



**Central Pennsylvania Institute
of Science and Technology**

DISCOVER A WORLD OF OPPORTUNITY

2011-2012 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



September 6, 2011

Welcome to the Central Pennsylvania Institute of Science and Technology!

The administration, faculty, and staff are pleased you are attending CPI. In order to guarantee the best career and technical education possible, this handbook has been developed for you and your parents.

The information in 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. As students of CPI, you are responsible for your actions and behaviors. 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 goal, it 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. I 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, productive, and successful school year!

Sincerely,

Mrs. MaryAnn E. Volders
Director of Secondary Education

DISCOVER A WORLD OF OPPORTUNITY

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814-359-2793
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STUDENT IDENTIFICATION

Name _____

Address _____

Phone Number _____

Home School _____

Grade _____

Program Area _____

Non-Discrimination Policy...

The Central PA Institute of Science and Technology does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. For information regarding civil rights, grievance procedures or access, contact Mrs. MaryAnn E. Volders, Director of Secondary Education at 540 N. Harrison Road, Pleasant Gap, PA 16823 or 814-359-2793.

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY

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STUDENT REGULATIONS AND POLICIES 2011-2012

MISSION STATEMENT

CPI will produce highly competent individuals who are prepared and motivated to pursue the high skill careers of the 21st century.

STUDENT RESPONSIBILITIES

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 and to be safe. High school students are expected to be mature, responsible young adults and 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.

We sincerely believe that each student enrolled at CPI has a basic responsibility to:

- Come to school regularly and on time.
- Come to school with an interest and desire to learn.
- Cooperate with your instructor and fellow students.
- Apply yourself and use your ability.
- Look and act the part of the occupation you represent.
- Plan desirable and attainable goals for yourself.
- Become a dependable and responsible person.
- Be willing to accept constructive criticism and profit from it.
- Build group morale among fellow students and be extremely proud of the occupation for which you are preparing.

These are many of the same basic responsibilities used by employers to evaluate their permanent and prospective employees.

The choice is yours! We are very eager to help you secure an education that will lead to your becoming a successful, productive member of society. The total amount of educational worth derived from school will be in direct proportion to the amount of effort put forth on your part. "Give your very best and the very best will come back to you."

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. 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 the student and the 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.

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.

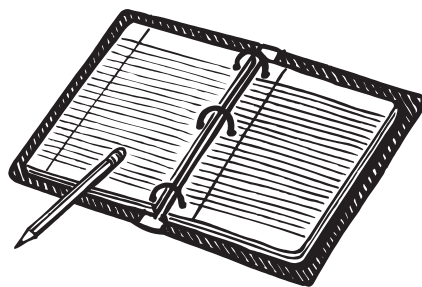
In many ways, the school resembles a work environment. This means that CPI will expect students to act maturely in a variety of new situations, to adapt to a school day schedule that differs from the home school, and work effectively with the teaching staff and with students from other communities within 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.
- The CPI office will notify the appropriate home school personnel for their input and involvement as necessary.
- The sending schools will host disciplinary consequences received by CPI students. For instance, after school detention(s) may be assigned by a CPI administrator and the detention will then be scheduled and served at the home school.
- Example Disciplinary Referral Pages are included on the next two pages for your review.



Central PA Institute of Science and Technology

Student Disciplinary Referral (Category I and II)

Student _____

Instructor _____

Date _____

AM or PM Student (Please circle)

Sending School: BEA BHS PV
(Please circle)

Category I

- _____ Tardiness to class
- _____ Leaving early from class
- _____ Leaving class without instructor's permission
- _____ Cell phone/musical device violation

- _____ 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 towards staff
- _____ Possession of tobacco
- _____ Inappropriate use of internet
- _____ Abuse of tools/materials

Comments: _____

	Disposition	Date		Disposition	Date
1st Offense	Conference with student	_____	1st Offense	After school detention(s)	_____
2nd Offense	After school detention(s),	_____	2nd Offense	Saturday Detention(s)	_____
3rd Offense	Saturday Detention(s)	_____	3rd Offense	In-School Suspension(s)	_____
4th Offense	In School Suspension(s)	_____	4th Offense	OSS and possible termination from CPI	_____

(After school detention, ISS, and Saturday Detentions will be hosted by the Sending School)

(Form available on Faculty V: Drive)

Central PA Institute of Science and Technology

Student Disciplinary Referral (Category III and IV)

Student _____

Instructor _____

Date _____

AM or PM Student (Please circle)

Sending School: **BEA**
(Please circle)

BHS

PV

Category III

- _____ Fighting
- _____ Theft
- _____ Vandalism (restitution by student)
- _____ Safety violations with injury
- _____ Verbal assaults/threatening behavior
- _____ Deactivating safety equipment/improper use of a fire extinguisher

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: _____

	Disposition	Date		Disposition	Date
1 st Offense	1 to 3 days OSS refer to legal authorities	_____	1 st Offense	3 to 10 days OSS, refer to legal authorities, removal from CPI	_____
2 nd Offense	1 to 10 days OSS refer to legal authorities	_____			

Signature – Administrator

Date

Student Signature

Date

(Form available on Faculty V: Drive)

ACCIDENT REPORTS/FIRST AID SERVICE

All injuries, regardless of how minor they seem, must be reported immediately to the instructor who will take the necessary steps to help the student receive proper care. There is no school nurse at CPI. No personal first aid treatment will be performed by the student. An accident report for each occurrence must be completed and signed.

In an emergency, an ambulance will be called and an attempt made to contact the parent or designated person(s) by phone. Students may not work in the program area until all paperwork related to student safety is completed. School personnel are not authorized to administer medication or perform medical procedures. Students are not permitted to have any medications in their possession during the school day. All prescription medications must be left at the home school or arrangements must be made in the case of an emergency with CPI's Attendance Office.

Act 197 amends the School Code to allow children of school age to possess and self-administer an asthma inhaler in a school setting. A student who wishes to carry an inhaler must demonstrate the capability of self-administration and for responsible behavior in the use of the medication. If a student abuse or ignores school policy regarding an inhaler, the school can confiscate the inhaler and remove the privilege to carry the medication. Students will be required to provide a written request from the physician permitting the student to have possession of the inhaler. Additionally, the school may request written permission from a parent relieving the school of responsibility for the benefits or consequences of the medication and for ensuring that the medication is taken. With proper authorization, a student may carry an Epi Pen. This will be evaluated by administration on a case-by-case basis. The same rules mentioned above regarding inhalers apply to Epi Pen usage.

ADVANCEMENT

Passing the year does not guarantee automatic scheduling in an advanced program for the following year. An instructor can recommend that a student not be scheduled by notifying the office and parent in writing. Parents will be encouraged to meet with school personnel to discuss the situation. The final decision on scheduling will be made by administration. An alternative schedule at either CPI or the sending school will be prepared for these students. Students who lack credit or course requirements in their sending school may not be able to schedule a CPI program or remain in the program. Students who do not pass the previous year will not advance the following year.

ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS

Act 197 amends the School Code to allow children of school age to possess and self-administer an asthma inhaler in a school setting. A student who wishes to carry an inhaler must demonstrate the capability of self-administration and for responsible behavior in the use of the medication. If a student abuse or ignores school policy regarding an inhaler, the school can confiscate the inhaler and remove the privilege to carry the medication. Students will be required to provide a written request from the physician permitting the student to have possession of the inhaler. Additionally, the school may request written permission from a parent relieving the school of responsibility for the benefits or

consequences of the medication and for ensuring that the medication is taken. With proper authorization, a student may carry an Epi Pen. This will be evaluated by administration on a case-by-case basis. The same rules mentioned above regarding inhalers apply to Epi Pen usage.

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. Electronic bullying is also referred to as cyber-bullying.

Cyber-bullying is defined as the use of electronic device mediums such as but not limited to computers, cell phones, and pagers to bully (defined above) others through methods such as posting comments or pictures on blogs, websites, text messaging, instant messaging and email. Cyber-bullying behavior is not to be confused with terroristic threats, which can be communicated through similar methods.

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. Such actions could include but are not limited to hitting, pushing, pinching, restraining, or other physical contact. Bullying can also be carried out by words, by threatening, taunting, teasing, and calling names. Making faces or obscene gestures, spreading rumors, or refusing to comply with another person’s wishes are also considered forms of bullying.

Proven occurrences of bullying will be handled according to CPI’s disciplinary structure and referred to the local authorities as deemed necessary by administration.

CELL PHONES

Cell phones should be turned off when entering the school and placed in a secure location until the day is complete. Cell phones are not to be used in the hallways, restrooms, or group areas at any time. If a student is caught using a cell phone without permission for any reason, the following procedures will be followed:

- 1st Confiscation by the teacher/return to the student at the end of the day
- 2nd Confiscation by the teacher with cell phone sent to the office for pick-up at the end of the day by the student/In-school suspension assigned
- 3rd Confiscation by the teacher with cell phone sent to the office where parent must retrieve at their earliest convenience/Saturday Detention or Suspension assigned

CPI is not responsible for lost or stolen cell phones!

CPI CERTIFICATE NIGHT PARTICIPATION REQUIREMENTS

In order to participate in the culminating Certificate Night Ceremony at the Central Pennsylvania Institute of Science and Technology, the following requirements are mandatory:

- Maintain an 85% average attendance rate (medical excuses by a licensed medical professional are not considered in this calculation).
- Complete both the written and performance parts of the NOCTI test if considered a program completer.
- Ensure all unpaid debts are reconciled with CPI
- Must be enrolled in a CPI program at the time of the Certificate Night Ceremony

CHANGE OF ADDRESS AND STUDENT RECORD INFORMATION

A student moving to a new address is required to inform the Attendance Office immediately. Any change of name, address, or telephone number should be provided 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. Student health records should also be updated if there is any change from what was originally reported at the beginning of the school year.

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.

CONFIDENTIAL COMMUNICATIONS

Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa. C.S. 5945 (relating to confidential communications to school personnel). Information received in confidence from a student may be revealed to the student's Parents/Guardians, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

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. Please see the Cooperative Education Coordinator for the Cooperative Education Handbook which outlines the rules, regulations, and requirements for this select program.

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.

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.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

Students and their parents will be held accountable for any damage or destruction of school property resulting from the careless or unsafe use of materials or equipment, horseplay, disruptive behavior, or willful intent. Where the damage is considered a deliberate effort of destruction, violators will be prosecuted.

DATING VIOLENCE

The Central Pennsylvania Institute of Science and Technology is committed to creating a school climate that is supportive and respectful to providing a safe environment for learning. To achieve this goal, it is essential that the school be free of violence and harassment among students and faculty.

The purpose of this policy is to:

- Heighten awareness of teen dating violence, for both students and faculty.
- Provide direction in responding to incidents.
- Prevent future incidents of dating violence

Teen dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control. This behavior may take various forms: emotional abuse, physical abuse, sexual abuse, limiting independence, isolation, threats and intimidation, harassment and minimizing, denying and blaming. In addition, it is also important to recognize incidents of stalking in which the perpetrator targets someone without the agreement or reciprocity of that person, and commits harassing or violent acts against the target person.

An abuser is a person who uses the coercive tactics listed above to establish and maintain power and control over their partner. The behavior an abuser exhibits is always a **choice**. A victim is the target of the abuser's coercive and/or violent acts.

Victims, students, faculty/staff or parents may file a complaint of teen dating violence. The complaint may be of verbal, nonverbal, written, physical or sexual behaviors that are observed, reported or experienced. The complaint may be verbal or written and should be filed with a CPI Administrator.

Once a complaint has been filed, CPI Administration will initiate a prompt investigation. The investigation will be conducted in a way to maintain confidentiality to the extent allowed with a full and fair investigation. The investigation will include:

- Private interview with the victim.
- Separate interview with the person alleged to have committed the behavior.
- Discussion with witnesses if necessary.

If it is determined that an inappropriate behavior has occurred, immediate action will be taken to eliminate the behavior(s) and disciplinary action may be taken. It is CPI policy that parents of the abuser and victim will be contacted in situations involving teen dating violence. If warranted, law enforcement and/or the Department of Social Services should be contacted.

Once it has been determined that inappropriate behavior(s) has been committed, CPI Administration will decide on the disciplinary action that is warranted. The consequences will vary from verbal warning to expulsion depending on the frequency and severity of the inappropriate behavior(s). When using the following guidelines, remember that even a first offense can be a crime. **If a crime has been committed, the police should be notified immediately.** Additional disciplinary actions may include the following:

Verbal/Nonverbal/Written

- First Offense
- Repeated Offense

Behaviors

Verbal Warning/Education
 Administrator/Student/Parent Conference, Detention

Physical Behaviors

- First Offense
- Repeated Offense
- Weapons/Stalking

Detention/Education/Suspension
 Administrator/Student/Parent Conference with possible Suspension,
 or Expulsion
 Expulsion, report to police

Sexual Behaviors

- First Offense
- Repeated Offense
- Rape/Attempted Rape or Indecent Exposure

Detention/Education/Suspension
 Suspension/Psychological Assessment
 Expulsion, report to the police

CPI will work with students who have obtained an order of protection to ensure their safety. Students should inform the CPI administration that an order of protection has been issued so that appropriate action can be taken to protect the victim.

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.

DISCIPLINARY CONSEQUENCES (After school and Saturday detention, ISS)

When disciplinary consequences are needed because of inappropriate student actions, CPI administration will meet with the student, assign the appropriate consequence for the action, contact the parents/guardians via letter and/or phone call, and notify the sending school that a disciplinary consequence was assigned. A sending school representative will then see the student to assign the requested consequence.

The sending schools will host disciplinary consequences received by CPI students. For instance, after school detention(s) may be assigned by a CPI administrator and the detention will then be scheduled and served at the home school.

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. The dress code policy applies to all field trips, extra-curricular activities, and conferences.

- 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.
- No halter tops/spaghetti straps or tank tops worn alone.
- Shorts must extend to the students fingertips.
- No undergarments (including sports bras) may be exposed at any time. Specifically, pants and slacks shall be worn with the belt line at the waste.
- No bare midriffs.
- No chains, studs, choke collars, or metal are permissible attire.
- It is the student's responsibility to regularly clean his or her uniform and replace it as necessary. No additional ornamentation, patches, buttons, etc. are to be added to the uniform. Students will not be permitted to decorate the uniform with paint, markers, pens, or draw on the uniform in any fashion.
- Any clothing, pins, or buttons which contain 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.
- Appropriate footwear as designated by individual program areas must be worn during class and shop time.
- Any article of clothing or jewelry, including body piercing apparel or jewelry, determined by the school to constitute a safety or health concern or hazard shall be prohibited. Individual program instructors and/or administration will determine what constitutes a safety or health hazard in their area.
- Students are not permitted to wear uniforms that are excessively large or overtly oversized or clothing with hanging straps. The administration shall reserve the right to determine if clothing is excessively oversized to a point that may constitute a physical or safety hazard to the wearer or the overall school community.
- Uniforms that are ripped, torn, or ragged are not allowed.
- In cases of questionable dress, the administration reserves the right to make final decisions on appropriateness of all dress.
- In cases where administration deems student dress inappropriate for school, students will have (2) options: (1) Remedy the situation immediately; (2) Remain in ISS until the situation is remedied. Removal from CPI may result in a student refusing to remedy a uniform situation in a timely manner as determined by administration.

DRUG POLICY

The following acts by a student while in school buildings, on school property, at school-sponsored functions on school property, or in route to any of the foregoing shall be regarded as misconduct by such student provisions of Article XIII, Section 1318 of the Public School Code of 1949 as amended, also Act 26 of 1995 – Safe and Drug Free Schools.

1. The possession or use of narcotics or dangerous drugs, as defined in The Drug, Device, and Cosmetic Act (Act of September 26, 1961, P.L. 1664), and not prescribed by a physician or the possession or use of alcoholic beverages; or
2. Being under the influence of narcotics or dangerous drugs, as defined in The Drug, Device, and Cosmetic Act (Act of September 26, 1961, P.L. 1664), and not prescribed by a physician or being under the influence of alcoholic beverages; and
3. Students should be aware that from time-to-time law enforcement agencies will bring trained drug-sniffing dogs to search the building for illegal drugs.
4. Possession of drug paraphernalia and/or alcoholic products is forbidden.

Students can be prosecuted and dismissed from CPI for drug and alcohol violations. Students shall be reported to both parents and the police. In addition, the student's sending district will be notified.

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.

FIELD TRIPS

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments. Students will be held to the same rules they follow when regular class is in session. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip. Students are expected to dress appropriately and to behave in a mature manner on field trips since the school will be judged by the appearance and actions of its student representative's behavior.

Field trips require parental permission. Students going on field trips will be required to obtain the signature of a parent or guardian on permission forms supplied by the school. The necessary sending school paperwork must also be completed in the specified time and returned to CPI before the student can participate in the field trip. CPI is not

responsible for lost or stolen items. Field trips are a privilege. Teachers or administrators have the right to prohibit any student from attending a field trip due to disciplinary problems. Students with too many absences, who are doing poorly in class, who have failed to make-up work, or for any other reason deemed appropriate by the administration or the instructor may be held back from attending a field trip. Any student prohibited from attending will be assigned classroom activities for that day's attendance.

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. Criminal or civil charges may be filed. This is especially true if the student's actions result in injury to another student or to a teacher or another school employee attempting to quell a fight.

FIRE DRILLS

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 PA 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 their student checklist/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.
7. An announcement 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 regularly.

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.

FIREWORKS

Fireworks Law (Act of 1939, P.L. 134, #65). "Fireworks" are not permitted in public buildings. The term "fireworks" shall mean and include any combustible or explosive composition or any substance or combination of substances prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation and shall include firecrackers or other fireworks of like construction and any fireworks containing any explosive or flammable compound. Please be advised that all fireworks (including smoke bombs and firecrackers) are not permitted at CPI.

FOOD ALLERGIES

Although CPI does not operate a cafeteria, it is imperative that students notify their instructor of any life-threatening food allergy they may have so that the necessary steps can be taken to maintain the student's safety at all times. This information should also be included on the student's emergency form so that office personnel are aware of the life-threatening allergy.

FOOD/DRINK IN THE CLASSROOM/SCHOOL VANS

Students should not bring open beverage containers into the building. Students may be asked to put away food or unopened drinks upon entering the building. Open beverage containers may be confiscated at any time. **Refusal to put away food or drink when 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.**

FORGERY

Students may, at no time, forge the name or initials of an administrator, staff member, another student or parents/guardians on anything. Students caught forging passes or excuses will receive consequences appropriate to the forgery. This can include detentions, suspensions or other consequences as deemed appropriate. Incidents of forged excuses, tardy or early dismissal notes may also require Parents/Guardians telephone confirmation for all future absence excuses, tardy or early dismissal notes.

GRIEVANCES: STUDENT/PARENT CONCERNS

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
President

Fourth Level
Supt. of Record

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!***

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.

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.

LEAVING SCHOOL

Students given permission to leave school during the day for an appointment or other activity are expected to return to school following the appointment or activity, when possible. Students who have left school property without permission are subject to disciplinary action. Leaving between sending school and CPI time without appropriate permission by the sending school or CPI is considered an attendance violation and will result in disciplinary action. Failure to follow procedures even with parental permission will result in disciplinary action.

LOCKDOWN PROCEDURES

On occasion, it may be necessary to engage in a school-wide lockdown. During an **internal lockdown**, all students will remain in their respective program areas until an announcement has been made on the PA system. If students are in another area during the time of a lockdown, they must remain in that area or report to the closest program area until it is deemed safe to return to their own program area. A school-wide internal lockdown is for the safety of all students and staff and will only be instituted when it is deemed necessary by administration.

An **external lockdown** may be instituted as deemed necessary by Administration. No one will be permitted to come into or leave the building. Faculty and students will maintain a regular schedule within the school.

LOCKER POLICY

The Central Pennsylvania Institute of Science and Technology acknowledges the need for safe 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 in the Main Office for a deposit of \$5.00. Personal locks are not permitted. All locks must be purchased 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.

MAKE-UP WORK GUIDELINES

Students will be given the opportunity to make up missed work and tests after any legal absence. Make-up work is part of the grading process. Grades and/or credits will be withheld when make-up work is not turned in and can result in an incomplete grade, a grade of zero, or failure if the situation is not remedied. Students with unexcused or undocumented absences are not permitted to make up work, resulting in a zero for the day.

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 assignments and assessments.

MUSIC DEVICES

Instructors should develop program area policies regarding the use of music devices. A policy of responsible use is suggested. Discipline referrals should be completed for students who do not follow the individual program area policy. CPI is not responsible for lost or stolen items!

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 career and technical education
- To encourage scholastic achievement, skill development, honesty, and 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.

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.

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.

PERSONAL BELONGINGS AND ELECTRONIC DEVICES

CPI is not responsible for students’ personal belongings that are lost, stolen or damaged. Students are discouraged from bringing any type of electronic device to CPI. Such devices could include, but are not limited to: iPod’s, thumb drives, computer games, laser pointers, portable computers, gaming devices, and inappropriate printed materials. Such devices that are interfering with the educational environment could be confiscated, tagged, and sent to administration where they can be claimed at the discretion of administration.

PROGRAM COMPLETER POLICY

Completion of the National Occupational Competency Testing Institute (NOCTI) Program Area Exam is an essential aspect of career and technical education. Therefore, all eligible students who are program completers (based on the PA Department of Education’s definition) must complete both the written and performance tests in order to participate in the evening CPI Certificate Night held at the conclusion of the school year or to be eligible to receive any awards through the career and technical school. Students will still receive a copy of their competencies at the conclusion of the school year if they are not permitted to participate in the CPI Certificate Night Ceremony.



REMOVAL FROM PROGRAM AND/OR CPI

Attending CPI is a privilege! 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 and instructor.
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 a student is transferred to another CPI program, any further infractions will result in termination from CPI without proceeding through the steps listed.

In addition, students who are removed from CPI by the sending school because of poor academic grades, attendance, or disciplinary issues and are held at the sending school for more than 10 school days may be removed from CPI on the 11th missed day. This also applies to students who miss 10 straight school days without a valid excuse. On the 11th missed day, students can be removed from CPI enrollment if just cause is not provided. It is imperative that students take attendance and grades seriously so they can attend CPI and receive the technical skills needed for their selected career. If a student is removed from CPI enrollment and not reenrolled, the student cannot participate in Certificate Night Ceremonies or end-of-the-year activities.

SCHOOL REACH NOTIFICATION SYSTEM

The School Reach telephone notification system will be used to communicate school delays and closings to CPI staff, parents/guardians, and students.

In case of an emergency or important announcement, the School Reach system will also be used to communicate with parents. Information regarding the event and reunification of students and parents/guardians will be provided through this system as necessary.

If you do not receive a call from our system, please contact the school to ensure that your telephone number is correctly entered into our system.

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.

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, look alike substances, 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

1st Offense	\$160 (fine and court costs)
2nd Offense	\$200 (fine and court costs)
3rd 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. Smokeless tobacco also includes flavored substitutes that have the same appearance and are packaged like smokeless tobacco products.

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.

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.

STUDENT DRIVING

Students who attend CPI 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.

Students are expected to depart from CPI on the sending-school provided transportation and return to their home school for dismissal. Written permission from a parent/guardian must be provided to CPI if a student is not using school transportation to return to their home school for dismissal.

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). It is expected that students will make a parking request at least one day in advance of the scheduled appointment. Students are not to assume that they are permitted to drive to CPI if prior permission was not obtained.
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 the 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.

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 CPI to comply with provisions of FERPA.
8. Military Access: School districts are required by state and federal status to provide names, addresses, and telephone listings of junior and senior year students to military recruiters, when requested, unless a parent has "opted out" of providing such information. CPI will refer military recruiters to the sending schools for information.

TERRORISTIC THREATS/ACTS

A student shall, at no time, threaten to commit any crime of violence with the purpose to terrorize another or to cause evacuation of a building, place of assembly, or facility of transportation, or otherwise cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience.

1. On school premises during and immediately before or after school hours.
2. On school premises at any time when the school is being used by a school-sponsored group, non-curricular-related student group, and/or private non-school person(s) group.
3. Off school premises at any school activity, function, or event.
4. Off school premises involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly, and/or immediately result in adverse affects on the educational process, when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reasonableness in the effect including danger to the health, safety, welfare, or morals of students within the school system.

Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities. Making terroristic threats is cause for immediate removal from CPI.

UNPAID DEBTS

All debts owed to CPI should be made in a timely manner. This includes fundraisers, as well as debt for materials, equipment, uniforms, etc. CPI reserves the right to pursue payment of overdue debt through the local magistrate.

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.

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, shotguns, rifle, bb or pellet guns, look-alike guns, paintball guns, knives, cutting instruments/tools, 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. Potato guns will also be considered a weapon that can cause serious bodily injury and possible death.

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 President/Executive Director and the Joint Operating Committee of CPI 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 sending district, 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.

WEATHER ALERTNESS

In the event of a severe thunder storm or tornado warning the following procedures will occur:

- Students and staff will be directed (via intercom) to go to the hallways away from glass windows and will be required to sit on the floor with back against walls or lockers, and arms covering the head area.
- All large and open areas (auditorium, cafeteria, etc.) are declared off-limits.
- Weather Alertness Drills may be conducted at the request of the principal.



Central Pennsylvania Institute of Science and Technology

2011-2012 School Year

DISCOVER A WORLD OF OPPORTUNITY

Approved: 3/14/2011

July						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

T- 0 S- 0
T- 0 S- 0

August						
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

T- 2 S- 0
T- 2 S- 0

September						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

T- 19 S- 19
T- 21 S- 19

October						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T- 21 S- 20
T- 42 S- 39

November						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

T- 18 S- 18
T- 60 S- 57

December						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

T- 16 S- 16
T- 76 S- 73

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

T- 22 S- 21
T- 98 S- 94

February						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

T- 20 S- 20
T- 118 S- 114

March						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

T- 22 S- 22
T- 140 S- 136

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

T- 20 S- 20
T- 160 S- 156

May						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

T- 22 S- 22
T- 182 S- 178

June						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

T- 5 S- 4
T- 187 S- 182

- KEY:
- First/Last Day of School
 - In-Service—Teachers
 - Building Closed
 - Vacation