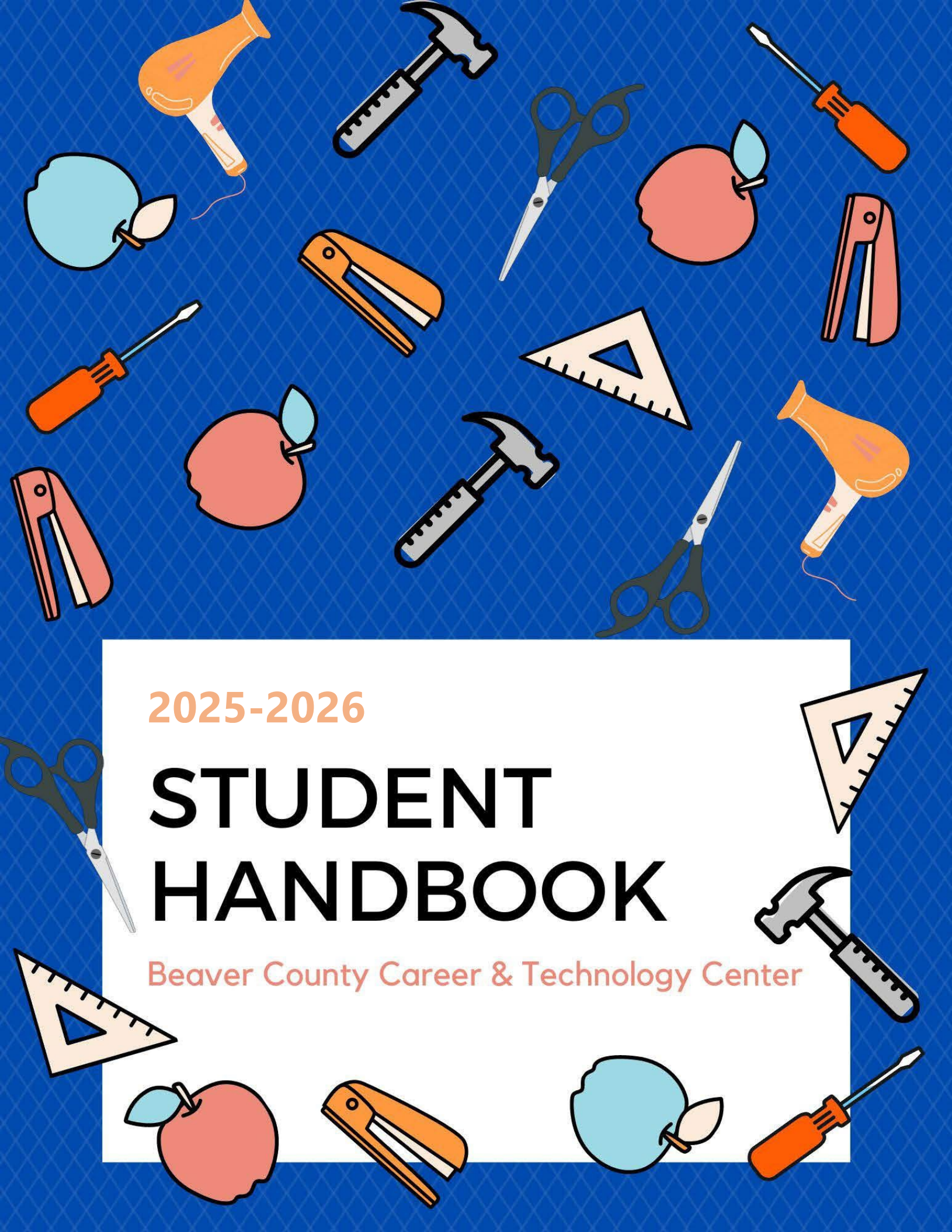




2025-2026

STUDENT HANDBOOK

Beaver County Career & Technology Center

Mission Statement

***The mission of the Beaver County
Career & Technology Center is to
prepare graduates to be well-
trained technicians, ready for the
workplace of today and
tomorrow, aware of the world
around them and prepared for the
changing technology.***

YOUR CAREER STARTS HERE

WELCOME

Welcome to the Beaver County Career & Technology Center. The administration and staff hope your experience here will be both educational and enjoyable.

During your years here, you will acquire job skills that will enable you to enter the world of work. Our motto “*Your Career Starts Here*” will be repeatedly heard throughout your student’s years at the CTC.

This handbook will acquaint you with Beaver County Career & Technology Center and the policies and regulations that govern the day to day operation of our school. It is our hope that this information will help you to have a rewarding experience at the Beaver County CTC.

Please read this handbook so that you and your child will be informed of our policies and regulations. We recommend that you keep this handbook in a safe, convenient place for future reference.

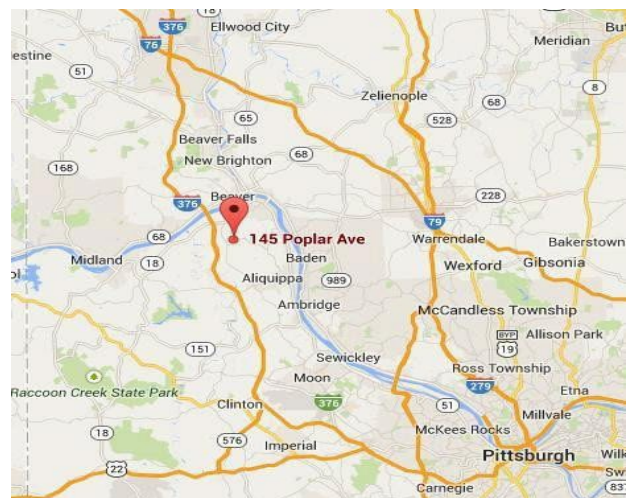
WHERE IS THE BEAVER COUNTY CTC?

145 Poplar Avenue - Monaca, PA 15061

Located next to Community College of Beaver County (CCBC). Follow the signs to CCBC.

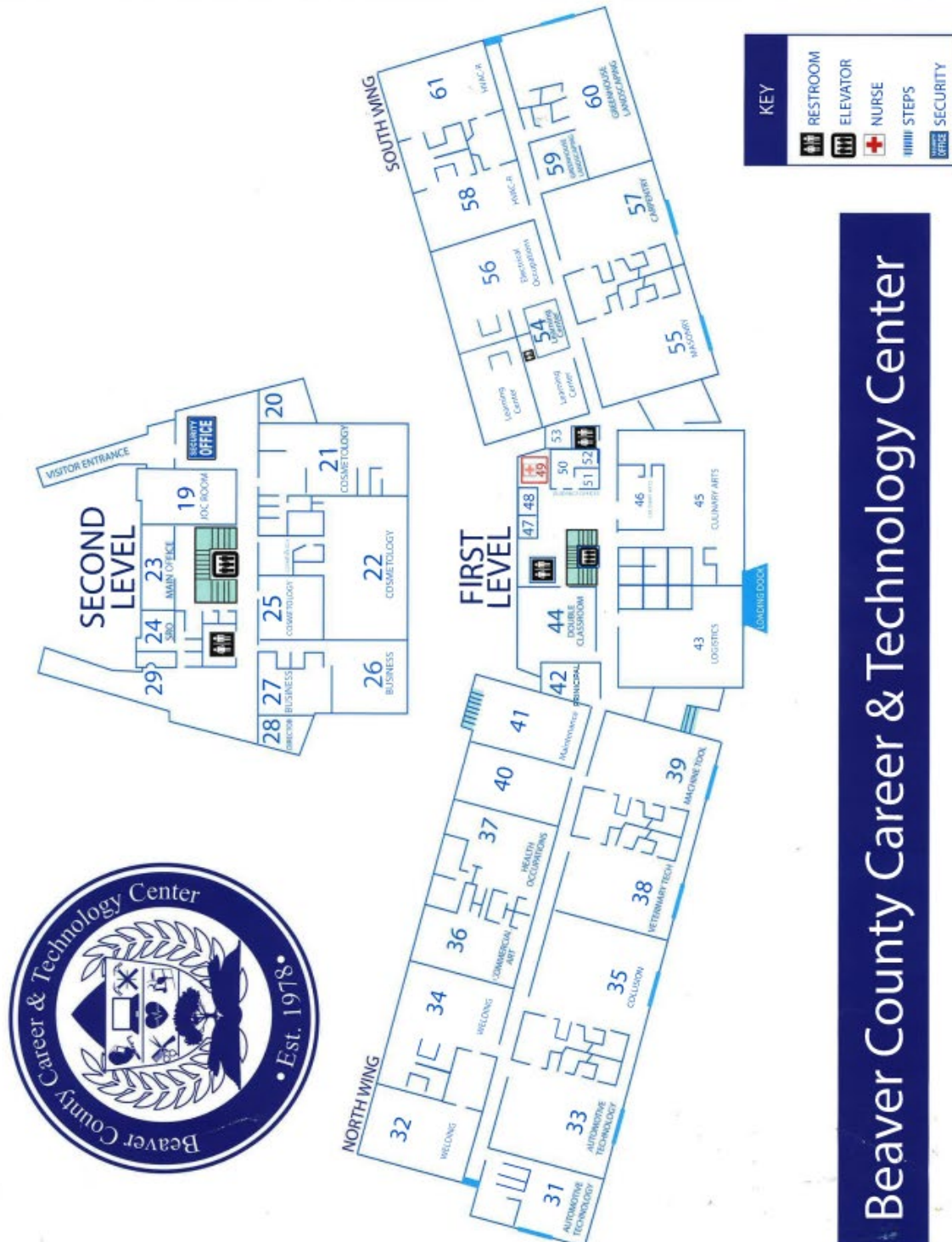
From Turnpike Exit 3, take Rt. 19 North toward Zelienople. Approximately a ½ mile, make a left at Denny’s. (Freedom/Crider Rd. 288 West) Go approximately 15 miles to Freedom. Make a right in Freedom (Route 65 North) to Rochester exit to red light, cross the Rochester-Monaca Bridge into Monaca. At Phoenix Glass Co., Monaca, make a right and follow Route 18 South past Beaver Valley Mall straight through all the lights to Brodhead Road to CCBC and Beaver County CTC sign at the light. Make a left. At the stop sign, make a right and pass the Golden Dome. BCCTC is on the left approximately 1/8 mile.

From Parkway West, travel past the airport straight to Route 376 North to Center exit (approximately 12 miles). Turn right at exit; follow to “I” intersection (Brodhead Road). Make left at this intersection. Go to light and CCBC/Beaver County CTC signs. Turn right. At the stop sign, make a right and pass the Golden Dome. BCCTC is on the left approximately 1/8 mile.



BEAVER COUNTY CAREER & TECHNOLOGY CENTER FLOOR PLAN

Room Numbers	
19	JOC Boardroom
20	
21	Cosmetology
22	Cosmetology
23	Main Office
24	SRO Office
25	Cosmetology
26	Business Information Systems
27	Business Information Systems
28	Administrative Director
29	SRO Office
31	Automotive Technology
32	Welding
33	Automotive Technology
34	Welding
35	Automotive Collision
36	Commercial Art
37	Health Occupations
38	Veterinary Technician
39	Machine Tool
40	
41	Maintenance
42	Principal
43	Logistics
44	Double Classroom
45	Culinary Arts
46	Culinary Arts-Dining Room
47	Public Relations Office
48	Support Staff Office
49	Nurse
50	Guidance Office
51	Guidance Office
52	Guidance Office
53	Coop Coordinator
54	Learning Center
55	Masonry
56	Electrical Occupations
57	Carpentry
58	HVAC-R
59	Greenhouse Landscaping
60	Greenhouse Landscaping
61	HVAC-R



Beaver County Career & Technology Center

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ADMINISTRATION AND JOINT OPERATING COMMITTEE

ADMINISTRATION

Dr. Joseph Guarino _____ Superintendent of Record
Ms. Laura DelVecchio _____ Administrative Director
Mr. Barry King _____ Principal

JOINT OPERATING COMMITTEE

Mrs. Catherine Colalella	Aliquippa
Mrs. Mary Jo Kehoe	Ambridge
Mr. Luke Berardelli	Beaver
Mr. Ron Miller- <i>Chairperson</i>	Big Beaver Falls
Mr. Andrew Huzyak	Blackhawk
Mr. Dennis Bloom	Central Valley
Mr. Gerald Inman III	Freedom
Mrs. Carla Buxton- <i>Vice Chairperson</i>	Hopewell
Mr. Chris Becker	Midland
Mrs. Bernadette Mattica- <i>Treasurer</i>	New Brighton
Mrs. Christy Hughes	Riverside
Mrs. Jocelyn Haskins	Rochester
Mr. Michael Rounds	South Side
Mr. John Metzler	Western Beaver

Address: Beaver County Career & Technology Center
145 Poplar Avenue
Monaca, PA 15061

Phone: 724-728-5800

Fax: 724-775-2299

Website: www.bcctc.org

History: The Beaver County CTC officially opened its doors in the fall of 1978 as “Beaver County Area Vocational Technical School”. In the 2008-2009 school year, the school was re-named to its current name “Beaver County Career & Technology Center.”

SCHOOL CALENDAR AND EVENTS

Students attending the Beaver County Career & Technology Center are required to follow the calendar shown below on all days that the home school district provides bus transportation; this includes days that the home district may not be in session. It is to the student's advantage to attend all CTC classes. It is difficult to make up work that has been missed.

School Calendar 2025-2026

August 20-22	In-Service Day 1 & 3
August-22	New Student Orientation
August-25	First Day for Students
September-1	Labor Day
October-13	In-Service Day 4
November-11	Veteran's Day
November 27-December 1	Thanksgiving Break
December 22-Jan 2	Winter Break
January-19	Martin Luther King Jr. Day
February-16	Presidents Day
March-16	In-Service Day 5
April 3-6	Spring Break
April-2	In-Service Day 6
May-22	Graduation
May-25	Memorial Day
June-3	Last Day for Students
June-4	In-Service Day 7

ATTENDANCE

ATTENDANCE POLICY

Employers have informed Beaver County CTC that emphasis must be put on the importance of students coming to school every day and being on time. Good attendance is a major priority for employers. Beaver County CTC recognizes the seriousness of this issue and intends to take an aggressive approach to instill the work ethic needed by our students. Students are given a daily attendance grade and excessive absence will contribute to a lower quarterly and final grade.

1. Students must provide a written excuse signed by the parent/guardian upon returning to school. The student attendance representative will collect and record each excuse. If a student is eighteen (18) years old and lives at home, a parent/guardian must sign his/her excuse. Reasons for legal absences include: illness, death in the immediate family, extreme weather conditions or personal emergencies that directly affect the student. If a student is ill for an extended period of time (two or more days for any one medical problem), it is recommended that the student obtain an excuse from the health care professional providing the treatment. Failure to bring in an excuse after three (3) school days will result in the student being given an **unexcused absence**. Students cannot make up work for an unexcused absence; therefore, the student is to be given a "0" for his/her daily grade.
2. BCCTC will comply with the compulsory attendance provisions of the Pennsylvania School Code which requires written notice be given to the parent/guardian within ten (10) school days when a student becomes truant, defined as having three (3) or more school days of unexcused absences during the current school year; the opportunity for a student attendance improvement conference when the student exceeds three (3) days of unexcused absences; and further action when a student becomes habitually truant, defined as having six (6) or more unexcused absences during the current school year.

** For more information, refer to BCCTC Board Policy 204, available on the BCCTC website.

CANCELLATION OF SCHOOL SESSIONS

Hazardous conditions due to inclement weather that may threaten the health and safety of students would cause school sessions to be cancelled. However, the decision will not be made to close school before 6:30 a.m. on the day on which school is scheduled. Any announcement to close school will be made on our social media, school website and on television stations KDKA channel 2, WPXI channel 11, and WTAE channel 4 as well as radio stations 1020 KDKA, 1230 WBVP, and 1460 WMBA.

In the event that an announcement is not made, school sessions will be held. Students are to be aware of this procedure and are urged not to call administration officials, schools, or the radio station for information concerning the closing of school. One or more of the participating Home School Districts closing would not necessarily close the CTC. If possible, we expect the school to operate according to its published calendar.

FID Instructions

All instructors must use Microsoft Teams for instruction on a FID Day. All students are required to sign in on Microsoft Teams as well. Students will have a maximum of 15 minutes after the start of instruction to be marked as present. If a student signs in after the 15-minute mark, the student should be marked tardy. Please make sure to communicate this with your students. Students are required to actively engage in assigned activities during FID days and need to have their screens on so that instructors can see that they are engaged. Staff members will be grading students on participation in online classes, which means the students are visible on the screen during the session, turning in required assignments, and engaging in discussion while online.

EARLY DISMISSALS

No early dismissal will be approved unless an emergency exists. If it is necessary for a student to be excused from school, a written request signed by the parent must be presented to the Upstairs Office for approval prior to the start of the morning or afternoon session. This permission pass is available in the Attendance Clerk/Nurse's Office. This request should include a phone number where a parent may be reached so that the early dismissal may be verified. If a parent/guardian is picking the student up, they must sign their student out at the Security office located at the upper-level entrance. Students that have driven to school must also sign out at the Security office on the Upper Level. Student Drivers who fail to sign out at the security office will be marked in accordance with the discipline policy as leaving school grounds without permission, which may result in disciplinary action.

If it is necessary for a student to be dismissed early to participate in a home school function, notification from the sending school must be presented at least **one day in advance**. **No student will be excused to return to their home school without a written request from the home school.**

RELIGIOUS HOLIDAYS

Students may be excused from attendance on religious holidays in accordance with BCCTC Board Policy 204. The student must present a written request by the parent indicating the name of the holiday, the date, and the time for which the excuse is requested. It is the student's responsibility to make up all assignments missed within five (5) days.

** For more information, refer to BCCTC Board Policy 204, which is available on the BCCTC website at www.bcctc.org.

TARDINESS

Any student who is late for school is to report to the Upstairs Office before reporting to class. Excessive tardiness may result in a suspension. Tardy is defined as 5 minutes after the All-Bus announcement has been made for the AM and PM sessions. (8:25. & 11:55). An Exception is made for those students whose bus arrives late.

COURSE INFORMATION AND RULES

CLUBS

Students will have the opportunity to belong to local career and technical educational student organizations. These clubs will assist students in the development of character and citizenship, positive social attitudes and sportsmanship, along with job skills and good work habits. Listed below are the clubs represented at the CTC.

- AWS - American Welding Society
- DECA - Distributive Education Clubs of America
- FBLA - Future Business Leaders of America
- FCCLA - Family, Career & Community Leaders of America
- FFA - The National FFA Organization/ Future Farmers of America
- HOSA – Health Occupation Students of America
- NTHS - National Technical Honor Society
- SkillsUSA
- YAP- Youth Ambassador's Program

COLLEGE CREDIT

Graduates of the Beaver County CTC successfully completing training in a specific occupational program may receive advanced standing credits from the Community College of Beaver County (CCBC) should the graduate continue a program at the CCBC in the same occupational course. This will enable the CTC graduate to obtain an additional certificate or associate degree upon completion of the CCBC program.

Students may receive up to twenty-four (24) credit hours by passing the NOCTI Test at the “Advanced Level” in select career and technical programs at the CTC. Other colleges or post-secondary schools also offer credit hours to students who are in specific Beaver County CTC programs. Students completing a “Program of Study” approved by the Pennsylvania Department of Education may receive up to 12 credits at select colleges and universities. Students may inquire with the School Counselor or instructors to obtain information concerning participating Beaver County CTC programs.

COURSE CREDIT

The programs at the CTC are given three (3) credits toward graduation each year a student receives a passing grade. This is the equivalent of taking three classes at the home school. Students attending the CTC from the Riverside and South Side School Districts will receive four (4) credits each year they receive a passing grade.

COURSE OFFERINGS

Automotive Technology	Greenhouse/Landscaping
Business Information Systems	Health Occupations
Carpentry	HVAC-R
Collision Repair Technology	Logistics & Materials Management
Commercial Art & Design	Machine Tool Technology
Cosmetology	Masonry/Bricklaying
Culinary Arts	Veterinary Assistant
Diversified Occupations	Welding
Electrical Occupations	

WORK BASED LEARNING PROGRAM

Internships - Internships are available during the school year at selected approved sites. Internship experiences provide opportunities for students to practice hands on skills and learn about the requirements of the workplace. Internships may be paid or unpaid experiences, depending on the site.

Clinical Experiences - Clinical experiences are available to students enrolled in the Health Occupations, and Veterinary Assistant programs. They are intended to provide valuable hands-on experiences and observation of professionals. Clinical experience takes students into the actual workplace for a short period of time, whereby they perform day-to-day operations and job functions. Students must meet eligibility requirements to participate.

Job Shadowing - Job shadowing occurs when the student is afforded the opportunity to observe a trained professional at his/her place of business by accompanying the professional as they go about their day performing duties in their everyday work environment. Job Shadowing is advantageous to students as they see firsthand the work as it is performed in actual employment situations and learn from adults in the designated career pathway. The program is designed to provide students with a better understanding of their career focus and assist them in making better career decisions.

Volunteer Work Experience - Volunteer work experiences may be provided to students to supplement their CTE programs. Students may receive credit for this experience toward their course grade.

FIELD TRIPS

The curriculum may be enriched by having students and instructors involved in field trips related to the programs at the Beaver County CTC. The parent/guardian must sign a *Consent Form for Participation in Beaver County CTC Field Trip* for such trips and return the form. Teachers must submit a form listing all students attending the field trip and their school district to the attendance clerk.

FOOD AND DRINK IN CLASSROOM

No food or drink containers will be permitted to enter the building. Water stations are located in selected program areas and in the hallways for student and staff use.

HALL PASS OR PERMITS

Instructors will issue hall passes permitting students to go to a destination other than the assigned program. Instructors have the authority to exercise discretion in granting hall passes to students in order to reduce loss of instructional time and unnecessary hall traffic.

Since most programs are self-contained, there should be little reason for students to be in the halls while classes are in session. Permission to leave the school premises during class hours must be granted by the Assistant Administrative Director and must be accompanied by a note from the student's parent/guardian or home school principal.

LOCKERS

Most shop areas have locker facilities to serve as storage areas for books and clothing during the school day. Keep lockers locked at all times. Purses, backpacks, etc. are to be in the lockers at all times. Students' personal belongings should not be out in the open during class time. Please note that if a student has something stolen that was not in his/her locker, **it is not the responsibility of the CTC.**

Lockers are subject to frequent inspections. Keep them neat and clean at all times. Do not misuse by hanging pictures, drawings or writing on the doors.

School authorities may search a student's locker in accordance with **BCCTC Board Policy 226** and may seize any illegal materials. Prior to a locker search, a student shall be notified and given an opportunity to be present. If school authorities have a reasonable cause or a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare, and safety of students in the school, **student lockers may be searched without warning.** Notify the School Resource Officer (SRO) for further investigation.

** For more information, refer to BCCTC Board Policy 226, which is available on the BCCTC website at www.bcctc.org.

NOCTI

NATIONAL OCCUPATIONAL COMPETENCY TEST INSTITUTE

All seniors enrolled in a career and technical education program are required by Pennsylvania Department of Education to participate in the National Occupational Competency Test Institute (NOCTI) to determine their job readiness in the occupation that they have been studying.

The NOCTI assessment is a national measure of entry-level skills. It is developed by experts working in fields related to business and industry. This assessment will be administered here at BCCTC in the spring of each school year. It is imperative that the students be in attendance on the testing dates. Students who score at the advanced level will receive a Pennsylvania Skills Certificate to add to their portfolio. **Please be advised that any student caught cheating on the NOCTI exam, either written or performance, in addition to having the test forfeited, will be assigned an automatic three (3) day out of school suspension.**

PLACEMENT SERVICES

Placement services will be provided for all students attending the CTC. The Cooperative Education Office of Beaver County CTC will maintain an active placement service and will work closely with Beaver County businesses and surrounding area businesses along with industrial firms.

STUDENT MATERIALS FOR INSTRUCTION

Materials for assigned instructional projects will be supplied by the school. **Materials for personal projects, even though approved by the instructors, shall be paid for by the students.**

- Special protective clothing (for example, welding gloves) will be supplied by the school.
- In addition, students enrolled in the Cosmetology Program will be **required to purchase a kit of tools** for their personal use. This kit can be purchased through the school at a reduced cost to the student and will become the student's property. Students will not be permitted to take the Cosmetology Kit out of school during the school year.
- Any senior who has financial obligations for materials, projects, tools, equipment, dues, books, etc., will not receive their Certificate of Completion until their financial obligation is fulfilled.
- All student forms are due to the instructor no later than three (3) weeks after receiving them.

TEXTBOOKS

Textbooks for the various courses are loaned to the students. Each student is responsible for the care of the books and any misuse will be dealt with accordingly. Books are expected to be returned to the school in the same condition they were issued less a reasonable amount of normal depreciation.

TOOLS, UNIFORMS, AND OTHER REQUIRED SUPPLIES

Students are required to purchase supplies needed to participate in Beaver County CTC's career and technology programs such as uniforms, tools, etc. A list of these items is provided to students and parents at the beginning of the school year.

Uniforms, tools, and other supply items remain the property of students. Students are responsible for using reasonable care to secure and protect these items from theft or loss. In the event that uniforms, tools, or other supplies are lost, stolen, damaged, or consumed, students are required to replace them promptly.

BCCTC 2025- 2026 GRADING SCHEDULE & FORMULAS

Marking Period	Progress Reports	MP Final Grades
	Due by 11:59PM	Due by 11:59PM
MP 1	September 25, 2025	October 28, 2025
MP 2	December 4, 2025	January 20, 2026
MP 3	February 20, 2026	March 26, 2026
MP4 senior grades	April 24, 2026	May 19, 2026
MP4 underclassmen grades	April 24, 2026	June 1, 2026

Incomplete Grades:

- Students that receive an incomplete grade will have ten (10) school days to complete any missing assignments, at which time the grade will become permanent.

Progress reports & Marking Period Grades:

- Students and parents can view these by way of the student and parent portals.
- Parents must be made aware of the possibility of failure ahead of time.
- Home Districts will be able to access progress reports via the GURU board.

Graduation is on **Friday, May 22, 2026**. Under classmen should not report and will be excused.

Last day for students is **Wednesday, June 3, 2026**

Task List (Skill Grade) Grading Rubric:

Advanced - Performs with initiative and adaptability to industry standards.

Proficient - Performs satisfactorily without supervision to industry standards.

Basic - Performs to industry standards but needs supervision.

Below Basic - Performs part of the skill to industry standards but requires close supervision.

Grades will be recorded in one of the following systems to be compatible to the home school's grading practice:

Rating	Letter	Percentage
Advanced	A	93-100
Proficient	B	85-92
Basic	C	75-84
Below Basic- Passing	D	66-74
Below Basic- Failure	F	0-65
Incomplete	INC.	

GRADING QUICK REFERENCE		Note: Progress Reports must contain a Standard Comment, Comment, or both.
Progress Report Procedure:		MP Grade Procedure:
- Standard Comment: optional - click in the box and click the talk bubble twice - Comment: optional - click in box and enter a free-form comment - Grade column: Hover over heading and click the black down arrow - Choose "Copy Over Averages" (Only Choose "Copy Missing" when the counselor previously enters an incomplete) - Click Save		- Scroll to the end of your gradebook - Hover over the MP column and click the black down arrow - Choose "Calculate Numeric Grades" (Only Choose "Missing" when the counselor previously enters an incomplete) - Click Save

MAKE-UP WORK

Students with an excused absence have the opportunity to make up, on their own time, any work they have missed. It is the student's responsibility to approach the instructor and request to make up work lost because of an excused absence. The instructor will set a due date that allows a reasonable length of time for the student to make up missed work. Failure to complete make-up work by the due date will result in the student receiving a "0" for the assignment.

PROGRESS REPORTS

Students must meet all career and technical, academic, and employability performance requirements in each grading period to be considered making satisfactory progress. Teachers will ensure that parents are aware of student performance that is well above or below expectations through *Student Progress Reports* sent via U.S. Mail, phone calls, or parent conferences.

REMOVAL OF "INC" GRADE

For every "INC" grade that is recorded on the report, the teacher will place on file with the Assistant Administrative Director a contract setting forth the work to be made up in order to remove the incomplete grade. The student's counselor will be advised when the make-up work is completed and a grade substituted for the "INC." Unless special approval is given by the Assistant Administrative Director, an "INC" grade must be cleared within 10 school days following the end of the grading period in which the "INC" is recorded; failure to do so will result in the grade becoming an automatic failure. No "INC" will be given for the final grading period of the school year. This may result in a failure in which no credit for the course will be given.

PROCEDURES, POLICIES & REGULATIONS

AUTHORITY OF FACULTY

There is no division of authority among the faculty of the CTC. Instructors are authorized to correct and reprimand students who violate the rules while attending the Beaver County CTC.

Substitute Teachers and Instructional Assistants are to be recognized as having the same authority as the regular members of the faculty. They are vested with the same powers to correct and reprimand students who violate the rules to make assignments and award grades indicating their judgement of success of students in completing their assignment.

BULLYING

The Beaver County CTC recognizes the need to protect all students from the negative effects of bullying in the educational environment. The CTC will make every effort to provide students with a safe educational environment free from bullying.

Section I: Bullying in a School Setting

For the purposes of this policy, bullying shall mean 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 effect of doing any one or more of the following:

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

Section II: School Setting Defined

For the purposes of this policy, "school setting" shall mean 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.

Section III: Bullying Not in a School Setting

All forms of bullying are prohibited by this policy, including cyber bullying (occurs on the Internet) or other acts that occur outside a school setting if those acts are directed at another student or students, are severe, persistent, or pervasive and have the effect of doing any of the following:

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

Section IV: Consequence for Violations

A student who violates this policy shall be subject to disciplinary action under the Level III offense of this student handbook. Consequences may include:

1. Counseling within the school
2. Parental conference
3. Loss of school privileges
4. Transfer to another school building, classroom or school bus
5. Exclusion from school-sponsored activities
6. Suspension
7. Expulsion
8. Counseling/therapy outside of school
9. Referral to law enforcement officials

Section V: Staff Responsibility

All staff members who observe or receive reports of acts of bullying will intervene immediately to stop such conduct. All incidents and complaints of bullying will be reported to the Assistant Administrative Director who shall have the responsibility to promptly investigate the situation and recommend and/or take action as needed. A report of action will be made available to the Administrative Director and follow up action will be taken if necessary.

****Please Note:* The intent of this reporting system is to document all incidents of bullying behavior. Incidents which involve *law enforcement*, although they may fall under the definitions provided, should not be considered the only reportable incidents of bullying behavior.

*** For more information, refer to BCCTC Board Policy 204, which is available on the BCCTC website at www.bcctc.org.*

BCCTC BULLYING POLICY

Our school reviews the Bullying/Cyber Bullying Policy with students annually at the beginning of the school year as it is reviewed and re-approved every year by the school board. As a result, it is posted on the district website, in the main office, and in each classroom.

REPORTING

Students are encouraged to report any and all acts of observable bullying to either the teacher, school counselor, or assistant administrative director/principal. Students are reassured that any information given to staff will be held in confidence and treated with importance.

All staff members who observe or receive reports of acts of bullying will intervene immediately to stop such conduct. All incidents and complaints of bullying will be reported to the Assistant Director/Principal who shall have the responsibility to promptly investigate the situation and recommend and/or take action as needed. A report of action will be made available to the Director and follow-up action will be taken if necessary.

CHILD ABUSE MANDATED REPORTING

According to State law when any faculty or staff suspects child abuse, all situations must be reported to the School Resource Officer (SRO) and Administration immediately for further investigation.

CARE OF SCHOOL PROPERTY AND EQUIPMENT

It is expected that everyone will maintain the proper respect for this building, and the equipment and tools therein.

Students will be responsible for all tools and/or equipment checked out to them. Items that are lost or damaged, **must be replaced at the student's expense**. Failure to make payment will result in the holding of class grades and credit until financial obligation is resolved.

CHANGE OF ADDRESS NOTIFICATION

Please notify the Beaver County CTC of any change of address or telephone number as soon as possible so that the Beaver County CTC can keep all student records updated.

DATING VIOLENCE

The Beaver County CTC maintains a dating violence policy. Students who have been subjected to dating violence are encouraged to promptly report it to an administrator, counselor, instructor or School Resource Officer (SRO). The SRO shall conduct an investigation. Substantial findings of dating violence will result in discipline.

** For more information, refer to BCCTC Board Policy 252, which is available on the BCCTC website at www.bcctc.org

DESTRUCTION TO SCHOOL PROPERTY

Any student who shall deface, damage, or destroy school property shall be liable to suspension, expulsion, or other punishment according to the nature of the offense following an investigation by the School Resource Officer (SRO). Any expense incurred by the school district in replacing or repairing the school property lost or damaged by a student, shall be paid for by the student or his/her parent/guardian.

DRESS CODE

Students attending the Beaver County CTC are expected to wear proper clothing to create an atmosphere conducive to learning. Any article of wear which may disrupt the educational environment will not be permitted.

To promote a sound learning environment, the following dress code guidelines will be enforced:

1. Prohibits the wearing of sunglasses in the building.
2. Prohibits the wearing of clothing that displays slogans or advertising for drugs, alcoholic beverages, items that are sexual in nature, obscene language, or that are derogatory to any ethnic group.
3. Requires that coats, jackets, or garments designed for protection from outside weather shall not be worn in the classroom
4. The administration reserves the right to determine if student dress is appropriate and if not appropriate, to take action necessary to correct inappropriate dress in accordance with BCCTC Board Policy 221.

** For more information, refer to BCCTC Board Policy 221, which is available on the BCCTC website at www.bcctc.org.

5. Students are responsible to adhere to the dress code of the training program.
6. Dirty or torn uniforms are not acceptable.
7. Home school dress code applies here at the Beaver County CTC.
8. Safety glasses are to be worn at all times while in the shop. Tinted safety glasses are not permitted.

DRESS REQUIREMENTS

For reasons of safety and hygiene, students attending the CTC programs listed below will be required to purchase and wear attire similar to those that professionals and industry professionals in the workplace. Personal lockers will be provided at the CTC to accommodate students' clothing and personal needs, avoiding the necessity of wearing uniform work clothes to the home high school.

Listed below are the types of clothing required in each of the career and technical areas:

WORK SHIRT OR TEE SHIRT AND JEANS /WORK PANTS (*Required*)

Automotive Technology	Machine Tool Technology
Carpentry	Masonry/Bricklaying
Collision Repair Technology	Welding
Electrical Occupations	HVAC-R

WORK SHOES (*Required*)

Carpentry	Masonry/Bricklaying
Electrical Occupations	Welding
HVAC-R	Collision Repair Technology
Machine Tool Technology	Automotive Technology

UNIFORM (*Required*)

Cosmetology
Culinary Arts
Health Occupations
Veterinary Assistant

DRESS CODE SAFETY

Safe and proper dress can vary in each program area. Under no circumstances will students be permitted to participate in program activities without close-toed shoes or when wearing open-toed sandals, or sneakers in the case of heavy program areas.

Such items as torn clothing, loose hanging objects and other clothing that could endanger the safety of the wearer or others, or cause damage to machinery or equipment will not be permitted.

Clothing to provide protection against possible safety hazards has been made available to program areas. (ex. — welding). These items are costly and have been provided for the protection of the students and the instructor.

Care in the use and handling of these items must be always exercised so that they may provide the same protection for the next person desiring to use them. Anyone who willfully or negligently destroys or damages such items is obligated to pay full replacement price for the damaged items.

DAMAGED CLOTHING

Clothes with holes, tears, or sleeves cut off will not be acceptable. Clothes also must be clean. If clothes are damaged during the year, they must be replaced.

Failure to adhere to these uniform requirements will result in a lower grade and may result in removal from the program.

DRESS CODE ENFORCEMENT

The faculty and administration have the right to question a student's dress and take necessary action. Teachers will check students for any questionable attire at the beginning of the morning and afternoon sessions. Any student in question will be referred to the Assistant Administrative Director's Office.

Violations of the above guidelines shall be handled immediately through the cooperative efforts of the student, his/her parents/guardians, faculty, and administration.

DRIVING PERMITS

In accordance with BCCTC Board Policy 223, the Beaver County CTC permits students who meet certain conditions to drive or ride to school in personal vehicles as a privilege and assumes no responsibility for damage or theft of any vehicle or personal property on school grounds. Students who elect to drive or ride to school do so entirely at their own risk.

Students must obtain the required Driving Permit forms from the school's Upstairs Office before driving to BCCTC. The forms and permission requests are available on the school's website, www.bcctc.org, under the Parents and Students tab. A permit fee may be applied. Student passenger permits may be required. When approval is granted, students must obey all driving codes, regulations and restrictions required by their driver's license type, this includes the amount of passenger occupancies (see below). Students are only allowed to park in the designated student parking area. Parking permits must be hung from the rearview mirror with the printed information facing the windshield. Any student caught parking with or without permission in a non-designated area can result in a vehicle being towed at the owner's expense. If a vehicle is towed, please be advised that the Career Center will not be responsible for any damage or destruction caused to the vehicle and all expenses will become the responsibility of the vehicle owner.

All students who will be driving to the Beaver County CTC must first complete a *Driving Permit* form, which can be obtained from the school security officer. The form must be signed by a parent and must receive approval from the Assistant Administrative Director's Office before the student may drive to the Beaver County CTC.

Students are not permitted to go to their cars or leave the school grounds during school hours without first getting permission from the Assistant Administrative Director's Office.

If a student must drive due to an emergency, a parent must call the Beaver County CTC prior to the student's arrival and the student must report to the Assistant Administrative Director's Office to receive temporary permission.

** For more information, refer to BCCTC Board Policy 223, which is available on the BCCTC website at www.bcctc.org.

DRIVING REGULATIONS (PA)

For the first six (6) months, no more than one (1) passenger under the age of 18 unless: They are in your immediate family and live with you or your parent or guardian is in the vehicle. After six (6) months, you may have up to three (3) passengers. Students caught driving without permission and all passengers will receive three (3) days Out of School suspension. Students who violate the speed limit applicable on school property, or who otherwise drive in a reckless or dangerous manner, will have their parking permits permanently revoked at the discretion of administration.

Any driver who gets suspended for violation of the drug and alcohol policy, may have his/her driving privileges revoked.

DRIVING RULES

Noncompliance of the following driving rules will result in loss of driving privileges.

- Must obtain permission
- Must display driving permit when on CTC property
- No riders without permission
- Leaving school early

- Must be on time – five (5) times being tardy will result in loss of driving permit
- Must park in student section only
- Cars not permitted on lower part of building or teachers' parking lot
- Must follow speed limit of 15 MPH on school property
- Must not drive on grass or sidewalks

DRUGS AND ALCOHOL POLICY

Use, possession, or distribution of drugs and alcohol will not be tolerated. Violators will be severely dealt with in accordance with the CTC disciplinary code. Notify the School Resource Officer (SRO) for further investigation. For more information, refer to BCCTC Board Policy 227.

** For more information, refer to BCCTC Board Policy 227, which is available on the BCCTC website at www.bcctc.org

ELECTRONIC DEVICES / TELEPHONES / CELL PHONES

Lasers, radios, headphones, I-Pads, Earbuds, Gaming devices, CD players, walkie-talkies, cell phones, or any other type of electronic equipment are not to be used in the school building between the hours of 7:30 a.m. and 2:30 p.m. These devices interrupt class time and can create a safety problem in the shops and labs. Headsets are not to be worn during school.

If a student is in possession of any of the above-mentioned items, these items may be confiscated and turned into the Office as this violation is considered a **Level II** offense of this handbook. Items may be returned to a parent/guardian or the student on a case-by-case basis.

Students are not to receive phone calls at school. **Cell phones are not permitted to be on while a student is in the CTC building.** Parents can reach a student in case of an emergency by calling the CTC Office (*ext. 210*). Likewise, students can come to the Office to use the school phone for emergencies. Cell phones being used in the school building will be confiscated. *Refusal to give the cell phone to the Assistant Administrative Director will result in suspension.* The parent/guardian will be called and asked to come in and pick up the cell phone. If the student is caught using this device again, he/she will be suspended.

** For more information, refer to BCCTC Board Policy 237, which is available on the BCCTC website at www.bcctc.org

FERPA-FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of students' educational records. It defines the rights of parents, eligible students, and other entities to inspect educational records, and establishes guidelines for schools to follow when they receive requests to release student records.

Under FERPA, schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, unless parent/guardian notifies the school that they want this information kept confidential. Parents/guardians of all Beaver County CTC students are provided an opportunity to notify the school that they do not want this information released at the beginning of each school year.

HAZING

BCCTC prohibits hazing as defined by Pennsylvania law.

** For more information, refer to BCCTC Board Policy 247, which is available on the BCCTC website at www.bcctc.org.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the building for any reason during school hours unless prior permission has been granted from the Assistant Administrative Director or Administrative Director. Leaving school grounds without permission is a **Level III** offense.

MEDICATION

In accordance with BCCTC Board Policy 210, Students who are required by a physician to take essential medications during school hours must obtain a *Medication Administration* form from the school nurse's office and

have it completed by their healthcare professional and parent giving permission to the school nurse to administer the medication. A medication is essential only if the student could not attend school without taking it.

No over-the-counter medicine such as aspirin, Tylenol, Midol, cough syrup, or any other medication will be dispensed by the school nurse without a physician's order. No student is permitted to dispense prescribed or over-the-counter medicines to another student. Students may self-administer asthma inhalers and epinephrine auto-injectors only in accordance with BCCTC Board Policy 210.1, which requires among other things, a prior written request from the parent/guardian on an annual basis.

Violation of any of the above policies may result in the student being found to be involved in drug, alcohol, or drug paraphernalia use or possession, and subject to disciplinary action under **Level IV** offense of this handbook.

** For more information, refer to BCCTC Board Policy 210 and 210.1 which are available on the BCCTC Website at bcctc.org.

PERSONAL ITEM REPAIR REQUEST

Any student wishing to bring personal items, equipment, or appliances to Beaver County CTC for repair in a career and technology program must complete a *Work Order Request* form. The student must obtain authorization from the teacher before bringing the item to school, and must sign the *Work Order Request* form, thereby granting the school release from all liability for loss, damage, or personal injury. **All vehicles being worked on at the Career Center require a completed work order form, proof of insurance, a valid driver's license, and required signatures from the instructor and administration. This applies to all faculty, staff, and students.**

The cost must be paid in full in the business office before the item will be released.

PROCEDURE TO REMAIN AT BEAVER COUNTY CTC

A written request to attend BCCTC outside a student's regularly scheduled session (morning or afternoon) must be presented to the Assistant Administrative Director's Office three (3) days in advance by the student's teacher. Approval of the student's home school principal is required.

PROCEDURE TO REMAIN AT HOME SCHOOL

If a student must remain at the home school to participate in a school function and will not be able to attend CTC classes, a written request must be submitted from the home school principal. This request should be approved by the Assistant Administrative Director Office one (1) day in advance and then given to the instructor. A student will be marked absent if a request has not been presented.

RESTRICTED AREAS

Students are not permitted in the school restaurant, maintenance office, faculty lounge, or the boiler room except when accompanied by an instructor or other authorized school personnel.

STUDENT SIGN OUT

If a student has permission to leave early and has driven to school, he/she must go to the Nurses Office and sign out before leaving the school. If a parent/guardian is picking up their child, they must come to the Security Office to sign them out.

SMOKING OR POSSESSION OF TOBACCO POLICY

Students are not permitted to smoke or use tobacco on school property at any time, in accordance with BCCTC Board Policy 222:

- Possession of tobacco, as well as use on school property is prohibited
- Unlighted tobacco and smokeless tobacco are expressly included in the prohibition
- Possession or use is identified as a summary criminal offense

Possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus, or on school property owned by a school district is a summary offense. School officials may initiate prosecution. The student may be sentenced to pay a fine for the benefit of the school district; in which such offending pupil resides, and to pay court costs, or be assigned to an adjudication alternative. Conviction of this offense cannot be placed on a criminal record.

Parents and students are hereby given notice that students should not have tobacco products of any kind on their person or otherwise in their possession while attending or on their way to or from school.

Violation of the above policy may result in disciplinary action under **Level II** offense of this handbook.

** For more information, refer to BCCTC Board Policy 222, which is available on the BCCTC website at www.bcctc.org

STUDENT DEBTS

Students' grades will be withheld if a debt is owed to the school. In addition, seniors will not receive their *Graduation Certificate of Completion* until debt is paid in full.

STUDENT GRIEVANCE PROCEDURE

In accordance with BCCTC Board Policy 219, any student any student who has a grievance should follow the sequence below until a resolution has been reached.

1. Consult with CTC Instructor or, if none is identifiable, School Counselor
2. Submit written statement to CTC Assistant Administrative Director
3. Submit written statement to Administrative Director
4. Submit written statement to Joint Operating Committee

** For more information, refer to BCCTC Board Policy 219, which is available on the BCCTC website at www.bcctc.org.

STUDENT PERSONAL PROPERTY/VALUABLES

The Beaver County CTC will not be responsible for the personal property of students. Articles of clothing, jewelry, money, or other personal property are the responsibility of the student. **Students are encouraged not to bring their personal property to school.**

The Beaver County CTC will provide reasonable safeguards for the protection and safekeeping of personal property that must be brought on the premises. Students have an obligation to report lost or found articles to the CTC Office. Items that are unclaimed at the end of the school year will be thrown away.

STUDENT RESPONSIBILITIES

Students do not have the right to interfere with the education of other students. It is the responsibility of students to respect the rights of teachers, other students, administrators, and all other members of the school staff community. Students should express their ideas and opinions in a respectful manner so as not to threaten, intimidate, harass, or slander others.

It is the responsibility of all students to:

1. Be aware of and adhere to all rules and regulations regarding student behavior and conduct.
2. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health, and not cause a disruption to the educational process.
4. Assume that until a rule is waived, altered, or repealed it is in full effect.
5. Assist the school staff in operating a safe school.
6. Be aware of and comply with federal, state and local laws.
7. Exercise proper care when using school facilities and equipment.
8. Attend school daily, except when excused, and be on time for all classes and other school related functions.
9. Complete all make-up work and assignments when absent from school.
10. Pursue and attempt to complete satisfactorily the program of studies prescribed.
11. Avoid the use of indecent or obscene language.

TOOLS SIMULATING WEAPONS

During the course of the instructional program, students will work with tools, equipment and supplies that can be classified as weapons outside of the classroom setting. In the event a student receives permission to do a project removed from the Beaver County CTC property that requires him/her to carry on their person any tool from the classroom that could be construed as a weapon, the teacher must approve this occurrence and have the student sign out the item in question. Upon entering their home school, be it in the A.M. or P.M. session, the student must report to the home school principal's office. The student must leave the item(s) in the home school office for safe keeping until the time the student boards the bus to the CTC or home.

USE OF SCHOOL FACILITIES

Student groups wishing to use school facilities after regular school hours must obtain permission from the school administration well in advance of the activity. Such groups must be supervised by a member of the faculty.

VISITORS

It is school policy that all visitors to the CTC must report directly to the Upstairs Office to register by signing in and receive and wear a visitor's badge. The visitor's badge must be displayed clearly for all CTC staff to see. Visitors must sign out before leaving. **Notification to the Administration and the School Resource Officer (SRO) must be communicated twenty-four (24) hours in advance of the visit.**

Former students wishing to visit MUST first call their instructor to schedule an appointment only during lunch (10:45 AM – 11:15AM) and after 2:30PM.

Students who wish to learn more about the programs offered at the Beaver County CTC should contact their home school counselor. The home school counselor will contact Beaver County CTC's School Counselor, Public Relations and Marketing Specialist, or Learning Facilitator to arrange a visit.

WEAPONS

No student shall at any time possess, hold, carry, transport or have a weapon as hereinafter defined:

- On school property
- At a school sponsored function while participating in any field trip
- While being transported on any bus or other vehicle, regardless of intent

The following list contains examples of weapons. This list is not all-inclusive. Any other tool or instrument capable of inflicting bodily harm or, that serves no lawful purpose or, is inappropriate for presence in educational activity, is covered under this policy:

Pellet Gun

Handgun

Night Stick

BB Gun

Hatchet

Club

Explosives

Chain

Razor

Knife

Brass Knuckles

Mase

Lasers

Notify the School Resource Officer (SRO) for further investigation. Violation of the above policy will result in disciplinary action under Level IV offense of this handbook.

***** For more information, please refer to BCCTC Board Policy 281.1, which is available on the BCCTC website at www.bcctc.org.***

SAFETY

ACCIDENTS

The nature of the course offerings at the CTC presents a more hazardous working environment than most students have been accustomed to experiencing. The utmost caution should be exercised. Strict adherence to safety regulations will be enforced. All accidents must be reported to the instructor. All students are urged to carry school insurance which is available at each of the home schools.

EYE PROTECTION DEVICES

State law defines the requirements for eye protection as follows:

Every teacher, student, visitor, spectator, and every other person in any shop or laboratory in public or private schools, colleges and universities who is engaged in or is within the area of known danger created by those situations listed below shall wear industrial quality eye protective devices at all times while engaged activities or exposed to such known dangers:

1. Use of hot liquids, solids or gases, or caustic or explosive materials
2. Milling, sawing, turning, shaping, cutting, grinding or stamping of solid materials
3. Tampering, heat treatment or kiln firing of metal and other materials
4. Gas or electric welding
5. Repairing or servicing of vehicles

Instructors may also require eye protection to be worn by any person in the program area in any other situation they deem necessary. School-approved safety glasses are required. Sunglasses are not permitted to be used as safety glasses in any program. Students who must wear prescription glasses must have glasses with **clear safety lenses**.

FIRE DRILL INSTRUCTIONS

The danger of a fire is greater at Beaver County CTC than at the home schools because of the nature of the program areas. Therefore, it is imperative that all persons leave the school in a swift, orderly fashion upon the sounding of the fire alarm. Any student who is away from his class in another part of the building should leave by the closest exit and walk around the outside of the building to report to their instructor when their class arrives at its designated exit point. Each instructor will explain to their class the assigned route of exit. In addition, a diagram of this route is posted in each shop or classroom, together with any other pertinent instructions.

INJURY OR ILLNESS

All accidents or illnesses must be reported to the instructor immediately. The instructor will refer the student to the First Aid room where the extent of the illness or injury will be evaluated by a nurse or other authorized person. The nurse will be responsible for contacting the student's parent before the student is taken to a doctor or hospital. However, in the event that a parent cannot be reached, the school will act on the recommendation of the nurse in attendance.

Under **no circumstances** may a student leave the building for home, the hospital or a doctor's office without authorization from the administration.

All students will be advised of safety procedures to be followed in each program. The following regulations may or may not apply to each program:

1. Wear the proper type clothing and footwear as prescribed by the instructor.
2. Wear eye protection devices as recommended by the instructor. It is required by law that eye protection devices must be worn in certain CTC programs. Eye protective devices will be provided in these programs and must be worn.
3. Loose or ragged clothing is a poor safety practice when power-driven machinery is being operated.
4. Hair styles should conform to safety regulations.
5. Cleanliness of shop and school is conducive to good safety habits.
6. Wearing of rings, wrist watches, bracelets and other jewelry is prohibited when working in shops with power machinery.
7. Do not leave the shop area at any time without the instructor's permission.
8. "Horseplay" and practical jokes in any form will not be tolerated.
9. At no time should tools or other machinery be left lying on the floor.
10. Use and handle tools as instructed.
11. Never attempt to operate any machinery without previous instruction.
12. Do not run in the corridors.
13. Report all damaged tools and equipment.
14. Report all accidents to the instructor immediately.
15. **No shop or lab work when the instructor is not present for the day. Follow Sub Plan.**

SECURITY

PERSONAL SEARCHES

In accordance with BCCTC Board Policy 226, a student's *person or personal* property (vehicle, purse, book bag, jacket, and trousers) may be searched whenever the administration has reasonable suspicion to believe that he/she is in possession of illegal or unauthorized materials or material that may create a threat to the health, welfare and/or safety of other students or staff at the Beaver County CTC.

** For more information, refer to BCCTC Board Policy 204, which is available on the BCCTC website at www.bcctc.org

SECURITY CAMERAS

Security cameras in operation twenty-four (24) hours per day are located in the hallways, lobby areas, parking lots and roadways and are accessible to the Administrative Director, Principal, Facilities Director, and School Resource Officer (SRO). This information is recorded and is kept on file for the entire school year. The purpose of the security cameras is the protection and safety of the students, staff, and visitors to our school.

SCHOOL RESOURCE OFFICER

A full time School Resource Officer is employed at the Beaver County Career & Technology Center under the jurisdiction of the Center Township Police Department.

The School Resource Officer's responsibilities include the following:

- Enforcing Driving Rules
- Enforcing Tobacco Policy
- Monitoring of the halls, lobbies, parking lots, and roadways
- Building Security
- Criminal Investigations
- Conducting the Pennsylvania Department of Education (PDE) state mandated trainings and security drills.
- Mentoring and Counseling

STUDENT SERVICES

PARENTAL CONFERENCES

Parents are always welcome to visit with the administration, school counseling personnel, and faculty to become acquainted with the school or to discuss problems of mutual concern. An appointment should be made through the School Counselor before the visit.

STUDENT SERVICES

Information concerning educational and occupational opportunities will be available in the School Counselor's Office. Students are encouraged to use this resource.

Educational counseling will be provided for students who desire to continue their education after they graduate from the CTC. This may include planning and preparing for a two-year post high school technical school, or a four-year college.

Personal problems may be encountered by the CTC student. The School Counselor will provide assistance in this area.

Students may make an appointment to see the School Counselor individually concerning personal, educational, or career and technical problems. Appointments may also be arranged through the instructor.

STUDENT WITHDRAWAL

Any student who wishes to withdraw from Beaver County CTC must meet with the School Counselor in order to ensure that the proper procedures are followed. A conference will be scheduled to ensure that the student has had an opportunity to discuss the reason for withdrawal and possible alternative actions.

When a student is withdrawn or removed from the Beaver County CTC, this student forfeits their seat in the program from which they withdrew. This empty seat will now be afforded to a new applicant or offered to a student on the wait list. If the withdrawn student decides to return to the same program from which they withdrew, the student's records will be reviewed and only enrolled at the Counselor's discretion and if there are empty seats in the program. If an empty seat is not available for said student, then this student will be added to the wait list for that program.

SUPPLEMENTAL INFORMATION

ANNOUNCEMENTS/BULLETIN BOARDS

- General announcements will be read over the public address system which is located in the CTC Office.
- The announcements are for the student's information; therefore, students should **stop working and pay full attention** until the announcements are completed.
- All items to be posted on the bulletin board or announcements for the public address system must be approved by the Assistant Administrative Director before they are posted or announced.

BUSSES

Transportation of the students will be arranged by the home school. The bus driver is in full charge of the bus and the pupils. The privilege of riding the bus can be denied to anyone who does not show the proper courtesy and/or endangers passengers by their disregard for the rules of common sense and safety. Safety must always receive prime consideration while waiting for, riding, or leaving the bus.

INSURANCE

A school accident insurance policy is available to every student at the home high school. All students are urged to secure this coverage. Policies will vary in coverage offered at the various schools. Get the full details at the home high school office.

LOST AND FOUND

Articles found should be taken to the CTC Office immediately. Any student who has lost an article should report the loss to their instructor and to the CTC Office. Articles not called for will be disposed of at the end of the school year.

PUBLICITY

Individual and/or group interviews, photographs, or videotapes of students may be taken during the school year for use in publications at the BCCTC and the sending school district unless the parent has objected in writing to such disclosure. This publicity provides the community with school information. BCCTC also facilitates positive media publicity by arranging for photographs/interviews of students.

TECHNOLOGY

COMPUTER, INTERNET, AND LOCAL AREA NETWORK USE

Students are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules network etiquette, and Federal and State Law when using the school's computers, networks, and/or the Internet. Before using the school's computers, network, or the Internet, students must sign a *Network/Internet/Email Acceptable Use Policy Agreement* and return it to their classroom teacher. The student's parent/guardian must also sign the *Network/Internet/Email Acceptable Use Policy Agreement* to ensure that they are informed of the BCCTC policies.

**** Please see Appendix A for the Network/Internet/E-Mail Acceptable Use Policy and signature pages**

In addition, any computer or network-related communications that have the potential to create a material and substantial disruption of the school's programs, whether initiated at the school, on a student's home computer, or on any other computer not on school premises, may result in disciplinary or legal action against the student. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purpose.
3. Use of the network for non-school related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material, or other material that could be injurious to minors.
8. Use of Web content, e-mail, chat rooms, and newsgroups unrelated to class work.
9. Use of inappropriate language or profanity on the network.
10. Use of network to intentionally obtain or modify files, passwords, and data belonging to others.
11. Impersonation of another user, anonymity, and or pseudonyms.
12. Use of the network facilities for fraudulent copying, communications, or modification of materials in violations of copyright laws.
13. Loading or use of unauthorized games, programs, files.
14. Use of the network to disrupt the work of other users.
15. Destruction, modification, or abuse of network hardware or software.
16. Quoting personal communications in a public forum without the original author's prior consent.
17. Accessing or attempting to access unauthorized resources.
18. Disrupting or excessively annoying other computer systems by flooding, "spamming", excessive "pinging," or other techniques.
19. Connection of any unauthorized device or equipment.

CONSEQUENCES FOR INAPPROPRIATE OR UNAUTHORIZED USE OF INTERNET

1. The network user shall be responsible for damage to equipment, systems, and/or software resulting from deliberate or willful acts.
2. Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, and/or theft of services may be reported to law enforcement agencies for possible investigation and prosecution.
3. General rules for behavior and communications apply when using the network, in addition to the stipulations of this policy. Inappropriate use may result in cancellation of access privileges and/or disciplinary actions.
4. Vandalism may result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or the network. This includes, but is not limited to: the uploading, downloading, or creation of any computer viruses; denial of service attacks; or exploration of security breaches.

Violation of the above policy will result in disciplinary action under **Level II** offense of this handbook.

INTERNET AND LOCAL AREA NETWORK SAFETY

To the extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. The school's internet access is actively filtered to block content that is inappropriate or offensive. No guarantee can be made that a filtering system will screen all inappropriate content. Students will be held responsible for any access or attempt to access inappropriate material. Any network user who receives offensive, threatening or unwelcome communications shall immediately bring them to the attention of a teacher or an administrator.

Network users should not reveal personal addresses or telephone numbers to other users on the network. At no time, will any student be permitted to divulge personal information about any student via internet web pages, e-mails, or any other technology.

INTERNET AND LOCAL AREA NETWORK SECURITY

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

1. Students shall not reveal their password to another individual.
2. Students are not to use a computer logged onto the network by another user.
3. Students may be assigned to use only a particular computer; in which case they should only use that computer unless otherwise authorized.
4. Use of any other student's or teacher's login is prohibited.

5. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
6. Student network accounts and computers storage media, whether connected to or not connected to the network, are considered to be public information. Student network accounts and storage media are subject to inspection by teachers, network administrators, and school administrators at any time, for any reason and without prior notice.
7. Information entered, copied, uploaded or downloaded to the network or computer storage media by students is not private. Logs and journals of all computer activity, network and disc access may be kept and reviewed by the school. Students who are found to have obtained, placed, or sent inappropriate, vulgar, offensive or obscene messages, images, sounds, or any other form of information on the network, are subject to disciplinary action defined in this handbook.

Violation of the above policy will result in disciplinary action under **Level II** offense of this handbook.

DISCIPLINE

CORPORAL PUNISHMENT

Corporal (physical) punishment may not be administrated by any staff member to discipline students; however, reasonable force may be used by school employees to:

- quell a disturbance
- obtain possession of a weapon or other dangerous object
- provide self-defense
- protect the property of other persons

IN-SCHOOL/OUT-OF-SCHOOL SUSPENSIONS

Students who fail to comply with the Beaver County CTC regulations will be disciplined, and they may be suspended, both from the Beaver County CTC and their home school. Any student who is given an out-of-school suspension from Beaver County CTC is also suspended from their home school. Likewise, any student who is given out-of-school suspension at their home school is also suspended from Beaver County CTC. A suspended student and his/her parent/guardian may be scheduled for a conference before the student is re-admitted to school. The terms of re-admittance will be determined at the conference. At the discretion of the Beaver County CTC Assistant Administrative Director, a student may be placed in in-school suspension. Students will be placed in the in-school suspension room with assigned work. They will remain in in-school suspension for the designated time and until their assignment is completed.

Students who are suspended out-of-school are not permitted on school property including home school property without the express permission of the administrator or his/her designee issuing the suspension. Violators may be charged with defiant trespassing.

Schools are required to report certain disciplinary to the Pennsylvania Department of Education. These include the possession, use, sale and transfer of controlled substances such as alcohol, tobacco, and illegal drugs; fighting; assaults on students or school staff; racial/ethnic intimidation; any type of harassment including sexual; and other serious infractions that are listed in the Department of Education's Definitions of Types of Misconduct.

The Department of Education's Definitions of Types of Misconduct can be found at <http://www.safeschools.state.pa.us/FileStorage/SafeSchools/DEFINITIONS2008.pdf>.

STAFF RESPONSIBILITY FOR STUDENT DISCIPLINE

All professional and non-professional employees have the authority to correct a student at any time if the action of the student will in any way have a detrimental effect on the learning environment of the school, other students, or staff members. All staff members have the responsibility for supervising students in the buildings and on the school grounds. Should a serious problem arise prior to the start of class in the hallways or on school grounds, it should be referred directly to administration. With regards to any classroom referrals, the referral should include – action taken, parent phone call when possible, and a clear description of the students' infraction.

STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

A student will be given a great deal of responsibility at Beaver County CTC. It is expected that all students will develop good work attitudes, enter class activities, and conduct themselves in such a manner that makes it unnecessary to develop an extensive list of rules to control behavior. The students have selected to attend the Beaver County CTC because of a sincere interest in learning employable skills.

The *Discipline Policy* developed by the Beaver County CTC, in accordance with BCCTC Board Policy 218, has been divided into four (4) levels. These levels are dependent upon the degree of seriousness of the offense. Each level has been defined and a sample list of offenses is also indicated. It is impossible to cover every situation that may arise in a facility accommodating a large student body. Therefore, this policy has been left open-ended so that any situation which may arise that has not been specifically covered may be handled with the same amount of fairness and effectiveness as the others.

The various levels of offenses and administrative actions are listed on the following pages. The Beaver County CTC Assistant Administrative Director or Administrative Director will be responsible for all disciplinary actions, exercising discretion as appropriate.

** For more information, refer to BCCTC Board Policy 218, which is available on the BCCTC website at www.bcctc.org

LEVEL I OFFENSES

Level I offenses are the type that disrupt the normal operation of the school. **In most cases, at this level discipline will be handled by the teacher, with actions such as but not limited to moving a students' seat, verbal warnings and phone calls home.** If a student continues to be disruptive, the student may be sent to the Assistant Administrative Director for a conference. Penalties for Level I offenses could include a parent conference. However, a Level I offense can become a Level II offense because of the frequency of the actions. Level I offenses include the following but are not limited to the following:

1. Disruptive Behavior in Class or Hallway
2. Profanity or Obscenity
3. Disregard for School or Shop Safety Regulations
4. Being in a Restricted Area Without Proper Supervision
5. Disruptive Behavior on Bus (Home school will be notified)
6. Cutting Class
7. Horseplay
8. Public Displays of Affection
9. Dress Code Violations

ADMINISTRATIVE ACTION

1st Offense: Warning or one (1) day in school suspension

2nd Offense: One (1) to three (3) days in-school suspension (*Parent conference*)

3rd Offense: Three (3) to ten (10) days out of school suspension (*Parent conference*)

4th Offense: Procedures taken – May lead to expulsion

LEVEL II OFFENSES

Level II offenses are of a more serious nature than Level I. Students found guilty of a Level II offense may be sent to the Assistant Administrative Director's Office. The student's parents may be notified, and a parent conference may be arranged. Depending on the offense, students may have to make full restitution, be suspended from school for one (1) to ten (10) days, or be removed from the CTC program and returned to their home school. However, a Level II offense can become a Level III offense because of the frequency of the actions. Level II offenses include the following, but are not limited to the following:

1. Truancy
2. Smoking (Use of Tobacco) on School Grounds or at School Related Activities
3. Continual Excessive Tardiness
4. Forgery or Cheating
5. Unauthorized Driving to School
6. Gambling
7. Inappropriate or Unauthorized Use of Internet
8. Internet and Local Area Network Security
9. Use of Electronics, Cell Phones, Electronic Cigarettes, Etc.
10. Disrespect or Insubordination

ADMINISTRATIVE ACTION

General Level II Policy:

1st Offense: Warning, in school suspension or out of school suspension- Depending upon the nature and frequency of the offense.

2nd Offense: Three (3) to ten (10) day out of school suspension (*Parent conference*)

3rd Offense: Expulsion procedures may be taken **Tobacco**

Policy:

1st Offense – Citation issued and three (3) day ISS or OSS

2nd Offense – Citation issued and three (3) day ISS or OSS

3rd Offense – Citation issues and three (3) day Out of School Suspension; Students who drive to the CTC will have driving permit revoked.

***** Please be advised that the Beaver County Career and Technology Center has installed Halo Vape Detection Sensors in carious restrooms and lab areas throughout the building. Students caught vaping will be searched and vapes immediately confiscated by the CTC administration and/or School Resource Officer (SRO).*****

Cell Phone Policy:

- 1st Offense: Phone will be confiscated and placed in the CTC Office and a parent/guardian will be responsible for picking it up
- 2nd Offense: Phone will be confiscated and student will be assigned a one (1) day out of school suspension
- 3rd Offense: Phone will be confiscated and student will be assigned an automatic three (3) day out of school suspension.

LEVEL III OFFENSES

Level III offenses are of a more serious nature than Level II. The student's parents will be notified and a parent conference may be arranged. Depending on the offense, students may have to make full restitution, be suspended from school for three to ten days, or be removed from the CTC program and returned to their home school. However, a Level III offense can become a Level IV offense because of the frequency of the actions. Level III offenses include the following, but are not limited to the following:

1. Misuse of Fire Alarm/Vape Detector
2. Fighting
3. Stealing
4. Vandalism/Destruction of School Property Destruction of school lockers, locks, and other classmate's personal locks.
5. Leaving School Grounds Without Permission
6. Peer Child Abuse. (*Bullying, Hazing*)
7. Harming animals in any way that is deemed cruel and unusual.
8. Harassment of any Form, Especially Sexual
9. Racial, Ethnic, or any Form of Intimidation on another student or staff member.
10. Possession or Use of any Substance That Could Cause Bodily Harm (*Mace, Etc.*)
11. Cheating of any kind, Cheating on NOCTI Exam/Industry Certification Exams/NIMS Exam.

ADMINISTRATIVE ACTION

- 1st Offense: Three (3) days out of school suspension (*Parent conference*)
- 2nd Offense: Five (5) to ten (10) days out of school suspension (*Parent conference*)
- 3rd Offense: Expulsion procedures may be taken

LEVEL IV OFFENSES

Level IV offenses are of the most serious nature. Students found guilty of these offenses will be suspended from school immediately and their parents notified of the actions.

A suspension may be from five (5) to ten (10) days, depending on the severity. Students may be removed from the CTC program or brought before the home district school board for a formal hearing for expulsion. Level IV offenses include the following, but are not limited to the following:

1. Possession, Use or Distribution of Drugs, including prescription drugs and look-a-likes or Alcohol on School Grounds or at School Related Activities
2. Physical Assault on Teacher, School Employee, or Any Other Student
3. Physical assault on animals
4. Verbal Threats to Staff or Students
5. Extortion
6. Immorality
7. Arson
8. Participating in or Instigating a Riot, Walkout, or Illegal Student Protest
9. Storing, Possessing, or Carrying a Weapon (*Mandatory Expulsion*)
10. Terroristic Threats and/or other threats against the school, students, or staff.

ADMINISTRATIVE ACTION

Depending on the severity of the offense, after an initial three (3) day out of school suspension a due process hearing will be scheduled, with the parent/guardian and administration, to determine if the suspension will be increased to five (5) to ten (10) days or to determine if the action warrants expulsion from school.

APPENDIX A

BEAVER COUNTY CAREER AND TECHNOLOGY CENTER

No. 815

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF INTERNET, COMPUTERS AND
NETWORK RESOURCES

ADOPTED: August 27, 2015

REVISED:

815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES – Pg. 1 of 8

1. Purpose	The Joint Operating Committee supports use of the computers, Internet and other network resources in the center's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. The center provides students, staff and other authorized individuals with access to the center's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.
	For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the center as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.
2. Definitions 18 U.S.C. Sec. 2256	The term child pornography is defined under both federal and state law. Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where: 1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; 2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or 3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

18 Pa. C.S.A. Sec. 6312	Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.
20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254 18 Pa. C.S.A. Sec. 5903	The term harmful to minors is defined under both federal and state law. Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that: 1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion; 2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and 3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors. Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it: 1. Predominantly appeals to the prurient, shameful, or morbid interest of minors; 2. Is patently offensive to prevailing standards in the adult community with respect to what is suitable for minors; and 3. Taken lacks serious literary, artistic, political, educational or scientific value for minors.
18 Pa. C.S.A. Sec. 5903	Obscene - any material or performance, if: 1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest; 2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and 3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational, or scientific value.

815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES – Pg. 3 of 8

47 U.S.C. Sec. 254	Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.
3. Authority	The availability of access to electronic information does not imply endorsement by the center of the content, nor does the center guarantee the accuracy of information received. The center shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.
	The center shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.
Pol. 218, 233, 317	The Joint Operating Committee declares that computer and network use is a privilege, not a right. The center's computer and network resources are the property of the center. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the center's Internet, computers or network resources, including personal files or any use of the center's Internet, computers or network resources. The center reserves the right to monitor, track, and log network access and use; monitor filespace utilization by users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The center shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the center's Internet, computers and network resources.
	The Joint Operating Committee requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Administrative Director or designee.
47 U.S.C. Sec. 254	The Joint Operating Committee establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors: 1. Defamatory. 2. Lewd, vulgar, or profane. 3. Threatening. 4. Harassing or discriminatory.
Pol. 103, 103.1, 104, 248, 348 Pol. 249	
Pol. 218.2	
24 P.S. Sec. 4604 20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254	

24 P.S. Sec. 4604	5. Bullying. 6. Terroristic. The center reserves the right to restrict access to any Internet sites or functions it deems inappropriate through the established Joint Operating Committee policy, or the use of software and/or online server blocking. Specifically, the center operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access. Upon request by students or staff, the Administrative Director or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy. Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Administrative Director or designee for expedited review.
4.Delegation of Responsibility 24 P.S. Sec. 4604	The center shall make every effort to ensure that this resource is used responsibly by students and staff. The center shall inform staff, students, parents/guardians, and other users about this policy through employee and student handbooks, posting on the center website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request. Users of center networks or center-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the center uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment. Student user agreements shall also be signed by a parent/guardian.

	Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern 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.
	Students, staff, and other authorized individuals have the responsibility to respect and protect the rights of every other user in the center and on the Internet.
	Building administrators shall make initial determinations of whether inappropriate use has occurred.
20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254 47 CFR Sec.54.520	The Administrative Director or designee shall be responsible for recommending technology and developing procedures used to determine whether the center's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to: 1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Joint Operating Committee. 2. Maintaining and securing a usage log. 3. Monitoring online activities of minors.
47 U.S.C. Sec. 254 SC 1303.1-A Pol. 249	The Administrative Director or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including: 1. Interaction with other individuals on social networking websites and in chat rooms. 2. Cyberbullying awareness and response.
5. Guidelines	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.
<u>Safety</u>	It is the center's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

47 U.S.C. Sec. 254 47 CFR Sec. 54.520	Internet safety measures shall effectively address the following: 1. Control of access by minors to inappropriate matter on the Internet and World Wide Web. 2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. 3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities. 4. Unauthorized disclosure, use, and dissemination of personal information regarding minors. 5. Restriction of minors' access to materials harmful to them.
<u>Prohibitions</u> SC 1303.1-A Pol. 249 Pol. 237 Pol. 814	Users are expected to act in a responsible, ethical and legal manner in accordance with Joint Operating Committee policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited: 1. Facilitating illegal activity. 2. Commercial or for-profit purposes. 3. Non-work or non-school related work, including use of web content, email, chat rooms and newsgroups unrelated to class work. 4. Product advertisement or political lobbying. 5. Bullying/Cyberbullying. 6. Hate mail, discriminatory remarks, and offensive or inflammatory communication. 7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials. 8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs. 9. 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. 10. Inappropriate language or profanity. 11. Transmission of material likely to be offensive or objectionable to recipients. 12. Intentional obtaining or modifying of files, passwords, and data belonging to other users. 13. Impersonation of another user, anonymity, and pseudonyms. 14. Fraudulent copying, communications, or modification of materials in violation of copyright laws. 15. Loading or using of unauthorized games, programs, files, or other electronic media. 16. Disruption of the work of other users. 17. Destruction, modification, abuse or unauthorized access to network hardware, software and files. 18. Accessing the Internet, center computers or other network resources without authorization. 19. Disabling or bypassing the Internet blocking/filtering software without authorization. 20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization. 21. Disrupting or excessively annoying other computer systems by flooding, spamming, excessive "pinging" or other techniques. 22. Connecting any unauthorized device or equipment.

<u>Security</u>	System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or center files. To protect the integrity of the system, these guidelines shall be followed: Employees and students 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.
<u>Copyright</u> 17 U.S.C. Sec. 101 et seq Pol. 814	The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.
<u>Center Website</u>	The center shall establish and maintain a website and shall develop and modify its web pages to present information about the center under the direction of the Administrative Director or designee. All users publishing content on the center website shall comply with this and other applicable Joint Operating Committee policies. Users shall not copy or download information from the center website and disseminate such information on unauthorized web pages without authorization from the building administrator.
<u>Consequences For Inappropriate Or Unauthorized Use</u>	
24 P.S. Sec. 4604	The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.
	Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services may be reported to law enforcement agencies for possible investigation and prosecution.
	General rules for behavior and communications apply when using the network, in addition to the stipulations of this policy.
	Vandalism may result in cancellation of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading, downloading or creating computer viruses, denial of service attacks, or exploration of security breaches.
Pol. 218, 233, 317	Failure to comply with this policy or inappropriate use of the Internet, center network or computers may result in usage restrictions, cancellation of access privileges, disciplinary action, and/or legal proceedings.

Resources:

School Code – 24 P.S. Sec. 1303.1-A

PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312

Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.

U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.

Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256

Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777

Internet Safety, Children’s Internet Protection Act – 47 U.S.C. Sec. 254

Children’s Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520

Joint Operating Committee Policy – 103, 103.1, 104, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 814

APPENDIX B

No. 249 BEAVER COUNTY CAREER AND TECHNOLOGY CENTER

SECTION: PUPILS

TITLE: BULLYING/CYBERBULLYING

ADOPTED: September 24, 2015

REVISED: October 28, 2021

249. BULLYING/CYBERBULLYING - Pg. 1 of 3

1. Purpose	The center recognizes the need to protect all students from the negative effects of bullying in the educational environment. The center will make every effort to provide students with a safe educational environment free from bullying.
2. Definitions SC 1303.1-A	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: you're lying 1. Substantial interference with a student's education. 2. Creation of a threatening environment. 3. Substantial disruption of the orderly operation of the center.
SC 1303.1-A	Bullying, as defined in this policy, includes cyberbullying. School setting means in the center, on center grounds, in center vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the center.

3. Authority	The Joint Operating Committee prohibits all forms of bullying by students.
SC 1303.1-A	The joint operating committee encourages students who believe they or others have been bullied to promptly report such incidents to the building administrator or designee. Students are encouraged to use the centers report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal bias that might favor or disfavor the student filing the complaint or those accused of a violation of this policy. The joint operating committee directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the center building and on the center's website, if available.

249. BULLYING/CYBERBULLYING - Pg. 2 of 3

<u>Delegation of Responsibility</u>	Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.
SC 1303.1-A	The Administrative Director or designee shall develop administrative regulations to implement this policy.
SC 1303.1-A	The Administrative Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.
SC 1303.1-A	The Administrative Director or designee, in cooperation with other 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. Joint Operating Committee's Bullying Policy. 2. Report of bullying incidents Information on the development and implementation of any bullying prevention, intervention or education programs..
<u>Guidelines</u> SC 1303.1-A Title 22 Sec. 12.3 Pol. 218	This policy will be included in the Code of Student Conduct contained in the student handbook and shall be disseminated annually to students and in all yearly parent information packets. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location at the center and on the website.

<u>Education</u> SC 1302-A, 1303.1-A Pol. 236	The center may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.
<u>Consequences For Violations</u> SC 1303.1-A Pol. 218, 233	A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: 1. Counseling within the center. 2. Parental conference. 3. Loss of school privilege. 4. Transfer to another school building, classroom, or school bus 5. Exclusion from center-sponsored activities. 6. Suspension. 7. Expulsion. 8. Counseling/Therapy outside of the center. 9. Referral to law enforcement officials.
249. BULLYING/CYBERBULLYING - Pg. 3 of 3	
<u>References:</u>	School Code – 24 P.S. Sec. 1302-A, 1303.1-A State Board of Education Regulations – 22 PA Code Sec. 12.3 Joint Operating Committee Policy – 000, 218, 233, 236, 248

APPENDIX C

Policy: Canine Search Policy 6850

Adopted: 8/28/2025

Beaver County Career Technology Center

Purpose	School administrators have a compelling interest in ensuring that controlled substances are not present on school grounds and preventing drug-related activity on school grounds. In order to reinforce this purpose, generalized and random locker, vehicle and bag searches, including but not limited to backpacks, gym bags, draw string bags, (not physically on a student's person), to include canine sniff searches, are authorized and may be made without notice and require no individualized suspicion. If a drug sniffing dog reacts to the purported presence of an illegal substance, such reaction shall constitute reasonable individualized suspicion so as to permit a search of the individual's locker, vehicle or bag.
Authority	The Board authorizes the Center Township Police Department, other municipalities assisting the CTPD, and private firms to assist the district by providing the services of their canine officer.
Delegation of Responsibility	A search of school property shall be conducted at any time to further the District's compelling interest in ensuring that controlled substances are not present on school grounds and preventing drug-related activity on school grounds. In order to reinforce the within purpose, generalized and random locker, vehicle and bag searches, including but not limited to backpacks, gym bags, draw string bags, (not physically on a student's person), to include canine sniff searches, are authorized and may be made without notice and require no individualized suspicion. If a drug sniffing dog reacts to the purported presence of an illegal substance, such reaction shall constitute reasonable individualized suspicion so as to permit a search of the individual's locker, vehicle or bag. Drug sniffing dogs will not be used to search a student's individual person. No bag search shall occur while the bag is physically on a student's individual person. All student handbooks shall include language explaining the use of canine searches on occasion throughout each school year. The administration shall annually evaluate the effectiveness of canine searches in the school and report such to the Board
Guidelines	Dogs used for canine searches in the schools by the police shall be appropriately trained and certified. Use of canine searches at least once per semester is deemed adequate. However, the district may choose to conduct canine searches whenever it deems necessary further its compelling interest in ensuring that controlled substances are not present on school grounds and preventing drug-related activity on school grounds
Procedure	The attending officer shall accompany the dog to the school. While the dog works, building principals and/or administrators shall temporarily close the area containing lockers, bags, or vehicles to be searched. The following procedure will be used if the dog alerts to a locker, bag, or vehicle: a. The locker number, backpack or vehicle will be noted. Adjacent lockers, bags, and vehicles will also be noted when necessary. A second dog may be used to verify any initial locker alert. b. After a canine officer and handler have completed the search, the building principals will conduct searches of the lockers. The building principal shall notify the student that his/her locker, bag or vehicle is going to be searched and invite him/her to be present. The administration shall conduct the search. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare, or safety of the school population, student lockers may be searched without prior warning. When a canine search indicates reasonable suspicion of a crime or violation of school rules, the canine officer

	shall remain at the scene with administrators or the proper authorities will be contacted if a private firm is used. c. If drug paraphernalia or controlled substances or those items thought to be controlled substances, are found, the parent/guardian shall be contacted immediately and requested to come to the school. An investigation shall be conducted by the building principal according to Board policy and school procedures. d. If no drugs are found, the student will return to class. The building principal shall contact the student's parents/guardians before the end of the school day to explain the procedure that has occurred. Where possible, the student will be invited to be present with the principal when the telephone call is made. e. The Superintendent shall notify the Board in a timely fashion.
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APPENDIX D

Beaver County Career & Technology Center
145 Poplar Avenue
Monaca, PA 15061
2025-2026 Calendar

August (5-5)				
M	T	W	T	F
18	19	20	21	22
25*	26	27	28	29

September (21-26)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October (22-48)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November (17-65)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December (14-79)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January (19-98)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February (19-117)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March (21-138)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April (19-157)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May (20-177)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June (3-180)				
M	T	W	T	F
1	2	3*	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Legend	
	In -Service Day
	Closed
	Student First and Last Day
	Graduation
	Progress Report Due Dates

Marking Period End Dates	
	October 28, 2025
	January 20, 2026
	March 26, 2026
	June 3, 2026

Board Approved: February 27, 2025

August 20-22	In-Service Day #1-3
August 22	New Student Orient.
August 25	First Day for Students
September 1	Labor Day
October 13	In-Service Day #4
November 11	Veterans Day
Nov 27. -Dec.1	Thanksgiving Break
Dec.22-Jan.2	Winter Break
January 19	MLK Day
February 16	President's Day
March 16	In-Service Day, #5
April 2	In-Service Day, #6
April 3-6	Spring Break
May 22	Graduation
May 25	Memorial Day
June 3	Last day for Students
June 4	In-Service Day #7

APPENDIX E

BCCTC Calendar of Events 2025-2026

<u>August</u>	<u>September</u>	<u>October</u>
20-21- In Service Day 1& 2 22- New Student Orientation/ In-Service Day 3 25- First Day of School 28- JOC Meeting	1- Labor Day- No School 25- JOC Meeting- OAC Meetings- MP1 Progress Report due 30- OAC Meeting- Culinary	2- Open House 8-10- Pre NOCTI-Written 13- In Service Day 4 20- OAC Meeting- Cosmo 23- JOC Meeting 28- MP 1 Ends
<u>November</u>	<u>December</u>	<u>January</u>
1-2- FBLA State Leadership Workshop 11- Veteran's Day- No School 18- JOC Meeting 27-28- Thanksgiving Break	4- MP 2 Progress Report Due 11- JOC Meeting 1-Thanksgiving Break 22-31- Winter Break	1-2- Winter Break 10-17- PA Farm Show 22- JOC Meeting 20- MP 2 Ends
<u>February</u>	<u>March</u>	<u>April</u>
16- President's Day- No School 20- MP 3 Progress Report Due 26- JOC Meeting	16- In-Service Day 5 26- MP 3 Ends 11-13 HOSA- Hershey 26- JOC Meeting	2- In-Service Day 6 3-6- Spring Break 8-10 SkillsUSA State Leadership Conference 13-25- FBLA State Conference 15-17- NOCTI Written 20-21- NOCTI Performance 23- JOC Meeting 24- MP 4 Progress Report Due
<u>May</u>	<u>June</u>	
22- Graduation 28- JOC Meeting	1-5- SkillsUSA Nationals 3- MP 4 Ends- Last Day for Students 4- In Service Day 7 - Last Day for Teachers 25- JOC Meeting	

Notice of Non-Discrimination

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