STUDENT HANDBOOK

COLUMBIA-MONTOUR
Area Vocational-Technical School
In the halls of Col-Mont Tech we will spend four years,
Years of toil and strife together, filled with fun and tears.
Here we learn our chosen trades, plying them with skill,
Tools to carry us through life, all our dreams to fill.

Columbia-Montour Vo-Tech.

Soon we part and say goodbye, friends and Mater dear,
Not without a touch of sadness, thoughts that bring a tear.
Here’s to you, our friends and classmates, wishing you the best.
May your life be long and happy, one of great success.
Columbia-Montour Vo-Tech.

Words by Shirley Snavely  Arranged by Sharon Jones
Music from "Far Above Cayuga’s Waters"
The agreement below indicates signatures that you have been made aware that the 2019/2020 Student Handbook is available online at http://cmvt.us/docs/handbook.pdf, and that you have read and understand the contents of the handbook. (A printed Student Handbook is available upon request.) Your signature also authorizes Columbia-Montour Area Vocational-Technical School the unqualified right and permission to reproduce, copy, publish, circulate or otherwise use video, audio, or photographs of your child, produced by the school, or in its behalf by any other person. This authorization and release covers the use of video, audio, or photos in any published form, and any media in any part of the world for an unlimited period of time.

Student’s Signature

Date

Parent/Guardian Signature

Date
This Student Handbook/Planner belongs to:

Name: ___________________________ Grade: ______

Instructional Lab: ______________________ Locker#: ______

COLUMBIA-MONTOUR Area Vocational-Technical School

Student Handbook/Planner
2019–2020

RAMS

5050 Sweppenheiser Drive
Bloomsburg, PA 17815
Phone: (570) 784-8040
Fax: (570) 784-3565
www.cmvt.us
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STAFF LISTING 2019-2020

Career & Technical Teachers

Agricultural Plant Systems and Technology
Kristie Good (3340)

Automotive Repair/Refinishing
Joe Kupchik (3446)

Automotive Technology
Allen Fry (3350)

Building Trades Maintenance
Eric Turofski (3351)

Carpentry and Construction
Rick Miles (3349)

Computer Technology
Charles Greco (3337)

Cosmetology
Wendy Lally (3342)

Drafting and Design Technology
Pamela Slusser (3345)

Electricity
Mike Cagigas (3442)

Food Preparation and Services
Joe Edmondson (3323)

Health Sciences
Karen Verchimak (3311)

HVACR
Mike Beaver (3445)

Machine Technology
Frank Knorr (3352)

Mechantronics
Keith Cagigas (3349)

Printing and Graphic Communications
Don Casey (3346)

Health Professions and Related Clinical Sciences
Nancy Dussaud (3341)

Dental Assistant/related
Jillian Randler (3344)

Welding Technology
Jonathan Ewe (3356)

Academic Teachers

English
Rocky Doreively (3418)*
Ashley Puck (3420)*
Nicole Gritalewski (3420)*
Allison Parkopark (3467)*
Karen Verchimak (3311)*
Jennifer Roesch (3367)

Math
Pamela Servett (3421)*
Kristin Garzone (3468)*
Bruck Davis (3423)*
Shawn Davis (3423)*
Lara Sabatino (3468)*
Amber Smith (3423)*
Lisa Driscoll (3423)*
Lori Heisser (3423)*
Lauren Frey (3423)*

Science
Kevin Lehman (3413)
Natalie Hart (3423)*
James Kofskie (3426)
Dazie Walter (3424)*
Nicole Snyder (3412)*
Benji Ridall (3427)*

Social Studies
Eric Balchik (3421)*
Scott Gunstel (3422)*
Bryan Miller (3426)*
Anthony Hlko (3414)*
Courtney Sosun (3429)*

Health & Physical Education
Mark Barnes (3413)
Don Parcell (3343)
Danielle Baker (3344)

Spanish
Robbi Ryan (3481)*

Nurse
Angelina La Pota (3328)

Co-op/Placement
Ted (3333)

Directors & Principals

Director
David Bacher (3324)

Principal
Sue Shipman (3323)

Business Manager
Alison Piekarski (3333)

Director of Special Education
James Donlonberger (3334)

Director of Student Services
Gail Parsons (3332)

Director of Technology
Jeremy Adams (3338)

Guidance/Blended
Nicole Werner (3363)
George Lyster (3333)
Amanda Pyne (3339)

Custodial Staff

Custodial Office
Ryan Barkholod (3401)*
Dane Dellig (3401)*
Dan Closson (3454)*
Annie Long (3454)*
Zak Appleman

Cafeteria Staff

Nancy Olehnik (3329)
Twin English (3329)
Marie Lewis (3329)
Debbie Sklar (3329)
Joni Brown (3329)

Tutors & Paraprofessionals

Rebecca Fedders (3419)*
Laurie Grey (3433)*
Benji Ridall (3349)*
Jennifer Edmondson (3349)*
Linda Young (3419)*
Lori Long (3349)*
Doug Serringer (3412)*

(Updated 5/1/19)
### 2019 - 2020 Columbia-Montour AVTS School Calendar

#### July 2019

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**JOC Approved Date:** 1/15/2019

*All subsequent make-up days will extend the school year beyond June 3, 2020.*
## BELL SCHEDULE

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### SCHEDULE 'A'

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<td>8:10</td>
<td></td>
</tr>
<tr>
<td>Homeroom/First period (Enrichment)</td>
<td>8:15</td>
<td>9:00</td>
</tr>
<tr>
<td>Second Period</td>
<td>9:00</td>
<td>9:40</td>
</tr>
<tr>
<td>Third Period</td>
<td>9:43</td>
<td>10:23</td>
</tr>
<tr>
<td>Fourth Period</td>
<td>10:26</td>
<td>11:06</td>
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<tr>
<td>Fifth Period</td>
<td>11:09</td>
<td>11:49</td>
</tr>
<tr>
<td>B Lunch</td>
<td>12:32</td>
<td>1:02</td>
</tr>
<tr>
<td>Sixth Period</td>
<td>1:05</td>
<td>1:45</td>
</tr>
<tr>
<td>Seventh Period</td>
<td>1:48</td>
<td>2:28</td>
</tr>
<tr>
<td>Ninth Period</td>
<td>2:31</td>
<td>3:11</td>
</tr>
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</table>

### SCHEDULE 'C'

<table>
<thead>
<tr>
<th>PERIOD</th>
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<tbody>
<tr>
<td>Warning Bell</td>
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</tr>
<tr>
<td>Homeroom/First period (Enrichment)</td>
<td>8:15</td>
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<td>12:32</td>
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<tr>
<td>C Lunch</td>
<td>12:32</td>
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<tr>
<td>Seventh Period</td>
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<td>Eighth Period</td>
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<tr>
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# 2 HR DELAY SCHEDULE

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<tbody>
<tr>
<td>Homeroom</td>
<td>10:15</td>
<td>10:19</td>
</tr>
<tr>
<td>2</td>
<td>10:19</td>
<td>10:47</td>
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<tr>
<td>3</td>
<td>10:50</td>
<td>11:20</td>
</tr>
<tr>
<td>4</td>
<td>11:23</td>
<td>11:53</td>
</tr>
<tr>
<td>Lunch A (5th period if Lunch B or C)</td>
<td>11:56</td>
<td>12:26</td>
</tr>
<tr>
<td>Lunch B (5th period if Lunch A; 6th period if Lunch C)</td>
<td>12:29</td>
<td>12:59</td>
</tr>
<tr>
<td>Lunch C (6th period if Lunch A or B)</td>
<td>1:02</td>
<td>1:32</td>
</tr>
<tr>
<td>7</td>
<td>1:35</td>
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<tr>
<td>8</td>
<td>2:08</td>
<td>2:38</td>
</tr>
<tr>
<td>9</td>
<td>2:41</td>
<td>3:11</td>
</tr>
</tbody>
</table>

- Do not count lunch as a period in your rotation
- No enrichment on a 2 hr delay day

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**SIMPLE EXPECTATIONS**

**DO...**

SHOW RESPECT for Self, Others, School

**DO NOT...**

Make decisions that reflect DISRESPECT, DEFIANCE, DISRUPTION or DANGER.
SALUTE TO THE FLAG

In pledging allegiance to the flag of the United States of America, the approved practice is as follows. Standing with the right hand over the heart, repeat together the following pledge:

“I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”

ATTENDANCE IS THE #1 FACTOR TO STUDENT SUCCESS!
ATTENDANCE IS EXTREMELY IMPORTANT TO EMPLOYERS!

ATTENDANCE REGULATIONS

Students will report to their lockers and obtain all books and materials necessary for morning classes upon arrival at school. After visiting lockers, all students will report to their assigned homeroom. All students should be in homeroom at the designated time, or they will be considered tardy and must report to the Main Office for a tardy pass. Students should see their homeroom teacher if they are in the building but may be late for any reason. The compulsory attendance law was passed to make certain that all children would have equal opportunity to gain a public school education. School officials and parents are responsible for the education of our children, and the state may place fines and prison sentences or both for failure to observe the law.

The Columbia-Montour Area Vocational-Technical School follows pupil accounting procedures established by the Pennsylvania Compulsory School Attendance Laws. Since good attendance and grades are highly correlated, each school attempts to build close contact with parents through student attendance accountability. Students are reminded that attendance records become part of their permanent record and can have beneficial or detrimental results depending upon the record established.

SECTION 1326: Compulsory school age shall mean the period of a child’s life from the time the child’s parents elect to have the child enter school and which shall be no later than six (6) years of age until the child reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school. Every child of compulsory school age, having a legal residence in this Commonwealth, is required to attend a day school in which the subjects and activities prescribed by the State Council of Education are taught in the English language and every parent, or guardian of the person having control or charge of any child or children of compulsory school age is required to send such child or children to such day school.

ACT 29: Act 29 extensively revised provisions for truancy. The law raises, to $300, the fine for truancy placed on parents and requires them to pay court costs or be sentenced to complete a parenting education program. Both the truant child and parents must appear at a hearing by the district justice. If the parents show that they took reasonable steps to ensure the attendance of the child, they may not be convicted of a summary offense. If the parents are not convicted and the child continues to be truant, the child can be fined up to $300 or be assigned to an adjudication alternative program. The law also grants school police officers the same arrest powers as attendance officers and home and school visitors.

Act 29 also removes from truant juveniles their driving privileges for 90 days for a first offense and six months for a second, while juveniles who are unlicensed are prohibited from applying for a learner’s permit for 90 days (first offense) or six months (second offense) after their 16th birthday.
ATTENDANCE GUIDELINES

There are only seven reasons why a student may be legally excused from school:

1. Death in the immediate family.
2. Sickness of the pupil.
3. Needed at home in an extreme emergency as outlined in this handbook.
4. Assist with family owned or operated enterprises as outlined in this handbook.
5. 4-H attendance at a sanctioned event as outlined in this handbook.
6. Release of pupils for religious instruction, up to 36 hours according to the School Code.
7. Student educational travel as outlined in this handbook.

Any of the seven above reasons will be accepted as a legal excuse. If the principal has any reason to doubt the validity of an excuse, the school has the right to require a doctor’s excuse in the case of future absences. The school reserves the right to require a doctor’s excuse from students whose attendance is irregular, excessive, or questionable. If a student is absent from school on a scheduled half-day of school, that absence is counted as one full day of absence from school. If the absence is illegal, that day is one full day of illegal absence.

EXCUSED/LAWFUL ABSENCE

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from the school:

1. Illness, including if a student is dismissed by designated school staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner.
3. Quarantine.
4. Family emergency/other urgent reasons/extreme emergencies. Urgent reasons shall be strictly construed and do not permit irregular attendance.

Students who are needed at home due to an extreme family emergency are expected to have their parents call the school the day of or no later than the morning after the absence. The absence is excused, but the privilege may be revoked due to irregular attendance.

5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observation of a religious holiday observed by a bona fide religious group, upon prior written parental request.
10. Nonschool-sponsored educational tours or trips: Students who travel with parent/guardian may be lawfully excused if the trip is educational in nature, and the following requirements are met:
   a. The parent/guardian submits an Educational Trip Request Form for excused at least two weeks in advance of the absence.
   b. The student’s participation has been approved by the Administrative Director or their designee.
   c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians, the Administrative Director or their designee.
   d. The student must arrange with all of his/her teachers for the completion of homework assignments while traveling, return work to the teachers the first day back in class, and schedule make-up work at the discretion of each teacher.
11. College or postsecondary institution visit, and military enlistment process with prior approval.

Students who plan to visit a college or would like to request a day to job shadow must obtain and complete a request form from the office to be completed with a parent/guardian signature. This form must be returned to the office at least one day prior to the visit for administrative approval. When the student returns to school, he/she must submit the signed verification form with a signature from a representative of that college/business to the attendance officer.

12. Family business/Farm Day

Up to three days per semester will be excused to assist on the family farm or with other family owned or operated enterprises. This is excused only if the request is made in advance of the day of the anticipated absence. This applies only to work on the home farm or in the family business. This privilege may be revoked due to irregular attendance, illegal absence, school behavior, etc.

13. Inclement weather
14. Out of school suspension
EXCUSES FOR ABSENCES

Students who have been absent from school are required to bring a signed excuse to school immediately upon returning after the absence. Students are considered to have an unexcused/unlawful absence until the school receives a lawful excuse. Failure to present an excuse within three school days of return will result in the absences being permanently recorded as unexcused/unlawful. The excuse is to contain the following information:

1. Date(s) of absences
2. Reason for absence
3. Signature of parent or guardian

Any of the fourteen above reasons will be accepted as a lawful absence. If the principal has any reason to doubt the validity of an excuse, the school has the right to require a doctor’s excuse in the case of future absences. The school reserves the right to require a doctor’s excuse from students whose attendance is irregular, excessive, or questionable. After the student returns to school, the students will be allowed one (1) day to makeup work for each day of lawful absence.

If a student is sent home from school because of the symptoms of any contagious disease, re-admission to school can be secured only by a permission slip from a doctor.

EARLY DISMISSALS/APPOINTMENTS

(INCLUDING THOSE 18 YEARS & OLDER)

When it is necessary for a student to be excused from school early, he or she must bring a written excuse from home. This excuse must be signed by a parent or legal guardian and must explain the reason for the early dismissal. The student should present the excuse to the office prior to 8:30 am.

TEXT MESSAGES FROM PARENTS ARE NOT ACCEPTED AS AN EXCUSE FOR EARLY RELEASE FROM SCHOOL. PARENTS CAN CALL THE MAIN OFFICE IF AN EMERGENCY OR LAST MINUTE APPOINTMENT IS NECESSARY.

Students who come late to school because of an appointment must have documentation from that appointment provider upon signing into school. Students who sign out for an appointment must provide documentation from the appointment provider the following school day. Unverified appointments will count toward truant time. Parent excuses and/or phone calls are not accepted as verification of appointments. The guidelines of lawful vs. unlawful absence apply to early dismissals the same as a full day absence. A student with permission to leave the building before 3:11 pm for an early dismissal must sign out in the Main Office.

TARDINESS

It is important that students report to school on time. All students should be in homeroom at the the indicated time, or they will be considered tardy and must report to the Main Office for a tardy pass. Students arriving late to the CMAVTS must report to the office before going to class, and should have an excuse note, signed by the parent/guardian, stating the reason for being tardy. Assigned as follows:

TARDINESS TO SCHOOL: REPORT TO MAIN OFFICE FOR A PASS
- 3 UNEXCUSED TARDIES = 1 HOUR AFTER SCHOOL DETENTION
- 5 UNEXCUSED TARDIES = 2 HOURS AFTER SCHOOL DETENTION
- 10 UNEXCUSED TARDIES = 1 WEEK DRIVING SUSPENSION
- 15 UNEXCUSED TARDIES = 2 WEEK DRIVING SUSPENSION
- 20+ UNEXCUSED TARDIES = DRIVING REVOKED

Any of the fifteen above excused absence reasons will be accepted as a lawful excuse for being tardy.

Lateness for the following reasons will result in accumulation of unexcused tardies: missing the bus, oversleeping and vehicle problems.

TRUANCY/ZERO-NO MAKE UP

If you are found to be off school property without the permission of school personnel, you will be considered truant. You will receive a “O” for each class you miss and you will not be allowed to make up work missed. Appropriate disciplinary measures will also be taken by administrative personnel. For all unexcused absences, the student will not be allowed to receive any credit for work missed, unless otherwise approved by the director or designee.

UNEXCUSED ABSENCE

Unexcused absence will be declared for any of the following reasons: illegal employment, truancy, absence through parental neglect, such as: oversleeping, missing the bus, shopping, visiting relatives, baby sitting, remaining home to do school work, chores, or visiting the college library for reference work, etc. Students who miss ten days or more of school MUST return to school with a doctor’s note for every subsequent absence; otherwise it will be declared a lawful absence.
NON-COMPULSORY SCHOOL AGE CHILDREN
When a student who is seventeen (17) years of age or older accumulates ten (10) or more consecutive days of unexcused absences, he/she shall be notified by certified mail to the parents or guardian that he/she may be dropped from the roles of the school.

SCHOOL BREAKFAST/LUNCH PROGRAM
1. Cost of Student Breakfast: $1.70. Cost of Student Lunch: $2.50 (reduced: $0.45). Ala Carte price as indicated.
3. Applications should be submitted to the school Business Office to determine if students qualify for free or reduced-price lunches or online at the following URL after July 1: www.compass.state.pa.us then click on apply for “benefits” and follow instructions. Students who receive free and reduced lunch must pay all a-carte prices for any extras not included in the initial meal.
4. Students who do not qualify for free or reduced lunches have to pay for their meals.

HOMEBOUND INSTRUCTION
If an illness or accident prevents a student from attending school, they may be eligible for homebound instruction. Parents may request homebound instruction through the Main Office or the Nurse’s Office.

MAKE-UP FOR INCOMPLETE WORK
Upon student request, make-up work may be given for excused absences. The work is due in an amount of time equal to the number of days missed. Required work may be completed in advance in order for a student to accompany parent-guardian on trips or family activities. IT IS THE RESPONSIBILITY OF THE STUDENT TO CONTACT THEIR INSTRUCTOR AND ARRANGE FOR MAKE-UP WORK. Any student who is absent for more than five (5) consecutive days should contact his/her instructor to make arrangements for assignments. The responsibility for obtaining the assignments rests with the parents and/or student.

IN CAR DRIVING EDUCATION
• Students may participate in In-Car Driver Ed. Programs.
• Students are eligible to participate when all the following conditions are met:
  1. Pass the class they wish to be excused from.
  2. They have no outstanding fines or bills.
  3. They owe zero detention hours or are not currently serving an ISS Assignment.
  4. The time In-Car does not conflict with PE, Health or Critical Reading/Math Problem Solving class.
  5. Arrangements must be made with the attendance secretary at least 24 hours in advance.

SNOW CLOSING AND DELAY
All buses transporting students to Vo-Tech will run on the same delay schedule as the rest of that sending district’s buses. If a sending district closes for the day, buses picking up students from that district will not run. The closing of the Vo-Tech school will be made on an independent basis. All television and radio stations will be notified before 7:00 AM if school is to be cancelled due to weather conditions. If the weather makes roads hazardous during school hours, an announcement of early closing may be made.

GRADING SYSTEM
The grading system reflects a student’s progress in relation to his/her capability. Each student should strive to perform to the limits of their capability. Interim reports may be sent to a parent or guardian to reflect low or high achievement.
The following grade scale is used:
100-94 EXCELLENT WORK
93-85 SUPERIOR TO AVERAGE WORK
84-75 AVERAGE WORK
74-68 BELOW AVERAGE
67-0 FAILURE

HONOR ROLL
At the close of each marking period, students with a grade average of 94 or higher will be placed on the HIGH HONOR ROLL. Students with a grade average of 88 to 93 will be placed on the HONOR ROLL.

HONORS CLASSES
Honors classes are designed to exceed basic curriculum requirements. Students taking honors level courses can expect to do more work, in terms of breadth and depth of curriculum. Honors classes offer a higher level of intensity of the subject matter, with shorter deadlines. Students who qualify for an honors class will receive 1.04 credits per course.
GRADUATION REQUIREMENTS:

FOUR YEAR STUDENT:

- 9 credits: In the Vocational-Technical area, (3 credits possible each year) to be eligible to graduate a student must maintain a yearly average of 68 higher.
- 4 credits: In English; 1 each in grades 9, 10, 11, & 12.
- 4 credits: In Social Studies, Humanities, or Foreign Language 1 each in grades 9, 10, 11, & 12.
- 4 credits: In Science; 1 each in grades 9, 10, 11, & 12.
- 4 credits: In Mathematics; 1 each in grades 9, 10, 11, & 12.
- Pass cumulatively all Health & Physical Education, Critical Reading / Math Problem Solving classes.

THREE YEAR STUDENT:

- 6.75 credits. In the Vocational-Technical area, (3 credits possible each year) to be eligible to graduate a student must maintain a yearly average of 68 or higher.
- 4 credits: In English; 1 each in grades 10, 11, & 12. Students must enter with 1 English credit.
- 4 credits: In Social Studies, Foreign Language, or Humanities; 1 each in grades 10, 11, & 12. Students must enter with 1 credit in Social Studies or Humanities.
- 4 credits: In Science; 1 each in grades 10, 11, & 12.
- 4 credits: In Mathematics; 1 each in grades 10, 11, & 12.
- Pass cumulatively all Health & Physical Education, Critical Reading / Math Problem Solving classes.

TWO YEAR STUDENT:

- 4.5 credits: In Vocational-Technical Area, (3 credits possible each year) to be eligible to graduate a student must maintain a yearly average of 68 or higher.
- 4 credits: In English; 1 each in grades 11 & 12. Students must enter with 2 English credits.
- 4 credits: In Social Studies, Foreign Language, or Humanities; 1 each in grades 11 & 12. Students must enter with 2 credits in Social Studies or Arts Humanities.
- 4 credits: In Science; 1 each in grades 11 & 12.
- 4 credits: In Mathematics; 1 each in grades 11 & 12.
- Pass cumulatively all Health & Physical Education, Critical Reading / Math Problem Solving classes.

ONE YEAR STUDENT:

- 2.25 credits: In Vocational-Technical Area (3 credits possible) to be eligible to graduate a senior must maintain a yearly average of 68 or higher.
- 4 credits: In English; must enter with 3 English credits and complete senior project.
- 4 credits: In Social Studies, Foreign Language, or Humanities must enter with 3 credits.
- 4 credits: Mathematics.
- 4 credits: Science.
- Pass cumulatively all Health & Physical Education, Critical Reading / Math Problem Solving classes.

GRADUATION REQUIREMENTS TO WALK ACROSS THE STAGE

1. All bills must be paid in business office. $00.00 Balance.
2. Conduct Proficient; all detention made up prior to graduation.
3. Academic Proficient - all classes passed within two courses.
   (To be completed in summer school if needed) Summer school must be paid for prior to commencement.
FINAL EXAMINATION PROCEDURES
All students are required to report to their scheduled exams. Failure to report at the scheduled time will result in a zero grade for the exam.

EXCEPTIONS:
1. A doctor’s note excusing the exam due to illness.
2. School related activity - students must contact each teacher personally to reschedule the exam prior to the exam date.
3. Conflict on the schedule - student must contact teachers involved prior to scheduled time of the exam to arrange make-up of exam.

PLAGIARISM/ ACADEMIC DISHONESTY

— SUBMITTING ANOTHER PERSON’S (STUDENT OR TEACHER) AS YOUR OWN. —
Throughout your secondary education, you will be asked to write a variety of papers for both academic and/or shop classes. Many of these papers will require you to complete academic research prior to writing. Your teachers will familiarize you with the research guidelines of the American Psychological Association (APA) in order to prepare you to give proper academic credit for your research sources. Webster’s New World Dictionary defines plagiarism as “the taking of any idea, writing, or creative work and passing it off as one’s own.” Your teachers will utilize class time to teach and review proper research techniques and every effort will be made to present research writing as on-going educational process. However, when a student engages in what his or her instructor views as plagiarism, that student is guilty of cheating and will be subject to academic discipline from the classroom teacher, a building administrator, or both. At the college level and in the professional world, plagiarism is considered a serious offense and is often punished with severe academic and/or financial penalties. By following the instruction and research guidelines of your teachers closely, you will learn the proper techniques to avoid plagiarism, and you will be able to complete your research honestly. However, should you choose to pass off someone else’s work, including vocational projects, as your own (in other words, to cheat), you will face academic penalty, and/or disciplinary consequences.

INTERSchOLASTIC ATHLETICS

The following sports are part of the interscholastic athletic program:
• Football
• Baseball
• Soccer
• Track
• Wrestling
• Cross Country
• Softball
• Cheerleading
• Basketball
• Bowling

Any student absent for more than ½ day because he/she was not feeling well will be unable to participate that day in any extra curricular event, including practice. In the event of absence being on a Friday, it will preclude participating in a competition or performance on Saturday.

A student can have an excused absence and be permitted to participate in extra curricular activities for the following reasons:
• Doctor or Dentist appointment (generally expected to be in school 1/2 day.) Note is required.
• Learners permit or drivers test (generally expected to be in school ½ day).
• Funeral or death in family
• College visit (written verification required)
• Educational travel (by prior approval)
• Court appearance

ELIGIBILITY REQUIREMENTS

A student is eligible to compete in interscholastic sports if:
1. A certificate of consent signed by a parent or guardian is on file with the principal.
2. The student has been examined by the school physician or other regular physician and his/her condition is pronounced satisfactory before he/she begins to train or practice the sport in which he/she intends to participate. Physical must be dated after June 1st of the 2019-2020 school year.
3. The student does not reach the age of 19 before July 1st of the year of participation.
4. The student is an amateur.
5. If the student is regularly enrolled at the Columbia-Montour AVTS in full-time attendance.
6. The student has not been absent from school for more than twenty school days during a semester.
7. The student has not been enrolled in high school for more than eight semesters beyond 8th grade.
8. The student has not played four seasons beyond 8th grade in any form of athletics.
9. The student will not be eligible to participate if they are failing or have failed in the previous nine weeks their training program and any academic course or more than any two academic courses.
WEIGHT LIFTING

While the CMAVTS encourages weight lifting as a tool to promote wellness and personal fitness, neither the school nor its staff and coaches encourage or endorse the use of any substances, legal or illegal in conjunction with a weight training regimen, any supplements should be used under the care of a physician.

EXTRA-CURRICULAR ACTIVITIES

The Columbia-Montour Area Vocational-Technical School provides the following extra-curricular activities:

- FCCLA (Family, Career, and Community Leaders of America)
- Skills USA
- FFA - Future Farmers of America - An Association of Agriculture Education Students
- National Honor Society (NHS)
- Yearbook
- Rampage - school newspaper
- Art Club
- SADD

Students interested in participating in any of these activities should see the advisor or coach for more information.

STUDENT SERVICES

The Student Services Office is available to serve students. Guidance assistance is available for career counseling to assist students with grades, and to assist with problem solving. If a student needs to meet with a counselor for any reason, they should stop by the Student Services Office and make an appointment with the secretary.

FERPA (FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT)

Under FERPA, a local educational agency must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as "directory information," includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice is an explanation of a parent's right to request that the information not be disclosed without prior written consent. Additionally, code 9528 requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent.

STUDENT ASSISTANCE PROGRAM

A Student Assistance team is available for all students. This program is designed to:

1. Identify the high risk student who is having problems in school due to alcohol, drug use, depression or other mental health problems.
2. Intervene/refer these students for appropriate help. Once a student has been referred, a systematic process is used by specially trained school personnel to determine if the student needs help. Referrals may be made by parents, students, faculty or other concerned individuals. Details of all referrals are confidential.

CHANGE OF ADDRESS

All changes of address should be reported to the Student Services Office. Changes occurring during the school year as well as those which occur during summer vacation should be reported immediately. Students may be required to register in a new sending district based upon his/her new address. Without a proper address change document, new transportation arrangements cannot be completed.

WITHDRAWAL PROCEDURES

Any student planning to withdrawal from school should talk with a Guidance Counselor as early as possible. The student's parents must request a withdrawal by personal contact before permission is granted. On the last day the student plans to be in the school, he/she should report to the Guidance Office to obtain a withdrawal form from the secretary. After the necessary sections are completed, the student should proceed as follows:

1. Go to a Guidance Counselor for a final interview.
2. Check with the Business Office for any outstanding bills.
3. Turn in all books, equipment, money owed, etc.
4. Return the form to the Guidance Secretary and get a Guidance Counselor's signature indicating that permission is given for that student to withdrawal on the date indicated.
5. Students who withdraw owing any outstanding bills may be directed to the local magistrate for compensation.
CAPSTONE CO-OP WORK PROGRAM

1. All places of employment are approved by the school.
2. Grades in all academic areas should be maintained at a passing level.
3. The Placement Specialist will visit the job site frequently.
4. The student must fulfill all informed obligations and attend all required Senior meetings.
5. An Employment Certificate (working papers) must be completed by each student under 18 years of age before starting work.
6. Students will be required to report for general and job related instruction at a time appointed by the Placement Specialist.
7. Students and parents are responsible for transportation for the work experience program.
8. All students must sign out in Student Services on days they are to report to work.
9. If a student is in school in the morning, he/she must report for work in the afternoon unless he/she is not scheduled to work that day.
10. If a student is not in school in the morning, he/she cannot go to work that afternoon. He/she must call the employer and the Placement Specialist by 1:00 PM if he/she will not be reporting to work.
11. Students who resign from a Cooperative Placement must present two week notice. Failure to do so will result in a failing grade in the student’s vocational training program for the marking period in question.
12. Students will be terminated from the program due to irregular attendance or improper conduct.
13. Students participating in the Cooperative Education Program are not eligible for unemployment compensation.

JOB PLACEMENT

The Vocational-Technical School will assist students in securing employment upon graduation. Recommendations for employment will be based upon the student’s grades, attendance, attitude and work ethic.

WORKING PAPERS

Pennsylvania and Federal Child Labor Laws require all persons under 18 years of age to obtain working papers before starting a job. Working papers may be obtained in the Director’s Office before school, during lunch or after school. When applying for working papers, it is necessary to provide proof of age such as a birth certificate or baptismal record. A parent or guardian must be present to sign the working paper application.

LOST AND FOUND

The Lost and Found Department is located in the cafeteria, on the stage. Any student who misplaces an object should check in the office several times to determine if the article has been turned in. Any person finding items that have apparently been lost should turn them in immediately so that the owner may regain possession. Any remaining items will be disposed of at the end of the school year.

HEALTH/NURSE’S OFFICE

The Health/Nurse’s Office is located beside the water fountain by the main office. The School Nurse is available to provide health services to students, emergency care for illness and injuries, health counseling, and follow-up of these services.

SICKNESS/ACCIDENT PROCEDURES

Emergency forms are given to students on their first day of school and must be returned to homeroom teachers by the end of the first week of school. This information is kept on file in the Health Office. A student who is injured or becomes ill during the school day must report to the School Nurse. After an evaluation of the situation is made by the School Nurse, a decision will be made as to whether the student should be sent home or remain in school.
INSURANCE

The school does not provide medical coverage for students. A school accident insurance policy is available for purchase by all students. Insurance applications are given to students on the first day of school and should be returned to homeroom teachers as soon as possible. All students are urged to participate. When purchased, the insurance policy insures against expenses incurred as a result of accidental bodily injury. Coverages may vary from year-to-year so it is important to review the coverage section. Any student who has school insurance and has an accident, must file an insurance claim with the Business Office within 48 hours. It is your responsibility to secure forms and process the claims. Claim forms may be obtained from the Business Office.

HIPAA

(Health Insurance Portability & Accountability Act) CMAVTS is HIPAA compliant.

NO STUDENT MAY LEAVE THE BUILDING DUE TO ILLNESS OR INJURY WITHOUT REPORTING TO THE NURSE.

In the event of an accident, the school nurse will make arrangements to get the injured student to a medical facility. In the event of an accident:
1. Notify a teacher.
2. Do not move the injured person.
3. Do not let the injured person get up.
4. Send for the School Nurse immediately and notify the Main Office.
5. The students cell phone policy applies (in cases of student illness).

USE OF MEDICATIONS

Before a student can use any medication (prescription or non-prescription) during school hours or functions, a written request from the parent is required in addition to a written order from a physician. The written order must include the name and purpose of the medication, dosage, the time or circumstances under which the medication shall be administered, time period it is to be given, and possible side effects of the medication. Medications and supplies must be stored in the nurse’s office. Students are NOT permitted to carry ANY medication including over the counter medications, vitamins, and/or herbal supplements on them without specific written instruction from a physician on file in the nurse’s office. The parent MUST send the physician’s written order for use to be kept in the nurses office if the student has a severe allergy that may require an Epi-Pen, inhalers, nebulizer, or diabetic equipment. (See policy 210 - Use of Medications on file in the nurses office)

EXEMPTION FROM PHYSICAL EDUCATION

No student will be excused from physical education class unless a written order is provided by the family physician. A form is available from the physical education teacher and/or nurse. A duplicate is kept in the Health Office and by the Physical Education Teacher. In case of illness during the day the nurse will evaluate the situation and only then will she excuse a student from gym class. Students who elect to not participate without the consent of the nurse or a doctor’s excuse may receive a “0” for the day.

PRAYER

CMAVTS does not prevent nor deny participation in constitutionally protected prayer in public schools.

VISITORS AND VISITOR POLICY

Columbia-Montour Area Vocational-Technical School is established to provide for its own students, not those from other schools or communities, friends who are on vacation, relatives not in school, etc. Visitors will not be allowed to attend classes and/or visit at lunch. No visitors are permitted to visit academic or vocational classrooms during school hours without an appointment. Parents are encouraged to visit the school at any time after they have made an appointment either through the Front Office or Student Services. If guests are brought to the school, they may be detained at the office until transportation is available to take them home. All guests must register at the Main Office when arriving at the school.

FIRE REGULATIONS/PROCEDURES

We will drill various emergency situations. Teachers throughout the year will review the emergency procedure for their respective rooms. In the event of an emergency teachers will lead and inform students of where to go.
FIELD TRIPS

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curriculum activities and/or celebrations of accomplishments. Field trips are a privilege. The final decision to attend a field trip rests with the principal. Decisions can be based on attendance, grades, behavior, outstanding bills, detention, or a combination of these. When on the field trip, students will follow the same rules they follow when in our building or on our property.

FUND RAISING/CLASS DUES

Students who participate in fund raising are expected to pay all of the money owed to the advisor upon completion of the sale. If the money is not returned by the deadline set, the student will be punished in conjunction with stealing as per our policy and parents and police will be notified. Students who do not participate in fund raising are obligated to pay class dues each year.

INTEGRATED PEST MANAGEMENT (IPM)

Columbia Montour AVTS uses an Integrated Pest Management (IPM) approach for managing insects and rodents. Our goal is to protect every student from pesticide exposure by using an IPM approach for pest management. Our IPM techniques focus on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the building and ground to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff, and specially designed non-toxic monitoring devices. Pest sightings are reported to our IPM coordinator who evaluates the pest problem and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc. From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be applied when necessary. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application. Parents or guardians of students enrolled in the school may request prior notification of specific pesticides made to the school. To receive notification, you must be placed on the school's notification registry. If you would like to be contacted electronically or by phone, if the pesticide application must be made to control an emergency pest problem, notice will be provided by telephone or electronically to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectant and antimicrobial products; self-containerized baits placed in areas not accessible to students, gel type baits placed in cracks, crevices or voids. Each year the school will prepare a new notification registry.

FREEDOM OF EXPRESSION

Students have the right to express themselves, unless the expression materially and substantially interferes with the education process, threatens immediate harm to the welfare of the school or community, encourages unlawful activities or interferes with another individual's rights.

PPL NUCLEAR DISASTER PLAN

In the event of an incident at the Susquehanna Steam Electric Station requiring evacuation of the Emergency Protective Zone (EPZ) the Columbia-Montour Area Vocational Technical School will adhere to the following: (EPZ is defined as an area covering a ten mile radius from the plant in any direction).

BUS STUDENTS:
1. Students who reside inside the EPZ with home schools situated outside the EPZ will be transported back to their home school.
2. Students who reside inside the EPZ with home schools situated inside the EPZ (Berwick) will be retained for parent pickup. (If not picked up by 3:45 pm at the Columbia-Montour Area Vocational-Technical School, they will be transported to host school (Danville High School).

STUDENT DRIVERS
1. Students who reside inside the EPZ with home schools situated outside the EPZ will be transported by bus back to their home school.
2. Students who reside inside the EPZ with home schools situated inside the EPZ will be retained for parent pickup. (If not picked up by 3:45 pm at the Columbia-Montour Area Vocational-Technical School, they will be transported to host school (Danville High School).
STUDENTS HAVING THEIR OWN TRANSPORTATION WILL BE HANDLED AS FOLLOWS:

Students who drive who live outside the EPZ will drive home.

A. If a Berwick student - stay at CMAVTS until picked up by a parent. After three hours, students not picked up will be bussed to Danville High School for parent pick up.

B. If a Central Columbia, Bloomsburg or Benton student, you will be bussed back to home school where parents may pick their child up.

C. In either case A or B, cars will stay parked at CMAVTS and picked up once your child is secured. Since the Columbia-Montour Area Vocational-Technical School has been designated by the Columbia County Emergency Management Agency as a support facility for emergency functions, students who reside outside will be dismissed at the General Emergency classification or sooner at the discretion of the school's Administrative Director.

Because Columbia-Montour Area Vocational-Technical School has been designated by the Columbia County Emergency Management Agency as a support facility for emergency functions, students who reside outside the EPZ will be dismissed at the General Emergency classification or sooner at the discretion of the school’s Administrative Director.

This plan will be followed only if an evacuation is ordered or imminent as a result of an incident at the Susquehanna Steam Electric Station while school is in session. The purpose is to avoid sending students into the EPZ when an evacuation is in progress. Retaining students in school under these circumstances is considered to be the safest course of action.

Parents or authorized persons will be required to present positive identification (Social Security Card, Driver’s License, or Voter’s Registration Card) to the faculty before the student can be picked up. After verification, that person will sign the release roster and depart.

I assure you the Columbia-Montour Area Vocational-Technical School is prepared to do all in its power, backed up by County and State resources, if necessary, to provide for the safety of our students. Your cooperation in this endeavor will be of great help.

Sincerely,

David Bacher
Administrative Director
SKYWARD PARENT PORTAL

With a Skyward log-in and password, parents have the capability to access your student's grades at any time over the internet. Parents will receive their log-in and password each year prior to school in their school start-up packet. If you are in need of a log-in and password during the school year, please contact the school office.

NOTICE OF NONDISCRIMINATION

CMAVTS does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Section 504 of the Rehabilitation Act of 1973 and Title IX of the Educational Amendments requires that agencies receiving federal, funds do not discriminate against students in educational programs and activities or admission and recruitment thereof, with regard to race, color, national origin, sex, disability or age. CMAVTS's career and technical educational offerings include the following program clusters: Transportation/Manufacturing, Technology, Service, and Construction. This policy also extends to employment practices. Those students or parents who have complaints alleging violation of the above may submit such complaints in accordance with the following grievance procedure:

A.) Within fifteen (15) calendar days after the alleged violation, the grievant student, parent or guardian shall initiate an informal discussion with the Title IX/ Section 504 Coordinator. If the informal discussion does not resolve the issue, the grievant shall submit a written complaint to the 504/Title IX Coordinator. The 504 Title IX Coordinator shall respond within fifteen (15) calendar days.

B.) If the grievance is not resolved under Step A, the grievant shall submit a written complaint within fifteen (15) calendar days to the Chief School Administrator The Administrative Director or Chief School Administrator will respond within fifteen (15) calendar days.

C.) If the grievance is not resolved under step B, the grievant shall, within fifteen (15) calendar days, refer the complaint in writing to the Vocational-Technical School Joint Operating Committee. The Joint Operating Committee will respond no later than its next regularly scheduled meeting.

1. All appeals beginning with Step B. shall be in writing and all decisions for steps of the grievance procedure must be in writing.

2. A grievant student, parent or guardian has the right to be accompanied by a third party during all steps of the above grievance procedure. The above grievance procedure, along with the name, address, and telephone number of the Section 504 Compliance Officer shall be available to all current and future students and their parents or guardians.

DRINK CONTAINERS

All drink containers (bottle/can) of soda or non-carbonated drinks brought in for lunch consumption must be sealed when entering the building. Students may not eat or drink in the hallways, classrooms, and technical areas. Bottled water in a transparent container may be carried and consumed throughout the school day.

SCHOOL SAFETY

All students will be advised of safety procedures to be followed in each program. The following regulations apply to all programs:

1. Do not run in corridors.

2. Do not leave the lab area at any time without your instructor’s permission.

3. Wear the proper type of clothing and footwear as prescribed by the instructor.

4. Wear eye protection devices as recommended by your instructor. It is required by law that eye protection devices must be worn in certain vocational-technical school programs. Eye protection devices will be provided in these programs and must be worn.

5. Do not wear loose or ragged clothing around power driven machinery.

6. Hair styles should conform with safety and health regulations.

7. Cleanliness in the shop and school is conducive to good safety habits.

8. Do not wear wrist watches, bracelets, earrings, studs, and other jewelry prohibited in certain areas.

9. Do not “Horseplay” and practical joke.

10. Do not leave tools or other materials lying on the floor.

11. Use and handle tools as instructed.

12. Never attempt to operate any machinery without instruction.

13. Report all damaged tools and equipment to your instructor.

14. Report all accidents to your instructor immediately.
SAFE SCHOOL REPORT

1. JOC Bullying Policy.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Student Handbook shall contain this policy and it shall be disseminated annually to the students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site. The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying. A student who violates this policy shall be subject to appropriate disciplinary action as determined by the results of the principal’s investigation. Consequences may include but not be limited to, the following:

1. Counseling.
2. Mediation Agreement
4. Detention.
5. Suspension.
7. Transfer to another school building, classroom or school bus.
8. Exclusion from school activities.
9. Development of a supervision plan with the parents/guardians.
10. Referral to law enforcement officials.

References:
School Code- 24 P.S. Sec. 1302-A, 1303.1-A
State Board of Education Regulations- 22Pa Code Sec 12.3
Board Policy-218,233,236

SEARCHES

Pursuant to act 26 of 1995, administration may search a student, their personal effects or items that the student has come into contact with, their vehicle on school property, and their locker without prior warning when the administration has reasonable suspicion that the student, his or her belongings, vehicle, or locker may possess or contain items or substances that may be in violation of school policy or legal codes. Searches will be conducted in the presence of an adult witness. Anything discovered in the school may be used for school disciplinary action and/or as part of a criminal complaint. Refusal to be searched may result in disciplinary action.

RULES FOR DANCES

1. Guests over the age of 20 will be required to provide the school with a background check performed at the guest’s expense. Guests may be admitted after reference checks and approval by the school administration. Administration reserves the right to approve or deny any person not a student at CMAVTS to school dances. It is recommended that you do not make plans or purchase tuxedos or gowns without prior authorization to bring guest to a dance or prom.
2. All requests for guests must be turned in one week in advance of date of dance. No exceptions. One guest per student maximum.
3. Only students from CMAVTS will be admitted to dances. Students who are serving an out-of-school suspension during the time period of the dance may not attend the dance.
4. CMAVTS students must be in school at least a half day on the day preceding a dance. (unless on a school sponsored trip.)
5. Students will only be admitted to dance with valid picture ID.
6. The prom is for Juniors and Seniors only unless a Junior or Senior from CMAVTS is bringing a freshman or sophomore as their date, regardless of school. (Prom only)
7. Inappropriate behavior, dirty dancing, public display of affection (PDA) or other violations of school hand- book will not be tolerated. Students violating the policy will be asked to leave the dance, disciplined according to school policy, and may be cited.
8. Students are required to adhere to the school dress code policy at all school dances, with the exception being a prom or semi-formal. In these cases, a suit and tie or formal attire will be required. Dress codes for dances, formal or semi-formal will be posted prior to the dance.
9. Students and/or guests, may be subject to search and/or a breathalyzer test upon entrance to dance under applicable laws.
10. Students will not be allowed to enter the dance prior to its predetermined start time and must leave the building when the dance concludes.
11. Students will not be re-admitted to dance once they leave.
PARTICIPATION IN “COURTS” ASSOCIATED WITH DANCES

Students who are elected to participate in courts must meet the following criteria:

1. Have no bills/fees with the office.
2. Owe NO detention time.
3. Must be passing ALL core academic subjects along with their vocational training program. (The latest report card or interim grade report will be utilized to verify grades.)
4. Must not be currently serving an out-of-school suspension.

STUDENT RELATIONSHIPS

This school recognizes the relationships that develop between students while attending school. The school does not, however, accept certain conduct which is considered to be in poor taste in public. The following conduct will not be permitted in school: kissing, embracing, hugging or holding another student, walking or standing with arms around student or with hands on another student.

POSTERS AND POSTED NOTICES

All notices or posters must be attached to a bulletin board or mounting strips on the hallways. No tape is permitted on the painted wall. All posters must be approved and dated by the Principal. All material must include the name of the student organization involved in the posting and the organization’s contact person. All posted materials must be removed at the end of the approved period of time.

HALL PASSES/PERMITS

There are valid reasons for a student to be in the halls while classes are in session, but in no case is a student allowed without a hall pass from a teacher. The student’s name, class, destination and time of departure must be written on the pass. Students must have a hall pass to leave class or permission may be denied. Before leaving the building; all students must sign out when leaving, indicating the time and destination. They must sign in upon returning.

STUDENT CHARGES

In vocational programs, students will be required to pay for materials used for personal projects which are taken from the school upon completion. If the student does not wish to take the project home, no charge will be made.

STUDENT IDENTIFICATION

CMAVTS provides all students the opportunity to obtain a Student Identification Card. The photo IDs are taken in conjunction with student portraits. In the event that the student loses their ID or chooses not to accept the school provided ID card, replacements are available during the school year at a cost of $5.00.

TEXTBOOKS/STUDENT KITS/CALCULATORS

In most cases the textbook for a course is loaned to the student at the beginning of the school year. At that time, the teacher will record the book number and its condition. The pupil is responsible for the book until it is returned to the teacher. The student should write his/her name and homeroom number in pencil on the inside cover of the book. At the end of the course, the book number and condition will be checked with the teacher’s record. If the book is lost, damaged, or unduly worn, the student must cover the cost of replacement or damages. Books should not be left lying about classrooms, halls, or homerooms. If books are found, they should be taken to the Main Office where they may be claimed. Some vocational courses require students to purchase a book and/or a student kit. Those become the property of the student after purchase. For math courses, all students are required to purchase a scientific calculator with a minimum of a fraction key. Please see your math teacher before purchase.

BACKPACKS/BOOKBAGS

To ensure the safety and well-being of all people in the building, backpacks/book bags are not allowed to be carried throughout the school day. Students may bring materials to and from school in a backpack/book bag, but the bag must be stored in the student’s gym or hallway locker.

SPECIAL EDUCATION PROGRAMS AND SERVICES

Every student with a disability attending Columbia-Montour Area Vocational-Technical School shall be offered an educational program that meets his/her individual needs. All special education programs comply with regulations set forth in the Individuals with Disabilities Education Act, Pennsylvania School Code Chapter 14, and Section 504 of the Americans with Disabilities Act. CMAVTS seeks to educate children with disabilities within the general educational curriculum to the maximum extent possible. Students are offered educational programs which afford them the greatest opportunity for academic success and success in life after high school. All opportunities and extracurricular activities extended to the general population of students shall be provided for students with disabilities were feasible. Should you feel your child qualifies for or is in need of special education programs and services, please contact James Dunkelberger, Director of Special Education, CMAVTS at (570) 784-8040.
DISCIPLINE POLICY

The primary objectives of the Columbia-Montour Area Vocational-Technical School are to give students the opportunity to acquire marketable skills and attitudes. Upon completion of an instructional program, the student should be ready to enter competitive employment or advance to post secondary education. It is both a privilege for students to attend Columbia-Montour Area Vocational-Technical School to learn these skills; and a privilege for us to teach them. If these primary objectives are to be realized, it is essential that orderly discipline be maintained. Another important objective of the instructional program is the emphasizing of work place safety. Consequently, any breakdown of school discipline can eventually result in safety hazards to students and staff. In order to protect the safety and well-being of our students and staff, all students are required to follow a program of behavior that is consistent with a safe workplace. Furthermore, the Columbia-Montour Area Vocational-Technical School believes that another objective is the preparation of its students to be lawful and responsible citizens. Therefore, this behavioral code is consistent with the components of the Pennsylvania School Code, Chapter 12, "Regulations and Guidelines on Student Rights and Responsibilities", and is committed to assuring equal opportunity and treatment to all students, regardless of race, color, national origin, sex or ethnic background.

DISSEMINATION OF DISCIPLINE POLICY

Every effort shall be made to give students an opportunity to correct their behavior and succeed in their chosen career before being removed from class. School policy and regulations pertaining to the infractions of rules will be printed in the school’s Student Handbook. All instructional areas will post the rules and subsequent disciplinary actions. All students will be instructed in the rules of the school through assembly programs, teachers, and the Student Handbook. A copy of the policy will be placed on file in the school’s Main Office. The disciplinary actions of the behavioral code are meant to be constructive in nature and not to be solely punitive. All disciplinary actions are predicated upon cooperative and courteous student behavior during the discipline proceedings. Any misconduct, abusive behavior or uncooperative attitude during the discipline procedure may result in additional disciplinary action. In order to insure a fair standardized discipline system, Columbia-Montour Area Vocational-Technical School utilizes a demerit system of student discipline accountability. The discipline guidelines are composed of two major parts; specific discipline procedures and student offenses requiring disciplinary action. The instructors will be responsible for carrying out disciplinary action involving in-class student behavior. Out-of-class, repeated in-class and major breaches of discipline are the responsibility of the Principal. Upon accumulation of ten demerits, the Principal will either assign a student in-school suspension or out-of-school suspension. All decisions concerning student discipline will be made by the Principal. Recommendation for expulsion is the responsibility of the Principal with the final decision resting with the Administrative Director.

DISCIPLINE POLICY GUIDELINES

The guidelines for administering discipline in the Technical School are authorized by the Columbia-Montour Area Vocational-Technical School Joint Operating Committee Policy on Discipline. The guidelines listed are to be interpreted as procedures pertaining to specific situations at the Columbia-Montour Area Vocational-Technical School. The list of procedures and applicable situations is by no means complete and final, but is subject to additions, deletions, and modifications.

SPECIFIC DISCIPLINE PROCEDURES - lists in the proper sequence, the approved discipline procedures to be followed by The Columbia-Montour Area Vocational-Technical School staff. This part is designed for a quick reference to the complete list of steps to be taken in the overall discipline policy of the school.
A. INSTRUCTOR/STAFF - STUDENT CONTACT
All student infractions require Step A, which may be anything from an instructor/student conference to simply informing the student of the breach of discipline in which the student has been involved. The instructor may consider this step sufficient or report the incident directly to the Principal using the Discipline Referral Form (Step A is not applicable in OUT-OF-CLASS infractions or MAJOR BREACHES OF DISCIPLINE.) Possible Instructor/Staff actions are:

1. Verbal reprimands.
2. Withdrawal of classroom privileges.
3. Special assignments
4. Isolation within shop or classroom
5. Other appropriate responses.

B. INSTRUCTOR/PARENT CONTACT
Parent contact may be in the form of an e-mail, telephone call, note, or in-school conference at the teacher’s convenience. Instructors are encouraged to continue contact with a parent if improvement in the student’s behavior does not occur. The teacher must keep a record of the date of parent contact with anecdotal report to be attached to the Discipline Referral Report.

C. REFERRAL TO THE PRINCIPAL
The teacher must verbally and in writing, indicate to the Principal or designee all previous disciplinary action (Step A and/or B) they have taken with a student.

1. The instructor/staff member will complete the Discipline Referral Report, which includes a detailed statement describing the incident (specific infraction).
2. The student may provide a written statement of the incident to the principal or his designee.

D. DISCIPLINARY ACTION BY PRINCIPAL
1. The Principal will carry out the assignment of discipline for major breaches of the discipline code.
2. The Principal may use discretion in assigning a disciplinary action greater than what is called for if the offense warrants. If the Principal wishes to deviate from the established policy by initiating a less or more severe action than called for in the policy, he/she may do so. The local or state police will be notified in cases of major breaches of discipline for any violation of law.

E. PROCEDURES FOR STUDENTS ASSIGNED AFTER SCHOOL DETENTION
1. Student will be notified by the Principal or Director of Student Services.
2. Parents will be notified via phone of the discipline referral and to establish a mutually agreed upon date to serve the detention.
3. Student will be given an explanation of the process for serving After School Detention and the reason for receiving After School Detention. A letter explaining the discipline and a copy of the corresponding discipline referral will be mailed home.
4. On the day the student is to serve After School Detention he/she will report to the main office at the 3:11 dismissal bell.
5. After school detention is assigned in one hour increments.
6. Parents/family are responsible for transportation home following serving after school detention.

F. PROCEDURES FOR STUDENTS ASSIGNED TO ISS
1. Student will be notified by the Principal/or Director of Student Services
2. Student will be given an explanation of the ISS operation and reasons for in-school suspension. A letter will be sent home in all cases.
3. When possible students will be given an ISS assignment sheet and are responsible for collecting work prior to 8:30 am on the day of ISS.
4. On the day of ISS, the student is to report to ISS with all books, assignments, and materials, etc. The student is to report to ISS, no later than 8:30 am.
G. PROCEDURES FOR STUDENTS ASSIGNED OUT-OF-SCHOOL SUSPENSION

1. Student will be notified by the Principal and/or Director of Student Services
2. Parents will be notified.
3. A letter explaining the reason for the out-of-school suspension will be mailed home.
4. A student/parent/principal conference may be required to readmit the student.
5. Students are responsible for all missed work. Parents should call the school and make arrangements to pick up work.
6. Parents have the right to request an informal hearing regarding out-of-school suspensions.

H. NOTIFICATION OF LOCAL LAW ENFORCEMENT

1. The Principal will notify the police when necessary. This must be done when mandated by law. This may be done for any violation of law.
2. Personal matters - a staff member may initiate legal proceedings for personal matters with understanding that he/she assumes full responsibility.

I. RECOMMENDATION FOR EXPULSION

Recommendation for an expulsion hearing before the Joint Operating Committee is the responsibility of the Principal with final decision resting with the Administrative Director.

J. PROBATION

The decision to assign probation shall be the principal’s or his designee. School probation is assigned to a student due to excessive discipline or major breaches of discipline. A student on probation shall be temporarily or permanently suspended from participation in field trips, dances, CTSO events, athletic events (to include participation), and other school functions.

TOBACCO POSSESSION REGULATIONS

Act 145 of 1996 amends the Pennsylvania Crime Code (Title 18) to include language prohibiting students from possession or using tobacco in a school, building, a school bus or any school property, including home schools. Upon conviction the student will be found guilty of a summary offense and subject to a fine of up to $500 plus court costs. Students violating tobacco regulations will be sent to the principal and the tobacco will be taken and the parent notified of the violation. The student will be cited for the tobacco use. An in person conference with the student and the student’s parent or guardian may be necessary for the student to remain in school. All tobacco violations will result in disciplinary action. The full Tobacco Policy (222) can be referenced on the CMVT website.

FIGHTING POLICY

In the Columbia Montour AVTS learning environment, fighting cannot be tolerated. Students who engage in fighting, instigate a fight, or engage in any act of violence, while in school, on school property, on the school bus, or on the way to or from school will be punished in accordance with the school discipline policy. In addition, students who engage in fighting, instigate a fight, or engage in any act of violence, may be charged with violating the penal laws of Pennsylvania. Charges of harassment, disorderly conduct, simple assault, aggravated assault, and/or other appropriate charges may be filed in cases, which involve any of the following conditions:

1. A weapon or other potentially dangerous instrument is used in a fight or other act of violence.
2. Bodily injury is inflicted on another person in a fight or through an act of violence.
3. The fighting or violent behavior is chronic as evidenced by a second or subsequent offense in the school year or a history of inappropriate aggressive behavior.

Students must make every effort to avoid fighting. When confronted and challenged to fight, students should seek help from the nearest adult. If assaulted, students have the right to self-defense through avoiding, blocking, or restraining the aggressor with reasonable physical force. Students actively engaged in fighting or who attempt to inflict bodily injury will be disciplined and charged appropriately regardless of who started the fight.
Reasonable physical force may be used by teachers and school authorities in the following situations: to quell a disturbance, to obtain possession of weapon/other dangerous objects, for the purpose of self-defense, for the protection of persons or property, or when deemed necessary in the judgement of the principal or administrator. Examples of the use of reasonable physical force to quell a disturbance or for protection of persons or property would include, among others, for direct defiance of a reasonable request and to cease obscenities or abusive language directed at another person.

**BULLYING/CYBER BULLYING**

The JOC is committed to providing a safe, positive learning environment for district students. The JOC recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the JOC prohibits bullying by district students.

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 to include a cyber setting, that is severe, persistent or pervasive and has the effect of doing the following:

1. Substantial interference with a student’s education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Extortion is the action of one student or a group of students to obtain or withhold the property of another student by force, threat of violence, or harm or intimidation.

School setting means in the school, on the school grounds, in school vehicles, at a designated bus stop or any activity sponsored, supervised or sanctioned by the school.

**— TYPES OF BULLYING MAY INCLUDE, BUT ARE NOT LIMITED TO —**

**Direct bullying:** A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by extortion, threatening, taunting, teasing and calling names.

**Indirect bullying:** Repeated over a period of time: negative gestures, intentionally excluding someone from a group, and spreading rumors.

**Cyber-bullying:** Using electronic device mediums such as, but not limited to, computers, cell phones, and pagers to bully others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging, and e-mail.

**Education:** The school district will educate all students about appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

**Relational Aggression:** Describes behavior which can undermine or destroy relationships and can be either physical and/or psychological in nature. This type of bullying maybe carried out by a single individual or by a group. The target/victim of bullying can be a single individual or a group of students. The JOC prohibits all forms of bullying by district students. The JOC encourages students who have been bullied to promptly report such incidents to the building principal or designee. The JOC directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties will be maintained. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. It shall be the responsibility of the students, parents/guardians and all staff members who become aware of an act of bullying to report it to the building principal for further investigation. The Administrative Director or designee shall develop administrative regulations to implement this policy. The Administrative Director or designee shall ensure that this policy and administrative regulation are reviewed annually with students. 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 Board.

22
STUDENT DRESS POLICY

Students are responsible for keeping themselves and their clothing neat and clean. School officials may intervene if the lack of cleanliness constitutes a health hazard or is distracting.

The administrator has the authority to determine inappropriate clothing. Students may be asked to change attire if it is deemed inappropriate. If the student is unable or unwilling to change, that student will remain in ISS for the remainder of the day.

Appropriate attire includes:

- Shoes must be worn at all times and must comply with respective course requirements (i.e. steel toed boots are necessary in certain technical areas for safety reasons).
- Shoulders and straps must be covered with a minimum of 3 inches of material.
- Head gear (i.e. hats, bandanas, headbands, wigs) will only be permitted in technical areas per instructor’s approval.
- BACKS, BELIES, BUTTOCKS, BREASTS (AREAS FROM THE TORSO to the MID THIGH) and UNDERGARMENTS MUST BE COVERED with appropriate fitting clothing, not too big or baggy & not excessively tight, not transparent.

Attire not permitted includes:

- Any clothing or buttons that mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin or individual views.
- Any clothing or jewelry that presents a health or safety hazard.
- Any clothing or buttons that promote the use of drugs, alcohol or tobacco and/or sexual activity (including Hooters, Big Peckers or any others), or is disruptive or distracting.
- Allowable shorts and skirts must be at or longer than student’s fingertips when hands are placed AT their side.
- Body piercing jewelry will not be allowed in the vocational/technical programs where it becomes a safety hazard or may be a sanitary concern.
- Chains attached to wallets or keys attached to clothing and damage furniture are a safety hazard. They may not be worn in school.
- Tops that expose cleavage or are too revealing will not be permitted.
- Flannel pants, pajamas, slippers.
- Overly baggy jeans or parachute pants with extra large pockets.
- Any pants with tears or holes that occur above the students finger tips when hands are extended to the sides.
- Pants with more holes per surface than remaining fabric are not permitted.
CELL PHONES, PAGERS, CD/MP3/DVD PLAYERS, STEREOS, BLUETOOTH SPEAKERS, ELECTRONIC GAMES AND ELECTRONIC DEVICES

Increased student cell phone usage in schools has created several problems including text messaging during testing, unauthorized picture taking, and general classroom disruptions. These occurrences are all detrimental to the learning environment. Therefore, student cell phone usage will be restricted as follows:

• Cellular phones and other communication devices are to be turned to silent from 8:10 – 3:11. Any student found to be using a cellular phone or communicative device (including sending text message or checking time) during class time or the phone becomes visible without the permission of the classroom teacher, may have their phone confiscated and brought to the office where appropriate discipline will be rendered.

• Cell phones / electronic devices are ONLY permitted during lunch and in class with instructor permission.

• Use of a cell phone during a test will be considered cheating and proper action will be taken.

• No use of cell phone photographs is permitted during the school day. Also, no cell phone photographs are permitted in the rest rooms or locker room areas at any time.

DISCIPLINE FOR CELL PHONE / ELECTRONIC DEVICE INFRACTIONS

1. First Offense - One-hour detention and student may pick up phone at end of the day
2. Second Offense - Two hours detention and a parent must come in to pick up the device
3. Third Offense - One day In-School Suspension and a parent must come in to pick up the device
4. Fourth Offense - OR 1 day Out of School Suspension
5. Telephones for student use are available before school, at lunch, and after school at no cost in the high school office, which eliminates the need for student cell phones during the school day. Parents that need to contact their child should call the high school office. Cell phone use during normal school hours will be allowed when a state of emergency has been declared (verbally or in writing) by the principal or designee.

• Columbia-Montour AVTS assumes no responsibility in any circumstances whatsoever for the loss, destruction, or theft of any cellular phones, remotely activating paging device, or similar device that is brought to school at any time or to any extra-curricular or after school activity.

• RADIOS, VIDEO GAMES, AND OTHER ELECTRONIC DEVICES Radios, video game players, DVD devices, Walkman, CD players, earbuds / headphones, iPods, and other similar devices are ONLY permitted in the school during lunch or with special permission by teachers or administrators. Laser pen usage by students will not be permitted at any time. Bluetooth speakers are only permitted with permission from instructors for school related projects / presentations or during special events.

• Students who violate this policy will have their electronic device confiscated and turned into the principal’s office. At dismissal, students must come to the office to claim the confiscated device. Arrangements will be made for the student to serve one hour of detention. A second offense will result in two hours of detention and the requirement that the student’s parent/guardian pick up the confiscated device. Continued abuse of the policy will result in further action determined by the Principal and could include prolonged confiscation, additional detentions and/or suspension.

• Students who refuse to surrender their personal electronic device will be subjected to disciplinary consequences for insubordination.

WORK HARD AND BE NICE!
PURPOSE
The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school (center) and are prohibited at all times.

DEFINITIONS
For purposes of this policy, hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

- Any brutality of a physical nature, such as whipping, beating, branding;
- Forced calisthenics;
- Exposure to the elements;
- Forced consumption of any food, liquor, drug or other substance;
- Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual;
- Any willful destruction or removal of public or private property.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

For purposes of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the school.

AUTHORITY
The Joint Operating Committee prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or school employee shall engage in, condone or ignore any form of hazing. The Joint Operating Committee encourages students who have been subjected to hazing to promptly report such incidents to the building administrator.

DELEGATION OF RESPONSIBILITY
Students, parents/guardians, coaches, sponsors, volunteers, and school employees shall be alert to incidents of hazing and shall report such conduct to the building administrator. School administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.

GUIDELINES
In addition to posting this policy on the school’s website, the school (center) shall annually inform students, parents/guardians, sponsors, volunteers and school (center) employees that hazing is prohibited, by means of (1) publication in handbooks, presentation at an assembly, verbal instructions by the coach at the start of the season or program.

This policy, along with other applicable Joint Operating Committee policies, procedures and Codes of Conduct, shall be provided to all athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, coaching, assisting or otherwise participating in a student activity or organization.

COMPLAINT PROCEDURE
When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building administrator. The building administrator shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing. The building administrator shall prepare a written report summarizing the investigation and recommending discipline to the proper authorities.

The school (center) shall document the corrective action taken.

CONSEQUENCES FOR VIOLATIONS
If the investigation results in a substantiated finding of hazing, the building administrator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. Additionally, if the student is under the influence of alcohol or drugs at the time of the alleged hazing, the building administrator shall refer the student to the school’s substance abuse program.

Any student who causes or participates in hazing may also be subject to criminal prosecution.

Legal:

PSBA Revision 6/16 ©2016 PSBA
SEXUAL HARASSMENT POLICY
Sexual Harassment Prohibited

It is the policy of the CMAVTS to maintain a working and learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Any student in the school who engages in conduct which constitutes sexual harassment as defined in this policy shall be subject to discipline up to and including expulsion. Any student in the school who is subjected to sexual harassment by school employees, agents, students, or by others in the course of his or her attendance at school, shall have the right to file a complaint under this policy.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination prohibited by Titles VII and IX of the Civil Rights Act of 1964, as amended, and the Pennsylvania human relations act. The following behavior constitutes prohibited sexual harassment for purposes of this policy:

1. Unwelcome sexual advances; or
2. Requests for sexual favors; or
3. Other unwelcome verbal, visual or physical conduct of a sexual nature where:
   A. Submission to such conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
   B. Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the student.
   C. The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for students or school employees.
   D. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding the benefits and services, honors, programs, or activities available at or through the school.

SEXUAL HARASSMENT

Sexual harassment may occur:

1. Student to student
2. Staff to student
3. Student to staff
4. Male to male
5. Female to female
6. Male to female
7. Female to male

The board encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.

ETHNIC INTIMIDATION POLICY

1. In June, 1982, the ethnic intimidation and institutional vandalism act was signed into law. The crime code provisions regarding institutional vandalism was amended in 1983 and 1988.
2. Pennsylvania considers certain crimes to be more serious when motivated by hatred or malice toward the race, color, religion, or national origin of another individual group. When certain designated underlying offenses are committed and it can be shown that a motive for such crimes was hatred of the race, color, religion, or national or origin of the victim, the offense of ethnic intimidation can also be charged, subjecting the perpetrator to more severe penalties. In summary, these underlying offenses include, but are not limited to, crimes against persons like harassment, terroristic threats, assault, and crimes against property like criminal trespass, criminal mischief, and arson.
The CMAVTS seeks to establish and maintain learning environments free from racial intimidation and/or harassment. It seeks also to provide a system of review, should an allegation of such conduct be made. Racial harassment will not be tolerated and will subject the person(s) engaging in such action to disciplinary action. Unwelcome comments or conduct directed toward a person's race, color or national origin constitute racial harassment of a student when:

- Such comments or conduct have the purpose or effect of unreasonable interfering with one’s performance or creating an intimidating, hostile or offensive learning environment.

These guidelines are intended to be in compliance with Title VI of the CRA of 1964, and within the guidelines adopted by the Pennsylvania Human Rights Commission, current law and current contracts. These guidelines include informing employees, parents and students of their rights under the CRA and the Pennsylvania HRA, and developing appropriate sanctions. These guidelines are intended to protect the rights and obligations of all students and parents and to outline the procedures to be followed should a student be subject to, or charged with, racial harassment. In any case involving a student, the parents shall be notified and they shall have the right to attend any conference, meeting or hearing with the student.

CMAVTS has developed the following system to address, investigate and resolve complaints involving racial harassment:

- Any student who believes she/he has been subject to racial harassment shall orally report the occurrence of all incidents of such conduct to the principal.

Columbia-Montour Area Vocational-Technical School

Columbia-Montour AVTS does not discriminate in any way on basis of race, color, religion, national origin, handicap, sex or age. Questions about this policy should be directed to:

Compliance Officer
5050 Sweppenheiser Drive
Bloomsburg, PA 17815-8920
Phone (570) 784-8040

The Title IX, Section 504 Coordinator is the Administrative Director at the above address.
ACCEPTABLE USE OF INTERNET POLICY

The Columbia-Montour AVTS Joint Operating Committee requires that all uses of the Columbia-Montour AVTS District Network read and agree to the terms set forth in the Acceptable Use Policy before signing the Acceptable Use Agreement. Failure to comply with the terms of this agreement could result in the cancellation of the users account and/or computer usage privileges. Student will also need signed parental permission to use the Internet.

The goal of the CMAVTS Network is to promote educational excellence in the CMAVTS by facilitating resource sharing, innovation and communication that is consistent with the District's curriculum, policies and mission. The CMAVTS Network is to be used to promote the exchange of information for educational purposes. Non-educational activities are prohibited.

The smooth operation of the CMAVTS Network relies upon the proper conduct of the end users who must adhere to strict guidelines. The end users are responsible for the manner in which they access or transmit information through the CMAVTS Network and Internet. The CMAVTS Network is to be used for educational purposes such as, daily operations, classroom activities, professional or career development and administrative applications. This policy is intended to provide the guidelines and responsibilities of the end user in regards to acceptable use of the CMAVTS Network.

The electronic information available to students and staff via the CMAVTS Network does not imply endorsement by the CMAVTS nor does the CMAVTS guarantee the accuracy of information received. The CMAVTS will not be responsible for any information lost, damaged or unavailable when using the Network or for any information that is retrieved over the Internet. The CMAVTS shall not be responsible for any unauthorized changes or fees resulting from access to the Internet.

The Internet is a vast global Network connecting a great number of computers around the world and therefore inappropriate materials, including those that may be profane, pornographic or otherwise offensive, may be accessed through the network. The CMAVTS has technology in place to block out this inappropriate material, but due to the increasing size of the Internet, it is impossible to completely block out all inappropriate material. Accessing these and similar types of resources will be considered an unacceptable use of school resources and will result in suspension of Network privileges and/or disciplinary action as outlined in appropriate discipline policies.

CMAVTS reserves the right to monitor and log Network use as well as restrict storage space and bandwidth utilization. The use of the CMAVTS Network to impersonate or misrepresent other users, or the use of anonymity, pseudonyms, encryption or other technology to avoid detection or identification.

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The CMAVTS Network may not be used for: (a) private, commercial, for-profit, or business (except where such activities are otherwise permitted or authorized under appropriate school policies) (b) unauthorized fund raising; (c) advertising, or (d) unauthorized use of the CMAVTS name.

Product advertisements and political lobbying or organizing is prohibited.

Use of the CMAVTS Network to access obscene or pornographic material is expressly prohibited.

Sending offensive or objectionable material to recipients is expressly prohibited.

Use of programs that harass CMAVTS Network users or infiltrate a computing system and / or damage the software components is expressly prohibited.

Using programs that harass CMAVTS Network users or infiltrate a computing system and / or damage the software components is expressly prohibited.

Use of the CMAVTS Network to transmit inappropriate, rude, vulgar, lewd, profane, inflammatory, threatening and disrespectful language.

Use of the CMAVTS Network to impersonate or misrepresent other users, or the use of anonymity, pseudonyms, encryption or other technology to avoid detection or identification.

Users are expected to abide by the generally accepted rules of Network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarity or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your personal address, Network password or phone numbers of students or colleagues.
- Do not use the network to threaten, curse, or intimidate others.
- Note that electronic mail and Network folders are not guaranteed to be private. Building and system administrators reserve the right to review all system content. Messages relating to, or in support of, illegal activities may be reported to authorities.
- Do not use the Network in such a way that you would disrupt the use of the Network by other users.

It is essential for each user on the Network to recognize his/her responsibility in having access to vast services, systems and people. The user is ultimately responsible for actions in accessing Network services. Users of the Network must abide by the following rules. The following operational activities and behaviors are as prohibited:

- The CMAVTS Network may not be used for: (a) private, commercial, for-profit, or business (except where such activities are otherwise permitted or authorized under appropriate school policies) (b) unauthorized fund raising; (c) advertising, or (d) unauthorized use of the CMAVTS name.
- Product advertisements and political lobbying or organizing is prohibited.
- Use of the CMAVTS Network to access obscene or pornographic material is expressly prohibited.
- Sending offensive or objectionable material to recipients is expressly prohibited.
- Using programs that harass CMAVTS Network users or infiltrate a computing system and / or damage the software components is expressly prohibited.
- Use of the CMAVTS Network for hate mail, harassment, discriminatory remarks, offensive and / or inflammatory communications, or to transmit offensive or objectionable material to recipients.
- Use of the CMAVTS Network to transmit inappropriate, rude, vulgar, lewd, profane, inflammatory, threatening and disrespectful language.
- Use of the CMAVTS Network to impersonate or misrepresent other users, or the use of anonymity, pseudonyms, encryption or other technology to avoid detection or identification.
1. CMAVTS computers are configured and maintained for educational and administrative purposes only and should not be viewed as the personal equipment of the user. Therefore, the right is reserved to restrict configuration and installation of software and hardware on all school computers.

2. Any software installed on CMAVTS computers must be licensed in accordance with the law. A separate license must be purchased for each computer upon which the software is installed. A copy of all licenses must be forwarded to the Technology Department Staff before installation.

3. Users may not make unauthorized copies of copyrighted software.

4. Users may not install any unauthorized games, programs, files or other electronic media on school computers.

5. Users may not move or remove equipment or install/configure hardware or software without authorization by the Technology Department Staff.

6. Users may not physically damage or destroy hardware or do so by the introduction of worms or viruses. Vandalism, including theft of computer components, will result in monetary damages paid by the perpetrator, as well as disciplinary action according to school policy.

7. Users may not post private information about another person.

8. Users may not re-post a message that was sent to them privately without the permission of the person who sent it.

9. Users may not engage in malicious hacking, i.e. deliberately breaking into a system to alter or damage it for the purpose of getting illegitimate access to resources or information.

10. Users may not give others access (via password or other means) to computing resources which they are not entitled.

11. Users may not use a computer that has been logged in under another student or employee's name.

12. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to see their account, including logging off when away from the computer, especially if the computer is in an educational or insecure workplace setting. Under authorized, users should not provide their password to another person. In the event that a user’s password/login is used by another in violation of the CMAVTS Acceptable Use Policy, both parties will be subject to consequences which may include, but are not limited to the loss of Network privileges as well as possible disciplinary action as outlined in appropriate district policies.

13. Users may not read, execute, modify or delete any file belonging to someone else without explicit permission from the owner, even if the file is unprotected.

14. Users have no expectation of privacy in their e-mail messages and or files that are contained with the CMAVTS network. The CMAVTS may intercept or access files and or e-mail at anytime for any reason.

15. Users passwords should be a combination of letters, numbers and symbols.

16. Users are responsible for creating backup copies of critical files.

17. Users have no expectation of privacy in their e-mail messages and or files that are contained with the CMAVTS Network. The CMAVTS may intercept or access files and or e-mail at anytime for any reason.

18. Users are responsible for creating backup copies of critical files.

19. Users may not use vulgur, abusive, profane or other offensive language in CMAVTS e-mail.

20. Users may not modify technology resources, utilities, and/or configurations, or change the restrictions associated with their accounts, or attempt to breach any technology resources security system, whether with malicious intent or not.

21. Users may not purchase for each computer upon which the software is installed. A copy of all licenses must be forwarded to the Technology Department Staff before installation.

22. Users may not make unauthorized copies of copyrighted software.

23. Users passwords should be a combination of letters, numbers and symbols.

24. Users have no expectation of privacy in their e-mail messages and or files that are contained with the CMAVTS network. The CMAVTS may intercept or access files and or e-mail at anytime for any reason.

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26. Users may not give others access (via password or other means) to computing resources which they are not entitled.

27. Users may not re-post a message that was sent to them privately without the permission of the person who sent it.

28. Users may not engage in malicious hacking, i.e. deliberately breaking into a system to alter or damage it for the purpose of getting illegitimate access to resources or information.

29. Users may not give others access (via password or other means) to computing resources which they are not entitled.

30. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to see their account, including logging off when away from the computer, especially if the computer is in an educational or insecure workplace setting. Under authorized, users should not provide their password to another person. In the event that a user’s password/login is used by another in violation of the CMAVTS Acceptable Use Policy, both parties will be subject to consequences which may include, but are not limited to the loss of Network privileges as well as possible disciplinary action as outlined in appropriate district policies.
manner specified by his or her teacher or building administrator. This will protect users against an allegation that they have intentionally violated the Acceptable Use policy.

31. The School has a software filter in place whose purpose is to block access to websites which may contain visual depictions and text that are obscene, contain child pornography, are harmful to minors with respect to use by minors, or that are determined inappropriate for use by minors by the Joint Operating Committee. As with any software filter, there are no guarantees that the filters will block 100% of the offensive material all the time.

32. An Internet usage log will be maintained and online activities of users may be monitored.

33. Students are prohibited from unauthorized disclosure or dissemination of personal identification, including but not limited to the student’s first name or last name, address, phone number, picture or e-mail address.

34. School employees are prohibited from the unauthorized disclosure or dissemination of information about students’ records, including but not limited to the student’s first or last name, address, phone number, picture or e-mail address.

35. Routine maintenance of the system may lead to the discovery that the user has or is in violation of the CMAVTS Acceptable Use Policy, the discipline policy, or the law.

36. An individual search may be conducted if there is reasonable suspicion that a user has violated the law or the school policies. The nature of the investigation will be reasonable and in the context of the alleged violation.

37. The expression, publication, or distribution of obscene, libelous or slanderous materials, or materials which encourage students to commit unlawful acts, violate law, school regulations, or cause material and substantial disruption of the orderly operation of the School, are prohibited.

38. When using the Internet for class activities, teachers will select material that is appropriate for the age of the students and that is relevant to the course objectives. Teachers will provide guidelines and lists of resources to assist their students in their research activities. Teachers will assist their students in developing the skills to ascertain the truthfulness of information and to distinguish facts from opinions.

39. Internet downloads will be restricted to those files that have an educational purpose within the guidelines of the curriculum or in accordance with the requirements of one’s job position.

40. Students are prohibited from access to chat rooms, Internet e-mail, or instant messaging software, services and servers outside of the CMAVTS Network.

41. Teachers may utilize online chats and instant messaging for educational purposes only. Students may observe these activities, but may not be administrator of such activities.

42. Users will be subject to Federal Copyright Laws. U.S. Copyright Law grants authors certain exclusive rights of reproduction, adaptation, distribution, performance, display, attribution and integrity to their creations, including works of literature, photographs, music, software, films, and video. Violations of copyright laws include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recordings) distributing copyrighted materials over computer networks or through other means, and framing other web site material and representing it as your own.

43. Users may not plagiarize. Teachers will instruct students in appropriate research and citation practices.

44. CMAVTS employees may not officially or unofficially represent the School on non-school web sites. CMAVTS is not liable for information posted on a non-CMAVTS site.

45. Groups associated with the CMAVTS including but not limited to: booster clubs, parent organizations, band associations, or other associations representing school activities, may not establish web sites representing a school district affiliated group without review by the Network Director of Technology before it is posted.

46. The CMAVTS website was created with the intent of presenting information about the school or class activities or for educational purposes. Teachers are responsible for the content created by their students. Student-created web pages will be posted at the discretion of and by the network Director of Technology and his/her designee.

47. Schools and classes may establish web pages that present information about the school or class activities or for educational purposes. Teachers are responsible for the content created by their students. Student-created web pages will be posted at the discretion of and by the network Director of Technology and his/her designee.

48. With the approval of the Network Director of Technology, extracurricular organizations may establish web pages. Advisors to the activities will be responsible for the content. Material presented on the organization web page must relate specifically to organizational activities. Disclaimers may be required stating that: “Opinions expressed on this page shall not be attributed to the CMAVTS District.” The Network Director of Technology or his/her designee will post organizational web pages, unless otherwise stipulated by the Network Director of Technology.

49. Users will not have access to posting information on the authorized CMAVTS web sites, unless otherwise stipulated by the Network Director of Technology.

50. Any links occurring on school web pages must be done in accordance with the law and must be linked to sites that have an educational purpose. When links are used on a CMAVTS web page, a reference must be made that states that “CMAVTS is not responsible for this information contained on linked sites.”

51. The Network Director of Technology reserves the right to edit or remove any material posted to any of the authorized District web sites.

52. Advertising for commercial, political, or religious purposes is prohibited on CMAVTS web pages.

53. Threats or intimidating statements made in reference to persons within or outside the CMAVTS are prohibited from being posted on any CMAVTS web site or resource.

Information electronically published on the CMAVTS Network, including but not limited to the CMAVTS World Wide Web Pages shall be subject to the following guidelines:
1. Published documents or video conferences may not include a child's phone number, street address, or box number, or names of other family members.

2. Documents or video conferences may not include information which indicates the physical location of a student at a given time other than the attendance at a particular school or participation in school activities.

3. Digital photographs and/or published video material must be limited to student's must sign release forms.

4. Students and employees must be aware that violations of this policy or unlawful use of the computers, wireless lap tops, Personal Digital Assistant's (PDA's), the Internet of CMAVTS networks will result in disciplinary action.

5. Any user of the network will be held financially responsible for damages to CMAVTS equipment, systems, and software due to deliberate acts of vandalism.

6. General rules for behavior and communications apply when using the network and the Internet, in addition to the policies. Loss of access and other disciplinary actions may result from inappropriate use. For example, disciplinary action may be taken for inappropriate language or behavior in using the computers, wireless lap tops, Personal Digital Assistants (PDA's), the CMAVTS network, or online services.

7. Loss of Internet access could be one of the disciplinary actions, however this policy incorporates all other relevant school policies, such as, but not limited to, the student and professional employee discipline, copyright, property, Web site development, bullying, curriculum, sexual harassment, and terrorist threat policies. Violations as described in this policy may be reported to the appropriate legal authorities, such as the Internet service provider, local, state, and Federal law enforcement.

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communications. Any network user who receives threatening or unwanted communications shall immediately bring them to the attention of a teacher or administrator. Network users shall not reveal personal addresses or telephones to others on the network.

CMAVTS Network: All necessary components that effect the Network's operation, including, computers, copper and fiber cabling, wireless communications and links, equipment closets and enclosures, Network electronics, telephone lines, printers and other peripherals, storage media, and other computers and/or Networks to which the CMAVTS Network may be connected, such as the Internet or those of other institutions.

E-mail: Electronic mail. Mail composed and transmitted on a computer system or Network.

Hardware: The physical components of a computer system-the computer, plotters, printers, terminals, digitizers, keyboards, mice, and so on.

Internet/Web: A Network of servers linked together by a common protocol, allowing access to millions of hypertext resources. It is also known as www., W3, and the World Wide Web.

Software: Written coded commands that tell a computer what tasks to perform. For example, Word, PhotoShop, Excel, and Access are all software programs.

Users: Anyone person who may have access to the CMAVTS Network. This may include, but is not limited to administrators, guests, school board members, students, support staff and teachers.

LUNCH PERIOD REGULATIONS

1. All students must report to the cafeteria area during lunch period. This includes those students who carry their lunch and students who do not wish to eat lunch.

2. Students must remain in the cafeteria area for the duration of the lunch period.

3. Students authorized to leave the cafeteria area must have a hall pass approved by one of the teachers assigned to the cafeteria area.

4. Students purchasing food should move through the serving line. CUTTING IN LINE WILL NOT BE ALLOWED.

5. Students are required to eat in the cafeteria. Food may not be taken out of the cafeteria into other areas.

6. Each student is responsible for cleaning his/her table and returning uneaten food, utensils and trays to the dish room.

7. Students will be billed for any damage to plates, utensils, trays or tables.
CONTROLLED SUBSTANCE REGULATIONS

The possession, use and condition of being under the influence of drugs or intoxicants (to include over the counter drugs), and the possession of paraphernalia related to the use thereof including ignition devices, on school property, buses, or in connection with any school-sponsored function is prohibited.

1. All desks and lockers provided for the use of students shall be subject to inspection at any time by the school authorities.
2. Students bringing prescription medications to the school for health reasons, must register with the school nurse.
3. It is the responsibility of the school employees to notify the Principal or nurse immediately if a student appears to be in apparent need of medical attention, or if students allegedly are in possession or involved in the distribution or use of alcohol, illegal drugs or drug paraphernalia.
4. Students judged to be in need of immediate medical attention will be taken to the school nurse.
5. The Principal shall give the Director immediate verbal notice of drug violations.
6. Parents are to be informed at the earliest opportunity of the apprehension of a child for the use, possession or distribution of alcohol, illegal drugs, or drug paraphernalia. They will also be informed that evidence will be turned over to the police.
7. The Principal is required to notify the police of all incidents in which students are apprehended for the possession, distribution, or use of alcohol, drugs or drug paraphernalia on school premises. Any physical evidence will be turned over to the police by the school.
8. Direct police questioning of the suspected violator will be done in the presence of the parent and a school administrator. The Principal will maintain an informal record of the interview.
9. All violations of school policy concerning controlled substances will result in disciplinary action, including expulsion.
10. The CMAVTS can not endorse or support the use of any over the counter nutritional supplements or herbal remedies. All medications of this type are subject to the same regulations as prescription or over the counter medications. The school nurse will not administer medications of this type without a physician’s note. Additionally, possession or use of any look-alike drugs or herbs will be treated as though the student was in violation of this policy.
11. A student apprehended by a school official for the use, possession or distribution of alcohol, drugs, or drug paraphernalia including ignition devices shall be subject to disciplinary procedures as outlined in the school discipline policy. The provisions of these regulations shall not apply to medication prescribed by a physician and properly registered with the School Nurse. Students seeking help with personal problems related to drug abuse are encouraged to confer with a guidance counselor, school nurse, or other individuals which may be of assistance to them.

WEAPONS REGULATIONS

Weapons and replicas of weapons are forbidden on school property. Act 26 of 1995 requires an expulsion of a student for at least one year for possession of a weapon on school property.

“Weapon” - the term shall include but not be limited to any knife, cutting tool, nunchak stick, brass knuckles, firearm, shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

“Possession” - a student is in possession of a weapon when the weapon is found on the person of the student; in the student’s locker, under the student’s control while he/she is on school property, on property being used by the school at a school function or activity, at any school event held away from the school or while the student is on his/her way to or from school.

Any weapon possessed on school property is subject to immediate seizure and forfeiture. Incidents of students possessing weapons will be reported to the student’s parents and to the police. Appropriate disciplinary and legal action will be taken against students who possess weapons and with students who assist possession in any way. Weapons under the control of law enforcement personnel are permitted. The Director may authorize other persons to possess weapons in school buildings. The Director may prescribe special conditions or procedures to be followed before giving such authorization.

SUSPENSIONS-EXPULSION

The Principal may suspend any student for disobedience or misconduct for one to ten days. Suspended students will be given the reason for the suspension and an opportunity to state their position. When the suspension exceeds three days the student and parent or guardian will be given, upon parental request, an informal hearing with the Principal. A student whose misconduct or disobedience warrants expulsion, will be given the opportunity for a formal hearing before a duly authorized committee of the Joint Operating Committee. The Joint Operating Committee may expel for a period exceeding ten days or permanently if the misconduct or disobedience warrants such action. Students suspended or expelled for weapons violation may require psychological evaluation before returning to school at parent’s expense.

VANDALISM AND THEFT

Any staff members apprehending pupils damaging school property will report such actions to the Principal. Parents will be notified and restitution will be requested at a meeting with the vandal and the parent or guardian. Juvenile authorities or police may be notified. Students apprehended for theft will be reported to the Principal and proper action taken. A conference will be held and juvenile or police authorities may be notified. Disciplinary action will be taken consistent with school policy.
GRAFFITI AND DEFIANT TRESPASSER

The governor signed into law HB 582, now Act 116 of 2002, which amends the Crimes Code to define “graffiti” as it relates to criminal mischief offenses and would identify intentional damage to real or personal property belonging to another person as an offense. In addition, the new law adds provisions to the law regarding “defiant trespassers.” The act includes in that definition a person who enters or remains on school grounds where notices are posted that prohibit visitors without proper authorization, or in instances where the person is asked to leave the school grounds.

DRIVING & PARKING PRIVILEGES

Students who drive to school must register their vehicle in the office. Parking will be on a first-come first-served basis and tag must be displayed in vehicle, either on mirror or dashboard. Students who violate the rules or drive carelessly or recklessly will lose the privilege of driving. Cost for parking will be $5.00 which is non-refundable. Violations may result in the car being ticketed. Students MUST have licence, registration, and application with parent signature to receive tag. Students who lose driving privileges will receive written notice and may be cited by local authorities if their vehicle is on the school property during a driving suspension.

COMPANY POLICY

Policy for use of vehicles in compound area:
1. Students can not drive vehicles in compound area more than 5 M.P.H.
2. Students must drive own vehicles in compound area to a predetermined bay in the Auto Tech or Auto Body programs.
3. All students must have an appointment in Auto Tech or Auto Body.
   \(-ABSOLUTELY NO SPUR OF THE MOMENT FIXES WILL BE ALLOWED–\)
4. Students cannot work on vehicles in compound area. Vehicles must be worked on in garage bays.
5. Students from other training programs can not work on vehicles in Auto Tech or Auto Body if they are not enrolled in training program.
6. Any student from another training program that comes into shop area must report to instructor, not other students.
7. Students who drive vehicles in compound area must do so by themselves.
8. Other students can not be transported with students moving vehicle.
9. Vehicles can not be “Test Driven” around school once they are fixed.

ANY BREACH OF THESE RULES WILL RESULT DISCIPLINARY CONSEQUENCES.

PARKING REGULATIONS

Parking on school grounds is regulated so that vehicles may be easily identified and to control vehicles parked or moving on school grounds. The following regulations must be obeyed. Any violation may result in disciplinary consequences and/or the loss of the student’s driving privilege.
1. The speed limit on school ground is 10 M.P.H.
2. Students must display their parking pass in clear view whenever the vehicle is on campus.
3. Students are not permitted to loiter in parking areas. After parking a vehicle, the student must proceed to his/her destination in the school building.
4. Student parking is permitted in the cafeteria or gym parking lots.
5. STUDENT PARKING IS PROHIBITED IN: Areas designated “Not for students” on the school floor plan map, edge of the driveways, fenced compound, all areas of the lawn, all grass and sidewalk areas.
6. At end of the day dismissal leaving to beat the buses is forbidden. When one bus has started to move, all vehicles will remain stationary until all buses have departed.
7. No student is allowed in any parking area during the school day without permission and/or escort from the office.
8. Students who arrive tardy/unexcused to CMAVTS and/or excessive absenteeism (10 days total) will have their driving privilege suspended or revoked as follows:
   - 3 UNEXCUSED TARDIES = 1 HOUR AFTER SCHOOL DETENTION
   - 5 UNEXCUSED TARDIES = 2 HOURS AFTER SCHOOL DETENTION
   - 10 UNEXCUSED TARDIES = 1 WEEK DRIVING SUSPENSION
   - 15 UNEXCUSED TARDIES = 2 WEEK DRIVING SUSPENSION
   - 20+ UNEXCUSED TARDIES = DRIVING PRIVILEGES REVOKED
9. DRIVING PRIVILEGES MAY BE REVOKED FOR VIOLATIONS OF SCHOOL POLICIES OTHER THAN DRIVING AND PARKING VIOLATIONS.
MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:
The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA). The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)):
CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:
- “Doubled up” - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:
Students who are in temporary, inadequate and homeless living situations have the following rights:
Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:
- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families access with community services
- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact CMAVTS’s LEA Homeless Liaison:
Amanda Flynn: (570) 784-8040 ext. 3359.
**DISCIPLINE & CONSEQUENCES**

*The majority of first offense, level one infractions can be handled by faculty/staff without administrative involvement, provided proper documentation and parent contact.

**Consequences for behavior infractions will be determined at the discretion of administration.

**As situations are investigated, students may be asked to turn off their phones and leave it with administration.

<table>
<thead>
<tr>
<th>Level</th>
<th>Infraction</th>
<th>Possible Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Horseplay</td>
<td>Verbal reprimand</td>
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<tr>
<td></td>
<td>Class disruptions (minor)</td>
<td>Parent contact</td>
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<tr>
<td></td>
<td>Obscene language</td>
<td>Removal from classroom</td>
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<td></td>
<td>Public Display of Affection</td>
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<td></td>
<td>Dress code violation</td>
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<td></td>
<td>Food/drink violation</td>
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<tr>
<td></td>
<td>Tardiness to class</td>
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<tr>
<td></td>
<td>Inappropriate Hallway Conduct</td>
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<td></td>
<td>Possession of non-instructional items</td>
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<td>that may lead to distraction, danger, or disruption of the educational environment</td>
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<tr>
<td>2</td>
<td>Repeated offenses of Level 1 infractions</td>
<td>Parent contact</td>
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<tr>
<td></td>
<td>Insolence</td>
<td>Lunch detention</td>
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<tr>
<td></td>
<td>Insubordination</td>
<td>After school detention</td>
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<tr>
<td></td>
<td>Defacing/vandalizing school property</td>
<td>In School Suspension</td>
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<tr>
<td></td>
<td>Cutting class</td>
<td>Restitution for damages</td>
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<tr>
<td></td>
<td>Hall pass violation</td>
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<tr>
<td></td>
<td>Cafeteria incidents</td>
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<td></td>
<td>Driving / parking violations</td>
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<td></td>
<td>Bus violations</td>
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<td></td>
<td>Safety violations</td>
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<td></td>
<td>Obscene language toward another student</td>
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<td></td>
<td>Academic dishonesty (minor)/Plagiarism</td>
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<tr>
<td></td>
<td>(academic/vocational)</td>
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<td></td>
<td>Computer/network violations (minor)</td>
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<tr>
<td></td>
<td>Falsification of documents (forging)</td>
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<td></td>
<td>Possession of matches, lighters, laser pointers</td>
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<tr>
<td></td>
<td>Tardies to school</td>
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<tr>
<td>3</td>
<td>Repeated offenses of Level 2 infractions</td>
<td>Parent Contact</td>
</tr>
<tr>
<td></td>
<td>Academic Dishonesty (major)</td>
<td>Out of School Suspension</td>
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<tr>
<td></td>
<td>Skipping school / truancy</td>
<td>Contact Local Authorities</td>
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<tr>
<td></td>
<td></td>
<td>Restitution for damages</td>
</tr>
<tr>
<td>Level</td>
<td>Infraction</td>
<td>Possible Consequences</td>
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<td>---------------------------------------------------------------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>Harassment/Intimidation</td>
<td>Parent contact</td>
</tr>
<tr>
<td></td>
<td>Sexual Harassment</td>
<td>Out of School Suspension</td>
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<tr>
<td></td>
<td>Ethnic/racial/homophobic insensitivities</td>
<td>Contact Local Authorities</td>
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<tr>
<td></td>
<td>Physical intimidation/harassment</td>
<td>Restitution for damages</td>
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<tr>
<td></td>
<td>Fighting/physical assault</td>
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<td></td>
<td>Bullying</td>
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<td></td>
<td>Theft (minor)</td>
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<td></td>
<td>Obscene language toward faculty/staff</td>
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<tr>
<td></td>
<td>Computer/network violations of a sexually explicit or illegal nature</td>
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<tr>
<td></td>
<td>Possession/use of tobacco products to include, but not limited to e-cigarettes, vaporizing devices</td>
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<tr>
<td>4</td>
<td>Repeated offenses of Level 3 Infractions</td>
<td>Parent contact</td>
</tr>
<tr>
<td></td>
<td>Theft (major)</td>
<td>Out of School Suspension</td>
</tr>
<tr>
<td></td>
<td>Drug and Alcohol violations</td>
<td>Contact Local Authorities</td>
</tr>
<tr>
<td></td>
<td>Weapons violations</td>
<td>Restitution for damages</td>
</tr>
<tr>
<td></td>
<td>Physical assault on Faculty / Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All or Any Illegal infractions</td>
<td></td>
</tr>
</tbody>
</table>
| 1st offense | 1 hour after school Detention  
Student may pick up phone at the end of the day. |                                                            |
| 2nd offense | 2 hours after school detention - Parent must come in to pick up device. |                                                            |
| 3rd offense | 1 day ISS - Parent must come in to pick up device. |                                                            |
| 4th offense | 1 day OSS |                                                            |
| ****** | Continued offenses will result in further consequences at the discretion of Administration |                                                            |

**DEFINITIONS**

- **Horseplay**: rough, boisterous play, roughhousing, fooling around, unnecessary physical contact
- **Insolence**: verbal or nonverbal disrespect of authority
- **Insubordination**: refusing to comply with the request of a faculty or staff member
- **Public Display of Affection (PDA)**: Acts of physical intimacy in view of others
- **Truancy**: unauthorized absence from school
SCHOOL BUS POLICY

TRANSPORTATION GUIDELINES - SAFETY IS IMPORTANT IN RIDING A SCHOOL BUS. ALL STUDENTS SHALL FOLLOW THE FOLLOWING LIST OF RULES:

A. Sit in assigned seats – do not stand, walk or move while the bus is in motion.
B. No excessive noise.
C. No food or drink is to be consumed on the bus.
D. No fighting, pushing or tripping.
E. No abusive language or profanity.
F. Students boarding or leaving the bus should do so in an orderly fashion at their assigned stop.
G. Students should not be rude or discourteous to the driver or other passengers.
H. Be on time for bus stop.
I. Keep arms, hands, etc. away from windows and doors.
J. No smoking or chewing tobacco or possession thereof.
K. No littering or vandalism.
L. Do not block aisles or exits with musical instruments, projects or other possessions.
M. Getting off at a different stop on the same bus run requires a note from the parent, which has been approved, in advance, by the principal. In the case of emergency it may be necessary for a student to ride a different bus. This must be approved in writing by the principal. Students will only be dropped off at their authorized bus stops.
N. No cross district transportation due to insurance reasons. Students must ride bus(es) within their own school district.
O. For the safety and security of the student and driver audio and video equipment may be used to record activity on the bus.

BUS DRIVERS MUST SUBMIT WRITTEN REPORTS FOR THE FOLLOWING ACTIONS TO THE BUILDING PRINCIPAL:

A. Fighting
B. Smoking or chewing tobacco on the bus
C. Throwing objects
D. Drugs and alcohol
E. Physically hurting anyone
F. Insubordination
G. Moving about while the bus is in motion
H. Vandalism
I. Eating or drinking on the bus
J. Profanity

PUNISHMENT RELATING TO BUS INCIDENTS WILL BE GIVEN ON A CASE-BY-CASE BASIS BASED ON:

• Number of previous bus incidents
• Severity of offense

ADDITIONAL BUS EXPECTATIONS

• Driver has full authority on bus as to enforcement of rules and seating arrangement.
• Student must still attend school by law even if suspended from bus. Student must provide own transportation to and from school.
• Students are not permitted to ride any bus other than their own assigned bus.
• Police will be notified if necessary. Citations may be issued.

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