September 7, 2004

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
PLEASE COMPLETE THIS FORM & RETURN TO YOUR INSTRUCTOR AS SOON AS POSSIBLE

I, ____________________________________ acknowledge that I have been shown a copy of
   (Signature of Parent or Guardian)

I, ____________________________________ acknowledge that I have completely read and
   (Signature of Student)

_____________________________ Date   Grade
Level______________________

Program

________________________________________________________________________

CE

CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
PURPOSE OF THE TECHNICAL SCHOOL

The Central Pennsylvania Institute of Science and Technology (CPI) is designed to be an extension of the existing programs of the high school curricula. Technical programs of study are intended to lead to successful placement in employment and/or access to further higher education opportunities. The basic premise underlying the Technical program is that every pupil must eventually earn a living and because of their education and training will become a useful and contributing member to the good of society. The environment in which the student is trained should be similar to the environment in which the student must eventually work. Instruction will be given on actual job situations, thus setting standards of performance for students in keeping with the requirements of business, labor and industry.

RELATIONSHIP BETWEEN THE SENDING SCHOOLS AND THE TECHNICAL SCHOOL

Your Central Pennsylvania Institute of Science and Technology course is an extension of the district school. The various programs offered are an important part of the curricula of the district high school. Students who take a Technical program continue to take their required academic subjects at the district school during one-half of the school day and attend the C.P.I. the other one-half day for their specialized Technical programs.

Diplomas awarded at graduation are given by the home school and not C.P.I. C.P.I. does, however, present a certificate to each completing student who has successfully met the Technical Program standards.

COURSE DESCRIPTIONS

AUTO BODY TECHNOLOGY

Typical Career Opportunities
* Auto Body Technician
* Frame and Suspension Specialist
* Alignment Technician
* Refinishing and Repainting Specialist
* Customizing or Restoration Specialist
* Custom Graphics Artist
* Auto Body or Frame Shop Manager/Owner
* Auto Body Supplies and Equipment Sales Representative
* Auto Salvage Dismantler
* Automotive Stylist or Engineer
* Insurance Adjuster

Typical Program Topics
* Unibody repair
* Frame alignment
* Steering and suspension
* Painting and refinishing
* Sheet metal cutting and welding processes
  * Air conditioning and accessory repair
* Air conditioning and accessory
* Job estimating
* Occupational health and safety
* Basic principles of small business management

AUTOMOTIVE SCIENCE TECHNOLOGY

Typical Career Opportunities
Typical Program Topics
* Automotive Service Technician
* Transmission and Drive Train Specialist
* Engine Overhauler/Rebuilder
* Drivability Diagnostician
* Service Order Writer
* Service Manager
* Parts Counter Clerk
* Parts Department Manager
* Car Salesperson
* Auto Service Center or Dealership Owner
* Inspection Mechanic
* Automotive Engineer

* Routine service and maintenance
* Internal combustion engine theory
* Automotive electrical/electronic theory
* Power transmission and transaxle principles
* Unit overhaul and repair
* Steering, suspension, and brakes
* Basic principles of small business management
* Fuel and emission control systems
* Computer diagnostics
* State inspection code and safety considerations

BUILDING MAINTENANCE

**Typical Career Opportunities**
* Building Maintenance Service Owner
* Building Maintenance Supervisor
* Head of Building Maintenance
* Head Custodian
* Building Custodian

**Typical Program Topics**
* Basic carpentry skills
* Basic plumbing skills
* Basic electrical repair
* Floor and tile repairs
* Painting and decorating
* Operate and maintain machines
* Cleansing agents
* Janitorial skills
* Basic landscaping skills
* Basic floral skills

CARPENTRY AND BUILDING CONSTRUCTION TECHNOLOGY

**Typical Career Opportunities**
* Framing Carpenter
* Finish Carpenter
* Cabinet Maker/Millworker
* Saw Mill or Lumber Yard Worker
* Crew Leader/Job Foreman
* Building Contractor
* Building Code Inspector
* Remodeler
* Insurance and warranty inspector
* Building Supply Sales Representative
* Architectural Drafter/Designer
* Architectural Engineer
* Construction Engineer

**Typical Program Topics**
* Basic surveying, site preparation and layout
* Construction materials and applications
* Blueprint reading & specifications
* Basic architectural drafting
* OSHA and on the job safety considerations
* Framing principles
* Roofing and exterior finishing
* Doors and windows
* Interior finish and trim
* Construction estimating
* Residential construction planning and scheduling

CISCO NETWORKING ACADEMY

**Typical Career Opportunities**
* Cable and Fiber Installer

**Typical Program Topics**
* Internetworking Functions of the OSI
* Network Assistant  
* Networking Installer  
* Network Technician  
* Network Systems Technician

**Network model**  
* Functions of the TCP/IP network-lazer protocol  
* Control router passwords, identification, and banner  
* Configure IP addresses  
* Configure IPX access and SAP Filters  
* LAN Segmentation  
* Spanning Tree Protocol  
* ISDN protocols

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**COSMETOLOGY**

**Typical Career Opportunities**
* Hair Stylist  
* Manicurist  
* Make-Up Artist  
* Facial or Scalp Massage Specialist  
* Salon Manager or Owner  
* Cosmetics Consultant or Sales Associate  
* Cosmetology Supplies Sales Representative  
* Salon Equipment Sales Representative  
* Tanning Salon Operator

**Typical Program Topics**
* Hair styling, including the latest styles  
* Hair coloring  
  * Anatomy and physiology  
* Scalp and hair treatments  
* Facials and manicures and sanitation and good hygiene  
* Required accounting and record keeping  
* Salon organization and floor plans  
* Selecting products and ordering supplies

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**CULINARY ARTS/FOOD AND BEVERAGE MANAGEMENT**

**Typical Career Opportunities**
* Restaurant Manager/Owner  
* Food and Beverage Manager  
* Head Chef  
* Prep Chef  
* Assistant Chef  
* Baker/Pastry Chef  
* Caterer  
* Waiter or Waitress  
* Hostess or Maitre d’  
* Restaurant Equipment and Supply Sales  
* Event Manager  
* Institutional Kitchen or Food Service Manager  
* Nutritionist  
* Health Inspector

**Typical Program Topics**
* Diet and nutrition  
* Menu planning and design  
* Serving and presentation techniques  
* Operation and maintenance of commercial kitchen  
* Basic and advanced food preparation techniques  
* Fresh food sources and selection  
* Additives, flavorings and spices  
* Purchasing of supplies and equipment  
* Baking/baked good, pastries and desserts  
* State and local regulations  
* Front of the house management and operation

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**DIESEL EQUIPMENT MAINTENANCE AND REPAIR TECHNOLOGY**

**Typical Career Opportunities**
* Earth Moving and Excavating Equipment Service and Repair Specialist

**Typical Program Topics**
* The science of internal combustion engines  
* Development of planned maintenance programs
DIVERSIFIED OCCUPATIONS (Co-Op.)

This course is designed to provide training opportunities at specific industry settings in careers in areas that are NOT provided in current program offerings at C.P.I.

Sample Career Opportunities
* Marine Equipment Mechanic
* Butcher
* Retailer
* Respiratory-Therapy Aide
* Undertaker Assistant
* Banker
* Small Engine Mechanic
* Electrician

Typical Program Topics
* Appearance
* Job Hunting
* Job Application
* Job Interview
* Punctuality
* Attendance
* Dependability
* Work Interest
* Decision Making
* Co-Worker Relations
* Initiative
* Cooperation w/management
* Wages/Taxes
* Workers Compensation
* Budget/Savings
* Work day/year
* Fair Labor Standards
* Labor Unions

AND

Formal Training Agreements will be developed with specific course topics to obtain the student’s training goal.

EARLY CHILDHOOD EDUCATION

Typical Career Opportunities
* Early Childhood Teacher
* Head Start Teacher or Home Visitor
* Nanny

Typical Program Topics
* Methods and materials for early childhood education
* Planning and leading development activities
* At-home Parent  
* Teacher’s Aide  
* Child Case Worker’s Aide  
* Family Home Day Care Provider  
* Child Development/Family Relations Professional  
* Child Care Center Aide or Director

* Young children with special needs  
* Health, safety and nutrition for early childhood  
* Speech development  
* First aid and responding to emergencies  
* Observing and communicating with children  
* Basic principles of child development  
* Parent education & communication

**GRAPHIC ARTS/PUBLISHING TECHNOLOGY**

* **Typical Career Opportunities**
  * Art Director  
  * Illustrator  
  * Layout Artist  
  * Offset Press Operator  
  * Photographer  
  * Photo Lab Technician  
  * Graphic Designer  
  * Advertising Agency or Publishing House Creative Director  
  * Production Scheduler or Manager  
  * Publisher’s Sales or Service Representative  
  * Print shop Manager or Owner

* **Typical Program Topics**
  * Introductory information technology  
  * Fundamental of printing and publishing  
  * Digital imaging and photo manipulation  
  * Use of desktop publishing software  
  * Basics of drawing and graphics software  
  * Binding methods and bulk mailing technology  
  * Introductory graphic design  
  * Layout and lettering  
  * Operation of common printing presses  
  * Estimating and invoicing  
  * Photography and photographic processes  
  * Small business start-up and management

**HEAVY EQUIPMENT OPERATION TECHNOLOGY**

* **Typical Career Opportunities**
  * Earth Moving Equipment Operator  
  * Surface Mining Equipment Operator  
  * Heavy Construction Equipment Operator  
  * Grader Operator  
  * Paving Equipment Operator  
  * Dump truck & Tractor/Lowboy Driver  
  * Logging Equipment Operator  
  * Heavy Equipment Sales Representative techniques  
  * Site Layout Surveyor  
  * Project Manager/Site Supervisor  
  * Civil Engineer

* **Typical Program Topics**
  * Basic principles and theory of machine machine operation  
  * Mechanical, electrical, hydraulic, and pneumatic systems  
  * Basic geology and soil science  
  * Print reading  
  * Material estimating  
  * Basic site planning and surveying  
  * On site machine operations  
  * Slope, grade, and drainage considerations  
  * On site maintenance procedures  
  * On the road and job site safety procedures

**HORTICULTURE/LANDSCAPING**

* **Typical Career Opportunities**
  * Aquaculturalist/Aquatic Biologist  
  * Fish Culturalist/Fish Biologist  
  * Fish Hatchery Laborer

* **Typical Program Topics**
  * Aquaculture/Aquatics  
  * Forestry  
  * Horticulture
* Floral Designer
* Forrester
* Greenhouse Manager
* Horticulture Worker I
* Horticulture Worker II
* Landscaper

* Hydroponics
* Landscape Design
* Floral Design

HVAC/PLUMBING

Typical Career Opportunities
* PVC and CPVA Pipes and Fittings
* Refrigeration Skills – General
* Refrigerant Charging, Recovery, Recycling and Reclaiming
* Compressors
* Metering Devices and Filter Driers
* Air Distribution Systems
* Oil Heat Systems
* Gas Heating Systems
* Electrical Controls
* Heat Pumps and Split System
* Air Conditioning Units

Typical Program Topics
* Refrigeration Mechanic
* Refrigeration Mechanic Helper
* Furnace Installer/Repairer
* Air Conditioning Installer
* Heating and Air Conditioning Mechanic
* Heating and Air Conditioning Mechanic Helper
* Oil Burner Servicer & Installer
* Oil Burner Servicer & Installer Helper
* Salesperson Parts

MASONRY AND BUILDING CONSTRUCTION TECHNOLOGY

Typical Career Opportunities
* Block and Bricklayer
* Stone Mason
* Concrete Forms Builder and Rigger
* Concrete Pouring and Placing Specialist
* Cement Finisher
* Crew Leader/Job Foreman
* Concrete or Masonry Contractor
* Bridge and Culvert Contractor
* Masonry Cleaning and Restoration Contractor
* Masonry Supply Sales Representative or Owner
* Architectural Drafter/Designer
* Architectural Engineer
* Construction Estimator

Typical Program Topics
* Basic surveying, site preparation, and layout
* OSHA and on the job safety practices
* Blueprint reading & specification
* Basic architectural drafting including CAD
* Construction estimating
* Principles of masonry
* Basic stone cutting
* Building forms for concrete
* Placing and finishing concrete
* Footers, foundations, floors, steps, sidewalks,
* Residential construction planning & scheduling
* Construction materials and applications

MEDICAL SCIENCE AND TECHNOLOGY

Typical Career Opportunities
* Home Health Assistant
* Nurse’s Assistant
* Physician’s or Dentist’s Assistant

Typical Program Topics
* Human anatomy and physiology
* Health care delivery systems
* Medical terminology and communication
Typical Career Opportunities
* Medical Office Receptionist
* LPN or RN
* Medical Records Specialist
* Orderly
* X-Ray Technician
* Paramedic/EMT
* Medical Lab Technician
* Hospital Supply Specialist
* Physical or Occupational Therapist
* Sports Medicine

* Basic chemistry for health science
* Health information management
* First aid and emergency medicine
* CPR
* Basic medical skills
* Geriatrics
* Introductory psychology

Typical Program Topics
* Precision Machine Operator
* CNC Machine Programmer
* Machine Setup Specialist
* Mechanical or CAD Drafting Technician
* Part Designer
* Tool and Die Maker
* Quality Control Checker/Inspector
* Machine Shop Manager or Owner
* Applications Engineer
* Machine Shop Equipment and Supplies
  fixtures
  Sales Representative
  * Mechanical Engineer

Typical Career Opportunities
* Police Officer
* Fire Fighter

Typical Program Topics
* Metallurgy
* Destructive and non-destructive testing methods
* Shop safety and housekeeping practices
  * Mechanical and CAD drafting technology
* Semi-automated and lights out machining centers
* Part design methodology
* Basic and advanced machine shop technology
* Surface grinding, finishing & polishing techniques
* CNC machine programming and setup
  * Inspection and checking methods &
  * Advanced processes such as EDM and laser cutting
  * Multiple part production techniques
  * Design of efficient shop layouts including work cells

Typical Career Opportunities
* Emergencies
* First Aid

Typical Program Topics
* Emergency Management
WELDING AND METAL FABRICATION TECHNOLOGY

**Typical Career Opportunities**
- Fabrication and Assembly Technician
- Line Welder
- Welding/Brazing Machine Operator/Setter
- Forming Machine Operator
- Shipbuilder, Fitter
- Structural and Bridge Steel Erection Specialist
- Heat Treatment and Hard Surfacing Specialist
- Sheet Metal Fabricator and Installation Technician
- Welding & Fabrication Services Contractor
- Welding Equipment and Supplies Sales Representative
- Quality Control Inspector
- Welding Engineer

**Typical Program Topics**
- Metal and alloy selection
- Metal testing methods
- Basic mechanical drawing techniques including CAD
- Print reading
- Measuring & layout techniques
- Cutting and bending
- Grinding, bead blasting and metal preparation
- Industrial safety and housekeeping practices
- Basic machine shop technology
- Sheet metal forming
- Joining methods
  - Brazing, arc, resistance, and gas welding operations
- Wire feed and shielded arc welding (MIG & TIG)

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.

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

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.

4. **STUDENT DRIVING**

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

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   **Obtaining a driving permit:**

   1. Students must get an application from CPI receptionist.

   2. Complete the necessary signatures from the home school (CPI will sign form after the home school has given approval).

   3. Receptionist will give student a driving permit to be posted on the rear view
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.
2. Students will receive a ticket by Spring Township Police for parking without permit.
3. Students will park in the student parking lot only.
4. Students are to get approval by their home school and CPI before driving to CPI.
5. NO LOITERING in parking lot. Students will proceed to class immediately.
6. Students should arrive and leave the sending school and CPI at the same times as school provided transportation.
7. 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.
8. Vehicles on school property are subject to search by school authorities at any time as stated in the Right to Search Policy.

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.

5. **RIGHT TO SEARCH**

Lockers, restrooms, storage areas, and parking lots are considered public property belonging to Central Pennsylvania Institute of Science and Technology. The school administration reserves the right to search any such areas at any time with or without reasonable suspicion. Vehicles driven to Central Pennsylvania Institute of Science and Technology are subject to search. If a student does not want his/her vehicle subjected to search, the student is not to drive the vehicle onto the school property.
6. **SAFE SCHOOL ENVIRONMENT**

To assist in providing a safe school environment there is a security camera system in the hallways and at all access doors. This security camera system is functional 24 hours a day and is monitored during the school hours.

7. **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 I and Category II offenses.

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**Category I**

1. Tardiness to class.
2. Leaving early from class.
3. Leaving class without instructor's permission.
4. Possession of radios, headphones, CD player, other music devices during instructional time.
5. Violating classroom procedures.
6. Sleeping in class.
8. Questionable display of public affection between students.
10. Eating or drinking in class.
11. Littering.
12. Open Containers.
13. Violation of school dress code.

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**Category II**
1. Insubordination (refusal to comply with reasonable request from any adult).
2. Skipping class/unauthorized extended absence.
3. Harassment (see definition of harassment and consequences).
4. Leaving school without permission/not following procedures (students must sign out in front office).
5. Inappropriate language toward staff/continuous and/or excessive profanity.
6. Possession of tobacco products (referral to District Magistrate).
7. Inappropriate use of internet.
8. Inappropriate use of cell phone.
9. Violation of driving/parking violations (see Driving and Parking Regulations).
10. Failure to serve detention.

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**Category III**
1. Fighting
2. Theft.
3. Vandalism (restitution will be made by student).
4. Safety violations with injury.
5. Verbal assaults/threatening behavior about school or another person.
6. Deactivating safety equipment/improper use of fire extinguishers.

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Category IV
1. Possession of weapons (other than firearms).
2. Assault on another student.
3. Disorderly conduct (unruly or turbulent behavior).
4. Terroristic threats.
5. Drug related offense (possession, distribution, selling).
7. Assault on staff member.
8. Possession of explosive devices.

Disposition
1. 3 - 10 days OSS, refer to legal authorities, removal from CPI, pursue expulsion proceedings.

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.

Disciplinary Records:

The Central Pennsylvania Institute shall maintain records of all incidents of violence, incidents involving possession of weapons and convictions or adjudications of delinquency for acts committed on school property by students. The statistical summary shall be available for public inspection.

The Central Pennsylvania Institute shall transmit a certified copy of the student's disciplinary record when s/he transfers to another school entity. The student's disciplinary records are available for inspection by the student, student's parents or guardians, school officials and local law enforcement personnel.

8. EXTENT OF DISCIPLINARY RULES

The school's Code of Conduct is in force while traveling to and from school, as well as in the classroom. Each bus driver has the authority to submit a report to home school principals on disciplinary problems observed during travel time.
9. **PROCEDURES FOR STUDENT/PARENT CONCERNS AND/OR GRIEVANCES**

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

1. The student and/or parent must first discuss a grievance with the teacher and/or administrator. Parents and students will be provided a complaint form to express their concern in writing.

2. If the grievance is not resolved, the following steps will be used:

   - **First Level**: Teacher
   - **Second Level**: Director of Sec. Ed.
   - **Third Level**: Executive Director
   - **Fourth Level**: Supt. Of Record

10. **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.

11. **GRADING POLICY**

   **Purpose**
   The intent of the grading procedure is to provide a numerical grade that accurately reflects the student’s proficiency in a given marking period. The quarterly grades include completed competencies, theory, and work attitudes and habits.
Computation of Quarterly Grades – Procedures

When computing quarterly grades, three (3) major areas will be considered. They are theory, skill development and attitude. A breakdown of sample criteria under each main heading follows below:

**Theory/Knowledge**

Tests will be the main factor when calculating the theory grade. This portion of the grade will include:

- Written tests and quizzes
- Oral tests and quizzes
- Written/oral reports
- Homework assignments
- Practical applications of theoretical knowledge
- Understanding of safety practices

**Skill/Performance**

The number of completed competencies/tasks in the student’s occupational program will determine this portion of the grade. Areas involved in determining successful completion of a competency/task are:

- Demonstration of safety practices
- Projects
- Competencies
- Procedures
- Operation of equipment
- Experiments

**Attitude/Work Ethic**

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

- Promptness
- Shop dress
- Ability to follow directions
- Peer relationships (ability to get along with others)
- Safety
- Attendance
- Demonstration of interest and initiative
- Student notebook
- Shop cleanup
* It is the responsibility of a student, who has been absent or suspended, to discuss the work to be made up with his/her instructor, as soon as he/she returns to school. It is not the responsibility of the instructor to initiate this discussion.

12. **USE OF HALLWAYS**

   Hallways are only to be used by students to travel from one room to another within the building and when entering or exiting the building. Standing for extended periods of time, while classes are not in session, in any hallways or foyer (area between double set of doors at each entrance) is prohibited. Students must remember when they are in the hallways to walk, not run, to talk quietly, not shout, and to refrain from any horseplay. Unnecessary cruising the hallways or detouring from the most direct route within the building is restricted.

   When classes are in session, students may only be in hallways by permission from their instructor or a school administrator. All students in the halls during class time must have a hall pass.

13. **HATS**

   Students are expected to remove hats when they enter the building.

14. **POSSESSION OF MUSIC DEVICES**

   Students are not permitted to wear music devices while in the building. Before you enter the building, please remove your music device.

15. **DUFFEL BAGS**

   The use of large duffel bags is prohibited at the Central Pennsylvania Institute of Science and Technology. Students who participate in sports and must carry their sports equipment to the institute are requested to check equipment into the office prior to entering their individual programs.

16. **ADMISSION TO TECHNICAL COURSES**

   Eligibility: Students who are enrolled in the Bald Eagle, Bellefonte or Penns Valley Area School Districts who are in the 9th through 12th grade are eligible to take programs offered by the Central Pennsylvania Institute.

   Procedure: Interested students must talk to their home school guidance counselor concerning specific entrance procedures. Since the selection of a high school program is a
very important decision which should be made only after reviewing of all information, it is important that parents/guardians actively assist the students in their selection of a high school program. Parents/guardians are urged to contact their high school counselor if they have any questions regarding specific Technical programs.

Parental permission is necessary to enroll in any course. Even though every student will be under strict supervision and safety instruction by fully qualified teachers, it is still necessary to have the signature of a parent or guardian on an informational form which states that the student will be working with power tools, electrical equipment, powered and motorized equipment and in situations requiring safety practices.

17. 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.

18. 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 are not permitted to take snacks to the classroom areas from the snack machines. All snacks must be eaten in the cafeteria.

19. POSSESSION OR USE OF TOBACCO

The School Tobacco Control Act 145 of 1996 prohibits students from possessing or using tobacco in a school building, a school bus, or on school property. Any student who commits an offense under this act shall be subjected to prosecution by Central Pennsylvania Institute of Science and Technology.

Definition of Terms

Smoking: shall include the possession of lighted cigarette, cigar, pipe or other lighted smoking equipment as well as the actual act of smoking same.

Tobacco Use: shall include smoking as defined under number 1 above as well as the use of smokeless tobacco in any form.

Possession: shall include having any one or more of the items listed in number 1 and 2 above on one’s person, in any carrying apparatus (book bag, gym bag, etc.), or in one’s school locker.
20. **POSSSESSION OR USE OF LASER POINTERS**

Students caught with laser pointers will have the item taken from them and it will not be returned until the last day of school. Along with the item being taken, they will be subject to suspension. These items are extremely dangerous and their possession will not be tolerated.

21. **POSSSESSION OF BEVERAGE BOTTLES**

The use of screw top beverage bottles, both glass and plastic, are prohibited on the campus of the Central Pennsylvania Institute. All bottles of this nature must be disposed of properly prior to entering the building.

22. **POSSSESSION OF CELL PHONES**

The possession of cell phones is prohibited. If they are observed, the following procedures will be followed:

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

23. **PERSONAL VISITORS**

No personal visitors are permitted during school hours without prior office approval. Friends or students from other schools are not allowed to make unscheduled visits to students in classes. If a parent or other relative has an urgent need to communicate with a student, arrangements must be made through the teacher of the class and the technical school office.

24. **LEAVING SHOP OR LABORATORY**

A permit or hall pass must be obtained to leave shop or laboratory. A student going to restrooms, on teacher errands, or to other parts of the building for work purposes must have permission from their instructor and have a hall pass in their possession. Under no circumstances will a student be allowed to roam the corridors or distract other classes. Students should use the restroom that is closest to their shop area.
25. **HOME SCHOOL ACTIVITIES**

Students will be excused to stay at their home school or be dismissed early to attend home school activities ONLY upon request by their home school principal or his/her authorized assistant. Requests for home school activity dismissal will be verified.

26. **SNACK AREA**

A snack area is provided in the school. This area is open for student use and available when the program instructor provides the time for the entire class to go to and purchase snacks.

27. **DESIGNATED PICK-UP BY PARENTS**

Parents or persons designated by parents who wish to pick up Technical students after school are requested to use the driveway in front of the school. Students should arrange to meet their ride at the main entrance of the Technical School. Sign out of student in office is required.

28. **INDIVIDUAL DISMISSAL**

Early dismissal from any class will be granted only upon request by home school or by personal appearance of a parent or a note from the parent, which must be verified before student may be excused. Any student leaving school must be transported by a school employee or by parent or guardian or person designated by parent or guardian. To call for a student, the school employee or parent or designated guardian must appear in person to notify the attendance officer of student pick-up.

Those students who plan to be excused during the school day for dental or medical appointments must report to the attendance office to present a written excuse or appointment card BEFORE the class session. These excuses will be verified by office personnel.

Dismissal for home school activities will be granted only upon request from a home school official. Requests must be presented two days in advance and will be verified.

**STUDENTS WHO LEAVE SCHOOL EARLY MUST SIGN OUT IN THE ATTENDANCE OFFICE BEFORE LEAVING THE BUILDING.**
29. **STUDENT LUNCH**

The Central Pennsylvania Institute will not serve lunch to students. Lunch will be available at the sending school.

30. **BUS DROP & PICK UP/TRANSPORTATION**

All students arriving and leaving by bus will use the hall entrance in the front of the building. All students must enter the school and report directly to their respective shops or laboratories in accordance with the time designated. Dismissal from rooms to board buses at the end of each class session will be timed in accordance with the district bus schedule. Students will not leave shop or laboratory area until dismissal bell is sounded.

Any student who misses the bus at the district must report to the district school office immediately. No hitchhiking or walking to or from the Central Pennsylvania Institute will be permitted.

Bus transportation is provided by your home school and is a privilege. Failure to follow the rules and directions will result in loss of transportation privileges. Alternate transportation will have to be arranged by the student’s parents.

31. **PERSONAL APPEARANCE/STUDENT DRESS CODE**

Proper student attire is an important part of the education process at Central Pennsylvania Institute. Students enrolled in many programs may be required to purchase the kind of uniform worn in industry. In classes not requiring uniforms, students are to dress as required by their career field.

**Dress Code Standards are as follows:**

1. No halter tops/spaghetti straps.
2. No tank tops worn alone.
3. Shorts must extend to the students’ fingertips.
4. No bare midriffs.
5. Unsafe footwear, i.e., sandals, thongs, open toe shoes, etc. are prohibited.
6. No inappropriate messages related to drugs/alcohol/tobacco on clothing.

**Any violation of the dress code will be cited in the following manner:**

1st. offense – student will have the opportunity to change/remove clothing. Parents will be called to bring in proper attire.

2nd. Offense – student will be removed for the day. Parent will be
Administration will make decisions on dress code.

32. **HARASSMENT/SEXUAL HARASSMENT**

Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written or physical conduct of a sexual nature when made by an employee or by a third party to a student or when made by any student to another student or to an employee may constitute sexual harassment. Sexual harassment can be a form of discrimination and is prohibited conduct.

If such sexual harassment has occurred, the student or parent/guardian of the student may use the Central Pennsylvania Institute’s complaint procedure and report the situation to the Executive Director. A complaint form is available in the Central Pennsylvania Institute office.

The Executive Director will promptly investigate the complaint and, if necessary, will take appropriate responsive action to eliminate the harassing environment which may include discipline of the accused student or employee.

33. **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.

2. **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 roads.

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.

34. SCHOOL INSURANCE

School insurance is not available through the Technical School. Each student is encouraged to secure school insurance through their home school insurance plan.

35. SEVERE WEATHER ALERT

The Severe Weather Alert Alarm will be used to warn occupants of the Central Pennsylvania Institute of approaching tornados, hurricanes or high winds.

When the audio buzzer sounds for one continuous minute, students and their instructors should immediately go to the designated "safe" area for that particular class. Students are asked to walk to these areas in an orderly manner and remain alert for P.A. announcements to update them on the emergency situation. When the emergency has passed an, all clear, announcement will be made or four short blasts of the audio buzzer will be sounded.

The following "safe" areas are designated for each shop area.

- AUTO BODY TECHNOLOGY
- AUTO SCIENCE TECHNOLOGY
- BUILDING MAINTENANCE
- CARPENTRY & BUILDING CONSTRUCTION TECHNOLOGY
- COSMETOLOGY
- CULINARY ARTS/FOOD & BEVERAGE MANAGEMENT
- DIESEL EQUIPMENT MAINTENANCE AND REPAIR TECHNOLOGY
- EARLY CHILDHOOD EDUCATION
- ELECTRONICS ENGINEERING TECHNOLOGY
- GRAPHIC ARTS/PUBLISHING TECHNOLOGY
- HEAVY EQUIPMENT OPERATION TECHNOLOGY
- ENVIRONMENTAL SCIENCE AND TECHNOLOGY
- HORTICULTURE/LANDSCAPING
- HVAC/PLUMBING
- MASONRY AND BUILDING CONSTRUCTION TECHNOLOGY
- MEDICAL SCIENCE TECHNOLOGY
- PRECISION MACHINE TECHNOLOGY

Faculty room.
Restroom and hallway.
Faculty room next to Building Maintenance shop.
Faculty room next to Building Maintenance shop.
Cosmetology classroom.
Faculty room across from Room 101.
Tool room and restroom in shop.
Faculty room across from Room 101.
Faculty room next to shop.
Classroom darkroom.
Tool room and restroom in shop.
Receiving room.
Receiving room.
Faculty room next to Building Maintenance shop.
Shop restroom and show room.
Medical Science Technology classroom
Supply room between shops.
36. **SAFETY**

The school laws in Pennsylvania clearly place the responsibility of each student’s safety in the hands of the school board, the administration and instructional staff of the school. Therefore, we must insist on proper dress and grooming which meet all accident prevention measures as described by each teacher.

Loose fitting and dangling clothing create safety hazards. Shirt tails will be kept in at all times. Torn clothing must be repaired or changed before proceeding with any work. All clothing must be neat, clean, and meet the standards set to insure working conditions that are safe and healthful for each individual program.

37. **EYE PROTECTION**

It is State Law that every student 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.

38. **HORSEPLAY**

Accidents don't just happen, they are caused. The most common cause for accidents is horseplay. Rough or violent play is strictly forbidden in any part of the school. Any instigator of horseplay will be removed from the area of activity and will be disciplined.

39. **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.

40. **VEHICLE REPAIRS**

Any student who desires to have work done on their vehicle in one of the Technical School automobile shops must first obtain permission from the shop's instructor prior to completing the driving and parking permission form. Once a repair scheduled has been determined it is the students responsibility to secure and complete a driving and parking request form. These forms are available at the Technical School office. The form must be submitted to the Technical School office for approval at least 24 hours prior to the scheduled repair date. Students who bring vehicles onto school property for vehicle repairs are required to follow the driving and parking rules as outlined in section #4 of this handbook. All financial obligations associated with vehicle repairs must be paid for in the Technical School business office upon completion of the repairs and prior to the vehicle leaving the school property.

41. **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.

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

The Motivational Resource Center is not only for in-school suspension. Students may sign up from 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.

43. 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.

44. CLOSING SCHOOL

Closing school for weather will be announced over radio and TV stations WMAJ, WRSC, WJAC, WNEP, WCPA, WBLF, WPHB, WKVA, WBPZ, WTLR, WGMR, WFBG, WZWW, WKYE, WCHX, WYOU and WTAJ. Announcements will start at 6:30 A.M.

45. 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.

46. 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.)

47. 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 (359-2908).

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 incompleted work is not satisfied within five weekdays of the end of the term the "I" grade will automatically become an "F" grade.

48. 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 Need 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.

49. CAPSTONE - COOPERATIVE EDUCATION

The Cooperative Education program is used at C.P.I. 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 students grade transcript, discipline record, and shop competencies have been completed. Participation in the cooperative education program at C.P.I. is a privilege that must be earned.

50. 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.

51. PERSONAL HELP FOR STUDENTS
Home school counselors are available at school to help students resolve their personal problems. Also any of the following agencies may be contacted directly by students in need of help.

Alcohol & Drugs.................................................................355-6744
1-800-643-5432

Child Abuse.................................................................355-6755
1-800-932-0313

Crisis Intervention..........................................................355-6786 or 234-3337

Runaways........................................................................234-2100
1-800-621-4000

Suicide.............................................................................234-6110

Teen Pregnancy...............................................................355-6755

Personal & Family Problems.............................................355-6755

Mount Nittany Medical Center Emergency......................234-6110

52. VOCATIONAL STUDENT ORGANIZATIONS (VSO)

Student leadership organizations are an important part of our technical training. The C.P.I. offers its students the opportunity to join an organization that is directly related to their area of study. Each organization has established goals which strive to develop leadership abilities through participation in educational, career, community, recreational, and social activities. Each student is challenged to develop realistic career goals and to practice high standards in ethics, skills, scholarship and safety. The following organizations are available to the students of the Central Pennsylvania Institute.

FFA (Horticulture/Landscaping Students)
VICA - Vocational Industrial Clubs of America (Vocational and Technical Students)
NVTHS - National Vocational-Technical Honor Society

53. PURPOSES OF VOCATIONAL STUDENT ORGANIZATIONS (VSO)

To unite in a common bond all students enrolled at Central Pennsylvania Institute.

To develop leadership abilities through participation in educational, technical, civic, recreational and social activities.

To promote high standards in work ethics, workmanship, scholarship, self-discipline,

To promote high standards in work ethics, workmanship, scholarship, self-discipline, school pride, and responsibility.

To develop the ability of students to plan together, organize and carry out worthy activities and to resolve school related problems through use of the democratic process.

To foster a deep respect for the Dignity of Work and to acknowledge the importance of having a vocation.

To create among the community a sincere interest in and esteem for technical education.
54. **VOCATIONAL STUDENT ORGANIZATION REPRESENTATIVE ELIGIBILITY**

Eligibility to be elected as a shop representative:
1. Must have completed one full 9 week term in the shop they are representing.
2. Must have a "C" average or better as a shop grade for the last 9 week term completed.
3. May not have had more then one disciplinary violation for the 9 week term previously completed.
4. If a shop does not have a student who is eligible to serve as a student representative, that shop may choose a shop representative from an adjacent shop to serve as their representative. A shop representative may not serve more than two shops and has only one vote even though that student represents two shops.
5. The names of the nominees from each shop are to be submitted to the office to verify their eligibility before elections may be held.

55. **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:
THE CENTRAL PENNSYLVANIA INSTITUTE IS AN EQUAL OPPORTUNITY EDUCATION INSTITUTION AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, HANDICAP, AGE, OR RELIGION IN ITS ACTIVITIES, PROGRAMS, OR EMPLOYMENT PRACTICES AS REQUIRED BY TITLE VI, TITLE IX AND SECTION 504. FOR INFORMATION REGARDING CIVIL RIGHTS OR GRIEVANCE PROCEDURES AND SERVICES, ACTIVITIES AND FACILITIES THAT ARE ACCESSIBLE TO AND USABLE BY HANDICAPPED PERSONS, CONTACT GREGORY W. MICHELONE, EXECUTIVE DIRECTOR, CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY, 540 N. HARRISON ROAD, PLEASANT GAP, PA 16823. (814) 359-2793.

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STUDENT-PARENT HANDBOOK

Participating School Districts

Bald Eagle Area
Bellefonte Area
Penns Valley Area
CENTRAL PENNSYLVANIA INSTITUTE OF SCIENCE AND TECHNOLOGY
ADMINISTRATION

Dr. Gregory Michelone     Executive Director
Mr. Barry King       Director of Secondary Education
Mrs. Patti Weaver     Business Manager

INSTRUCTORS

Mr. Michael Bierly     Auto Body Technology
Mr. Bruce Baker     Culinary Arts/Food & Beverage Management
Mr. Terry Cooke     Masonry & Building Construction Technology
Mr. Edward Finnefrock     Welding & Metal Fabrication Technology
Mrs. Susan Glace     Medical Science Technology
Mr. Michael Holtzinger     Heavy Equipment Operation
Mrs. Brenda Keener     Early Childhood Education
Mrs. Linda Heverly     Cosmetology
Mr. Philip Heverly     CISCO Networking Academy
Mrs. Shawna McClusick     Cosmetology
Mr. Stephen Manbeck     HVAC/Plumbing
Mrs. Jessica Martin     Horticulture/Landscaping
Mr. Daniel Potutschnig     Precision Machine Technology
Mrs. Donna Ralston-Smolko     Graphic Arts/Publishing Technology
Mrs. Krista Renzo     Diversified Occupations (Co-Op.)
Mr. Zane Renzo     Building Maintenance
Mr. Roy Stewart     Protective Services
Mr. Douglas Stimely     Automotive Science Technology
Mr. William Weaver, III     Carpentry & Building Construction Technology
Mr. William Zimmerman     Diesel Equipment Maintenance & Repair Technology
INSTRUCTIONAL SUPPORT STAFF

Mr. Michael Callahan      Instructional Aide
Mrs. Sharon Cook      Instructional Aide
Mr. Douglas Dreibelbis     Computer Support
Mrs. Julie Harpster      Instructional Aide
Mr. Kerry Viehdorfer      Instructional Aide

OFFICE STAFF

Mrs. Theresa Brickley      Attendance Secretary
Mrs. Shirley Gross      Student Services
Mrs. Denise Shultz      Business Office
Mrs. Sondra Snare      Administrative Secretary

ADULT EDUCATION

Mr. Todd Taylor   Director
Mrs. June Irwin   Coordinator

DISTRICT INSTRUCTIONAL SUPPORT STAFF

Mrs. Susan Johnson   Bald Eagle Area
Mrs. Carrie Lee   Bellefonte Area
Mrs. Mary Creeger   Penns Valley Area

JOINT OPERATING COMMITTEE

Mr. Terry Alexander   Bald Eagle Representative
Mr. Jeffrey Turner   Bald Eagle Representative
Mr. Rodney Musser   Bellefonte Representative
Mr. Henry Yeagley, Chairman   Penns Valley Representative
To Be Named   Penns Valley Representative
Mr. Dennis Hampton, Treasurer   Non-Member
Mrs. Patti Weaver, Secretary   Non-Member

PROFESSIONAL ADVISORY COMMITTEE

Mr. Daniel Fisher   Superintendent
Dr. J. Thomas Masullo, Jr.   Bald Eagle Area School District
Superintendent
Bellefonte Area School District
Superintendent
and Superintendent of Record (CPI)
Superintendent
Penns Valley Area School District
PRINCIPALS

Mr. David Reicheldfer      Bald Eagle Area School District
Mrs. Ann Hutcheson      Bellefonte Area School District
Mr. Al D’Ambrosia      Penns Valley Area School District

GUIDANCE COUNSELORS

Mrs. Karen Morse      Bald Eagle Area School District
Mrs. Carol Tancibok      Bald Eagle Area School District
Mrs. Lois Todd      Baldwin Area School District
Mrs. Jeannie Burns      Bellefonte Area School District
Mrs. Pam Dunn      Bellefonte Area School District
Mr. John Wetzler      Bellefonte Area School District
Mr. William Bock      Penns Valley Area School District
Mrs. Ginger Veres      Penns Valley Area School District

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