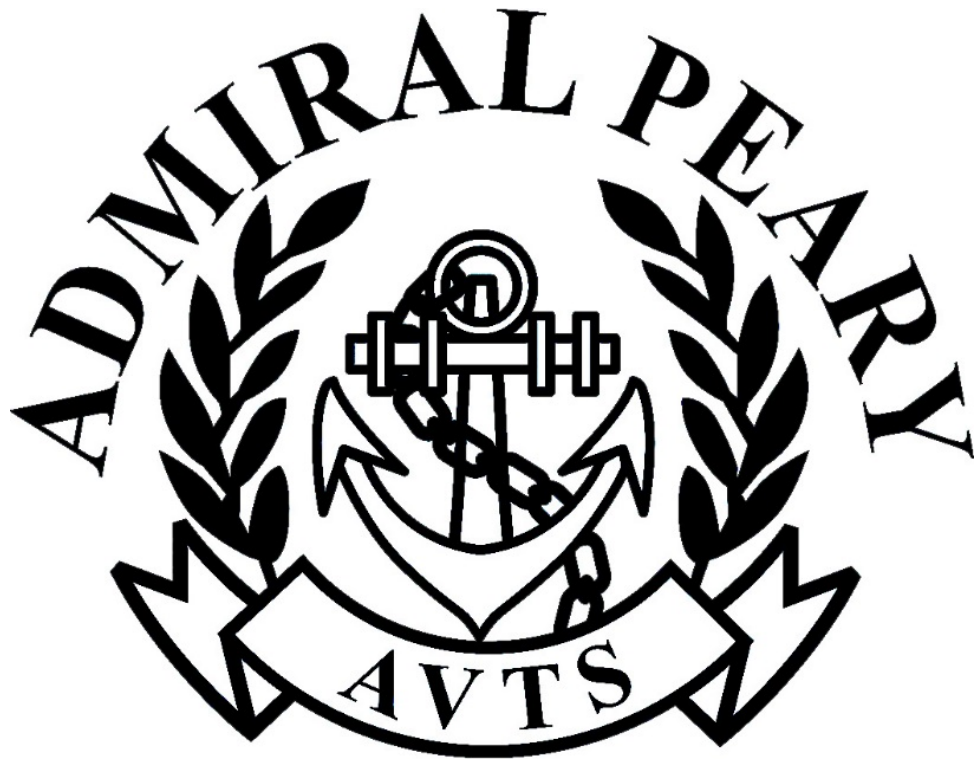


STUDENT HANDBOOK



2021-2022

**ADMIRAL PEARY AREA VOCATIONAL-TECHNICAL SCHOOL
2021-2022**

3/18/2021

M	T	W	Th	F
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AUGUST (4 Days)

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

SEPTEMBER (21 Days)

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCTOBER (20 Days)

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER (18 Days)

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

DECEMBER (17 Days)

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Day 45:	10/29/2021
Day 90:	1/18/2022
Day 135:	3/24/2022
Day 180:	5/31/2022

AUGUST

24-25 Teacher Inservice
26--First Day of School

SEPTEMBER

6--Labor Day

OCTOBER

11--Columbus Day
14--Open House
7 & 21 Occupational Advisory Meetings

NOVEMBER

11--Veterans Day
12--Act 80 Day
25-29 Thanksgiving Vacation

DECEMBER

24-31 Christmas Vacation

JANUARY

14--Teacher Inservice
17--Martin Luther King Day

FEBRUARY

18--Act 80 Day
21--President's Day

MARCH

18--Teacher Inservice

APRIL

15--Easter Vacation
18--Easter Vacation

MAY

30--Memorial Day
31--Day 180

June

1--181st day a Vo-Tech

M	T	W	Th	F
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JANUARY (19 Days)

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

FEBRUARY (19 Days)

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

MARCH (22 Days)

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL (19 Days)

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY (21 Days)

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JUNE (1 day)

		1	2	3
6	7	8	9	10

**ADDITIONAL SNOW
DAYS WILL BE ADDED
TO THE END OF THE
CALENDAR**

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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, Harmony Area, 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.

ADMIRAL PEARY AVTS PERSONNEL

ADMINISTRATIVE SERVICES

Executive Director—Mr. Paronish
Asst. Exec./Special Ed Director – Mrs. Conrad

BUSINESS SERVICES

Business Manager—Mr. Revesz

NETWORK SERVICES

Computer Network Technician—Mr. Bailey

ADMINISTRATIVE SUPPORT SERVICES

Administrative Secretary—Ms. Becquet
Administrative Secretary—Mrs. Conrad
Administrative Secretary—Mrs. Tedrow

MAINTENANCE SERVICES

Facilities Director—Mr. Commons
Maintenance—Mr. McCoy
Maintenance—Mr. Beach
Custodial—Ms. Farabaugh
Custodial—Mr. Hemming

HEALTH ROOM NURSE —Mrs. Abel

INSTRUCTIONAL SERVICES

Auto Body Repair	Mr. Driskel
Automotive Technology	Mr. Watkins
Carpentry	TBD
Cosmetology	Mrs. Natcher
Culinary Arts	Ms. Baker
Early Childhood Teacher Education	Ms. Brodish
Electrical Technology	Mr. Claycomb
Engineering Technology	Mr. Rudnik
Health Occupations	Mrs. Settle
HVAC/Plumbing	Mr. Olenchick
Masonry	Mr. Teeter
Networking Technology	Mr. Thomas
Small Engine Mechanics	Mr. Wagstaff
Welding	Mr. Mazzarella
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. Rudnik

Welcome to a new year at Admiral Peary AVTS! The student handbook is designed to familiarize students with expectations regarding attendance, behavior, and academic performance. Students are expected to learn the policies and procedures contained within this handbook, and to follow established policies to ensure a safe and productive learning environment for all students. The handbook covers many of the expectations set for students, but is by no means all-inclusive. As in any organization, situations may arise that are not addressed in the handbook. The administration reserves the right to handle any and all situations that arise according to established school board policies. Complete policies are available in the Executive Director's office.

Each teacher has the authority and responsibility in the classroom to maintain order so that effective learning can take place. If a student's behavior is disruptive, appropriate action will be taken. This may include loss of classroom/school privileges, referral to the director, loss of activities, parent conference, detention, in-school suspension or out-of-school suspension, or expulsion. It is the teacher's responsibility to communicate disciplinary concerns with the student's parent/guardian and the Executive Director as needed.

STUDENT RESPONSIBILITIES

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. 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. Students should express their ideas and opinions in a respectful manner, so as not to offend or slander others. 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 page 6.
- 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.

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.

BELL SCHEDULE

Green and Yellow Phase Bell Schedule

Due to Covid-19, Students will report directly to class upon arrival.

8:00	AM Classes Begin
11:00	AM Classes Dismissed
11:35-11:45	Students report to class
11:45	PM Classes Begin
2:35	PM Classes Dismissed

*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.

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. Detention will be scheduled with the homeschool after 6 unexcused tardies.

EARLY DISMISSALS

Any student leaving before 9:30 a.m. or 1:15 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.

POLICIES

MASK WEARING

According to a previous statement from the PA Governor, the state's universal mask order has been lifted for all Pennsylvanians effective Monday, Jun 28, 2021. The removal of this order means that masks are no longer required to be worn at APAVTS. The CDC still recommends face coverings as a preventative measure in the spread of COVID-19 for individuals who are not vaccinated. Anyone presenting with symptoms of COVID-19 while at APAVTS must wear a mask and leave Admiral Peary Vocational Technical School.

Please refer to the APAVTS website for any official announcements.

COVID-19 GUIDELINES

Masks are recommended, but not required unless mandated by the Department of Health.

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.

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.

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.

DRESS CODE GUIDELINES

The purpose of the dress code is to ensure a learning environment free of disruptions and one that promotes the health and safety of all students. It is the responsibility of the school administration and staff to monitor and enforce dress code guidelines.

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

Clothing that is disruptive or creates an unsafe school climate shall be considered inappropriate and subject to disciplinary action.

Clothing that is disruptive to the educational environment by displaying and/or promoting drug use, alcohol, tobacco products, violence, sexual innuendos, profane gestures or profanity is not acceptable.

The school reserves the right to require students to remove piercings, jewelry, etc. that poses a safety hazard in a specific class or activity.

Students are permitted to wear hats in the shop area, but they must have an appropriate logo. 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.

Students are not permitted to have a hood on at any time in the building, including classrooms.

Please refer to the schedule of disciplinary consequences for details regarding consequences for dress code violations.

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.

All students must park in the lower parking lot in their assigned parking space only. Students must drive in an appropriate and safe manor. No student is permitted to use another student's car.

Based upon reasonable suspicion, school authorities may search a student's vehicle and remove any illegal materials. Such materials may be used as evidence in disciplinary, juvenile or criminal proceedings. When a vehicle is being searched, the student will be notified and given an opportunity to be present.

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

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!**

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 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.

POSITIVE BEHAVIOR INCENTIVES

- **2021-22 school year. (More information on the protocol to come)**
- APVT is in the process of developing two new positive behavior incentive programs. The first is what we call, “**A Day at the Trout Pond**” whereas any APVT student that meets the criteria for this positive behavior reward, will be eligible for a supervised, scheduled time slot at the trout pond.
- The pond on campus has been drudged, PH levels checked, and stocked with an abundance of trout. Carpentry is scheduled to build a pavilion near the pond and an attractive aerator has been set.
- The second Positive Behavior Incentive reward is tied in with attendance. This program will provide a protocol that, if met by a single senior student, he/she will receive a car as a reward that has been prepared by our Auto Body and Auto Technology programs, yearly. {More information on the protocol is to come.}

FIRE DRILLS

Students and staff will participate in safety drills to prepare for crisis situations that may occur in the school, on school grounds, or on school buses. During a safety exercise or actual emergency students and staff may be instructed to leave the room, remain “sheltered in place” within a classroom or building, or to follow lockdown procedures. When exiting, students will use doors as indicated by teachers and signs. No one is to re-enter the building until a school or community authority provides direction. Students are encouraged to disclose/report information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

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, and 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.

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 Health Room Nurse.

All prescription medications must be turned into the Health Room Nurse 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.

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.

ADDRESS/PHONE NUMBERS

Please report any change of address or phone number to the school secretary as soon as possible. Up-to-date information on office records and emergency cards is essential for effective communication with the home.

GUARDIANSHIP/CUSTODY/LEGAL ISSUES

Please provide the office with a copy of any custody orders or other legal documents that specify guardianship, restrictions in school visitation or access to student information. This information should be updated yearly.

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.

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.

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

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.

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.

Network Etiquette

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

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.

- Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers or those of other students or colleagues.
- 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.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be public property of Admiral Peary AVTS.
- Training on the safe use of the internet will be completed by the home school and documented accordingly at the home school.

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.

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.

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 supersede 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.

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

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.

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.

Permitted Uses and Disclosures of Protected Health Information:

- Uses and Disclosures for Treatment
- Uses and disclosure for payment
- Uses and disclosures for operations
- Other uses disclosures for which your authorization is not required
 - law enforcement
 - public health authority
 - government authority
 - court authority
 - military, national security

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."

Contact Person:

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

SERVICES

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.

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

Mr. Andrew Paronish-Executive Director

Ms. Brodish-Faculty Member

Mr. Claycomb-Faculty Member

Ms. Hudak-Faculty Member

Mrs. Settle-Faculty Member

Mrs. Wurm-Guidance Counselor

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.

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.

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.

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.

ACTIVITIES and CLUBS

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

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.

INSUBORDINATE ACTION

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

PROFANITY AND PORNOGRAPHY

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

STEALING

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

ALCOHOL/DRUGS

- 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.
- 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.
- 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.)
- At all times a complete written record of the situation shall be kept by the administrator and placed in the student's file.
- This policy will include Title 35 Health and Safety PA School Law, Chapter 6, Drugs, Poisons and Dangerous Substances.
- 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
- 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.

Hookahs, e-cigs, vapor pens, and other electronic smoking devices are prohibited in school, on school grounds, on buses, and at any school functions or activities. These devices are considered a violation of the school's tobacco policy and will be treated accordingly.

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.

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.

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.

Nature of Offense: A summary offense under this section shall not be a criminal offense of record.

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 Smokeless Saturday, detention, suspension, or disorderly conduct.

- Vape Detectors have been placed throughout the school. Violation of the school’s tobacco policy will be enforced.

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 returned at the end of the program session. Any misuse of electronic items will be disciplined accordingly. Example: text messages, videos, photos, etc., published on social media are not permitted and will be dealt with accordingly.

SERIOUS DISRUPTIONS OF EDUCATIONAL PROCESS

These disruptions include:

- Setting fire on school property
- False fire alarms
- Tampering with fire extinguishers
- Bomb scares
- Endangering other students

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.

ASSAULT/WEAPONS

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.

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 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:

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

SEARCHES

The courts have upheld the claim that school lockers are school property, loaned or rented to the student for the student's convenience. The school extends locker use to students only for legitimate purposes and as such, students shall have only a limited expectation of privacy in their lockers. School authorities reserves the right to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a subject or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the school.

Search of Lockers

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.

Body Searches

*There shall be **no** body searches, **unless** the following conditions exist:

Based on reliable information determined by the director or designee, a student is suspected of having on his or her person, a substance or device which could be harmful to the student or others.

The student should be detained in the director's office until parents are informed. Parents will be asked for permission to conduct a search. They may be present at the time of the search or may give permission over the telephone. Witnesses should be present.

*No body search will be conducted unless at least two members of the District staff are present, consisting of at least one female and one male.

*In case permission is not given and a body search is required under any of the exceptions listed above, the local authorities (School Resource Officer/Police) will be asked for assistance.
Other Searches

*School officials are authorized to search a student's personal possessions or motor vehicles parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety, or welfare of the school population.

VANDALISM

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

FALSIFICATION OF PASSES, EXCUSES, and DOCUMENTS

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

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.

BUS REGULATIONS

Student misbehavior constitutes a very serious hazard to the safety of all passengers. All violations will be referred to the sending school.

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.

Students shall ride only the assigned bus unless given WRITTEN PERMISSION by school authorities and parent/guardian.

SUSPENSION AND EXPULSION

All expulsions shall be consistent with Board Policy. At the discretion of the school administrators, suspension may be internal or external.

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.

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 result in progressive discipline.

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 Smokeless Saturday program.

More information to be shared about the Smokeless Saturday Program.

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

Trout Pond Incentives:

- More information to come on the trout pond rewards program.

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.

STUDENT OBLIGATIONS

- 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.
- 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.

SEXUAL HARASSMENT

It is the policy of the Admiral Peary Area Vocational-Technical School to maintain learning and working environment that is free from harassment and discrimination. All forms of unlawful harassment of students by all district students, faculty, staff members, contracted individuals, and volunteers in the schools are strictly prohibited.

Title IX of the Educational Amendments Act of 1972 prohibits all forms of sex discrimination, including gender-based harassment, sexual harassment, and sexual violence. Complaints of discrimination/harassment will be investigated promptly and corrective action will be taken when verification of the allegations occur. Confidentiality of all parties shall be maintained, and will be consistent with the District's legal and investigative obligations. No retaliation or reprisals will occur as a result of good faith charges of harassment.

Sex Discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance. Sex discrimination

includes, but is not limited to, disparate treatment based on gender, sexual harassment, sexual violence and sexual assault.

Disparate Treatment Based on Gender means any difference in treatment based on gender unless that is a legitimate nondiscriminatory reason for the difference in treatment.

Sexual Harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status or an individual's employment.
2. Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services, or treatment.
4. Such conduct is so sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with a student's school performance or an employee's job performance, or creating an intimidating, hostile, or offensive educational or working environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's chest or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile, or offensive learning or working environment.

Sexual Violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Sexual Violence may include, but is not limited to:

1. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
3. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
4. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another; or
5. Threatening or forcing exposure of intimate apparel or body parts by removal of clothing.

Assault is an act done with intent to cause fear in another of immediate bodily harm or death; or the threat to do harm to another with present ability to carry out the threat.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an environment free from all forms of unlawful discrimination and harassment, and to report all incidents of unlawful discrimination and harassment which he/she observes or is informed about.

No person shall retaliate against any person who is the victim of or who reports alleged sexual harassment or testifies, assists, or participates in an investigation, proceeding, or hearing related to a sexual harassment complaint. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment. Persons found guilty of retaliation shall be subject to discipline.

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.

TIP LINE

Students are encouraged to use the Safe 2 Say Something system to report information regarding bullying, suicide, or school safety issues. <https://www.safe2saypa.org/>

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.

POLICIES AND GUIDELINES FOR STUDENT BEHAVIOR

The following is not all-inclusive and any offense that causes or has the potential to cause a disruption of the educational process or constitutes a health or safety hazard could be classified as a disciplinary infraction.

Interpretation of infractions and applicable discipline will be at the discretion of the school director. The administration reserves the right to determine appropriate consequences based on the severity of a specific incident. Disciplinary action will follow the guidelines of the Student Handbook and any applicable local, state, and federal laws.

Detention will be held on Saturday. Suspension will be in the form of an in-school or out-of-school suspension and students will not be permitted to attend after-school activities for the duration of the suspension.

Please see the following pages for a detailed listing of infraction levels and potential consequences.

LEVEL 1 DISCIPLINARY INFRACTIONS

LEVEL 1 DISCIPLINARY INFRACTIONS

INFRACTION	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence
Dress Code Violation	Warning, Change of Clothing	1 hour detention, Change of Clothing	2 hour detention, Change of Clothing	Referral to Level II
Cell Phone / Device Misuse	Warning, Phone confiscated, returned at end of school day	1st Offense Consequence + detention	1st Offense Consequence + 2 hour detention	Referral to Level II
Classroom Disturbance	Warning and/or 1 hour detention	1 hour detention	2 hours detention	Referral to Level II
Disrespect / Defiance / Failure to Follow a Directive	Warning and/or 1 hour detention	1 hour detention	2 hours detention	Referral to Level II
Unexcused Late to Class	Warning and/or 1 hour detention	1 hour detention	2 hours detention	Referral to Level II
Missing Detention	Rescheduled plus 1 additional hour	Rescheduled plus 1 additional hour	Rescheduled plus 1 additional hour	Referral to Level II

Misuse of a Hall Pass /In Unassigned Area	Warning and/or 1 hour detention	2 hours detention	2 hours detention	Referral to Level II
Public Display of Affection	Warning and/or 1 hour detention	1 hour detention	2 hours detention	Referral to Level II
Littering	Warning and/or 1 hour detention	1 hour detention	2 hours detention	Referral to Level II

Level II Disciplinary Infractions

INFRACTION	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Unchanged Level I Behaviors	2 hour Detention	1 - 3 Day Suspension	1 - 10 Day suspension	Referral to Level III
Bullying	1 hour detention minimum, up to 3-day suspension depending on severity	1 - 3 Day suspension, possible referral to police	3 Day suspension, mandatory referral to police	Referral to Level III
Cutting Class	1 hour detention	2 hour detention	1 day suspension	Referral to Level III
Offensive Language	1 hour detention	2 hour detention	1 day suspension	Referral to Level III
Leaving Class W/O Permission	1 hour detention	2 hour detention	1 day suspension	Referral to Level III
Disturbing Detention Room	1 day suspension	2 days suspension	3 days suspension	Referral to Level III
Disorderly Conduct	1 day suspension	2 days suspension	3 days suspension	Referral to Level III
Reckless or Dangerous Driving ----- Misuse of Parking Permit	Warning or 1 - 3 day suspension of driving privileges	5 day suspension of driving privileges + Detention	10 day or Permanent suspension of driving privileges + Suspension	Permanent loss of driving privileges + Referral to Level III
Possession or Use of Tobacco, including electronic cigarettes & vaping devices	2 Day ISS Smokeless Saturday class	3 Day ISS or OSS, Referral to District Magistrate	3 Day ISS or OSS, Referral to District Magistrate, Loss of all privileges (45 days)	3 Day ISS or OSS, Referral to District Magistrate, Loss of all privileges (90 days)

Misuse of Computer, Network, or Electronic Device	Minimum 45 day revocation of computer privileges & 1 day ISS	Loss of computer privileges for 90 school days + 1 - 3 days ISS	Loss of computer privileges for 180 school days +1 - 5 days ISS	Referral to Level III
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LEVEL III DISCIPLINARY INFRACTIONS

INFRACTION	1 st Consequence	2 nd Consequence
Unchanged Level II Behaviors	Up to 5 days suspension Parent meeting required to readmit	Up to 10 days suspension Parent meeting required Loss of privileges - 45 days
Insubordination	Up to 5 days suspension Parent meeting required to readmit	Up to 10 days suspension Parent meeting required Loss of privileges - 45 days
Willful Disregard of Rules	Up to 5 days suspension Parent meeting required to readmit	Up to 10 days suspension Parent meeting required Loss of privileges - 45 days
Damaging Property of others	Up to 5 days suspension Parent meeting required to readmit	Up to 10 days suspension Parent meeting required Loss of privileges - 45 days
Leaving School Without Approval	Up to 5 days suspension Parent meeting required to readmit	Up to 10 days suspension Parent meeting required Loss of privileges - 45 days
Skipping School	Service of time equivalent to amount of time skipped, in the form of detention and/or suspension.	Service of time equivalent to double the amount of time skipped, in the form of detention and/or suspension.
Harassment (Per School Board Harassment Policy)	Up to 5 days suspension Loss of Privileges - 45 days	Up to 10 days suspension Loss of privileges - 90 days
Bullying	Up to 10 days suspension Referral to police Loss of privileges - 45 days	Up to 10 days suspension Referral to police Loss of privileges - 90 days Possible Alternative Placement
Theft	Up to 5 days suspension Parent meeting required to readmit	Up to 10 days suspension Parent meeting required Loss of privileges - 45 days
Creating a Public Disturbance	Up to 5 days suspension Parent meeting required to readmit	Up to 10 days suspension Parent meeting required Loss of privileges - 45 days

Level IV Disciplinary Infractions

INFRACTION	CONSEQUENCE
Unchanged Level III Behaviors	Up to 10 days suspension Parent meeting required to readmit Police involvement Loss of all privileges - 45 days Potential expulsion/placement
Fighting/Assault/Battery	Minimum of 3, Up to 10 days suspension Referral to Police Loss of all privileges - 45 days Potential expulsion/placement
Vandalizing School Property	Minimum of 3, Up to 10 days suspension Referral to Police Loss of all privileges - 45 days Potential expulsion/placement
Possessing, using, or being under the influence of any alcoholic beverage and/or illegal chemical substance	Minimum of 3, Up to 10 days suspension Police involvement Referral to Student Assistance Program Compliance with D/A assessment recommendations Loss of all privileges - 45 days Potential expulsion/placement
Selling, distributing, or intending to sell or distribute any illegal or look-alike chemical substance	Minimum of 3, Up to 10 days suspension Police involvement Referral to Student Assistance Program Compliance with D/A assessment recommendations Loss of all privileges - 45 days Potential expulsion/placement
Possessing Drug Paraphernalia	Minimum of 3, Up to 10 days suspension Police involvement Referral to Student Assistance Program Compliance with assessment recommendations Loss of all privileges - 45 days Potential expulsion/placement
Weapons Violation Terroristic Threats	Up to 10 days suspension Police involvement Loss of all privileges - 45 days Recommendation for Expulsion as Required by Board Policy

****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 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 Andrew Paronish, Executive Director, 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, livestream videos of students, and other work on the Internet. (Please check box below and sign)

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

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

Parent's Signature: _____ **Date:** _____

Instructor's Signature: _____ **Date:** _____

