

Fulton County Area Vocational Technical School

145 East Cherry Street
McConnellsburg, PA 17233
(717) 485-5813

August 21, 2013

Dear Student and Parent:

We welcome you to the
Fulton County Area
Vocational Technical School.



This is your handbook, developed to provide you with information about the Vocational Technical School and its course offerings, your rights and responsibilities, and the rules and regulations we expect you to follow.

The entire staff is looking forward to the opportunity to assist you toward success in the career of your choice. The educational experience you will gain in your Career Technical Educational Program will enable you to enter the world of work secure in your skills and abilities and well prepared to continue learning, either on the job or at an institution of high learning. I hope that you share our high expectations and are committed to learning in a safe environment. Your cooperation is essential for success in our programs and will enable each student to be successful.

Please sign and return the Student Information Packet indicating you have reviewed this handbook by August 30, 2013.

We look forward to working with you during this school year.

Fulton County AVTS
Director

In a situation where provisions of the handbook contradict school board policy, the policy will prevail.

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Participating School Districts



- Central Fulton School District
- Forbes Road School District
- Southern Fulton School District

Professional Advisory Committee

Mrs. Dixie Paruch	Superintendent	Central Fulton School District
Mr. Mark Loucks	Superintendent	Forbes Road School District
Mr. Hervey Hann	Superintendent	Southern Fulton School District

Fulton County Area Vocational Technical School

Administration

	Director
Toni Vaughn	Administrative Secretary
Dani Brady	Business Manager

Instructional Staff

Brandi Mellott	Allied Health
Steve Sellers	Building Maintenance
Crystal Glee	Computer Repair
Steve Sellers	Construction Trades
Todd Wolford	Cooperative Education

Todd Wolford		Drafting and Design
Nelson Shaffer		Welding
Chad Bosley	FRHS	Engineering Technology
Ann Meyer	MHS	Ag Production
Anjuli Calhoun	MHS	Child Care
Rebecca Moseman	SFHS	Ag Mechanics/Production
Linda Schriever	SFHS	Child Care

Joint Operating Committee

Central Fulton School District

Dr. Brent Carlson
Christopher Hann
Rick Marshall
Cory Gress – Alternate
Ryan Richards - Alternate

Forbes Road School District

Teressa Bard
Byron Helsel
Karen Peffer
Deonna Carmack - Alternate

Southern Fulton School District

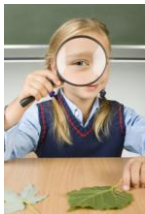
Timothy Mellott
Allen Morton
Mark Mosemann
Patrick Bard - Alternate
Danny Crouse – Alternate

Principals - Guidance Counselors

	Principal	FRHS
Megan Skillings	Guidance Counselor	FRHS

Todd Beatty	Principal	MHS
Shelly McMullen	Guidance Counselor	MHS
Meredith Hendershot	Principal	SFHS
Karen Solomon	Guidance Counselor	SFHS

Fulton County Area Vocational Technical School Overview



The mission of the Fulton County Area Vocational Technical School (FCAVTS), in partnership with the Central Fulton, Forbes Road and Southern Fulton School Districts, is to provide a quality education to all secondary students attending vocational programs. To accomplish this mission, students have the opportunity to maximize their potential and acquire and update marketable technical skills through comprehensive, diverse and integrated vocational programs.

The purpose of the programs offered through the FCAVTS is to prepare students for a specific career objective or for advancement into post-secondary education through technical instruction. Students attend specialized technical classes for three periods per day in addition to their regular academic studies. Most of the instruction that students receive is “hands-on” in nature and provides an opportunity to apply learning in “real life” situations.

Students are able to choose between four Career Clusters when scheduling classes. Within these four clusters students will select a specific program area. All concentrators of FCAVTS programs will take a Student Occupational Competency Assessment (NOCTI or other PDE approved test). Upon achieving the state standard on this exam, students will receive a Pennsylvania Skills Certificate, which is a nationally recognized certification of competence in their career area. Depending on the related academic studies that are scheduled students may complete a program of study which will aid in the transition from secondary to post-secondary education. Students may also receive post-secondary

credit for courses taken in high school through this articulated agreement with the various colleges.

The FCAVTS curriculum represents a consistent method of program delivery under each cluster area. All students progress through a logical sequence of courses from the 10th through 12th grades.

In order to be considered an FCAVTS program concentrator, students must meet all FCAVTS and school district requirements.

Fulton County Area Vocational Technical School Organizational Goals

- The FCAVTS will provide a curriculum that will give its students the tools required to meet the industrial standards of their trade.
- All students participating in technical programs will develop the job readiness and employability skills necessary to compete in the current marketplace.
- All students will develop the necessary technical skills that will be aligned with and meet local, statewide and national labor market needs in support of local workforce development.
- All students will receive the necessary career guidance and education to lead them in making satisfying and informed career choices with respect to post-secondary education and/or employment.
- The FCAVTS will make health and safety a critical aspect of instruction to assure the continued safety of our students.
- The faculty of the FCAVTS will provide a positive learning environment that encourages our students to become productive members of society.
- The faculty of the FCAVTS will be afforded a continual opportunity to pursue professional development activities in order to maintain an advanced level of expertise in their trade.
- The faculty of the FCAVTS will work in partnership with teachers from the Central Fulton, Forbes Road and Southern Fulton School Districts in an effort to better integrate academic and technical instruction in each respective classroom.
- Increased opportunities will be given to Occupational Advisory Committees to provide leadership and guidance in the development of vocational programs in Fulton County.

Purpose of the Fulton County Area Vocational Technical School

The FCAVTS is designed to be an extension of the existing programs of the high school curricula. FCAVTS programs of study are intended to lead to successful

placement in employment and/or access to further higher education opportunities. The basic premise underlying the FCAVTS programs is that every pupil must

eventually earn a living and because of their education and training will become a useful and contributing member to the good of society. The environment in which

the student is trained should be similar to the environment in which the student must eventually work. Instruction will be given on actual job situations, thus setting standards of performance for students in keeping with the requirements of business, labor, industry, and other services.

Relationship between the Home School and the Fulton County Area Vocational Technical School

The FCAVTS is an extension of the district school. The various programs offered are an integral part of the curricula of the district high school. Students who enroll in the FCAVTS program continue to complete their required academic subjects at the district school during one-half the school day and attend the FCAVTS the other one-half day for their specialized vocational technical training.

The school districts award diplomas at graduation. The FCAVTS presents a certificate to each graduating student who has successfully met the FCAVTS completion requirements.

Fulton County Area Vocational Technical School Programs

Agricultural Technologies Cluster



The Agricultural Technologies Cluster prepares students for careers related to animals, land, water and mechanical equipment. The two programs within the Agricultural Technologies Cluster are Agricultural Production and Agricultural Mechanics.

Studies in these programs could lead to careers in:

■ **Agricultural Production:** Dairy Farm Worker, Timber Cutter, Nursery Operator, Greenhouse Worker, Agronomy Research Analyst, Cooperative

Manager, Production Agriculture Worker, Forestry Technician, Wildlife Technician, Soil Conservation Technician, Landscaping Worker

■ **Agricultural Mechanics:** Farm Machinery Mechanic, Small Gas Engine Technician, Farm Machinery Salesperson, Lawn and Garden Sales Representative

Agricultural Production Program Description:

Agricultural Production program students study how animals are raised and managed in farm settings. Also important in agricultural production is soil and plant management. Students will work in a greenhouse, plant flowers and vegetables and be responsible for plant growth. Fish are raised in a controlled setting in order for students to learn more about the commercial aspects of hatchery management. Wildlife studies and the environmental effects on agriculture and forestry may also be introduced.

Agricultural Mechanics Program Description:

Agricultural Mechanics program students focus on the maintenance and repair of agricultural equipment such as tractors and lawn mowers. Instruction includes gas and diesel engine repair and maintenance, hydraulics and fluid power and the proper use of tools in repair. Trends in the farm machinery industry will also be introduced as well as the use of computers in agriculture.

Human Services Cluster



The Human Services Cluster prepares students for careers that deal with people. Students will learn how to care for and interact with people in this cluster. The two programs within the Human Services Cluster are Allied Health and Child Care and Guidance.

Studies in these programs could lead to careers in:

■ **Allied Health:** Nursing, Medical Assistant, Physician Assistant, Physical Therapist or Assistant, Respiratory Therapist, Dental Assistant, Nursing Assistant, X-Ray Technician, Phlebotomist, Biomedical Engineer, Surgical Technologist,

Diagnostic Sonographer, Medical Eligibility Specialist, Utilization Review Coordinator, Provider Relations Specialist, Health Information Technician

■ **Child Care and Guidance:** Nanny, Child Care Provider or Aide, Day Care Director or Worker, Elementary Teacher or Aide, Preschool Teacher or Aide, In-Home Care Giver, Nursery School Attendant

Allied Health Program Description:

Allied Health program students prepare for the health care field through a multitude of skill training. This encompasses Basic Health Care Skills, Phlebotomy Skills, EKG Technician Skills, Pharmacy Technician Skills, Medicinal Math, Nurse Aide Certification, Clinical Rotations and independent study activities. The program of study will provide a broad overview of health care delivery, allow career exploration into a variety of medical fields and place an emphasis on the student's chosen field of study. (FR students attend CF)

Allied Health students have an option to take these exams, if the student covers the related cost: Pharmacy Technician, EKG, Certified Nursing Assistant (CNA), Phlebotomy, Adult and Infant First Aid and CPR. The Allied Health instructor will provide more details as needed.

Child Care and Guidance Program Description:

Child Care and Guidance Program students focus on the care and development of children. Students with an interest in a child-related career in childcare, day care, nursery school, preschool, elementary school and in-home care should consider this program. Students will study the physical, psychological and emotional aspects of child development and will gain practical skills from participating in the operation of a pre-school program. This program has been certified by the PA Department of Public Welfare and allows students to immediately enter the workforce of registered childcare institutions in PA at the Assistant Group Supervisor level. (FR students attend CF)

Production Technologies Cluster



The Production Technologies Cluster prepares students for careers, which create, draw and build items. Students will use equipment and tools to build from wood, mortar, metal or plastics. The two programs within the Production Technologies Cluster are Drafting and Design, and Welding.

Studies in these programs could lead to careers in:

■ **Drafting and Design:** Drafter Assistant, Drafter Apprentice, Mechanical Drafter, Architectural Drafter, Landscape Drafter, and Post-Secondary Architecture/Engineering Studies

■ **Welding:** Artist/Sculpture, Oxy-acetylene Welder, Production Welder SMAW, Production Welder GMAW, Production Welder GTAW, Radiograph Operator, Scrap Burner, Tack Welder, Weld Inspector, Welder Boilermaker, Welder Combination, Welder Fabricator, Welder Fitter, Welder Helper, Welder Repair Technician, Welder Tool & Die, Welding Instructor, Welding Machine Operator, Welding Sales, Welding Technician (robotics).

Drafting and Design Program Description:

Drafting and Design Program students will apply technical knowledge and skills as each relates to gathering and translating of data or specifications, including basic aspects of planning, preparing and interpreting drawings and sketches in various engineering, manufacturing and construction fields. In this program students will learn the basics of board drawings and then progress to CAD (Computer-Aided Drafting) work on the computer. Drawings will show technical details of products and structures from all sides. Students will also draft multiple view assembly and subassembly drawings as required for manufacture, construction and repair of mechanisms. Drafting requires a creative ability as well as attention to detail in the production of drawings and also involves a great deal of teamwork. (FR students attend CF)

Welding Program Description:

Welding is essential to the expansion and productivity of our industries. Welding has become one of the principle means of fabricating and repairing metal products. It is impossible to name an industry, large or small, that does not employ some type of welding. The welding program provides classroom and laboratory experiences in safety (shop, hand tools, and equipment) oxy-acetylene welding and cutting (OAW and OAC), shielding metal arc welding (SMAW), air carbon arc welding (GMAW or TIG), plasma arc cutting (PAC), blueprint reading and metal identification. Students will also receive information and hands-on training for welding certification.

Architecture & Construction Cluster

The Architecture & Construction Cluster prepares students for careers in designing, planning, managing, building and maintaining the build environment.

■ Construction Trades: Carpenter Helper, Bricklayer Helper, Plumber Helper, Roofer Helper, Electrical Apprentice, Drywall Helper, Material Sales, Insulator, Painter, and General Maintenance Person

Building/Property Maintenance and Manager Program Description:

An instructional program that prepares individuals to apply technical knowledge and skills in the maintenance and repair of residential, office, apartment buildings and other commercial buildings. Instruction includes the basics of carpentry, millwork, plumbing, painting, glazing, electricity, plastering, welding, minor sheet metal, concreting, bricklaying, tile setting, hardware usage, heating, ventilation, waterproofing, roofing and record keeping.

Construction Trades Program Description:

Construction program students will learn the traditional trade of building construction. Students will study all aspects of construction including framing and finishing, carpentry, plumbing, masonry and electricity. This program includes work on building construction projects on and off campus. Students will be required to read architectural blueprints related to specific projects.

Information Technology Cluster

The Information Technology Cluster prepares students for building linkages in IT occupations for entry level, technical and professional careers related to the design, development, support and management of hardware, software, and multimedia and systems integration service.

Information Technology Description:

An instructional program that focuses on the design, implementation and management of linked systems of computers, peripherals and associated software and prepares individuals with the technical skills required to support networks and network users. This program includes instruction in networks technologies and standards: system design, architecture, operating systems, security, communications protocols, client support, messaging services, network management, troubleshooting and server optimization.

Science, Technology, Engineering & Mathematics

The Science, Technology, Engineering & Mathematics Cluster prepares students for planning, managing and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.

Engineering Technologies/Technicians Description:

This program prepares individuals to apply knowledge and skills in the engineering field. Instruction includes, but is not limited to, safety, ethics, power, problem solving, teamwork, engineering graphics, automated systems, fundamental electronics and manufacturing systems as well as adhering to the Science, Technology, Engineering & Mathematics (STEM) Initiative.

Work-Based Opportunities

Students participating in the vocational programs may qualify for the following work-based activities: Cooperative Education (Capstone) and clinical experiences.

Capstone allows students who have completed a vocational program to apply their knowledge in an actual paid work experience. Students will “cap off” their studies in this program by working from one to three periods per day in industry.

Clinical experiences are unpaid situations that are usually a part of an existing career major curriculum, such as the required clinical hours mandated as a part of the CNA licensure.

Criteria for Cooperative Education

Capstone Program:

Those students completing the required FCAVTS competencies may apply to participate in the Capstone experience. This experience is designed to provide on-the-job training with a participating employer in an occupational area compatible with the FCAVTS program in which the student is enrolled. After the student has developed the necessary entry-level competencies, the Capstone experience will allow the application of these skills in a work-based environment.

To be considered for Capstone, the following criteria must be met:

- Students must maintain a “C” or better in all required courses.
- Students cannot miss more than 12 days of school during their

Junior year (exceptions will be considered for extended illness covered by a doctor’s excuse).

- Students must be recommended by their FCAVTS program instructor.
- Students must have completed the required competencies in their AVTS program.

The Cooperative Education handbook elaborates on additional program rules and requirements in addition to the above criteria.

Accidents and Illness

All accidents, regardless of size or nature, must be reported immediately to the vocational instructor. The injured student must complete an accident report within two (2) days of the accident. A copy of this report is filed in the FCAVTS office and home school nurse’s office.

Any pupil who becomes ill during the school day should notify the teacher and appropriate action will be taken.

Admissions Policy

Resident Students

The FCAVTS has an open admissions policy for students enrolled in one of the FCAVTS participating public or private secondary schools. The FCAVTS admits students without regard to the applicant’s race, color, creed, religion, gender, sexual orientation, ancestry, national origin, or disability. The open admissions policy applies to students entering the 10th, 11th or 12th grade year of high school, depending on program choice, and subject to available space in a given program (i.e. students who apply for programs with no waiting list will automatically be accepted into their program of choice).

For students applying to programs which have more applicants than openings, applicants will be subject to further evaluation by an admissions committee comprised of administrators, guidance personnel, and the program instructor. Applicants will be rated on a 10-point scale in each of the following areas:

- Attendance (25%)
- Grade Point Average (25%)
- Prerequisite Courses (25%)
- Teacher/Counselor Recommendations (25%)

Students not immediately offered admission after committee evaluation will be placed on a rank-order waiting list and/or offered admission into their 2nd or 3rd choice program selection. Should an accepted student in one of these competitive

programs decline an offer of admission, the next highest-ranking student on the program's waiting list will be offered admission.

The application due date for first-round program acceptances is May 1st. Applications received after this deadline will be considered, however, these applicants may have less chance of being offered admission into their first choice program, as available program slots may have already been filled by this time.

Full-time, full-year students can apply for admission, and enroll in a program, up until the tenth (10th) day of the school year.

Student applicants will be notified of their admission status (i.e. accepted into first choice program, offered 2nd or 3rd choice program, and/or placed on a program waiting list) via their high school counselor after the application deadline. Students are asked to notify their high school counselor by May 15th if they intend to decline an offer of admission. Written notification of acceptance will be mailed to the student's home address during the summer months, along with the school welcome letter.

Transfer Students

Students who transfer into one of the FCAVTS participating public or nonpublic secondary schools and are currently enrolled in another AVTS will be offered enrollment in the same (or a comparable) FCAVTS program. This offer of admission applies provided that the student left the AVTS in good standing.

Attendance

Attendance is one of the most important obligations of the student while enrolled at the vocational technical school. Regular attendance is necessary for a passing

grade in the classroom as well as on the job. Poor attendance habits that are carried over to the job often cause failure or dismissal. Poor attendance in school could prevent you from obtaining a good recommendation for a job. Since a large portion of the grade is based upon performance, it is difficult, if not impossible, for students who miss school to make-up the required assignments.

If a student is absent from school due to an unavoidable circumstance, he/she is required to present, within three days immediately following the absence, an excuse explaining the absence signed by his/her parent/guardian or doctor. If the excuse is not presented within the three (3) day period, the absence is recorded as illegal. It is the student's responsibility to make arrangements in a timely manner with the instructor for any make-up work. Students may not be able to make up work if the absence is recorded as 'illegal'.

If it is necessary for a student to be excused during school hours, a written excuse from the student's parent/guardian must be presented to the Vocational Instructor one day prior to the excused day. This excuse must also be approved by the district school principal or designee prior to presenting it to the Vocational Instructor.

Any student who misses the bus at the home school must report to the district school office immediately. No walking to or from any FCAVTS Program will be permitted.

Makeup Work

Any student who has been legally excused from school will be granted the privilege of making up work. It is the student's responsibility to make arrangements with all teachers upon the first day of return. The student will be given three school days in which to submit schoolwork. Extended illness will be addressed on an individual basis.

Tests, examinations, and class work assignments completed on a day when a student is unexcused or illegally absent/tardy from school shall result in a zero.

Books and Tools



At the beginning of each year, students are loaned textbooks. Throughout the year, reference books are also available to students for use. These textbooks or reference books should be treated with care and not abused.

Books are expected to be returned to the school in the same condition as when they were issued, less normal wear. Lost or mutilated books must be paid for by the student to whom they were issued.

In certain FCAVTS programs students may be required to purchase specific small hand tools necessary for classwork, and safety equipment/clothing required in their chosen occupation.

Students are expected to treat all tools with respect and take care not to damage or lose tools. Students will be required to pay for lost or damaged tools.

Obligations

Students with outstanding obligations will not be permitted to attend any school function until the obligation is satisfactorily met. Examples include, but are not limited to: Jam Session, Field Trips/Class Trips, Jr./Sr. Prom, and Graduation.

Career & Technical Student Organizations (CTSO)

Career & Technical Student Organizations (CTSO's) are co-curricular activities and are an integral part of the respective FCAVTS program. CTSO's provide a means of teaching leadership and responsibility, developing interpersonal skills and in developing confidence. Instruction through the CTSO's provides for the development of human relations skills; knowledge of occupations; leadership

competencies and positive attitudes towards fulfilling occupational, civic, social and community responsibilities.

The following CTSO's are available for membership:

Future Business Leaders of America (FBLA): Employers and other community leaders recognize FBLA as part of an educational program of occupational preparation. The organization creates more interest in and understanding of American business enterprise and leadership.

FFA: FFA serves as part of the educational program-preparing students for careers in agriculture and related fields. Students in the Ag-Production and Power-Ag programs may participate in this organization.

Family, Career, and Community Leaders of America: FCCLA is a national organization of students taking a course in home economics or a related occupation. Students in Child Care and Guidance may participate.

Skills USA: Skills USA brings students together with others sharing common interests for an exchange of ideas, a discussion of problems, and the opportunity to work toward common purpose. Skills USA offer students recognition through a national program of awards, contests and leadership activities. Students in FCAVTS program areas may participate.

Military Access

Both federal and state laws require that school districts provide military recruiters access to secondary school students—names, addresses and telephone listings of **junior and senior year students** when requested. If you want the school to

exclude your child’s information from the list, you must submit a written request to the guidance office by September 30th of each year. Military recruiters are entitled to request and receive these lists throughout the year.

Change of Address or Telephone Number

In the event that a student moves to a new address within or outside the school district, or if his/her telephone number changes, he/she is expected to notify his/her home school and the FCAVTS office at once. It is extremely important we maintain accurate information so that we are able to contact the student or the parent/guardian regarding the progress, health and safety or career development of the student.

Closing of School

School closings will be dictated by the home school policy. If your home school is not in session, then you are not required to attend your FCAVTS program.

School closings will also be announced over local radio and television stations. Under normal circumstances when two of the three school districts are closed because of inclement weather, the FCAVTS will also be closed.

Dress Code

The student’s dress and attire are important to the safety of the student. The student’s dress should reflect acceptable industry standards, comply with safety requirements, and present a positive image of the FCAVTS and its students.

Students are expected to arrive at the FCAVTS program setting in compliance with the dress code. Once in their respective program area, the trade/industry/safety standards will be applied. This may involve the use of eye safety, hard hats, steel-toed shoes, length of hair, hairnets, uniforms, coveralls, etc.

Students are encouraged to wear coveralls or other protective clothing to protect their normal school clothes.

- A. Shoes causing a safety hazard or disrupting the educational environment are not permitted.
- B. Shirts with profanity, obscene language, or suggestive pictures, words, or letters are prohibited.
- C. Students are permitted to wear shorts or skirts that are no higher than 3 inches above the top of the kneecap.
- D. Hats, sweatbands, bandannas etc or any other head coverings are **not** permitted.
- E. Students are not permitted to wear pants with leg bottoms that drag under their feet.
- F. Long coats (trench coats, ect.) may be worn to school only, not to classes.
- G. Students may be prohibited from wearing certain articles of dress and/or accessories that might constitute a health or safety hazard.
- H. Clothing, buttons, accessories or other insignia intended to mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views are prohibited.
- I. Clothing, buttons or other wearing apparel, which condone or promote the use of alcohol, drugs, sex, tobacco, violence as well as any visible profanity, obscenity, or suggestive language are prohibited.
- J. No bare midriffs and pants must be worn at waist level.
- K. Sleeveless shirts, low cut tops, spaghetti straps, and strapless attire will not be accepted.
- L. Undergarments are not to be visible to others, especially when seated.

Drugs, Alcohol and Other Controlled Substances

Drugs and alcohol are prohibited on school property at all times.

It is the policy of the FCAVTS that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or being under the influence of a controlled substance is prohibited in this school or at any school sponsored activity.

Locker Searches

Lockers are owned by the Fulton County Area Vocational Technical School. They may be searched and/or inspected by the school administration. When practical, the student may be asked to be present. Whenever the search of a student's locker is prompted by reasonable suspicion that the contents of a student's locker pose a threat to health, welfare, and safety to the school community, the administrator may open the locker as soon as it is necessary to do so to discharge properly his/her

duty to protect the persons and property in the school without prior warning to the student. The Board authorizes the use of canine “sniff” searches or other detection devices of lockers to identify lockers that should be opened to be searched.

Field Trips

Those students having permission to drive to the departure/arrival location of the bus for a field trip shall park only in appropriate designated areas. Should failure to obey parking regulations result in a parking violation; it is the responsibility of the driver to meet the incurred obligations. Written permission slips must be signed by parents/guardians and be registered in the FCAVTS office prior to the day of the trip. A permission slip signed by the parent/guardian and filed in the FCAVTS office is required before a student will be permitted to participate in a field trip.

Fulton County Area Vocational Technical School Student Admissions Grievance Policy

The FCAVTS recognizes that students and/or parent/guardian have the right to request redress of complaints. In addition, the FCAVTS believes that respect for established procedures is an important part of the educational process.

Accordingly, student and parent/guardian admission complaints shall be recognized, and appropriate appeal procedures shall be provided.

A student admissions complaint shall be one that arises from actions that directly affect the student’s participation in an approved educational program.

The FCAVTS and its employees will recognize the admissions complaint of a student and/or parent/guardian.

A student and/or parent/guardian who feels that inappropriate or lack of placement has occurred has five (5) days to submit a complaint related to vocational placement, either orally or in writing to the FCAVTS Director. The FCAVTS Director has five (5) school days to give a reply.

If the complaint is not resolved at this level, the student and/or parent/guardian has five (5) school days to give the complaint in writing to the Superintendent of Record. The Superintendent of Record has five (5) school days to give the student and/or parent/guardian a response.

If the complaint is still not resolved at this level, the student and/or parent/guardian may file the complaint within five (5) school days in writing to

the Joint Operating Committee. The Joint Operating Committee has thirty (30) school days to make a final decision for the student and/or parent/guardian regarding program placement or lack of.

General Procedure and Behavior Rules

All students attending the FCAVTS are subject to their home school discipline rules and procedures, as well as FCAVTS general procedure and behavior rules.

Transportation - Students *must* use district school transportation to and from the FCAVTS course sites. If for any reason they miss the bus to the site, the student must report to the office at his/her district school. *Missing the bus is an unexcused absence, and results in a zero for the day.*

- Should any unforeseen incident affecting bus transportation occur, only a parent/guardian, or authorized school agent may transport the student to or from the FCAVTS training site.

Student Driving - There should be **NO** student driving or riding to and from the FCAVTS. However, the following exceptions may be considered and approved by the district school administration.

- Doctor/dental appointment, which is coordinated through the district school office personnel at least two (2) days in advance.
- Emergencies as determined by the district school administration and authorized by parents.
- District school activities as requested by the district school administration.

Leaving Vocational Technical Training Site - No student is permitted to leave the training site before the end of class. Exceptions must be approved by the parents and FCAVTS program instructor who must get approval from the FCAVTS Administration.

Student Appearance - Students who change into a prescribed uniform should wear the appropriate undergarments. Tattered or torn clothing revealing undergarments or the lack of will not be permitted. The student’s safety and success are dependent upon the clothes that he/she wears. It is important that everyone “dress for safety” and present a positive image to prospective employers and our guests.

Care of tools, equipment and supplies – Students are expected to use all tools and equipment and supplies for their intended purpose and to take care of all tools

and equipment so that they are not lost or damaged. Students are expected to use all supplies for school related purposes and will be required to pay for supplies, tools or equipment that are wasted, damaged, destroyed or lost.

Personal property - Students will be given the opportunity to secure personal tools and belongings within the classroom. Students, however, should not bring valuables to school. The school is NOT responsible for personal belongings or tools brought into the classroom or for tools, which are not secured. The school district will not be responsible for the personal property of pupils, employees, or other personnel using the school facilities. Articles of clothing, jewelry, money, and any other items of a personal nature are the responsibility of the student, employee, or person while he/she is in the school facility,

General Behavior

- Report directly to your assigned station and remain there until otherwise advised by your instructor.
- Check your work attire - sleeves rolled above the elbows or buttoned at the wrists, shirttails tucked in, and all clothing should fit properly. Loose or poor fitting clothing endangers the worker. Students will not be permitted to work without their shirts on.
- “Horse Play” in any form will not be tolerated.
- For your safety, keep walkways and floors clear of obstacles and debris.
- For your safety, do not have tools or equipment lying on the floor.
- Know fire drill procedures and the location of all fire extinguishers in and near the training site and/or classroom.
- If you are not sure what you are doing -- **Stop! Ask! Listen!** There is no shame in not knowing, but there is in being foolish.
- Handle tools and equipment as instructed.
- At no time is a student permitted to, in any manner, alter the belongings of a classmate.
- Never make any adjustments to tools, equipment, machines, etc. unless you have permission from the instructor before doing so.
- Report all damaged tools, equipment, machines, etc. to the instructor immediately.
- Wear appropriate eye and personal protection (safety glasses, hard hats, shoes, etc.) whenever required.
- Follow all the safety rules and procedures appropriate for your program area.
- Come to class prepared to learn. Have the necessary tools, notebooks, pens/pencils, and assignments with you each day.
- Come to class prepared to participate to the best of your ability.

Safety Glasses - Safety glasses must be worn at all times in the shop/laboratory and during building construction projects.

General School Rules

- Running, pushing, shoving, wrestling, or other disruptive behavior will not be tolerated in training areas at anytime.
- Possession of water bottles or other water dispensing devices or use of them at anytime is prohibited.
- Gambling of any type is prohibited.
- Course or brash language will not be tolerated.
- Use or possession of tobacco, alcohol or controlled substances on training sites is prohibited and will be handled by the school district authorities. The proper authorities will be notified and appropriate referrals will be made.
- Being ‘under the influence’ of any controlled substance will result in notification of the proper authorities and an appropriate referral will be made.
- Students are not permitted to make or receive telephone calls except in case of an emergency authorized by the instructor.
- Cell phones are not permitted to be used during school hours of operation. A warning will be issued following the first offense. The second offense will require the parent/guardian to pick up the cell phone at the FCAVTS Administrative office.

Electronic Devices

Section 1317.1 of the Public School Code prohibits the use of electronic equipment communication devices. Students using such devices will be required to surrender them to teachers and/or administration. The following items **may not** be used in school without specific approval because they are distractions:

- a. Pagers (Prohibited by ed code)
- b. Cellular phones
- c. MP3s, IPODs, other such devices
- d. Electronic games
- e. Laser pointers

Grading System

The FCAVTS installed its own Powerschool grade-book system. The new system allows parents and students to track grades and attendance for each student’s vocational program.

The grade will be based on knowledge, skills, participation, attendance, and attitudes. The overall grade will be a composite of these qualities and computed using the home school district grading system.

The final grade issued at the end of the school year will be the numeric average of all of the marking period grades.

Your FCAVTS instructors will require a final exam at the end of each school year.

Grievance Procedure

The Grievance Procedure addresses the procedures used for filing a grievance if the parties involved feel that they were discriminated against by the policies of FCAVTS on the basis of sex, handicap, race, color, age and national origin in its educational and vocational programs, activities or employment as required by Title IX, Section 504, and Title VI.

Grievance: A formal written complaint which:

- Sets forth the allegation that there has been a violation, misinterpretation, or inequitable application of any district policy or practice, involving Federal Anti-discrimination legislation.
- Specifically identifies the policy or statute violated, misinterpreted or inequitably applied.
- Furnishes sufficient background concerning the alleged violation, misinterpretation, or inequitable application to identify persons, actions, and/or omissions that led to the allegation.

Grievant:

Any student, employee, teacher, or parent aggrieved by a decision or condition falling under the guide of Federal Anti-Discrimination Legislation.

Student:

Any person enrolled as a student in an educational or recreational program authorized by the Joint Operating Committee.

Employee:

Any full-time or part-time teacher, secretary, clerk, maintenance/custodian, administrator, or other person receiving compensation for services rendered to the Joint Operating Committee.

Chief School Administrator:

The Superintendent of Record or a designated agent for the Board of Education.

Compliance Officer:

The school employee or employees designated to coordinate compliance efforts with Federal Anti-discrimination legislation and charged with the responsibility of investigating complaints.

Compliance School Officer:

Director

Fulton County Area Vocational Technical School

145 East Cherry Street

McConnellsburg, PA 17233

General Provisions

- A grievance must be filed within ten (10) days of the circumstances that occasioned the grievance.
- No person shall suffer recrimination or discrimination because of participation in this grievance procedure.
- Whenever possible, hearings will be scheduled during a mutually convenient time that does not conflict with the regularly scheduled school program.
- Employees shall be freed to testify regarding any grievance filed hereunder and the expense or necessary and approved release time shall be borne by the school when hearings must be scheduled during the school day.
- Confidentiality will be observed pending resolution of the grievance or final decision by the Joint Operating Committee.
- Nothing contained herein shall be construed to limit in any way the option of the school and the grievant to resolve the grievance mutually and informally.
- These grievance procedures will not be required to be followed if other statutory procedures are available.

Procedure

LEVEL I

The grievant shall prepare and file the grievance with the Compliance Officer, at 145 East Cherry Street, McConnellsburg, PA 17233, (717)485-5813, Extension 202.

The compliance officer shall investigate the complaint with the parties concerned in the grievance within ten (10) calendar days of the grievance filing. The

compliance officer shall issue a written report setting forth his/her finding and recommendations for resolution of the grievance within five (5) calendar days after the conclusion of the investigation. The grievance shall be considered resolved if the grievant fails to file the grievance at Level II within the time limits set forth herein.

If no written report has been issued within the time limits set forth herein above, or if the grievant or school shall reject the recommendations of the compliance officer; the grievant shall be free to file the grievance at Level II.

LEVEL II

The grievant shall file the grievance with the, Chief School Administrator, designated agent of the Joint Operating Committee (JOC) within ten (10) days of the date the compliance officer's report was (or should have been) issued.

The designated agent may be a person involved in the grievance. This agent is: Mrs. Dixie Paruch, Superintendent of Record, Central Fulton School District, 151 East Cherry Street, McConnellsburg, PA 17233 717-485-7010.

Within ten (10) days of the receipt of the grievance, the Joint Operating Committee's agent shall conduct a hearing with all parties involved in the grievance.

The grievance shall be considered resolved if the grievant accepts the recommendations of the agent of the JOC, or if the grievant fails to file the grievance at Level III within the time limits set forth herein.

LEVEL III

If the grievant rejects the recommendations of the JOC's agent, or if the JOC's agent fails to issue a report within limit set forth above, the grievant shall be free to file the grievance at Level III within ten (10) days of the date the JOC's agent recommendations were (or should have been) issued.

In any matter where the law requires a hearing before the JOC, the third step of this procedure shall be that hearing. In any matter where the law does not require a hearing before the Board of Education within the time limits set forth herein:

- The grievant shall file the grievance by delivering it to the JOC within the time limits set forth herein. Such filing shall name a person selected by the grievant to sit upon an ad hoc compliance panel.
- Within five (5) days of receipt of the grievance, the ranking officer of the JOC shall appoint one member of the compliance panel.

- The two members so selected shall meet and mutually agree upon a third panel member. In the event the two members are unable to agree upon a third member, they shall request the presiding judge of the county court to appoint the chairperson.
- Within fifteen (15) days of the filing of the grievance at Level III, the compliance panel shall convene hearing the testimony of all interested parties, and seek such legal guidance, which seems necessary. The compliance panel shall have the authority to call witnesses and to establish the procedures for the hearing.
- Within twenty-five (25) days of the filing of the grievance at Level III, the compliance panel shall issue its Finding of Facts and specific recommendations for the resolution of the grievance to both the grievant and the JOC. The grievance shall be considered resolved if the recommendations of the panel are accepted by the JOC and the grievant.
- The actual and necessary expenses of the panel shall be jointly borne by the JOC and the grievant. Fees of panel members, if any, shall be paid by the parties who appointed them and fees, if any, of the panel chairperson shall be jointly paid by the grievant and the districts.

LEVEL IV

- Issues not resolved at Level III may be appealed to the Commissioner of Basic Education, at Pennsylvania Department of Education, (PDE) 333 Market Street, Harrisburg, PA 17126-0333.
- The appeal must state the decision being appealed, the rationale for the appeal and the desired resolution. The appeal must be presented with 30 days from the date on which the information about the disputed action was communicated to the local agency.
- The PDE will attempt to resolve appeals through correspondence and telecommunication. In the event that resolution cannot be reached, an appeal hearing will take place within 30 days of the PDE's receipt of a written request for such a hearing. A written ruling will be issued no later than ten days after the hearing. If the eligible recipient is dissatisfied with the PDE's ruling, the next right of appeal is to the U.S. Secretary of Education. This right must be exercised within 20 days of the PDE notification of the ruling.

Guidance Service

Guidance personnel provide educational and occupational guidance services to the students attending the FCAVTS. Students are encouraged to discuss issues of concern with their home school counselor or the Director of the FCAVTS. Parents/guardians are encouraged to contact the home school counselors or director if concerns involving performance in a vocational program arise.

Students are encouraged to meet with their counselor and vocational teacher regarding post-secondary education and employment.

One of the major goals of the guidance department is to assist each student in developing to his/her fullest potential.

Insurance

Accidents at School and Student Insurance: It is highly recommended that every student enrolled in a program offered by the FCAVTS be covered by health and accident insurance. While every effort will be made to maintain a safe learning environment, parents, guardian and students should keep in mind that the risk of accidents is higher when working in a vocational program where power equipment and tools are being used than in a traditional classroom. The FCAVTS does not pay medical or hospital bills incurred as a result of an accident to the student in school or while participating in a school related activity. Students are encouraged to take advantage of the school insurance programs provided by the participating school districts.

In the event of an accident, regardless of how minor it may be, or if the student becomes ill, the student is required to report that accident or illness to the teacher immediately. In the event of a severe accident or acute illness, emergency care will be given and the parent, guardian or designee will be notified.

Medical transportation is the responsibility of the parent or guardian. Students may not be sent home without parental approval or permission and students may not drive when excused for medical reasons unless parental consent has been given.

Internet Use Policy - Students and Staff



The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to electronic communication with people all over the world, information from NASA, as well as the opportunity to correspond with scientists at NASA and other research institutions; public domain software and shareware of all types, discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics; access is provided to many University Library

Catalogs, to the Library of Congress, and ERIC, and many research opportunities in databases. Communication and information access is not strictly person-to-person.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. Pornographic information and pictures, and other inappropriate materials exist on the Internet. On a global network it is impossible to control access to offensive materials and a user may, therefore, discover controversial information. The FCAVTS firmly believes that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school. However, at the same time, the FCAVTS recognizes the need to control access to material that is not consistent with the educational goals of the school.

The smooth operation of the Internet relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that end users are aware of their responsibilities. If users violate any of these provisions, access via the FCAVTS connection will be terminated immediately, and future access may be denied. Signing this document indicates that the end user has read the policy and agrees to abide by the terms.

Internet Terms and Condition

Acceptable Use - The purpose of the FCAVTS's Internet connection is to support research and education in and among academic institutions worldwide by

providing access to unique resources and opportunity for collaborative work. The use of an account at the FCAVTS must be in support of education and research, and consistent with the educational objectives of the school. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but

is not limited to: copyrighted material, threatening or obscene material, or material

- Protected by trade secret. Use for commercial activities and for-profit institutions is not acceptable.
- Use for product advertisement or political lobbying is also prohibited.

Use of the Internet, in the FCAVTS, shall be limited to educational and instructional purposes related to the class curriculum of the particular user and for no other purpose. A teacher shall supervise student use.

Privileges - The use of the FCAVTS Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

Netiquette - 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 send abusive messages.
- Use appropriate language. Do not use profanity or vulgarities.
- Do not reveal your personal address or phone number, or those of other students or colleagues.
- Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network for other users.

Security - Security on any computer system is a high priority, especially when the system involves many users. If the user feels he/she can identify a security problem on the Internet, that user must share that problem with the FCAVTS Business Office. Do not demonstrate the problem to other users. Do not use another individual's account. Do not seek information on, obtain copies, or modify files, other data, or passwords belonging to other users. Do not misrepresent other users on the network. Attempts to login as a system operator, or the violation of any security guidelines, will result in a cancellation of privileges.

Vandalism - Vandalism will result in immediate cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or hardware or software associated with the computer system. This also includes the creation or transmission of computer viruses. The FCAVTS reserves the right to expect monetary reimbursement for any and all damages incurred to the system.

Copyright - The illegal use of copyrighted software, including copying, uploading, and downloading, is prohibited.

Conclusion:

The FCAVTS recognizes that its students and staff have a wide range of needs and requirements. Internet access provides a relatively unrestricted and flexible means to meet those needs and requirements. To this end, the school relies on the integrity of the user to follow the guidelines of this policy.

National Technical Honor Society



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

Candidates for NTHS membership are students who have demonstrated scholastic achievement, skill development, good character, leadership, honesty, and responsibility. All candidates for membership in the Society must be approved by the local school administration and must meet local and national membership standards.

The standards for national membership are: good character, good mentality, creditable achievement, exhibit leadership, excellent grade point average, and excellent attendance.

The Purposes are:

- To reward excellence in work force education,
- To encourage scholastic achievement, skill development, honesty, service leadership, citizenship, and individual responsibility,
- To assist students in reaching their educational and career goals,
- To cultivate and champion a stronger, more positive image for work force education in America.
- Letters of recommendation provide a significant and valuable advantage to every Society member as they make application for employment, for scholarship, or for college.

What does a NTHS member receive?

- A certificate of membership
- A membership card
- A membership pin
- A silver seal for his/her diploma
- The NVTTHS newsletter
- Three letters written by the National Office in the members behalf when making application for employment or continuing education
- National recognition for achievement in vocational-technical education
- Successful achievement by local business/industry persons

Pesticide Use

If pest control is required within any program areas, parents will be notified what pesticide will be used, as well as the location and date. Student will be notified by home schools.

Policy of Nondiscrimination

The FCAVTS is an equal opportunity education institution and does not discriminate on the basis of race, color, national origin, sex, handicap or limited English proficiency in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures or information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Director, FCAVTS.

Pursuant to ACT 26 (The Safe Schools Act)

"Weapons" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nonchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Whenever a pupil enrolls from a non-resident school entity, a certified copy of the student's disciplinary record shall be required from the sending school. FCAVTS will continue the enforcement of expulsion for any student presently serving a term of expulsion due to a weapon's violation.

A parent or guardian wishing to enroll a non-resident student in the FCAVTS must sign a release of information form for all education and discipline records from the sending school, at the time admission to the school is requested.

The parent, guardian or other person having control or charge of a student shall upon registration provide a sworn statement of affirmation stating whether the pupil was previously suspended or expelled from any public or private school of this Commonwealth or of any other state for any act or offense involving weapons, alcohol or drugs or for the willful infliction of injury to another person or for any act of violence committed on school property.

This registration shall be maintained as part of the student's disciplinary record. A record of all weapons' violations will be maintained on all incidents that will include, but not limited to:

- Age and grade of student
- Name and address of school

- Circumstance surrounding the incident, including type of weapon
- Sanction imposed by the school
- Notification of law enforcement (case number)
- Remedial programs involved
- Arrests, convictions and adjudication, if known
- The parental involvement required

REFERENCES

Federal Statute - Gun Free School Act of 1994

Pennsylvania State Statute - Act 26 of 1995 (Added 7-25-96)

Safety

Employers place a premium on work-site safety. Your FCAVTS instructor will enforce safety requirements at all times with all students. Students are expected to follow these rules. These rules govern the wearing of safety glasses, hard hats, leatherwork shoes/boots and protective clothing when the activity being performed requires them. It is mandatory, by state law, that goggles or safety glasses and other protective equipment are worn at all times except during classroom instruction. Horseplay between and among students is considered a safety violation and will be dealt with in a strict manner. Failure to follow safety requirements will result in a “student referral” form being sent to the district school principal. Repeated safety violations or a serious safety violation may result in the immediate removal of a student from the program.

Smoke-Free Schools

It shall be the policy of the FCAVTS that the use of tobacco will not be permitted on school grounds/property at any time. Smoking is not permitted in any instructional or administrative area by pupils, non-students, faculty, staff or guests.

The following definitions shall apply:

Pupil – a person between the ages of 6 and 21 years who is enrolled in school.

School – a school operated by a joint board, board of Directors or school board where pupils are enrolled in compliance with Public School Code of 1949, as amended.

Tobacco – a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

The Fulton County AVTS will adhere to Pennsylvania Act 145 and may enforce the provisions of Act 145 of 1996.

References

- Pennsylvania Act 145 of 1996—Section 6306.1
- School Code - P.S. -24 15-1547
- Curriculum Regulations - 22 Pa. Code 5.202
- Pennsylvania Code - P.S. - 35 1223.5
- Federal - Public Law 103-227, Part C of title IX of the Goals 2000:
Educate America Act Adopted 7/11/89 Amended 8/14/90
 Amended 4/9/96 Amended 7/22/99

Student Rights and Responsibilities

The Commonwealth of Pennsylvania's State Board of Education chapter 12 identifies student rights and responsibilities. Individuals who meet their responsibilities as a student will have a successful and productive year. Section 12.2 lists these student responsibilities.

Student Responsibilities (Section 12.2)

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

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform with the following:

- Be aware of all rules and regulations for students' behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
- Volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for all students enrolled.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.

- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by commonwealth and local authorities.
- Report accurately and not use indecent or obscene language in student newspapers or publications.

Transfer or Withdrawal of Students From Vocational Technical Programs

Student (s) Who Wish to Transfer

Whenever appropriate openings are available, students may be permitted to transfer to another FCAVTS program. Students who are transferred because of action initiated by the FCAVTS will be considered for reentry only after the District School Administrator and parents are consulted.

School Transfers

The FCAVTS reserves the right to return the student to the district school. Such school initiated transfers or withdrawals will result from the following situations:

- Behavior, which constantly interferes with the learning of other students.
- Conduct, which endangers the safety of either the student or others.

Withdrawal Procedures

A student who withdrawals must go through the following procedures:

- Discuss this decision with their program instructor, the Director and the district school counselor.
- Discuss this decision with his/her parents/guardians.
- Bring a withdrawal form to the home school counselor, the program instructor and the Director, during the first ten (10) days of the school year.
- The home school counselor will notify the FCAVTS Director when and if the withdrawal becomes effective.
- Report to FCAVTS Director to satisfy all debts and obligations, to return all books, tools and supplies and to submit any assignment needed to assign an appropriate grade or credit. Return the appropriate form signed by the vocational instructor indicating that all debts and obligations have been satisfied. The Director will then process the necessary forms and notify the home school counselor.

Vocational Concentrators



The NOCTI and other state occupational assessments will be scheduled through the FCAVTS Director or designee. Transportation will be provided by the FCAVTS to and from assessment test.

A vocational student must complete the following requirements to be recognized as a FCAVTS concentrator in their program of study:

- Maintain a 75% annual average in their vocational program.
- Participate in the NOCTI assessment, to include written and performance portions.
- Complete 50% of the program competencies at a basic or proficient level by January 31st of their senior year.
- Completed six credits of a vocational concentration area, with three credits being completed the senior year.
- Be eligible to graduate or receive a GED.

Weapons Policy

The Federal Gun-Free Schools Act of 1994 requires educational agencies to expel from school for a period of not less than one year any student who is determined to have brought a gun to school. (An exception is made for students with disabilities under either the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act (Section 504) who can be expelled for only 45 days.) The State Act 26 (Safe School Act) requires school districts to expel, for a period of not less than one year, any student who is determined to have brought a weapon onto school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. The FCAVTS adopts as its policy the mandates of the Federal and State laws.

The Superintendent or Director may recommend discipline short of expulsion on a case-by-case basis. In doing so, the following guidelines will be followed.

- The minimum discipline that can be recommended is a 10-day out of school suspension.
- A gun or firearm violation will result in maximum expulsion as stated in the Federal Gun-Free School Act of 1994 unless the following criteria justify other punishment.

- A complete review of the student's discipline record will occur. Past behavior records will be used as criteria in the recommendations.
- The circumstances of the incident will also be used as criteria in the recommendations.

PROCEDURE

The State Police will be called to investigate the incident as required by the Acts and to prosecute through the Juvenile Justice System. The weapon will be confiscated and turned over to the police. All incidents will be reported to the Pennsylvania Department of Education in accordance with Act 26. Immediate 10-day out of school suspension. Expulsion Hearing will be held before the full Joint Operating Committee as required by Pennsylvania School Code.

If a parent or guardian of a child with a disability requests a due process hearing, the child shall remain in an alternative educational setting during the pendency of any proceedings conducted unless the parents and the FCAVTS agree otherwise.

Notes
