

# TABLE OF CONTENTS

SECTION	PAGE
I.	Introduction..... 1
	Mission Statement..... 1
II.	Admiral Peary AVTS Personnel.....2
III.	Student Responsibilities.....4
	Student Rights.....5
	Bell Schedule .....6
	Tardiness .....6
IV.	Policies
	Work Breaks .....6
	Care of School and Equipment .....7
	Lockers/Searches/Surveillance .....7
	Cost of Materials/Outstanding Debt .....8
	Dress .....8
	Driving and Transportation.....10
	Faculty Respect.....10
	Field Trips.....11
	Fire Drills.....11
	Grading .....12
	Accident and Sickness .....12
	Insurance.....13
	Course Changes .....13
	Student Visitors.....13
	Acceptable Use Policy for Network Access .....14
	The Family Education Rights and Privacy Act/ (FERPA)/Right to Know.....18
	Health Insurance Portability and Accountability Act ..18
V.	Services
	Guidance .....19
	Student Assistance Program .....20
	Cooperative Education.....21
	SAGE Testing .....22
	NOCTI Testing .....23

## Table of Contents (cont.)

SECTION	PAGE
Certification Testing .....	23
VI. Activities and Clubs .....	23
VII. Behavior and Discipline.....	24
Policy Guidelines for Student Behavior .....	24
Insubordinate Action.....	25
Profanity and Pornography .....	25
Stealing .....	25
Alcohol/Drugs.....	25
Disruption of Educational Process.....	28
Serious Disruptions of Educational Process .....	28
Assault/Weapons.....	29
Vandalism .....	31
Falsification of Passes, Excuses, and Documentation ..	31
Fighting .....	31
Bus Regulations .....	31
Suspension and Expulsion .....	31
Attendance and Absenteeism.....	32
Student Obligations.....	34
Sexual Harassment.....	34
Hazing/Bullying.....	35
Parent/Faculty Conferences .....	35
Demerit System Leading to Possible Suspension.....	36
Discipline Levels .....	37
Financial Responsibility.....	40
Non Discrimination Policy .....	40
Acceptable Use Policy .....	41
Acceptable Use Policy Student Sign-Off Sheet.....	42

# **I. INTRODUCTION**

A Vocational-Technical School is an extension of sending school districts. Admiral Peary AVTS is an extension of Blacklick Valley, Cambria Heights, Central Cambria, Conemaugh Valley, Northern Cambria, Penn Cambria, and Portage Area school districts. Also attending are students from Bishop Carroll.

The basic principle underlying vocational-technical education is to provide graduates with a marketable skill for entry level employment or prepare them for postsecondary education.

We are confident that you, if you have the desire, will learn and acquire the knowledge and experience at Admiral Peary AVTS to enter the world of work, or higher education with the background to be successful in your chosen field.

## **MISSION STATEMENT**

The mission of Admiral Peary Area Vocational-Technical School is to provide academic rigor and relevance towards occupational skills and competencies for all students to become successful in an ever changing work environment.

## **II. ADMIRAL PEARY AVTS PERSONNEL**

### ***ADMINISTRATIVE SERVICES***

Executive Director—Mr. Jubas

### ***BUSINESS SERVICES***

Business Manager—Mrs. Thomas

### ***NETWORK SERVICES***

Computer Network Technician—Mr. Bailey

### ***ADMINISTRATIVE SUPPORT SERVICES***

Administrative Secretary—Ms. Becquet

Administrative Secretary—Mrs. Conrad

### ***CUSTODIAL/MAINTENANCE SERVICES***

Mr. McCoy

Mr. Chalan

Mr. Farabaugh

### ***SCHOOL LPN***

TBA

## **II. ADMIRAL PEARY AVTS PERSONNEL (cont.)**

### ***INSTRUCTIONAL SERVICES***

Auto Body Repair	Mr. Driskel
Automotive Technology	Mr. Brown
Carpentry	Mr. Ribarich
Cosmetology	Mrs. Natcher
Culinary Arts	Mr. Deist
Early Childhood Teacher Education	Ms. Brodish
Electrical Technology	Mr. Claycomb
Engineering Technology	Mr. Dolges
Health Occupations	Mrs. Settle
HVAC/Plumbing	Mr. Diantoniis
Masonry	Mr. Vescovi
Networking Technology	Mr. Thomas
Small Engine Mechanics	Mr. Varre
Welding	Mr. Harasty

PAES Mrs. Kirsch

Learning Support Instructor Ms. Hudak  
Learning Support Instructor Mr. Harr

### ***GUIDANCE***

Guidance Counselor Mrs. Wurm

### ***COOPERATIVE EDUCATION/SCHOOL-TO-WORK***

Co-Op Coordinator Mr. Dolges

### III. A. STUDENT RESPONSIBILITIES

1. Student responsibilities include regular school attendance, including punctuality, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of instructors, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner, so as not to offend or slander others.
4. It is the **RESPONSIBILITY** of the students to:
  - ◆ Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
  - ◆ Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - ◆ Dress Code—Student should refer to Section IV Letter E.
  - ◆ Assume that until a rule is waived, altered, or repealed, it is in full effect.
  - ◆ Assist the school staff in operating a safe school for all students enrolled therein.
  - ◆ Be aware of and comply with state and local laws.

- ◆ Exercise proper care when using public facilities and equipment.
- ◆ Attend school daily, except when excused, and be on time to all classes and other school functions.
- ◆ Make all necessary arrangements for making up work when absent from school.
- ◆ Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.

## **B. STUDENT RIGHTS**

Laws and rules are made to protect the individual and groups of individuals as they function in society. The application and enforcement of the following policies and guidelines are dependent upon the individual student's acceptance of responsibilities for the well being of his/her fellow students. The regulations contained herein are consistent with the Regulations and Guidelines on Student Rights and Responsibilities adopted by the Pennsylvania State Board of Education on September 13, 1974, and the Admiral Peary AVTS policies on student's rights and responsibilities. Students may review these publications by obtaining copies in school libraries or the office of the School Director.

## **C. BELL SCHEDULE**

<b>7:50-8:00</b>	<b><i>Students to room 204</i></b>
<b>8:00</b>	<b><i>Students report to class</i></b>
<b>8:05</b>	<b><i>AM Classes Begin</i></b>
<b>11:00</b>	<b><i>AM Classes Dismissed</i></b>
<b>11:35-11:45</b>	<b><i>Students report to class</i></b>
<b>11:45</b>	<b><i>PM Classes Begin</i></b>
<b>2:35</b>	<b><i>PM Classes Dismissed</i></b>

\*All students are to remain in their class/work area and are to be supervised by their instructors. Students are not to be in the hallway or outside of the building unless authorized.

## **D. TARDINESS**

Any student arriving after **9:00 a.m.** or **12:30 p.m.** without a valid excuse will be marked absent for the class session. Examples of valid excuses are as follows: MD excuses, court hearing, probation officer, etc.

## **IV. POLICIES**

### **A. WORK BREAKS**

Student breaks in the program area are determined by the individual instructor. All students are confined to their program area during breaks and are not permitted to loiter in the halls or exit the building. Food and drinks may be consumed in the program area and classroom only during the scheduled break. (During breaks, students are to be involved in some type of educational activity. EX: video, news, trade journals)



*A break is a privilege that few schools permit. When this privilege is abused, breaks are suspended.*

**Use of vending equipment is at your own risk.**

Students should not be in the hallways during class time, unless they have a legitimate reason for being there and have a hall pass signed by their instructor. Students leaving the class area or school building without instructor knowledge or permission leads to points which will be assessed by the Director.

When students use the restrooms, they are to use the restroom that is closest to their classroom.

**B. CARE of SCHOOL AND EQUIPMENT**

Each student is responsible for items assigned for his/her use. If a book or article of equipment is lost or damaged, the instructor should be informed immediately.

***ANY EQUIPMENT OR TOOLS LOST OR BROKEN THROUGH MISUSE MUST BE REPLACED WITH THE SAME BRAND OF TOOL, PAID BY THE STUDENT RESPONSIBLE.***

**C. LOCKERS/SEARCHES/SURVEILLANCE**

Each student has an assigned locker. The instructor is responsible for a system for lockers. Students are responsible for items stored in their lockers and book bags/backpacks, etc. Students will be given a combination lock through the school.

Lockers, book bags/backpacks, etc. are subject to periodic inspection and search by staff, administration and/or police. In cases where there is probable cause, a student's person may be searched.

Cameras are located throughout the school and made to provide security for all staff and students. Cameras will be used for all investigation incidents.

Admiral Peary **will not** be responsible for loss of personal items. Students are encouraged to leave such items in a secure locker, or leave items at home.

#### **D. COST OF MATERIALS/OUTSTANDING DEBT**

Students will bear the cost of materials used for jobs or repairs on personally owned articles or vehicles. The cost is determined by the instructor. **Any outstanding debt over \$50.00 will not be permitted to have any further work completed or purchase any break items.**

#### **E. DRESS**

The State Department of Labor sets a standard of dress for safety and health. Any style of dress that creates a safety or health hazard to himself/herself or others is not permitted.

Admiral Peary AVTS will pay ½ the cost of the first uniform for new students. Any other uniform needs must be met by the student. Laundering of uniforms is required on a regular basis as outlined by the program area instructor, but no less than monthly. Students are not permitted to modify or apply any symbols, signs or use any form of marking pencil to deface their uniform. **Students are responsible for replacing uniforms when they become permanently damaged.**

School uniforms, which consist of an approved shirt and/or pants (purchased at Admiral Peary at a reasonable cost), must be used by all students in all areas. Each student will be given a pair of safety goggles. Additional goggles can be purchased for \$5.00.

Students will be able to change clothes in the locker room of their program area.

Students are requested to pay particular attention to this dress standard.

Students must dress and groom themselves to meet fair standards of safety and health; not to cause substantial disruption of the educational process.

Students shall dress appropriately for school and shall avoid extremes in make-up, hairstyles, clothes, etc. Items **NOT** approved include: sleeveless shirts, tank tops, cut-off shirts above the waist, obscene or suggestive sayings or alcohol advertisements on garments, thongs, miniskirts, hats, or see through tops. Students are not permitted to wear clothing that advertises alcohol, weapons, or tobacco products. Skirts and dresses are **not to exceed mid thigh** in length from floor.

Students are permitted to wear shorts to school in conjunction with sending school policy. Shorts **are to be no higher than mid-thigh**. Spandex and cut off sweats are not permitted. Students not adhering to the standards are subject to disciplinary action.

Students are **only** permitted to wear Admiral Peary hats in the shop area. These can be purchased through the school store. Bandanas, visors or headbands are not permitted to be worn in the building, including program areas. The only type of headdress which will be permitted would be a required or approved headdress for the specialty area. EX: Hardhat, bump hat, hairnet. Admiral Peary will issue the first headdress in accordance with the program area. This headdress will be the property of the student upon completion of the program. No exterior writing will be allowed on the headdress.

Piercings considered inappropriate or a danger at the discretion of the Administration or Instructor will be forbidden.

## **F. DRIVING AND TRANSPORTATION**

Students are not permitted to drive to the Vo-Tech without a permit.

Bus transportation is provided from the home school to the AVTS and back to the home school. When it is necessary to drive a vehicle to the AVTS, the student must get a ***PARKING PERMIT AT LEAST ONE DAY IN ADVANCE***. This permit, signed by the parent or guardian, must be approved by both the home school principal and the Director.

***THIS PERMIT IS FOR THE DRIVER ONLY; HE/SHE IS NOT PERMITTED TO CARRY PASSENGERS!***

**A PERMANENT PARKING PASS** is provided for students needing to drive on a regular basis. Cost of permit is **\$20** and student will receive **\$5** refund when vehicle parking tag is returned in good condition at the end of the school year. Permanent Parking pass needs to be renewed yearly.

Violation of driving/passenger policies will be assessed according to the Point System which has been instilled.

## **G. FACULTY RESPECT**

All instructors share equality in authority and are responsible for the acceptable behavior of the students at all times. This fact is stated so that the students can properly react to behavior guidelines set forth by any faculty member. ***UNDER NO CIRCUMSTANCES ARE STUDENTS PERMITTED TO ADDRESS INSTRUCTORS OR STAFF BY THEIR FIRST NAMES!***

## **H. FIELD TRIPS/ACTIVITIES**

Students going on field trips are required to submit a ***PARENTAL PERMISSION FORM*** with the signature of a parent or guardian. These must be turned in 24 hours prior to the field trip. Field trip forms are available in the office.

Students are reminded that when they go on field trips, they are representing Admiral Peary AVTS and should dress in accordance with the occasion.

Any student failing a said course or having outstanding debt may be exempt from attending a field trip. Each individual case will be at the discretion of the instructor.

Students with excessive discipline points or home school discipline issues will not be permitted to participate in any extracurricular activities, including but not limited to: Kennywood trip, Curve game, dances, etc.

Administration shall make final determination of students attending any field trips. Students are encouraged to bring with them items which are necessary and to abstain from bringing items of personal value.

**Admiral Peary will not be responsible for lost or stolen items.**

## **I. FIRE DRILLS**

Periodic fire drills are held in compliance with State Regulations. The instructor will provide information for the drills and will designate someone to close doors, turn out lights, etc. When the fire alarm sounds, move quickly and quietly, but do not push or run. Stay with the instructor outside the building.

## **J. GRADING**

APAVTS will be issuing a percentage which will be forwarded to the student's home district. This percentage is based on a student's Work Ethic, Knowledge, and Skill.

The following is a list of Work Ethic Grading Guidelines:

***Present***—(Attendance, Punctuality) Attends class, arrives/leaves on time, notifies instructor in advance of planned absences, completes assignments on time.

***Productivity***—Follows safety practices, follows directions and procedures, makes-up assignments and participates.

***Teamwork***—Respects the rights of others, respects confidentiality, is a team worker, is cooperative, displays a customer service attitude, demonstrates mannerly behavior, respects rights of others, demonstrates mannerly behavior in interactions with students and instructor.

***Attitude***—Demonstrates a positive attitude, appears self-confident, demonstrates problem-solving skills, ability to reason.

***Appearance***—Displays appropriate dress, grooming, hygiene, and etiquette.

### **Progress Reports**

Progress Reports will be sent to any student whose grade is less than 70%. Parent/Guardian is responsible to review their child's progress and contact the respective instructor regarding any improvements necessary.

## **K. ACCIDENT and SICKNESS**

In the case of an accident or student illness, the instructor will contact the office and make arrangements for the student to be seen by the school LPN.

All prescription medications must be turned into the LPN immediately upon arrival to school. A medical prescription must accompany the medicine.

If ambulance services are required, the Admiral Peary AVTS and the Ebensburg Area Ambulance Association have a working agreement whereby students and employees will be served.

## **L. INSURANCE**

Students are encouraged to purchase the accident insurance provided by their home schools. Medical bills will not be paid by Admiral Peary Area Vocational-Technical School. Accident insurance is not available at Area Vocational-Technical Schools.

## **M. COURSE CHANGES**

Admiral Peary attempts to be flexible enough to permit changes where possible. Students must change their course, if they desire, in the first week of school. Students are only permitted to change their course one time.

However, due to the limited number of spaces available in each course area, a change can only be made if a space exists.

Any student desiring a course change must complete a PROGRAM CHANGE REQUEST, which can be obtained in the Guidance Office. If the student can be accommodated, a change will be made.

## **N. STUDENT VISITORS**

Visitors must make arrangements at least 24 hours in advance to visit the school. Visits of a personal nature are not permitted.

Anyone visiting the school must abide by the rules and regulations of Admiral Peary AVTS, including safety regulations.

## **O. ACCEPTABLE USE POLICY FOR NETWORK ACCESS**

Network access is available to the students and teachers in the Admiral Peary AVTS to provide vast, diverse, and unique resources and information for utilizing the School's network. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computer networks all over the world through the Internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Admiral Peary AVTS has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

The Admiral Peary AVTS firmly believes that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may access material that is not consistent with the educational goals of the School.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources.

If an Admiral Peary AVTS user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signatures on the



Acceptable Use Policy/Student Sign-Off Sheet are legally binding and indicates the third party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

## ***NETWORK ACCESS—TERMS AND CONDITIONS***

### ***1. Acceptable Use***

The use of your account and/or computer privileges must be in support of the educational objectives of the Admiral Peary AVTS. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyright material, threatening, or obscene material, or material protected by trade secret. **Students are not permitted to use proxy server or bypass the network firewall and internet security system. Students are not permitted to play online games or download non-instructional material. In addition, students are not permitted to bring personal USB drives, CDs, disks, games, and programs to the school.**

### ***2. Privileges***

The use of the network and any other type of computer equipment and/or software is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of the Admiral Peary AVTS may request the system administrator to deny, revoke, or suspend specific user accounts and/or privileges. The administration of the Admiral Peary AVTS reserves the right to inspect any user's computer at any time, with or without the knowledge of the user. Such inspection may include access to the hard drive(s) of the user's computer.

### 3. *Network Etiquette*

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Be polite. Do not get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- c. Illegal activities are strictly forbidden.
- d. Do not reveal your personal address or phone numbers or those of other students or colleagues.
- e. Note that electronic (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
- f. Do not use the network in such a way that you would disrupt the use of the network by other users.
- g. All communications and information accessible via the network should be assumed to be public property of Admiral Peary AVTS.
- h. Training on the safe use of the internet will be completed by the home school and documented accordingly at the home school.

#### 1. *Security*

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a school administrator.

Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log onto the

network as system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

## **2. *Vandalism***

Vandalism will result in the cancellation or suspension of privileges and possible restitution for damages. Vandalism is defined as any malicious attempt to harm, destroy, or alter data, equipment, services, facilities, or property.

## **3. *Exception to Terms and Conditions***

The Admiral Peary AVTS makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Admiral Peary AVTS will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, incorrect deliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Admiral Peary AVTS specifically denies any responsibility for the accuracy or quality of information obtained through its services. All terms and conditions as stated in this document are applicable to the Admiral Peary AVTS. These terms and conditions reflect the entire agreement of the parties and supercede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Pennsylvania and the United States of America. I understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action, and/or appropriate legal action may be taken.

## **P. THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)/RIGHT TO KNOW**

All FERPA and Right to Know requests will be handled through the Admiral Peary Administrative office located at 948 Ben Franklin Hwy., Ebensburg, PA 15931

## **Q. HEALTH INSURANCE PORTABILITY and ACCOUNTABILITY ACT (HIPPA)**

ADMIRAL PEARY AREA VOCATIONAL-  
TECHNICAL SCHOOL  
NOTICE of PRIVACY PRACTICES  
APRIL 2004

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

1. *Purpose of this Notice:*

Pursuant to the Health Insurance Portability and Accountability Act of 1996, this notice explains how the Admiral Peary Area Vocational-Technical School may use and disclose YOUR PROTECTED HEALTH INFORMATION. This NOTICE describes the types of information that is collected and YOUR rights with regards to that information.

2. *Permitted Uses and Disclosures of Protected Health Information:*

- a. *Uses and Disclosures for Treatment*
- b. *Uses and disclosure for payment*
- c. *Uses and disclosures for operations*
- d. *Other uses disclosures for which your authorization is not required*

- ◆ law enforcement
- ◆ public health authority
- ◆ government authority
- ◆ court authority
- ◆ military, national security

**3. *Statement of Privacy Policy and Practices:***

It is the policy and practice of the Admiral Peary Area Vocational-Technical School to maintain YOUR PROTECTED HEALTH INFORMATION confidential and to not use or disclose YOUR PROTECTED HEALTH INFORMATION unless YOU authorize such use or disclosure, or such use or disclosure is permitted or required by law as described in the "Permitted Uses and Disclosures of Protected Health Information."

**4. *Contact Person:***

The Contact Person for the Admiral Peary Area Vocational-Technical School designated by this NOTICE is: Ken Jubas, Executive Director. In the event that YOUR complaint concerns actions by the Contact Person, YOU may alternatively contact the Privacy Officer: Stacey Thomas, Business Manager.

## **V. SERVICES**

### **A. GUIDANCE**

Guidance services are available at Admiral Peary AVTS for any student to consult freely on any question or problem that may concern him/her whether it is vocational, social, educational, or of a personal nature. One of the major goals of our guidance program is to assist the student in developing himself or herself to the fullest of his/her ability

and personality. The school's objective is to see that each student may develop a sense of responsibility, an awareness of opportunities, and the ability to make sound choices and decisions. Job placement services are also provided through the guidance counselor.

Students should feel free to approach the counselor for information or to discuss the resources of the guidance office.

## **B. STUDENT ASSISTANCE PROGRAM (SAP)**

The Admiral Peary Area Vo-Tech Student Assistance Team is a concerned group of school personnel, which includes members of the teaching staff, school guidance counselor, and administration. These individuals are all trained to be able to identify students who are having problems outside of school that may affect school performance. Student assistance is an identification, intervention, and referral program. It is not a counseling, discipline, drug, or treatment program.

A student may be experiencing many situations which may prompt a referral to the S.A.P. Team. Students making references to chemical, alcohol, or drug abuse will be referred to the S.A.P. team. A friend, who could be a fellow student, an office worker, a teacher, or even a parent who recognizes drastic changes in grades, behavior, or appearance, can refer someone to the S.A.P. Team. Referral forms can be obtained from any member of the S.A.P. Team.

It is very important that all students be made aware that a referral does not automatically subject the referred student to any discipline nor is it the function of the S.A.P. Team to attempt treatment. The basic purpose of the S.A.P. Team is to help students whose dysfunctional behavior is preventing them from reaching their full academic potential.

It should be noted that it is not the function of the S.A.P. Team to diagnose chemical dependency or to determine treatment programs. One function of the team is to identify patterns of behavior which are associated with high risk or usage situations. When such patterns are discovered, a referral is made to agency professionals for formal assessment, diagnosis, and possible treatment. Research and experience shows that perhaps as much as eighty percent of significant adolescent dysfunctional behavior is closely associated with the abuse of drugs and alcohol. For this reason, a great deal of the training the S.A.P. Team has undergone has focused on chemical dependency and identifying the behaviors most frequently associated with adolescent chemical use. It is, therefore, the goal of the S.A.P. Team to have appropriate agencies provide assistance to students before their problems become insurmountable.

The greatest concern of the S.A.P. Team is the assurance to referred students and those who refer them that strict rules of confidentiality apply at all times. No student's case is discussed irresponsibly, and only those involved in providing help at any level will have knowledge of the matter.

### **S.A.P. Team Members**

Ms. Brodish-Faculty Member

Mr. Claycomb-Faculty Member

Mr. Dolges-Faculty Member

Ms. Hudak-Faculty Member

Mrs. Settle-Faculty Member

Mrs. Wurm-Guidance Counselor

## **C. COOPERATIVE EDUCATION**

The Cooperative Education (Co-Op) Program is a cooperative effort by parents and students, the school, and business and industry to help bridge the gap between the school and the world of work.

At a certain point in the learning process, application of learning can be more effective through actual work experience. Thus, the Co-Op Program takes the school curriculum beyond the four walls of the high school and uses the community as its classrooms.

The Co-Op Program is intended for qualified and approved students and is designed for work experience in an OCCUPATIONAL AREA COMPATIBLE WITH THE STUDENT'S CHOSEN COURSE. Students participating in the Co-Op Program attend their home school for one-half day for related or academic studies, and then report to their assigned employers for the remaining half-day.

Selection for the Admiral Peary AVTS Co-Op Program is a cooperative effort. People involved in the selection process include: the Vo-tech instructor, the home school guidance counselor and the cooperating business or industrial representative. The final determination is made by the cooperative education coordinator. In addition, parents are requested to sign a training agreement indicating their permission for the student to participate in the program. Attendance and grades are very critical when considering students for Co-Op. ***Any student with an extensive discipline record will not be eligible for the Co-Op program.*** In order for a student to be eligible for the Co-Op program, they may not have more than 8 total absences or 3 unexcused absences, excluding medical or legal absences. In addition, a student may not acquire more than 3 tardies during the school year.

#### **D. SAGE TESTING**

Upon completion of application to Admiral Peary, students are required to participate in the System of Assessment and Group Evaluation. Students are assessed in the areas of reasoning, math, and language development; interest; learning styles; and eleven aptitudes. Their scores are then matched with occupations to determine potential success.



SAGE Testing plays a major role in program placement for students.

## **E. NOCTI TESTING**

Each year the PA Dept. of Education requires students who have completed their technical program and will graduate from high school to take the NOCTI (National Occupational Competency Testing Institute) Job Ready Assessment. This test is offered nationwide to determine student's knowledge and skills necessary for employment in their occupational field.

The assessment consists of a 3 hour written test and a 3 to 4 hour performance test which is evaluated by individuals from business and industry. Students whose test scores meet or exceed the National average on both the written and the performance tests receive a PA Skills Certification from the PA Department of Education. This can be of value in becoming employed or pursuing post-secondary education.

## **F. CERTIFICATION TESTING**

Beginning 2005/06 school year, seniors will be given a **one time** opportunity to have their certification test paid for through Admiral Peary AVTS. EX: Cosmetology State Board, HVAC Refrigerant Recovery, etc. Students will have 1 year from graduation to obtain reimbursement for certification test.

## **VI. ACTIVITIES and CLUBS**

Skills USA club is an important function of Admiral Peary AVTS. All students are eligible and encouraged to belong.

### ***SKILLS USA***

For students in all other courses.

## **VII. BEHAVIOR and DISCIPLINE**

Each student must realize that he/she is attending Admiral Peary AVTS by choice. Therefore, the student has the responsibility of taking advantage of the opportunities offered. This includes acting in a manner that will not interfere with the learning and work of other students and instructors. **THERE IS NO PLACE IN ANY SCHOOL FOR PEOPLE WHO DO NOT RESPECT THE RIGHTS OF OTHERS.**

The Admiral Peary Area Vocational-Technical School is a department of each of the sending schools. When disciplinary action is taken in either school, it also applies to the other school. For example, **IF A STUDENT IS SUSPENDED BY THE HOME SCHOOL, HE/SHE IS ALSO SUSPENDED AT ADMIRAL PEARY AVTS.**

If an instructor sends a student to the office for disciplinary action, the student reports to the Director. Admiral Peary AVTS has had a minimum number of discipline problems in the past; it is hoped that this standard can be maintained.

### **POLICIES AND GUIDELINES FOR STUDENT BEHAVIOR**

All discipline referrals are assessed by a point system. Points are assigned on a scale from 1-6, based on the seriousness of the incident. When a student accumulates 6 points, he/she will be assigned one of the following: Saturday detention, In School Suspension or Out of School Suspension.

The following acts are considered to be violation of the official policies and regulations of the Admiral Peary Area Vocational-Technical School.

When violations occur, building administrators have the right to refer the student offender to the Administrative Director for a hearing and subsequent action. The Director has the right to exclude the student for a period exceeding ten (10) school days and may recommend expulsion of the student permanently.

School Administrators also have the right to refer the offense to the appropriate civil authorities if the offense constitutes a violation of the laws of the Commonwealth of Pennsylvania.

It shall be understood that offenses resulting in personal injury and property damages shall result in the student and the parents being held responsible for all damages to the extent provided by the laws of the Commonwealth of Pennsylvania.

**A. INSUBORDINATE ACTION**

A deliberate refusal to follow the instructions of a member of the school staff.

**B. PROFANITY AND PORNOGRAPHY**

Use of abusive language or visual obscenities and/or possession of pornographic materials.

**C. STEALING**

Unlawful taking of school or personal property without permission. Charges will be filed with law enforcement.

**D. ALCOHOL/DRUGS**

1. Students found to be in possession of or under the influence of alcohol/drugs or alcohol/drug look-a-like shall be temporarily suspended for up to ten (10) days. Local law enforcement will be contacted and charges filed. Students will be referred to the informal or formal hearing process to determine expulsion or further action.
2. With regard to situations whereby a student is suspected of being under the influence of drugs/alcohol, an administrator and the school LPN will be called to observe the situation to determine whether he/she wants to talk to the student. If drug/alcohol usage is established, the administrator shall notify the student's parents and the Director.

3. In the event there is evidence that immediate medical help is needed, a nurse will administer first aid and/or call for medical assistance (EMT, doctor, etc.)
4. At all times a complete written record of the situation shall be kept by the administrator and placed in the student's file.
5. This policy will include Title 35 Health and Safety PA School Law, Chapter 6, Drugs, Poisons and Dangerous Substances.
6. Any student in possession of substance or drug paraphernalia will be subject to dismissal, up to ten (10) days, notification given to parents or guardian and/or charges filed with local law enforcement
7. **Students are not permitted to bring beverage containers of any kind to Admiral Peary. The beverage containers will be confiscated and disposed of.**
8. Smoking, possessing or using tobacco products within or around the school property is prohibited in accordance with Ordinance #98 of Cambria Township and Act 145 of 1996, the School Tobacco Control Act for school districts. Violators will be referred to the Director for disciplinary action and to the local Magistrate.

**FIRST VIOLATION** – Referral to Tobacco Awareness Program--points will be administered. If student fails to attend Tobacco Awareness Program, the student will be referred to the Magistrate.

**SECOND VIOLATION** – Automatic Three (3) Day Out of School Suspension and referral to Magistrate.

9. This policy includes **ALL** school activities and field trips.

## ACT 145 OF 1996: USE OF TOBACCO IN SCHOOLS

Senate Bill 1315 became Act 145 of 1996 when signed into law by Governor Ridge on December 4, 1996. The law clarifies the School Tobacco Control Act for school districts. The major changes are: possession is now included, unlighted tobacco is added and the definition of tobacco is changed to include lighted or unlighted material and smokeless tobacco.

The new law defines possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus or on school property owned by, leased by or under the control of a school district as a summary offense.

This law became effective February 3, 1997, 60 days after the Governor signed it.

The relevant parts of the law follow.

1. ***Offense defined:*** A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by, or under the control of a school district commits a summary offense.
2. ***Grading:*** A pupil who commits an offense under this section shall be subject to prosecution initiated by the school district and shall, upon conviction, be sentenced to pay a fine which would be at the discretion of the Magistrate. The court may admit the offender to an adjudication alternative in lieu of imposing the fine.
3. ***Nature of Offense:*** A summary offense under this section shall not be a criminal offense of record.
4. ***Definitions:*** As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

**“Pupil”** – A person between the ages of 6 and 21 years who is enrolled in school.

“**School**” – A school operated by a joint board, board of directors or school board where pupils are enrolled including area vocational-technical schools and intermediate units.

“**Tobacco**” – A lighted or unlighted cigarette, cigar, pipe, or other lighted smoking product and smokeless tobacco in any form.

**E-CIGARETTE/VAPE PENS:** E-cigarettes and vape pens contain nicotine which is considered a drug (stimulant). Although not a controlled substance, it is considered addictive. Students who possess e-cigarettes, vape pens, or any other paraphernalia containing nicotine or other addicting substances will be in violation of the drug policy and appropriate discipline will be administered in the form of Tobacco Awareness Program, detention, suspension, or disorderly conduct

## **E.     DISRUPTION OF EDUCATIONAL PROCESS**

In order to protect students against loss or damage as well as prevent disruption in the educational process, all personal communication devices, such as cell phones, IPods, etc., are **not permitted in instructional areas and must be kept in a locker**. If such items are found in a student’s possession, the items will be confiscated and points assessed. Items will be returned to the student or parent at a later time.

## **F.     SERIOUS DISRUPTIONS OF EDUCATIONAL PROCESS**

1. These disruptions include:
  - ◆ Setting fire on school property
  - ◆ False fire alarms
  - ◆ Tampering with fire extinguishers

- ◆ Bomb scares
  - ◆ Endangering other students
2. Any student involved in the commission of the above offenses shall be suspended for ten (10) days. Such offenses shall be referred to the proper authority for appropriate police action. Students shall be required to pay for the refilling of the fire extinguishers and for other damages related to the preceding acts.

## **G. ASSAULT/WEAPONS**

1. A student who assaults a school employee shall be suspended for ten (10) school days and referred to the Director's Office for a hearing and appropriate action. Such offenses shall also be reported to police authorities.
2. The Admiral Peary AVTS requires that the weapons policy be adhered to pursuant to Act 26 of 1995 of the Pennsylvania School Code, Section 1317.2.
  - ◆ Except as otherwise provided in this section, any student who is determined to have brought or have in his/her possession a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity, students will be referred to the home school Superintendent for an expulsion hearing.
  - ◆ The Director of Admiral Peary AVTS may recommend discipline short of expulsion on a case-by-case basis. The Director or other designated administrator of the school shall, in the case of an exceptional student, take all steps necessary

to comply with the Individuals with Disabilities Education Act (Public Law 91-230, 20 U.S.C. 1400 SEQ.).

◆ The provisions of this section shall not apply to the following:

a) A weapon being used as part of a safety or educational program approved by the Director.

◆ Nothing in this section shall be construed as limiting the authority of duty of Admiral Peary AVTS to make an alternative assignment or provide alternative educational services during the period of expulsion.

◆ Admiral Peary AVTS shall report all incidents involving possession of a weapon prohibited by this section as follows:

a) The Director shall report the discovery of any weapon prohibited by this section to local law enforcement officials.

b) The Director shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school sponsored activities, or public conveyances providing transportation to a school or school sponsored activity. Reports shall include all information as required under Section 1302-A.

◆ As used in this section, the term “weapon” shall include, but not limited to, or look alike, any knife, cutting instrument, cutting tool, nunchakus, firearm, shotgun,



rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

## **H. VANDALISM**

Willful destruction or defacing of school and personal property. Charges will be filed with local law enforcement.

## **I. FALSIFICATION OF PASSES, EXCUSES, and DOCUMENTS**

Falsification of excuses for absence, other passes, or documents of any kind will result in disciplinary action.

## **J. FIGHTING**

*ALL* students guilty of fighting on school property shall be referred to the Administration for suspension and to the Local law enforcement for prosecution.

## **K. BUS REGULATIONS**

1. Student misbehavior constitutes a very serious hazard to the safety of all passengers. All violations will be referred to the sending school.
2. Students are to be aware that the bus is an extension of the school. The school disciplinary code will be in effect when dealing with bus incidents.
3. Students shall ride only the assigned bus unless given *WRITTEN PERMISSION* by school authorities and parent/guardian.

## **L. SUSPENSION AND EXPULSION**

1. All expulsions shall be consistent with Board Policy. At the discretion of the school

administrators, suspension may be internal or external.

2. Students suspended for serious infractions including vandalism, use of tobacco, obscene words or actions, intimidation or extortion, insubordination, theft, possession of weapons and dangerous objects, and other serious disruptions of the educational process may appear before the Director for an expulsion hearing. Those students, who habitually cut class, are tardy, or who are chronically absent may be referred to the Director's office at the discretion of the instructor.

3. In-house detention will be administered on Saturdays or may result in temporary daily removal from program. All detentions are progressive. Failure to report to Saturday detention will automatically result in three days Out-of-School Suspension

4. Students, who are suspended or found to violate the tobacco policy, may not participate in student organization activities, School-to-Work and Cooperative Education activities for the remainder of the school year, unless they complete the Tobacco Awareness Program

## **M. ATTENDANCE and ABSENTEEISM**

Excessive absenteeism disrupts the planning for faculty and hinders the process of the students. State laws require mandatory attendance of compulsory age students. Attendance regulations and guidelines in our school policy are made with these state laws and the welfare of all students of the district in mind.

Days are recorded as unexcused when no acceptable documentation has been presented/filed. These days are considered illegal. After three (3) illegal absences, you are

determined to be in violation of the compulsory school attendance. Charges may be filed with local magistrate through sending school. Students will not be given credit for any work missed during an unexcused absence.

The following attendance policy will be adhered to:

After 10 **TOTAL** days absent, students and parent/guardian will receive notification.

After 20 **TOTAL** days absent, students and parent/guardian will receive notification defining the following sanctions:

\*Any further absences will be considered unexcused/illegal unless medical/legal documentation is filed.

\*Not eligible for any extracurricular activities including Skills USA activities

\*Driving privileges revoked

**When a student is absent for any reason, he/she must present an excuse signed by parent or guardian to Admiral Peary AVTS in addition to their home school. IF A SIGNED EXCUSE IS NOT PRESENTED WITHIN *THREE (3)* SCHOOL DAYS, THE ABSENCE WILL BE RECORDED AS UNEXCUSED. STUDENTS WILL RECEIVE A ZERO FOR THAT DAY WITH NO OPPORTUNITY TO MAKE UP WORK.**

Students requesting early dismissal or to use private transportation are to submit a written request from their parent/guardian to the office prior to the requested dismissal. Students leaving prior to **9:30 a.m.** or **1:15 p.m.** will be marked absent for the session. **The parent/guardian must come to the office to sign the student out.**

***ANY STUDENT MISSING 15 OR MORE DAYS OF SCHOOL IS NOT ELIGIBLE TO ATTEND ANY SCHOOL FIELD TRIPS.***

Medical/Legal excuses do not count towards the 15 day limit.

**N. STUDENT OBLIGATIONS**

1. All obligations must be met before a student can be promoted to the next grade or graduated. Such obligations shall include completing and handing in make-up work within established time schedules, payment of all debts.
2. If a student moves to a new address or has a change in phone numbers, it should be reported to the office immediately. Students will also be supplied with Health Cards, which are to be completed, listing the current address, phone number, and other pertinent information applicable to each student.

**O. SEXUAL HARASSMENT**

Sexual harassment will not be tolerated by Admiral Peary Area Vocational-Technical School's Operating Committee in matters over which it has jurisdiction. Sexual harassment by Operating Committee members, Administrators, Certified and Support Personnel, Students, Vendors and any other persons having business or contact with this school is prohibited. Persons found in violation of this policy will be subject to discipline, including, but not limited to reprimand, probation, demotions, suspension or termination, or other sanction as determined appropriate by the Operating Committee. This policy is on file in the school office.

## **P. HAZING/BULLYING**

Bullying is strictly prohibited at Admiral Peary AVTS. Bullying is an intentional electronic, written, verbal or physical act or series of acts directed at another student (s); occurs in a school setting; severe, persistent or pervasive; and has the effect of substantially interfering with a student's education; creating a threatening environment; or substantially disrupting the orderly operation of the school. A "school setting" means in the school, on school grounds, in school vehicles, at the nearest bus stop to the school or a vocational site, or at any activity sponsored, supervised, or sanctioned by the school. Acts that occur outside a school setting are also considered to be "bullying" if those acts are directed at another student or students, are severe, persistent, and pervasive or have the effect of substantially interfering with a student's education, creating a threatening environment or substantially disrupting the orderly operation of the school. Claims of "bullying" should be reported immediately to the staff and Administration.

Consequences of "bullying" behavior vary according to the severity of the behavior, as well as the frequency with which the offending student has engaged in "bullying" behavior. Points will be assigned on a case by case basis. The consequences range from detention, suspension, or an expulsion hearing. Charges may be filed with police at the discretion of Administration. This policy is on file in the school office.

## **Q. PARENT/FACULTY CONFERENCES**

Any parent requesting a conference with a member of the faculty will make an appointment by calling the AVTS office, (814) 472-6490, to arrange for the conference. No appointment will be made during the time a teacher has class or assigned an activity.

## **R. DEMERIT SYSTEM LEADING TO POSSIBLE SUSPENSION**

1. A student is assessed a certain number of points for each act of misconduct.

- ◆ First Time Offender (6 pts.) – One Saturday detention
- ◆ Second Time Offender (12 pts.) – Three Saturday detentions
- ◆ Third Time Offender (18 pts.) – Five Saturday detentions
- ◆ Fourth Time Offender (Greater than 18 pts.) – (Administrative decision will be made as to continuation of program)

3. Failure to report for Saturday detention will result in the following:

- a. A three-day suspension.
- b. These three days will count toward the attendance policy.
- c. Extreme emergencies such as death in the family or a doctor's excuse are the only excuses acceptable.

4. Each Saturday detention will be held from 8:00 a.m. until 12 noon. (Assignments will be the student's responsibility.) If a student attends suspension without an assignment, an assignment will be made available for them.

5. Each student is responsible to do his or her school assignments while in the detention room.

6. Saturday detention will begin the Saturday following notification of student.

7. Any unfinished detention time owed may be made up through in school or out of school suspension.
8. Truancy and tardy suspensions will be Saturday detention or administrative alternatives.
9. It is the responsibility of the students and their parents for transportation to and from in-school suspension.

## **S. DISCIPLINE LEVELS**

### **LEVEL I—(Informal Resolution/Warning – 2 points)**

Being in unauthorized area without pass

Disruptive conduct/Disruption of educational process

Dress code violation

Driving/riding without permission

Lack of effort in class/sleeping

Lying

Minor safety violation (safety glasses, following procedures)

Public display of affection

Tardy/late to class/school

### **LEVEL II --(3-5 points)**

Continued Level I violations

Disrespect to staff

Disruptive conduct

Failure to follow safety procedures

Failure to follow staff directives

Misuse of computer privileges

Misuse of school property/materials

Unacceptable language/gestures

Unauthorized use of cell phone/electrical devices

**Discipline for Level I and Level II will include:**

\*\*Teacher will make anecdotal remarks in Classlink outlining behavior/work ethic grade.

\*\*Teacher will use classroom management strategy to address/deter future behavioral problems. (EX: loss of points/privileges, extra assignment, verbal counseling, etc.)

\*\*Teacher will contact parents/guardians to inform of behavior problems. (EX: e-mail, telephone, letter, conference, etc.)

**LEVEL III-- (6 points – Detention/Suspension)**

Continued Level II violations

Cheating

Disorderly conduct

Fighting

Forged excuses/attendance/doctors

Harassment/Bullying

Insubordination

Leaving building unauthorized

Misuse of computer privileges

Possession of weapon/no intent

Possession of tobacco

Possession of unauthorized medicines

Truancy/skipping school



## **LEVEL IV--(6 points –Suspension/Expulsion)**

Misuse of computer privileges

Possession /use of drugs/look-a-like drugs

Possession of weapon/intent

Possession/use of alcohol

Reckless endangering behavior/causing catastrophe

Theft

Threats to school/staff (bomb, fire alarms intent to harm)

Vandalism

## **Discipline for Level III and Level IV**

\*\*Teacher will document behavior in Classlink

\*\*Teacher will outline discipline strategies used and communication with parents

\*\*Administration will assign--points, detention, suspension, expulsion, refer to police or other authorities.

**\*\*Administration reserves the right to assign points for any behaviors not listed**

- ◆ **Teachers have the right to assign behavior modification packets prior to administrative actions. If behavior modification packet is not fully and correctly completed, student will automatically receive two points.**
- ◆ **At any point during disciplinary action, the proper authorities will be contacted if the administration deems necessary.**

**\*\*ADMIRAL PEARY AVTS ADMINISTRATION HAS THE FINAL DECISION IN REGARDS TO ANY RULES AND REGULATIONS NOTED IN THIS HANDBOOK\*\***

In addition to strategies outlined, all discipline incidents—Level I thru Level IV—shall be documented for official record keeping purposes and forwarded to Administration for follow-up.

**FINANCIAL RESPONSIBILITY**

There will be a \$20.00 charge for **ALL** returned checks. Criminal complaints will be filed on uncollected checks not paid within 10 days of notice.

**NON DISCRIMINATION POLICY**

Admiral Peary Area Vocational-Technical School offers fourteen (14) vocational programs in health, trade, and industrial occupations. Admission to these programs is based on completion of ninth, tenth, or eleventh grade, depending on the program. Admiral Peary AVTS will not discriminate on the basis of race, color, national origin, sex, handicap, Boy Scouts or other youth groups in its admission procedures, educational programs and activities or employment practices as required by Title IX and Section 504.

For information regarding civil rights or grievance procedures and services, activities, programs and facilities that are accessible to and usable by handicapped persons, contact Ken Jubas, Title IX, Section 504 and Support Programs Coordinator at 948 Ben Franklin Highway, Ebensburg, PA 15931-7628, Phone (814) 472-6490.

# ***ACCEPTABLE USE POLICY/STUDENT-SIGN OFF SHEET***

## ***Student***

I understand and will abide by the Terms and Conditions stated in the Student Handbook for network access. I am not permitted to use proxy servers or bypass the network firewall and internet security system. In addition, I am not permitted to bring/download personal USB drives, music, personal CDs, disks, games and programs to the school. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be suspended or revoked, and school disciplinary and/or legal action will be taken.

## ***Parent/Guardian***

As the parent or guardian of this student, I have read the Terms and Conditions for network access. I understand that this access is for educational purposes. However, I also recognize it is impossible to restrict access to all controversial materials and I will not hold the Admiral Peary AVTS responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school sponsored setting. I hereby give permission to issue a network account for my child and certify that the information contained on this form is correct.

## ***Sponsoring Teacher***

I have read the Terms and Conditions for network access and agree to discuss this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for student use of the network outside my supervision. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette.

# ***ACCEPTABLE USE POLICY/STUDENT SIGN-OFF SHEET (cont.)***

## **Student**

This page must be signed by the parties listed below and turned into your course instructor. This page will then be placed in your file in the office.

\*Upon signing this page, I can assure that I have read and understand this handbook.

---

**Student's Signature**

---

**Date**

## **Parent/Guardian**

\*Upon signing this page, I can assure you that I have read and understand this handbook

I understand that the school may wish to publish examples of student projects, photographs of students, and other work on the Internet. (Please check box below and sign)

I **DO** grant permission to publish my child's work and/or photograph on the internet

I **DO NOT** grant permission to publish my child's work and/or photograph on the internet

---

**Parent's Signature**

---

**Date**

---

**Instructor's Signature**

---

**Date**

