2006-2007
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 5, 2006

Hello….

…. and welcome to The Central Pennsylvania Institute of Science and Technology.

This booklet is designed to serve as a guide and reference. It will help you become familiar with the school and its educational programs.

Also, it will acquaint you with the privileges and responsibilities of being a student here. 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 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
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<th>Position</th>
<th>Name</th>
<th>Email Address</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
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<td><a href="mailto:gmichel@cpi.edu">gmichel@cpi.edu</a></td>
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<td>Mrs. Linda Ferenchick 248</td>
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<td>Building Maintenance</td>
<td>Mr. Zane Renzo</td>
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<td>216</td>
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<tr>
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<td>259</td>
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<td>207</td>
</tr>
</tbody>
</table>
1. **INTRODUCTION**

The following regulations and policies are intended to establish a definite understanding between the students and the school staff concerning the daily activities of the school. Regulations and policies are also meant to protect all parties involved and are not meant to restrict or regiment the student during their school experiences.

The Central Pennsylvania Institute provides equal enrollment and education opportunities to all students in all programs.

**General Policies**

2. **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.

<table>
<thead>
<tr>
<th>Reason</th>
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<tbody>
<tr>
<td>Illness of the student</td>
</tr>
<tr>
<td>Medical or Dental appointment</td>
</tr>
<tr>
<td>Death in the immediate family</td>
</tr>
<tr>
<td>Expulsion</td>
</tr>
<tr>
<td>Parental request in accordance with home school guidelines</td>
</tr>
<tr>
<td>Religious observance</td>
</tr>
<tr>
<td>Approved educational activities</td>
</tr>
<tr>
<td>Quarantine</td>
</tr>
<tr>
<td>Suspension</td>
</tr>
</tbody>
</table>

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.

3. **CPI ATTENDANCE REGULATIONS**

1. **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.

2. **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.

3. **Attendance Probation**
   Any student with 10 or more absences (total) will be placed on attendance probation. This probation may prevent students from participating in 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.

4. **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.

5. Students may not excuse themselves from school under any circumstances.
6. 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.

4. **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 we at the technical school 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 Student Code of Conduct which may lead to removal from their program and termination from CPI.

Teachers may assign detention for infractions. Teachers will provide parents with 24 hour notice of the detention.

**NOTE:** Students who drive can have their driving privileges revoked for Category 1 and Category II offenses.
**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

<table>
<thead>
<tr>
<th>Category I</th>
<th>Category II</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Tardiness to class.</td>
<td>_____ Insubordination.</td>
</tr>
<tr>
<td>_____ Leaving early from class.</td>
<td>_____ Skipping class/unauthorized extended absence.</td>
</tr>
<tr>
<td>_____ Leaving class without instructor’s</td>
<td>_____ Harassment.</td>
</tr>
<tr>
<td>permission.</td>
<td>_____ Leaving school without permission/not following school procedures.</td>
</tr>
<tr>
<td>_____ Possession of cell phone/musical device.</td>
<td>_____ Inappropriate language/profanity toward staff.</td>
</tr>
<tr>
<td>_____ Violating classroom procedures.</td>
<td>_____ Possession of tobacco.</td>
</tr>
<tr>
<td>_____ Sleeping in class.</td>
<td>_____ Inappropriate use of internet.</td>
</tr>
<tr>
<td>_____ Minor safety violations/non-injury.</td>
<td>_____ Abuse of tools/materials.</td>
</tr>
<tr>
<td>_____ Inappropriate display of public affection.</td>
<td>_____ Inappropriate behavior</td>
</tr>
<tr>
<td>_____ Improper language/profanity.</td>
<td></td>
</tr>
<tr>
<td>_____ Eating or drinking in class.</td>
<td></td>
</tr>
<tr>
<td>_____ Violation of school dress code.</td>
<td></td>
</tr>
</tbody>
</table>

☐ If checked, parent/teacher conference recommended.

**Comments:**
___________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

<table>
<thead>
<tr>
<th>Disposition</th>
<th>Date</th>
<th>Disposition</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Conference with student</td>
<td>1st Offense</td>
<td>1 day of ISS</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Conference with student and teacher notify parent</td>
<td>2nd Offense</td>
<td>2 days of ISS (driving privileges revoked for 1 week)</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>1 day of ISS (driving privileges revoked for 1 week)</td>
<td>3rd Offense</td>
<td>3 days of ISS (driving privileges revoked for 2 weeks)</td>
</tr>
<tr>
<td>4th Offense</td>
<td>2 days of ISS (driving privileges revoked for 2 weeks)</td>
<td>4th Offense</td>
<td>3 days of ISS, possible termination from CPI, driving privileges revoked.</td>
</tr>
<tr>
<td>5th Offense</td>
<td>3 days of ISS, driving privileges revoked</td>
<td></td>
<td></td>
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</tbody>
</table>

(These forms available in office)
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.  
_____ Deactivitating 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:  
___________________________________________________________________________  
_____________________________________________________________________________________  
_____________________________________________________________________________________  
_____________________________________________________________________________________  
_____________________________________________________________________________________  

Disposition  

<table>
<thead>
<tr>
<th>Disposition</th>
<th>Date</th>
<th>Disposition</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st. Offense</td>
<td>1 to 3 days OSS</td>
<td>1st Offense</td>
<td>3 to 10 days, OSS refer to legal authorities, removal from CPI.</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>1 to 10 days OSS</td>
<td>refer to legal authorities.</td>
<td></td>
</tr>
</tbody>
</table>

Authorized Signature/Date  
Student Signature/Date  

(Forms available in office)
NOTE:
1. In all of the above, the CPI office is to be notified immediately.
2. 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.
3. The CPI office will notify the appropriate home school personnel for their input and involvement.

5. 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 students, 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.

1. 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.

2. Locker Searches
Student lockers are school property and remain at all times under the control of the school; however, 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.

3. 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.
4. **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.

6. **STUDENT DRIVING**

   Driving is a privilege that is given to students based on their home schools criteria and CPI criteria. Each home school and CPI has the decision whether to permit students to drive to CPI.

**Obtaining a driving permit:**

1. Students must get an application from CPI receptionist.
2. Complete the necessary signatures from the home school and CPI.
3. Receptionist will give student a driving permit to be posted on the rear view window.

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

1. No passengers. Violation of this regulation will result in forfeiture of driving permit. Passengers are also subjected to disciplinary action.
2. Students will receive a ticket by Spring Township Police for parking without 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 are subjected to losing 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 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.
6. A student must notify the front receptionist if the CPI parking permit is removed from one vehicle and is placed on another vehicle.
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 times 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 will result in the revoking of the parking/driving privileges:

   First Offense: 1 week loss of driving/parking privileges
   Second Offense: 1 month loss of driving/parking privileges
   Third Offense: Termination of driving/parking privileges
   Fourth Offense: Vehicle will be towed if vehicle does not have a valid permit

Students who drive to CPI without a permit 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.

7. **STUDENT DRESS CODE/UNIFORM POLICY**

   Each program has a dress code/uniform that students will abide and comply. 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.

   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.

8. **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. Student behavior may be recorded and disciplinary action may be taken based on the behaviors recorded.

9. **PROCEDURE FOR STUDENT REMOVAL FROM PROGRAM AND/OR CPI**

Students who continue to not follow classroom procedures or demonstrate continuous failure to involve themselves with the learning activities are subject to removal from 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 referral 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 thru the steps listed.

10. **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:

<table>
<thead>
<tr>
<th>First Level</th>
<th>Second Level</th>
<th>Third Level</th>
<th>Fourth Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>Director of Sec. Ed.</td>
<td>Executive Director</td>
<td>Supt. Of Record</td>
</tr>
</tbody>
</table>

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11. **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.

1. **Grading Contracts**

To help students progress through the curriculum, students are individually contracted each quarter for the anticipated number of competencies to be completed. Contracts should be developed based upon how many learning guides a student has the capacity of complete each report period.

2. **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.
- Attendance is satisfactory.

3. **Grading Percentage for Quarterly Grading**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory</td>
<td>30%</td>
</tr>
<tr>
<td>Skill</td>
<td>50%</td>
</tr>
<tr>
<td>Work Habits</td>
<td>20%</td>
</tr>
</tbody>
</table>

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 an “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 student’s overall grade.

12. **MAKE-UP WORK GUIDELINES**

Students must be given the opportunity to make up missed work and tests after any 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. Allow them at least one additional day to prepare before insisting that they take 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 the 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 in the allotted time, the grade becomes a zero.
13. **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.

14. **FOOD/DRINK IN THE CLASSROOM/SCHOOL VANS**

   Unless necessitated by a medical condition, students are not to be 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.**

15. **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 may provide for lockers for such storage. All lockers are and shall remain the property of the school. As such, students shall have no expectation of privacy.

   Students are encouraged to keep their lockers closed and locked, 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.

16. **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.
17. **SMOKING/TOBACCO POLICY**

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)
  
<table>
<thead>
<tr>
<th>Offense</th>
<th>Fine and court costs</th>
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<tbody>
<tr>
<td>1st</td>
<td>$160</td>
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<tr>
<td>2nd</td>
<td>$200</td>
</tr>
<tr>
<td>3rd</td>
<td>$500</td>
</tr>
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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 in form.

**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.

18. **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:

1st: Warning / put away and review cell phone procedure.
2nd: Confiscation / return to student at end of day.
3rd: Confiscate / parent must retrieve.
4th: Confiscate / suspension.

19. **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. Constant refusal to remove the device will result in confiscation of device. Parents will be called to pick up the device. The device will not be returned to the student.

20. **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.
21. **HARASSMENT/SEXUAL 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, 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.

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.

22. **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 same. 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 exit.

5. **KEEP ALL ROADS AND DRIVEWAYS CLEAR**. Students must cross and be clear of all roadways.

6. **TEACHERS MUST** take their class roll book or students check list with them and take attendance after assembly outside. In case of a real emergency, this would be the only quick check on students in attendance for the day.
7. **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.

23. **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 full 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 (at the school cost of $2.50) 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.

24. **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.

25. **MOTIVATIONAL RESOURCE CENTER (MRC)**

   The Motivational Resource Center 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 teachers 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. Getting out of your 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. No walkmans or any type of musical device will be permitted.

7. Violations of the above conditions may result in extended suspension time.

26. **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. Lack of transportation is not an excuse for not attending detention assignment. Students need to provide their own transportation. Students who do not attend detentions will be referred for further disciplinary actions.

27. **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.

28. **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 the 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.

29. **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.

30. **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 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 due 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.

31. **WEAPONS POLICY**
To provide a safe school environment and to comply with the provisions of Act 26 of 1995, the C.P.I. 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.

32. **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 grade transcript, discipline record, and shop competencies have been completed. Participation in the cooperative education program at CPI is a privilege that must be earned.

33. **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.

Students interested in changing courses must complete a course change form. This form must be signed by the appropriate personnel at the Technical School and 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 deadlines in the home school counselor's office. Applications will be considered along with the new applicants for each course.

34. NATIONAL VOCATIONAL TECHNICAL HONOR SOCIETY

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

Candidates for NV-THS 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 NV-THS member receive:
Dear Student:

The Central Pennsylvania Institute of Science and Technology Handbook will answer many of the questions you may have about the rules at our school.

PLEASE KEEP YOUR COPY OF THE STUDENT HANDBOOK AT HOME FOR EASY REFERENCE.

We ask that you read the handbook so that you are familiar with the rules. You should also have your parents/guardian read the handbook. You and your parents must sign this form and return it to your teacher.

By signing this form, you and your parents/guardian are verifying the receipt of a handbook and acknowledging your understanding of our policies and procedures as outlined within the handbook. Failure to return this signature page by September 15 may result in removal from CPI program until a signed copy is submitted.

Please give note to the following:
  - Attendance Procedures
  - Code of Conduct/Discipline
  - Driving Requirements

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Student Handbook Signature Form (2006-2007 School Year)

<table>
<thead>
<tr>
<th>Program Name</th>
<th>AM/PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Student Name</td>
<td>Student Signature</td>
</tr>
<tr>
<td>Parent/Guardian Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

By signing below, I agree to allow Central Pennsylvania Institute of Science and Technology to use photographs or video images of my child for marketing, recruitment, and special achievement realized by my child.

| Parent/Guardian Signature | Date |