

**2025-2026**



**GREATER JOHNSTOWN  
CAREER & TECHNOLOGY  
CENTER**

**STUDENT HANDBOOK**

***Ensure Student Success!***

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## **FORWARD**

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

FERNDAL SCHOOL DISTRICT

FOREST HILLS SCHOOL DISTRICT

GREATER JOHNSTOWN SCHOOL DISTRICT

RICHLAND SCHOOL DISTRICT

WESTMONT HILLTOP SCHOOL DISTRICT

WINDBER ARE SCHOOL DISTRICT

## **MISSION STATEMENT**

Ensure Student Success

## **VISION STATEMENT**

Positively impacting an ever-changing workforce.

## **SHARED VALUES**

GJCTC Spartans value:

Positive Attitude

Respect

Innovation

Dependability

Engagement

*Note: Parent 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 form provided indicating that you have read and understand the handbook. Thank you!*

# PART 1

## ADMINISTRATIVE MATTERS

## **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 towards others and the school.

Pupils shall not use profane, boisterous, or indecent language.

Tobacco/Vaping, 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 and will be directed by the program area instructor. 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 in 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.

Students are prohibited from prolonged visits to the High School Office.

ALL 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\*\***

## DRESS CODE

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 headbands or bandanas 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.

## ARRIVAL

Pupils who arrive after 7:40 am. for the morning session or 11:35 pm for the afternoon session should report to their program area. Early arrivals are to wait in the cafeteria. **NO STUDENTS ARE PERMITTED PRIOR TO 7:40.** All students will enter through the main entrance of the school.

## 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 a parent or guardian to the High School Office. **It is MANDATORY for students to bring separate excuses to GJCTC.** GJCTC reports attendance to the home district daily and it can lead to attendance disciplinary actions at the home school if excuses are not recorded at GJCTC. If a student stays back at the home district without approval from the district's principal, it will be considered an unexcused absence that can lead to removal from GJCTC.

## CLOSING OF SCHOOL

If and when necessary to close the school because of extremely bad weather conditions or other cases of emergency, the student will follow their home district'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.

## **EARLY DISMISSAL**

Student being dismissed early will need to turn in a signed excuse from a parent/guardian as soon as they arrive at GJCTC to the high school office. Students are not permitted to ride with other students unless they have sending school and parent permission. Parent/Guardian must come in to high school office and sign student out.

## **STUDENT PICKUP**

When a student is picked up from school the parent/guardian must come in to the high school office and sign the student out.

## **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**

GJCTC utilizes the computer-aided grading system, E-School Data. This system will be used to track student grades and competencies throughout their time at GJCTC.

## **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 closest restroom to their program area. Any student found to be out of the designated area will result in disciplinary actions.

## **Parental Conferences**

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

## **PROGRESS REPORTS**

Progress reports are reviewed with every student and parent signature is required each mid-9 week period. Parents are encouraged to contact the students' instructor concerning student progress at any time.

## **STUDENT COMMUNICATION**

Communication between student, parent/guardian, and teacher is a vital part of the education process. Parent/Guardians are encouraged to communicate with their child's teacher to stay current with their progress. To support the communicating process, GJCTC encourages each parent/guardian and student to enroll for REMIND notification for their specific Program of Study. These notifications will be used to inform everyone about classroom activities and assignments. During each school year, students are provided a class specific code along with enrollment directions. If you need assistance, please contact the classroom teacher or GJCTC building principal.

## **STUDENT MANAGEMENT**

There is no division of authority among the faculty and staff of the Greater Johnstown CTC. Instructors and teacher aides 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. 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/TABLETS/MINI PC's**

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

During the school year, all GJCTC students will have access to a GJCTC laptop during the school year.

## **TUITION, FEES AND PROGRAM COSTS**

Secondary students from the seven sending districts do not pay tuition or fees. A pre-determined standard of appropriate dress is required in all programs. Safety shoes and safety glasses are required in all industrial programs.

## **PART 2**

# **STUDENT RIGHTS AND RESPONSIBILITIES**

## 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:
    - Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
    - Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.
    - Dress and groom themselves so as not to cause substantial disruption to the educational process.
    - Students are to follow the dress code set by the teacher of their specific program area as to meet the industry standards.
    - Students are required to wear shirts with sleeves (no tank tops or muscle shirts) and pants with no holes at all times
    - Students are not permitted to write on clothing or materials provided by the school (example: shirts, uniforms, and safety glasses)
    - Assume that until a rule is waived, altered or repealed it is in full effect.
    - Assist the school staff in operating a safe school for all students enrolled therein.
    - Be aware of and comply with state and local laws.
    - Exercise proper care when using public facilities/equipment.
    - Attend school daily, except when excused, and be on time at all classes and other school functions.
    - Make all necessary arrangements for making up work when absent from school before the completion of the course.
    - Pursue and attempt to complete satisfactorily the courses of study prescribed by the state and local school authorities.
    - Avoid inaccuracies in student newspapers or publications and indecent or obscene language.

**ALL STUDENTS ARE REQUIRED TO 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 judgement on rules governing the conduct of students in their classrooms or areas of special assignments.
2. Parents should encourage students to respect all adults employed within the Greater Johnstown Career and Technology Center. Disrespect will not be tolerated and will be disciplined accordingly.
3. 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.
4. The administration may require that students with recurring behavior problems seek the appropriate professional help and will be referred back to the home districts SAP program.
5. Students could be asked to return to their home school.

## ASSEMBLIES

Students will be seated by program areas at all assemblies.

## BEVERAGES

Students will not be permitted to bring ANY outside beverages or beverage containers into GJCTC. Fountain water will be provided to any student needing a drink.

## 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. All students must obtain a driving pass to drive to GJCTC and are to park their vehicles in the assigned parking lot. (front of building where flag pole is)
3. During school hours pupils are not permitted to go to their cars without permission from the General Office.
4. **Pupils shall 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 sessions.**
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. PA passenger laws shall be followed or will result in loss of driving privileges. 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.
10. Drivers will be issued a tag that must be visible in the front window.

## Driving Pass Procedures

The following procedures must be followed to obtain a GJCTC driving pass:

- Students must obtain a driving pass from the GJCTC High School Office and have it signed by an administrator.
- Student must have parent/guardian sign driving pass.
- Student must then take the signed driving pass to their home school administration for permission and signature
- The student should park in the main parking lot entering the building on the day the student drives, the student must return the driving pass to the office and sign-in upon their arrival at school.
- 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, unless prior authorization is obtained in writing from homeschool, parents and GJCTC, 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, and/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. Student 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 student, his/her locker, car and other possessions. The following will then occur:

- Parents called
- Substance turned over to the local police
- Discipline – 3 days OSS or expulsion
- 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 (adopted by the Joint Operating Committee on June 24, 2008)

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 educational value or their use can create 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 educational value or if such use creates a disruption to the educational process.

## **POSESSION 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 the cell phone locker provided by GJCTC in each program 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. 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 the 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:

- A student who is a member of a volunteer fire company, ambulance or rescue squad.
- A student who has a need for such a device due to the medical condition of an immediate family member
- 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** – Teacher Warning and review of cell phone policy

**Second Offense** – Phone will be turned into the High School office and returned to student at the end of the school day

**Third Offense** – Three incidences of refusing to place phone in cell phone locker will result in meeting with administration for dismissal from GJCTC.

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 phone/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.

## **FIGHTING**

Student safety and orderly education are of paramount concern to 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 situation.

## **FIRE AND SEVERE WEATHER DRILLS**

All teachers are aware of the fire and severe weather drill instructions. Directions are posted in every room. All students will be expected to use good judgement 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 upon arrival at school. No coats are to be worn at any time during class.

## **LOCKDOWNS**

Students will follow the current school emergency operation plan revised 3/27/18.

## **LOST AND FOUND**

All textbooks, articles of clothing, etc., found should be turned into the High School 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.

All students are responsible for safety in their classroom and lab areas. Every student must sign the safety contract to be added to their student file. No student will be permitted to participate without a guardian and student signature on the contract. Failure to sign and return the safety contract can lead to dismissal from GJCTC.

## **SAFETY GLASSES/GOGGLES**

Students who are required to have eye protection will be issued one pair of safety glasses/goggles at the beginning of the school year. The student is responsible for the care and maintenance of this piece of safety equipment. If the student loses safety glasses, the teacher shall give the student a pair without hesitation. After the second pair is issued the student will need to redo the eye safety exam. The student's work ethic grade may be deducted. Do not write on your safety glasses.

## **SCHOOL BUS**

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 INTERNET ACCESS

Any student who would like access to the Internet may do so using the following steps:

- The student needs to read and understand the Network Code of Conduct below.
- Parents or guardians are strongly encouraged to review the Code of Conduct with their child. Parent or guardian permission will be required. All student must have a signed school authorization to use the Internet. The authorization form is included in the student packet given at the beginning of the school year or when a student starts at GJCTC. This should be turned in to the program area teacher within the first week of school.
- Students are not permitted to use the internet until an Internet Agreement form is turned in to the high school office.

## 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 Social Media, 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/E-CIGARETTES

Pupils are not permitted to possess, smoke, chew, vape, 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. Any like cigarette devices (e-cigarettes) will be confiscated and the student will receive a disciplinary packet to complete on first offense, on the second offense the student will receive out of school suspension and a disciplinary packet, each offense after will lead to extra days of school suspension.

## VALUABLES

Students are encouraged to keep money or other valuables in their assigned area of the classroom. 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 with 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. Suspension 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. Student 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.
1. Suspension is exclusion from school for a period of 1 to 10 consecutive days.
  - a. Suspensions may be given by the Administration
  - b. 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.
  - c. The parents shall be notified, by telephone and/or in writing, when the student is suspended.
  - d. When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in section 12.8(c) (relating to hearings). The district must offer to hold the informal hearing within the first 5 days of suspension.
  - e. Suspensions may not be made to run consecutively beyond the 10 school day period.
  - f. 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.
2. 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).
  - a. 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.
  - b. 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.
  - c. Any students so excluded shall be provided with an alternative education, which may include home study.
  - d. Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.
3. 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.
4. 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.

5. 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 the child will receive a proper education. See Section 12.1 (b) (relating to free education and attendance).
6. Home School expulsion may also occur.

## **IN-SCHOOL SUSPENSION**

At times, students may be assigned to in-school suspension at GJCTC. Student assigned to ISS will be provided with their class work as well as character education packets. If the student refuses to complete the education packet, the student will be assigned a meeting to determine continuation at GJCTC.

## **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.

- **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.
- **PENNSYLVANIA SKILLS CERTIFICATE (REQUIRED)**
  - Completer Certificate
  - Concentrator Certificate
  - Attendance Certificate
- **NOCTI TESTING (REQUIRED)**
- **CASH AWARDS**

## **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 home school guidance counselor.
2. Pick up an application from your home school guidance counselor, obtain one from the GJCTC high school office or [www.gjctc.org](http://www.gjctc.org)
3. Complete the front of the application and choose up to three programs. Be sure to number them in order or preference. You and **your parent/guardian** must sign the application.
4. Return the application to your counselor or to GJCTC.
5. You will be notified by mail of your acceptance into a vocational area at GJCTC.
6. You may contact GJCTC if you have any additional questions or to arrange for a visit to the school.

## CHANGING PROGRAMS AT GJCTC

1. Obtain a "Change of Program" form from the high school office.
2. On the form, you will need to indicate a reason for change of program, indicate the program(s) you wish to visit, and obtain signatures from parent/guardian and your home school guidance counselor.
3. After having all the signatures required, turn the paper into the GJCTC high school office, the GJCTC administration or designee will meet with you and arrange your program visits and facilitate your change of program. Program visits or changes may be denied by the administrator.

## CAREER RESOURCES

Your home school counselor will assist you in locating and reviewing information. Your program instructor will also assist.

## CARL PERKINS LOCAL PLAN APPEALS PROCEDURE

Any member of the participatory committee, parents, students or other interested 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 and 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, 222 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 students receive their academic classes at their home school and on-the-job training in business and industry during their GJCTC time. 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/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.
6. The student must be in the second semester of the 2<sup>nd</sup> year of the program and have successfully completed half of the program's competencies.

## **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/guardian, date and place of birth, major field of study, participation in officially recognized activities, date of attendance, diploma granted, awards earned, most recent previous educational institution. The parents/guardian 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 and 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 (1-200-917-2081).

## **HEALTH OFFICE**

The Health Office is located in the front hallway of the building entrance. An LPN will be 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**

Greater Johnstown Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. Career and Technical education program offerings include: Secondary programs – Advanced Manufacturing, Automotive Repair Technology, Collision Repair & Refinishing, Construction Technology, Cosmetology, Culinary Arts, Diesel Mechanics, Graphic & Digital Media Design, Health Assistant, Laboratory Technology, Machine Tool Technology, Pre-Teacher Preparation Technology, Robotics in Manufacturing and Welding. Adult Education programs – Advanced Manufacturing and Programming Education, Auto Inspection, Commercial Driver Training, Cosmetology, Electrical Technology, HVAC, Mobile Equipment Operations, Practical Nursing, and Welding. Inquiries may be directed to: Title IX coordinator at 445 Schoolhouse Road, Johnstown, PA 15904 or at (814)266-6073 ext 121 or [trummel@gjctc.org](mailto:trummel@gjctc.org). 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 handles without discrimination based on sex, age, race, color, religion, national origin, or non-job related handicaps or disabilities. Inquiries should be directed to The Title IX Coordinator at the Greater Johnstown Career and Technology Center, 445 Schoolhouse Rd, Johnstown, PA 15904-2998, (814)266-6073 ext 121, or [trummel@gjctc.org](mailto:trummel@gjctc.org)

## **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.

### **Definition**

Pupil (student) records shall be defined as any data or information concerning and 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

- Student's Name, Address and Phone Number
- Student's Number and Social Security Number
- Sex
- Date of Birth
- Name of parents or guardians and other family members
- Subject, grades, credits, GPA's and Class Rank
- Awards and Activities
- Dates of Entry and Withdrawal/graduation
- Attendance and enrollment record
- Objective Test Results
- Transcripts sent and employment inquiries
- Marriage and family information
- 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 operations Category "B" records will include the following:

- Student registration forms
- Student transportation forms
- Teacher Summaries, comments, recommendations in support of specific subjects; grades
- Release of school information
- Free and reduced price lunch data
- Accident reports
- Disciplinary reports and summaries
- Referral of student for special services
- Correspondence with parents/guardians, juvenile authorities or others concerning the student
- Health and dental records
- Suspension and expulsion
- Prior educational records
- Interest surveys
- \Family background information
- Individual Education Plan
- Student questionnaires
- Follow-up and placement information
- Counselor notes not of a confidential nature
- Photographs
- Emergency information
- Race/ethnic classification
- 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 specialist, and opinions/recommendations to provide a broader understanding of the student's environment. Category "C" items will include the following:

- Clinical reports
- Teacher report, summaries and recommendations not related to specific subject grades.
- Counselor notes of a confidential nature
- Personality and psychological test results
- Counselor and administrative notes
- Case study summaries
- Legal findings
- Parent conference records
- 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.

- Aptitude testing
- Achievement testing
- Reports of skill and knowledge outcomes in all courses which are included in the academic, general, vocational, and technical phases of the Career-Technology 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 High School Principal shall be responsible for developing, revising and classifying the pupil record/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 parent/guardian 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:

1. When a student transfers to a new school all Category "A" and "B" information is to be forwarded if the high school principal determines that the receiving school has personnel properly trained to interpret it.
2. Records received from another educational institution will be treated in the same manner as though originated at the Greater Johnstown CTC.
3. School Officials, including teachers, may have access to Categories "A" and "B" without consent of student or parent/guardian. 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 specialist 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.
4. Students and parents/guardians 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/guardians under the same conditions as Category "B" items, but a school specialist must be available to interpret any specialized items.
5. Categories "A" and "B" data may be released without consent of parents or students to the state superintendent and his/her officers or subordinates, as long as its intended use is consistent with responsibilities.

6. Officials of other secondary school 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.
7. 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 parent/guardian, if the student is a minor.
8. The parent/guardian 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.
9. 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 special education facilitator, who will make arrangements for a formal review.

## **STUDENT ASSISTANCE PROGRAM**

Anyone that is referring a student for the SAP program must fill out an SAP referral form and submit to the high school principal and the special education facilitator. The Greater Johnstown Career and Technology Center principal and special education facilitator will review the referral and will refer student to their participating district for student assistance.

## **WITHDRAWALS**

Student withdrawals will first be approved by the Director and subsequently process 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 PERMIT**

The issuance of work permits is the responsibility of the home school district. None are issued directly by the GJCTC.

## **STUDENT ACTIVITIES AND CLUBS**

Clubs and extracurricular activities have become an important part of the career and technology 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.



Book	Policy Manual
Section	200 Pupils
Title	Unlawful Harassment
Code	248
Status	Active
Adopted	January 24, 2017

### **Purpose**

The Joint Operating Committee strives to provide a safe, positive learning climate for students in the center. Therefore, it shall be the policy of the center to maintain an educational environment in which harassment in any form is not tolerated.

### **Authority**

The Joint Operating Committee prohibits all forms of unlawful harassment of students and third parties by all students and staff members, contracted individuals, vendors, volunteers, and third parties in the center. The Joint Operating Committee encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.<sup>[1][2][5]</sup>

The Joint Operating Committee directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the center's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

### **Definitions**

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:<sup>[2]</sup>

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

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:<sup>[3]</sup>

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.

### **Delegation of Responsibility**

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Joint Operating Committee designates the Administrative Director as the center's Compliance Officer.[4]

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.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and center employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building administrator shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

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 administrator is the subject of the complaint.

### **Guidelines**

#### **Complaint Procedure – Student/Third Party**

##### **Step 1 – Reporting**

A 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 administrator or a center employee.

An employee of the center who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator.

If the building administrator is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building administrator; but oral complaints shall be acceptable.

##### **Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the building administrator shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building administrator to investigate the complaint, unless the building administrator is the subject of the complaint or is unable to conduct the investigation.

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.

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.

### **Step 3 – Investigative Report**

The building administrator shall prepare and submit a written report to the Compliance Officer 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.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

### **Step 4 – Action of Center**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the center shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Joint Operating Committee staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Joint Operating Committee policies and the center's procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

### Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, 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 administrator who conducted the initial investigation.
4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

Legal

1. 43 P.S. 951 et seq

2. 29 CFR 1606.8

3. 29 CFR 1604.11

4. Pol. 103

5. 20 U.S.C. 1681 et seq

Office for Civil Rights – Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties

Pol. 103.1

Pol. 806

248-Attach.doc (27 KB)



Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	Active
Adopted	January 24, 2017
Last Revised	October 26, 2021
Prior Revised Dates	01/28/2020, 10/27/2020

## **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.

## **Definitions**

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following: [\[1\]](#)

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

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the center, on center grounds, in center vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the center. [\[1\]](#)

## **Authority**

The Joint Operating Committee prohibits all forms of bullying by students. [\[1\]](#)

The Joint Operating Committee encourages students who believe they or others have been bullied to promptly report such incidents to the building administrator or designee.

Students are encouraged to use the center's report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside

personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Joint Operating Committee directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Joint Operating Committee directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Joint Operating Committee policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the threat assessment team, in accordance with applicable law and Joint Operating Committee policy.<sup>[2]</sup><sup>[3]</sup>

#### Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.<sup>[4]</sup><sup>[5]</sup>

#### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the center's legal and investigative obligations.

#### Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

#### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Administrative Director or designee shall develop administrative regulations to implement this policy.

The Administrative Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.<sup>[1]</sup>

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.<sup>[1]</sup>

The administration shall annually provide the following information with the Safe School Report:<sup>[1]</sup>

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.

## **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[6\]](#)[\[7\]](#)

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the center building and on the center's website, if available.[\[1\]](#)

## **Education**

The center may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

## **Consequences for Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[\[1\]](#)[\[7\]](#)[\[11\]](#)

1. Parental conference.
2. Loss of center privileges.
3. Exclusion from center-sponsored activities.
4. Suspension.
5. Expulsion.
6. Referral to law enforcement officials.

## **Legal**

[1. 24 P.S. 1303.1-A](#)

2. [24 P.S. 1302-E](#)

3. Pol. 236.1

4. Pol. 103

5. Pol. 103.1

6. [22 PA Code 12.3](#)

7. Pol. 218

8. [24 P.S. 1302-A](#)

9. Pol. 236

10. [20 U.S.C. 7118](#)

11. Pol. 233

Pol. 113.1

249-Attach Report Form.pdf (162 KB)





Book	Policy Manual
Section	200 Pupils
Title	Hazing
Code	247
Status	Active
Adopted	August 11, 2016
Last Revised	October 26, 2021
Prior Revised Dates	01/24/2017, 10/27/2020

## **Purpose**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the center and are prohibited at all times.

## **Definitions**

**Hazing** occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following: [\[1\]](#)

4. Violate federal or state criminal law.
5. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
6. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
7. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
8. Endure brutality of a sexual nature.
9. Endure any other activity that creates a reasonable likelihood of bodily injury to the student. **Aggravated hazing** occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and: [\[2\]](#)
4. The person acts with reckless indifference to the health and safety of the student; or
5. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

**Organizational hazing** occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing. [\[3\]](#)[\[4\]](#)

Any activity, as described above, shall be deemed a violation of this policy regardless of whether: [\[5\]](#)

7. The consent of the student was sought or obtained, or
8. The conduct was sanctioned or approved by the center or organization.

**Student activity or organization** means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the center, whose members are primarily students or alumni of the organization. [\[6\]](#)[\[7\]](#)

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain. [\[8\]](#)

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ. [\[8\]](#)

## **Authority**

The Joint Operating Committee prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off center property or outside of school hours.[\[4\]](#)[\[5\]](#)[\[7\]](#) [9]

No student, parent/guardian, coach, sponsor, volunteer or center employee shall engage in, condone or ignore any form of hazing.

The Joint Operating Committee encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building administrator or designee.

## **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[\[10\]](#)[\[11\]](#)

## **Delegation of Responsibility**

Students, parents/guardians, coaches, sponsors, volunteers, and center employees shall be alert to incidents of hazing and shall report such conduct to the building administrator or designee.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the threat assessment team, in accordance with applicable law and Joint Operating Committee policy.[\[12\]](#)[\[13\]](#)

## **Guidelines**

In addition to posting this policy on the center's publicly accessible website, the center shall inform students, parents/guardians, sponsors, volunteers and center employees of the center's policy prohibiting hazing, including center rules, penalties for violations of the policy, and the program established by the center for enforcement of the policy by means of publication in handbooks.[\[4\]](#)

This policy, along with other applicable center policies, procedures and Codes of Conduct, shall be provided to all center athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.[\[7\]](#)

## **Complaint Procedure**

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building administrator or designee.

Students are encouraged to use the center's report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Joint Operating Committee directs that verbal and written complaints of hazing shall be provided to the building administrator or designee, who shall promptly notify the Administrative Director or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Joint Operating Committee directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Joint Operating Committee policies.

#### Interim Measures/Police

Upon receipt of a complaint of hazing, the building administrator or designee, in consultation with the Administrative Director or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with center practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by center personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[14\]](#)

#### *Referral to Law Enforcement and Safe Schools Reporting Requirements –*

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[15\]\[16\]](#) [\[17\]](#)

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on center property, at any center-sponsored activity or on a conveyance providing transportation to or from a center or center-sponsored activity to the local police department that has jurisdiction over the center's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.[\[15\]\[16\]\[18\]\[19\]\[20\]](#) [\[21\]](#)

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as

practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the center property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian. [\[15\]](#)[\[21\]](#)[\[22\]](#)

In accordance with state law, the Administrative Director shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form. [\[16\]](#)[\[21\]](#)

### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the center's legal and investigative obligations.

### Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

### Consequences for Violations

#### *Safe Harbor –*

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law. [\[14\]](#)

#### *Students –*

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline. [\[4\]](#)[\[7\]](#)[\[14\]](#)[\[23\]](#)[\[24\]](#)

In addition to other authorized discipline, building administrators shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to fifty dollars (\$50) on each student determined to have engaged in hazing in violation of this policy. [\[4\]](#)[\[23\]](#)

When recommended disciplinary action results in a formal hearing before the Joint Operating Committee, in addition to other authorized disciplinary consequences, the Joint Operating Committee may also impose a fine of up to one hundred fifty dollars (\$150) on each student determined to have engaged in hazing in violation of this policy. [\[4\]](#)[\[24\]](#)

When fines have not been paid, the Administrative Director shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Administrative Director shall consider whether diplomas and/or transcripts should be released despite an unpaid fine. [\[4\]](#)

#### *Nonstudent Violators/Organizational Hazing -*

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Joint Operating Committee policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from center employment.[25]

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on center property or to otherwise operate under the sanction or recognition of the center.

#### *Criminal Prosecution –*

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[4]

#### Legal

1. [18 Pa. C.S.A. 2802](#)
2. [18 Pa. C.S.A. 2803](#)
3. [18 Pa. C.S.A. 2804](#)
4. [18 Pa. C.S.A. 2808](#)
5. [18 Pa. C.S.A. 2806](#)
6. [18 Pa. C.S.A. 2801](#)
7. [24 P.S. 1850.1](#)
8. [18 Pa. C.S.A. 2301](#)
9. Pol. 122
10. Pol. 103
11. Pol. 103.1
12. [24 P.S. 1302-E](#)
13. Pol. 236.1
14. [18 Pa. C.S.A. 2810](#)
15. [22 PA Code 10.2](#)
16. [24 P.S. 1303-A](#)
17. [35 P.S. 780-102](#)
18. [22 PA Code 10.21](#)
19. [22 PA Code 10.22](#)
20. [24 P.S. 1302.1-A](#)
21. Pol. 805.1
22. [22 PA Code 10.25](#)
23. Pol. 218

[24.](#)Pol. 233

[25.](#)Pol. 317

[18 Pa. C.S.A. 2801 et seq](#) [22 PA](#)

[Code 10.23](#)

Pol. 113.1

Pol. 916

247-Attach Report Form.pdf (162 KB)



Book	Policy Manual
Section	800 Operations
Title	Suicide Awareness, Prevention and Response
Code	819
Status	Active
Adopted	February 27, 2018

### **Purpose**

The Joint Operating Committee is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.[1][2][3][4][5]

### **Authority**

In compliance with state law and regulations, and in support of the center's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.[6][7][8][9]

### **Guidelines**

The center shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The center shall notify center employees, students and parents/guardians of this policy and shall post the policy on the center's website.[1]

## **SUICIDE AWARENESS AND PREVENTION EDUCATION[1]**

### **Protocols for Administration of Student Education**

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage center resources and refer friends for help.

Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.

### **Protocols for Administration of Employee Education**

All center employees, including but not limited to secretaries, coaches, bus drivers and custodians, shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.

As part of the center's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years.[1][10]

Additional professional development in risk assessment and crisis intervention shall be provided to guidance counselors, school mental health professionals and school nurses.



### Resources for Parents/Guardians

The center may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral/mental health resources.

## **METHODS OF PREVENTION<sup>[1]</sup>**

The methods of prevention utilized by the center include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

### Suicide Prevention Coordinator

A suicide prevention coordinator shall be designated by the Administrative Director to act as a point of contact for issues relating to suicide. This may be an existing center employee. The center suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

### Early Identification Procedures

Early identification of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the center's suicide prevention efforts. To promote awareness, center employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

**Risk factors** refer to personal or environmental characteristics that are associated with suicide including, but not limited to:

- Behavioral Health Issues/Disorders:
  - Depression.
  - Substance abuse or dependence.
  - Previous suicide attempts.
  - Self injury.
- Personal Characteristics:
  - Hopelessness/Low self-esteem.
  - Loneliness/Social alienation/Isolation/lack of belonging.
  - Poor problem-solving or coping skills.
  - Impulsivity/Risk-taking/recklessness.
- Adverse/Stressful Life Circumstances:
  - Interpersonal difficulties or losses.
  - Disciplinary or legal problems.
  - Bullying (victim or perpetrator).
  - School or work issues.
  - Physical, sexual or psychological abuse.
  - Exposure to peer suicide.
- Family Characteristics:

- Family history of suicide or suicidal behavior.
- Family mental health problems.
- Divorce/Death of parent/guardian.
- Parental-Child relationship.

**Warning signs** are indications that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:

- Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose.
- Recklessness or risky behavior.
- Increased alcohol or drug use.
- Withdrawal from friends, family, or society.
- Dramatic mood changes.

#### Referral Procedures

Any center employee who has identified a student with one (1) or more risk factors or who has an indication that a student may be contemplating suicide, shall refer the student for further assessment and intervention.

#### Documentation

The center shall document the reasons for referral, including specific warning signs and risk factors identified as indications that the student may be at risk.

### **METHODS OF INTERVENTION[1]**

The methods of intervention utilized by the center include, but are not limited to, responding to suicide threats, suicide attempts in the center, suicide attempts outside of the center, and completed suicide. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide.

#### Procedures for Students at Risk

A center-approved suicide assessment instrument may be used by trained mental health staff such as counselors, psychologists and social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the center. If the center suspects that the student's risk status is the result of abuse or neglect, center staff shall immediately notify Children and Youth Services.[5]

The center shall identify mental health service providers to whom students can be referred for further assessment and assistance.

**Mental health service providers** – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers.

The center shall create an emotional or mental health safety plan to support a student and the student's family if the student has been identified as being at increased risk of suicide.

#### Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Joint Operating Committee policy.[2][11][12][13][14]

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education or designee shall be notified and shall

take action to address the student's needs in accordance with applicable law, regulations and Joint Operating Committee policy.[2][11][12][13][14]

#### Documentation

The center shall document observations, recommendations and actions conducted throughout the intervention and assessment process including verbal and written communications with students, parents/guardians and mental health service providers.

The Administrative Director or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

#### **METHODS OF RESPONSE TO SUICIDE OR SUICIDE ATTEMPT[1]**

The methods of response to a suicide or a suicide attempt utilized by the center include, but are not limited to:

1. Identifying and training the center's crisis response/crisis intervention team.
2. Determining the roles and responsibilities of each crisis response team member.
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.

The Administrative Director or designee shall develop administrative regulations with recommended guidelines for responding to a suicidal act or attempt on center grounds or during a center-sponsored event.

#### Re-Entry Procedures

A student's excusal from attendance after a mental health crisis and the student's return to the center shall be consistent with state and federal laws and regulations.[2][11][12][13][15][16]

A center-employed mental health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of a student returning to the center after a mental health crisis, and, if appropriate, meet with the student to discuss re-entry and applicable next steps to ensure the student's readiness to return to the center.

When authorized by the student's parent/guardian, the designated center employee shall coordinate with the appropriate outside mental health care providers.

The designated center employee will periodically check in, as needed, with the student to facilitate the transition back into the center community and address any concerns.

#### **REPORT PROCEDURES[1]**

Effective documentation assists in preserving the safety of the student and ensuring communication among center staff, parents/guardians and mental health service providers.

When a center employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, center employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Administrative Director with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, school mental health professionals and school nurses.

#### **SUICIDE AWARENESS AND PREVENTION RESOURCES[1]**

A listing of resources regarding suicide awareness and prevention shall be attached to this policy.

Legal

1. 24 P.S. 1526
2. Pol. 103.1
3. Pol. 248
4. Pol. 249
5. Pol. 806
6. 22 PA Code 12.12
7. Pol. 207
8. Pol. 216
9. Pol. 236
10. Pol. 333
11. Pol. 113
12. Pol. 113.2
13. Pol. 113.3
14. Pol. 114
15. Pol. 117
16. Pol. 204
- Pol. 146
- Pol. 805

819-Attach.doc (48 KB)





Book	Policy Manual
Section	100 Programs
Title	Cooperative Education
Code	115
Status	Active
Adopted	August 11, 2016

### **Purpose**

The Joint Operating Committee endorses a cooperative relationship between the center and business and industry. Students benefit from this relationship by having the opportunity to translate learning to the workplace. Business and industry benefit by utilizing and training skilled workers.

### **Authority**

The Joint Operating Committee shall approve and support cooperative vocational education and work-study programs and shall supervise the nature and conduct of student employment.[1][2][3][4]

The Joint Operating Committee shall ensure that all students and parents/guardians are informed of the student's rights to participate in career and technical education programs and courses and that students with disabilities enrolled in such programs are entitled to services under state and federal laws and regulations.[1][5][6][7][8]

### **Definition**

**Cooperative vocational-technical education** - a planned method of instruction developed through a signed cooperative arrangement among school representatives, students, parents/guardians and employers in the community to provide students with an opportunity to alternate in-school academic and vocational-technical instruction in entry-level paid employment in an occupational field, in which the student's total occupational work experience is planned, coordinated and supervised by the center in close cooperation with the employer.[9][10][11]

### **Delegation of Responsibility**

The Administrative Director or designee shall be responsible for developing procedures which ensure that students participating in cooperative education and work-study programs are not exploited, illegally employed, or employed under conditions that fail to safeguard their health and safety.

### **Guidelines**

#### **Child Abuse Prevention Requirements**

Employers who participate in a center internship, externship, work study, co-op, or similar programs shall adopt policies and procedures that ensure compliance with the following procedures required by the Child Protective Services Law.

#### ***Identification of Adult Responsible for Child's Welfare -***

When a center student under the age of eighteen (18) years old participates in an internship, externship, work study, co-op, or similar program with an outside employer, the center and the employer shall, prior to commencing participation, identify an adult(s) who will be the student's supervisor while the child participates in the program. The identified adult(s) will be the person responsible for the child's welfare.[12][13]

The identified adult(s) shall be in the immediate vicinity of the child at regular intervals during the program. Immediate vicinity shall mean an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child.[\[12\]](#)[\[13\]](#)

*Certifications -*

Prior to commencement of the program, the identified adult shall submit the following information to the Superintendent or designee: [\[13\]](#)

1. PA Child Abuse History Clearance - which must be less than sixty (60) months old.
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.
3. Federal Criminal History Report - which must be less than sixty (60) months old.
4. Disclosure Statement - which is a statement swearing or affirming applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[\[14\]](#)

The Administrative Director or designee shall review the information and determine if information is disclosed that precludes identification of the adult as the supervisor responsible for the child's welfare.

Information submitted by an identified adult in accordance with this policy shall be maintained centrally in a manner similar to that for center employees.

*Arrest or Conviction Reporting Requirements -*

An identified adult shall notify the employer, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law.[\[14\]](#)

An identified adult shall also report to the employer, within seventy-two (72) hours of notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[\[14\]](#)

Failure to accurately report such occurrences may subject the identified adult to disciplinary action up to and including termination of employment and criminal prosecution.[\[14\]](#)

The employer shall immediately require an identified adult to submit new certifications when there is a reasonable belief that the identified adult was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[\[14\]](#)

If the employer receives notice of such occurrences from either the adult or a third party, the employer shall immediately report that information to the Administrative Director or designee in writing.[\[14\]](#)

*Child Abuse Reporting -*

Identified adults who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with the Child Protective Services Law.[\[15\]](#)[\[16\]](#)

Legal

1. 22 PA Code 4.31
2. 22 PA Code 11.8
3. 22 PA Code 11.28
4. 22 PA Code 339.29
5. Pol. 103
6. Pol. 103.1
7. Pol. 113
8. Pol. 138
9. 24 P.S. 1801
10. 24 P.S. 1850.1
11. 22 PA Code 4.3
12. 23 Pa. C.S.A. 6303
13. 23 Pa. C.S.A. 6344
14. 23 Pa. C.S.A. 6344.3
15. 23 Pa. C.S.A. 6311
16. Pol. 806
- 23 Pa. C.S.A. 6301 et seq



Book	Policy Manual
Section	200 Pupils
Title	Student Accident Insurance
Code	211
Status	Active
Adopted	January 24, 2017

### **Purpose**

The Joint Operating Committee recognizes the need for insurance coverage for unforeseen accidents that may occur to students in the course of attendance at the center or participation in the extracurricular programs of the center.[1]

### **Authority**

The Joint Operating Committee strongly urges all students to purchase school insurance.

Students may purchase school insurance through their home schools.

Legal	1. Pol. 122
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## **ADMINISTRATIVE AND SUPERVISORY STAFF**

**John S. Augustine II, Administrative Director**

**Amanda Harrington, Assistant Administrator or Program Operations, Principal**

**Tricia Rummel, Assistant Administrative Director**

**Matt Zern, Financial Officer**

**Laura Hollis, Supervisor of Practical Nursing**

## **INSTRUCTIONAL STAFF – SECONDARY EDUCATION**

**Corey Leahey\**  
**Jeremy Hall**  
Auto Technology

**Joel Yoder**  
Collision Repair

**Scott Thomas/**  
**Mike Williamson/Gage Hiner**  
Construction Technology

**TBD**  
Cosmetology

**Lisha Knapp**  
Culinary Arts

**Christopher Farabaugh**  
Diesel

**Abigail Gerber**  
Graphic and Multi Media  
Design

**Carissa Penatzer/**  
**Kelly Able**  
Health Assistant

**Paul Tresnicky**  
Laboratory Technology

**Scott Pritts**  
Machine Tool Technology

**Jen Wyant**  
Pre-Teacher Prep

**TBD**  
Sports Medicine

**TBD**  
Polytech Program

**Shelby Kieta**  
Robotics in Manufacturing

**Jenny Mitchell/TBD**  
Apartment Program

**John Edwards/**  
**Brody Kieta**  
Welding

**Zack Buchholz**  
Co-op

## **SUPPORT STAFF – SECONDARY EDUCATION**

**Pamela Bear**  
High School  
Secretary

**Jolene Griffin**  
School Nurse

## GJCTC Joint Operating Committee - 2025-2026

### MEMBER

### SCHOOL DISTRICT REPRESENTED

Dr. Rocco Mantini, DDS  
Mr. Jeffrey Alesantrino

Conemaugh Township  
Conemaugh Township

Mr. Stephen Thompson

Ferndale

Mr. Galen George, Chairperson  
Dr. Richard Knavel, Treasurer  
Dr. Timothy Ondrejik

Forest Hills  
Forest Hills  
Forest Hills

Mr. Eugene Pentz

Greater Johnstown

Mr. David Hudak Vice-Chairperson  
Mr. Julian Beglin  
Mrs. Tricia Shaffer

Richland  
Richland  
Richland

Dr. William Carney

Westmont Hilltop

Mr. Mark Portante  
Mrs. Antoinette Rummel  
Mrs. Amy Rummel

Windber Area  
Windber Area  
Windber Area

**Mr. Ronald Repak**

Non-Member

Solicitor

**Mr. Alan Tresnick**

Non-Member

Secretary

**Mr. Arnold Nadoley**

Non-Member

Chief School Administrator

**Mr. John S. Augustine, II**

Non-Member

Administrative Director

**Mrs. Fran Kazmierczyk**

Non-Member

Recording Secretary

### **Professional Advisory Committee (District Superintendents)**

Ms. Nicole Dull

Conemaugh Township Area SD

Mr. Jeffrey Boyer

Ferndale School District

Mr. David Lehman

Forest Hills School District

Mrs. Amy Arcurio

Greater Johnstown School District

Mr. Arnold Nadonley

Richland School District

Mr. Thomas Mitchell

Westmont Hilltop School District

Mr. Michael Vuckovich

Windber Area School District

# GJCTC/AVTS DAILY SCHEDULE 2025-2026

## **Morning**

<b>District</b>	<b>GJCTC Schedule Time</b>
Conemaugh Township	7:50 - 10:30
Forest Hills – 10 <sup>th</sup> Grade	7:50 – 10:40
Greater Johnstown	7:45 – 10:30 (Friday dismiss @ 9:30)
Richland	7:45 – 10:28 (Friday dismiss @ 9:28)
Westmont – 10 <sup>th</sup> Grade	8:00 – 10:45 (Friday dismiss @ 9:20)

## **Afternoon**

<b>District</b>	<b>GJCTC Schedule Time</b>
Ferndale Area	11:45 – 2:30
Forest Hills – 11 & 12 Grade	11:35 – 2:20
Shade-Central	12:00 – 2:30
Westmont – 11 & 12 Grade	11:45 – 2:15 (Friday - 11:30 – 2:15)
Windber	11:55 – 2:10

## **2-Hour Delay Schedule**

<b>District</b>	<b>GJCTC Schedule Time</b>
Conemaugh Township	9:45 – 10:50
Forest Hills	9:45 – 10:40
Johnstown	9:45 – 10:30
Richland	9:45 – 10:55
Westmont	9:45 – 11:00

### 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



GJCTC will have 5 traditional snow days. After 5 snow days we will transition to virtual learning.

<b>JULY</b>					<b>JANUARY</b>					<b>JANUARY</b>									
M	T	W	T	F	187 Teacher 180 Student					M	T	W	T	F	1 - 2 WINTER BREAK				
	1	2	3	4									1	2	19 CLERICAL DAY				
7	8	9	10	11						5	6	7	8	9					
14	15	16	17	18						12	13	14	15	16					
21	22	23	24	25						19	20	21	22	23	20 Teacher/19 student				
28	29	30	31							26	27	28	29	30					
<b>AUGUST</b>					<b>AUGUST</b>					<b>FEBRUARY</b>					<b>FEBRUARY</b>				
M	T	W	T	F	4-18 FLEX DAYS					M	T	W	T	F	3 PUBLIC OPEN HOUSE				
4	5	6	7	8	19-20 IN-SERVICE					2	3	4	5	6	16 IN-SERVICE/OAC				
11	12	13	14	15	21 FIRST DAY W/STUDENTS					9	10	11	12	13	MEETING				
18	19	20	21	22	29 LABOR DAY					16	17	18	19	20	20 teacher/19 student				
25	26	27	28	29	10 Teacher/6 student					23	24	25	26	27					
<b>SEPTEMBER</b>					<b>SEPTEMBER</b>					<b>MARCH</b>					<b>MARCH</b>				
M	T	W	T	F						M	T	W	T	F	16 Scheduled Virtual				
1	2	3	4	5	1 LABOR DAY					2	3	4	5	6	Learning Day				
8	9	10	11	12	23 OAC MEETING 5:30					9	10	11	12	13					
15	16	17	18	19						16	17	18	19	20	22 Teacher/22 student				
22	23	24	25	26	21 Teacher/21 student					23	24	25	26	27					
29	30									30	31								
<b>OCTOBER</b>					<b>OCTOBER</b>					<b>APRIL</b>					<b>APRIL</b>				
M	T	W	T	F						M	T	W	T	F	2 1ST SNOW MAKE UP DAY				
		1	2	3	13 IN-SERVICE							1	2	3	3 - 6 EASTER BREAK				
6	7	8	9	10	28 PARENT OPEN HOUSE					6	7	8	9	10					
13	14	15	16	17						13	14	15	16	17					
20	21	22	23	24	23 Teacher/22 student					20	21	22	23	24	19 Teacher/19 student				
27	28	29	30	31						27	28	29	30						
<b>NOVEMBER</b>					<b>NOVEMBER</b>					<b>MAY</b>					<b>MAY</b>				
M	T	W	T	F						MAY	T	W	T	F	22 AWARDS CEREMONY				
3	4	5	6	7	11 VETERAN'S DAY									1	25 MEMORIAL DAY				
10	11	12	13	14	27-28 THANKSGIVING BRK					4	5	6	7	8					
17	18	19	20	21	17 Teacher/17 student					11	12	13	14	15					
24	25	26	27	28						18	19	20	21	22	20 Teacher/20 student				
<b>DECEMBER</b>					<b>DECEMBER</b>					<b>JUNE</b>					<b>JUNE</b>				
M	T	W	T	F						M	T	W	T	F	1 Last Day				
1	2	3	4	5	1 THANKSGIVING BREAK					1	2	3	4	5					
8	9	10	11	12	22-31 WINTER BREAK					8	9	10	11	12					
15	16	17	18	19	14 Teacher/14 student					13	14	15	16	17	1 Teacher/1 Student				
22	23	24	25	26						20	21	22	23	24					
29	30	31								27	28	29	30						

## 2025– 2026 MARKING PERIOD SCHEDULE

Tuesday, August 19	-	Teacher In-Service Day
Wednesday, August 20	-	Teacher In-Service Day
Thursday, August 21	-	1 <sup>st</sup> Day of Classes
Friday, August 29	-	No School
Monday, September 1	-	Labor Day (No School)
Wednesday, September 24	-	Midpoint of 1 <sup>st</sup> Marking period
Tuesday, September 23	-	OAC Meeting @ 5:30 p.m.
Friday, September 26	-	Progress reports mailed out
Monday, October 13	-	Teacher In-Service (No School)
Monday, October 27	-	End of 1 <sup>st</sup> Marking period
Tuesday, October 28	-	Parent Open House 4 p.m. – 6 p.m.
Tuesday, October 28	-	Grades released to sending schools
Tuesday, November 11	-	Veteran's Day (School & Offices Closed)
Wednesday, November 26	-	All Schools AM at GJCTC
Thursday, November 28-12/1	-	Thanksgiving Holiday (School & Offices Closed)
Wednesday, December 3	-	Midpoint of 2 <sup>nd</sup> Marking period
Thursday, December 3	-	Progress reports mailed out
Friday, December 19	-	All Schools AM at GJCTC
Monday, December 22-31	-	Winter Vacation (No School)
Wednesday, January 1-2	-	Winter Vacation (No School)
Friday, January 16	-	End of 2 <sup>nd</sup> Marking period
Monday, January 19	-	Clerical Day (No School)
Tuesday, January 20	-	Grades released to sending schools
Tuesday, February 3	-	Public Open House 4 p.m. – 6 p.m.
Monday, February 20	-	Teacher In-Service/OAC (No School)
Thursday, February 23	-	Midpoint of 3 <sup>rd</sup> marking period
Monday, February 24	-	Progress reports mailed out
Monday, March 16	-	Scheduled Virtual Learning Day
Tuesday, March 24	-	End of 3 <sup>rd</sup> marking period
Wednesday, March 26	-	Grades released to sending schools
Thursday, April 2	-	Easter Break 1 <sup>st</sup> snow make up day
Friday, April 3-6	-	Easter Break
Wednesday, April 29	-	Midpoint of 4 <sup>th</sup> marking period
Thursday, April 30	-	Progress reports mailed out
Monday, May 26	-	Memorial Day (No School)
Monday, June 1	-	<b>LAST STUDENT DAY &amp; LAST TEACHER DAY</b>
Tuesday, June 2	-	Additional Snow Make-up day
Wednesday, June 3	-	Additional Snow Make-up day

