cathy Gervalis

Marcia Jacavage

Dave Merrick

Kim Wickersham

Laura Wixted

\*Lou Wolff

# SCHUYLKILL TECHNOLOGY CENTER

## South Campus

15 Maple Avenue, MarLin, PA 17951  
(570) 544-4748 \* FAX (570) 544-3895

### Secretarial Staff

Kathy Dalton kod@stcenters.org	Antoinette Purcell purca@stcenters.org	Lisa Bickleman bickl@stcenters.org
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### Cafeteria Staff

Yvonne Cunningham Supervisor	Cheryl Ryan	Constance Flannery	Michaelene Schroeder
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### Maintenance and Custodial Staff

John Conville Supervisor	Sam Ulrich	Ed Kubeika	TBD
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### Student Services

TJ Fitzpatrick fitzt@stcenters.org <b>Cooperative Education Coordinator</b>	Tracey Picht picht@stcenters.org <b>School Counselor</b>
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Sarah Jackson jacks@stcenters.org <b>School Nurse</b>	Gretchen Witman witmg@stcenters.org <b>Social Worker</b>
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Caroline Barnhart barnc@stcenters.org <b>Itinerant Learning Support</b>	Gary Hess hessg@stcenters.org <b>Itinerant Learning Support</b>
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Matt Fabrizio    fabrm@stcenters.org

### Technical Support Specialist

### Instructors

<b>Business Management</b> Brandon Horan horab@stcenters.org	<b>Carpentry Technology</b> Phillip Kintzel kintp@stcenters.org	<b>Collision Repair Technology</b> Jesse Krasnitsky krasj@stcenters.org	<b>Computer Information Systems</b> Lisa Worthy lw@stcenters.org
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<b>Cosmetology</b> Krystal Thomas thomk@stcenters.org	<b>Criminal Justice</b> Jonathan Flynn flynj@stcenters.org	<b>Culinary Arts</b> Chef James Gurcsik gurcj@stcenters.org	<b>Logistics Technology</b> Nicole Lubinsky lubin@stcenters.org
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<b>Plumbing &amp; Heating Technology</b> Robert Greiner greir@stcenters.org	<b>Precision Machining Technology</b> Fred Cicero cicef@stcenters.org	<b>Residential/Industry Electricity</b> David Hess hessd@stcenters.org	<b>Welding Technology</b> Doug DelConte delcd@stcenters.org
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<b>Instructional Coach</b> TBD	<b>Social Studies</b> Matthew Fees feesm@stcenters.org	<b>Social Studies</b> McKenzie Francis franm@stcenters.org
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### Para Professionals

Frances Hertz	Sharon Kreiger	Betty Murphy	Susan Purcell
Teresa Spotts	TBA	TBA	

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## ACCREDITATIONS/APPROVALS

### ◆ ACCREDITATION

- Accredited by the Pennsylvania State Board of Vocational Education, Bureau of Career and Technical Education
- Practical Nursing Program accredited by the National League for Nursing

***For information about national and program accreditations, contact the institution.***

### ◆ APPROVALS

- Approved by the Pennsylvania Department of Education
- Practical Nursing Program approved by the Pennsylvania State Board of Nursing
- Cosmetology Program approved by the Pennsylvania State Board of Cosmetology
- Nursing Assistant Program approved by the Pennsylvania Department of Education - Bureau of Career and Technical Education
- Approved by the United States Department of Education for Pell Grants and for participation in the Federal Family Education Loan Program

## SCHOOL CALENDAR 2020/2021 YEAR

August 12 & 13, 2020	In-Service-First Year Teachers
August 13, 2020	New Student Orientation
August 26, 2020	<b>First Day for Students</b>
September 7, 2020	Labor Day-Schools Closed
September 23, 2020	Fall Open House
October 12, 2020	In-Service-Teachers Only
October 29, 2020	45th Day of School (End of 1st Marking Period)
November 2, 2020	ASVAB Testing-North Campus
November 17, 2020	ASVAB Testing-South Campus
November 26, 27, & 30, 2020	Thanksgiving Recess-Schools Closed
*December 24, 2020 through January 1, 2021	Christmas Holidays-Schools Closed
January 14, 2021	90th Day of School (End of 2nd Marking Period & A cycle)
January 18, 2021	In-Service-Teachers Only
January 2021	SKILLS Competition-District Level
February 15, 2021	Presidents Day-Schools Closed
March 9, 2021	ASVAB Testing-North Campus
March 16, 2021	ASVAB Testing-South Campus
March 21, 2021	135th Day of School (End of 3rd Marking Period)
**April 1, 5 & 6, 2021	Easter Recess/Snow Make Up Days-Schools Closed
April 28, 2021	Spring Open House
April TBA	SKILLS Competition-State Level
TBD	Elks Student of the Year
TBA	Senior Awards
****May 25, 2020	180th Day of School /Last Day for Students
May 28, 2021	Memorial Day-Schools Closed

\*Christmas Holiday will begin at the close of the day on December 23, 2020

\*\*Weather Emergency Make –Up Days will occur as follows:

SNOW MAKE-UP DAYS April 1, 5 & 6 , 2020

**\*\*\*Additional weather emergency days will be made up by extending the school calendar the cancelled number of days in June 2021**

### EMERGENCY SCHOOL CLOSINGS, DELAYS & EARLY DISMISSALS

Adverse weather conditions could result in school closings, delays or early dismissals. Parents/guardians and students are encouraged to listen to local radio and/or television stations for the most current information regarding school closings, delays, or early dismissals. If the students home school district provides transportation to STC, students are required to attend. The following television stations are contacted with information: WNEP-Channel 16, WHTM, and WGAL. Students will be notified of emergency closings via the PA System. Emergency notifications will also be sent via our School Rush system to all students and staff.

## SCHEDULES

Student's instructional time is 5 hours and 52 minutes per day, which is based on the students' arrival time at 8:00 a.m. and ending time of 2:34 p.m. Upon arrival at the Technology Center, students must report to their program area. Instructional time bell rings at 8:00 a.m. (starting time) and also at 2:34 p.m. (ending time).

The bell schedule reflects six 60 minute social studies periods and examples of the time schedules in which the students would leave and return to their program area. Students are scheduled to attend one 60 minute social studies class and have a 30 minute lunch.

### \* PERIODS

*SUBJECT TO CHANGE	PERIOD	PURPOSE	TIME	LENGTH
		Homeroom	8:00am to 8:28am	28 minutes
	1	1st Social Studies Class	8:30am to 9:30am	60 minutes
	2	2nd Social Studies Class	9:32am to 10:32am	60 minutes
	3	3rd Social Studies Class	10:34am to 11:34pm	60 minutes
	4	4th Social Studies Class	11:36am to 12:36pm	60 minutes
	5	5th Social Studies Class	12:05pm to 1:05pm	60 minutes
	6	6th Social Studies Class	1:07pm to 2:07pm	60 minutes
		Homeroom	2:08pm-2:34pm	26 minutes

### \* LUNCH PERIODS

*SUBJECT TO CHANGE	NORTH	1st Lunch	11:00am to 11:30am	30 minutes
		2nd Lunch	11:05am to 11:35am	30 minutes
		3rd Lunch	11:10am to 11:40am	30 minutes
		4th Lunch	11:15am to 11:45am	30 minutes
		5th Lunch	11:20am to 11:50am	30 minutes
		6th Lunch	11:25am to 11:55am	30 minutes
		7th Lunch	11:30am to 12:00pm	30 minutes
	SOUTH	1st Lunch	11:00am to 11:30am	30 minutes
		2nd Lunch	11:05am to 11:35am	30 minutes
		3rd Lunch	11:10am to 11:40am	30 minutes
		4th Lunch	11:15am to 11:45am	30 minutes
		5th Lunch	11:20am to 11:50am	30 minutes
		6th Lunch	11:25am to 11:55am	30 minutes
		7th Lunch	11:30am to 12:00pm	30 minutes

**STUDENT DISMISSAL: 2:00 -2:34PM**

# GENERAL INFORMATION/SCHOOL PROCEDURES

## 1. ATTENDANCE POLICY 204.2

### A. STUDENT ATTENDANCE GUIDELINE

The goal of the Schuylkill Technology Center is to prepare students for rewarding careers and lifelong learning. The development of appropriate work habits and attitudes including regular attendance is critical for success both on the job and at the career center. It is for this purpose that the Schuylkill Technology Center has established the following guidelines in conjunction with the Pennsylvania School Code and the Pennsylvania Department of Education:

- ◆ The Schuylkill Technology Center requires that to receive full credit for the semester, a student must be in attendance a minimum of 83 days unless excused for one of following circumstances.
- ◆ **Regular attendance** shall be defined as attending STC for the periods scheduled during which school is in session. Attendance at STC is expected even if the home district is not in session, dependent upon the availability of district transportation. Students are to attend all sessions unless properly excused by school authorities. Attendance shall be required of all students enrolled in the Schuylkill Technology Center during the days and hours that school is in session, except that the Director or designee may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent conditions that may reasonably cause the student's absence.
- ◆ The Schuylkill Technology Center joins local business and industry in its emphasis in trying to promote excellent attendance on the job and in school. Student attendance shall be reflected in the daily work ethic grade. Students will receive a zero work ethic score for unexcused absences. Excluded from this policy are students documented, chronic medical conditions or other incidents of absence, which are beyond a students' control and will be reviewed on a case-by-case basis. The primary responsibility for maintaining accurate records is delegated to the instructor. Students with an excused absence, must complete and submit missed assignments within three school days.
- ◆ The Board considers the following conditions to constitute reasonable cause for absence:
  - A. Illness or quarantine with written doctor excuse. (Doctor's notes must be received within 3 school days)
  - B. College/higher education visitations limited to five (5) days. Requires prior written request and approval of STC administrator or designee.
  - C. Emergency reason as approved by STC administrator or designee
  - D. Religious holidays
  - E. Required court/legal appearance
  - F. Educational Field Trip/Family Vacation- pre approved by STC
  - G. Pandemic Related (COVID-19)

Administration or designee and the LEA home district. Students must submit the Excused Absence Request Form with a copy of the LEA home district approval prior to the trip/vacation. Absences related to the COVID-19 Pandemic will be reviewed individually by administration.

- ◆ Absences will be recorded as unexcused based on, but not limited to, the following list of reasons:
  - A. Oversleeping
  - B. Car Trouble
  - C. Illness absences of more than 3 consecutive days without documented doctor excuse
  - D. Unauthorized vacations/trips
  - E. Missing the bus
  - F. Failure to provide an absence excuse consistent with STC procedures

All absences shall be treated as unexcused until the STC receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. Absences in excess of three (3) consecutive days require a doctor's excuse. Attendance need not always be within the facilities. A student will be considered in attendance if present at any place where a program is in session by authority of the Board or at the place where the student is receiving approved tutorial instruction or health care or the place where the student is engaged in an approved and properly supervised work-study or career education program or at home when the student is receiving approved homebound instruction.

All absences occasioned by observance of the student's religion on a day approved by the Board or member district as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday. The STC shall notify the school district and parent/guardian of any attendance problems requiring district action and shall maintain attendance records for use by the district for enforcing compulsory attendance. The member school district shall be responsible for enforcing the compulsory attendance laws.

Students terminated from STC, may petition the STC Administrator or designee for re-admission to the school. Students are required to provide a detailed explanation of the circumstances in writing with supporting documentation to the STC Administrator or designee. Petitions must be submitted in writing within 7 days of the last day of school. Absences related to the COVID-19 Pandemic shall be excused. Students with COVID-19 will be permitted to return to school following the 14 day quarantine if at **least one** of the following criteria are met: 1. Negative test for COVID-19 and released to return with a doctor's order; 2. Positive Covid-19 Test, but symptom free and fever free without fever-reducing medication for 72 Days. 3. Released to return o school by doctor's orders. 4. Positive Antibody test for COVID-19 but symptom free without fever reducing medications for 72 hours.

## STUDENT CALLS AND/OR SIGNED EXCUSE NOTES ARE NOT ACCEPTABLE

### B. LATE ARRIVAL/EARLY DISMISSAL

- ◆ There are times when the home school will arrive late or leave early to or from the Technology Center. The administration of the home school will notify the school attendance office giving the reason for the change of schedule. All late arrivals must sign in at the main office. Late bus arrivals will be announced. Anyone who arrives after their home district bus arrives at STC is considered tardy/late. Any time an entire district is to be dismissed, an announcement will be made at the time students are to report to their buses

<b>1-3 Days Late</b>	Formal Warning
<b>Documentation of a Parental Note will only be accepted as an excuse for 3 Tardy/Late Arrivals per school year.</b>	
<b>4-7 Days Late</b>	After School Detention
<b>* 4 Days Late Per Semester</b>	LOSS OF DRIVING PRIVILEGES (if applicable)
<b>8 or More Days Late</b>	One day In-School Suspension and/or After-School Detention for each day tardy.

Disciplinary Actions for Tardy/Late Arrivals to STC:

***Any student who arrives at STC in a manner other than home district transportation is required to do so before 8:00 a.m. Arrival after, is considered late and is required to report to the office to complete a tardy slip.***

- ◆ Request for early dismissal must be made at the main office. A written note in advance from parent or home school indicating reason and time is required. Parents or guardians picking up students prior to dismissal are required to report to the main office with proper I.D. to sign for the student's release.

### C. STUDENT ABSENCE PROCEDURE

1. Parents should call the Schuylkill Technology Center attendance office between 7:30am and 9:00am the day of the absence and report the students name and reason for absence. An automated phone call will go out to any student marked unexcused at 10:00am on the day of the absence to students' primary contact.

For students attending the South Campus please call 570-544-4748 or North Campus 570-874-1034. Note that any call of a questionable nature will be checked during the day.

2. Students must request an excuse form from their instructor on the day of return. Parent/Guardian must fill in the absence reason and sign his/her name on the appropriate line. The completed form must then be returned within the next two (2) school days. On the 3rd day after an absence if the proper procedure is not followed the day will automatically be recorded as an unexcused absence and will result in a zero (0) grade for the day. If an additional absence would occur during the 3 days proceeding the initial absence a parent must call to verify the initial absence as well as that days absence using the information above.
3. Doctor and Dental appointments must be verified through STC prior to the date of absence if possible. In case of emergencies, bring a signed excused from the doctor or dentist. Parents/Guardians and Students are urged to schedule appointments before or after school hours whenever possible.
4. Agency and court related appointments in which early release is needed must be cleared through the student's counselor prior to the date of absence when possible.

## 1. STUDENT PHOTOS

- ◆ In order to conduct an effective public relations program, STC shares news about activities and events within the school. To do this, names, photos and video clips of students might be placed in school publications, on the STC website, the STC Facebook page, well as other local media. Respecting the right to privacy, parents/guardians are asked to give consent for use of this material by signing the media release on the 2018-2019 Student/Parent/Guardian Agreement Form. Failure to authorize the media release may result in your student not receiving public recognition due to them for their outstanding achievements.

## 2. EMERGENCY CONTACT INFORMATION

- ◆ At the beginning of each school year all students are given an emergency information/parental consent form. The form must be completed and returned to the classroom instructor within the first seven (7) days of school. Students will not be permitted to operate equipment until the completed form is returned. Any student who fails to return a form will be sent to the Assistant Director's Office for appropriate action.
- ◇ **During the course of the school year, any change to the student information (address, area code/phone, social security number, etc.) MUST be reported to the office and students instructor as soon as it occurs.**
- ◇ **Homeless Students' Rights:** The McKinney-Vento Homeless Assistance Act states that children and youth who lack a fixed, regular or adequate nighttime residence will be considered homeless. 42 U.S.C. §11434A(2)(A)
  - ◇ Right to continue at the school of origin, the school they attended before coming homeless or the school in which they were last enrolled.
  - ◇ Right to transfer to the school of residence.
  - ◇ Right to immediate enrollment even if they lack normally required documents such as immunization records or proof of residence.
  - ◇ Right to receive transportation to and from their school of origin for the duration of homelessness or for the rest of the school year after becoming permanently housed.
  - ◇ Free school breakfast and lunch
  - ◇ Assistance with fees/ fines including field trips, physical education, lab fees, school sponsored extracurricular activities and other school fees.
  - ◇ Assistance in obtaining educational items including school supplies.
  - ◇ Assistance with connecting to social service agencies in the community.

### Local Contacts

- District/ IU homeless liaison: Larissa Russel, russl@i29.org
- Building/ program level liaisons: Gretchen Witman, witmg@stcenters.org; Tracey Picht, picht@stcenters.org
- Online homeless liaison directory in Pennsylvania: <https://directory.center-school.org/homeless>
- ECYEH Region 2: 610-987-8509 or [www.berksiu.org/ecyeh](http://www.berksiu.org/ecyeh)

### Local Resources

- 211
- Homeless Coalition: <https://www.berksiu.org/students-families/k-12-education-student-services/ecyeh/resources/>
- Online shelter directory: <https://directory.center-school.org/homeless/shelter/search>

## 3. CHILD CUSTODY

- ◆ When families are involved in divorce, separation, or custody proceedings, it is very important for the Schuylkill Technology Center to be informed so that we can provide the greatest level of support for the child. If there is a change in the custody agreement that is on file, please contact the office. It is the custodial parents' responsibility to notify the school of any changes.
- ◆ School Personnel should be informed of the following:
  - ◇ Where and with whom the child resides
  - ◇ Who has access to the child during the school hours
- ◆ If there is a custody agreement or court order granting custody, a copy should be on file in the main office.

## 4. TRANSFER OF WITHDRAWALS OF STUDENTS FROM SCHUYLKILL TECHNOLOGY CENTER PROGRAMS POLICY 206

- ◆ In some instances the enrollment of a student at the Technology Center or in a specific program may be changed. The member districts, the Schuylkill Technology Center, the parent/guardian or the student may initiate action which may result in the student's transfer to the sending high school. All transfers are handled on an individual basis.
- ◇ Please refer to the Schuylkill Technology Center website for a detailed explanation of transfer reasons as covered under policy 206.

## 5. VISITORS

- ◆ All visitors must report directly to the main office. Staff will assist visitors with the sign in process which includes verification of identity through a valid state ID, and visitor being assigned a visitor's badge. All visitors are required to wear the visitor's badge in a visible location while in the building. When visitor has completed all necessary business they are asked to return to the main office to sign out.



## A. CONFERENCES WITH SCHOOL PERSONNEL

- ◆ Parents/Guardians are encouraged to contact the Technology Center to talk to their child's instructors, school counselor or administration whenever they feel it is appropriate. Arrangements can be made in advance by contacting the main office by calling South Campus (570) 544-4748 or North Campus (570) 874-1034. In some cases a day or two notice is needed.

## B. STUDENT VISITORS

- ◆ Students in regular attendance at any of the sending districts are not permitted to visit the Technology Center without prior approval of the home school and the Technology Center's Assistant Director or Guidance Counselor. Arrangements can be made in advance by contacting the counseling/guidance office by calling South Campus (570) 544-4748 or North Campus (570) 874-1034. In some cases a day or two notice is needed.
- ◆ Prior Students and/or graduates are not permitted to visit instructors and/or programs during the school day, unless prior arrangements have been made with administration. Those students wishing to visit with instructors must do so after 3:00PM. Arrangements must be made with the instructor in advance of the visit.

## 6. ELECTRONIC SURVEILLANCE POLICY 806

- ◆ **To ensure the safety and security, and to protect the health and welfare of students and staff, the Schuylkill Technology Center uses electronic surveillance systems in monitoring activity on school property. The use of information from surveillance equipment shall be consistent with policies concerning the confidentiality of student and staff records.**

# STUDENT RESPONSIBILITIES AND CONDUCT

## 1. STUDENTS RIGHTS POLICY; FREE EDUCATION

- ◆ Since the Schuylkill Technology Center is an extension of the educational plan of the twelve participating school districts, any student who has completed the eight grade year, regardless of age, pregnancy, parenthood, marriage, or any other factor not related to his or her individual capabilities, is entitled to a free and full education in the program in which he or she has been admitted.

### ◆ NON-DISCRIMINATION POLICY

The Schuylkill Technology Center does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category. This policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990. The Schuylkill Intermediate Unit's commitment to non-discriminatory practices extends to prospective students and employees, current students and employees, parents of students, community members, and representatives of outside agencies.

Schuylkill Technology Center employees, community members, and agency representatives who have a complaint of harassment or discrimination or who seek information about accommodations for individuals with disabilities should contact Dr. Gregory S. Koons, Executive Director and Equal Rights and Opportunities Director, at Schuylkill Intermediate Unit 29, P.O. Box 130, 17 Maple Avenue, Mar-Lin, PA 17951, telephone number (570) 544-9131 or fax number (570) 544-2169.

## 2. STUDENT RESPONSIBILITIES

1. Student responsibilities include regular school attendance, conscientious effort in program work, and conformance to school rules and regulations. Most of all, students share with the administration, faculty and staff a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her 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.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the students to conform with the following:
  - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - b. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of the school property.
  - c. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the Educational processes.
  - d. Assist the school staff in operating a safe school for all students enrolled therein.
  - e. Comply with Commonwealth and local laws.
  - e. Exercise proper care when using public facilities and equipment.
  - f. Attend school daily and be on time for all classes and other school functions.
  - g. Make up work when absent from school.
  - h. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
  - i. Report accurately in student media
  - j. Do not use obscene language in student media or on school premises.

## 3. SCHUYLKILL TECHNOLOGY CENTER PORTFOLIO

- ◆ All students will be responsible for developing a portfolio of their accomplishments during their enrollment. The portfolio will include the student's resume, cover letter, and list of competencies, awards, references and samples of work where applicable. Students will add to their portfolio as they continue to build their skills. The portfolios will become the property of the student at the end of their enrollment, and may be shown to prospective employers and college recruiters when seeking employment and postsecondary education.

## 4. HALL CONDUCT AND PASSES

- ◆ Students are expected to conduct themselves in a quiet and orderly manner at all times. Students are to go directly to their classroom areas upon arrival and remain where assigned unless given a hall pass by the instructor to go to other areas. Each student leaving a shop area must have a hall pass. Loitering in the halls, entrances, or lavatories will not be permitted. A lavatory hall pass will be provided for each area and students are reminded that they must sign a sign out sheet and carry a hall pass when going to the lavatory.

## 5. ELECTRONIC DEVICES POLICY 237

### A. USE OF ELECTRONIC DEVICES

- ◆ The Board prohibits the use of personal communication devices including:
  - ◇ Cell Phones
  - ◇ Pagers
  - ◇ Beepers
  - ◇ Music Devices such as ipods, mp3 players
  - ◇ Ipads (unless directed by students instructor)
  - ◇ Devices that provide wireless, unfiltered connection to the internet such as mifi's
  - ◇ Laser Pointers
- ◆ These items are prohibited during the school day on the premises of the Schuylkill Technology Center as well as STC programs and activities off campus. If students bring in an above listed electronic device the school will provide a secure place for it to be stored for the day.
- ◆ Failure to comply with this policy will result in the following disciplinary action.
  - ◇ First Offense– All phones or electronic devices will be sent to the office and will be retrieved by the student at the end of the day. Student will be issued an after school detention.
  - ◇ Second Offense– All phones or electronic devices will be sent to the office . The student will be issued an after school detention and the student's parent/guardian will be required to pick up the item at the end of the day, or at their earliest convenience.
  - ◇ Subsequent violations will be addressed according to the progression of discipline.
- ◆ If a student is a member of a local Fire Department or has a documented medical reason they are permitted to have an electronic device.

### B. ILEGAL AND UNETHICAL USE OF CAMERA DEVICES

- ◆ Students are prohibited from using any device to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school related activity, without express prior notice and explicit consent for the capture recording or transmission of such words or images. Using any device to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted. When you take pictures of other people without their permission, you risk invasion of privacy and harassment lawsuits.
  1. Camera devices may not be used in any unethical or illegal manner
  2. Cameras devices may not be used to photograph another person who has a reasonable expectation of privacy without that person's knowledge and consent.
  3. Camera devices may not be used in a way that would violate another person's copyright.
  4. Camera devices may not be used to harass, intimidate, or bully another person or to invade another person's privacy.
  5. An image taken using a camera device may not be published, broadcast, or distributed without consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded, or the person who owns the copyright in the material appearing in that image.

## C. VOLUNTEER FIREFIGHTERS

- ◆ Any student who belongs to a local volunteer fire company and has a valid driver's license and wishes to participate in fire/emergency calls during the school day, will need to obtain a permission form in the office. The permission form must be completed and turned into the office prior to leaving for fire/emergency calls. Students who leave school during class time for a fire/emergency call need to sign out in the office when leaving and sign back in upon returning. Students will need to be academically eligible to participate in this privilege. If a student is assigned an in-school suspension, they will not be able to participate in fire/emergency calls for the duration of the in-school suspension.

## 6. PERSONAL GROOMING AND APPEARANCE

- ◆ Employers put great emphasis on personal grooming and appearance. When prospective employers visit the school or a class, the first thing they notice is the appearance of students. It is important that they be favorably impressed if they are to be interested in hiring our graduates. You are making an effort to prepare for a job, so you need to be moving toward the type of career dress and grooming that will help you get a job. Personal grooming involves overall cleanliness and a neat appearance and includes taking a daily bath or shower, using deodorant, cleaning nails, and washing and combing your hair. Clothing worn should always be appropriate for the job you are doing. Your instructor will discuss with you the proper dress for your training program and occupation. There are safety factors to consider in many shops, including flammable clothing, jewelry, appropriate footwear, etc. You are expected to dress according to the instructions for your class. Keep this in mind while attending school and when applying for a job.
- ◆ The following items **shall never be permitted** as shop/school clothing regardless of your shop because of their unsightly and unsafe nature:
  1. Unsafe footwear
  2. Hats, do-rags, other forms on headwear.
  3. T-shirts, undershirts, or shirts with inappropriate printing (Examples include but not limited to alcohol & tobacco innuendos or tasteless slogans such as co-ed naked, Johnson...etc.
  4. Torn or shredded clothing
  5. Mini-skirts, or skorts (1" above knee is minimum length)
  6. Halter tops, tube tops, bare midriffs
  7. Leggings and capris
  8. Sweatpants
  9. Spandex or yoga pants\*
  9. Tank tops and sleeveless shirts
  10. Shorts
  11. Mesh or cutoff shirts.
  12. Wearing clothing that allows the undergarments to be exposed.
  13. Shirts that are revealing or in poor taste.
  14. Piercings (other than ears)
- ◆ **Face Coverings/Masks– In light of the COVID-19 pandemic, the dress code has been amended to include face coverings for all students, staff, and faculty. Face coverings are defined as masks, gaiters, or clear face shields.**
- ◆ **Students failing to report to school in proper dress code attire in accordance with program/school requirements, will be prohibited from participating in laboratory/shop activities.**

### School Closure Expectation

In the event of an extended school closure related to the COVID-19 Pandemic, students will be expected to participate in virtual learning during regular school hours from 8:00am through 2:34pm. STC will assist students with accessing devices needed for virtual instruction. Regular attendance is needed for students to advance their knowledge of their chosen career cluster. Assignments will be provided and graded based upon work ethic, accuracy the grading guidelines included in the Grading and Student Records section of this handbook. Failure to participate may result in a failing grade for the marking period or semester.

## 8. SCHOOL LOCKERS

- ◆ SCHOOL LOCKERS ARE THE PROPERTY OF THE SCHOOL AND NOT THE STUDENT. School lockers are used to change into lab clothes and for the storage of lab supplies. Personal property, such as cellphone and electronic devices, should not be stored in the lockers. Administration has the right to inspect any student locker(s) at any time without student permission. The school is not responsible for personal property lost or stolen from the locker.

## 9. TEXT BOOKS

- ◆ All basic texts are loaned to the students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please print your name and year on the textbook label in case the book is misplaced. Students are required to pay for lost or damaged books.

## 10. LOST AND FOUND

- ◆ Lost and found articles should be reported and returned to the main office. Students who lose articles should inquire at the office and leave a written description with the secretary for identification purposes. Found articles will be disposed of after thirty days.

## 11. TELEPHONE USE

- ◆ Students will not be called from class to accept telephone calls. If the message is urgent, it will be delivered immediately to the student. Students are urged to make their parents and friends aware of this regulation. The phone in the office is a business phone and students should not ask permission to use it.

## 12. CAFETERIA

- ◆ The school maintains a cafeteria for the enjoyment and the convenience of the students. To facilitate a more pleasant lunch period, please observe the following:
  1. Students move in an orderly fashion directly to the cafeteria during their designated lunch period.
  2. Wait your turn in line rather than pushing and shoving. Don't crowd in front of others.
  3. Have your money ready.
  4. Leave your place as clean as you would like to find it.
  5. Take your tray to the window and put trash in the containers provided.
  6. All food and drinks are to be eaten in the cafeteria.
  7. A hall pass is provided for lavatory purposes and students are required to sign out.
  8. Respect the cafeteria personnel.
  9. Hats are not to be worn in the cafeteria. All hats should remain in the classroom.
  10. No open containers will be allowed out of the cafeteria.
  11. Students are not permitted to return to their instructional area prior to the completion of their lunch period
  12. Students who are eligible for free or reduced lunch must complete the necessary paperwork.
  13. Please refer to the meal charge policy distributed at the start of the semester or visit [www.stcenters.org](http://www.stcenters.org) to view the policy online.

### Cafeteria Daily Rates

Regular Student Breakfast	\$1.00
Regular Student Lunch	\$2.35
Milk (1/2 Pint)	\$0.50
Adult Breakfast	\$2.00
Adult Lunch	\$3.65

***Failure to comply will cause restriction of cafeteria privileges and/or further disciplinary actions.***

### 13. LEAVING SCHOOL GROUNDS

- ◆ No student is allowed to leave the school building or school grounds before class ends without administrative approval. Violations will result in disciplinary action.

## STUDENT SAFETY

### 1. STUDENT SEARCHES

#### Policy 226.0

- ◆ The Vocational Director or Administration shall have the authority to require students at the Schuylkill Technology Center to submit to a thorough search of clothing, handbags, wallets, lockers, and automobiles to take possession of any unauthorized drugs and alcohol, stolen items, weapons, or illegal materials suspected of being in their possession or in a vehicle parked on school property when administration has reason to believe “reasonable suspicion” exists. Such searches shall be conducted with an appropriate witness, which may be a parent, guardian, or staff member. Administration will attempt to notify the parent(s) or guardian. Students who refuse to submit to a reasonable suspicion search can be detained for police investigation and/or parental intervention. The Schuylkill Technology Center reserves the right to refer matters of a suspected illegal nature to the local police department.
- ◆ Further illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding. Prior to a locker search, students shall be notified and given an opportunity to be present. However, when school authorities have a reasonable suspicion that the locker contains material that poses a threat to the health, welfare, or safety of students in the school, student lockers may be searched without prior warning.

### 2. SAFETY PRACTICES

- ◆ We must all be concerned about safety. In most programs, we have equipment and tasks that, if not done properly, can be dangerous. Each program has specific safety rules, that must be strictly enforced. Your instructor will give you special instructions regarding safety procedures for your occupation. Students may be required to pass safety tests before working in shop areas. We must insist that all safety procedures be observed and practiced. Protective clothing, safety shoes, goggles, and/or safety glasses must be worn in all areas where required. Violations are not only dangerous to you, but also for other persons in the area. Your instructor will have more detailed information for you. Running, horseplay, and practical jokes are hazardous and cannot be tolerated at any time. Please remember that all safety procedures here are really no different from those in the occupation for which you are training. Students violating school safety regulations are subject to disciplinary action.
  1. For your safety, at no time should tools be left lying on the floor.
  2. Arrange and store all projects and materials as instructed in a safe and orderly fashion.
  3. Know fire drill procedures and location of all fire extinguishers in and near classroom.
  4. Know evacuation procedures where to meet your instructor in case of emergency.
  5. At no time should you handle any project which does not belong to you.

Injuries can be painful, inconvenient and sometimes expensive for you.

### 3. SAFETY DATA SHEETS (SDS) PROCEDURES

- ◆ Safety Data Sheets (SDS) are available in each program and the office area for student, faculty, and visitor reference. The SDS sheets are utilized for safety instruction and, if necessary, during emergency situations. Under the law, instructors and staff are required to inform all personnel/students of hazardous chemicals and teach/instruct the safe handling or use of these hazardous materials.

#### 4. SCHOOL INSURANCE

##### Policy 211

- ◆ All students are strongly encouraged to purchase school accident insurance made available in their sending school district early in the school year. Such insurance is available at the Technology Center. Please request information from your program instructor.

#### 5. EYE PROTECTION DEVICES

- ◆ By law, every instructor, student, visitor, spectator and every other person in any shop or laboratory is required to wear industrial quality eye protection when in a dangerous situation created by:
  1. The use of hot liquids, solids, gasses, caustic or explosive materials.
  2. The milling, sawing, turning, shaping, cutting, grinding, or stamping of solid materials.
  3. The tempering, heat treatment, or kiln firing of metals or other materials.
  4. Gas or electric welding.
  5. The repairing or servicing of vehicles.

#### 6. EVACUATION PROCEDURES EMERGENCY DRILLS

##### 1. FIRE

- a. Fire drill directions are posted in each room with a chart for exit and re-entry.
- b. All students shall evacuate the building immediately upon hearing the fire alarm signal.
- c. All windows and doors must be closed. Lights out.
- d. Good conduct, within the building and outside, must be maintained during the fire drills and all students shall behave in an orderly manner throughout the drill.
- d. Additional regulations are to be reviewed in the program by the instructor.

##### 2. TORNADO

- a. The tornado warning will be announced overhead, which is notice to take cover in designated shelter as posted in each program area immediately.

##### 3 EARTHQUAKE

- a. The earthquake warning will be announced over the intercom, which is notice to take cover in designated shelter in each program area immediately.

##### 4. EMERGENCY

- a. An alarm signal will indicate evacuation of the building for all emergencies other than tornado, fire, or earthquake.
- b. All students shall evacuate the building immediately upon hearing an alarm signal

##### 5. SPECIAL EMERGENCY CRISIS

- a. If a school emergency were to occur STC administrator will announce over the Intercom instructions and special procedures. STC utilizes ALICE protocol during this type of emergency. Shop instructor will review ALICE protocol with students and drills will be ran throughout the school year to ensure safety.

#### 7. INJURIES AND FIRST AID

- ◆ Should a student become ill or injured at school, he/she should notify his/her instructor. If necessary an Emergency Contact listed on the students Emergency Contact Information Sheet will be notified. Depending upon the severity of the illness or injury, the student may be transported to Lehigh Valley Schuylkill-East or Lehigh Valley-South Center (whichever was preferenced on the Emergency Contact Information Sheet. For illnesses and injuries that are not severe or do not require hospital care, the school nurse will be contacted, and students will be released to their parent or guardian. Please keep the main office informed of emergency contacts and advised of any conditions that might require special attention.

#### 8. GUIDELINE FOR STUDENT ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

- ◆ The Schuylkill Technology Center recognizes that parents have the primary responsibility for the health of their children. Although the Technology Center ***strongly recommends*** that medication be given in the home, we realize that the health of some children requires that they receive medication during school hours.

- ◆ If a student requires medication during the school day, the following criteria **must be met**:
  1. All medication (prescription and non-prescription) must be accompanied by written instruction from the Medical Doctor, Doctor of Osteopathy, Dentist, Physician Assistant or Nurse Practitioner. The pharmacy label can fulfill this written requirement for prescription drugs only.
  2. The request for administration of prescription or non-prescription medication must be accompanied by parent/guardian written authorization. This permission form may be obtained at the school health office.
  3. All prescription medication **must** be in its original labeled pharmacy container. Medication must be accompanied by a health professional's written request for administration which includes:
    - a. Name of student
    - b. Name of medication
    - c. Name of qualified healthcare professional
    - d. Dosage and route of administration
    - e. Date
    - f. Time or indication of administration
  4. When an adult other than the parent/guardian delivers medication to the school:
    - a. The container should be placed in a sealed envelope with the student's name.
    - b. It should be delivered to the health office or the front desk upon the student's arrival time.
    - c. The parent or guardian assumes **full responsibility** for any medication sent to the school.
  5. Under no circumstances will medication be sent home with students. If there is a medication change or medication is needed at home, it is the parent/guardian's responsibility to pick up the medication or make arrangements for retrieval.
  6. Students are generally not permitted to carry self administered medications while at school. Exceptions are emergency medications (ex: inhalers or epipen(s) provided the necessary requirements are met:
    - a. A written statement from the physician that provides the name of the drug, dose, and time(s) the medication is to be taken and the reason the medicine is to be taken.
    - b. The healthcare provider shall indicate, via a written statement, that the child is qualified and able to self-administer the medication.
    - c. A completed school parental permission form for the medication. Parents/guardians and student must sign a waiver relieving the school and its personnel of any responsibility for the benefits or consequences of the medication and that the school bears no responsibility for ensuring that the medication is taken.
    - d. The school reserves the right to withdraw permission at any time if the student is unable to demonstrate responsible behavior in carrying and/or taking this medication.

◇ ***Medications in plastic bags or containers other than their original pharmacy container are***

**NOT acceptable.**

## Grading and Student Records

### 1. RECORD KEEPING

- ◆ An accurate and comprehensive system of records shall be maintained for each student. These records shall include grades, attitude, attendance, personal characteristics, safety records, and hours of instruction. It shall be the responsibility of the Schuylkill Technology Center to preserve the rights to privacy of students and parents while providing information to authorized personnel on a need-to-know basis.

### 2. CONFIDENTIALITY OF STUDENT RECORDS

- ◆ The Schuylkill Technology Center protects the confidentiality of personally identifiable information for all students in accordance with state and federal law and the school's student records policy.



### 3. RIGHTS OF NON-CUSTODIAL PARENTS

- ◆ The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, State statutes or legally binding documents relating to such matters as divorce, separation or custody that specifically revokes these rights. Such an order is to be on file in the school and those persons responsible for the child are to be informed of the circumstances.

### 4. RELEASE OF INFORMATION

- ◆ Student records cannot be released without a parents written consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest, if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- ◆ Your child's records may be sent to another school or school system in which you plan to enroll your child if you notify the school office, or if the enrolling school system submits written notification of enrollment.

### 5. STUDENT PROGRESS REPORT

- ◆ Student progress is carefully monitored and evaluated by the instructors. Student grades, completed tasks and attendance are recorded and sent to the student as well as their home schools. Report cards are distributed every 45 days. Provisions are made on the report card for instructors to indicate any constructive comments regarding the student's progress. Progress reports will be issued every 22 days and parents are encouraged to contact the Guidance staff to arrange for parental conferences. The Unsatisfactory Progress Reports are filed in the student's personal folder. Parental conferences will be requested for unsatisfactory progress reports.

### 6. INCOMPLETE GRADE

- ◆ If a student has an incomplete grade or make-up work due to extended excused absenteeism at the time of report cards, the work must be completed and submitted to the instructor for grading within a three week period. If the work is not made up during that time, the incomplete will become a failing grade. Extensions of the three-week period to complete make-up work may be made at the discretion of the Administration.

### 7. CREDIT AWARDS

- ◆ Credits shall be awarded on a yearly basis for all students. However, when extenuating circumstances exist, credits may be awarded as determined by the Administration of the Schuylkill Technology Center.

### 8. ASSESSMENT OF STUDENT PERFORMANCE

- ◆ It is the philosophy of the Schuylkill Technology Center to use a standardized grade matrix to assess final student performance. Student assessment are based upon three (3) components:
  1. Knowledge
  2. Skill performance/technical competencies
  3. Work Ethic
- ◆ Emphasis is placed upon real work projects as opposed to simulated experiences. It is very difficult to provide suitable make up work. Excessive absences will have an adverse effect on the achievement level of the student and may jeopardize his/her opportunities for program completion.
- ◆ The following percentages shall be used to determine letter grades:

A	=	93 - 100%
B	=	85 - 92%
C	=	77 - 84%
D	=	70 - 76%
F	=	0 - 69%

- ◇ **Health Careers Program**  
*Any student must achieve an overall grade of 80% for both marking periods to progress to the next level.*
- ◇ **Early Childhood Care and Education (ECCE)**  
*In order to participate in the off-site or on-site clinical rotations students must have an 80% average in their shop and also be passing their social studies class.*

## 9. COMPUTATION OF QUARTERLY GRADES-PROCEDURES

- ◆ When computing grades, three (3) major areas will be considered: knowledge, skill performance, and work ethic. Each teacher will follow the school grading procedure.

### 1. KNOWLEDGE - 30%

Knowledge is evaluated in the traditional written test format. This may include, but is not limited to, completion, multiple choice, matching, short answer, paragraph form for problem solving, case studies, or true/false responses. Oral testing, written assignments or student notebooks may also be used.

### 2. SKILL PERFORMANCE - 40%

Skill performance assessment by the teacher, through hands-on performance of both simulated and real work experiences, is based upon industry standards. Teachers will identify the minimum standard of performance required for successful completion of each competency.

### 3. WORK ETHIC - 30%

Work ethic is based upon those personal characteristics that employers identify as vital to all employees. These characteristics may include, but are not limited to: safety, punctuality, attendance, preparedness, positive attitude, ambition, motivation, initiative, problem-solving, team work, honesty, reliability and leadership.

- ◇ **\*Students will receive a 0% for all absences for their work ethic grade.**

- ◆ The percentage applied to each category, when computing a grade, will be determined according to the school grading policy.

**Knowledge 30% + Skill Performance 40% + Work Ethic 30% = 100%**

## 10. MAKE-UP WORK

- ◆ In the case of **excused absences**, it will be the student's responsibility to contact each teacher the day he/she returns to school to arrange for make-up privileges. The length of time to complete make-up work will be one day for each excused absence.
- ◆ In the case of **unlawful or unexcused absences**, no credit will be awarded for missed assignments.
- ◆ Students placed on quarantine due to the COVID-19 Pandemic will be provided with make-up work to be submitted within three days of return to school.

## 11. SCHOOL-TO-WORK GRADES

- ◆ All grades and ratings of students on a School-To-Work Program will be issued by the employer, program instructor and the School-To-Work Coordinator.
- ◆ The following may affect the grade of a student in a School To Work program:
  1. Frequent lateness or absence from work
  2. Failure to report to a School-to-Work meeting
  3. Poor work attitudes on the job
  4. Unfavorable ratings
  5. Incomplete assignments/poorly prepared assignments

# TRANSPORTATION

- ◆ Students generally come to the Schuylkill Technology Center by bus from their home school. Students are encouraged to use the transportation provided for them.

## 1. WALKING PERMIT

- ◆ Some students may reside within close proximity of the school and desire to walk as opposed to riding the bus. In these circumstances, parental permission is necessary and the proper form must be completed. Some points to consider are as follows:
  1. The students' safety is the clear responsibility of the parent whenever the student chooses not to ride the bus.
  2. It shall be the responsibility of the walking student to arrive at the Technology Center and be present in his/her class by 8:00 a.m. Dismissal time for walkers is 2:34 p.m.
  3. Students who abuse this walking permit by being tardy more than two mornings per semester, regardless of reason for the tardiness, will automatically lose this privilege.
  4. If your child loses this walking privilege, he/she must ride the bus assigned by his/her school district.

## 2. DRIVING AUTOMOBILES TO SCHOOL (SENIORS ONLY)

- ◆ Only **seniors** with a valid, approved PA driver's license are permitted to apply for a parking permit entitling them to drive to school and park on the premises. **Senior drivers and riders must report to their program area by 8:00 a.m.** Riders must secure written permission from his/her parent/guardian and from the driver's parent/guardian prior to riding to the Technology Center. Student drivers/riders will be dismissed at 2:34 p.m. to allow the buses sufficient time to exit the parking lots.
- ◆ **Students are reminded that driving to school is a privilege and not a right.** Violations of parking regulations or the exhibition of poor driving judgment could result in the suspension of this privilege or more severe disciplinary action.
  - ◇ DRIVER'S LICENSE, VEHICLE OWNER'S CARD, and VALID INSURANCE CARD must be submitted with this form two (2) days prior to driving—NO EXCEPTIONS!

**A PERMIT MUST BE OBTAINED AND APPROVED AT THE MAIN OFFICE BEFORE DRIVING A VEHICLE TO SCHOOL -  
\$10.00 FEE FOR DRIVING PERMIT**

- ◆ **NOTE:** Student drivers and riders are not covered by school insurance.
- ◆ Regulations for Parking
  1. All cars driven must be registered.
  2. Students must park in the spot assigned by administration.
  3. Upon arrival at school, students will park their cars in the student parking area, enter the building and then report to his/her assigned area.
  4. Students should not be in parked cars during school hours.
  5. The privilege of parking on school property will be revoked for unsafe driving, poor academic performance (average overall of 70% or less), violation of parking regulations or violation of other school policies, including excessive tardiness to school.
  6. All cars are subject to search if reasonable suspicion of use or possession of such items (controlled substance, alcohol, firearms or weapons) exists.
  7. School buses always have the right of way. At dismissal, student drivers should not leave until they have been dismissed and the buses have exited the parking lot. Students exiting before the buses will have their driving privilege revoked on the first offense.
  8. Any students not obeying traffic laws will have their driving privilege revoked.
  9. Students may not operate any other vehicles other than their own.
  10. Seat belts must be worn at all times. Driving privileges will be revoked if seat belts are not worn.
  11. Vehicles not registered may be towed from the premises at the owner's expense.

## Drivers/Riders

Any student who drives or secures a ride and arrives after 8:00 a.m., is considered tardy and is required to report to the office to complete a tardy slip. Riders must secure permission from his/her parent(s)/ guardian(s) and from the driver's parent(s)/guardian(s) prior to riding to the Technology Center. The rules for drivers will apply to all riders (ex: tardiness, unexcused absences). Consequences are as follows:

1 to 3 days Late	Formal Warning
4 Days Late	After School Detention
	Lose Driving/Riding Privileges
5 or More Days Late	One day in-school suspension or assigned after school detention for each day tardy

# LEADERSHIP DEVELOPMENT

## 1. STUDENT ORGANIZATIONS

- ◆ **DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA)** is a national club directly affiliated and designed to develop future leaders for marketing and distribution. DECA works with an eager student body to develop a respect for education in marketing and distribution that will contribute to occupational competence and to promote appreciation for the responsibilities of citizenship in our free competitive enterprise system. Marketing & Business Management students have the opportunity to become members of this club.
- ◆ **SkillsUSA (VOCATIONAL INDUSTRIAL CLUBS OF AMERICA)** is a co-curricular organization of students enrolled in trade, technical and industrial education. SkillsUSA develops an understanding for the dignity for work and a pride of workmanship so that the student will enter a job market better prepared. SkillsUSA encourages motivation, respect for capabilities, an awareness of roles as citizens and opportunities to develop leadership abilities. SkillsUSA's major goals are (1) personal growth, self-improvement through scholarship, citizenship and participation in home school and community services; (2) community understanding -- improvement of understanding among students, between students and teachers, employees and employers; (3) safety -- in shops, classrooms, on the job and on the highway; (4) teacher recruitment -- encourage capable students to enter the field of vocational education; (5) and good public relations -- working toward a public awareness of the good work of youth engaged in vocational education to better not only themselves, but their community, state, and union.
- ◆ **HOSA (FUTURE HEALTH PROFESSIONALS)** is an organization which strives to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science education students, therefore, helping the student meet the needs of the health care community. The purpose of the HOSA organization is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness, and recognition, which is an integral part of the Health Science Education instructional program. Students enrolled in the Emerging Health Professionals program are eligible to join HOSA.
- ◆ **STUDENT AMBASSADORS** program consists of a group of diverse students from each career pathway who serve as liaisons between the Schuylkill Technology Center and all stakeholder groups. The Student Ambassador program develops student leaders to create awareness of the Schuylkill Technology Center's programs and mission and to empower a positive student voice within the school and surrounding communities. These Ambassadors will develop leadership and public speaking skills, which they will use when interacting with the public and stakeholders on behalf of STC. They will help with recruitment efforts, attend district and other community events, and serve as liaisons between STC and their home districts.

## 2. FUNDRAISING ACTIVITIES

- ◆ The raising of funds via sales campaigns by recognized clubs or like organizations shall be permitted only by approval of Club Advisor, School Administration, and Vocational Technical Board Members.

## 3. AWARDS

- ◆ **OUTSTANDING SENIOR AWARD**

The goal of this senior award program is to recognize outstanding student achievements in preparation for rewarding careers in the trade, service, and technical fields. Emphasis is placed upon a student's thorough knowledge of both theory and practical application. Emphasis on the importance of attendance, accuracy, and quality of work will influence the student's future attitude concerning workmanship, regardless of his/her choice of vocation.

- ◆ **SENIOR AWARDS**

Business organizations, industry, and individuals honor many vocational students by presenting them with awards. The donors establish the qualifying factors and selection procedures. In those cases where awards are restricted, all guidelines required by the presenter will be followed.

- ◆ **HONOR ROLL**

The system shall have two (2) categories:

- A. **DISTINGUISHED HONOR ROLL** - Grades of 93 and above in BOTH social studies and shop program.
- B. **HONOR ROLL** - A combination of 93 in the shop program and 85 to 92 in the social studies program.

A student who receives grades of 84 or lower in both social studies and the shop program is not eligible.

- ◆ **NATIONAL TECHNICAL HONOR SOCIETY**

- ◇ The purpose of this organization shall be to uphold the local and national ideals, promote ideals of honesty, scholarship, service, leadership, career development, and skilled workmanship; reward meritorious achievement in education; encourage and assist students in their pursuit of educational and career goals; develop a greater awareness within the business, industry, and service communities of the talents and abilities of students engaged in career-technical education; provide students with a greater awareness of the world of work.
- ◇ National Technical Honor Society eligibility is based on scholarship, character, leadership, and service. Therefore, candidates must meet the following criteria:
- ◇ Candidates must be in their junior or senior year and must have been in attendance for one semester at the Schuylkill Technology Center
- ◇ Candidates must maintain a minimum vocational and academic average of 93. Academic grades include STC Social Studies and Home School Courses.
- ◇ Candidates must not have a record of any suspension (In School and/or Out of School Suspensions) at STC or the home school.
- ◇ Candidates must not have any more than three (3) absences in the last and/or current vocational and (3) absences in the last and/or current academic semester completed.
- ◇ Candidates must secure three (3) written recommendations from his/her:  
vocational subject area instructor, vocational social studies instructor (Students taking Social Studies at STC.)  
A Home School Academic instructor (Students not taking Social Studies at STC.) A school counselor (STC or Home School)

- ◇ Candidates must be a SkillsUSA member.
  - ◇ Candidates are personally responsible to pay the \$30.00 Fee required by The National Technical Honor Society Organization. The fee must be paid by the due date assigned by advisor. \*This fee is subject to change as per NTHS.
  - ◇ Final Determination of the candidate's eligibility will be conducted by:
    - National Technical Honor Society Advisor
    - STC Administration
    - Vocational Instructor
    - Home School Representative (Administration and/or Counselor)
  - ◇ Inductees must commit to attending the induction ceremony and two (2) club activities/meetings per year.
  - ◇ Inductees failing to maintain a vocational and/or academic grade of 93 shall receive written notification of probation from the advisor. The student will be given one grading period to regain the average or be considered for dismissal by the NTHS advisor and STC administration.
  - ◇ Inductees who exhibit evidence of undermining the conduct outlined in the NTHS pledge taken at induction will be reviewed by the NTHS advisor and STC administration and may be considered for dismissal.
- ◆ **PENNSYLVANIA SKILLS CERTIFICATE**
- ◇ The Pennsylvania Skills Certificate is a special award that recognizes excellence among students enrolled in secondary vocational education. The Pennsylvania Department of Education will issue the certificate to vocational high school students who successfully have completed a secondary vocational education program and have demonstrated, through standardized tests, a mastery of occupational competencies and skills.
  - ◇ The test is administered locally by the Technology Center for all program completers. The National Occupational Competency Testing Institute (NOCTI) scores both the written and performance evaluation and notifies the school of test results and statewide rankings. At the same time, results will be reported to the Pennsylvania Department of Education (PDE). These scores are used to determine eligibility for the Pennsylvania Skills Certificate and the certificates are issued to those students who have met the requirements.

#### 4. COMMUNITY SERVICE

- ◆ Each year the Technology Center's clubs and organizations identify civic and social groups in need of assistance. With administrative approval, instructors and/or advisors identify the projects to be completed. If the project requires financial assistance, the group will conduct fundraising activities to meet the financial obligations of the community service activities. This provides students an opportunity to interact with the community and understand the importance of civic service.

#### 5. OPEN HOUSE/CAREER INFORMATION NIGHT

- ◆ The Technology Center has an Open House/Career Information Night for parents, prospective students and the general public. Parents and students have the opportunity to see students demonstrate technology and skills, talk to the instructors, talk to guidance counselor, or to visit program areas.

# STUDENT SERVICES

## 1. CAREER GUIDANCE AND COUNSELING SERVICES

Tracey Picht  
School Counselor  
570-544-4748 Extension 3149 (South)  
570-874-1034 Extension 4886 (North)  
picht@stcenters.org

- ◆ Schuylkill Technology Center's School Counselor assists students in becoming successful students in school, at work, and in their community. Individual and group counseling is available to help students plan future employment or higher education. Information concerning educational opportunity (financial aid, scholarships, post-secondary institutions, military opportunities, etc) is available in the guidance office. STC School Counselor coordinates and proctors the National Occupational Competency Institute (NOCTI) exam, ASVAB testing as well as Student Assistance Program, Personal Safety Program, Drug and Alcohol Presentations, and Bully Prevention Programs.

## 2. SPECIAL EDUCATION SERVICES

Debra Arnold  
Director of Special Education  
570-544-9131  
arnod@iu29.org

William Kimber  
Supervisor of Special Education  
570-544-4737  
kimbw@iu29.org

### North

Jennifer Correll  
570-874-1034 Extension 4835  
corrj@stcenters.org

Jennifer Pisarz  
570-874-1034 Extension 4842  
pisaj@stcenters.org

### South

Caroline Barnhart  
570-544-4748 Extension 3135  
barnc@stcenters.org

Gary Hess  
570-544-4748 Extension 3138  
hessg@stcenters.org

- ◆ Based on specially designed instruction and accommodations, identified students receive academic and emotional support within the regular vocational shops and are pull-out as needed. Special Educators work collaboratively with shop teachers to address the various level tasks and completion of planned courses and to provide a better understanding of the effects of various disabilities in the vocational environment. Each instructor is made aware of the individual needs of his/her students and obtains a copy of the Individualized Education Program. Assistance is provided to assure compliance with the IEP. Supplemental support is also provided for the students by instructional aides in each vocational shop.

## 3. SOCIAL SERVICES

Gretchen Witman  
Social Worker  
570-544-4748 Extension 3118  
570-874-1034 Extension 4883 (North)  
witmg@stcenters.org

Schuylkill Technology Center's Social Worker provides individual or group mental health services to STC students, particularly those who receive treatment via their Individualized Education Program (IEP's). Psychological support is

provided to any student that may need assistance either with a psychological or social issue that impedes his or her learning. The school social worker promotes and enhances the overall academic mission of STC by providing services that strengthen home/school/community partnerships as well as intervention strategies to facilitate a stable learning environment for all students.

#### **4. HEALTH SERVICES**

Ms. Elizabeth Wolff  
Nurse-North Campus  
570-874-1034 Extension 4805  
wolfe@stcenters.org

Ms. Sarah Jackson  
Nurse-South Campus  
570-544-4748 Extension 3148  
jacks@stcenters.org

Each Schuylkill Technology Center is staffed with a school nurse. Health Services are responsible for student illness/injury, use of medications, and student self-administered medications. Parents, please be advised we do not receive any medical information from your child's home school. With this in mind please remember it is vital that you make us aware of any health concerns or conditions of your child as well as any daily medications he/she is taking. Undiagnosed or untreated health concerns can have a negative effect on your child's educational experience. If we work together, we can strive to ensure that your child has a pleasant and successful school experience.

#### **5. COOPERATIVE EDUCATION**

TJ Fitzpatrick  
Co-Op Coordinator  
570-874-1034 x 4816 (North)  
570-544-4748 x 3110 (South)  
fitzt@stcenters.org

##### **COOPERATIVE EDUCATION (CO-OP) OPPORTUNITIES**

The Schuylkill Technology Center is committed to provide all students with opportunities designed to strengthen their program career pathway. An STC student's career objective is to further develop his/her knowledge and skills with an actual work-based, supervised learning experience through a job shadow, internship, clinical, and/or cooperative education (Capstone) experience. All school-to-work programs operate with approved business and industry job sites, which enhance the student's career and technical education.

##### **JOB SHADOW**

All STC Students may observe (shadow) an employee in a business, industrial, or professional job setting for one day (per POS job title). The job shadowing experience provides the student learner with specific information related to an occupation. This is non-paid program which is strictly an observation experience. Students are required to complete a daily log for each Job Shadow.

##### **INTERNSHIP**

STC students are eligible for an internship experience pending their program of study tasks are up to date. This short-term work-based program provides direct hands-on training specific to the student's occupational area. Internships may be paid or unpaid.

##### **CLINICAL**

Students in designated STC programs may be directed to participate in a clinical experience out in the workforce related to their occupational area. Clinical programs are supervised by certified staff. Clearances and physical tests may be required.

##### **COOPERATIVE EDUCATION (Capstone)**

Students cap off their formal in-school career and technical education with a related employment experience at a school approved, work-based learning site. Students must be recommended for a paid Capstone job experience by



their instructors, home school, and STC staff. Capstone is recommended for grade 12 (Level 3) students who are competent and accountable for their work ethic and occupational skills. However, a student may be eligible for Capstone in 11th grade during the last 45 days of the semester if specific criteria is met (as prescribed by the instructor). Student progress on a “Capstone” cooperative education experience is monitored through job site visitations by the Co-op Coordinator, along with employer evaluations, and related theory class assignments.

### CO-OP ELIGIBILITY

If you are motivated and have developed the self-confidence and necessary skills to be successful in a cooperative education program, here is a checklist of required items needed for participation:

- ⇒ Recommendations (STC & Home School)
- ⇒ POS Task Listing: 50% completed for Internships
- ⇒ POS Task Listing: 80% completed for Co-op (Capstone)
- ⇒ Working Permit (if under the age of 18)
- ⇒ Transportation - (PA Driver’s License / Insurance Info.)
- ⇒ Portfolio (up to date)
- ⇒ Resume - go to (STC website > Cooperative Education > Resume Development)
- ⇒ Necessary Tools & Equipment
- ⇒ Appropriate Dress (for the workplace)
- ⇒ Personal Protective Equipment (PPE)

## SUPPLEMENTAL LEARNING OPPORTUNITIES

### 1. SCHUYLKILL DIVERSIFIED OCCUPATIONS (SENIOR ONLY)

- ◆ Students currently attending Schuylkill County school districts have the option to participate in a “Diversified Occupations” program during their senior year offered through the supervision of the Schuylkill Technology Center. The Diversified Occupations (D.O.) one year program prepares students to develop marketable workforce skills through related theory assignments and job training connected with actual employment opportunities. Students must be legally employed for a minimum of 15 hours per week. A secondary student may apply for admission to the D.O. program under the following conditions: (1) STC does not offer a related occupational training program, (2) STC program enrollments are to capacity, or (3) inability to meet entrance requirements for other existing vocational programs.
  - ◇ Specific student eligibility requirements include the following:
    - ⇒ Parent/guardian approval
    - ⇒ District staff recommendations
    - ⇒ An approved job site
    - ⇒ Employer’s worker compensation insurance
    - ⇒ Transportation/Insurance
    - ⇒ STC/Employer Training Agreement
    - ⇒ STC/Employer Training Plan
    - ⇒ Employer Evaluations
- ◆ The Diversified Occupations program is supervised by the STC Cooperative Education Coordinator, who will also administer one required 45 minute related theory class per week, which will include related workforce topics such as resume development, work ethics, and workplace safety. The employer and D. O. Coordinator will

produce a "Training Plan" outlining the student's job related tasks and responsibilities connected to current industry standards and OSHA safety regulations. Student evaluation will be determined by related theory assignments, and employer evaluations from the job site.

- ◆ Upon completion of the Diversified Occupations program, D.O. students are required to take the NOCTI competency exam, "21st Century Skills for Workplace Success."

## 2. ONLINE LEARNING

- ◆ The Schuylkill Technology Center offers students the opportunity to take courses by utilizing Blackboard. All courses will be offered as part of the STC program via Blackboard and in conjunction with Schuylkill Haven On-Line Learning Schools.
- ◆ Students will be able to enroll in Blackboard to:
  - Make up course credit(s) to continue their enrollment in the STC program **AND/OR**
  - Enroll in advanced course(s) that may not be available to them at their home school

## 3. FIELD TRIPS

- ◆ Field trip shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or employee of STC. Each student must have a field trip permission form signed by the parent/guardian to participate. Should a field trip last longer than the normal school hours, the student is responsible for transportation to and from the home school and/or the student's home. ***Field trips are viewed as a privilege and not a right of students. Students may be excluded, as necessary.***

## 4. SERVICE LEARNING

- ◆ Students have the opportunity to take their skills into the community. As a class or as an individual project, the student may research a community need. Based on this identified need and administrative approval, the project will begin to take shape. The student will maintain a journal of events, and apply classroom learning to complete the project. Discussions on the work and success of the community service learning project will become part of classroom activities. This gives students the opportunity to become involved with the community. The community service learning project is jointly designed by the instructor, students, and community contacts.

## 5. ARTICULATION & DUAL ENROLLMENT

- ◆ College is an option for all students who attend Schuylkill Technology Center. A large percentage of STC students continue their education at two and four year colleges/universities/technical institutions, apprenticeship programs and other post-secondary schools.
- ◆ Articulation agreements between secondary and post-secondary schools are cooperative arrangements for granting admission and advanced college credits to students who are continuing their education from one institution to the other. Articulation agreements recognize a student's mastery of college-level learning during his or her high school program of study. Schuylkill Technology Center has articulation agreements with a wide range of college and technical schools. State-wide articulations offer STC students at a minimum 9 advance credits in selected post-secondary schools ([www.collegetransfer.net](http://www.collegetransfer.net)). Schuylkill Technology Center has established additional articulations with various post-secondary colleges and technical schools.

Dual enrollment courses allow students to receive both high school credit and college credits. Please refer to the specific program description for details on the post-secondary institutions that provide advanced credit. Schuylkill Technology Center's website provides the most up-to-date listing of Articulations & Dual Enrollment Agreements.

- ◆ Schuylkill Technology Center partnered with Penn College NOW, a dual enrollment program being piloted in the Diesel Technology and Emergency Health Programs for the 20/21 Academic Year. Students will complete Penn College Coursework as part of their STC Program of Study. As a result, students who successfully complete the course material will earn college credits awarded by Pennsylvania College of Technology.

# DISCIPLINE

## 1. DISCIPLINE PROCEDURES POLICIES 218, 218.1, 218.2

- ◆ The discipline procedures at the Schuylkill Technology Center are designed to establish a code of behavior that will benefit the student, the school, and society in which the student will eventually live and work as an adult. Each student as well as administration, teachers, and staff are asked to show respect for all persons and property at all times.
- ◆ All students are expected to attend school and participate in the learning process without interfering with others. In the event that a student is unable to comply with the rules and regulations disciplinary action will be administered fairly and firmly for the good of the student and school.

## 2. DISCIPLINARY CONSEQUENCES

- ◆ **AFTER SCHOOL DETENTION:** Student reports to a specified area from 2:30 p.m. to 4:00 p.m. or longer, upon discretion of administration. Transportation home will be the student and parent/guardian responsibility.
- ◆ **LUNCH DETENTION:** Student reports to the cafeteria, picks up lunch and is escorted by an adult to designated lunch detention area.
- ◆ **IN-SCHOOL (1-10 days):** Student reports to a specified area for the school day and are expected to complete regular assignments from teachers while under the direct supervision of suspension room monitors.
- ◆ **OUT-OF-SCHOOL (1-10 days):** Student does not report to Schuylkill Technology Center for any classes or activities for a specified period of time of up to 10 days. The student is expected to be at home during normal school hours and should be attempting to keep current with assignments. ***All given assignments must be submitted on the day of return to STC.***

## 3. RELATED DISCIPLINE INFORMATION

1. Administration reserves the right to detain students involved in discipline problems which need immediate attention. **Transportation home would then have to be the responsibility of the parent/guardian.**
2. Students shall make restitution for any damage to school property and/or facility including equipment and tools, should such destruction be the result of horseplay, fighting, neglect or vandalism.
3. Any conduct unbecoming a student, not herein mentioned but possibly being disciplinary in nature, will be dealt with in accordance with Students Rights and Responsibility Guidelines and/or the Pennsylvania Criminal Law and Criminal Procedure Manual 1973, including any amendments since date of publication.
4. Anyone trespassing on school property when not scheduled at the Technology Center and without reason or purpose will be referred to legal authorities.

PROGRESSIVE DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT			
Levels of Misconduct	Examples	Disciplinary Response	Response Options
<p><b>I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</b></p> <p>These misbehaviors can usually be handled by an individual staff member,</p>	<p>Minor misbehavior Abusive language Cafeteria misconduct (minor) Classroom disturbance (major) Classroom tardiness Cutting Class Failure to carry out directions Found in unauthorized area Horseplay (non-physical) Inappropriate/offensive attire Neglect of responsibility Prankish behavior &amp; agitation Public display of affection Violation of shop/classroom rule</p>	<p><b>I. There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior may require a parent/teacher conference or conference with the school counselor and/or administrator.</b></p> <p>A proper and accurate record of the offenses and disciplinary actions is maintained by the staff member.</p>	<p>Behavioral contract Counseling Detention Special Assignment Strict supervised study Time-out room Verbal reprimand Withdrawal of privileges Written reprimand</p>
<p><b>II. Misbehavior (major) whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of LEVEL I misbehaviors, may require the intervention of administrative personnel because the execution of LEVEL I disciplinary options failed to correct the situation.</b></p> <p>Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences may be serious enough to require corrective action by administrative personnel.</p>	<p><b>Continuation of unmodified LEVEL I behavior</b> Cafeteria misconduct (major) Classroom disturbance (major) Illegal electronic device usage (minor) Improper reading materials Insubordination Leaving the premise without permission Obscene behavior Peer intimidation Unauthorized vehicles Use of forged notes/excuses</p>	<p><b>II. The student may be referred to the administrator for appropriate disciplinary action.</b></p> <p>The administrator may meet with the student and/or teacher and effect the most appropriate response.</p> <p>The teacher is informed of the administrator's action, if appropriate.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator or teacher. A parental conference may be held.</p>	<p>Behavior modifications Detention Peer Counseling Referral to outside agency Schedule change Social probation Suspension Time release program Transfer Withdrawal of privileges Written reprimand</p>
<p><b>III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal, but most frequently can be in-school disciplinary action. Corrective measures which the school should undertake, however, depend on the extent of the school's situation in the best interests of all students.</b></p>	<p><b>Continuation of unmodified LEVEL II behavior</b> Bullying Careless or reckless driving Cheating/plagiarism Cutting detention Cyber bullying Deliberate safety violation Disturbance on transportation vehicle (minor) Excessive tardiness Fighting (simple) Illegal usage of electronic devices (major) Stealing Threats to others **Use of tobacco on school property Vandalism</p>	<p><b>III. The administrator initiates disciplinary actions by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the parent about the student's misconduct and the resulting disciplinary action.</b></p> <p>A proper and accurate record of offenses and disciplinary action is maintained by the administrator</p>	<p>Alternative program Counseling In-school suspension Temporary removal from class Written reprimand Out-of-school suspension *Smoking offenses are subject to a referral to civil authorities and a potential citation *Tobacco offenses are subject to the penalties addressed in ACT 145, Sec 6306.1 (See index for page in this booklet)</p> <p><b>**Requires automatic referral to the Student Assistance Program</b></p>
<p><b>IV. Acts which result in violence to another's person or property or which prove a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, possible intervention of law enforcement authorities, and possible action by the Board of School Directors.</b></p> <p><b>**NOTE:</b> Possession to mean to have on one's person or in locker, purse or carrying case, any amount of a controlled substance, dangerous weapon or other contraband.</p>	<p><b>Continuation of unmodified LEVEL III behavior</b> Abusive language Arson Assault/battery Bomb threat Disturbance of transportation vehicle (major) Extortion Fighting (major) Possession/consumption of alcohol on school property Possession of drug paraphernalia **Possession/use/furnishing/selling of controlled substances Possession/use/transfer of dangerous weapons Sale of stolen property Theft/possession of stolen property Other violations deemed inappropriate by school officials whose seriousness will determine the level of misconduct and appropriate response</p>	<p><b>IV. The administrator verifies the offense, confers with the staff involved and meets with the student. The student is immediately removed from the school environment and the parents are notified.</b></p> <p>School officials may contact law enforcement agency and assist in prosecuting the offender.</p> <p>A complete and accurate report is submitted to the Program Director for possible Board action.</p> <p>The student is given a full due process hearing before the board if expulsion is chosen.</p>	<p>Alternative school Expulsion Suspension Written reprimand Other board action which results in appropriate placement</p> <p><b>**Requires automatic referral to the Student Assistance Program</b></p>

Please visit our website

[www.stcenters.org](http://www.stcenters.org)

About Us -> Board of Directors -> Board Policy Manual

To review the following policies

204.2 Attendance (CTC)

206 Student Transfers

211 Student Accident Insurance

215 Promotion/Retention/Credit Awards

218 Student Discipline

218.1 Weapons Policy

218.2 Terroristic Threats/Acts

222 Tobacco Use

226.1 Student Search Policy

227 Controlled Substances/Paraphernalia

229 Student Fundraising

233 Suspension and Expulsion

247 Hazing

248 Unlawful Harassment

249 Bullying/Cyber Bullying

237 Electronic Devices

815 Acceptable Use of the Communications and Information Systems

816 Use of Video Surveillance Cameras

226.2 Use of Metal Detectors

# Schuylkill Technology Center

## Adult Post-Secondary Programs

Licensed Practical Nursing

Commercial Driving License Training

Heavy Equipment Operation

Combination CDL/Heavy Equipment

Mine Safety / MSHA

Electro Mechanical Systems

PA Automotive Inspection

Welding



SCHUYLKILL TECHNOLOGY CENTER

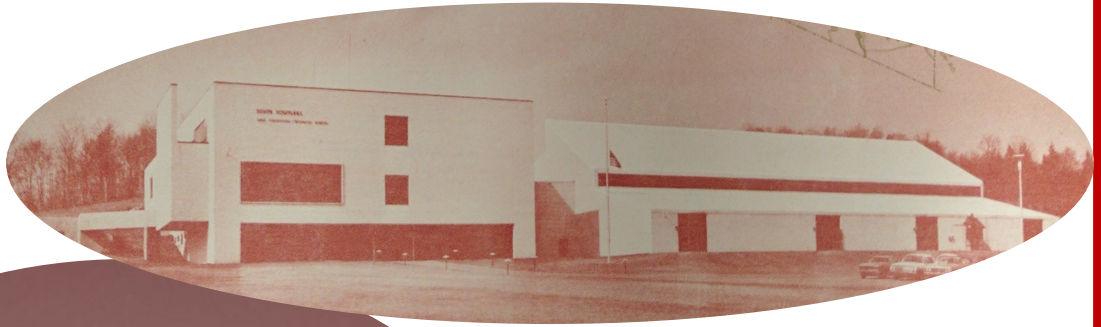
**SCHUYLKILL TECHNOLOGY CENTER**

*"Preparing tomorrow's workforce"*

### **Mission Statement**

The mission of the Schuylkill Technology Center Postsecondary Programs is to enable the adult student to acquire the attitudes, knowledge, skills, and values necessary to become a lifelong learner and a productive citizen of a global economy by developing an educational pathway for excellence driven by a partnership with education, business, industry, government, family, and the community.

# Proudly serving Schuylkill County for 50+ Years!



*1968-Present*

