



**Central Pennsylvania Institute  
of Science and Technology**

DISCOVER A WORLD OF OPPORTUNITY

# **2009-2010 STUDENT-PARENT HANDBOOK**

## **Participating School Districts**

**Bald Eagle Area  
Bellefonte Area  
Penns Valley Area**

540 N. Harrison Road  
Pleasant Gap, PA 16823  
814-359-2793

Telephone 1 - 877 YOUR FUTURE (968-7388)

[www.cpi.edu](http://www.cpi.edu)



September 8, 2009

Welcome to the Central Pennsylvania Institute of Science and Technology! This handbook is designed to assist both students and parents in understanding the expectations we have for our students. It contains information about attendance, grades, the student code of conduct, as well as other facets of school life. Please read this handbook carefully. If you should have questions, any member of the administrative team, faculty, or other staff members would be happy to answer them.

Pride, tradition, and excellence have been standards by which CPI has operated throughout recent history. As a career and technical education student, you are challenged to help raise standards to even higher levels and promote the importance of technical education in the community. To accomplish this will take strong individual efforts, positive attitudes, and teamwork,

Attending this school is a privilege and it is your responsibility to conduct yourself in a respectful and proper manner. We want you to profit from this experience in your personal and vocational development. Remember to respect your school, respect others, and respect yourself.

Best wishes for a happy school year!

Sincerely,

The Staff at Central Pennsylvania Institute of Science and Technology

DISCOVER A WORLD OF OPPORTUNITY

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# STUDENT REGULATIONS AND POLICIES 2009-2010

## INTRODUCTION

The Central Pennsylvania Institute of Science and Technology is committed to every student's right to an education. Each student has the right to learn, to be secure and to be safe. High school students are expected to be mature, responsible young adults, to act with courtesy and common decency. Students must respect themselves, respect others and respect their school. It is the student's responsibility to behave appropriately and the school and community's responsibility to hold students accountable for their academics and their actions.

## ATTENDANCE PROCEDURES

As defined in Section 1301 of the Pennsylvania School Code, every child being a resident of any school district between the age of six (6) and twenty-one (21) may attend the public schools in his district. The compulsory school laws of Pennsylvania require that every child between the age of eight (8) and seventeen (17) shall be in school. However, once a student is enrolled, that student and parent/guardians are subject to the attendance policy.

1. Parents are required to submit a written explanation for the legal absence within three (3) days from the students return to school. Failure to provide a written explanation will result in the absence being declared unexcused and/or illegal, as provided in Section 1329 of the School Code.
2. All students who have been absent from school must report to the attendance office with an excuse form from their home school. The attendance secretary will issue a class admit slip to class. Teachers will not admit a student to class following an absence without an admit slip.
3. Illegal absences or unexcused absences totaling more than 3 days will be followed by prosecution and fine as required under section 1333 of the School Code. Parents will be notified in this matter:
  - Following the first two illegal or unexcused absences CPI makes a phone call to the home
  - Following the third illegal or unexcused absence a letter is sent to parents listing each unexcused absence and the consequences for any more that occur.
4. Students are legally excused from school for **only** the reasons listed below:

Illness of the student	Medical or Dental appointment
Death in the immediate family	Expulsion
Parental request in accordance with home school guidelines	Religious observance
Quarantine	Approved educational activities
	Suspension

5. Following accumulation of ten (10) total days of absence by any student, a medical statement will be required for further absences. Absences not verified by medical statements are considered unexcused and/or illegal.
6. Early Dismissals – If a student must leave early, he/she must present to the office a written note from his/her parent/guardian. The note must contain the date, time of dismissal, a valid reason for dismissal, and the signature of the parent/guardian. Parents may be called if the excuse is in question.

## **CPI ATTENDANCE REGULATIONS**

### **5 Days of Absences**

A letter will be sent home to the parents or guardians. CPI will have a conference with student and home school will be notified.

### **10 Days of Absences (Total)**

CPI will initiate a parent conference and home schools will be notified. A determination whether the student should continue at CPI will be made. If the student is to continue at CPI, clear expectations will be established about absences and the number of competencies that need to be completed.

### **Attendance Probation**

Any student with 10 or more absences (total) will be placed on attendance probation. This probation may prevent students from participating in Cooperative (capstone) Education. If attendance does not improve, a student may be dropped from CPI. This attendance dismissal may occur at any time. Unavoidable illness or injury is always given consideration.

### **Grades and Attendance**

Absenteeism will negatively affect the final average for the marking period. Clearly the amount of instructional competencies completed will be largely proportionate to a student's attendance. The lack of satisfactory progress in completing competencies will impact the student's grade. Students who fail to complete competencies at a satisfactory rate, based on their ability, will be evaluated to determine if attendance at CPI should continue.

Students may not excuse themselves from school under any circumstances.

Students who become ill, either at their sending school or at CPI, must report the illness at their home school or at CPI. Students who fail to inform their home school or CPI of their absence will be considered as skipping school.

## **GRADING POLICY**

The intent of the grading procedure is to provide a numerical grade that accurately reflects the student proficiency in a given marking period. The quarterly grade reflects competencies, theory, and work attitude and habits.

## **Grading Contracts**

To help students progress through the curriculum, students are individually contracted each quarter for the anticipated number of competencies to be completed.

### **Computation of Grades-Procedures**

When computing grades, three major areas will be considered. They are theory/knowledge, skill development, and attitude. Each category is independently graded and no category will negatively impact upon another.

#### **1. Theory/Knowledge**

Theory grade will be composed of the following:

- Written and/or oral tests and quizzes
- Written/oral reports
- Homework Assignments
- Understanding safety practices
- Essays/projects

#### **2. Skill/Competency**

This portion of the grade will be determined by the number of completed competencies. The competencies assigned to the student will be based on the student's career objective. These competencies will be documented and rated by the instructor. Areas involved in the assessment of a competency are:

- Demonstration of safety practices
- Projects
- Basic skill competencies
- Procedures
- Operation of equipment
- Experiments

#### **3. Work Attitude and Habits**

This portion of the grade will be determined by the willingness of the student to adhere to school and industry standards. Factors required when grading appropriate attitudes and habits are:

- Works independently and without need for constant supervision and direction
- Remains on task and follows through to completion.
- Prepared for class
- Participates in clean-up
- Respects the rules and regulations of the classroom and school
- Respects the rights of others
- Satisfactory attendance
- Appropriately dressed in CPI program area uniform

## Grading Percentage for Quarterly Grading

Theory	30%
Skill	50%
Work Habits	20%

**PLEASE NOTE:** It is the responsibility of a student who has been absent to discuss the work to be made up with his/her instructor as soon as he/she returns to school. Teachers have the option to give students and "I" for incomplete. Failure of students to make up the work in 10 days will result in the grade of zero and averaged into the students overall grade.

### **MAKE-UP WORK GUIDELINES**

Students will be given the opportunity to make up missed work and tests after any legal absence. If the student has been absent more than one day, it is unreasonable to insist that they make up a missed test on the day they return to school. Under this circumstance, at least one additional day will be allowed to prepare for the test, and more time if their absence was extended.

The following guidelines should be used for make-up work:

- It is the responsibility of the student, upon returning to school, to contact the teacher for missed assignments.
- It is the responsibility of the teacher to provide make-up work for absences.
- A student should be given a reasonable amount of time to make-up the work depending on length of illness.
- If a student fails to make-up the work in the time allotted for an absence, the grade becomes a zero.
- Failure of the student to contact the teacher within a reasonable amount of time after the absent could result in a grade of a zero for all missed work.
- Students may make-up work missed during a suspension from school within the allotted time established.

*A teacher may use professional judgment in granting exceptions to these rules. It is our goal to move all students towards successful completion of assignment and assessments.*



## **STUDENT RECORDS/TRANSCRIPTS**

Students and their parents have certain rights under the Family Education Rights & Privacy Act (FERPA) of 1974 (Section 138 of the General Provisions Act, Title VI of the Public Law 90-247) pertaining to the confidentiality of the student records and permitting access by parents to educational records. The Central Pennsylvania Institute of Science and Technology adheres to the principles stated in FERPA, (the legislation) which are:

1. The right to inspect and review a student's education records within 45 days of CPI receiving a written request.
2. All rights regarding a student's record are exercised by the student's parents/guardians until the student becomes 18 years of age, after which the student exercises all rights.
3. A student and his/her parents have the right only to see his/her own records not those of another student.
4. Parents/guardians or students have the right to see a list of everyone in the school who has access to the records.
5. Parents/guardians of students are entitled to request changes or deletions of education records that they believe are inaccurate or misleading, (or to add clarifying statements.)
6. Parents have the right to consent to disclosures of personally identifiable information except where FERPA authorizes disclosure without consent.
7. Parents have the right to file a complaint with the U.S. Department of Education concerning failure of the Central Pennsylvania Institute to comply with provisions of FERPA.

## **DEFICIENCY REPORTS**

Deficiency reports will be sent to parents or guardians of students whenever their child's grade average falls below "C" or whenever they have not been completing assignments in a timely manner. Deficiencies may also be sent for high absenteeism. Reports may be sent anytime the situation warrants.

The report may contain a request from the instructor that a parent-teacher conference be scheduled sometime during the school day, however, a parent or guardian may request a conference at their own discretion, by contacting the Main Office (359-2793).

An incomplete grade may be given at the end of the term, if the teacher feels there were extenuating circumstances why a student did not complete assignments during the last two weeks of that term and if it is possible for the student to complete that assignment outside of school. If the uncompleted work is not satisfied within ten weekdays of the end of the term the "I" grade will automatically become an "F" grade.

## STUDENT CODE OF CONDUCT

It would be impossible to develop rules and regulations to cover every aspect of student behavior at the school. Since all students have completed at least nine years of prior schooling, the faculty and administration must assume that students have an understanding of acceptable and unacceptable conduct.

In many ways, the school resembles a work environment. This means that CPI will expect students to act maturely in a variety of new situations, to adapt to a school day schedule that differs from the home school, and work effectively with the teaching staff and with students from other communities within Centre County.

The rules and regulations included in this student handbook are limited to those areas that are especially important to the safe and effective operation of the technical school.

Student behavior is categorized in 4 levels of offenses which would result in the stated disciplinary action. A series of character and motivational strategies will be implemented to support student interest and efforts in changing behavior. Students who demonstrate disinterest or unwillingness to fulfill responsibilities will be subject to consequences outlined in the Student Code of Conduct which may lead to removal from their program and termination from CPI.

### **Please note the following:**

- For all disciplinary referrals, the Director of Secondary Education is to be notified as soon as possible so that proper student records can be maintained.
- CPI does not have a school nurse on staff. In the event of an injury or serious illness and a nurse instructor is available or another qualified person, they will check the student and evaluate whether medical/or other emergency personnel need to be called.
- The CPI office will notify the appropriate home school personnel for their input and involvement.



**Central Pennsylvania Institute of Science and Technology**  
**540 N. Harrison Road, Pleasant Gap, PA 16823**  
**814-359-2793**

**Student Disciplinary Referral (Category I and II)**

**Student** \_\_\_\_\_ **Instructor** \_\_\_\_\_  
**Date** \_\_\_\_\_ **Telephone Ext.** \_\_\_\_\_  
**Sending School** \_\_\_\_\_ **AM / PM** \_\_\_\_\_

**Category I**

- \_\_\_\_\_ Tardiness to class.
- \_\_\_\_\_ Leaving early from class.
- \_\_\_\_\_ Leaving class without instructor's permission.
- \_\_\_\_\_ Possession of cell phone/musical device.
- \_\_\_\_\_ Violating classroom procedures.
- \_\_\_\_\_ Sleeping in class.
- \_\_\_\_\_ Minor safety violations/non-injury.
- \_\_\_\_\_ Inappropriate display of public affection.
- \_\_\_\_\_ Improper language/profanity.
- \_\_\_\_\_ Eating or drinking in class.
- \_\_\_\_\_ Violation of school dress code.

**Category II**

- \_\_\_\_\_ Insubordination.
- \_\_\_\_\_ Skipping class/unauthorized extended absence.
- \_\_\_\_\_ Harassment.
- \_\_\_\_\_ Leaving school without permission/not following school procedures.
- \_\_\_\_\_ Inappropriate language/profanity toward staff.
- \_\_\_\_\_ Possession of tobacco.
- \_\_\_\_\_ Inappropriate use of internet.
- \_\_\_\_\_ Abuse of tools/materials.
- \_\_\_\_\_ Inappropriate behavior

If checked, parent/teacher conference recommended.

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	<b>Disposition</b>	<b>Date</b>		<b>Disposition</b>	<b>Date</b>
<b>1<sup>st</sup> Offense</b>	Conference with student	_____	<b>1<sup>st</sup> Offense</b>	1 day of ISS	_____
<b>2<sup>nd</sup> Offense</b>	1 day of ISS	_____	<b>2<sup>nd</sup> Offense</b>	2 days of ISS	_____
<b>3<sup>rd</sup> Offense</b>	2 day of ISS	_____	<b>3<sup>rd</sup> Offense</b>	3 days of ISS	_____
<b>4<sup>th</sup> Offense</b>	3 days of ISS (driving privileges revoked)	_____	<b>4<sup>th</sup> Offense</b>	3 days of ISS, possible termination from CPI, driving privileges revoked.	_____

(Forms available in office)

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**Student Disciplinary Referral (Category III and IV)**

**Student** \_\_\_\_\_ **Instructor** \_\_\_\_\_  
**Date** \_\_\_\_\_ **Telephone Ext.** \_\_\_\_\_  
**Sending School** \_\_\_\_\_ **AM / PM** \_\_\_\_\_

**Category III**

- \_\_\_\_\_ Fighting.
- \_\_\_\_\_ Theft.
- \_\_\_\_\_ Vandalism (restitution by student).
- \_\_\_\_\_ Safety violations with injury.
- \_\_\_\_\_ Verbal assault/threatening behavior.
- \_\_\_\_\_ Deactivating safety equipment/improper use of a fire extinguisher.
- \_\_\_\_\_ Serious Safety Violation

**Category IV**

- \_\_\_\_\_ Possession of a weapon.
- \_\_\_\_\_ Assault on another student.
- \_\_\_\_\_ Disorderly Conduct.
- \_\_\_\_\_ Terroristic Threats.
- \_\_\_\_\_ Drug related offenses (possession, distribution).
- \_\_\_\_\_ Possession of drug paraphernalia.
- \_\_\_\_\_ Assault on a staff member.
- \_\_\_\_\_ Possession of an explosive device.
- \_\_\_\_\_ Sexual misconduct.

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	<b>Disposition</b>	<b>Date</b>		<b>Disposition</b>	<b>Date</b>
<b>1<sup>st</sup> Offense</b>	<b>1 to 3 days OSS</b> (refer to legal authorities, if necessary)	_____	<b>1<sup>st</sup> Offense</b>	<b>3 to 10 days, OSS refer to legal authorities, removal from CPI.</b>	_____
<b>2<sup>nd</sup> Offense</b>	<b>1 to 10 days OSS</b> (refer to legal authorities, if necessary)	_____			

\_\_\_\_\_  
**Authorized Signature/Date** **Student Signature/Date**

(Forms available in office)

## **STUDENT DRESS CODE/UNIFORM POLICY**

Each program has a dress code/uniform that students must abide by and comply with to remain a student at CPI. Dress code/uniforms are governed by safety requirements, trade practice expectations and uniformity/identity of the program area. Students will be required to purchase a uniform to participate in the program and wear it at all times. Guidelines have been established to assist students who have a financial hardship. Refusal of students to comply with the uniform policy will be interpreted as not wanting to participate in the program or CPI.

1. Hats are not permitted to be worn in the building with the exception of in program areas with instructor approval. Students must remove hats upon entering the building.
2. No halter tops/spaghetti straps or tank tops worn alone.
3. Shorts must extend to the students fingertips.
4. No bare midriffs.
5. No chains, studs, choke collars, or metal are permissible attire.
6. Any clothing which contains words or symbols that are profane or sexually explicit, or which by nature distracts attention from the educational purposes of the school, is not considered appropriate for school attire. No inappropriate messages related to alcohol, drugs, tobacco, and sexual innuendo will be permitted.
7. Appropriate footwear as designated by individual program areas must be worn during class and shop time.

## **PROCEDURE FOR STUDENT REMOVAL FROM PROGRAM AND/OR CPI**

Students who continue to disobey classroom procedures or demonstrate continuous failure to involve themselves with the learning activities are subject to removal from the program and/or CPI. It is recognized that students may not have committed any serious incidents but a pattern of defiance and lack of performance is detrimental to the learning environment. The following procedures will be followed:

1. Classroom incidents of defiance and lack of performance will be documented. Disciplinary referrals will be documented.
2. If inappropriate behavior continues, parents will be notified by instructor.
3. Parent-teacher conference will be held to discuss student behavior.
4. Administrative conference will be held with parents.
5. If student continues unacceptable behavior after administrative conference, student will be terminated from program and/or CPI.

Students who commit a serious safety violation, or represent a serious, imminent danger to other students can be removed immediately from CPI. If student is transferred to another CPI program, any further infractions will result in termination from CPI without proceeding through the steps listed.

## **HARASSMENT/SEXUAL HARASSMENT**

In order to provide a safe, positive learning environment for students, proven harassment in any form will not be tolerated. Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of harassment.

The Central Pennsylvania Institute of Science and Technology prohibits any harassment including, but not limited to sexual, cultural, and ethnic. The policy applies in any situation involving a member of the school staff to a student or another staff member or when made by any student to another student or staff member.

Every member of the school community is entitled to attend school free from a hostile or abusive environment. Harassment and/or intimidation will not be tolerated. For the purpose of this policy, harassment and intimidation shall be defined as the intentional creation of a hostile or abusive environment through words, gestures, actions or electronic communication. Harassment occurs over time and is usually repeated. The administration of CPI must be notified immediately when harassment occurs so that the issue can be formally addressed with a warning before moving to more severe disciplinary actions.

Areas of concern include but are not limited to: race, religion, sex, national origin, disability, sexual orientation, personal appearance and hygiene, criminal record, and medical situations (including psychiatric treatment).

Any student who has a harassment complaint should make every effort to request that the harasser cease the offensive behavior. In the event that the person refuses or the behavior persists, the student should initiate a formal complaint. The student shall report the complaint to his/her teacher, administration, or other adult in the school. In the case of "student to student" harassment, disciplinary action will be taken according to the disciplinary code. ***Under no conditions is retaliation permitted!***

## **BULLYING**

The Central Pennsylvania Institute of Science and Technology strives to provide a safe and positive learning environment for students and recognizes that bullying of students has a negative effect of the educational environment of a school. Students who are bullied, intimidated, or fearful of others may not be able to take full advantage of the educational opportunities offered. Therefore, CPI strives to offer all students an educational environment free from bullying.

Bullying shall be defined as "negative actions on the part of one or more students toward another student". This could include, but is not limited to, unwelcome verbal, written, electronic, or physical conduct directed at a student by another student or students, or by an adult.

Negative actions are defined as actions that are sufficiently severe or pervasive to create an intimidating, hostile, or abusive environment that substantially interferes with the educational process.

Proven occurrences of bullying will be handled according to CPI's disciplinary structure.

## **WEAPONS POLICY**

To provide a safe school environment and to comply with the provisions of Act 26 of 1995, CPI prohibits the possession of any dangerous weapons or replica of any dangerous weapons on school property, in school vehicles, in student vehicles on school property, and on school-sponsored activities on or off school property.

Dangerous weapons refer to any weapon, device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.

Dangerous weapons shall include, but not limited to, firearms, knives, metal knuckles, straight razors, explosives; noxious, irritating, or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, administration, faculty, staff members, parents, and patrons.

As mandated in section 1317-2 of the Act of 1995, students who violate this policy could be expelled from school for a minimum of one year from the date the student was found guilty. Special Needs students found guilty of this policy will be disciplined in accordance with the provision of the individuals with Disabilities Education Act (IDEA) and the Basic Education Circular (BEC) 1-95. The Executive Director and the Joint Operating Committee of the Central Pennsylvania Institute will review each alleged violation of this policy and will exercise discretion for expulsion on a case-by-case basis.

All acts of violence and possession of weapons as defined in this policy shall be reported to parents of the violator, the appropriate law enforcement agency and the Office of Safe Schools, PA Department of Education. Such reporting requirements to the PA Department of Education will be made twice annually as mandated in Section 1303-A of Act 26 of 1995.

## **TERRORISTIC THREATS/ACTS**

Terroristic threats and acts by students are a detriment to the safety and well being of students and staff. The term terroristic threat includes any threat to commit violence communicated with intent to terrorize another. The term terroristic act includes any offense against school property or involving danger to another person.

Students found responsible of any terroristic threats/acts will be immediately suspended and the case reported to the Executive Director, Superintendent of Record, and sending school Principal. The Superintendent may recommend expulsion of the student from both CPI and the sending school. The threat may also be referred to law enforcement agencies.

## **DRUG USE AND POSSESSION**

No student shall use, possess, or be under the influence of any illegal or non-prescribed narcotic drug, amphetamine, barbiturate, hallucinogenic drug, controlled substance, marijuana, alcoholic beverage, inhalant, paint, glue, or intoxicant.

Any student who furnishes, uses, or possesses any of the above mentioned substances, counterfeit substances, synthetic substance, or who furnishes a simulated or look-alike substance and who expresses or implies that the substance is a controlled substance, will be reported to the Spring Township Police Department by the school authorities. Students will be subjected to disciplinary action and possible termination from CPI if found guilty of possession and/or use of an illegal substance.

## **INAPPROPRIATE LANGUAGE**

Swearing, foul or abusive words or inappropriate gestures will not be tolerated. Inappropriate language towards the staff will not be tolerated and will result in out-of-school suspension, possible removal from CPI, and referral to legal authorities.

## **FIGHTING/PHYSICAL CONFRONTATION**

Fighting is forbidden at CPI. If one student, punches, hits, slaps, kicks, pushes, bites, or chokes another student, the second student is to move away and tell an adult. While students may take action to protect themselves, *under no conditions is retaliation (fighting back) permitted*. Local law enforcement agencies will be contacted when fighting occurs and the appropriate disciplinary action will be taken by CPI.

## **SMOKING/TOBACCO POLICY**

Tobacco use by students presents a health and safety hazard that can have serious consequences for both users and non-users and the safety and environment of the school. Smoking, chewing, and the possession of tobacco and/or paraphernalia are prohibited in school buildings, school buses or on school property. If there is reasonable suspicion of tobacco product (usage or possession), the student is subject to:

- Possible search
- Parental notification
- Disciplinary action (referral to the District Magistrate) and School Discipline
  - 1<sup>st</sup> Offense                      \$160 (fine and court costs)
  - 2<sup>nd</sup> Offense                      \$200 (fine and court costs)
  - 3<sup>rd</sup> Offense                      \$500 (fine and court costs)

Use of tobacco is also prohibited in cars parked on school property. Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco.

**Note:** Students are subject to the legal term of constructive possession. For example, a student has cigarettes in their locker. When discovered, the student said there are not his cigarettes but someone else put them in his locker. The student is still subjected to the definition of possession.

## **LOCKER POLICY**

The Central Pennsylvania Institute of Science and Technology acknowledges the need for safe in-school storage of books, clothing, school materials, and other personal property, and provides lockers for such storage. All lockers are and shall remain the property of the school. As such, students shall have no expectation of privacy.

Combination locks are available at the Attendance Office for a deposit of \$5.00. Personal locks are not permitted. Any locks on the lockers must be bought through the school. Students should keep their lockers closed and locked at all times, as the school is not responsible for the loss or theft of valuables. There is little, if anything, school officials can do to prevent theft if the lockers are not properly secured or if locker combinations are shared with other students. If an assigned locker is not functioning properly, please report the condition immediately to your instructor.

## **SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstance outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

### **Personal Searches**

A student's person and/or personal effects (purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

### **Locker Searches**

Student lockers are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers. Periodic general inspection of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. CPI is not responsible for items damaged or stolen out of lockers.

### **Automobile Searches**

Students are permitted to park on school premises, with prior permission as matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interior of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### **Seizure of Illegal Materials**

If a properly conducted search yields illegal contraband materials, such findings shall be turned over to the proper authorities for ultimate disposition.

## **FOOD/DRINK IN THE CLASSROOM/SCHOOL VANS**

Unless necessitated by a medical condition, students are not permitted to have any food/drink items in classrooms, school vans, or program areas. The only exception would be if there is an educational activity being conducted which involves some type of food. In this case, teachers must get approval from administration prior to conducting the activity.

Students will be asked to put away food or drink upon entering the building. **Refusal to put away food or drink before entering or while in the building will result in confiscation of such material with no option of return, and disciplinary action against the student for insubordination.**

## **POSSESSION OF CELL PHONES**

Cell phone use is not permitted. Cell phones must be kept out-of-sight and turned off. If they are observed, the following procedures will be followed:

- 1<sup>st</sup> Confiscation/return to the student at the end of the day
- 2<sup>nd</sup> Confiscation/In-school suspension assigned
- 3<sup>rd</sup> Confiscation/Parent must retrieve/Suspension assigned

Teachers may institute individual classroom policies regarding cell phone use. Students are expected to follow the policies established by their instructor. Failure to do so may result in removal from CPI. CPI is not responsible for lost or stolen items.

## **MUSIC DEVICES**

Students must remove any music device before they enter the building. Students will not be permitted to have the device around their neck or in view. Devices shall be placed in a backpack or any other area where it is not visible before entering the building. Refusal to remove the device will result in confiscation of device. CPI is not responsible for lost or stolen items.

## **STUDENT PERSONAL ITEMS**

Students are responsible for their personal items they bring to school. Items such as music devices, money, jewelry, cell phones, and other personal belongings should be secured by the owner. Locks are available at the front office for student use. The school is not responsible for lost or stolen items.

## **VIDEO SURVEILLANCE**

For the safety of students and to maintain proper standards of conduct, a video surveillance system is in use on school property including parking lots, hallways and classrooms. Student behavior may be recorded and disciplinary action may be taken based on the behaviors recorded.

## **CHEATING/PLAGIARISM**

It is unacceptable for students to receive credit for work that is not their own. Consequences will be assigned to any student who deliberately cheats or causes others to cheat. The consequences include, but are not limited to, a zero being given for the assignment (test, quiz, project, homework, etc.) for which the cheating occurred as well as two days of ISS for the first occurrence. Depending on the weight of the assignment, the student could fail for the marking period or even the entire course. The teacher and/or administrator will notify parents. A student will be expected to redo the assignment (for NO credit) or complete an alternate assignment.

## **OUT OF SCHOOL SUSPENSION (OSS)**

When a student is suspended out of school from CPI, the student is also subject to suspension by the sending school. During a suspension, the student may not visit the school throughout the duration of the suspension, nor may the student participate in an extracurricular activities if indicated by the sending school.

## **MOTIVATIONAL RESOURCE CENTER/IN-SCHOOL SUSPENSION**

The Motivational Resource Center (MRC) is not only for in-school suspension. Students may sign up through their teachers for extra help with difficult assignments. It is a quiet place for you to work, and provides a listening ear for your concerns. The teacher in the MRC will help you structure your study habits to become a better student.

Students who have been assigned in-school suspension have certain student privileges revoked and students are expected to follow the regulations listed below.

1. There is no conversation by students who have been assigned in-school suspension.
2. Vacating an assigned seat without permission is unacceptable. Raising your hand is an accepted practice if you need assistance from the monitor.
3. Instructors will assign work for students. Monitors will notify instructors if more assignments are needed.
4. No eating or drinking.
5. One lavatory visit will be permitted.
6. Musical devices will not be permitted.
7. Violations of the above conditions may result in extended suspension time.
8. Cell phone usage is not permitted in the MRC.

## **DETENTION/SATURDAY DETENTION**

Students may be assigned detention by any member of the faculty for such reasons as safety infractions, tardiness, refusal to work, and improper classroom conduct. The school is permitted to assign detention to any student provided at least 24 hour notice is given and parental notification. The Director of Secondary Education may assign Saturday Detentions for infractions warranting such a consequence. Lack of transportation is not an excuse for not attending assigned detentions. Students need to provide their own transportation. Students who do not attend detentions will be referred for further disciplinary actions.

## **PROCEDURES FOR STUDENT/PARENT CONCERNS AND/OR GRIEVANCES**

If parents have a grievance or complaint involving grades, disciplinary actions, school procedures, teacher actions, or programs, the following procedures will be followed:

1. The student and/or parent must first discuss a grievance with the teacher and or administrator. Parents and students will be provided a complaint form to express their concern in writing.
2. If the grievance is not resolved, the following steps will be used:

**First Level**  
Teacher

**Second Level**  
Director of Sec. Ed.

**Third Level**  
Executive Director

**Fourth Level**  
Supt. Of Record



## **GENERAL INFORMATION**

### **FIRE DRILL INSTRUCTIONS**

1. EVERYONE must leave the building.
2. ABSOLUTE SILENCE is essential so that emergency directions may be heard if given by the teacher or the P.A. system.
3. ALL WINDOWS & DOORS MUST BE CLOSED, lights and machines turned off. Keep all doors closed. Students working near shop windows and outside doors should be instructed to inspect and close. The teacher should check the room or shop and close the fire exit door.
4. MOVE RAPIDLY TO designated exits when the signal sounds. In the event the regular exit is blocked, students will be directed to alternate routes through neighboring shop or laboratory. In case of only one exit, do not allow students to crash through obstructions, wait for fire person to create an exit.
5. KEEP ALL ROADS AND DRIVEWAYS CLEAR. Students must cross and be clear of all roadways.
6. TEACHERS MUST take student checklist and attendance records with them. Instructors are to take attendance after arriving outside. In case of a real emergency, this would be the only quick check on students in attendance for the day.
6. An announcement or FOUR short blasts of the audio buzzer will signal return to the building.

Any signal not heard by the teacher or group in a room/ shop should be reported to the office.

Teachers should check all fire extinguishers weekly.

Any student who is hearing impaired should notify their teacher immediately. When the fire alarm rings the teacher is responsible to see that hearing impaired students are assisted. Other students will be assigned to notify the hearing impaired student in case of a drill or emergency situation.

### **FIELD TRIPS**

Field trips and group visitations require parental permission. Students going on trips to observe industrial plants, equipment shows, and to visit other schools will be required to obtain the signature of a parent or guardian on permission forms supplied by the school. CPI is not responsible for lost or stolen items.

## **EYE PROTECTION**

It is State Law that every student must wear safety glasses or some other eye protection while performing work in shops, laboratories or classrooms where chemicals, gases and other dangerous elements are prevalent in the air. Safety glasses will be provided for all NEW students enrolled in courses where safety glasses must be used during the time of enrollment at the school. Students are responsible for having the safety glasses each day when reporting to class. Students not having safety glasses must either purchase another pair in the school office or remain in a safe area until they obtain safety glasses. Do not report to the school office unless you have the money to purchase safety glasses.

## **ACCIDENT REPORTS**

In case of an accident or injury, no matter how minor, the student must complete an accident report form with the teacher to record the nature of the injury, equipment in use, and conditions causing the injury. All injuries, no matter how small, must be reported to the teacher immediately. No personal first aid treatment will be performed by the student. An accident report for each occurrence must be completed and signed.

## **COST OF SCHOOL WORK**

Any job that becomes a home article rather than just a practice exercise must be paid for prior to removal from school property. Each charge will be based on the cost of materials plus waste and finishing products. In case of parts and materials for automobile repair jobs, the total cost must be paid before the parts are put in place and become a part of the assembled job.

## **INTERNET**

After receiving written consent and authorization from the parent/guardian, internet access will be provided for students to locate material to meet their school-related needs only. School staff will work together to help students develop the critical thinking skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals. Any user who violates the established guidelines may be subject to not only revocation of the user privilege but also subject to discipline, or, in the case of violation of law, may be reported to law enforcement. (Access to the Internet through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by school authorities.) All students must sign the Internet Usage Policy form before accessing the internet.

## **STUDENT ASSISTANCE PROGRAM**

Through each of the sending schools, CPI provides a Student Assistance Program to identify students having difficulty in school because of problems related to substance abuse and/or mental health issues. Students identified as being "at-risk" will be assessed and, when necessary referred for professional help.

## **CHANGE OF NAME, ADDRESS, AND TELEPHONE NUMBER**

Please report any change of name, address, or telephone number to the Attendance Office at 359-2793, ext. 259, or in person, as soon as possible. Emergency situations sometimes occur which necessitate parents or guardians being reached and it is pertinent that the correct information be on file.

## **CAPSTONE - COOPERATIVE EDUCATION**

The Cooperative Education Program is used at CPI to capstone the students learning experience in the program of their choice. Only students, who demonstrate a high level of achievement, are dependable in attendance and dependable in their work habits and shop activities will qualify for the program during their **SENIOR year**. Students who have completed at least two years in the field of their choice and are recommended by their instructors may apply for program participation. Cooperative Education participation will be granted only after a thorough review of the student's transcript, discipline record, attendance information, and completion of expected shop competencies. Participation in the Cooperative Education Program at CPI is a privilege that must be earned.

## **COURSE TRANSFERS**

Students may transfer from one technical course to another under the following circumstances:

- There is an opening in the technical course into which the student wishes to transfer.
- The student has permission from the instructor of the new course

Students interested in changing courses must complete a course change form. This form must be signed by the appropriate personnel at the technical school, at the student's high school, and by the student and parents/guardians.

Students who want to change technical programs for the following school year must submit a completed application form prior to the application deadline in the home school counselor's office. Applications will be considered along with the new applicants for each course.

## **NATIONAL VOCATIONAL TECHNICAL HONOR SOCIETY**

The National Vocational Technical Honor Society (NVTHS) is the highest scholastic honor awarded for excellence in work force and occupational education in America.

Candidates for NVTHS membership are students who have demonstrated scholastic achievement, skill development, good character, leadership, honesty, and responsibility. All candidates for membership in the Society must be approved by the local school administration and must meet local and national membership standards. The standards for national membership are: good character, good mentality, creditable achievement, exhibit leadership, excellent grade point average, and excellent attendance.

The purposes are:

- To reward excellence in work force education
- To encourage scholastic achievement, skill development, honesty, service
- To assist students in reaching their educational and career goals
- To cultivate and champion a stronger, more positive image for work force education in America
- Letters of recommendation provide a significant and valuable advantage to every Society member as they make application for employment, for scholarship, or for college.

### **What does a NVTHS member receive?**

(1) A certificate of membership, (2) A membership card, (3) A membership pin, (4) A silver seal for his/her diploma, (5) The NVTHS newsletter, (6) Three letters written by the National Office in the members behalf when making application for employment or continuing education, (7) National recognition for achievement in technical education, (8) Successful achievement by local business/industry persons.



## **STUDENT DRIVING**

Students who attend CPI (Central Pennsylvania Institute of Science and Technology) are not permitted to drive or ride with another student to CPI and must take bus transportation provided by the school district (unless permission has been obtained from both the home school Administrator and CPI Administrator). Students on Co-Op (Cooperative Work Experience) may see the Director of Secondary Education regarding a parking permit. Temporary exceptions to this policy are evaluated on a case-by-case basis at CPI. Failure to comply with this policy may result in disciplinary consequences and possible removal from CPI.

### **Temporary parking permits may be issued for the following reasons:**

1. Medical appointments (proof of appointment is needed – failure to do so may result in denial of a parking permit for future medical appointments.
2. School-related extra-curricular activities
3. Prior approval by CPI Administration.

### **If approval is granted, students must agree to the following regulations:**

1. **NO PASSENGERS!** Violation of this regulation will result in forfeiture of any future driving privileges. Passengers are also subjected to disciplinary action.
2. Students may receive a ticket by Spring Township Police for parking without a permit.
3. Students must park in the front parking lot only. Students must enter the front of the building. Students who do not park in the front lot may lose their driving privileges. Students will not be permitted to park off school property.
4. The parking permit, issued by school officials, must be in a visible place (rear view mirror) on the vehicle when it is parked in the school parking lot.
5. Students who are getting vehicles serviced (Auto Technology, Collision Repair, or other programs) must get approval from the instructor by completing the application form and getting a temporary pass from the receptionist. The application form is not accepted as a parking permit and students will be subjected to parking fines if a temporary permit is not visible on the car.
6. A student must notify the front receptionist if the CPI parking permit is used in a different vehicle than the one listed.
7. **NO LOITERING** in parking lot. Students will proceed to class immediately.
8. Students should arrive and leave the sending school and CPI at approximately the same time as school provided transportation.
9. CPI is not responsible for vehicles that are damaged, stolen, or involved in a theft of contents while the vehicle is driven or parked on school property.

10. Violations of the parking/driving rules and guidelines may result in the following disciplinary actions:

First Offense:	Warning
Second Offense:	Loss of future permit approval and In-school suspension
Third Offense:	In-school suspension and possible removal from CPI.

**Students who drive to CPI without a permit and without proper permission will not be granted a permit that day. These students will incur the risks of getting their car ticketed by Spring Township Police. Students must get prior approval before driving to CPI.**

**CPI will not appeal parking violations on behalf of students.**

### **PARKING LOT/BUS TRANSPORTATION**

All CPI students are provided with school transportation. Therefore, it is not required for any student to drive to CPI. If a student is granted a driving permit, he/she must understand that given "reasonable cause for suspicion," the vehicle may be searched while on school property for dangerous or illegal items that could pose a threat to the well being of our students or staff members.

Negative student behavior, which represents a potential safety hazard to the other students on the bus, will be dealt with as a school violation of the school's policies regarding transportation, safety, insubordination and misuse of facilities. As a result, the student may be suspended from school-provided transportation and approved alternative transportation will have to be arranged by the student's parents.

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