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Note: Parents and students are requested to familiarize themselves with the GJCTC Handbook for Students because they are expected to abide by all rules and regulations. Please sign and return to your instructor the back cover of this book indicating that you have read and understand this handbook. Thank you!

FOREWORD

The Greater Johnstown Career and Technology Center is designed to prepare you for high-skill/high-wage employment. This handbook serves as a guide that will allow you to successfully navigate your mission of obtaining education and training in your chosen career area.

Throughout your journey with us, you will have many opportunities to learn. In addition to technical competencies, you will develop work ethics, responsibility, leadership skills, and, above all, critical thinking skills. Critical thinking is what will lead to your success after you leave GJCTC. All of the skills, talents, and abilities you will learn while attending GJCTC cannot be put to practice without the ability to think about what you have learned and then applying your skills in new and different situations.

The faculty and staff are here to assist you on your journey. We are prepared to share our trade-specific talents and skills with you. We are prepared to devote our time and energy to ensure you are receiving the best career and technical education and training possible. We are prepared to redirect your path to make certain you are continuously learning and achieving at your highest level of proficiency.

The future is yours; I encourage you to do your best. Think before you act.

John S. Augustine II

Administrative Director

PARTICIPATING SCHOOL DISTRICTS

Conemaugh Township Area School District

Ferndale School District

Forest Hills School District

Greater Johnstown School District

Richland School District

Westmont Hilltop School District

Windber Area School District

MISSION, VISION & SHARED VALUES

MISSION STATEMENT

Ensure student achievement in career and technical education.

VISION STATEMENT

Be a model for Career Pathways and Business Education Partnerships.

SHARED VALUES

The Greater Johnstown Career and Technology Center collectively values:

- Utilization of Progressive Staff
- Modern Facilities
- Modern Technical Equipment
- Supporting the Success of Individuals
- Life Long Learning
- Business and Industry in a Global Marketplace

Adopted by the Joint Operating Committee July 25, 2006

Part 1 - Administrative Matters

ADMINISTRATOR'S ROLE

The role of the Administration in our school is to provide a culture where all participants can attain their fullest potential. To this end we will strive to assist and guide you in your daily educational experience.

STUDENT BEHAVIOR

School policy is directed toward a reliance on the responsible action of students thus necessitating a minimum of school rules to which students will be held accountable. The following rules should assist you in making your decisions concerning appearance, safety, health and behavior.

- ✓ All pupils are expected to conduct themselves in a safe, orderly, and responsible manner at all times. No student may disrupt the education of other students.
- ✓ School behavior shall be such as to respect the constitutional rights of other students, ensure a school climate conducive to learning and safety and to require a mature sense of responsibility on the part of the student toward others and the school.
- ✓ Pupils shall not use profane, boisterous, or indecent language.
- ✓ Tobacco, drugs, alcohol, mind-altering substances and weapons are not permitted in the school buildings, on school grounds, school buses or at school activities.
- ✓ Inappropriate public displays of affection will not be permitted in school.
- ✓ It is necessary for each as an individual to make every effort to maintain a dignified and courteous attitude in our social relationships about the school. Loud talking, yelling, or whistling is not necessary.
- ✓ Clothing appropriate to the profession is a requirement. Students must conform to the dress code of the program as defined by the instructor and supported by industry standards. Clothing must not interfere with work or create classroom or school disorder. Safety shoes and safety glasses are required in all program areas.
- ✓ Students are expected to maintain a neat, clean appearance. A neatly dressed, well-groomed student body will reflect self-esteem and pride.
- ✓ Personal health and hygiene shall be such as not to endanger the health of or be offensive to others.
- ✓ School personnel have the right to conduct student management. At any point during disciplinary action, the proper authorities will be contacted if the administration deems necessary. It is understood that the administration reserves the right to assign additional disciplinary action.

****GJCTC ADMINISTRATION HAS THE FINAL DECISION IN REGARDS TO ANY RULES AND REGULATIONS NOTED IN THIS HANDBOOK****

The following dress code standards are established to prepare students for the type of appearance employers will expect when students enter the world of work.

- a. Students must wear the required safety clothing and equipment when in their respective program areas i.e., safety glasses, helmets, hats, hard-toed leather shoes, etc.
- b. Students will not be permitted to wear hats, headbands, or bandannas inside the school building unless required for safety, health, or religious reasons.
- c. Shorts, shirts, dresses, and culottes must be tasteful in length and fit. Clothing that is too short or too tight will not be permitted. (Parents will be contacted when students wear clothes that are inappropriate.)
- d. Tank tops, muscle shirts, halter tops, see-through tops, or any clothing that permits overexposed areas of skin will not be permitted in school. This includes clothing not buttoned or zippered correctly, and torn or frayed jeans permitting over-exposed areas of skin.
- e. Clothing/accessories with obscene or suggestive words, letters, or pictures will not be permitted.

The administration will make determinations that fall into "gray" areas.

ARRIVAL

Pupils who arrive after 7:45 a.m. for the morning session or 11:30 a.m. for the afternoon session should report to their program area. Early arrivals are to wait in the Cafeteria.

ATTENDANCE

Success in schoolwork requires not only study but also regular attendance. Regular attendance is essential for the student to progress in his or her course of study and is a major interest to prospective employers. A student cannot learn if he/she is absent. Instructors will count attendance when computing grades because they are not only teaching work skills but also work habits and work attitudes. The graduation certificate reflects the number of hours completed by the student. When a student is absent for any reason, he/she must present an excuse signed by parent or guardian to the High School Office. ***If a signed excuse is not presented within three (3) school days, the absent will be recorded as unexcused. Students will receive a zero for that day in their work ethics grade.***

CARE OF SCHOOL PROPERTY

Any pupil who defaces, damages, or destroys school property shall be held accountable for such action. Expense incurred by the school in replacing or repairing school property lost, damaged, or destroyed by a pupil shall be paid for by the pupil, their parents, or legal guardian.

CLOSING OF SCHOOL

If and when necessary to close the school because of extremely bad weather conditions or other cases of emergency, please follow your home school's schedule.

DISMISSAL

Dismissal of classes for the day will proceed in an orderly fashion. It is of the utmost importance that pupils be aware of the necessity for safety in all areas, including the parking lots. Running and shouting is not appropriate. Students are to move in a quiet, cautious, and courteous manner.

FINANCIAL OBLIGATIONS

Students who owe an outstanding debt to the school for any reason may not participate in extracurricular activities or attend school sponsored events until the debt is paid or satisfactory arrangements to pay the debt are made.

GRADING SYSTEM

Beginning in the 2010-2011 school year, GJCTC began utilizing the computer-aided grading system, ClassMate. This system will be used to assess the student in the areas of Work Ethic, Knowledge, and Skills. The system will also track all competencies a student completes throughout their career at GJCTC. Each student will be issued a percentage grade based on the areas of Work Ethic, Knowledge, and Skill. The grade issued as a result of this percentage is based on the value placed on the percentage by the student's participating school district

HALL PASSES

Teachers will be given a Classroom Sign-Out Sheet. These will be used in conjunction with Lanyards. All students must sign out and in to the room and have the appropriate lanyard with them at all times. Only one student may leave the classroom at a time, unless a student is required to assist a student to the nurse. Teachers are to note the time out and the time the student returns to class. Three to five minutes is considered sufficient time to go to the restroom. Students are not permitted to leave the building or go to the parking lots unless they have administrative approval.

Students are required to use the restrooms on the same floor as their program area. Any student found to be out of the designated area will result in disciplinary action.

PARENTAL CONFERENCES

Parents are always welcome to visit the administration, guidance personnel, and faculty to become acquainted with the school or to discuss issues of mutual interest. An appointment should be made through the General Office or Career Center before the visit.

PROGRESS REPORTS

Progress reports are mailed to the parent or guardian of every student at each mid-9 week period. Parents are encouraged to contact the guidance office concerning student progress at any time.

STUDENT MANAGEMENT

There is no division of authority among the faculty and staff of the Greater Johnstown CTC. Instructors are authorized to provide supervision of pupils at any time or at any place during the school day. Substitute instructors are afforded the same authority as full-time faculty as concerned with student management.

TARDINESS

Punctuality is a characteristic that everyone should develop while in school. Employers do not tolerate tardiness. Any student arriving after 8:15 a.m. or 12:10 p.m. without a valid excuse will be marked absent for the class session by their teacher. Students who arrive to class after roll has been submitted to the office must report to the office to have their names removed from the absentee list. ***Failure to do this means the student will be counted absent for the day.*** Students who are tardy are required to turn in excuses to the High School Office.

TEXTBOOKS

Textbooks are on loan to pupils. Until the book is returned to the instructor, the pupil is responsible for it. If the book is lost or damaged, the pupil must cover the cost of the text.

TUITION, FEES AND PROGRAM COSTS

Secondary students from the seven sending districts do not pay tuition or fees. A uniform is required in some programs. Cosmetology students must purchase a cosmetology kit at the beginning of their first year. GJCTC has school-wide fundraisers, which, in most cases cover these costs. Safety shoes and safety glasses are required in all industrial programs.

Part 2 - STUDENT RIGHTS AND RESPONSIBILITIES

1. The following student responsibilities are mandated by the Council of Basic Education as listed in Regulations and Guidelines of the Student Rights and Responsibilities:
 - A. 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.
 - B. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the education process.
 - C. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
 - D. **It is the responsibility of the students to:**
 1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
 2. Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.
 3. Dress and groom themselves so as not to cause substantial disruption to the educational processes.
 - i. Students are to follow the dress code set by the teacher of their specific program area as to meet the industry standards.
 - ii. Students are required to wear shirts with sleeves (no tank tops or muscle shirts) and pants with no holes at all times.
 - iii. Students are not permitted to write on clothing or materials provided by the school (example: shirts or uniforms)
 4. Assume that until a rule is waived, altered, or repealed it is in full effect.
 5. Assist the school staff in operating a safe school for all students enrolled therein.
 6. Be aware of and comply with state and local laws.
 7. Exercise proper care when using public facilities/equipment.
 8. Attend school daily, except when excused, and be on time at all classes and other school functions.
 9. Make all necessary arrangements for making up work when absent from school before the completion of the course.
 10. Pursue and attempt to complete satisfactorily the courses of study prescribed by the state and local school authorities.
 11. Avoid inaccuracies in student newspapers or publications and indecent or obscene language.

ALL STUDENTS WILL SIGN OFF ON RULES.

Part 3 - GENERAL SCHOOL RULES

1. The administration (as authorized and approved by the Joint Operating Committee) will disseminate printed rules and regulations for pupils in their respective departments. The teachers should work with the administration to make reasonable and necessary judgment on rules governing the conduct of students in their classrooms or areas of special assignment.
2. The rules pertinent to the conduct of students are printed in the Greater Johnstown Career and Technology Center Policy Manuals, which are on file in the Administrative and General Offices. These rules can also be found in the Student Handbook and posted throughout the school.
3. Parents should encourage students to respect all adults employed by the Greater Johnstown Career and Technology Center. Disrespect will not be tolerated and will be punished accordingly.
4. Student self-discipline is most desirable. When self-discipline breaks down, faculty and administration will administer discipline to the students. When a student is sent to the office for disciplinary reasons, the student must fill out a discipline log. A conference may be scheduled. If talking about the discipline matter does not improve the situation, corrective action may follow. Punishment will be related to the student responsibility not adhered to. This punishment could be in the form of paying for damages, clean up work, etc. Other punishment may be in the form of detention and/or suspension (both long and short) and expulsion. At all times, the students' rights and responsibilities will be considered, especially the due process clause.
5. Students who are sent to the office for aggressive behavior more than once may be required to attend an anger management program.
6. The administration may require that students with recurring behavior problems seek the appropriate professional help.
7. Students could be asked to return to their home school.

ASSEMBLIES

Students will be seated by program areas at all assemblies.

DRIVING PRIVILEGES

(Only with home school rules and permission)

The following regulations must be obeyed at GJCTC. Any violators of these regulations may forfeit the pupil's parking privileges.

1. Speed limit on school grounds is 10 MPH. School buses have the right of way on school property.
2. Vehicles must always be parked in assigned parking lot.
3. During school hours pupils are not permitted to go to their cars without permission from the General Office.
4. Pupils must not loiter in the parking lot before or after school. **They must enter the building upon arrival and sign-in in the office.** Students must also sign-out upon leaving at the end of their session.
5. Students are reminded that driving and parking vehicles on school property is a privilege extended to them and that deliberate and discourteous infractions of basic mature driving practices will result in the revoking of this privilege.
6. Those involved in flagrant offenses leading to revocation will be notified. Subsequent towing away of the vehicle will follow with the cost of the towing to be paid by the student.
7. Bus transportation is provided for each and every student; consequently, tardiness and absence from school as a result of breakdowns or problems arising from the use of private transportation cannot be accepted as a legal excuse. If you are not prepared to accept this responsibility, then perhaps you had better utilize the bus transportation.
8. Students who drive to school are not permitted to have passengers at any times. Remember, bus transportation is provided for each and every student.
9. School officials may search cars on school grounds or during school functions with reasonable cause.

Driving Pass Procedures

The following procedures must be followed to obtain a GJCTC Driving Pass:

1. Students must obtain a driving pass from the GJCTC High School Office and have it signed by an administrator.
2. Student must have parent/guardian sign driving pass.
3. Student must then take the signed driving pass to their home school administration for permission and signature.
4. On the day the student drives, the student must return the driving pass to the office and sign-in upon their arrival at school.
5. Upon dismissal, students must stop in the office and sign out.

The administration recognizes the need for disciplinary action to be taken when a student uses his/her vehicle or the vehicle of another student to leave school without permission in the course of the school day. Driving privileges will be suspended for the rest of the year if a student(s) uses a vehicle parked on school grounds to leave without authorization. All students who leave in a vehicle without authorization will lose driving privileges, not only the driver of the vehicle. Student drivers are not permitted to have any passengers, this means upon arrival or dismissal.

If a student drives to school following the suspension of his/her parking privileges, his/her vehicle will be towed at the owner's expense.

DRUGS

Pupils are not permitted to possess, use or exchange any drugs. Any violator will be suspended from school, referred to the local police, or expelled.

Students who need to take prescribed medication in school must have a signed permission form from their parents/physician. The medication must be taken to the school nurse in its original container. Students who wish to take over the counter medication must also turn this medication into the school nurse in its original container. The school nurse will work out a medication schedule and administer the medication as prescribed.

Through the implementation of a student assistance program referral process, community support and resources, a strong and consistent effort at GJCTC works to stop drug and alcohol use.

An administrator will investigate each incident. This may include a search of the student, his/her locker, car and other possessions. The following will then occur

- A. Parents called
- B. Substance turned over to the local police
- C. Discipline – 3 days OSS to expulsion
- D. Student Assistance Team referral to the home school district

Information will be available to those who need to know as mandated by school policy.

ELECTRONIC DEVICES

Cell Phone/Electronic Devices Policy

Cell phones/electronic devices are allowed at the Greater Johnstown Career and Technology Center but are subject to the following Rules and Regulations. The Greater Johnstown Career and Technology Center prohibits the use of all devices, which in its opinion, have limited or no educational value or their use creates a disruption to the educational process. Devices include but are not limited to, cell phones/electronic devices, I-Pods, two-way radios and pagers, as well as PDA's and laptops with two-way messaging capabilities. The Greater Johnstown Career and Technology Center reserves the right to define the educational value of any new electronic/wireless devices that may become available to the general public in the future and to prohibit their use if they have little or no educational value or if such use creates a disruption to the educational process.

Possession of Cell Phones/ Electronic Devices

Students may carry a cell phone/electronic device to the Greater Johnstown Career and Technology Center school-sponsored activities. It is highly recommended that students keep all cell phones and electronic devices in a secure area, as GJCTC is not responsible for lost or stolen items.

Use of Devices on School Grounds

Use of cell phones/electronic devices during the school day is prohibited and they should be turned completely off and out of sight. Students needing to use such devices need to acquire administrative approval. Many cell phones/electronic devices have wireless Internet connection capabilities; a student using the wireless Internet capabilities on a permitted cell phone/electronic device shall abide by the district's computer/Internet acceptable use policy. A failure to do so will render the use of that cell phone/electronic device prohibited, and the consequences for the use of the prohibited

cell phone/electronic devices, in addition to the consequences set forth in the district's computer/Internet acceptable use policy, shall apply.

Telephone Pagers/Beepers

With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
2. A student who has a need for such a device due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building administrator.

Disciplinary Action

It is the students' responsibility to ensure that their cell phones/electronic devices are turned off and out of sight during unauthorized times. Students who violate the above restrictions shall be deemed to have created a disruption to the educational process and are subject to the following disciplinary actions.

First Offense – Confiscation. Turned into high school office and returned at the end of the day to the student.

Second Offense – Confiscation and returned to the parent/guardian during school hours.

Third and Subsequent Offenses – Confiscation and returned to the parent/guardian during school hours and one day out-of-school suspension.

Any student refusing to give their cell phones/electronic devices to staff members when directed to do so will be suspended for one day. Students shall be personally and solely responsible for the security of their cell phones/electronic devices. The Greater Johnstown Career and Technology Center shall not assume responsibility for theft, loss, damage of a cell phone/electronic device, or unauthorized calls made on a cell phone.

Adopted by the Joint Operating Committee
on June 24, 2008.

FIGHTING

Student safety and orderly education are of paramount concern to the GJCTC. Students suspended for fighting may also be charged with disorderly conduct or assault and be subject to fines or other penalties. In addition any student suspended for fighting three times may be recommended to the Joint Operating Committee for expulsion for subsequent offenses. The Richland Police Department will be proactively working with GJCTC on all threatening and potentially threatening situations.

FIRE AND TORNADO DRILLS

All teachers are aware of the fire and tornado drill instructions. Directions are posted in every room. All students will be expected to use good judgment and remain in the assigned area during the drills.

JACKETS AND COATS

Jackets, coats, and other forms of heavy outerwear must be put in teacher assigned area (locker or classroom) upon arrival at school. No coats are to be worn at any time during class.

LOCKDOWNS

Lockdown drills will occur quarterly -- follow teacher's instructions. The events are designed to prepare students and school personnel in case an actual incident were to occur.

LOST AND FOUND

All textbooks, articles of clothing, etc., found should be turned in to the General Office. Pupils losing items should check at the office. GJCTC is not responsible for lost or stolen valuables.

RESTROOMS

Under no circumstances should more than one student at a time be in a bathroom stall. Students who violate this rule will be subject to disciplinary action. Students shall have a hall pass.

SAFETY

Safety on the bus, in the program areas and corridors must always receive prime consideration. Your constant attention to this will benefit you and your fellow pupils.

The nature of the career programs presents a more hazardous working environment than most students have encountered. Students will receive safety training on all equipment in the shop/lab. Utmost caution must be exercised when using equipment and operating machines.

Individual program areas have special safety precautions and dress codes. Accident prevention is stressed and safety regulations will be strictly enforced. Corrective action will be taken when a violation occurs. Any safety rule violation shall result in the re-take of the appropriate safety exam with 100% accuracy prior to re-entry to the program area.

SCHOOL BUSES

Students shall follow the policies and procedures set forth by their home school, as they provide the transportation to and from the home school and GJCTC.

STUDENT WORLD-WIDE WEB ACCESS

Any student who would like World-Wide-Web Access on the Internet may do so using the following steps:

1. The student needs to read and understand the Network Code of Conduct below.
2. Parents or guardians are strongly encouraged to review the Code of Conduct with their child. Parent or guardian permission will be required. All students must have a signed school authorization to use the World-Wide Web. The authorization form is on the back cover of this handbook. This should be turned in to the program area teacher within the first week of school.

NETWORK CODE OF CONDUCT

Use of the network, which includes the local Greater Johnstown CTC computer network as well as the Internet, shall be in support of education and research that is consistent with the mission of the district. Internet use is limited to those who have completed the appropriate agreement form and have received approval.

1. Use the network in such a way that it does not disrupt its use by others.
2. Maintain the integrity of files and data. Modifying or copying files/data of other users without their consent is not permitted.
3. Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the network.
4. Treat information created by others as the private property of the creator. Respect copyrights.
5. Use the network to access only educationally relevant material.
6. Protect your user password from others.
7. Computer hardware or software should not be destroyed, modified, or abused in any way.
8. "Hacking" the system is not permitted.
9. The network is not to be used for commercial purposes.
10. Respect the privacy of others. Use only your user ID and password.
11. Students visiting unauthorized sites, such as MySpace or Facebook, or obtaining content unrelated to educational purposes may have their computer privileges revoked.

The Greater Johnstown CTC reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

TOBACCO

Pupils are **not permitted** to possess, smoke, chew, or use tobacco in or on school property, school buses or at school activities. Violation will result in fines. Pennsylvania School Law specifically forbids this practice. Act 145, effective in February 1997, sets a required \$100.00 fine (plus court costs) for possession or use of tobacco products.

VALUABLES

Students are encouraged not to keep money or other valuables in their lockers. **GJCTC is not responsible for lost or stolen valuables.**

SUSPENSION

Regulations on Student Rights and Responsibilities, Section 12(b)(1)(VI), states, "Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the Board of School Directors." Many educators feel that when punitive action must be administered to students it should not hinder their educational progress. Accepting this premise as true, the administration of the Greater Johnstown Career and Technology Center will seek to provide an educational setting for all students placed on suspension. Suspensions and expulsions are issued for flagrant or chronic discipline problems; therefore, use of suspension for these two types of exclusions will be administered on an

individual basis.

Procedure Policy:

- A. Students will be assigned suspension by the Administration.
 - B. Teachers will be notified by the General Office of the students who are assigned suspension.
 - C. Home school will be notified.
 - D. Depending on the severity of the offense, the Administration will determine if the student may participate in extra-curricular activities.
 - E. Home school will notify parents/students.
- A. Suspension is exclusion from school for a period of from 1 to 10 consecutive days.
1. Suspensions may be given by the Administration.
 2. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
 3. The parents shall be notified, by telephone and/or in writing, when the student is suspended.
 4. When the suspension exceeds 4 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in sections 12.8(c) (relating to hearings). The district must offer to hold the informal hearing within the first 5 days of suspension.
 5. Suspensions may not be made to run consecutively beyond the 10 school day period.
 6. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments with guidelines established by the Joint Operating Committee.
 7. Students who have been assigned out-of-school suspension may not participate in any extracurricular activities and are not allowed on school property during that time.
- B. Expulsion is exclusion from school by the Joint Operating Committee for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under sections 12.8 (relating to hearings).
1. During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his/her normal class except as set forth in paragraph 2.
 2. If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, morals, or welfare of others and it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for more than 10 days, if the formal hearing is not unreasonably delayed.

3. Any student so excluded shall be provided with an alternative education, which may include home study.
4. Students who are less than 17 years of age are still subject to the compulsory school attendance law even through expelled, and they must be provided an education.

C. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the sending school district's superintendent.

D. If the parents or guardian are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parent's or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph (c) or do both.

E. If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 PA C.S. Sections 6301- 6308), to ensure that the child will receive a proper education. See Section 12.1 (b) (relating to free education and attendance).

F. Home school expulsion may also occur.

IN-SCHOOL SUSPENSION

GJCTC will utilize the Northern Point Learning Center, which is on-site at GJCTC, to monitor students who have been assigned In-school suspension. Students will be provided with work and character education.

GUIDELINES FOR MAKE-UP WORK FOR SUSPENDED STUDENTS

Suspension: The suspended student has the responsibility for making arrangements with their teacher for make-up work. The teacher will give the student a reasonable amount of time; however, all work must be made up within 10 school days after the student returns to class.

HEARINGS

The proper procedure for hearings will be given when such offenses require it.

STUDENT RECOGNITION PROGRAM

The program for student recognition is designed to recognize and commend those students who have demonstrated meritorious accomplishments in school activities.

- I. OUTSTANDING SENIOR** – An outstanding senior may be chosen from each program area. The criteria for this award will include grades, attitude, behavior, teacher recommendation and SkillsUSA participation.
- II. PENNSYLVANIA SKILLS CERTIFICATE (REQUIRED)**
- III. NOCTI TESTING (REQUIRED)**
- IV. CHALLENGE PROGRAM**
- V. CASH AWARDS**

Guidance Office

ENROLLMENT INFORMATION

According to Section 1809 of the Public School Code, all students in Pennsylvania are to have the opportunity to participate in vocational and technical training. GJCTC endorses this concept for any student who desires and is able to complete a career program in which he/she has a definite interest.

GJCTC does not discriminate in the handling of the admissions process and instructional activities (see the non-discrimination policy statement on page 22).

HOW TO ENROLL

1. Review the course(s) in which you are interested and discuss your career plans with your parents and guidance counselor.
2. Pick up an application from your guidance counselor. Complete the application form or use the enrollment process on our website: www.gjctc.org/high-school/enrollment/index.html
3. Complete the application and choose up to three programs. Be sure to number them in order of preference. You and your parents must sign the application.
4. Return the application to GJCTC.
5. You will be notified by mail of your acceptance into a career & technical area.

You may contact GJCTC if you have any additional questions or to arrange for a visit to the school.

CAREER CENTER

The function of the Career Center is to work with the student continuously from the time of their school enrollment. The Guidance Counselor is available to assist with social and personal needs as well as educational and vocational planning.

The primary objective is to enable each person to attain the highest degree of self-determination and self-control. The school aims to provide conditions whereby each pupil may develop a sense of responsibility, an awareness of opportunities and the ability to make sound choices and decisions.

To this end the administrators, counselors, instructors, and the nurse work together in the interest of the individual. Thus assistance of various kinds is available according to the individual's special needs.

Students are encouraged to consult freely with their counselors. When possible an appointment should be scheduled ahead of time.

CAREER RESOURCES

The counselor assists students in locating and reviewing information.

CARL PERKINS LOCAL PLAN APPEALS PROCEDURE

Any member of the participatory committee, parents, students or other interest individuals may appeal the allocation amounts awarded or other components of the Carl Perkins Local Plan. A 3-step appeal process will be followed.

Level #1

Appeals will be submitted in writing to the Administrative Director of the Greater Johnstown Career & Technology Center for review and discussion. The appeal must state the area(s) of the plan that the complaint encompasses the rationale for the complaint, and the desired resolution. Should the concern not be resolved at this level, the concerned individual(s) may appeal to the next level.

Level #2

Within 10 days, the Administrative Director of the Greater Johnstown Career and Technology Center will present all documentation and information to the Carl Perkins Participatory Planning Committee for review and discussion. If the concern/complaint appeal is resolved at this level, no further action on the part of the concerned individual(s) is necessary. Should the local committee not be able to reach a resolution to the satisfaction of the concerned individual(s) the process may be appealed to Level 3.

Level #3

The written appeal will be forwarded within 30 days of initial submission to PDE, Deputy Secretary, Office of Elementary and Secondary Education, 333 Market Street, Harrisburg, PA 17126-0333, via the Commissioner for review and resolution. The appeal will be addressed by the Pennsylvania Department of Education should a resolution at the previous two levels not have occurred.

COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program is an effort by the school and industry for the training of apprentices and learner students. Students who meet the requirements of basic trade and technical training, attitude, and good work habits are recommended to employers for on-the-job training. The students are paid prevailing learner wages for the time on the job.

The student receives history, English, mathematics, science, and other related subjects at the Greater Johnstown CTC and on the-job training in business and industry. Work periods and school attendance may be on alternate half-days, full days, or other periods of time to fulfill the cooperative work-study program. We believe that a student should be placed on a cooperative work experience program only when the following conditions are met

1. When the job is related to the occupational field the student is studying.
2. Jobs which offer adequate training opportunity to the student in light of the student's abilities and occupational objective.
3. When the work experience will benefit the student.
4. When the student is recommended by his or her program area instructor and has acceptable conduct, attendance and classroom grades.
5. The student is eligible if defined as a program concentrator by the PA Department of Education.

DIRECTORY INFORMATION

Directory information may be disclosed for a purpose beneficial to the student or the school as authorized by the Administrative Director. The following items are considered directory information: student name, address, telephone number (except unlisted), parent or guardian, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight of athletic team members, date of attendance, diploma granted, awards earned, most recent previous educational institution. The parents of an eligible student have the right to refuse the disclosures of directory information by giving the school written notification within twenty days of the publication of this handbook.

GRIEVANCE OR CHALLENGE

A grievance or challenge to any Greater Johnstown Career & Technology Center procedure or policy should be submitted in writing to the Administrative Director. If a resolution is not reached at the institution level, the issue can be pursued to the next level depending upon the situation. This refers to one or more of the following: Carl Perkins Participatory Planning Committee; PA Department of Education Office of Elementary and Secondary Education, 333 Market Street, Harrisburg, PA 17126 or Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346 (1-800-917-2081).

HEALTH OFFICE

The Health Office is located on the first floor in the B-Wing. A full-time registered nurse is on duty during regular school hours. Unless there is an emergency, the student must be excused by the classroom teacher or other responsible person.

The nurse is here for the convenience of the pupils, and they are encouraged to talk over any health problems that they may have. The nurse will not diagnose or administer prescribed medication unless directed by a physician and with parental permission.

All students **must** complete an Emergency Card that will be kept on file in the Health Office. No student will be permitted to work in their program area without emergency information on file.

NON-DISCRIMINATION POLICY STATEMENT

The Greater Johnstown Career and Technology Center affirms that all employment practices will be done in adherence to Title IX of the Educational Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. We further affirm that all curriculum offerings and student enrollment practices will be handled without discrimination based on sex, age, race, color, religion, national origin or non-job related handicaps or disabilities. Inquiries should be directed to the Administrative Director at the Greater Johnstown Career and Technology Center, 445 Schoolhouse Road, Johnstown, PA 15904-2998. Phone (814) 266-6073.

POLICY FOR COLLECTION, MAINTENANCE, AND DISSEMINATION OF PUPIL RECORDS

General Policy Statement

A complete set of pupil records at any given time will facilitate the student's education progress, personal adjustments, and vocational preparation. The school shall adhere to sound practices in the compilation, maintenance, and dissemination of student records and the right of privacy of the students and their parents.

Definition

Pupil (student) records shall be defined as any data or information concerning an individual student, except personal notes maintained by teachers in support of an instructional program and not communicated to another person.

As thus broadly defined, student records at a specific time may range from informal notes to information, which is precise, accurate, timely and complete.

Classification

All types of information collected shall be classified into one of the following categories and so labeled.

Category A - Liberal Access

Includes administrative records constituting the minimum personal factual data to be retained in perpetuity. Category "A" records will include the following:

1. Student's Name, Address and Phone Number
2. Student's Number and Social Security Number
3. Sex
4. Date of Birth
5. Names of Parents or Guardians and other family members
6. Subjects, Grades, Credits, Q.P.A.'s and Class Rank
7. Awards and Activities
8. Dates of Entry and Withdrawal/Graduation
9. Attendance and Enrollment Record
10. Objective Test Results
11. Transcripts sent and employment inquiries
12. Marriage and family information
13. Follow-up Data

Category B - Limited Access

Includes records that contain private, restricted information that is accumulated during the student's school years and is of importance to the evaluation of the student's educational experience. Thus, this data while significant on a current basis is not essential over time to the school operation. Category "B" records will include the following:

1. Student Registration Forms
2. Student Transportation Forms
3. Teacher Summaries, Comments, Recommendations in Support of Specific Subjects' Grades
4. Release of School Information
5. Free and Reduced Price Lunch Data
6. Accident Reports
7. Disciplinary Reports and Summaries
8. Referral of Student for Special Services
9. Correspondence with Parents, Juvenile Authorities or Others Concerning the Student
10. Health and Dental Records
11. Suspension and Expulsion
12. Prior Educational Records
13. Interest surveys
14. Family Background Information
15. Individual Educational Plan
16. Student Questionnaires
17. Follow-up and Placement Information
18. Counselor Notes not of a Confidential Nature
19. Photographs
20. Emergency Information
21. Race/Ethnic Classification
22. Program Proficiency Ratings

Category C - Restricted Access

Includes information of a very personal nature, which is potentially useful if utilized by personnel who are professionally trained in analyzing and applying the information to aspects of the student's school experience. Thus, it may contain some items of a judgmental nature, reports by individual specialists, and opinions/recommendations to provide a broader understanding of the student's environment. Category "C" items will include the following:

1. Clinical Reports
2. Teacher Report, Summaries and Recommendations not related to specific Subject Grades
3. Counselor Notes of a Confidential Nature
4. Personality and Psychological Test Results
5. Counselor and Administrative Notes
6. Case Study Summaries
7. Legal Findings
8. Parent Conference Records
9. Disciplinary Information

Collection of Data

The collection of information about students is the foundation upon which a record system is built. To insure that this data is collected appropriately and persons properly informed the following procedures will be used.

Representational Consent

The following types of data specifically approved by the Joint Operating Committee will be considered as sufficient.

- (a) Aptitude Testing
- (b) Achievement Testing
- (c) Reports of skill and knowledge outcomes in all courses which are included in the academic, general, vocational, and technical phases of the Career-Technical curriculum.

Representational Consent will be implied for activities specified by the Pennsylvania Department of Education and/or appropriate Federal Department Agencies with conditions of being anonymous.

Maintenance

The Guidance Counselor shall be responsible for developing, revising and classifying the pupil records/policy.

During the period of a student's active enrollment pupil records of Categories "A" and "B" may be maintained at the point of origination under locked security. Upon withdrawal or termination extraneous material is to be destroyed and all data except health and dental records are to be sent to the guidance office.

Category "A" and "B" information may be maintained in a common file during the period of the student's active educational enrollment. Category "C" data shall be maintained separately under locked security at all times. Upon graduation or withdrawal, all categories of data except health and dental records shall be incorporated into a single file with locked security under the supervision of guidance personnel. Pupil records shall be reviewed yearly and extraneous material discarded. Upon graduation or withdrawal the pupil's records shall be reviewed and extraneous material discarded. Inactive student record folders after having been pulled of extraneous material will be maintained for a period of five years. Upon expiration of five years (after the five-year follow up) any remaining Category "B." and "C" data will be destroyed and Category "A" data prepared for permanent storage. Health and dental records shall always be maintained and transferred to inactive status. Upon the expiration of five years the entire record is destroyed. Prior to the destruction of records of an exceptional student having an IEP on file, a written notice shall inform the parents of their right to receive a copy of the material to be destroyed.

Access, Utilization, and Dissemination

Pupil records are valueless if they do not serve some legitimate useful purpose, either immediate or long term. Likewise pupil records must be available for utilization by those individuals who have legitimate reason to use such information. All information should be handled with the best interest of the student in mind and so as to guard his/her right to privacy. The guidelines are as follows:

- A. When a student transfers to a new school all Category "A" and "B" information is to be forwarded if the guidance counselor determines that the receiving school has personnel properly trained to interpret it.

Records received from another educational institution will be treated in the same manner as though originated at the Greater Johnstown CTC.

- B. School officials, including teachers, may have access to Categories "A" and "B" without consent of student or parents. Such individuals shall have a legitimate educational interest and shall note on folder that records were reviewed. The individual maintaining the record shall determine that such staff person has the expertise to interpret the data or assist them in evaluating the information. Category "C" information shall only be interpreted by qualified specialists and need not be revealed. In the case of confidential communications from a student, the information is not to be revealed unless they have a permanent, immediate involvement with the student.
- C. Students and parents shall have access to Category "A" data at any time without prior notification. Category "B" data will be made available under reasonable conditions, with suitable prior notification, and with provision for interpretation by and in the presence of a guidance specialist or administrative officer. Category "C" data may be revealed to parents or guardians under the same conditions as Category "B" items but a school specialist must be available to interpret any specialized items.

- D. Categories "A" and "B" data may be released without consent of parents or students to
1. The state superintendent and his/her officers or subordinates, as long as its intended use is consistent with responsibilities.
 2. Officials of other secondary schools in which the student intends to enroll. Provided that the parents be notified of the transfer, receive a copy of the record, if desired, and have an opportunity to challenge the record's content as provided for elsewhere in the policy.
- E. Categories "A", "B", and "C" data may be released to any outside individual or agency upon written request by the student or the student's parents or guardians, if the student is a minor.
- F. The parents or guardians of an exceptional child having an IEP upon request shall be permitted within thirty days to inspect, review, and/or copy any records pertaining to the particular student when preparing for an IEP conference and prior to a hearing relating to the identification, evaluation or placement of an exceptional student.
- G. The right of access includes the right to challenge the validity of information contained in the record. Challenges shall be handled in such a manner to insure the benefits of due process; including, the right to counsel, presentation of all evidence and cross-examination. Parents should receive written notice of the proceedings and be given reasonable time to prepare for them. Challenges shall be instituted by the submission of a written statement by the parent or student presented to the guidance counselor, who will make arrangements for a formal review.

SCHEDULE ADJUSTMENTS

Since the student's program was reviewed and planned with care, a schedule change will be made only for a valid reason. Any request for change is to be discussed with the guidance counselor. The counselor will determine if the request is valid and, if appropriate, will then secure the necessary authorization and prepare the new schedule. Requests for schedule adjustments are primarily discussed before the opening of school and generally will not be honored after the end of the second week of school. The requests also need home school approval. All schedule adjustments need parent and home school approval.

STUDENT ASSISTANCE PROGRAM

The Greater Johnstown Career and Technology Center will refer student to their participating district for student assistance.

WITHDRAWALS

Student withdrawals will first be approved by the Director and subsequently processed by the Guidance Office of the home school. There is a standard withdrawal procedure that enables the pupil to leave the school knowing that all obligations have been satisfied.

WORK PERMITS

The issuance of work permits is the responsibility of the home school district. None are issued directly by the GJCTC. However, a student who is seeking a work permit should inquire at the Cooperative Education Office. The student will be provided with the necessary information to speed the application process.

STUDENT ACTIVITIES AND CLUBS

Clubs and extracurricular activities have become an important part of the career & technical program. Any group may become an officially recognized organization upon submitting such requests to the principal along with a listing of the purposes, goals, and philosophy. A constitution is formulated and responsible for issuing a charter to the organization. Generally, clubs and activities fall into one category - **Vocational Student Organizations** – SkillsUSA.

6290. UNLAWFUL HARASSMENT - Pg. 2

<p>29 CFR Sec. 1604.11 (a)</p>	<p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status. 2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual. 3. Such conduct deprives a student of educational aid, benefits, services or treatment. 4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment. <p>Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.</p> <p>In order to maintain an educational environment that discourages and prohibits unlawful harassment, the JOINT OPERATING COMMITTEE designates the Administrative Director to assume the responsibility of coordinating and implementing activities as Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>Each staff member shall be responsible to maintain an educational environment from all forms of unlawful harassment.</p>
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6290. UNLAWFUL HARASSMENT - Pg. 3

4. Guidelines	<p>Each student shall be responsible to respect the rights of their fellow students and School employees and to ensure an atmosphere free from all forms of unlawful harassment.</p> <p>The building Administrative Director or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> 1. Inform the student or third party of the right to file a complaint and the complaint procedure. 2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure. 3. Notify the complainant and the accused of the progress at appropriate stages of the procedure. 4. Refer the complainant to the Compliance Officer if the building Administrative Director is the subject of the complaint. <p><u>Complaint Procedure - Employee/Third Party</u></p> <p>Step 1- Reporting</p> <p>An student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building Administrative Director.</p> <p>A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Administrative Director or a School employee.</p> <p>If the building Administrative Director is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.</p> <p>The complainant or reporting employee is encouraged to use the report form available from the building Administrative Director, but oral complaints shall be acceptable.</p>
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6290. UNLAWFUL HARASSMENT - Pg. 4

	<p>Step 2 - Investigation</p> <p>Upon receiving a complaint of unlawful harassment, the building Administrative Director shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building Administrative Director to investigate the complaint, unless the building Administrative Director is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p> <p>Step 3 – Investigative Report</p> <p>The building Administrative Director shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p> <p>The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.</p> <p>Step 4 – School Action</p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the School shall take prompt, corrective action to ensure that such conduct ceases and will not recur.</p> <p>Disciplinary actions shall be consistent with the Student Code of Conduct, Joint Operating Committee policies and School procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p>If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.</p>
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6290. UNLAWFUL HARASSMENT - Pg. 5

	<p><u>Appeal Procedure</u></p> <ol style="list-style-type: none">1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building Administrative Director who conducted the initial investigation.
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6290. ATTACHMENT

**GREATER JOHNSTOWN AREA VOCATIONAL-TECHNICAL SCHOOL
GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER
REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT**

Complainant: _____
Home Address: _____
Home Phone: _____
School Building: _____
Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

- | | | |
|----------|--------------------|-----------------|
| Race | Color | National Origin |
| Gender | Age | Disability |
| Religion | Sexual Orientation | |

Name of person you believe violated the School's unlawful harassment policy:

If the alleged harassment was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary: ___

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

249. BULLYING/CYBERBULLYING	
1. Purpose	The Joint Operating Committee is committed to providing a safe, positive learning environment for its students. The Joint Operating Committee recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Joint Operating Committee prohibits bullying by students.
2. Definitions SC 1303.1-A	<p>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</p> <p>{ } and/or outside a school setting,</p> <p>that is severe, persistent or pervasive and has the effect of doing any of the following:</p> <ol style="list-style-type: none"> 1. Substantial interference with a student's education. 2. Creation of a threatening environment. 3. Substantial disruption of the orderly operation of the school. <p>Bullying, as defined in this policy, includes cyberbullying.</p>
SC 1303.1-A	School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.
3. Authority SC 1303.1-A	<p>The Joint Operating Committee prohibits all forms of bullying by students.</p> <p>The Joint Operating Committee encourages students who have been bullied to promptly report such incidents to the principal or designee.</p> <p>The Joint Operating Committee directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with</p>

<p>4. Delegation of Responsibility</p>	<p>the school's (center's) legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.</p> <p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.</p> <p>The Administrative Director or designee shall develop administrative regulations to implement this policy.</p> <p>SC 1303.1-A The Administrative Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.</p> <p>SC 1303.1-A The Administrative Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Operating Committee.</p> <p>SC 1303.1-A The administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> 1. Joint Operating Committee's Bullying Policy. 2. Report of bullying incidents. 3. Information on the development and implementation of any bullying prevention, intervention or education programs.
<p>5. Guidelines SC 1303.1-A Title 22 Sec. 12.3 Pol. 218</p> <p>SC 1302-A, 1303.1-A Pol. 236</p>	<p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</p> <p>This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the school building and on the web site, if available.</p> <p><u>Education</u></p> <p>The school (center) may develop and implement bullying prevention and intervention programs. Such programs shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.</p> <p><u>Consequences For Violations</u></p>

SC 1303.1-A
Pol. 218, 233

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- { } Counseling within the school (center).
- { } Parental conference.
- { } Loss of school privileges.
- { } Exclusion from school-sponsored activities.
- { } Detention.
- { } Suspension.
- { } Expulsion.
- { } Counseling/Therapy outside of the school (center).
- { } Referral to law enforcement officials.

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Joint Operating Committee Policy – 000, 218, 233, 236, 248

PSBA Revision 10/08

ADMINISTRATIVE AND SUPERVISORY STAFF

John S. Augustine II
Administrative Director

Ronald B. Wilson
Administrative Assistant
to the Admin. Director

Tricia Rummel
Supervisor of Workforce
Development

Melissa McCall
Administrative Assistant/
Fiscal Operations

Tricia D. Monahan
Coordinator of Practical Nursing

INSTRUCTIONAL STAFF – SECONDARY EDUCATION

Cheryl Bailey
Cosmetology

Mark Brady
Auto Body/Detailing

Ray Charles
Auto Technology

Karen Chirillo
Health Assistant

Robert Custer
Electric/HVAC

John Edwards
Welding

Gene Falkowski
Carpentry

Nathan Harfield
Culinary Arts

Beverly Hornyak
School Nurse

Cindy Janak
Child Development &
Education

Steve Livergood
Component Engineering

Bette Moore
Guidance Counselor

Rosalind Servinsky
Biotechnology

Pamela Smiach
Graphic Design/Multimedia

Patrick Wallet
Diesel Mechanics

**GJCTC/AVTS
Daily Schedule
2011-2012**

MORNING

<u>District</u>	<u>GJCTC Schedule Time</u>
Forest Hills	7:45 – 10:25
Richland	7:45 – 10:40

AFTERNOON

<u>District</u>	<u>GJCTC Schedule Time</u>
Conemaugh Township	11:30 – 2:30
Ferndale Area	11:45 – 2:30
Forest Hills	11:30 – 2:30
Greater Johnstown	11:30 – 2:30
Westmont	11:45 – 2:30
Windber	11:45 – 2:30

District Regular Daily Schedules

Conemaugh Township	7:50 – 2:55
Ferndale Area	7:30 – 2:25
Forest Hills	7:55 – 2:45
Gr. Johnstown	7:45 – 2:35
Richland	7:38 – 2:39 (Mon. – Thurs.)
Westmont	7:50 – 2:45 (Mon. – Thurs.)
Windber	7:45 – 2:45

2-Hour Delay Schedule

Morning Session 10:00 – 12:00 Afternoon Session 12:30 – 2:30

GJCTC														
ADOPTED 2011-2012 SCHOOL CALENDAR														
2011					August					2012				
M	T	W	TH	F	2 - 24 - Flex Clerical Day 25 & 26 - In-Service 29 - First Student Day					M	T	W	TH	F
JULY										JANUARY				
				1	September 5 - Labor Day					2	3	4	5	6
4	5	6	7	8						October 5 - OAC Meeting 5:30 10 - In-Service				
11	12	13	14	15	November 9 - Parent Open House 10 - GJCTC Dismiss at 12:15 11 - Veteran's Day 24 - 28 - Thanksgiving									
18	19	20	21	22						December 9th Grade Tours 14 -Public Open House 26 - 30 - Winter Vacation				
25	26	27	28	29	January 2 - Winter Vacation 16 - Clerical Day									
AUGUST										February 20 - In-Service				
1	2	3	4	5	March 9 - Snow Make Up Day #1 6 - Easter Vacation 9 - Snow Make Up Day #2									
8	9	10	11	12						April 28 - Memorial Day 30 - Student Last Day 31 - Flex Clerical Day				
15	16	17	18	19	May 28 - Memorial Day 30 - Student Last Day 31 - Flex Clerical Day									
22	23	24	25	26						June				
29	30	31			Student Days 180 Teacher Days 187									
SEPTEMBER										January 2 - Winter Vacation 16 - Clerical Day				
			1	2	February 20 - In-Service									
5	6	7	8	9						April 5 - Snow Make Up Day #1 6 - Easter Vacation 9 - Snow Make Up Day #2				
12	13	14	15	16	May 28 - Memorial Day 30 - Student Last Day 31 - Flex Clerical Day									
19	20	21	22	23						June				
26	27	28	29	30	Student Days 180 Teacher Days 187									
OCTOBER										January 2 - Winter Vacation 16 - Clerical Day				
3	4	5	6	7	February 20 - In-Service									
10	11	12	13	14						April 5 - Snow Make Up Day #1 6 - Easter Vacation 9 - Snow Make Up Day #2				
17	18	19	20	21	May 28 - Memorial Day 30 - Student Last Day 31 - Flex Clerical Day									
24	25	26	27	28						June				
31					Student Days 180 Teacher Days 187									
NOVEMBER										January 2 - Winter Vacation 16 - Clerical Day				
	1	2	3	4	February 20 - In-Service									
7	8	9	10	11						April 5 - Snow Make Up Day #1 6 - Easter Vacation 9 - Snow Make Up Day #2				
14	15	16	17	18	May 28 - Memorial Day 30 - Student Last Day 31 - Flex Clerical Day									
21	22	23	24	25						June				
28	29	30			Student Days 180 Teacher Days 187									
DECEMBER										January 2 - Winter Vacation 16 - Clerical Day				
			1	2	February 20 - In-Service									
5	6	7	8	9						April 5 - Snow Make Up Day #1 6 - Easter Vacation 9 - Snow Make Up Day #2				
12	13	14	15	16	May 28 - Memorial Day 30 - Student Last Day 31 - Flex Clerical Day									
19	20	21	22	23						June				
26	27	28	29	30	Student Days 180 Teacher Days 187									

2011 – 2012 MARKING PERIOD SCHEDULE

Thursday, August 25	-	Teacher In-Service Day
Friday, August 26	-	Teacher In-Service Day
Monday, August 29	-	1 st Day of Classes
Monday, September 5	-	Labor Day (No School)
Thursday, September 29	-	Midpoint of 1 st marking period
Monday, October 3	-	Progress reports due
Tuesday, October 4	-	Progress reports mailed out
Monday, October 10	-	Teacher In-Service/Clerical Day (No School)
Tuesday, November 1	-	End of 1 st marking period
Thursday, November 3	-	Grades sent to sending schools
Wednesday, November 9	-	GJCTC Parent Open House
Thursday, November 10	-	GJCTC Dismiss at 12:15 p.m.
Friday, November 11	-	Veteran's Day (School & Offices Closed)
Thursday, November 24-25	-	Thanksgiving Holiday (School & Offices Closed)
Monday, November 28	-	Thanksgiving Holiday (No School)
Thursday, December 8	-	Midpoint of 2 nd marking period
Monday, December 12	-	Progress reports due
Tuesday, December 13	-	Progress reports mailed out
Wednesday, December 14	-	Public Open House
Monday, December 26-30	-	Christmas Holiday (No School)
Monday, January 2	-	New Year Holiday (No School)
Monday, January 16	-	Clerical Day (No School)
Wednesday, January 18	-	End of 2 nd marking period
Friday, January 20	-	Grades sent to sending schools
Monday, February 20	-	Teacher In-Service Day
Tuesday, February 21	-	Midpoint of 3 rd marking period
Thursday, February 23	-	Progress reports due
Friday, February 24	-	Progress reports mailed out
Thursday, March 22	-	End of 3 rd marking period
Monday, March 26	-	Grades sent to sending schools
Thursday, April 5	-	Easter Vacation – 1 st Priority Snow Make-Up Day
Friday, April 6	-	Good Friday (School & Offices Closed)
Monday, April 9	-	Easter Vacation – 2 nd Priority Snow Make-Up Day
Friday, April 27	-	Midpoint of 4 th marking period
Tuesday, May 1	-	Progress reports due
Wednesday, May 2	-	Progress reports mailed out
Monday, May 28	-	Memorial Day (School & Offices Closed)
Wednesday, May 30	-	LAST STUDENT DAY
Thursday, May 31	-	Flex Teacher Clerical Day

GJCTC Joint Operating Committee

2011-2012

<u>MEMBER</u>	<u>SCHOOL DISTRICT REPRESENTED</u>
Mr. Alan Tresnicky, Chairperson	Conemaugh Township
Dr. Rocco Mantini	Conemaugh Township
Mrs. Barbara Penna, Vice-Chairperson	Ferndale Area
Mr. Ridley Banks	Ferndale Area
Mr. John Bopp	Forest Hills
Mr. Rick Daniels	Forest Hills
Mr. Galen George	Forest Hills
Mr. Robert MacTavish	Forest Hills
Mr. Fred Russell	Forest Hills
Mr. Eugene Pentz	Greater Johnstown
Mr. Edward Pruchnic	Richland
Mrs. Leah Spangler	Westmont Hilltop
Mrs. Barbara Holovka	Windber Area
Mrs. Cynthia Orlosky	Windber Area
Mr. Joseph Felix	Windber Area
Mr. Gary L. Costlow, Solicitor	Non-Member
Dr. Robert Barrett, Treasurer	Non-Member
Mrs. Carole Kakabar Chief School Administrator	Ferndale Non-Member
Mr. John S. Augustine, II Administrative Director	Non-Member

Professional Advisory Committee (District Superintendents)

Mr. Gary Buchsen	Conemaugh Township Area School District
Mrs. Carole Kakabar	Ferndale School District
Mr. Edwin Bowser	Forest Hills School District
Ms. Barbara Parkins	Greater Johnstown School District
Mr. Thomas Fleming	Richland School District
Dr. Susan Anderson	Westmont Hilltop School District
Mr. Rick Huffman	Windber Area School District

ACCEPTANCE OF SCHOOL POLICY

Parents and students are asked to read the handbook. This form is enclosed in this handbook to be signed by parents and students that they have read and agree to the policies of Greater Johnstown Career & Technology Center **to include the Network Code of Conduct** as described on page 15 of this handbook.

This form is to be returned to the student's program area teacher.

Student's Name _____

Student's Signature _____

Parent's Name _____

Parent's Signature _____

Date _____ Program Area _____

Student Photography Release Form

I hereby grant permission to the Greater Johnstown Career & Technology Center, Johnstown, PA, to use my photograph/video on its World Wide Web Site or in other official school printed publications or productions without further consideration, and I acknowledge the school's right to crop or treat the photograph/video at its discretion. I also acknowledge that the school may choose not to use my photo at the time it was taken, but may do so at its own discretion at a later date. The Greater Johnstown Career & Technology Center reserves the right to discontinue use of photos without notice.

I also understand that once my image is posted on the Greater Johnstown Career & Technology Center's website, the image may be downloaded by any computer user on or off school property. Therefore, I agree to indemnify and hold the Greater Johnstown Career & Technology Center, Joint Operating Committee members, and its employees harmless from any claims.

PLEASE PRINT

Name _____ Address _____

City _____ State _____ Zip _____

Signature of Student _____

Signature of Parent _____

WITNESS: _____

Date _____

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