



# STUDENT & FAMILY HANDBOOK 2023-2024



**MON VALLEY**  
CAREER & TECHNOLOGY CENTER

# **Mon Valley CTC 23-24 Student and Family Handbook**

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## **Mon Valley CTC Joint Operating Committee**

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*Barry Niccolai*

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*Charles Yakich*

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## **Mon Valley CTC Administration**

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Agriculture Technology .....	Matt Barber
Automotive Technology .....	Chris Mance
Carpentry .....	Jeremy Reppert
Computer Engineering .....	Rich Pastella
Construction Technology .....	Todd Etling
Cosmetology/Nail Care Tech/Esthetics.....	Debbi Walter
Culinary Arts.....	Terri Walter
Electrical Power Technology .....	Tom Porterfield
Emergency Medical Services .....	Adele Filek-Martin
Health Occupations.....	Amy Wise
HVAC-R.....	Brian McCorry
Multimedia Design .....	Tracy Hawkins
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Maintenance .....	John Cooper
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**For additional contact information, please refer to Mon Valley CTC's website at [www.monvalleyctc.org](http://www.monvalleyctc.org)**

## **Mon Valley CTC 23-24 Student and Family Handbook**

### **A message from the Director of Career & Technology Education:**

Dear Student and Family:

As the Director of Career and Technical Education, I would like to personally welcome you to the Mon Valley CTC family. At Mon Valley CTC we aim to continue the well-established tradition of providing high quality learning experiences for students attending our sending schools. Since our opening in 1972, we have prepared thousands of students that have become leaders in industry, business owners, and skilled craftsmen and women. Some graduate from Mon Valley CTC enter into the workforce, while others continue their education in trade schools as well as two or four year colleges and universities. By providing Career and Technical Education, we play a valuable role in the economic growth of our area. These are some of the reasons why I congratulate you on deciding to be a part of the Mon Valley CTC.

I challenge you to give your best effort in all of your assigned classroom and lab work. You can expect to be engaged in many educational areas whether it is academic or skill related, to prepare you for entry into college, or your chosen career field. Expect excellence from the faculty and staff to provide you with meaningful and relevant learning experiences. Our curriculum is rigorous and we have made a strong commitment to maintain a world class facility. I ask that you do your part and take care of our school as you are now a member of the Mon Valley CTC family. Again, welcome and let's have a great school year.

Sincerely,

*Neil F. Henahan*

Neil F. Henahan, Director

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## **SECTION ONE: GENERAL INFORMATION**

### **WELCOME**

The Administration and Faculty sincerely welcome you to Mon Valley CTC and hope that your educational experience will be positive and productive. By deciding to attend Mon Valley CTC, you have chosen to give yourself a competitive edge in your career field. A high school Career and Technical Education creates *Labor Market Advantage* for students when competing with others in the job market. We want you to benefit from the multitude of learning experiences offered.

The purpose of the student/parent handbook is to provide you with the information you will need to effectively participate in the educational process. You should expect to participate in a high quality learning environment that will challenge and provide you with Career Training that you can use throughout your lifetime. Our expectation is that you will be responsible, receptive, and respectful in following the rules and regulations of the school. This booklet should be used as a reference guide and includes information you may need to know to access our many programs.

Attendance and student conduct are important responsibilities for everyone. In order to get the most out of Mon Valley CTC, you must apply yourself and have good attendance. Mon Valley CTC challenges students to achieve the highest levels of academic, technical, personal, and workplace skills needed to be successful. The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the Administration. This information has been carefully prepared and presented so that it will be of great value in orienting new students and serve as a reference for advanced students.

Parent/Guardian interest and support from home is important to our students and greatly appreciated by Mon Valley CTC teachers.

This school exists primarily to support the students in acquiring and applying the knowledge and skills necessary for a meaningful life in today's complex society. The dignity and worth of the individual increases in relation to his or her ability to perform a useful service to society and any knowledge, academic or technical, is most valuable when practically applied. For these reasons, we believe that career and technology education provides variety and flexibility in opening doors to many challenging careers.

### **NOTE TO PARENTS/GUARDIANS**

This handbook is issued so that students and families become familiar with the general policies and procedures of the school. It contains information that should be known by all who are connected with Mon Valley CTC. At no time should you be in doubt of your child's progress. Parents and Guardians are notified of progress through report cards, special notices, online access, and direct contact by teachers. If you still have questions or feel that there has been a misunderstanding, please call the school at 724-489-9581.

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## **WHO OWNS THIS SCHOOL**

As part of Pennsylvania's System of Public Education in Washington and Westmoreland Counties, Mon Valley CTC is essentially owned by **ALL**. Mon Valley CTC is a part of the public school system. In essence, Parents/Guardians, businesses, and all individuals that pay taxes fund and thus own this school. It is operated by 6 school districts throughout Southeastern Washington County and Western Westmoreland County.

The operating school districts are:

- Bentworth School District
- Bethlehem-Center School District
- California Area School District
- Charleroi School District
- Monessen City School District
- Ringgold School District

## **Mission Statement**

To provide challenging and relevant education and training for all students by developing their career, technical, academic, and professional skills to promote lifelong advancement of individuals, families, and the workforce within our local communities.

## **Vision Statement**

To be the leader in innovative work force development by meeting the dynamic needs of business and industry through the development of student centered education, technical excellence, and citizenship.





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## **Beliefs**

At Mon Valley CTC, our approach to teaching and learning is founded on the following:

- High expectations and a positive attitude directly impacts the performance of young learners.
- Students make better career decisions when they are exposed to career education at an early age.
- The family's involvement is critical to a child's education.
- Quality schools provide an organized disciplined environment.
- Fiscal responsibility requires the prudent utilization of all resources.
- A student's academic skills are enhanced by participating in a performance based CTE program.
- Career and technical education should be presented as a viable option to every student.
- The teacher's role as a mentor is a vital part of quality career and technical education.
- Quality career and technical education requires collaboration between Mon Valley CTC and the sending districts.
- Students attending Mon Valley CTC develop good self-esteem, positive attitudes and sound work habits.
- Mon Valley CTC integrates academic, technical, and hands-on skills.

## **Goals**

At Mon Valley CTC we strive to:

- Provide all students, including the college bound, with career and technical education and training through studies and experiences in applied academics, skills and possibly work-based learning.
- Educate students with broad, transferable skills that will serve them well in the job marketplace and in their personal lives, regardless of the specific situations. Such skills will enable them to better cope with changing workplace requirements and the challenges of lifelong earnings.
- Develop cooperative education, apprenticeships and job placement programs to facilitate the best possible interface between education, training and performance on the job.
- Serve the community by implementing a model of continuous improvement using best practices and data to maximize industry and post-secondary partnerships to sustain viable programs.

### **COVID-19 Statement**

Mon Valley CTC is closely following evolving information regarding the coronavirus disease 2019 (COVID-19). The coronavirus is spread much like the common cold or flu, and the recommended precautions remain the same. MVCTC will be in full compliance with PA Department of Health orders and will work with students and staff to implement the MVCTC Health and Safety plan up to and including intervention when deemed necessary.

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## **WHAT IS A CAREER MAJOR?**

Students entering Career and Technical Education at the high school level make similar decisions to those entering post-secondary education. As students entering post-secondary education dedicate themselves to a specific “Major of Study”, so too must the twenty-first century Career and Technology student select a “Career Major”. The Career Major is a focus of study related directly to an “in demand” occupation emphasizing the skills necessary to enter the workforce or post-secondary education in the career field. Dedicating oneself to one of the thirteen Career Majors offered at Mon Valley CTC will give the student the ability to “drill down” into curriculum, gain “stackable” industry credentials and certifications, and afford one the ability to become a truly marketable “specialist” in their chosen field.

## **CTE CAREER MAJORS**

There are thirteen Career and Technology Education Career Majors at Mon Valley CTC. The curriculum for each program is designed for students to progress through approved tasks and corresponding theoretical activities. Mon Valley CTC provides opportunity for students to gain industry recognized certifications in respective programs. For a complete listing of all industry recognized certifications obtainable in each program, please visit the school’s website at [www.monvalleyctc.org](http://www.monvalleyctc.org). However, enrollment in a program does not guarantee certification.

The Career Majors offered at Mon Valley CTC are as follows:

### **Agriculture Technology** **Grades 10-12**

*CIP Code: 01.0201, 3 credits/year.*

An instructional program that generally describes the principles and practices of

agricultural research and production and may prepare individuals to apply such knowledge and skills to the solution of practical agricultural problems. This program includes instruction in basic animal, plant, soil science and mechanization, animal husbandry, plant cultivation, soil conservation and mechanical technology. Instruction may include an emphasis in aquaculture, hydroponics, food science and/or environmental science. This program includes instruction in processes, scientific principles and management decisions concerned with agricultural production of agriculture-related processing and storage techniques.

### **Automotive Technology** **Grades 10-12**

*CIP Code: 47.0604, 3 credits/year.*

This course offers the students practical instruction in the diagnosis and repair of all automotive systems and their components. It is designed to provide instruction in the theory and principles of the automobile engine, electrical circuitry, chassis, clutch, transmission, lubrication systems, electrical controls, and computerized controls. Students can train to become an automotive technician or focus upon an area of specialization such as 4-wheel alignment, electrical/electronic diagnosis, and others. The students are also afforded the opportunity to obtain the SP/2 Safety certifications and ASE Certifications prior to graduation.

### **Carpentry** **Grades 10-12**

*CIP Code: 46.0201, 3 credits/year.*

Students in this program will be prepared to interpret designs and specifications in order to build residential, commercial and industrial construction projects. Students learn to erect, install and repair structures using all types of construction material, as well as to estimate and select the specific

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materials needed for each project. Students learn to lay out projects using the framing square, transit and various measuring, cutting and assembling instruments. They also learn to apply interior and exterior finishes and to fit and install prefabricated cabinets, plastic laminates, floor and ceiling tiles, insulation, weather-stripping, finish hardware and locksets.

## **Computer Engineering Technology** **Grades 10-12**

*CIP Code: 15.1202, 3 credits/year.*

This course will cover computer repair basics and maintenance that will give students the knowledge to obtain entry level positions in the computer repair industry. With this training, students will understand the basics of computer repair and will be able to incorporate skills that they learned to troubleshoot hardware and software problems. Students will receive training in network wiring, configuration and Administration. They will also learn how to design and implement local and wide area networks. After completing this three-year course students will be able to take certification exams in Comptia A+, Comptia Network+, and Microsoft Certified Systems Administrator.

## **Construction Technology** **Grades 10-12**

*CIP Code: 46.9999, 3 credits/year.*

This course prepares students to apply technical knowledge and skills required for the design, development, installation, and erection of buildings and other structures. Students will develop technical and math skills required in all stages of the construction process including safety, blueprint reading, rough framing, door and window installation, stair construction, roofing and siding, basic wiring, design and layout, finishing and trim installations, as well as masonry, plumbing and HVAC.

## **Cosmetology** **Grades 10-12**

*CIP Code: 12.0401, 3 credits/year.*

Practical skills taught in the program include shampooing, cutting, wet setting, thermal styling, relaxing, coloring, permanent waving, manicuring, and giving facials. Included in the instruction are, management, marketing and public relations.

Students who successfully complete 200 hours are eligible to take the Pennsylvania State Board of Cosmetology Nail Care Technician Examination and become certified as licensed nail care technicians.

Student who successfully complete 300 hours are eligible to take the Pennsylvania State Board of Cosmetology Esthetician Examination and become certified as licensed estheticians.

Students choosing this course, who successfully complete 1,250 hours of instruction in this program, are eligible to take the Pennsylvania State Board of Cosmetology Examination and become certified as licensed cosmetologists.

## **Culinary Arts** **Grades 10-12**

*CIP Code: 12.0508, 3 credits/year.*

Culinary Arts is a course that provides practical instruction and applied theory to a broad range of skills concerning the selection, preparation and handling of foods. Skill development will center on: safety and sanitation, proper use and handling of food service tools and equipment, preparation of food, dining room service, buffet and banquet service, baking, meat cutting and basic management skills. Unlike the home economics courses offered by most high schools, the instruction and on the job training will be conducted in the school's fully equipped, commercial kitchen and restaurant.

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## **Electrical Power Technology**

### **Grades 10-12**

CIP Code: 46.0399, 3 credits/year.

The electrical technology program provides instruction on the installation of all types of wiring systems including residential, commercial and industrial facilities, as well as powerline technologies. Students will learn to layout, assemble, install, and test electrical components in wiring systems. The course also introduces students to basic robotic engineering, security systems and programmable logic controls (PLC's). In addition to training as a construction electrician, students will also receive competencies as a maintenance electrician, teaching them to maintain the equipment they install. Graduates are not only limited to building trade construction but they are also prepared to enter maintenance, and industrial electrical occupations. Seniors are given the opportunity to complete the first year of apprenticeship with the Associated Builders and Contractors.

## **Emergency Medical Services**

### **Grades 10-12**

CIP Code: 51.0904, 3 credits/year.

A program that prepares individuals, under the remote supervision of physicians, to recognize, assess, and manage medical emergencies in prehospital settings and to supervise ambulance personnel. Includes instruction in basic, intermediate, and advanced EMT procedures; emergency surgical procedures; medical triage; rescue operations; crisis scene management and personnel supervision; equipment operation and maintenance; patient stabilization, monitoring, and care; drug administration; medical terminology, legal and ethical aspects of health care and communications; identification and preliminary diagnosis of diseases and injuries; communication and computer operations; basic anatomy, physiology,

pathology, and toxicology; and professional standards and regulations..

## **Health Occupations**

### **Grades 10-12**

CIP Code: 51.9999, 3 credits/year.

The Health Occupations curriculum is a cluster program designed to introduce careers in health care. The Health Occupations core instruction includes planned courses in Health Care Careers, Safety Practices, Anatomy, Legal and Ethical Issues, Communications, Medical Terminology, Growth and Development, Nutrition, Infection Control, and Health Care Skills. Graduates of this program often pursue careers in nursing as well as in the rehabilitation fields such as physical therapy and occupational therapy. Students prepare and will have the opportunity to test for CPR Certification.

## **HVAC-R**

### **Grades 10-12**

CIP Code: 47.0201, 3 credits/year.

An instructional program that prepares individuals to apply technical knowledge and skills to install, repair and maintain commercial and domestic heating, air conditioning and refrigeration systems. Instruction includes theory and application of basic principles involved in conditioning of air (cooling and heating); filtering and controlling humidity; operating characteristics of various units and parts; blueprint reading; use of technical reference manuals; the diagnosis of malfunctions; overhaul, repair and adjustment of units and parts such as pumps, compressors, valves, springs and connections; and repair of electric/electronic and pneumatic control systems.

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## **Multimedia Design**

### **Grades 10-12**

*CIP Code: 10.9999, 3 credits/year.*

This program gives students the freedom to be creative, imaginative, and inspired artistically to design presentations for entertainment, industrial and commercial use. Students will learn to use digital and video cameras. Today's designers must be familiar with many forms of production, illustrative techniques, computer graphics and photography. From simple line drawings to computer generated imaging, the students create art that requires them to apply technical theory. Students will apply their designs on state-of-the-art equipment including digital printers, laser engravers, vinyl cutters, a sublimation system and embroidery machines. This program is designed to allow students to bring together many areas of creative graphic design and production technologies. The course content is designed to create animations, manipulate photographs, create pictures, presentations podcasts and websites using state-of-the-art Illustrator software. Both platforms of personal computers and Apple Macs are taught. Finally, students complete a digital portfolio showcasing their "best works".

## **Sports Medicine**

### **Grades 10-12**

*CIP Code: 51.2604, 3 credits/year.*

A program that prepares individuals to assist in rehabilitation services under the supervision of physical therapists, occupational therapists, speech-language pathologists, and other therapeutic professionals, and to perform routine functions in support of rehabilitation. Includes instruction in roles and responsibilities of rehabilitation providers, basic function of the human body, disabling conditions, therapeutic skills, client management, and communication skills.

## **Welding**

### **Grades 10-12**

*CIP Code: 48.0508, 3 credits/year.*

This is an instructional program that prepares individuals to apply technical knowledge and skills in a variety of metalworking occupations. Instruction includes welding and cutting processes; setting up and operating machine tools (precision machining); metal fabricating, forming and cutting machines; and assembling of metal products and structures. Instruction is also provided in the use of hand and portable power tools in making computations related to work dimensions, the physical properties of materials and other related instruction and skills associated with metalworking occupations. Metals are cast, formed, shaped, molded, heat-treated, cut, twisted, pressed, fused, stamped or otherwise worked upon.

## **CONTINUING EDUCATION**

The Continuing Education Department of Mon Valley CTC offers adult learners a variety of skills and training programs. Conveniently located within the local business and industry district, Mon Valley CTC provides high quality career training in a variety of programs that are in demand. Adults in the region receive specialized training to begin a new career or gain certifications. The programs are planned to provide training for individuals already working, as well as those who wish to gain new skills for a new career. To promote success, students are assessed for aptitude and interest prior to scheduling in a program area. Once scheduled, adult students are integrated with current secondary students where they have access to the latest teaching methods, technology, and curriculum. Adult students are monitored by the Coordinator for Continuing Education to provide support services and to monitor performance objectives progress. Training for adults

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can be short term or long term depending upon the skills students need to acquire for employment.

## **Flexible Scheduling**

Many of our career training programs are available in weekday and weekend sessions, making your career start, transition or advancement quick and convenient.

## **The Right Skills**

Your career training is practical, applicable, and places emphasis on skills that are in demand with employers and industries nationwide.

## **Placement Assistance**

Our staff will help you develop skills and a plan to help you secure the best job and thrive in today's market.

## **Continuing Education Enrollment Requirements:**

- Continuing Education students must have earned a High School Diploma or a GED to be enrolled during the regular school day.
- Adult students must undergo career/interest and academic assessment for placement purposes and complete all necessary forms and applications.
- In order to be scheduled during the regular school day, all adult students must produce recent (within one year) background checks required by the PA Department of Education for those who come into regular contact with school aged students.

The background checks required are as follows:

1. Pennsylvania State Police Request for Criminal Records Check (Act 34).
2. Department of Public Welfare Child Abuse History

Clearance (Act 151)

3. Federal Criminal History Record Information (CHRI) in a manner prescribed by the Department of Education (Act 24 FBI Clearance).
- All adult students must have secured funding to attend Mon Valley CTC.
  - All adult students are subject to and must demonstrate the ability to abide by all rules, regulations, and guidelines set forth by Mon Valley CTC and the Pennsylvania Department of Education in the same fashion as school aged students and may be subject to similar consequences.

## **PA DEPARTMENT OF EDUCATION PROGRAMS OF STUDY**

In accordance with the Carl D. Perkins Career and Technical Education Improvement Act of 2006, all postsecondary institutions receiving Perkins Funding are required to award **college-level credit or equivalent clock hours** to a matriculated student and apply that credit toward the completion of the approved Pennsylvania Department of Education (PDE) Program of Study, leading to an industry-recognized credential or certificate **at the postsecondary level, or an associate or baccalaureate degree.** The purpose of this agreement is to ensure that students make the transition from a school entity to another school entity, college or university or a business/industry without experiencing delays in or duplication of learning. This agreement sets forth the terms and conditions for the awarding of college-level credit or equivalent clock hours to students who complete the approved PDE Program of Study at a secondary school so that those students can seamlessly continue their education in a related Program of Study at a postsecondary institution.

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This agreement outlines the general conditions between secondary and postsecondary institutions.

The qualifications listed below allow students to acquire postsecondary education credits leading to an industry recognized credential or certificate at the postsecondary level, or an associate or baccalaureate degree. **Students may receive 9 credits or more from postsecondary institutions by meeting the following requirements:**

- **2.5 grade point average or above**
- **Obtaining Competency on the NOCTI test**
- **Graduation from High School**

## **Benefits of Programs of Study**

- Saving money on college tuition
- Saving time by shortening college attendance
- Getting on the right career pathway
- Entering the job market ready
- Ensuring a consistent education

## **MON VALLEY CTC COMMUNITY SERVICES**

The education of our students is paramount at Mon Valley CTC and is the school's primary focus. Due to the nature of technical curriculum, arrangements can be made to enhance student education through "real life" service and projects. Such services and projects require planning and must be directly aligned with the curriculum of the programs involved. All "outside school" projects and services must be approved or instituted through the Mon Valley CTC Administration.

Examples of outside projects and services are as follows but not limited to:

- Food Sales
- Cosmetology Salon

- Repair of items
- Construction of items
- Automotive repairs
- Development of artwork
- Off campus construction projects

## **Automotive Repairs**

Community members may arrange for automotive repairs by reporting to the Main Office to request repair service. An appointment may be arranged to speak with automotive personnel regarding the repair. All repairs must be aligned with student curriculum and approved by the teacher and Administration.

All Mon Valley CTC students, **including those enrolled in the automotive classes**, who wish to have repair work performed by **any** automotive program must have prior approval **before** bringing their vehicles onto school grounds. Teachers will work with administration to ensure live work meets curriculum needs in order to grant permission for repair work.

The following rules **will** be observed to have any repair work performed:

1. Students must obtain a pass from their teacher and report to the Main Office prior to scheduling any automotive repair.
2. Students will receive a pass to visit the appropriate program to talk to the teacher about the nature and scope of the repair work to be performed.
3. If the vehicle is accepted for repair work by the teacher, the student will report back to the Main Office to complete any necessary paperwork including a temporary driving permit if needed.
4. When all paperwork has been completely filled out and returned to the Main Office, the repair will then be scheduled. The student will be informed when to bring the vehicle onto school grounds for the repair work to be performed.

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5. Passengers **are not** permitted to ride with students bringing a vehicle in for repair work that have been issued a temporary driving permit.

## **Cosmetology Salon**

The Cosmetology Salon offers various services to community members and Mon Valley CTC students.

On days when salon services are being offered, the following procedures are to be followed:

- After signing in at the Main Office, visitors will be escorted to the Cosmetology Salon.
- Students scheduled for salon services must first obtain a pass from the Cosmetology teacher. This pass must be presented to their program teacher to obtain permission prior to receiving the salon services.

## **SECTION TWO: MON VALLEY CTC STUDENT SERVICES**

### **CAREER SERVICES**

Career Services are available to students that attend Mon Valley CTC. These include Cooperative (Co-Op) Education and Job Placement upon graduation. The Co-Op Coordinator supervises these services. All students must apply through their teacher and the Co-Op Coordinator.

### **Cooperative Education**

The Cooperative Education Program is a school-to-work initiative through which the employer and Mon Valley CTC work cooperatively to provide education and training to eligible students. Co-Op is for students enrolled in Grades 11 and 12 who have completed entry-level skills to industry proficiency and can be recommended for

employment by the CTE teacher. In all Co-Op placement arrangements, the employment must be related to the student's career course of study. Co-Op students can work a half-day for industry and complete academic subjects the other half-day at their respective sending school. The students must apply and be accepted into this program and must be able to benefit from it by furthering his/her knowledge of the trade.

To be eligible for the Cooperative Education Program, a student must meet the following criteria and be approved by the Cooperative Education Coordinator:

- A student must demonstrate entry level skills to industry proficiency
- A student must have good attendance
- A student must agree to participate in the NOCTI or other PDE approved test
- A student must have CTE teacher recommendation for Cooperative Education

Transportation to and from the work site is the responsibility of the student. In addition to technical competencies, a student must possess the personal characteristics required by employers, such as dependability, good attendance, professionalism, neat personal appearance, a desire to learn, initiative, honesty and courtesy. Personal qualities are crucial for successfully finding and keeping employment, even for students who possess technical skills. Students must receive pay from an employer that is equal to or greater than the minimum wage. Grades and attendance are kept in the usual manner. The employer furnishes most of the report grade during this period. Students who violate the Student Code of Conduct may be removed from the Cooperative Education program. Any exceptions with the respect to eligibility into the Cooperative Education Program are at the discretion of the Administration. The Administration at Mon Valley CTC will work in conjunction with the



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Administration of the sending school for final approval for admittance into the program. Additional information concerning the Cooperative Education Program or assistance with job placement may be found by contacting the Cooperative Education Coordinator, (724) 489-9581.

## **Job Placement**

Employers contact Mon Valley CTC regularly to seek applicants for positions within the training programs offered here. That information is passed along to both the CTE teachers as well as the Cooperative Education Coordinator. The Cooperative Education Coordinator will assist students in contacting employers related to student programs however; the obtainment of student employment is not the sole responsibility of the Cooperative Education Coordinator.

## **CAREER and GUIDANCE SERVICES**

An important component of a student's education is Career and Guidance services. The Mon Valley CTC Guidance Office stands ready to implement effective counseling techniques to assist all students in career and academic decision making, as well as, assisting students in negotiating difficulties throughout the school day. Students may schedule an appointment with the Career/Guidance Counselor during class time. Students may report directly to the Guidance Office in the event of a situation that requires urgent counseling assistance. Many times minor issues may be solved by a private discussion with your guidance counselor and/or teacher.

Some of the main areas in which you may need counseling are listed below:

- ✓ Educational planning (secondary students)
- ✓ Educational planning beyond graduation
- ✓ Career education materials and counseling

- ✓ Employment counseling
- ✓ Conflicts with other students
- ✓ Problems in class at Mon Valley CTC
- ✓ Personal problems

Guidance in career education is a function emphasized by schools throughout the United States. It is provided to help people select, develop skills, knowledge and attitudes in the chosen career most compatible to the interest and abilities of the individual and the needs of the world of work. Career education begins in grade one or earlier and continues throughout the adult years. The Guidance Office at Mon Valley CTC has materials that will assist students with their career and post-secondary plans.

The Guidance Office organizes career events throughout the year which gives students the opportunity to meet with representatives of a variety of employers, post-secondary trade schools and colleges, as well as the military.

## **SPECIAL EDUCATION SERVICES**

Mon Valley CTC offers a spectrum of services for every Special Education student enrolled in a CTE Program. Special educators work with sending schools to participate in meetings to ensure proper scheduling and supports. Students are assigned a certified Special Educator who assist students in classrooms and labs with the program teacher through the implementation of all supports and adaptations. Additionally, students have access to a learning resource area which is outfitted with an instructional area and technology to promote student success through remediation of CTE curriculum. The Mon Valley CTC Guidance Office is also available for counseling services.

## **STUDENT ORGANIZATIONS**

All students at Mon Valley CTC have the opportunity to participate in a student organization. These clubs are a co-

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curricular component of the school. Each organization is affiliated with a state and national chapter. These student organizations elect officers early in the school year and hold monthly meetings. An important aspect of student organizations is the development of leadership skills and improvement of technical skills through organized educational activities and instruction.

## **SkillsUSA**

SkillsUSA is the largest student organization in the school. It is composed of students from the different trade and industrial occupations. The various SkillsUSA activities help students develop leadership qualities through education, career and technical, civic, recreational and social activities. Excellence in scholarship and craftsmanship are developed through the local, state and national SkillsUSA leadership conferences and competitions.

## **NTHS - National Technical Honor Society**

The National Technical Honor Society (NTHS) is a national organization committed to the recognition of outstanding student achievement in career and technical education. NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. Students inducted into NTHS have earned America's highest award for excellence in career and technical education. Membership is open to eligible students from all career and technical program areas at Mon Valley CTC. To be considered for membership into NTHS the program teacher **must** nominate their student(s). Eligibility requirements for nomination into NTHS and maintaining active membership status are as follows:

1. The student nominee must be a second year student at Mon Valley

CTC and not be absent more than four (4) school days per marking period.

2. The student nominee must have and maintain a minimum 90 percent grade average in their CTE program.
3. The student nominee must demonstrate leadership skills, be responsible, hardworking, honest and dependable.
4. The student nominee must maintain a minimum academic grade average of a 'B' at their sending high school.
5. The student nominee must receive one or more teacher recommendations and administrative approval.

## **BotsIQ**

BotsIQ is an educational program that unleashes the creative potential of high school students in Southwestern Pennsylvania while exciting them about and preparing them for careers in manufacturing and related STEM fields. Through the BotsIQ program, students build 15-pound battling robots that compete annually at regional colleges.

## **Pennsylvania Skills Certificate**

The Pennsylvania Skills Certificate was created by the Pennsylvania Department of Education to recognize vocational technical students who have achieved advanced skills in their chosen technical area. The Department of Education requires all qualifying students completing their vocational training to take the National Occupation Competency Test Institute (NOCTI) Test or another approved test related to their program area. Students will be tested in two areas. The written test covers factual knowledge, technical information and the understanding of principles and problem solving related to their chosen CTE program. The performance test allows a student to demonstrate that they have the skills required to do the job.

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To earn the Pennsylvania Skills Certificate, students must achieve a high score on the NOCTI examination. Receiving a Pennsylvania Skills Certificate is one way that students can demonstrate proficiency as they attempt to earn an Advanced Skills Certificate with Distinction in their CTE program area.

## **Conferences with Mon Valley CTC Personnel**

A key component to student success at Mon Valley CTC is to communicate regularly with parents and guardians to solve issues as they arise. Mon Valley CTC teachers will contact parents by phone or email in order to work in conjunction in a positive manner to solve issues and promote student success. Any parent/guardian of a Mon Valley CTC student may call the Main Office to arrange a parent conference.

## **SECTION THREE: STUDENT RIGHTS AND RESPONSIBILITIES**

### **STATEMENT OF STUDENT RIGHTS**

The Joint Operating Committee of Mon Valley CTC recognizes the importance of maintaining the proper educational climate within the school. The committee also believes that the basic rights and responsibilities of all people must be recognized and guaranteed. Students do have rights. They have legal rights as persons and citizens not to be deprived of what the law provides. These rights include the right to an education, the right to reasonably express their opinion, and the right to be free from discrimination. They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process.

### **STUDENT RESPONSIBILITIES**

Student responsibilities include regular school attendance, conscientious effort in classroom and lab work, and conformance to school rules and regulations. Moreover, students share with the Administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to intimidate, harass, or threaten any member of the staff, student body, bus drivers or visitors or to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others. It is the responsibility of the students to conform to the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational process.
- Assume that until a rule is waived, altered, or repealed, it is in full effect.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Be aware of and comply with state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily, except when excused, and be on time to all classes

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and other school functions.

- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
- Avoid inaccuracies in student newspapers or publications, as well as, indecent or obscene language and dress.

## **Care of School Property**

Mon Valley CTC is foremost a secondary occupational training agency, but it is also used by adults and the community. A student's attitude is reflected in the appreciative care of the facilities. Students are to:

- Take pride in **your** Technology Center and respect equipment by using it in the proper manner following all instructions.
- Refrain from damaging or defacing the facilities.
- Report any damage to buildings and equipment to Administration or your teacher as soon as it is discovered.
- Report any damage resulting from accidents, carelessness and maliciousness.
- Stay out of areas where you have not been assigned.

## **Student Complaint Process**

Mon Valley CTC recognizes that students have the right to have valid complaints addressed. A complaint shall be one that arises from actions or situations that directly affect the student's participation in an approved educational program or general functioning at Mon Valley CTC. Students may report to the Main Office to register a

complaint with Administration. It is the duty of the student registering a complaint to refrain from exaggerating claims/incidents or providing false statements as this would be a violation of the Mon Valley CTC Student Code of Conduct.

## **SAFETY**

Safety is an extremely important part of instructional training in every program area. Safety is also an expected competency required by every employer.

Students may have the opportunity to use various hand tools and power equipment associated with his or her chosen occupational program at Mon Valley CTC. Appropriate instruction in the safe use and operation of identified tools and equipment is implemented and assessed for understanding before equipment is permitted to be used by students.

To make each parent/guardian and student aware of the importance of our safety program, we are asking both parent/guardian and student to read the Safety Pledge carefully. Safety is incorporated into all competency-based student material.

### **STUDENT/PARENT/GUARDIAN SAFETY PLEDGE**

- ☒ I will model, demonstrate, and obey all safety regulations in all CTE Programs and academic classes at Mon Valley CTC.
- ☒ I will not operate equipment or use tools without first obtaining permission from my teacher and having passed required operational and safety instructions
- ☒ I will report all injuries, however minor, to the appropriate authority figures at Mon Valley CTC.
- ☒ I will model, demonstrate, and obey all safety regulations while on the school grounds of Mon Valley CTC.

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- ☑ I will model, demonstrate, and obey all safety regulations while being transported to and from Mon Valley CTC and school functions.
- ☑ I will model, demonstrate, and obey all safety regulations while driving my vehicle to and from Mon Valley CTC.
- ☑ I will model, demonstrate, and obey all policies and regulations found in the Student/Parent/Guardian Handbook

## **Enforcement of Safety Regulations**

Although every precaution is taken to prevent accidents, due to the nature of the educational experience at Mon Valley CTC, a certain risk is involved. Therefore, student safety is a primary focus at Mon Valley CTC. Complying with teacher directives, safety rules, and equipment instructions significantly decreases the possibility of injury. Occupational Safety and Health Administration (OSHA) Standards, as well as all individual program safety rules and procedures, must be strictly followed when working in each program area. Teachers are asked to firmly enforce safety regulations at all times in their respective programs. In the interest of personal safety and the safety of others, students are required to obey all safety regulations at all times. Students who violate safety rules are in violation of the Mon Valley CTC Student Code of Conduct and subject to disciplinary action. Students who commit repeated or excessive safety violations may be removed from their program or withdrawn from Mon Valley CTC entirely.

In some programs students are required to wear quality eye protection, while in other programs standards are established regarding appropriate dress to ensure safety. The teacher has the right to ensure student safety by refusing to permit a student to work in program areas when safety is a concern. Moreover, students

may be subject to the Mon Valley CTC Disciplinary Student Code of Conduct for violation of safety rules, procedures, and regulations. The teacher may assign an alternative theory related assignment. Additionally, a student's daily grade may be affected by the violation of safety rules, procedures, and regulations. Other disciplinary actions may also apply including mandatory parent/guardian meetings prior to returning to class.

Examples of safety violations may be defined as but are not limited to:

- Lack of or refusal to complete necessary safety requirements.
- Improper use of, lack of, or refusal to use/maintain Personal Protective Equipment or Uniform.
- Failure to follow training/procedures when operating equipment or improper use of equipment.
- Reckless endangerment.
- Throwing of objects.
- Any behavior that places self or others at risk of injury, or causes/results in injury.

## **Safety Glasses:**

Students are required to wear industrial quality eye protection when a dangerous situation is created by:

- The use of hot liquids, solids, gases, caustic, chemical, or explosive materials.
- The milling, sawing, turning, shaping, cutting, grinding or stamping of solid materials.
- The tempering, heat treatment or kiln firing of metals and other materials.
- Gas or electric welding.
- The repairing or servicing of vehicles.
- Situations deemed necessary by any teacher. Teachers will determine when eye protection must be worn by any person in the program areas.

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Students in the following programs will be required to **always** wear safety glasses in the defined lab area:

- Agriculture Technology
- Automotive Technology
- Carpentry
- Construction Technology
- Electrical Power Technology
- HVAC-R
- Precision Metalworking & Welding

Students who wear prescription lenses while engaged in operations that involve eye hazards must wear eye protection that incorporates the prescription in its design, or wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

Students will use eyewear with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation. Wearing tinted lenses is not permitted unless directed by the teacher to protect from injurious light radiation.

Teachers in programs that are not listed above will determine when eye protection must be worn. Mon Valley CTC will provide one pair of approved safety glasses to those students who are required to wear them. Replacement safety glasses are the student's responsibility and may be purchased in the Main Office before or after class time. Replacement safety glasses purchased outside of Mon Valley CTC must also meet approved standards.

## **Additional Program Costs**

Compliance with the Occupational Safety & Health Administration (OSHA) standards is required in each program area which may incur additional cost to families. Program specific requirements may obligate students to purchase and wear safety-toed footwear, safety glasses, hard hats, work

uniforms and hair styles that will not create a safety hazard.

Uniforms and protective footwear are required in the following programs:

- Agriculture Technology
- Automotive Technology
- Carpentry
- Construction Technology
- Cosmetology
- Culinary Arts
- Electrical Power Technology
- Emergency Medical Services
- Health Occupations
- HVAC-R
- Precision Metalworking & Welding

Costs may vary depending on the exact uniform requirements. Students enrolled in Cosmetology are expected to pay \$400 for their kit materials, which includes all materials and supplies for Cosmetology, Nail Care Tech, and Esthetics. Students are responsible to clean and maintain their uniforms, shoes and equipment in each program. Additionally, students may be subject to restitution for damaged or stolen items/equipment.

## **SECTION FOUR: MON VALLEY CTC POLICIES, PROCEDURES, RULES AND REGULATIONS**

### **ACCIDENTS AND INSURANCE**

Most Career and Technical schools have excellent safety records and Mon Valley CTC wants to maintain the same high standards of safety. The potential for accidents is much higher in technical schools due to the daily use of current industry equipment. For the protection of students and their parents against the incurring of sizeable hospital bills in the event of an accident, it is strongly recommended that every student purchase some form of health and accident

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insurance. First preference would be to participate in your sending school student insurance plan, and second preference would be your individual home family plan. A student will not be denied participation in a program due to lack of insurance.

Although great effort is made to prevent injuries at Mon Valley CTC, it is inevitable that accidents will occur. Program safety instructions are provided and completed in every course at Mon Valley CTC. Any student excessively, willfully, or repeatedly violating safety procedures and policies is subject to disciplinary action and may be rescheduled at their respective sending school. The school is responsible only for immediate first aid. The Board of Education does not assume payment for any medical or hospital bill incurred as a result of an accident to the student at school. The parent or guardian is responsible for the payment of such bills.

Parents are responsible for medical coverage for their children. In case of an accident, no matter how minor, the student should report that accident to the teacher immediately. In the case of severe accidents or acute illness, Mon Valley CTC has an emergency response procedure to ensure emergency care will be given and the parents will be notified. Any student with a physical impairment should make this known to his/her teacher and guidance counselor.

### **MON VALLEY CTC ADMISSIONS PROCESS**

Free education in CTE programs is available for any regularly enrolled student from the six participating school districts. The placement of students will be the responsibility of the Guidance Office and Administration of Mon Valley CTC in conjunction with the guidance staff of each respective sending school.

It is further affirmed that all curriculum offerings, student organization memberships and student employment practices will be handled without discrimination based on sex, sexual orientation, race, color, religion, national origin or handicap. During the placement process, Mon Valley CTC takes into account student aptitude, interest, ability, attendance and past performance to be considered for admission into a program.

Mon Valley CTC ensures that all course (program) announcements, guidance material, brochures and similar materials originating from Mon Valley CTC will convey the philosophy of equal access to all students considering enrollment in its CTE programs.

Enrollment vacancies are based on the percentage of average daily membership in grades 9, 10, and 11. Mon Valley CTC has established eligibility criteria based on interest, aptitude, and attendance in order to predict an applicant's ability to succeed in a CTC program. Vacancies not filled by a school district may be distributed to another school district that has a waiting list of interested applicants.

### **ADMISSIONS REQUIREMENTS**

#### **Residence Requirements:**

To be eligible to attend Mon Valley CTC, a student must reside in a member school district with his/her parent or legal guardian. Any student whose parents move from the district during the 45 day period prior to the last day of the school year and desire to remain at Mon Valley CTC, will be permitted to continue in their program for the remainder of the year. **All nonresident students are required to pay tuition as established by the Joint Operating Committee annually.**

#### **Enrollment Requirements:**

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## **COMPULSORY ATTENDANCE**

Any student enrolling in a CTE program must have completed the ninth grade. Interested students need to consult their guidance counselor and follow any policies of their sending school district with regard to admission to CTE programs at Mon Valley CTC. The application process occurs during the spring of each school year for the following school year. Once students are accepted into a CTE program, they are expected to complete it. After the initial enrollment period, there is an open enrollment period starting August 1<sup>st</sup> thru September 15<sup>th</sup> in a CTE Program that has availability. Due to CTE curriculum scope and sequence, new enrollment will not be accepted after **September 15th, unless the student has received current career and technical education in the program curriculum requested. Any enrollment requests/special circumstances after the open enrollment date must be approved by Administration and may require additional information.**

Sending school and Mon Valley CTC staff work in conjunction with parents/guardians and students to properly assess student interest and abilities prior to enrollment in a program area. Once a student enrolls in a program he or she is expected to dedicate their efforts to the development of skills within the scope and sequence of the curriculum in his or her respective program. Therefore, transferring to a new program after **September 15th is not permitted.** However, on rare occasions, due to unforeseen circumstances, students may require a re-evaluation and a possible program transfer. In such situations, students may request career counseling from the Mon Valley CTC Guidance Office for re-evaluation and possible re-scheduling to a suitable program. All such transfers require career assessment, administrative approval, parental approval, and may require a parent conference and/or IEP meeting.

As we prepare students for the world of work, Mon Valley CTC places much importance on consistent attendance. Employers expect Mon Valley CTC students to be reliable and have a solid foundation of competent skills. As much of the curriculum builds upon itself and requires consistent lab work to develop competencies, absenteeism poses a particular challenge to Career and Technical education. Therefore, students who elect to enroll at Mon Valley CTC must do so with the understanding of the importance and expectation of consistent attendance. It is mandatory for all students of compulsory school age having a legal residence in Pennsylvania to attend a school in which the subjects and activities prescribed by the Standards of the State Board of Education are taught in the English language, except in situations found in sections 1327, 1327.1, 1329, and 1330 of the Pennsylvania School Code.

Titles 22 and 55 of the Pennsylvania Code and Title 24 of the Pennsylvania School Code, defines truancy as an unlawful (unexcused) absence from school. The Pennsylvania Department of Education (PDE) and all the schools of the Commonwealth of Pennsylvania are obligated to comply with state and federal requirements for student attendance and truancy.

The Administration of Mon Valley CTC defines truancy and habitual truancy as follows:

### ***Truancy:***

Unlawful (unexcused) absence from school beginning with the fourth accumulated unlawful absence during the school year.

### ***Habitual Truancy:***

Unlawful (unexcused) absence from school beginning with the seventh



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accumulated unlawful absence during the school year.

In order for students to realize the full opportunities and benefits of receiving career and technical training, students must not only be in attendance, but also be meaningfully connected to Mon Valley CTC. To achieve this end, there must be a collaborative effort across agencies, both at the state level and locally, to work with students and families to address the root issues that result in truant behavior. The Administration, staff, and faculty of Mon Valley CTC will work with parents, guardians, students, and sending school personnel to equitably and fairly resolve student absences as they occur during the school year.

## **DAILY SCHEDULE**

Mon Valley CTC is a “shared time” Technology Center and therefore has staggered arrivals and departures throughout the day. The arrival and departure schedule is developed in conjunction with the schedules of respective sending schools.

### **AM Session:**

**Arrival:** Mon Valley CTC’s morning arrivals begin at approximately 7:40 a.m. and continue until approximately 8:20 a.m. **Upon arrival students are expected to proceed directly to their program area and begin to work unless directed otherwise. AM Dismissals are scheduled per district and are indicated by a bell. Bell schedules are posted in each program area.** Teachers are to ensure students are aware of their dismissal times. Students are to leave program areas clean as directed by their teacher.

### **PM Session:**

**Arrival:** Mon Valley CTC’s afternoon arrivals begin at approximately 11:45 a.m. and continue until approximately 12:10 p.m. **Upon arrival students are expected to proceed directly to their program area and begin to work, unless directed otherwise. Students arriving early are to remain in the main Lobby Area until dismissed to class.**

**PM Dismissals are scheduled per district and are indicated by a bell. Bell schedules are posted in each program area.** Teachers are to ensure students are aware of their dismissal times. Students are to leave program areas clean as directed by their teacher.

## **ATTENDANCE PROCEDURES**

Attendance at Mon Valley CTC is an important responsibility that should be of concern to all students. Excessive absenteeism will have an impact on a student’s ability to succeed in their training program. Each day of absence will have a negative effect on a students’ grade, adversely affect their ability to accumulate hours for state licensing purposes and could prevent a student from achieving program certificates related to their training. In an effort to improve attendance and training in all programs the following attendance procedures have been implemented:

- Students are required to submit a written note signed by a parent or guardian explaining the absence upon their return to school. Teachers are required to collect and file student excuses with the Main Office every day. **If a student is eighteen years old and lives at home, a parent must sign his or her excuse.**
- Failure to bring in an excuse upon their

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return after **three (3)** school days will result in the student being given a reconciled unexcused absence. Students **cannot** make up work for an unexcused absence and the student is to be given a “0” for his/her work ethic (daily) grade for that absence.

### **Excused Absences**

Pennsylvania School Law broadly defines absences as excused when a student is prevented from attending school for mental, physical or other urgent reasons. Following the recommendations of the Pennsylvania Department of Education (PDE), **Mon Valley CTC considers illness, family emergency, death of a family member, medical or dental appointments, required attendance at legal hearings, authorized school activities and educational travel with prior sending district approval as lawful absences.** It is the responsibility of the Administration and attendance personnel of Mon Valley CTC to determine the validity of excuses and have clear written policies regarding student absences.

### **Excused Absences Requested by Sending Schools**

The Administration of each sending school district may excuse any student for non-attendance as per their respective school district’s policy. Such absences may be justified due to sending school testing, inclement weather, scheduled meetings, school emergency situations and other school-related activities. These absences will be categorized as **excused pending verification.**

### **Unexcused Absences**

Absences will be considered unexcused if they do not meet the criteria described in the section titled “Excused Absences” regardless of a note from a parent/guardian

and/or is not submitted **within three (3) school days** beginning with the student’s date of return. Student absences will also be listed as unexcused if **no written note** is provided by a legal parent or guardian for an absence. Unexcused absences are unlawful absences from school and are considered to be truant behavior. Each absence that has been resolved to be an unexcused absence will be reported to the parent or guardian and sending school district.

Attendance matters will be referred to the sending school district to develop and implement a Truancy Elimination Plan (TEP) and/or other appropriate actions as outlined by the sending district attendance policy.

### **Excessive Absences**

Once a student accumulates ten (10) days of **lawful or excused** absences in a school year, parents or guardians must submit a medical doctor’s excuse for ensuing absences involving medical or health reasons for the remainder of that school year. A written excuse from the parent/guardian will no longer be accepted. Failure to provide a medical doctor’s excuse for absences beyond ten (10) days will result in those absences being recorded as unexcused, truant or habitually truant as the situation warrants.

Students who miss **ten (10) consecutive unexcused** school days at Mon Valley CTC shall have their records referred to the Principal’s office for immediate referral for re-scheduling. Parents/guardians and sending school officials shall be contacted to discuss the appropriateness of the student’s enrollment at Mon Valley CTC. Moreover, students will be referred to their respective sending school district for further disciplinary action as set forth in the sending district

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attendance policy.

## **TARDINESS**

### **Arriving Tardy to Mon Valley CTC**

Due to transportation and scheduling issues that may arise, Mon Valley CTC Administration may adjust late/tardy and dismissal bells throughout the year. Students may arrive late to Mon Valley CTC for a variety of reasons. Private vehicles may not use the school driveway to discharge or pick up students unless the driver is a **parent or guardian** (or designee) of the student. **Private vehicles may only discharge or pick up secondary students outside the Main Office and must follow the following outlined procedures:**

### **Tardiness Classifications**

Students enrolled at Mon Valley CTC are expected to report at their pre-determined time as per sending school schedule. All students who report to Mon Valley CTC after **8:20 (AM session)**, and **12:10 (PM session)**, must report immediately to the Main Office to sign in and receive a pass to report to class. Tardiness may be classified as **excused** or **unexcused** according to the similar rules and procedures as full day absences.

**Excused Tardy:** Students who report to Mon Valley CTC after the beginning of their scheduled sessions **8:20 (AM session)**, and **12:10 (PM session)**, and are signed in by a parent/guardian, or provide a written excuse for their tardiness will be classified as an **Excused Tardy**.

**Unexcused Tardy:** Students who report to Mon Valley CTC after their scheduled session **8:20 (AM session)**, and **12:10 (PM Session)**, without a valid written excuse from a parent/guardian, prior notification to the Main Office, **or without** being signed in by a parent/guardian will

be classified as an **Unexcused Tardy**.

**\*\*No student is permitted to drive a vehicle on to Mon Valley CTC property without prior approval of the Principal. Students who do so are subject to the Mon Valley CTC Student Code of Conduct\*\***

When students are classified as Unexcused Tardy (unlawfully absent for a portion of a day), such portions may be accumulated and translated into equivalent days absent for closer monitoring of the compulsory attendance policy. Each tardy will be kept on record and will be handled as outlined in the Student Code of Conduct. Additionally, the sending school and parent/guardian will be kept informed of tardiness on a regular basis.

### **Excessive Tardiness:**

Any student recorded as reporting to Mon Valley CTC tardy three (3) or more times will be classified as demonstrating **Excessive Tardiness** and may be subject to the Student Code of Conduct. Moreover, students demonstrating Excessive Tardiness may have any further tardiness classified as unexcused.

### **Early Dismissal**

As student safety is a primary concern, students must follow strict procedures for early dismissals. A request for early dismissal must be submitted to the Main Office prior to the beginning of each session. If submitting a written note from a parent/guardian, it should indicate the time of and reason for dismissal, the individual who will be picking up the student if other than parent/guardian, the parent/legal guardian's signature, and a contact number. After verification for authenticity, students may be permitted to be picked up or drive off the premises. Students will not be dismissed early without prior confirmation.

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Parents/Guardians or specified adult, must sign students out in the **Main Office**.

## **Leaving School Building and Grounds**

As student safety is a primary concern, upon entering the Mon Valley CTC property students are not permitted to leave the building and grounds unless they have received prior permission from the Main Office. Such permission will be granted only when the request is authorized and arranged by a parent or guardian or sending school Administration.

In order to leave the Mon Valley CTC building or grounds, students must follow the previously **defined early dismissal procedures**. Students who leave the school grounds by means other than those arranged by their sending district, or documented and approved through the Mon Valley CTC Main Office, are subject to the Mon Valley CTC Student Code of Conduct.

## **Extended Medical Conditions**

Mon Valley CTC realizes that there may be an extended or on-going medical condition(s) that may adversely affect a student's attendance during the school year. In such cases, the parent/guardian, student, or sending school district are responsible for contacting Mon Valley CTC Administration as soon as possible. Extended medical conditions will be dealt with on an individual basis. A parent conference may be scheduled to address the specifics of the medical condition. Any necessary student services will be coordinated between Mon Valley CTC, the sending school district and, if needed, the attending physician.

## **BUS TRANSPORTATION**

Transportation to and from Mon Valley CTC is provided by the school district which each student attends. While traveling to

and from Mon Valley CTC, students are expected to abide by all of their school's bus riding rules and policies. Acts of misconduct committed on the buses to and from Mon Valley CTC will be addressed by the home high school Administration, the Mon Valley CTC Administration, or a combination of both. Students may only ride their assigned bus within their sending district. Only in rare or emergency circumstances and with proper school authorization, may a student do otherwise. To ride a bus other than the one assigned (within home district), a student must obtain clearance to do so from their sending school Principal. **STUDENTS ARE NOT TO RIDE A BUS TO TRANSPORT TO A DISTRICT OTHER THAN THEIR HOME DISTRICT.** Students who do so will be subject to disciplinary action as per the Mon Valley CTC Student Code of Conduct. In case a student misses a bus, only a parent/guardian or adult approved by the parent may drive that student to or from Mon Valley CTC.

## **COMPUTER/INTERNET USAGE POLICY**

The Joint Operating Committee supports use of computerized technology, the Internet, instructional software, and various computer programs in Mon Valley CTC's instructional and operational responsibilities. In order to provide opportunity for communications, access to information, research and collaboration, and to facilitate learning and daily operations, Internet users are expected to use the Internet as an educational resource. All school Internet and World Wide Web resources must be used appropriately and explicitly for educational purposes only. All Mon Valley CTC students and employees must abide by the Computer Usage Policy adopted by the Joint Operating Committee (see **Appendix C**).

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## **BYOD (Bring Your Own Device)**

### **AGREEMENT**

Mon Valley CTC is pleased to offer our students the opportunity to bring their own device to enhance and aid in their learning opportunities. Devices are to be used for instructional purposes only. We are dedicated to the support of appropriate technological resources and preparing our students for success in a competitive global electronic age. Access to these resources and understanding when and how these tools are appropriately and effectively used is imperative. Adherence to this agreement, as well as ALL applicable Mon Valley CTC policies, is necessary for continued access to the school's technological resources and each student's success.

- All rules and guidelines stated in the COMPUTER/INTERNET USAGE and ELECTRONIC DEVICES rules and regulations are applicable to the use of students' personal devices during school, on school grounds, or at any school related function.
- Mon Valley CTC has the right to confiscate any device that is used in violation of any rules contained in this agreement or policies; or that is used in violation of any instructions or directives by any teacher, administrator, or other person(s) who is in charge of a school function or activity. Confiscated devices shall be returned only to the student's parent or guardian and on such terms and conditions as shall be determined by Mon Valley CTC.
- Device care and security is the responsibility of the student. Mon Valley CTC is not liable for any device damaged or stolen. If a student is unable to supervise his/her own device, devices need to be locked in the individual student's locker. It is the student's responsibility to notify the Main Office if his/her locker is not working properly in order to safely secure the device when it is not being used.
- Students are not authorized to use other students' personal devices or permitted to allow others to use their personal devices.
- Students are not permitted to use the audio or video recording function of a device unless given express and specific permission in advance by a teacher or administrator and the individuals whose voices or activities are being recorded.
- Obscene language and/or inappropriate materials, including but not limited to screensavers, backgrounds, pictures and/or videos are strictly prohibited.
- Illegal use or transfer of copyrighted materials is strictly prohibited.
- Mon Valley CTC's filter will be applied to Internet connections and using any means to bypass the filter is strictly prohibited. If students access the internet through their personal data plan, it is with parental understanding that this is unfiltered access. However, while on school premises students are still required to follow this BYOD Agreement and all Mon Valley CTC rules and policies.
- Attempts made to bypass network security or gain unauthorized access is strictly prohibited.
- Access to network resources such as network drive space, printing, and shared public drives may not be possible from a personal device.
- Devices are to be fully charged prior to bringing them.
- Mon Valley CTC will not perform any device repairs or provide technical support beyond access to the Mon Valley CTC wireless network.

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- Personal Wireless/Bluetooth speakers are NOT permitted

## **PERSONAL APPEARANCE/DRESS CODE**

Appropriate dress and grooming habits are connected to the orderly operation of the school. The Mon Valley CTC Joint Operating Committee recognizes that each student's appearance and grooming reflects personal style and individual preference and does not wish to interfere with the right of students and their families to make decisions regarding their appearance except when their choices affect the educational program of the school, the general image of the school, or the health and safety of themselves and others.

As Mon Valley CTC seeks to prepare students for employment, proper dress and grooming are emphasized. The Mon Valley CTC Administration reserves the right to adjudicate any garment that is detrimental to the educational program of the school, the general image of the school, or the health and safety of students.

The Dress Code serves as a level of expectation for students; no regulations, however, are all encompassing. Students are responsible to dress and groom appropriately and will be held accountable if found in violation. If a student is uncertain as to the appropriateness of clothing for school wear, he/she should check with the Administration before wearing the clothing to school.

Mon Valley CTC recognizes that clothing trends are significant to all students as fashions evolve. Therefore, regulations regarding such trends may evolve with current fashions so long as they are consistent with sending school policies, and such fashions are not deemed detrimental to the overall school image, school safety, or educational program.

With respect to hygiene, students have the responsibility to keep themselves, their clothes, and their hair clean, especially in foods areas. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

Although the following is not all-encompassing, the guidelines regarding appropriate dress below are to be followed by all students enrolled at Mon Valley CTC.

### **Footwear**

1. Footwear must be worn at all times.
2. Footwear must be securely fastened.
3. No footwear is permitted which is a potential danger to any student.
4. No footwear is permitted which can cause damage to property.
5. Students are to abide by individual program policies regarding footwear as outlined in their scheduled program policies which may include safety/work boots.
6. Due to the variety of educational activities existing at Mon Valley CTC, there is an increased potential for students to incur injury from equipment. For this reason, shower shoes/"flip flops" are not permitted throughout the instructional day. If students are permitted to wear open toed shoes such as "flip flops" at their sending school, he or she may wear such footwear upon entering and exiting Mon Valley CTC. However, upon entering program areas students are to change into appropriate footwear in a timely manner as outlined per program policy. At no time should students be moving about the building in open toed shoes in construction or common areas during the instructional day.
7. Bedroom slippers, excessive platform or high heeled footwear are not permitted.

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## **Clothing**

1. Clothing that depicts, advertises or promotes any of the following is prohibited:

- Alcohol/drug use.
- Violence including depiction of weapons.
- Tobacco or tobacco/nicotine products.
- Profane language/communication.
- Ethnically/racially intimidating content/suggestion/symbolism.
- Obscene/sexual content/innuendo or suggestive language.
- Gang related activities including group colors or insignias, bandannas, and gang related clothing.
- Material/clothing displaying offensive suggestive connotations.
- Display of symbols or language referring to any of the above.

2. Other:

- Loose-fitting pants must be secured with a belt and must be worn at or above the natural waist.
- No undergarments are to be exposed.
- To avoid accidental tripping or falls, pant legs are not permitted to be worn below the student's footwear.
- The midriff, lower back, chest, sides of the body and/or undergarments may not be exposed during normal activity. Therefore, garments which are backless, strapless, sheer (see-through) are unacceptable.
- Any slits, holes and/or frays in jeans/bottoms should be below the fingertip length as outlined in "Shorts and Skirts" guidelines.

- Any slits, holes and/or frays in any clothing should be minimal in number, conservatively spaced, and should be within 3 inches in length. Holes should be within a 2 inch diameter.
- Torn clothing with excessive frays such as to cause a safety hazard is prohibited.

**\*\*The Mon Valley CTC Administration reserves the right to adjudicate any of the aforementioned items related to ripped and torn clothing\*\*.**

- Shirts and blouses must be properly buttoned, tied or otherwise secured.
- Clothing with writing across the buttocks is not permitted.
- Shorts and skirts/dresses must reach the length of the mid-thigh or the tips of the fingers when standing erect (whichever is longer).
- Tank tops must have shoulders that are at least 2 inches in width, and necklines must be no lower than the collarbone. Pajama bottoms, lounge pants, sleepwear and form fitting sweatpants are prohibited.
- Outerwear (coats) must be placed in the locker or on coat hooks during the school day.
- Stretch and spandex or clothing so tight as to be excessively revealing is prohibited.

## **Headgear/Coverings**

The wearing of hoods, or disparaging head coverings are prohibited inside the common areas of the building. Head coverings with the exception of hoods may be worn in class at the discretion of the teacher or if part of an approved uniform.

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## **Accessories**

1. Any accessory such as body piercing, jewelry with spikes, dog collars, wallet chains, chains worn as belts, that may cause injury or compromise health/safety to a student may not be worn.
2. Sunglasses are not permitted.
3. Any apparel, jewelry, accessory, body art, material, or manner of grooming is prohibited which by virtue of color, arrangement, trademark or any other attribute that denotes, advocates, or promotes any of the following:
  - Alcohol/drug use
  - Violence including depiction of weapons.
  - Tobacco or tobacco/nicotine products
  - Profane language/communication
  - Ethnically/racially intimidating content/suggestion/symbolism
  - Obscene/sexual content/innuendo or suggestive language
  - Gang related activities including group colors or insignias, bandannas, and gang related clothing
  - Displaying offensive suggestive connotations
  - Display of symbols or language referring to any of the above

If there is a question as to the appropriateness of dress, the building administrators will make the final determination. Students not conforming to the Dress Code will be subject to the Mon Valley CTC Student Code of Conduct.

## **STUDENT DRIVER/PASSENGER PRIVILEGES**

Transportation is provided by each

participating school district to and from Mon Valley CTC throughout the day. Therefore, there is no need for students to drive to or from Mon Valley CTC. There may be special circumstances relating to employment and proximity to Mon Valley CTC that require students to drive to Mon Valley CTC. Therefore, students who meet strict requirements may be permitted to drive personal vehicles.

A permanent "Driving Permit" will be issued to students who demonstrate the extreme need to drive related to employment. Each request will be given careful consideration and evaluation. Passengers in student vehicles are not permitted except by prior written approval from their parents, the parents/guardians of the driver, the Mon Valley CTC Administration, and the sending school Administration. All student drivers/passengers must fill out and submit a contract outlining rules and regulations pertaining to student drivers/passengers. No permits will be issued for vehicles that may cause damage (fluid leaks etc.), are deemed unsafe, or for motorcycles. Permits will be revoked for students violating any part of the driving/passenger rules/privileges and/or the Mon Valley CTC Student Code of Conduct.

A one-day permit (temporary) can be obtained at the Main Office for appropriate reasons only by a request from the student's parent and the student's sending school Principal **at least one day prior to driving**. A temporary permit will be issued to a student who presents a valid written request from a parent/guardian or the sending school Principal. Temporary permits will be issued from the Main Office for the following requests:

- Participation in sending school's activities or athletic events
- Medical or dental appointments
- Job interviews



## LEVEL ONE MISCONDUCT: Teacher Intervention

Violation Examples	Possible
<ul style="list-style-type: none"> <li>• Mild Noncompliance</li> <li>• Failure to follow class/CTE rules/procedures</li> <li>• Minor dress code infractions</li> <li>• Failure to dress/maintain required uniform</li> <li>• Tardiness to school, classroom, or program</li> <li>• Out of program/class without permission or in an unauthorized area</li> <li>• Mild disruptive/inappropriate/horseplay/running behavior</li> <li>• Failure to complete assignments/use time effectively/sleeping</li> <li>• Failure to follow the BYOD policy based on classroom/building rules and procedures</li> <li>• Public Displays of Affection</li> <li>• Any behavior which disrupts the educational process</li> </ul>	<ul style="list-style-type: none"> <li>• Individual student conference</li> <li>• Teacher reprimand/rule reminder/warning</li> <li>• Direct parent contact by teacher/parent conference</li> <li>• Change of work assignment (isolation/proximity control)</li> <li>• In-program alternative assignment/study</li> <li>• Progress report mailed home.</li> <li>• Loss of program/class privileges</li> <li>• Special written assignments</li> <li>• Referral to Guidance</li> <li>• Other best practice interventions</li> </ul>

## LEVEL TWO MISCONDUCT

Violation Examples	Possible
<ul style="list-style-type: none"> <li>• Repeated/excessive violations of Level I Misconduct</li> <li>• Deliberate and/or repeated failure to comply with the instruction/direction of a teacher or other staff member</li> <li>• Use of cell phones, or any type of personal electronic/communication device without permission</li> <li>• Communication of any type that promotes or relates to drug/alcohol use/promotion or gang related activity</li> <li>• Bullying/Cyber Bullying behavior</li> <li>• Cheating, lying and plagiarism or providing false information, withholding information</li> <li>• Unsafe Behavior</li> <li>• Contributing to a disturbance/conflict</li> <li>• Disruptive and/or aggressive behavior including yelling/physical contact</li> <li>• Violation of computer usage regulations</li> <li>• Persistent violation of general school rules/procedures/regulations</li> <li>• Driver/Passenger violation, Bus/Transportation violation</li> <li>• Violation of Dismissal Procedure</li> <li>• Use of Profanity</li> <li>• Littering</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to counselor/principal</li> <li>• Restriction from school activities/privileges</li> <li>• Confiscation of an object</li> <li>• Policy/Rules/Procedures Remediation</li> <li>• Behavior Contract</li> <li>• CTE Study</li> <li>• In-School Suspension (ISS) <u>at home school</u></li> <li>• Out-of-school suspension (OSS)</li> <li>• Withdrawal of bus riding privileges</li> <li>• Referral to outside agency or social agency</li> <li>• Administrative Reprimand</li> <li>• Grade Deduction</li> <li>• Corrective/Over Corrective Action</li> </ul>

## LEVEL THREE MISCONDUCT

### Violation Examples

- Repeated/excessive violations of Level I/II misconduct
- Belligerence/Insubordination, Disrespectful speech or actions, Open defiance of authority
- Fighting/aggressive physical contact
- Defacing/Destruction of school or personal property
- Student threats or Harassment/Bullying including Cyber Bullying, Ethnic Intimidation
- Misconduct on field trips or any school sponsored program involving students leaving the school
- Theft, Forgery, or related activity
- Leaving school property without permission
- Violation of Medication Procedure
- Excessive use of and/or directed profanity, obscene communication or behavior (including digital communication)
- Possession, use, or distribution of tobacco/nicotine products, e-cigarettes, vaporizers, etc.
- Safety violation, Excessive unsafe behavior
- Misuse of cell phones (unauthorized recording etc.)

### Possible Consequences

- Mandatory parent conference
- Out-of-School Suspension (OSS)
- In-school suspension (ISS) at home school
- Probationary status
- Restitution for damages
- Confiscation of contraband
- Criminal complaint filed at District Court
- Reschedule at Sending School

## LEVEL FOUR MISCONDUCT

### Violation Examples

- Repeated/excessive violations of Level I, II, or III misconduct
- Assault of students or staff
- Violation of Drug and Alcohol Policy
- Violation of Weapons Policy
- Bomb threats, or threats to the school

### Possible Consequences

- Immediate Suspension
- Referral to Local Police
- Expulsion
- Restitution for Damages
- Removal from Mon Valley CTC

\* The Mon Valley CTC administration retains the authority to classify any other behavior not listed in the previous four levels as misconduct. Students who are found to be in violation of these levels of misconduct may also face additional consequences as set forth by their sending school district policy.

\*\* The Mon Valley CTC administration has the authority to fashion appropriate disciplinary responses on a case-by-case basis. In fashioning a disciplinary response, the administration may take into account the student's prior disciplinary record, coordination/consultation with the sending school, and any other relevant and material facts obtained.

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- Repair work on cars
- Family situations/emergencies

Any abuse of temporary permits will lead to disciplinary action. Students who drive to school without prior permission from Mon Valley CTC, or transport themselves by alternate means other without approval from Administration, may be subject to disciplinary action. Driving is a **PRIVILEGE** not a right.

### **Procedures for Students Requesting Driving/Passenger Permits:**

1. Student driving/passenger application can be obtained from the Main Office.
2. Complete the form and return with signatures of parent/guardian, employer and sending school Principal.
3. Pay a user's fee of \$5.00 to obtain the permit. If lost, student is required to pay \$5.00 to replace.
4. There will be NO REFUNDS for students who lose their driving privilege for infractions.
5. PASSENGERS - Passengers must show extreme need for a permit and must follow the same application procedure. Written permission is required from both parents/guardians of the driver and passenger. Only 1 passenger allowed with any driver.

### **Driving Regulations**

**VEHICLES ARE SUBJECT TO RANDOM PLAIN VIEW SEARCHES. STUDENTS ARE HELD ACCOUNTABLE FOR ALL CONTENTS OF THEIR VEHICLES OR VEHICLES THEY HAVE DRIVEN OR RIDEN IN. \*\*\*BE AWARE OF YOUR VEHICLE'S CONTENTS\*\*\***

1. Students are only permitted to park in the Lower Student Parking Lot in their assigned parking slot unless otherwise directed. NO PASSENGERS are permitted to ride with student drivers

without written permission.

2. Parking permit must be hanging from the rear view mirror at all times when the student's vehicle is on school property. **Unauthorized vehicles may be towed at the owners' expense.**
3. Drivers must observe posted speed limits on all school property. Exiting buses and pedestrians take precedence over exiting student drivers. Unsafe driving practices will result in immediate loss of the driving permit.
4. Excessive absence, tardiness, or discipline referrals can result in the suspension or loss of the driving privilege.
5. Leaving the building before dismissal time and/or late arrivals without written authorization will result in a suspension or loss of the driving privilege.
6. The driving permit is NOT TRANSFERABLE. Students who permit others to use the permit will incur a suspension and loss of the driving privilege.
7. If, for any reason, (1) the sending school does not permit a student to drive to school, (2) the student is suspended from the sending school, (3) the student is suspended from riding the school bus, or (4) the student is expelled from the sending school, the student will NOT be permitted to drive to Mon Valley CTC.
8. Students may not operate or go to their vehicles during the session unless they have approval from their teacher and the Main Office.
9. **Arrival:** Student drivers are to arrive **according to their sending school schedule**, must sign in at the Main Office before reporting to class.
10. **Dismissal:** Student Drivers are dismissed from the lot according to their sending school dismissal times. Students are to exit the premises safely yet promptly upon dismissal.

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As with all violations of the Student Code of Conduct, students violating the driving rules and regulations will result in disciplinary action and/or suspension of driving privileges.

Additionally, unauthorized vehicles parked on school grounds will be towed at the owners' expense.

***Mon Valley CTC is not responsible for any damage done to vehicles while parked on school property.***

## **EMERGENCY DRILLS**

Emergency drills at regular intervals are required by law and are an important safety precaution to be prepared in the event of fire, severe weather, disaster, or other type of emergency. It is essential that when the first signal is given, all students follow the instructions given by the faculty/staff member assigned to them. Student cooperation is vital to being prepared for an emergency.

## **FIELD TRIPS**

Mon Valley CTC offers unique opportunities for students to participate in field trips. Field trips at Mon Valley CTC have different functions and students may be required to demonstrate varied skills or characteristics in order to participate. Mon Valley CTC field trips may include but are not limited to:

- Community service projects
- Skill competitions
- Educational field trips
- Job Shadowing

Students on field trips are a direct reflection of Mon Valley CTC and consequently, particular attention is given to both students who are scheduled to participate, *and* student conduct while on the trip. The following criteria are considered when

permitting students to go on field trips:

- Good academic standing
- Good attendance
- Career objective/Skill set
- A proven ability to consistently conduct oneself appropriately.

The Mon Valley CTC Administration reserves final ruling pertaining to a student's ability to attend any field trip. Student conduct on field trips is governed by the Mon Valley CTC Student Code of Conduct such student conduct is governed throughout the regular school day.

## **FOOD AND BEVERAGES**

Managing food and beverages within a school setting can become problematic as there is potential for illegal substances to enter the school in containers, and potential for littering increases. Given the busy and condensed schedule of Mon Valley CTC students, it is understood that with sending district approval, students may consume food and beverage on buses and therefore transport such items to/from Mon Valley CTC. Students must follow the following directions regarding food and beverage items:

- ✓ Students who have liquid containers (water/pop bottles) are to secure lids and place containers in book bags/lockers upon entering Mon Valley CTC.
- ✓ Additional food/beverage items are to be consumed prior to arriving at Mon Valley CTC, or placed in book bags/lockers upon entering Mon Valley CTC.
- ✓ No food items will be permitted which are deemed to cause a distraction to the educational process (i.e. fast food/pizza, etc.).

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- ✓ Students are not to be in the common areas of the school with food/drink items unless on a scheduled break with their program teacher.

Upon entering program areas/classrooms, teachers are to manage food and beverages according to their classroom rules. Failure to follow the aforesaid directions regarding food and beverage may result in disciplinary action.

## **FLAG SALUTE. PLEDGE. RELIGION**

It is the responsibility of every citizen to show proper respect for his/her country and its flag.

- (1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
- (2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. The student shall not be forced to participate in the Pledge of Allegiance or flag salute. A student choosing not to participate shall either stand or sit, remaining respectfully silent at all times. Furthermore, students have the right to refrain from participating in any form of religious activity.

## **FREEDOM OF EXPRESSION**

Students have the right to express themselves in an appropriate manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, is in violation of the Mon Valley CTC Student Code of Conduct, or interferes with another individual's rights. Students have the responsibility to obey the laws governing libel and obscenity, to be aware of the feelings and opinions of others, and to give others a fair

opportunity to express their views. Obscenity shall be defined as the use of expressions, words, actions, or pictures which are utterly devoid of redeeming social value. For further details regarding the freedom of expression, review the reference section of this handbook found in **Appendix A**.

## **MON VALLEY CTC GRADING POLICY**

Student grades are forwarded to the sending high school at the end of each grading period and reflected in sending school report cards. The final grade for each course is the average of the four quarterly grades. As Mon Valley CTC serves several sending schools, grades are typically due prior to sending school deadlines to ensure grades are properly reflected on sending school report cards.

**\*\*The student's final grade for the year will be the average of his or her four (4) nine-week percent grades. \*\***

A student earning a cumulative final grade point average below 60% will jeopardize their ability to return to Mon Valley CTC the following year and must receive the approval of the Mon Valley CTC Administration to re-enroll. In such a situation, a meeting of all stakeholders in the student's education may be required.

Teachers at Mon Valley CTC evaluate the individual progress of students according to the following grading scale:

Percentage	Rating	Grade
90-100	Excellent	A
80-89	Above Average	B
70-79	Average	C
60-69	Below Average	D
< 60	Failure	F
I	Incomplete	I

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## **Quarterly or Nine-Week Grades**

Throughout the school year students are constantly evaluated at three different levels. The three levels of evaluation are described in the following sections.

### **Work Ethics (Daily) Grade:**

Each school day, every student receives a “**Work Ethics**” or Daily Grade. Criteria that comprise these grades are safety, student behavior, preparation/participation, productivity or time on task, professional appearance and extra effort. The Work Ethics grade range is based on a 0 to 10 model that students may earn each day depending on how many criteria they satisfactorily meet. The Work Ethics grade comprises 34% of the quarterly or nine-week grade. It is important to note that poor attendance can have a negative impact on this grade. Each Work Ethics or Daily Grade corresponds to a rubric which defines work related behavior that constitutes and justifies the grade earned.

### **Skills (Task) Grade:**

Each program has a set of standards-based plans. A standards-based plan is an instructional system that is planned and managed by the teacher, based upon occupational analysis and clearly stated performance objectives that are deemed critical to successful employment as recommended by the occupational advisory committees. Occupational tasks recommended by an Occupational Advisory Committee must provide the basis for instruction. The instructional process must derive its content from the task performed in each occupation and job and provide for the assessment of student performance on the basis of preset performance standards.

Each program has identified performance objectives in accordance with criteria

developed by the CTC in cooperation with the Occupational Advisory Committee.

The performance objectives consist of the following three parts:

- A. The conditions under which the task will be performed—the materials and supplies provided.
- B. A description of the task (ie. Learning Guide)
- C. The standard for how well the task shall be performed (ie. rubrics, check sheets, scoring guides, etc.)

Grades that make up this section of the quarterly or nine-week grade are comprised of the evaluation and recording of occupational task activities that students are assigned during each marking period. Students perform assigned activities according to the standards-based plan for their program and are expected to use time efficiently and make constant progress during the marking period. The Skills grade range is based on a 0 to 10 model that students may earn for each assigned task. The total number of points which a student may earn in this category is based on the number of (tasks) activities assigned to the student during the marking period. The Skills grade comprises 33% of the quarterly or nine-week grade. Teachers will assign appropriate due dates for task completion. It is important to note that poor productivity can have a negative impact on this grade.

### **Knowledge (Test/Assignment) Grade:**

Periodically throughout the marking period, a student’s cognitive theory-based knowledge about various trade specific topics will be evaluated and recorded by the teacher. Examples of knowledge activities that comprise this grading area would include homework assignments, written assignments/assessments, presentations, quizzes, tests, mid-term

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and/or final exams and research activities. The Knowledge grade range is based on the actual points earned divided by the total accumulative points. The Knowledge grade comprises 33% of the quarterly or nine-week grade.

Throughout the school year, each program teacher must be able to substantiate all Work Ethics (daily) grades, Skills (task) grades, and Knowledge (test/assignment) grades that are recorded for each of their students during every grading period in a timely manner. As an aid to substantiate quarterly grades, teachers are required to update grade books weekly.

At the end of each marking period, quarterly and/or final grading reports will be issued to the appropriate sending school district.

**\*\*Failing quarterly grades below 50% must be approved by Administration\*\***

**\*\*On a case by case basis, Administration may review and alter student grades due to unforeseen student circumstances. \*\***

### **Due Dates and Grade Deductions for Late Work:**

Industry and post-secondary standards require that students use their time productively. The completion of assignments on time is paramount to student success. In order to prepare students for this, Mon Valley CTC teachers will assign appropriate due dates for assignments and tasks and communicate this to students. A grade deduction of ten (10%) per school day will be applied for assignments and tasks not completed and/or turned in by the specified due date.

### **Excused Absence “Make Up” Work:**

Students who miss school are responsible for requesting “Make Up” work assignments

upon return from absence. “Make Up” work is strictly student initiated. Students are expected to request assignments and/or schedule time with the teacher for hands-on tasks upon return. Students are expected to complete and/or turn in those assignments by Friday of the following week except in cases of extended illnesses. All “Make Up” work assignments are to be relevant to current instruction, directly applicable, and readily available. All exceptions must be approved by the Principal. A written or hands-on assignment will be arranged by the teacher for any student requesting “Make Up” work. **By performing “Make Up” work, students are able to make up the excused absence to obtain a work ethic (daily) grade up to a maximum 10 points for each day missed.**

In cases where the absence is in the last week of the grading period, an incomplete grade may be given. Students will have until the following Friday to make up lost work and/or time (see Incompletes).

### **INCOMPLETE GRADES**

A major course requirement not completed before the end of a grading period will result in an issuance if an incomplete grade for the grading period.

- The incomplete, for a major course requirement, must be explained in a letter sent to the parent.
- Any “I” grade for incomplete work/assignments must be completed and turned in by **Friday of the following week for grading**. Students will not receive credit for assignments turned in past this due date. Outstanding incomplete assignments will result in “0” points for those assignments and will be factored into the final grade.
- During the last marking period, a

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student must make up the work before the end of the school year. Students will not receive credit for assignments turned in past this due date unless approved by Administration.

Outstanding incomplete assignments will result in "0" points for those assignments and will be factored into the final grade. Failing grades will be no lower than 50% unless otherwise approved by the Administration. The Administration reserves the right to give final ruling regarding incomplete grades. Administration reserves the right to alter this policy as required.

## **Progress Reports**

The reporting of pupil progress to families is essential to student success, particularly with students who are struggling. At the onset of issues, Mon Valley CTC teachers will contact families via phone to provide information regarding student progress and collaborate to solve issues. A progress report may be mailed home at any time during the school year. Parents/Guardians may log on to the Mon Valley CTC Parent Portal to check on their child's grades.

As an additional safety net, Mon Valley CTC's learning facilitators and/or Guidance Office will discuss the unsatisfactory Student Progress Reports with their respective students to problem solve and resolve issues. Parent conferences may be scheduled when deemed necessary.

## **HALL PASSES**

While classes are in session, students should only be in the halls to run an errand, go to the restroom or for some other authorized reason. Anyone wishing to leave the program/classroom area during the session must have permission from the teacher. **In each case, the student must have an official hall pass from their**

## **assigned teacher or faculty member.**

Teachers are responsible for the whereabouts of students assigned to them during their instructional period and are required to know where their students are at any given time. Students are ultimately responsible for their conduct during times of indirect supervision.

Students are to sign out and indicate the accurate time he or she left the class or program area. Students who are deemed to be excessive or abusive in their use of hall passes will be subject to the Mon Valley CTC Student Code of Conduct.

## **LOCKERS**

Lockers are assigned to students at the beginning of each year to store personal items, clothing, and books. Students are to keep their lockers orderly. Students are to keep all jackets and book bags/large purses/bags in their lockers. Students will be issued a combination lock for the security of the items in the locker. Students are obligated to take proper care of the lock assigned. Students will remove all items from the locker at the end of the school year. Any items left in lockers will be discarded. Items of appreciable value such as expensive jewelry, sums of money, etc., should be left at home or kept on one's person at all times while at Mon Valley CTC.

Mon Valley CTC Administration shall have the authority to require students to submit to a thorough search of clothing, handbags, book bags, gym bags, purse, wallet, or any items contained in lockers, to take possession and adjudicate any unauthorized drugs, alcohol, stolen items, weapons or illegal materials suspected of being in their possession when Administration has reason to believe reasonable suspicion exists. Such searches shall be conducted with an appropriate witness, which may be a



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parent, guardian or staff member. Administration will attempt to notify the parent or guardian. Students who refuse to submit to a search can be detained for police investigation or parental intervention. Mon Valley CTC reserves the right to refer matters of such a nature to the police.

Mon Valley CTC is not obligated to insure the contents of lockers. Students are advised that such contents are not insured by the school against loss by theft, vandalism, fire or other casualty.

Students are held accountable for the contents of their locker's and therefore should keep their locker combinations confidential.

## **LOCKER SEARCHES**

Mon Valley CTC acknowledges the need for safe in-school storage of books, clothing, school materials, tools, and other personal property. As such, Mon Valley CTC may from time to time provide lockers, or other storage facilities (hereinafter referred to as "lockers"), for such use by students. All lockers are and shall remain the property of Mon Valley CTC. Students are merely being permitted by Mon Valley CTC to utilize the lockers.

Students shall have no expectation of privacy in their lockers. Any locker assigned to a student is subject to being searched at any time. Any locker assigned to a student is subject to being targeted for a physical search as a result of an unannounced, random detection of school lockers for dangerous devices or illegal drugs by mechanical means or the use of trained dogs.

Students are permitted to keep their assigned lockers locked against intrusion by other students, subject to the Mon Valley CTC having a duplicate key and/or combination. The fact that students are allowed to maintain locks on their lockers is

not to be interpreted in any manner as giving the students any expectations of privacy in their lockers.

No student may use a locker as a depository for a substance or object which is prohibited by law or school regulations and policies, or which constitutes a threat to the health, safety or welfare of the occupants of the Mon Valley CTC building or the building itself.

Any such materials may be used as evidence against the student in disciplinary proceedings, and may also be turned over to law enforcement agencies.

## **Locker Search Procedure**

1. The Joint Operating Committee hereby authorizes the appropriate Mon Valley CTC authorities to inspect a student's locker any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the school.
2. Prior to a locker search, the student shall be notified and be given an opportunity to be present. The Mon Valley CTC official, in the presence of the student and another member of the Mon Valley CTC staff, may search the student's locker.
3. In the case of an emergency wherein injury may occur, the locker may be searched without the student being present. When the Mon Valley CTC official has a reasonable suspicion that the locker contains materials, which pose an immediate threat to the health, welfare and safety of the school community, the student's locker may be searched without prior warning and without the student being present.
4. The Mon Valley CTC official shall be responsible for the safe keeping and proper disposal of any substance, object

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or material found to be improperly stored in a student's locker, unless a law enforcement officer has confiscated the contents. The Director or designee shall be responsible for the prompt recording, in writing, of each locker inspection, which record shall include the reasons for the search, persons present, objects found and their disposition.

5. Absent the existence of a search warrant, the Mon Valley CTC official may open a student's locker upon request of a law enforcement officer, provided the Principal or designee receives information from the officer that the locker contains illegal or hazardous materials, contraband, or any object or substance that possession of which is illegal. In such event, the search shall be conducted without the law enforcement officer and pursuant to the above procedures.
6. The Mon Valley CTC official shall open a student's locker for inspection on the request of a law enforcement officer on presentation of a duly authorized search warrant or on the intelligently and voluntarily given consent of the student. In such event, the Mon Valley CTC official shall not act as the student's informed adult for purposes of any Miranda warnings; rather, the official shall attempt to contact the student's parent or guardian.

The Mon Valley CTC is not obligated to insure the contents of lockers. Students should, therefore, be advised that such contents are not insured by the school district against loss by theft, vandalism, fire or other casualty.

Students shall be notified at least annually or more often if deemed appropriate by Administration, concerning the contents of the policy. Students shall also be required to sign a document indicating understanding of the aforesaid Mon Valley CTC locker policy.

### **LOST AND FOUND**

In keeping with good civility, students are to turn found items into the Main Office.

Doing so will also avoid accusations and consequences linked to theft of property. All lost items may be claimed at the Main Office during normal school hours. All lost articles will be kept by the Main Office until the end of the current school year.

Returned items must be verified by an administrator. At the end of the school year all unclaimed items will be disposed of in a manner determined by the school Administration.

### **MEDICAL HOMEBOUND INSTRUCTION**

As per PA school code: A school district, area vocational technical school, charter or independent school may provide students temporary homebound instruction for a period not to exceed 3 months. Students attending Mon Valley CTC are placed on homebound instruction through their sending school districts. Due to the competency based nature of curriculum at Mon Valley CTC, the Administration will review homebound student's enrollment after the allocated three month period for enrollment considerations. In medical homebound cases for students enrolled in Career and Technical Education, districts often provide instruction with supplemented Career Education theory based curriculum. Depending on the circumstances, as each medical homebound is unique with respect to the medical condition and program enrollment, Mon Valley CTC may provide supplemental instruction for students on medical homebound. Mon Valley CTC will work with sending schools, parents/guardians, and students to honor homebound instruction placement with the understanding that the case will be reviewed as per state guidelines. Students cannot earn hours towards certifications while receiving homebound instruction.

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## **MEDICAL TRANSPORTATION**

It is the responsibility of parents/guardians to provide transportation and necessary care of the student if the student becomes ill or injured (minor) on school property. For emergency medical situations, Mon Valley CTC Administration will arrange emergency transportation and care. Parents/Guardians will be notified as soon as possible after the child has been evaluated and cared for. Students may not be sent home without parental approval and no student may drive when excused for medical reasons unless verified parental consent has been obtained.

## **MEDICATION PROCEDURES**

The Administration of any student medication, ***both prescription and nonprescription or otherwise***, during school hours is strongly discouraged as there are many safety concerns regarding students carrying medication, forgetting to take medication, having an adverse reaction to medication, having medication stolen, and sharing/being solicited to share medications. For these reasons, Mon Valley CTC Administration prefers that, to the maximum extend medically possible, medications be administered at home under the supervision of parents/guardians. If a physician deems it medically necessary for a student to take medication, Mon Valley CTC requests that dosage times be arranged such that the medicine does not have to be administered at school. If deemed necessary by a physician that medications must be administered at Mon Valley CTC, **ALL** medications will be administered at Mon Valley CTC in a designated area of the Main Office, by or under the supervision of the school Principal, Administration, or the designee of the Administration, the parent/guardian, or designee of the parent/guardian.

The Principal and/or Administration may

investigate incidents in which students are observed or suspected to be in possession of, taking, possessing, or providing medication on their own without parent/guardian direction and/or school notification. Students who do not follow medication procedures will be subject to the Mon Valley CTC Student Code of Conduct. Under no circumstances without prior approval, should students have in their possession, take or provide **any** medications or supplements in pill, liquid form or otherwise (including generic headache medication) on Mon Valley CTC property and/or transporting such medications to or from Mon Valley CTC. Only through following the aforesaid medication procedures or in emergency situations, with the expressed permission from Mon Valley CTC Administration, should students have medication in their possession. For Example: Rescue Inhaler.

## **ADMINISTERING MEDICATION: PRESCRIPTION AND NON- PRESCRIPTION**

*The procedures for Administration and dissemination of prescription and non-prescription medication or any substance in pill, liquid, or any otherwise form is the same.*

- A "Student Medication Form" which must be completed by the student's parent/guardian and physician to include: name of student, name of medication, dosage prescribed, a request of the parent/guardian to have Administration/designees administer and monitor medicine, time to be given, duration of medication Administration, and physician's signature and date. This form can be obtained at the Mon Valley CTC Main Office.
- "Permission to Self-Administer" section of the form must be completed by the parent/guardian granting permission for

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medication to be dispensed to the student.

- Parent/Guardian must **supply and transport** medication in the original container. A prescription medication must be clearly labeled by the pharmacy or physician. The pharmacist can supply a second labeled bottle for school use.
- Non-prescription **medication must be supplied and transported by the parent/guardian** in a clearly labeled original container (directions must be visible).
- Written dated orders from the physician must accompany **ANY CHANGE** in the medication prescription.
- Parents/Guardians are responsible to monitor the number of doses provided and know when a refill is needed.
- If it is necessary for the parent/guardian to bring any medication of any type to their child during the school day without the proper documentation, it is the parent's responsibility to administer the medication in the designated Main Office area.

***\*\*All medications, prescription or otherwise, in any form (pill, liquid, or otherwise) must be delivered to the school by an adult.\*\****

### **Possession/use of Asthma Inhalers/Epinephrine Auto-Injectors**

The Mon Valley CTC Joint Operating Committee shall permit students in schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and school policy.

Before Mon Valley CTC permits students to possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Joint Operating Committee and Mon Valley CTC Administration shall require the following:

1. A written **request** from the parent/guardian that Mon Valley CTC complies with the order of the licensed physician, certified nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that Mon Valley CTC is not responsible for ensuring the medication is taken and relieving the Mon Valley CTC and its employees of responsibility for benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times medication is to be taken.
  - d. Length of time medication is to be prescribed.
  - e. Diagnosis or reason medication is needed, unless confidential.
  - f. Potential serious reaction or side effects of medication.
  - g. Emergency response.
  - h. If student is able to self-administer the medication.

A written request for student use of an asthma inhaler and/or epinephrine auto injector shall be submitted annually, along with required written statements, documents and updated prescription.

### **Students must demonstrate competency for self-Administration.**

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours at any time while on Mon Valley CTC property, during time spent traveling to and from Mon Valley CTC or participating in school sponsored activities. Violations of this policy shall result in loss of

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privilege to self-carry said medications and disciplinary action in accordance with the Mon Valley CTC Student Code of Conduct and Joint Operating Committee policy.

## **Special Medical Conditions**

Parents are encouraged to report any medical conditions to the Mon Valley CTC Administration. The information is vital if a medical emergency arises. It is vital information not only for the student but also for the medical or school personnel dealing with the emergency. Certain information may be shared with other staff members when the health personnel/Administration deems it necessary for the health and safety of the student. Otherwise, such information will be considered confidential.

## **PHOTO/AUDIO/VIDEO RELEASE**

Throughout the school year, Mon Valley CTC produces marketing pieces to promote the school. Pictures/video/audio are used within these promotional pieces. The forms of media are current and are of students demonstrating “workforce-related” activities. Parents/Guardians or eligible students may object to being involved with these forms of media, by informing the Mon Valley CTC in writing within thirty-days of the date of this publication. An additional Video Release form may be provided for specific projects.

## **PUBLIC DISPLAYS OF AFFECTION**

Good taste, social awareness, and common sense require that students keep any show of affection private. Furthermore, most people find it embarrassing to be subjected to the public demonstrations of others particularly when they are excessive. Thus, displays of affection are not permitted in school. Students failing to respect the request to refrain from such behavior and/or have repeated offenses of this nature may face disciplinary consequences.

## **STUDENT OBLIGATIONS**

Mon Valley CTC may issue educational materials and equipment that is required to be used by students in the learning process. It is the duty of each student to use these materials and equipment conscientiously. Students will be held responsible for damage to equipment or loss of issued books and tools. The names will remain on the school obligation list until restitution is made. If necessary, a civil complaint will be filed at district court against the student and their family to collect restitution.

## **STUDENT RECORDS**

Student records are collected and maintained to provide information to parents and students and other authorized personnel. They are also maintained to provide a basis for evaluation and improvement of school programs. The school has the responsibility to observe all laws applicable to student records, and provide for their security.

Mon Valley CTC is also responsible for the proper dissemination of information from records and forwarding records for official purposes to the sending school districts when appropriate. The school is authorized to collect, maintain, review, and grant access to these records to authorized persons within Mon Valley CTC and the student's sending high school personnel, but cannot release records to persons outside the school unless authorized by the parent or student in writing. At times **Directory information** about students is made available to appropriate entities so long as the student and parent/guardian have given the proper signed consent. The parent has the right to review their child's records and to know what information is kept.

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For more information regarding educational records and the rights of students and their families, please refer to **Appendix B**.

## **TEXTBOOKS/TOOLS/SUPPLIES**

Textbooks, tools, and supplies may be furnished by Mon Valley CTC for the purpose of instruction and learning. Damage to any item that has been issued to a student for educational purposes MAY result in the student and/or their family paying for the repair/replacement of the item. Certificates/diplomas may be withheld if a student owes an obligation. Students are **NOT** to remove issued tools or supplies from Mon Valley CTC. Students who do so will be subject to the Mon Valley CTC Student Code of Conduct which may include expulsion and criminal charges. If situations arise wherein items must be transported, parents/guardians are to transport such items. Situations may arise wherein students are given permission to transport items only with expressed permission of Mon Valley CTC or sending school Administration.

## **UNIFORMS**

Mon Valley CTC programs require uniforms which are specific to the student's program. Uniforms prevent ruining regular school clothes, and prepare students for the workforce. Students are expected to pay for their uniforms and care for them conscientiously. Dressing areas and lockers are provided for student's convenience and usage. Students are to use dressing areas provided in order to dress for their CTE program. Students should take their uniforms home at regular intervals for cleaning. Administration reserves the right to alter this policy as required.

## **VIDEO SURVEILLANCE**

For the safety of our students, staff and

community members, the Mon Valley CTC Joint Operating Committee authorizes a digitally monitored and recorded surveillance system to be employed throughout the interior and exterior of the school at all times. The Joint Operating Committee recognizes the value of utilizing electronic surveillance equipment in monitoring activity on school property to further protect the health, safety, and welfare of its students and staff. Moreover, video surveillance may be used to reinforce a positive school culture by enhancing the efficiency of disciplinary practices.

The Administration reserves the right to record, view, and store the recordings as the need arises to support any issues related to the operation of school. Persons employed by, enrolled in, or visiting Mon Valley CTC should do so with the expectation of no expectation of privacy with the exception of restroom and changing facilities. Mon Valley CTC observes FERPA guidelines for Video Surveillance.

## **VISITORS**

Mon Valley CTC policy is to accept only those visitors who have legitimate business to enter the school. As Mon Valley CTC is a working school environment, student safety and the provision of a learning environment free from distractions are our primary concerns. **All visitors entering the Mon Valley CTC property should do so with the understanding of “no expectation of privacy” and are subject to video surveillance.** All visitors are to abide by the following regulations:

- All visitors are to sign in at the Main Office and obtain a visitors pass.
- All visitors are to clearly display their pass while on Mon Valley CTC property.
- Visitors are not to visit program areas during instructional time unless they have a prior arranged appointment

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approved by the program teacher and have legitimate business.

- Visitors are to conduct themselves appropriately while at Mon Valley CTC.
- Parents/Guardians are always welcome but should arrange for an appointment if desiring to speak to Mon Valley CTC staff.
- Visitors/Customers having work done on their property/vehicles are not to be in instructional areas for lengthy periods of time. Arrangements to discuss repairs must be made so as to not distract from student instructional time.
- Potential students who wish to visit Mon Valley CTC program areas must have made prior arrangements with Mon Valley CTC Administration and Guidance Office, and have proper supervision while on Mon Valley CTC property.
- Visitors/Customers are expected to leave promptly when their business is completed. Any visitors/customers who are deemed to have no legitimate business or conducting themselves in a disruptive manner on Mon Valley CTC property will be directed to promptly leave, be escorted off the premises, or be referred to local authorities.

## **SECTION FIVE: STUDENT DISCIPLINE**

### **SCHOOL RULES**

All students that attend Mon Valley CTC have a responsibility to conduct themselves in a safe, responsible, and respectful manner. The Joint Operating Committee has the authority to make reasonable and necessary rules governing the conduct of students in school. The Joint Operating Committee's "rule-making" power, however not unlimited, must operate within statutory and constitutional restraints. The Joint Operating Committee has only those powers which are enumerated in the laws of the state, or which may reasonably be

implied or necessary for the orderly operation of the school. School rules are assumed to be "reasonable" until they are rescinded or waived. Students, therefore, are required to comply with all school rules and policies. Students may work through proper processes to address and provide input regarding the operation of Mon Valley CTC that they feel need revisited and possibly revised. Please refer to the center spread of this publication which depicts the Student Code of Conduct.

### **PHILOSOPHY OF DISCIPLINE**

The disciplinary process at Mon Valley CTC is guided by the following principles:

- Students who are actively engaged in meaningful instruction and activities, provided with prompt support and feedback, whose families are meaningfully connected to Mon Valley CTC, and are effectively monitored, are less likely to demonstrate behavior that is contrary to the policies and rules set forth by Mon Valley CTC.
- All students can follow rules and be respectful of the school and each other.
- Mon Valley CTC administrators do not stand alone in the disciplinary process.
- Discipline is a cooperative role among students, parents/guardians, teachers and administrators at Mon Valley CTC and the sending school. There is no sole responsibility.
- Proper discipline just doesn't happen; it is planned.
- Situations or circumstances mandate discipline commensurate with the infraction.
- Students with substantiated disabilities may have alternative discipline measures/outcomes.
- For **Level One** infractions, interventions are to be fully exhausted by the teacher and support staff, including involving parents/guardians,

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before moving to Level Two infractions (see Student Code of Conduct: center spread).

The discipline process ought not to become a cumbersome list of incidents. Discipline is to be dealt with in a positive light and should be the responsibility of all those who touch the lives of our youth. Families, teachers, administrators and representatives of social institutions most clearly fit this need and must be involved in the guidance of behavioral patterns that produce good citizenship. Students face many challenges each day as society has become more complex. Negative attitudes are easily developed and misconduct can often follow. During the secondary educational years, parents and educators may have less influence as compared to social influences; therefore it is necessary to have close coordination between the home and school when addressing student conduct. Difficult situations of discipline must involve the families and teacher in an act of cooperation. Every effort will be made to contact a parent so that discipline and/or problem solving will be more effective.

## **TYPES OF CONSEQUENCES**

### **Direct Contact with Parents at the Onset of an Issue:**

Mon Valley CTC teachers will contact parents/guardians by phone at the onset of issues in order to work in conjunction in a positive manner to solve student conduct issues.

### **Removal of Privileges:**

School privileges may be withdrawn at Mon Valley CTC for a designated period of time. These privileges can include (but are not limited to) extracurricular activities, field trips, work/cooperative education privileges, social events, and driving permits.

### **CTE Study:**

A student may be removed from a program area and assigned to a study area for a period of time. The student will be given the opportunity to make up work or demonstrate remediation of rules, or policies that govern the school and are applicable to the infraction. This type of disciplinary action is less severe than in-school suspension at the sending school; however, it is governed by similar regulations. **The authority to assign a student CTE Study for cause shall be vested in the Administration.**

### **Out of School Suspension:**

Out of school suspension means exclusion from **Mon Valley CTC and the sending high school** for a period of up to ten (10) consecutive days. Suspension may not run consecutively beyond the 10-day school period unless it is a severe violation and/or approved by the Joint Operating Committee or sending school district board. The parents and/or guardian will be informed of the action by phone and a written notice will be mailed. When a suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing to discuss the details pertaining to suspension. Prior notice to the parents of suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. Arrangements may be made for students to be given assignments to complete during suspension. After returning to the school from suspension, the student must request make-up work to earn credit for missed assignments.

### **Expulsion:**

A student may be excluded from Mon Valley CTC for a period exceeding ten (10) school days and, depending on the ruling, may be permanently removed from Mon Valley CTC. Expulsion can only be directed by the Mon Valley CTC Joint Operating



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Committee and/or sending school district board for just cause. Expulsion from Mon Valley CTC requires a prior formal hearing.

## **DISORDERLY CONDUCT**

**Crime Code Citation: §5503.**

**Disorderly conduct:** A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she:

- (1) Engages in fighting or threatening, or in violent or tumultuous behavior;
- (2) Makes unreasonable noise;
- (3) Uses obscene language, or makes a obscene gesture; or
- (4) Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

## **ASSAULT**

**Crime Code Citation: §2701.**

**Simple Assault:** A person is guilty of assault if he/she:

- (1) attempts to cause or intentionally, knowingly or recklessly causes bodily injury to another;
- (2) negligently causes bodily injury to another with a deadly weapon;
- (3) attempts by physical menace to put another in fear of imminent serious bodily injury; or
- (4) conceals or attempts to conceal a hypodermic needle on his person and intentionally or knowingly penetrates a law enforcement officer or an officer or an employee of a correctional institution, county jail or prison, detention facility or mental hospital during the course of an arrest or any search of the person.

**Crime Code Citation: §2702.**

**Aggravated Assault:** A person is guilty of aggravated assault if he/she:

- (1) attempts to cause serious bodily injury to another, or causes such injury

- intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life;*
- (2) attempts to cause or intentionally, knowingly or recklessly causes serious bodily injury to any of the officers, agents, employees or other persons enumerated in subsection (c) or to an employee of an agency, company or other entity engaged in public transportation, while in the performance of duty;*
- (3) attempts to cause or intentionally or knowingly causes bodily injury to any of the officers, agents, employees or other persons enumerated in subsection (c), in the performance of duty;*
- (4) attempts to cause or intentionally or knowingly causes bodily injury to another with a deadly weapon;*
- (5) attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member or other employee, including a student employee, of any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school while acting in the scope of his or her employment or because of his or her employment relationship to the school;*
- (6) attempts by physical menace to put any of the officers, agents, employees or other persons enumerated in subsection (c), while in the performance of duty, in fear of imminent serious bodily injury;*
- (7) uses tear or noxious gas as defined in section 2708(b) (relating to use of tear or noxious gas in labor disputes) or uses an electric or electronic incapacitation device against any officer, employee or other person enumerated in subsection (c) while acting in the scope of his employment;*
- (8) attempts to cause or intentionally, knowingly or recklessly causes bodily injury to a child less than six years of age, by a person 18 years of age or older; or*
- (9) attempts to cause or intentionally, knowingly or recklessly causes serious*

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*bodily injury to a child less than 13 years of age, by a person 18 years of age or older.*

If a student engages in misconduct that meets the definition(s), a criminal complaint will be filed at the local district court. There, they will face a summary charge(s).

## **USE, PROVISION OF, OR POSSESSION OF DRUGS AND/OR ALCOHOL**

The use, provision of, or possession of drugs and/or alcohol products or paraphernalia by students on any part of school property is strictly prohibited. This includes school activities, field trips, and other functions. Students in violation of this policy will be subject to the following actions:

1. Any student who is in possession of, uses, sells or provides, alcohol, drugs, drug paraphernalia or a substance with a mind-altering effect shall be suspended for three to ten (3-10) school days and may be referred to the Joint Operating Committee for a disciplinary hearing.
2. Any student who exhibits evidence of consumption of alcohol, drugs, or a substance with a mind-altering affect shall be suspended for three to ten (3-10) school days and may be referred to the Joint Operating Committee for a disciplinary hearing.
3. Any student involved in a second violation of provisions 1 or 2 above shall be subject to the sanctions of that provision and will face mandatory referral to the Joint Operating Committee for a disciplinary hearing.
4. Any student who is in possession of, sells or distributes/provides alcohol, drugs, or mind-altering chemicals shall be suspended for ten (10) school days and shall be referred to the Joint Operating Committee for a disciplinary hearing.
5. Any student who violates any of the provisions of this policy shall be referred

to the local law enforcement agency and shall be subject to criminal charges and sanctions.

6. Any student involved in any of the above named activities will be required to participate in assessment of the problem and comply with the recommendations based on the results of that assessment. In addition to actions taken by Mon Valley CTC, students in violation may be subject to disciplinary action through their sending school district. Students removed from attending the sending schools for expellable offences shall consequently be removed from attending Mon Valley CTC.

## **Investigation Procedures**

1. Every school employee and/or student who has knowledge of drugs or alcohol on or in school property, or has knowledge of persons under the influence of drugs or alcohol on or in school property shall immediately inform a school official, who will immediately notify the Director or his designee. The Director or his designee shall conduct an investigation.
2. A student who has knowledge of drugs or alcohol use or possession in or on school property shall be subject to disciplinary proceedings if the student does not report the same.
3. Upon reasonable suspicion that a student possesses drugs or alcohol or is under the influence, the Director or his designee will request that the student:
  - Voluntarily empty his or her pockets, and remove any coat, book-bag or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult.
  - Submit to a locker or vehicle search. Please see locker search procedures.
  - Submit to medical evaluation by a

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qualified professional to ensure proper vital functioning.

If the student resists such a voluntary search, the Director or his designee shall immediately summon the local police and request assistance. The parent or guardian of the student shall likewise be notified. School officials and administrators shall cooperate with the police investigation arising out of use/possession of drugs or alcohol on school property by a student. Upon the police hearing, however, under no circumstances shall the school official act as the student's informed adult in regard to any Miranda warnings. The school official shall also follow the procedures for student locker searches.

The student shall be returned to the sending school district for further disposition. The Administration shall cooperate in any due process proceedings and investigations that may be required by a member school district for purposes of the member district enforcing its disciplinary policy.

### **Penalties**

In the event the student is found to have violated this policy, the student may be subject to suspension and/or expulsion. Such penalties shall be given in conformance with informal due process proceedings required by law. Students removed from attending sending schools for expellable offences shall consequently be removed from attending Mon Valley CTC.

**Loco Parentis:** Teachers, Vice Principals, and Principals in the public schools have the right to exercise the same authority, regarding the conduct and discipline, over the pupils attending school during the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. School authorities' ability to stand in loco parentis over children does not extend

to matters beyond conduct and discipline during school and school activities. Generally, parents or guardians of students involved with use or possession of drugs or alcohol will be notified as soon as possible. School entities will document attempts made to reach the parents or guardians of victims, witnesses, or suspects of violations of this policy. There are exceptions to this generalization such as situations in which the parents or guardians may be co-suspects and situations in which notification may result in the destruction of evidence or the tampering of evidence or witnesses. Except in cases in which the suspected student has been injured and requires medical attention, the decision to notify the suspect's parents or guardian shall be a cooperative decision between school officials and law enforcement authorities unless immediate notification is otherwise required.

### **STUDENT USE OF PERSONAL ELECTRONIC DEVICES and/or COMMUNICATION DEVICES**

Mon Valley CTC Administration and Joint Operating Committee realize that the increase in student use of personal electronic devices has positive and negative consequences for the educational environment. For the purpose of clarity, Personal Electronic Devices (known as PED's) include, but are not limited to: cell phones, smart phones, laptops, Kindles, iPads, iPods, MP3 players, or hand-held gaming devices. Students who possess a PED are solely responsible for its care and Mon Valley CTC is not liable for the theft, loss, or damage of such property. The following guidelines apply to the use of PED's:

1. PED's are permitted to be used during transitional times in the halls and common areas, AND AT TEACHER DISCRETION FOR INSTRUCTIONAL PURPOSES IN THE CLASSROOMS. This privilege may be revoked at any time pursuant to a disciplinary violation, and as directed by a teacher/staff

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- member or Administration.
2. Bullying, inappropriate or harassing text messages, unauthorized video and/or sound recording, or photographing, accessing or sharing inappropriate or profane websites/material, and cheating are not permitted and will be dealt with under the Student Code of Conduct. Violations of this rule will result in disciplinary action, and possible law enforcement involvement.
  3. The open use of PED's is strictly forbidden in locker rooms and restrooms.
  4. Head phones must be used when listening to any PED device.
  5. PED's must be put away when testing or when in any testing area of the building.

## **Portable Storage Devices**

Students are not permitted to plug any portable storage device into a school computer. (i.e., USB jump drive) UNLESS DIRECTED TO DO SO BY A TEACHER as part of the instructional activities and outlined in classroom policies (see **Appendix C**).

## **Laser Pointers**

Students may not bring or be in possession of laser pointers during the school day or at school sponsored events. All other devices similar in nature cannot be used or brought into the school unless otherwise directed by a staff member.

## **Other Personal Electronic Devices**

This list is not all encompassing. Other electronic devices not discussed here are subject to this policy as determined by the Administration of Mon Valley CTC.

## **ELECTRONIC DEVICE CONFISCATION**

**ANY student that violates the BYOD Agreement and/or the Electronic Device Policy will have their personal electronic device confiscated and**

**turned into the office. Students may be required to perform review/remediation of policy in written form.**

**Parents/guardians will be responsible to come to Mon Valley CTC and pick up their child's personal electronic device. Electronic devices will only be returned directly to students if they have not been picked up by a parent within Thirty (30) calendar days. At the end of the school year, any items that have not been picked up will be discarded. Students who violate the Electronic Device Policy or are non-compliant, may be additionally subject to the Mon Valley CTC Student Code of Conduct.**

## **FIGHTING**

Fighting is not only contrary to good citizenship and conduct, it can cause lasting injuries. The possibility of injury is even greater in an industrial atmosphere where there are machines, sharp pointed materials and tools. Fighting is considered a most serious offense at Mon Valley CTC and will be dealt with by severe measures including suspension, expulsion, and may include a charge of DISORDERLY CONDUCT. Discipline with respect to fighting will be commensurate with the student's involvement in the incident.

## **HARASSMENT/BULLYING**

**Crime Code Citations: §2709.**

***Harassment:*** *A person commits the crime of harassment when, with intent to harass, annoy or alarm another person:*

1. *Strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same;*
2. *Follows the other person in or about a public place or places;*
3. *Engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose;*

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4. *Communicates to or about such other persons any lewd, lascivious, threatening or obscene words, language, drawings or caricatures;*
5. *Communicates repeatedly in an anonymous manner;*
6. *Communicates repeatedly at extremely inconvenient hours; or*
7. *Communicates repeatedly in a manner other than specified in sections (4), (5) and (6).*

If a student engages in misconduct that meets this definition, a criminal complaint will be filed at the local district court. There, they will face a summary charge(s).  
(See **Appendix D** for Bullying and Harassment)

**Bullying:** MVCTC is committed to providing a safe, positive learning environment for all students. MVCTC recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the MVCTC prohibits bullying (includes cyber-bullying) by all students.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. MVCTC prohibits all forms of bullying by students and encourages students who have been bullied to promptly report such incidents to the building administrator or designee.

MVCTC directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Bullying (includes cyber-bullying) means an

intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Bullying (includes cyber-bullying) is when:

1. There is intent to harm - the person who bullies appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior and;
2. There is intensity and duration - the taunting continues over a period of time, and is not welcomed by the target.

### **THREATS**

Mon Valley CTC prohibits violence, threats and other behaviors that put students, staff or the public in danger. Any threat toward another person, student or staff member will be taken "SERIOUSLY". Students are responsible for all spoken words in the educational setting. There will be NO DEFENSE such as "I was just joking or didn't really mean it" etc. **THREATS WILL BE TREATED AS THOUGH THE ACTION IS PLANNED OR ABOUT TO TAKE PLACE.**

Threats can be verbal or written or may include gestures or any other actions that express violence or danger. Threats made on school property, school buses or school bus stops, field trips or any location under the supervision of Mon Valley CTC will be acted upon. Students making threats will be subject to disciplinary action. Punishment could include ten (10) days out of school suspension or expulsion from

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Mon Valley CTC and/or prosecution.

Any student who violates this policy, **including students who make threats to themselves**, will be required to seek professional counseling at an approved mental health facility before being allowed back into classes at Mon Valley CTC. Prior to re-entry into classes, a parent conference must take place and evidence must be produced that an evaluation occurred. When threats meet the definition of Disorderly Conduct or Harassment, a criminal complaint can be filed at the local district court. Students will face a summary charge(s).

## **USE OR POSSESSION OF TOBACCO/NICOTINE PRODUCTS**

The use or possession of tobacco/nicotine products (without certified medical consent) by students on any part of school property is strictly prohibited. This includes school activities, field trips, vehicles, and any other functions related to the school. Students in violation of this rule will be subject to the following actions:

1. Use or possession of tobacco/nicotine products will result in the issuance of no less than 3 days out of school suspension. In some cases, additional days of suspension may be applied.
2. Use of tobacco/nicotine products can result in the issuance of a non-traffic citation, which will be referred to the local district justice for prosecution. Parent notification and/or parent conference will follow.
3. Any student acting as a lookout for those using tobacco/nicotine products will be subject to suspension including parent notification and/or conference.
4. Tobacco/nicotine products will be confiscated by any teacher or administrator from students possessing them.
5. Repeat offenders will be dealt with more

severely by Mon Valley CTC, district justice and may be subject to a ten (10) day suspension or removal.

6. Students suspected of possession/use of tobacco/nicotine products may be subject to investigation procedures.

## **WEAPONS/VIOLENCE POLICY**

It is a misdemeanor of the first degree for any person to possess a weapon in the buildings or upon the grounds of any public elementary or secondary school. Pursuant to Pennsylvania Act 26 of 2015, Act 30, and Act 36, local educational agencies must adhere to certain discipline and reporting requirements in the event a student is in possession of a weapon.

The Federal Gun Free Schools Act provides that no local educational agency may receive federal financial assistance unless it has in effect a policy requiring the expulsion from school for a period of not less than one (1) year of any student who is determined to have brought a firearm or explosive device to school. The Guns Free Act requires that when any local educational agency requests financial assistance it must assure that the local educational agency has in effect such a policy. Therefore, Mon Valley CTC has adopted the following policy:

### **Prohibition:**

Students are prohibited from possessing a weapon:

1. In/On Mon Valley CTC buildings/grounds;
2. In any conveyance (including private vehicle) providing transportation to or from Mon Valley CTC;
3. At any school function, activity or event whether or not held at Mon Valley CTC; or
4. While the student is on his/her way to or from school.

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## **Definitions:**

A **Weapon** shall include, but not be limited to, any knife, cutting instrument, cutting tool, nun chuck sticks, brass or metal knuckles, firearm, shotgun, archery equipment, rifle, look-a-like gun, chemical agent such as mace, explosive device, tasers/personal protective devices, and any other tool, instrument or implement capable of inflicting serious bodily injury. **The aforesaid description pertains to all “look-a-like” weapons particularly when brandished in a threatening manner.**

Any previously defined weapon possessed and used in conjunction with a lawful supervised school activity or course with legitimate educational purpose shall be permitted. A weapon does not include any device which is authorized by the school for legitimate educational purposes, such as tools, scissors, compasses, pencils, implements for art class and the like. Any student however, using such an object in an aggressive, threatening and/or intimidating manner or possessing / removing / concealing the aforesaid items without the consent of Mon Valley CTC and sending school authorities, shall be considered in possession of a weapon.

**Firearm** is defined as the following:

- Any weapon, including a starter gun, which will, or is designed to or may readily be converted to expel a projectile by the action of an explosion/pressure/coil or any other propulsion device;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device.

**Destructive Device** is defined as any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any device similar to any devices described above.

A student is in **possession of a weapon** for purposes of this policy when the weapon is found on the person of the student, in the student's locker, in a student's vehicle or otherwise under his or her control while the student is on school property, on property being used by the school or at any school event held away from the school, or while the student is on his/her way to or from school.

## **Investigation Procedures**

Every school employee and/or student who has knowledge of a weapon being impermissibly on or in school property, or the brandishing of a weapon shall immediately inform a school official, who will immediately notify the Director or his designee. The Director or his designee shall conduct an investigation.

A student who has knowledge of a weapon being in or on school property shall be subject to disciplinary proceedings if the student does not report the same. Upon reasonable suspicion that a student possesses a weapon, the Director or his designee will request that the student submit to a search voluntarily. The student will empty his or her pockets, and remove any coat, book-bag or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult. It is noted that rules and regulations of the State Board of Education provide that reasonable force may be used by the teachers and school authorities to obtain possession of the weapons or other dangerous objects.

If the student resists such a voluntary search, the Director or his designee shall immediately summon the local police and request assistance. The parent or guardian of the student shall likewise be notified. School officials and administrators shall cooperate with the police investigation arising out of possession of a weapon on school property by a student. Upon the

## **Mon Valley CTC 23-24 Student and Family Handbook**

police hearing, however, under no circumstances shall the school official act as the student's informed adult in regard to any Miranda warnings.

The school official shall also follow the procedures for **student locker searches**. The student shall be returned to the home district for further disposition. The Administration shall cooperate in any due process proceedings and investigations that may be required by a member school district for purposes of the member district enforcing its disciplinary policy and any compliance with Act 26 of 2015, Act 30, and Act 36 and the Gun Free School Act.

When applicable pursuant to Act 26 of 2015, Act 30, and Act 36, the Director or his designee shall report the discovery of the weapon to local law enforcement officials.

### **Penalties**

In the event the student is found to have violated this policy, the student may be subject to suspension and/or expulsion. Such penalties shall be administered in conformance with informal due process proceedings required by law. Students removed from attending sending schools for expellable offences shall consequently be removed from attending Mon Valley CTC.

In the event the student is found to have a firearm, destructive device or weapon on school property, said student shall be removed from Mon Valley CTC's program for a period of no less than one (1) year and possibly longer with respect to enrollment deadlines/availability. Such penalty shall be administered in conformance with formal due process proceedings required by law. The Joint Operating Committee may upon recommendation of the Director issue lesser discipline on a case by case basis.

**Loco Parentis:** Teachers, Vice Principals, and Principals in the public schools have the right to exercise the same authority,

regarding the conduct and discipline, over the pupils attending school during the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. School authorities' ability to stand in loco parentis over children does not extend to matters beyond conduct and discipline during school and school activities.

Generally, parents or guardians of students involved in acts of violence or possession of weapons will be notified as soon as possible. School entities will document attempts made to reach the parents or guardians of victims, witnesses, or suspects of acts of violence or the possession of a weapon. There are exceptions to this generalization such as situations in which the parents or guardians may be co-suspects and situations in which notification may result in the destruction of evidence or the tampering of evidence or witnesses except in cases in which the suspect student has been injured and requires medical attention. The decision to notify the suspect's parents or guardian shall be a cooperative decision between school officials and law enforcement authorities unless immediate notification is otherwise required.

### **Written Statements**

In order to keep the most accurate and consistent information, students may be asked to provide written statements pertaining to incidents in which they may be involved in.



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## **APPENDIX A**

### **FREEDOM OF EXPRESSION**

The right to print and distribute literatures provided for by the First Amendment to the U.S. Constitution. The 1<sup>st</sup> Amendment gives students the right to publish and to distribute expressions of their opinions. In our constitutional system students may not be regarded as closed circuit recipients of only that which the state chooses to communicate. (*Tinker vs. Des Moines Independent School Districts*, 393 U.S. 503, 1969) The U.S. Supreme Court has said this right was fashioned to assure a free interchange for the bringing about of political and social changes. This constitutional right does not depend upon the truth, popularity or social usefulness of the ideas which are offered. However, some types of communication do not belong to the intellectual content and truth-seeking rights which the First Amendment protects. Rather, they belong to a separate realm of impulse, passion and desires. (*New York Times vs. Sullivan* 376 U.S. 354). This latter realm has a large range, as large as that of the former. It stretches from the area of sexual titillation to that of personal vengeance and includes statements, which are obscene, libelous, or equivalent to falsely crying fire in a crowded theater. Statements such as these latter types are given no protection under the constitution and are often against the laws. These principles shall be considered in rules hereafter set out.

Students shall have the right to publish and distribute literature including, but not limited to, newspapers, handbills, leaflets, and pamphlets as a means of expressing their opinions. Students who publish and distribute such literature (whether school sponsored or not) shall have the responsibility of following all rules of good journalism, and shall refrain from using libelous or obscene statements, and shall be held responsible for any such statement. Prior to the distribution of such literature, a

copy of the item to be distributed shall be submitted to the Director for approval. Recognizing the student's right to distribute such material, approval shall not be denied unless it clearly contains libelous or obscene statements or would cause substantial disruption to the educational process of the school.

#### **Freedoms of expression, other means:**

Students shall have the right to express themselves by the wearing of buttons, badges, arm bands bearing slogans, sayings, etc., except that which the school Director/Administration may restrict such uses if they fall within the aforesaid prohibitions.

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## **APPENDIX B**

### **FERPA NOTICE**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within forty- five (45) days of the day Mon Valley CTC received a request for access and thirty (30) days for special education students. Parents/guardians or eligible students may at any time submit to Mon Valley CTC's Administration a written request that identifies the record(s) they wish to inspect. The Administration will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. Parents/guardians or eligible students may ask Mon Valley CTC to amend a record that they believe is inaccurate or misleading. They should write to the Mon Valley CTC's Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Director decides not to amend the record as requested by the parent/guardian or eligible student, the Mon Valley CTC will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits Mon Valley CTC to make disclosures without consent to school officials with legitimate educational interests. A school official is a person employed by Mon Valley CTC as an administrator, supervisor, teacher, or support staff member; a similar school official at your sending school district; a person serving on the Joint Operating Committee; a person, company, or governmental agency whom Mon Valley CTC has asked to perform a special task (such as an attorney, auditor, medical consultant, therapist, or law enforcement agency). A school official has a legitimate educational interest if the school official needs to review an education record in order to fulfill his or her professional responsibility. The Mon Valley CTC may also disclose education records without your consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The office that administers FERPA is:
  - Family Compliance Office
  - U.S. Department of Education 600 Independence Avenue, SW. Washington, DC 20202-4605

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### **NOTICE OF INTENT TO DISCLOSE DIRECTORY INFORMATION**

you have any questions regarding this FERPA notice, please contact the Administration at (724) 489-9581.

- FERPA also permits the Mon Valley CTC to release designated Directory information without your prior consent, unless you notify the School, in writing, that you do not want any or all of these types of Directory information released without your prior consent.
- Mon Valley CTC has designated the following as "Directory information":
  - ✓ STUDENT'S NAME
  - ✓ ADDRESS
  - ✓ TELEPHONE LISTING
  - ✓ DATE and PLACE of BIRTH
  - ✓ MAJOR FIELD of STUDY
  - ✓ DATES OF ATTENDANCE
  - ✓ GRADE LEVEL
  - ✓ PARTICIPATION IN
  - ✓ OFFICIALLY RECOGNIZED ACTIVITIES
  - ✓ DEGREES, HONORS and AWARDS RECEIVED
  - ✓ MOST RECENT EDUCATIONAL AGENCY OR INSTITUTION ATTENDED

Parents/guardians or an eligible student may object to the release of any or all Directory information by informing Mon Valley CTC in writing within thirty-days (30) of the date of this publication. Failure to object within the designated time period waives the right to object to release of above listed Directory information.

### **MILITARY RECRUITERS - FERPA**

Federal law requires Mon Valley CTC to give military recruiters access to names, addresses and telephone listings of all secondary school students. A secondary school student or the student's parent/guardian may request that such information not be released to a military recruiter without prior written consent. Such a request will be honored by Mon Valley CTC if made, in writing, to the Director. If

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## **APPENDIX C**

### **COMPUTER USAGE POLICY**

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

As a public school entity receiving federal funds, this policy is also required for purposes of complying with the Child Internet Protections Act (CIPA) and regulations adopted by the Federal Communications Commission (FCC).

### **DISCLAIMER**

The electronic information available to students and staff does not imply endorsement by the school of the content, nor does the school guarantee the accuracy of information received. The school shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is received via the Internet. The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **NO EXPECTATION OF PRIVACY**

There is no expectation of privacy for any user of Mon Valley CTC's computer network, including Internet access and e-mail. Users shall have no expectation of privacy in anything created, stored, sent or received on a school computer.

Mon Valley CTC retains the right, but not the duty, to randomly or specifically monitor without prior notice any person's use to ensure that the computer network is being used properly, to ensure that it is used in compliance with CIPA, to prevent waste and misuse, for purposes of maintenance, and/or with reasonable suspicion to

suspect misuse of the computer network. This monitoring includes accessing files and communication. The school reserves the right to log network use and to monitor fileserver space utilization by school users.

### **PRIVILEGE/NOT A RIGHT**

The Joint Operating Committee establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use may result in cancellation of those privileges and/or appropriate disciplinary action.

### **CIPA COMPLIANCE**

The Joint Operating Committee establishes that any information that is obscene, pornographic or harmful to minors, all as defined by the Child Internet Protections Act (CIPA), is inappropriate for access by minors.

The administrative Director or designee shall be responsible for implementing technology and procedures to determine whether the School's computers are being used for purposes prohibited by law or this policy. The procedure shall include but not be limited to:

- Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, pornographic, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Joint Operating Committee.
- Maintaining and securing a usage log.
- Monitoring online activities of minors.

### **DELEGATION OF RESPONSIBILITY**

Administrators, teachers and staff have a professional responsibility to work together

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to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. The administrative Director and designees shall have the authority to determine what inappropriate use is.

### **PROHIBITIONS**

All users are expected to act in a responsible, ethical and legal manner in accordance with school policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

- Unlawful activity
- Commercial or for profit purposes
- Non-work or non-school related work
- Product advertisement or political lobbying
- Hate mail, discriminatory remarks, and offensive or inflammatory communication
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
- Access to obscene or pornographic material
- Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Joint Operating Committee policy (i.e. Drugs, Alcohol, Guns, Weapons, etc.)
- Inappropriate language or profanity
- Transmission of material likely to be offensive or objectionable to recipients
- Intentional obtaining or modifying of files, passwords, and data belonging to other users
- Impersonation of another user, anonymity, and pseudonym
- Fraudulent copying, communications, or modification of materials in violation of copyright laws
- Loading or using of unauthorized games, programs, files or other electronic media
- Disruption of the work of other users
- Destruction, modification, abuse or unauthorized access to network hardware, software and files (i.e. hacking)
- Quoting of personal communications in a public forum without the original author's prior consent
- Unauthorized disclosure, use and dissemination of personal information regarding minors
- Chat rooms and Instant Messaging software
- The use of hardware and/or software including: internet web pages and programs to by-pass network security (i.e., proxy servers).
- **Social Networking:** Students are strictly prohibited from interacting with other individuals via social networking websites and chat rooms. Moreover, students will be held responsible for any and all comments posted on social networking sites particularly when they are negative in nature, and directed or insinuated towards fellow students and/or Mon Valley CTC.
- **Cyber Bullying:** Mon Valley CTC recognizes the potential for social networking and electronic communication to be used as a form of harassment and/or bullying. Students are prohibited from using social networking and electronic communication to intimidate, bully, threaten, or harass individuals, whether it is specific or insinuated in language. Students will be held responsible for any and all comments communicated electronically particularly when they are negative in nature, and directed or insinuated towards fellow students and/or Mon Valley CTC.

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In emergency situations students may be permitted to use electronic communication. Student users shall not use electronic communication without receiving specific authorization from a faculty member or administrator.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

## **SECURITY**

System security may be protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the system, the following guidelines shall be followed:

- Users shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged in under another student's or employee's name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- Network accounts shall be used only by the authorized owner of the account for its approved purpose.
- Network users shall respect the privacy of other users on the system.

## **COPYRIGHT/SOFTWARE**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

## **INTERNET CONDUCT AGREEMENT**

The following agreement summarizes the aforesaid policies:

1. The Internet is a worldwide telecommunications network. There are thousands of resources on the Internet. Libraries, government agencies, universities, discussion groups, software, technical information, e-mail, and many other things are among the resources that can be accessed from the Internet. Your student account lets you use these resources. Therefore, you are required to read this policy and have the proper signatures in order to continue to use the Internet. Using the Internet is a privilege and you are expected to use the Internet in an honest way. Remember, your account associates you with Mon Valley CTC. Do **NOT** use your access in any way which could reflect poorly on yourself or Mon Valley CTC.
2. Mon Valley CTC can and will monitor your use of network resources. Monitoring will include tracking the amount of time you spend using various resources.
3. Students are expected to exercise responsible behavior when on the Internet.
4. This includes, but is not limited to, being courteous, following the rules set up by other groups, using the Internet as a resource tool, avoiding inappropriate language, staying on task, etc.
5. Accessing or using someone else's network account is **not** acceptable.
6. Accessing and/or changing features of the computer, the computer network, or network security is **not** acceptable.

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7. Representing another person's work as your own is **not** acceptable.
8. Using your access for non-school related activities is **not** acceptable.
9. Using unauthorized copies of commercial software is **not** acceptable.
10. Copying software provided by Mon Valley CTC is **not** acceptable.
11. Using your access for commercial purposes is **not** acceptable.
12. Seeking unauthorized access to any resource is **not** acceptable.
13. Downloading or purposely accessing inappropriate material is **not** acceptable.
14. Bypassing or disabling any network filtering mechanisms that are used is **not** acceptable.
15. Using social networking websites on the Mon Valley CTC network is **not** permitted except with the express permission and monitoring of Mon Valley CTC staff as part of the curriculum.
16. Students are prohibited from using social networking and electronic communication to intimidate, bully, threaten, or harass individuals, whether it is specific or insinuated in language.
17. Violating the above guidelines and prohibitions will result in losing your access privileges and may result in disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

### **CONSEQUENCES FOR INAPPROPRIATE USE**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. The network user shall also be responsible and adjudicated for illegal use of the network, intentional deletion or damage to files of data belonging to others, and copyright violations.

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## **APPENDIX D**

### **PROHIBITION AGAINST BULLYING POLICY**

#### **PURPOSE:**

Mon Valley CTC is committed to providing all students and employees with the right to a safe and civil educational environment, free from harassment, intimidation and/or bullying. The Joint Operating Committee recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Joint Operating Committee prohibits bullying and all associated bullying behavior by students.

#### **DEFINITION:**

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the intent or effect of:

1. Substantially interfering with a student's education;
2. Creating a threatening environment; or
3. Substantially disrupting the orderly operation of the school.

Bullying as defined in the policy includes cyber-bullying and any form of ethnic/racial intimidation. School setting means in the school, on school grounds, time traveling to and from school, or any activity sponsored, supervised or sanctioned by the school. Bullying or cyber-bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Bullying may include acts that occur outside of school if those acts are intentional, electronic, verbal or physical,

are directed at another student or students, are severe, persistent or pervasive, and have the effect of (i) substantially interfering with a student's education; (ii) creating a threatening environment; or (iii) substantially disrupting the orderly operation of the school.

#### **AUTHORITY:**

The Joint Operating Committee prohibits all forms of bullying by students. The Joint Operating Committee encourages students who have been bullied to promptly report such incidents to the administrator or designee. The Joint Operating Committee directs that complaints shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

#### **DELEGATION OF RESPONSIBILITY:**

The Director of CTE shall promulgate rules and regulations for bullying in accordance with the Student Code of Conduct. The Director, in cooperation with appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Operating Committee.

The Administration shall annually provide the following information with the Safe School Report:

1. The Joint Operating Committee's Bullying Policy
2. Report of bullying incidents
3. Information on the development and implementation of any bullying prevention or education programs.



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## **GUIDELINES:**

The Student Code of Conduct shall contain this policy and be disseminated annually. This policy shall be accessible in every classroom and shall be posted in a prominent location within each school building and on the website.

## **Complaint/Investigation Procedures**

1. A student shall report a complaint of intimidation, bullying behavior, repetitive bullying or cyber-bullying, orally or in writing, to a teacher, administrator or counselor. The student will be required to provide a written statement.
2. The administrator will serve as the primary investigator yet may seek assistance from a counselor or teacher to investigate the alleged conduct.
3. After the investigation, the administrator shall document the incident. The primary investigator shall apply appropriate consequences according to the Student Code of Conduct.

## **Education**

Mon Valley CTC students receive training on proper conduct in the workplace including the unsuitability of demonstrating bullying behavior and consequences for doing so. Conversely, students are educated in aspects of teamwork and the student's future role in training of those who are of lesser knowledge and skill. Such instruction provides staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

## **Consequences/Interventions**

A student who violates this policy will be subject to discipline consistent to the Student Code of Conduct. Such discipline may include counseling, parent/guardian

conference, suspension, transfer or expulsion. Incidents of bullying may be referred to law enforcement and reported to Children, Youth and Families as an incident of child abuse.

### References:

School Code - 24 P.S. Section 1302-A, 1303.1-A

State Board of Education Regulations - 22 Pa. Code Sec. 12.3

## **Harassment Disciplinary Principles**

In the case of **student-on-student** harassment and when appropriate, a reasonable attempt may be made to bring resolution to a matter between the complaining student and the alleged harassing student under the **mediation** of the Principal or designee.

In determining an appropriate response to a finding that **student-on-student** harassment has occurred, school officials shall consider the following:

- I. What response is most likely to end any ongoing harassment;
- II. Whether a particular response is likely to deter similar future conduct by the perpetrator or others;
- III. The amount and kind of harm suffered by the victim of the harassment; and
- IV. The status of the party who engaged in the harassing conduct.

A substantiated charge against a student shall result in disciplinary action, consistent with the Student Code of Conduct, and may include educational activities and/or counseling services.

Mon Valley CTC also prohibits the harassment of students in any shape or form by school employees. If a student feels that they are being sexually harassed by unwanted or unwelcome behavior from a school employee, we encourage them to speak to the Director or Principal, or a

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parent/guardian as soon as possible.

## **Rights of the Accused**

Mon Valley CTC recognizes that all allegations of harassment are not necessarily true and acknowledges that employees, supervisors, students and associates may be unjustly accused. The school affirms its resolve to protect the rights of all accused parties, to fairly and accurately investigate all allegations coming to its attention, and to apply all appropriate disciplinary or administrative sanctions when necessary. All matters involving unlawful harassment complaints shall remain confidential to the full extent possible. The guidelines contained in this policy are not intended to supersede or circumvent any procedural rights accorded employees or students by the Pennsylvania Public School Code of 1949, as amended, federal or state laws or regulations, collective bargaining agreements or administrative compensation plans. The Joint Operating Committee recognizes that the law of harassment is continually evolving as a result of judicial decisions. Therefore, upon receipt of any complaint or report of harassment, the Director shall consult with the solicitor to determine if any portions of this policy, including investigation and disciplinary procedures, are no longer lawful; or if additional procedures are required.

## **NONDISCRIMINATION POLICY**

It is the policy of Mon Valley Career & Technology Center not to discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. For information regarding civil rights, grievance procedures or access, contact:

Title IX Section 504 Coordinator  
Mr. Neil Henehan  
5 Guttman Ave.  
Charleroi, PA 15022  
(724) 489-9581

For information regarding services, activities and facilities that are accessible by handicapped persons, contact the Director of Mon Valley CTC at (724) 489-9581.



**5 GUTTMAN AVE. CHARLEROI, PA 15022**