



**“BUILDING CAREERS
ONE STUDENT AT A TIME”**

WEST SIDE

CTC

***HANDBOOK
2011-2012***

West Side Career & Technology Center

Mission Statement

The mission of the West Side Career and Technology Center is to provide a quality educational community in which all students will learn academic, career, technical, and soft skills necessary to prepare them to be contributing members of our society, skilled members of the workforce, and responsible life-long learners prepared to meet the challenges of the 21st century.

Vision Statement

With the support of highly qualified instructors, technologically integrated teaching strategies, and strong partnerships in post-secondary educational institutes of learning and in the workforce, the graduates of the West Side Career and Technology Center will be provided with a climate in which they can grow intellectually and emotionally in order to be successful in the workforce as well as in secondary educational institutes of learning.

School Philosophy

We Believe...

- All students need to become productive citizens.
- The integration of academic & career and technical skills will prepare our students for the global economy of the 21st century.
- Students will build strength of character, develop good habits and positive attitudes as responsible, contributing members of society.
- High expectations are key to quality educational experience.



WEST SIDE CAREER
AND
TECHNOLOGY CENTER

2011-2012 Handbook

Contained in this handbook are many policies and procedures that will guide us as a comprehensive high school. This handbook is not meant to be the final word regarding policies and procedures at West Side Career and Technology Center. Rather, our goal is to offer a blueprint to guide us as we begin the 2011-2012 school year. Like any work in progress, we will continue to refine our policies and procedures to ensure that each student is provided with the tools necessary to become a productive citizen and life-long learner.

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Pringle Borough
Kingston, PA 18704-1899

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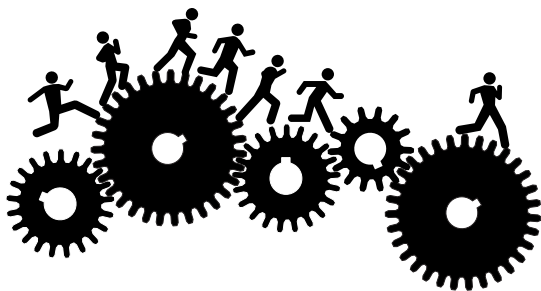
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SECTION 1

- *Introduction*
- *Forward*
- *Philosophy of Career & Technical Education*

INTRODUCTION

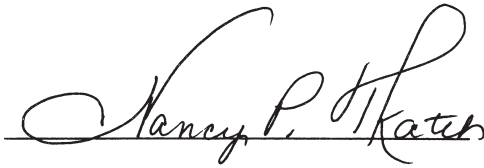
The West Side Career & Technology Center is beginning its 42nd year of providing career educational opportunities as a comprehensive career and technical high school. West Side CTC offers to students from the five sending school districts 16 career and technical areas of skilled training as well as an extensive academic program in Communication Arts, Social Studies, Science, and Mathematics. Students completing the high school program receive a high school diploma in accordance with the curriculum regulations established by the Pennsylvania Department of Education. The basic program of the school is the high school program which is open for enrollment to students who have successfully completed eighth grade in the sending districts of the Northwest Area, Lake Lehman, Dallas, Wyoming Area, and Wyoming Valley West School Districts. West Side CTC's technical programs include options for those students whose career goals include post-secondary education.



FORWARD

“An equal opportunity employer who fully and actively supports equal access for all people regardless of race, color, religion, gender, sexual orientation, age, national origin, veteran status, disability or genetic information and prohibits retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.”

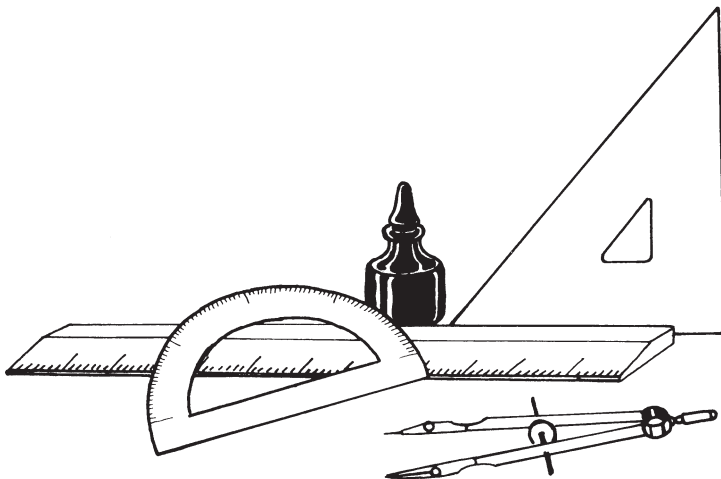
For information regarding civil rights, or for grievance procedures, contact the Title IX and Section 504 Coordinator, Mrs. Nancy P. Tkatch, Administrative Director (570) 288-8493, Ext. 121.



Mrs. Nancy P. Tkatch,
Administrative Director

August 1, 2011

Date



PHILOSOPHY OF CAREER & TECHNICAL EDUCATION

We believe that career and technical education offers the students a well rounded educational program with emphasis placed upon practical work experience and democratic group participation to promote a satisfying adjustment to life.

We believe that career and technical education is a personal asset to an individual because it enables the student to earn a living, maintain a home, and afford a family. It is a social asset because success in work gives happiness, satisfaction, and a feeling of security. It is an economic asset to our society because intelligent production is a basis to wealth. Career and technical education is an organized effort to develop in the individual these skills, habits, attitudes, and ideas whereby they will find their economic position in society and use that position to shape both themselves and society toward even nobler ends.

We believe that the place where people work is a real melting pot of America. It is there that nationality, and creed give way to a common denominator of technical knowledge, craftsmanship, and team work. The extent of one's learning is quickly identified because the product of learning is evident and measurable.

We believe that the career and technical student, under the guidance of skillful and understanding teachers, acquires skills, technical knowledge, strength of character and social understandings which prepare the student for entry into employment.

We believe that the student should be encouraged to think about and accept their responsibilities, and to recognize the rights and privileges of others.

SECTION 2

- *Administration*
- *Business & School Plant
Administration*
- *Clerical Staff*
- *Technology Department*
- *Food Services Staff*
- *Hall Monitors*
- *Joint Operating Committee*
- *Member District Administration*
- *Professional Staff*
- *Para Educators*
- *Support Staff*

JOINT OPERATING COMMITTEE

Mr. Ray Bernardi, Superintendent of Record
Attorney Charles R. Coslett, Solicitor
Miss Elaine Pallone, Secretary/Treasurer

Mr. David Alberigi
Mr. Russell Bigus
Mr. John Bolin
Mr. Gerald Conger
Mr. Gordon Dussinger
Atty. John Gill Jr.
Mr. Mark Kornoski
Mrs. Karen Kyle

Mr. Peter Lanza
Mr. John Marianacci
Mr. David Paulauskas
Mr. Mike Pegarella
Mr. Moderno Rossi
Mrs. Catherine Wega
Mr. Barry Williams

SENDING SCHOOL DISTRICTS & ADMINISTRATION

<u>DISTRICT</u>	<u>SUPERINTENDENT</u>	<u>PRINCIPAL</u>
Dallas	Mr. Frank Galicki	Mr. Jeffrey Shaffer
Lake Lehman	Mr. James McGovern	Mr. Douglas Klopp
Northwest	Mr. Gary Powlus	Mr. Ryan Miner
Wyoming Area	Mr. Raymond Bernardi	Mr. Vito Quaglia
Wyoming Valley West	Mr. Charles Suppon	Miss Erin Keating

ADMINISTRATION

Mrs. Nancy P. Tkatch..... Administrative Director, ext. 121
Mr. Anthony Guariglia.....Principal, ext. 124
Mr. David Williams.....Business Manager, ext. 127

BUSINESS AND SCHOOL PLANT ADMINISTRATION

Mr. James Gaydos....Network Administrator/Technology Director, ext. 131
Mr. Michael Galaida..... Supervisor of Food Services, ext. 207
Mr. George Homza..... Business Office Supervisor, ext. 135
Miss Elaine Pallone..... Administrative Assistant, ext. 121
Mr. John Rayeski.....Supervisor Building and Grounds, ext. 129

BUSINESS OFFICE

Mrs. Bernadette Lawler Secretary/Clerical-General Ledger, ext. 161
Mrs. Beth Wesley Secretary/Clerical-A.P./Purchasing, ext. 128

CLERICAL STAFF

Mrs. Christina Kocher Main Office/Principal Secretary, ext. 0
Miss Samantha Piperato Guidance Secretary, ext. 122

CUSTODIAL/MAINTENANCE STAFF

Mr. Nick Barna	Mr. John Richards
Mrs. Karen Bruno	Mr. Thomas Usavage
Mr. Daryl Shaver	Mr. David Winters

TECHNOLOGY DEPARTMENT

Mrs. Danette Mynes, ext. 133
Miss Elizabeth Piperato, ext. 130

FOOD SERVICES STAFF

Mrs. Maryann D'Apolito	Mrs. Jean Prushinski
Mrs. MaryEllen Fulton	Ms. Hope Rogers

HALL MONITORS

Mrs. Marcella Padavan
Mr. Anthony Kukosky

PARA EDUCATORS

Mrs. Joanne Elko, ext. 136	Mr. Richard Jones, ext. 404
Mrs. Danielle Erikson, ext. 402	Mr. Paul Pedolak, ext. 403
Mrs. Karen Gomba, ext. 338	Mrs. Patrice Yurek, ext. 143

SUPPORT STAFF

Mrs. Pat Filipowich Life Skills
Ms. Judy Frank Learning Support
Mrs. Rosemary Kotis Learning Support
Mrs. Tracey Petrosky Learning Support

PROFESSIONAL STAFF

Ms. Marie Arcarese, Language Arts	444
Ms. Krista Ashford, Special Education.....	309
Mr. Joseph Barush, Cooperative Education	203
Mr. Joseph Bednarek, Science.....	323
Mr. William Bevan, Jr., Law Enforcement/Police Science	322
Mrs. Christine Butchko, Certified School Nurse	204
Mr. George Butwin, Special Education	443
Mrs. Lori Chamberlain, Special Education	311
Mrs. Jennifer Conflitti, Special Education	309
Mrs. Maria Courtright, Science	321
Mr. Michael Dennis, Audio Visual Communications	337
Mrs. Cara Devine-Homza, Special Education	336
Mr. Leo Dragon, Cooperative Education	202
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Mrs. Tracey Faux, Diversified Education	201
Ms. Mary Feher, Life Skills	327
Mr. Michael Galanda, Machine Tool Technology	333
Mr. Matthew Hampton, Mathematics	306
Mrs. Dawn Harding, Librarian.....	208
Mrs. Gina Harrison, Health Related Technology	209
Mr. William Harrison, Carpentry.....	331
Mr. David Kaschak, Social Studies.....	308
Miss Mary Kay Kimelewski, Social Studies	312
Mrs. Nicole Kmetz, Computer Information Technology	206
Mrs. Jeanne Kravitz, Health Care Technology	315
Mrs. Maripat Makalusky, Language Arts.....	445
Mr. Gary Miller, Computer Maintenance	328
Mrs. Heidi Miller, Culinary Arts.....	310
Mrs. Sally Mock, Physical Education/Health	307
Mr. Darren Moore, Mathematics	317
Mr. Donald Morgan, Physical Education/Health	304
Mr. Christopher Morreale, Mathematics	303
Mrs. Maria Morreale, Special Education.....	323

PROFESSIONAL STAFF (cont.)

Mrs. Mary Ellen Morris, Cosmetology.....	301
Mrs. Peggy Mullin, Fine Arts.....	343
Mr. Dan Natitus, Special Education.....	308
Mr. Lyle Newell, Mathematics.....	305
Mrs. Stephanie Newell, Language Arts.....	443
Ms. Danielle Nicolai, Special Education.....	312
Mr. Brian Novicki, Special Education Coordinator.....	352
Mr. Gerald Ogurkis, Guidance Counselor.....	126
Mr. Thomas Pieczynski, Business Marketing.....	302
Ms. Linda Pineno, Music.....	342
Mr. Gary Richards, Auto Body Collision Repair Technology.....	338
Mr. James Sabol, Automotive Technology.....	334
Mrs. Frances Scaramastro, Social Studies.....	311
Mr. Kenneth Scavone, Plumbing/Pipefitting.....	332
Miss Helene Strutko, Science.....	336
Mrs. Patricia Temple, Language Arts.....	442
Mr. Jamie Trusa, Physical Education/Health.....	304
Mr. Frank Vandermark, Computer Network Security.....	345
Mr. Robert Yatsko, Guidance Counselor.....	125
Miss Jennifer Zeller, Family Consumer Science.....	324

★ All employees utilize their email for parent/student contact, following this standard format:

first initial, last name (no comma or spaces)@wsctc.net

For example:

John Smith
jsmith@wsctc.net

Mary Jones
mjones@wsctc.net

SECTION

- Acceptable Use of Internet
- Alma Mater
- Articulation Agreement
- Attendance Policy
- Cafeteria Privileges
- Cancellations, Delayed Starts, Early Dismissals
- Cafeteria Privileges
- Cell Phones & Electronic Devices
- Change of Address
- Career & Technical Student Organizations (CTSO)
- Colors of the School
- Cooperative Education
- Criminal History (Health Related Technology Students)
- Daily Schedule
- Discipline Code
- Dress and Accessories Policy
- Drug and Alcohol Policy
- Early Dismissal
- Extra Curricular Activities
- Field Trips
- Grading Scale
- Graduation Project
- Graduation Requirements
- Guidance Services
- Health Services
- Homebound Instruction
- Honor Roll Requirements
- Honor Society
- In-School Suspension
- Lavatory
- Library
- Locker Search
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- Outstanding Achievement Awards
- Parent Visitation & Teacher Conferences
- Parking & Driving Regulations
- Parking Permits
- Participation Point System
- Physical Education Requirements
- Photo Permission
- Requirements for Promotion
- School Calendar
- School Records
- School Sponsored Activities
- School Store
- Semi-Formal Activities
- Senior Awards
- Sexual Harassment
- Smoking/Tobacco Policy
- Student Assistance Program (S.A.P. Team)
- Student Career-Technical Program Transfer
- Student Complaint Process
- Student Responsibilities
- Student Tardy/Early Dismissal
- Study Habits
- Tardy Policy
- Textbooks
- Tours
- Transportation
- Visitors
- Wellness Policy
- Withdrawal Procedure
- Working Papers

ALMA MATER

Looking o'er the valley wide, From high upon the hill
Symbol of unending pride, Her purpose to fulfill

For our country and our school, We as one proclaim
Our loyalty to West Side Tech, The symbol of our fame

To the honor of her name, Loyal we will be
May no act of ours bring shame, But dignity to thee

CHORUS:

West Side Tech, West Side Tech, Titans bold and true
We will pledge our trades and skills, For old gold and blue.

COLORS OF THE SCHOOL

Navy Blue and Old Gold are the colors of West Side CTC.

CAREER & TECHNOLOGY

STUDENT ORGANIZATION (CTSO)

The Pennsylvania Department of Education (PDE) and the Bureau of Career and Technical Education (BCTE) coordinate the four student organizations listed below*:

DECAAn Association of Marketing Students
FBLA Future Business Leaders of America
HOSA Health Science Technology Education
Skills USA Trade and Industrial Students of America

* See back of handbook for more information

EXTRA-CURRICULAR ACTIVITIES

- Chorus
- National Vocational-Technical Honor Society
- School Newspaper
- SPARC-
Student Planning & Researching Careers
- Junior Leadership program
- Prom Committee
- Student Council
- Yearbook Staff

OUTSTANDING ACHIEVEMENT **AWARDS**

Student of the Month - Faculty and staff will select a student of the month. The selected student will:

- Have their picture displayed in the main lobby for the month
- Receive a framed certificate
- Receive an invitation for a special end-of-year luncheon in the West Side Cafe.
- Eligible to attend the end-of-year merit trip to an amusement park

End of Year Perfect Attendance - Students with perfect attendance for the entire school year will receive a perfect attendance certificate and receive a special award.

NATIONAL VOCATIONAL **TECHNICAL HONOR SOCIETY**

West Side CTC participates in the National Vocational-Technical Honor Society through our local chapter. Students in their Sophomore, Junior or Senior year are nominated for this organization by the faculty based on the following criteria.

1. The student must be enrolled at West Side CTC for at least one semester.
2. The student's grade point average is no less than a 91 (3.1).
3. Students may not have any D's or F's in their Sophomore year to be eligible for their Junior Year. Seniors may not have any D's or F's in their Junior year.
4. Any student who has accumulated a total of 2 or more days out of school suspension in his/her Sophomore year will not be eligible for candidacy in their Junior year and any Senior with a total of 2 or more days of out of school suspension in his/her Junior year will not be considered for candidacy in his/her Senior year.
5. Any student with more than 10 days of absence for the first and second marking periods will not be considered for membership into the National Vocational-Technical Honor Society. Days absent will be defined in groupings, an example of groupings would

NATIONAL VOCATIONAL TECHNICAL HONOR SOCIETY (cont.)

be if a student is sick with the flu for five days would be considered as one absence. A student's absence from school due to an illness must be documented by a physician to be considered for review by the NV-THS committee and administration. Family and/or catastrophic emergencies resulting in a student's absence will also be considered with appropriate documentation.

6. All incumbent members of the honor society will have their grades evaluated each marking period. In the event that a student's grade point average drops below 3.1 he/she will be given a one marking period probationary period to bring their grade point average back to the required 3.1.

RULES CONCERNING SEMI-FORMAL ACTIVITIES

- All participants must have a cumulative grade point average from the previous three years totaling a 2.0 or better.
- Students that have a significant number of school offenses which have been substantiated by teacher referrals will be ineligible to participate.
- All students must comply with tardy policy.
- Any student who has had a disciplinary action taken against them for the violation of the drug and alcohol policy will be ineligible.
- Student candidates must attend the semi formal!!!

The selection committee will consist of the guidance counselor and the homecoming director/advisors.

PHYSICAL EDUCATION REQUIREMENTS

All students will be required to wear appropriate gym attire for all physical education classes. Gym shorts, an appropriate T-shirt (no half shirts or muscle shirts), white socks and sneakers will constitute appropriate gym attire. For safety reasons, all earrings must be removed prior to phys. ed. class. If the student does not comply with this dress code for does not participate in the phys. ed. activity eight times, the student will fail the quarter.

Students in 9th, 10th, 11th, and 12th grade will not be permitted to make-up physical education class. Any physical education failures will need to be made-up in an approved summer school.

Medically excused students will be required to write a ten (10) page typewritten or fifteen (15) page handwritten paper utilizing five (5) appropriate references. This will be in effect for every quarter the student has a medical excuse. Topics will be assigned by the physical education instructor. **All medical excuses must be turned in to the Phys. Ed. Instructor by the fifth scheduled class of the marking period for which it is to be in effect.**

SENIOR AWARDS

Every year the most outstanding senior student in each of the career and technical programs is selected by the program instructor to be the recipient (according to the established criteria) of a West Side CTC plaque and a savings bond/cash donated by community groups and businesses.

Academic excellence awards are also presented to the most outstanding senior in each of the academic areas. These students also receive a West Side CTC plaque and a savings bond/cash donated by community groups and businesses.

FIELD TRIPS

It is the instructor's responsibility to see that all students who are participating in a field trip fill out the "parental request field trip" (WS-5013) and return it to the instructor prior to departure. The instructor is to see that all students participate in the field trip unless they have written permission to remain in school. Any tickets purchased for field trips are considered as final. There will be no refunds for tickets purchased.

All students must be eligible to attend the field trip by complying with the attendance, discipline, and tardy policies.

It is the instructor's responsibility to determine the dress code for their particular field trip and to insure students are in compliance of that dress code. All instructors are responsible for checking with Administration regarding student eligibility.

Students who have accumulated several discipline actions throughout the school year may not be eligible for a particular field trip. This will be determined on a case by case basis by the administration.

Should a field trip last longer than the normal school hours, West Side CTC is not responsible for a student's transportation home. This will be the responsibility of the student and instructor.

STUDY HABITS

Every successful student takes his/her school work seriously. It is equally important that there is time for co-curricular activities, but with proper scheduling of your time you will also be able to take time to apply a serious approach to your school work.

Here are some helpful hints to better study habits:

1. Turn off the radio, stereo, TV and any other distractions.
2. Study where it is quiet - possibly in your room at home.
3. Put aside a certain amount of time every night for study.
4. If your eyes feel strained; check to be sure you have sufficient lighting.
5. Concentrate on your work; do not allow your mind to wander to other thoughts.
6. Do not look for excuses to delay your studying.
7. Being a student at West Side CTC may be more difficult. In addition to shop skills you must learn, you also have a full academic schedule that you must satisfactorily pursue. Therefore, you will need to apply extra effort to your school work.
8. Vocational-technical students must use their heads as well as their hands because they must "think" before they "do".

9. Study habits are very important to your future; many vocational technical students further their education after graduation at a college or technical trade school. It is very important, therefore, that you know how to make the best of your study time.

STUDENT RIGHTS & RESPONSIBILITIES

The Joint Operating Committee has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines.

Attendant upon the rights established for each student are certain responsibilities which include:

1. An awareness of all rules and regulations for student behavior.
2. Punctuality for classes.
3. Acceptable school attendance.
4. Dress and grooming habits that meet fair standards of health and safety and which do not cause any disruption to the educational process.
5. An awareness of and compliance with federal, state, and local laws.
6. Daily actions which do not interfere with the education of fellow students and which do not show or imply disrespect for the rights of others (students, teachers, administrators).
7. Behavior showing care and respect for school property and facilities.
8. An understanding that school work missed because of excused absence must be made up within a reasonable time.
9. No participation in any action that threatens the safety of school personnel.

Students are encouraged to express their ideas, opinions, and concerns to any administrator of the West Side CTC.

CHANGE OF ADDRESS

Students and/or parent/guardian are required to notify the main office whenever there is a change of address, phone number, or a change in guardianship. This is necessary so that all student records are kept current.

PHOTO PERMISSION

The West Side CTC utilizes various media/publications to educate the community and celebrate student success during the school year. These media/publications include but are not limited to the following: West Side CTC website, various student, parent, and community publications, local/regional newspapers and publications.

If you object to your student's photo being included within any publications/media please notify the administration of West Side CTC in writing.

LAVATORY

Students must have permission and a school approved pass to visit the lavatory.

SCHOOL VISITORS

The Joint Operating Committee welcomes and encourages visits to the school by parents, residents of the community, and interested educators. To insure security and order in the school, guidelines governing school visitors shall be established:

The administration has the authority to prohibit the entry of any person into the school in accordance with the following procedures:

1. All visitors shall report to the main office to register in the visitor's book and shall secure a visitor's pass.
2. Visitors are not permitted in the classroom or lab areas without prior approval of the instructor. Such visits must be scheduled during non-instructional time.
3. Children not accompanied by parents may not visit the school. Students of West Side CTC are not permitted to bring children or infants to school without administrative approval.
4. Visitors will not be permitted during the first and last week of school or the day prior to a holiday vacation.
5. All student visitors must obey the same rules and regulations as regular members of the student body of West Side CTC.
6. All faculty and staff will refuse to allow unknown or unidentified persons in their rooms or in the building without proper identification (West Side CTC Visitor's Badge). Any faculty or staff member encountering an unidentified visitor in the building is to notify the office immediately.

STUDENT TOURS

West Side CTC provides the opportunity for its member districts to have their grades K-12 tour our facilities. West Side CTC offers a complete source of career information that can be used for elementary, middle school, and junior high schools. Because we feel that dissemination of career information should begin as early in a child's life as possible, we open our doors to tours from our member districts and community civic groups. In addition, we offer the opportunity for students in grades 8-11 to experience our school for a day through our "shadowing" program. To arrange for a tour or shadow experience please contact the Director of Recruiting at West Side CTC.

CAFETERIA PRIVILEGES

West Side CTC participates in the Free and Reduced price Breakfast/Lunch Program. Students may obtain an application form from the school nurse to determine eligibility for the program.

West Side CTC maintains a cafeteria for the employment and convenience of its students. To facilitate a more pleasant breakfast and lunch period, please observe the following:

1. Wait your turn in line rather than pushing and shoving; do not crowd in front of others.
2. Have your money or ticket ready.
3. Leave your place as clean as you would like to find it.
4. Put trash in the containers and take your tray to the window bay of the dish room.
5. Food or drink is not to be taken out of the cafeteria.

WELLNESS POLICY

West Side CTC recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Joint Operating Committee is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Joint Operating Committee establishes that the school shall provide to students:

- a. A comprehensive nutrition program consistent with federal and state requirements.
- b. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.

The Administrative Director shall be responsible to monitor the school's programs and curriculum to ensure compliance with this policy, related policies, and established guidelines or administrative regulations. Staff members responsible for programs related to student wellness shall report to the Administrative Director regarding the status of such programs. The Administrative Director shall annually report to the Joint Operating Committee on the school's compliance with the law and policies related to student wellness. The report may include recommendations for policy and/or program revisions. An assurance that school guidelines for reimbursement meals are not less restrictive than regulations and guidelines issued for the school in accordance with federal law shall be provided annually by the Food Services Director.

Wellness Committee

The Joint Operating Committee shall appoint a Wellness Committee comprised of at least one (1) of each of the following: Joint Operating Committee member, school administrator, school food service representative, student, parent/guardian, member of the public, teacher, school nurse, school counselor, classified staff, dietitian, health professional, and other individuals chosen by the Joint Operating Committee.

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing a Student Wellness Policy that complies with the law to recommend to the Joint Operating Committee for adoption.

The Wellness Committee may examine related research and laws, assess student needs and the current school environment, review existing Joint Operating Committee policies, and administrative regulations, and raise awareness about student health issues. The Wellness Committee may make policy recommendations to the Joint Operating Committee related to other health issues necessary to promote student wellness.

Nutrition Education Nutrition Education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

Physical Activity The school shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

Physical Education Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education classes shall be the means through which all students learn, participate and are assessed on developmentally appropriate skills and knowledge necessary for lifelong health-enhancing physical activity.

Other School Based Activities

- The school shall provide adequate space, as defined by the school, for eating and serving school meals.
- Students shall be provided a clean and safe meal environment.
- Drinking water shall be available at all meal periods and throughout the school day.
- Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

Nutrition Guidelines

All foods available in the school during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods provided through the National School Lunch or School Breakfast Program shall comply with federal nutrition standards under the School Meals Initiative.

Competitive foods are defined as foods offered at school other than through the National School Lunch or School Breakfast Programs and include a la carte foods, snacks and beverages, vending food, snacks and beverages; fundraisers; classroom parties; holiday celebrations.

All competitive foods available to students in the school shall comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The nutritional standards shall be implemented as a three (3) year plan. All competitive foods available to students in the school shall comply with the established nutritional guidelines, as listed in the Student Wellness Plan.

References Child Nutrition and WIC Reauthorization Act of 2004 - P.L. 108-265 Sec. 204.

CLINICAL SERVICES • (Health Services)

Any medical concerns should be reported to the school nurse. An ill child must be kept home until symptom free for 24 hours. Symptoms include: fever, vomiting, and diarrhea.

Students with minor illnesses are allowed to rest, but if unable to return to class after one-half hour or when the condition warrants, they are sent home and referred for further medical treatment if necessary.

First aid for all injuries occurring in school or enroute to school is provided in the health suite by the school nurse. Students with injuries, requiring further medical treatment, are sent home with parent/guardian or taken to a medical facility, if deemed necessary.

Student drivers who are ill are not allowed to drive home until permission to do so has been obtained from the parent/guardian. This may be done by a verified phone conference between the nurse and parent/guardian. No ill or injured student, regardless of age, is allowed to sign out of the building, without permission of the nurse.

LIBRARY

The library is to be used for individual research and class research. Multimedia material and equipment are available for student use. Books may be borrowed according to the rules of the librarian. Reference books are not loaned. Students must have a pass/approval to be in the library.

GUIDANCE SERVICES

The guidance department seeks to help students in every way possible. It covers particularly those areas of the student's life in school which are not cared for in regular classes or co-curricular activities. The department is concerned with their present work and future plans. More specifically, the purpose of this service is to assist students in problems such as adjusting themselves to their school surroundings, making a choice of subjects which will prepare them for career and technical choices, securing information about various occupations, making progress in their various school subjects and activities, choosing a school in which to continue their education beyond high school, and planning courses and electives to meet the necessary entrance requirements for college (two and four year), and to secure information about these schools and their requirements.

Note: Parents of students in 11th and 12th grade have the option of not being on the list of students provided to the U.S. Military. If you choose to not be on the list, a written letter stating such must be provided to the guidance office by September 30.

SCHOOL STORE

The school store is operated by the Business Program. The store is operated for educational purposes. The student body may purchase items for sale. Students are not permitted to purchase food or drink items from the store when they are in academic classes. All food and drink items must comply with Wellness Policy.

CREDIT UNION

West Side CTC students in the Business Marketing program of study offer and maintain a credit union within the school. This credit union is a part of the P&G branch. This branch is open to all students and faculty on Monday afternoons. Any student interested in being a member should contact Mr. Tom Pieczynski, Business Marketing Instructor at ext. 302.

LOCKERS

We have installed combination locks on all lockers in the school. Each student will be assigned a locker at the beginning of each school year. You are advised that your locker combination is a very important item. You should memorize it, as your locker will lock automatically when closed. **DO NOT GIVE THIS COMBINATION TO ANY OTHER PERSON**, as you will be in violation of security which West Side CTC has sought to provide for your benefit.

It is the student's responsibility to protect personal property in the locker. Lockers should always be locked when not in use. Do not leave money or valuables in your locker. Lockers are not safes. **STUDENTS MUST ONLY USE THEIR OWN LOCKERS - NOT THOSE OF OTHER PEOPLE!**

Students will be billed for any damage done to the locker. West Side CTC is **NOT** responsible for items in lockers or left in lockers. Students must remove all personal items (clothing, etc.) from their lockers prior to the end of the year locker clean out day. All items remaining will be discarded after the last day of school.

LOST AND FOUND

Students may check with their instructors and with the main office for any lost and found articles. Proper care and attention to personal and school related belongings can eliminate costly expenses to replace these articles.

TEXTBOOKS

Any student who loses or destroys a book will be required to pay for it. Every student is responsible for the texts they are issued and must bring all textbooks to the appropriate classroom.

WORKING PAPERS

West Side CTC issues working papers to those students who present their birth certificate or baptismal papers to the main office.

VACATION EMPLOYMENT CERTIFICATE

Vacation employment certificates are required when minors between 14 and 18 years of age are employed before or after school hours or during school vacations.

GENERAL EMPLOYMENT CERTIFICATE

A general employment certificate is required when a 16 year old minor wishes to leave school for full time employment. If the minor loses his/her job before his/her seventeenth (17) birthday, the general employment certificate is thereby automatically canceled and he/she must return to school until he/she is 17 years of age. Failure to return to school will subject the parents to fines under the state laws.

COOPERATIVE EDUCATION

The Capstone cooperative education option is available to all second semester juniors and seniors who meet the standards for participation. A co-op education provides supervised on-the-job training which frequently leads to full time employment upon graduation. Students interested must apply through the West Side CTC Co-Op Office.

STUDENT ASSISTANCE PROGRAM **(S.A.P. TEAM)**

The Student Assistance Program at West Side CTC consists of a comprehensive, systematic, and organized approach designed to identify, refer, and support "at risk" students. The program is staffed by teachers, administrators, school counselors, the school nurse and appropriate agencies from the community.

At Risk Students - Chemical Substance Abuse, Depression, Suicide Prevention, Intervention

Identification of “at risk” students come from referrals made by other students, parents, teachers, counselors, administrators, and staff. Referrals are made to the S.A.F.E. Team.

Referrals are made to the team if there is a concern for the physical and/or emotional well being of a student. They can be based on grades, attendance, behavior, and/or physical symptoms.

Support occurs during the intervention process. The student, his or her family, and the school work together in providing a more conducive atmosphere for the “at risk” students during the rehabilitation process. This process involves not only placement (when needed), but aftercare support for the student.

S.A.P. Team Administration

Christine Butchko - Certified School Nurse

Leo Dragon - Cooperative Education Instructor

Anthony Guariglia - Principal

Gina Harrison - Health Related Technology Instructor

Jeanne Kravitz - Health Related Technology Instructor

Maripat Makalusky - English Instructor

Sally Mock - Health & Physical Education Instructor

Peggy Mullin - Fine Arts Instructor

Jerry Ogurkis - School Counselor

Jamie Trusa - Physical Education & Health Instructor

Robert Yatsko - School Counselor

TRANSPORTATION

Students must use their sending school’s transportation to and from West Side CTC. Students will abide by all rules and regulations as established by the sending school when riding the bus. Bus privileges may be suspended if rules are broken. It will be the discretion of the sending school to levy punishments. The principal of West Side CTC or the sending school will inform students of any bus discipline.

POSSESSION OF CELL PHONES/ PAGERS & ELECTRONIC DEVICES

Cell Phones/Pagers

The J.O.C. prohibits the powering on and use of personal communication devices, including cell phones, and telephone paging devices/beeper devices by students during the school day while on school property.

All cell phones/pagers must be turned off at all times during the school day. The use (out-going calls, in-coming calls, text messaging, camera use, game-playing, or any other uses) of cell phones or pagers in the school building during school hours is strictly prohibited. Such use will result in suspension and confiscation of the cell phone/pager as listed below.

Cell phones/pagers are not to be visible at any time during the school day. Cell phones/pagers may be carried in the student's purse or pockets or placed in their locker but cannot be visible. West Side CTC is not responsible for lost or stolen cell phones/pagers.

In the event of any emergency, parents/guardians are instructed to contact the school receptionist. The school will then contact your student. We are asking all parents/guardians to refrain from contacting students during the school day by their cell phone/pager.

The use of a camera phone is strictly forbidden in the school building. The use of camera phone in private areas, such as locker rooms, bathrooms, dressing areas, classrooms, and offices may be in violation of the criminal code and is strictly prohibited.

Electronic Devices

Electronic devices include but are not limited to: portable CD players, iPod's, MP3 Players, handheld gaming systems, **cameras, video cameras and any device that provides for a wireless, unfiltered connection to the Internet**. Electronic devices are prohibited in the school building during school hours.

1st Offense

- 1 day in-school suspension*
- Device confiscated for the remainder of the school day
(student may pick up in the main office at the end of the day)
* 2 days In-School Suspension (if student refuses to turn over device)

2nd and Subsequent Offense(s)

- 1 day in-school suspension*
- Device confiscated until parent/guardian picks it up from the school
* 2 days in-school suspension (if student refuses to turn over device)

Note: As per Section 1317.1 of the PA School Code, the policy restricting beepers/pagers shall not apply in the following cases, provided that the school authorities approve of the presence of the beeper/pager in each case:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
2. A student who has a need for a beeper/pager due to the medical condition of an immediate family member.

TOBACCO CONTROL ACT 145 OF 1996

As required by law (Act 145 of 1996); tobacco use or possession (whether lit or unlit) by pupils is prohibited at all times in the school, on school grounds, and on the school buses. A student who commits an offense under this act shall be subject to prosecution by West Side CTC at the local magistrate and will also receive disciplinary action according to school policy.

RELEASE OF STUDENT RECORDS

Students are advised that West Side CTC will release “directory information” contained in an educational record of a student “that would not generally be considered harmful or an invasion of privacy.” Specifically, “directory information” includes but is not limited to the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, sports participation, co-curricular activities, and honors and awards received. Any student wishing to opt-out of having their “directory information” disclosed is to notify the administration of West Side CTC in writing prior to October 1st of each school year.

STUDENT COMPLAINT PROCESS

A “complaint” shall be defined as a concern that arises out of actions that directly affect the student’s participation in an approved educational program. The student should first make the complaint known to the staff member most closely involved or if none is identifiable, his/her guidance counselor, and both shall attempt to resolve the issue informally and directly.

For complaints which must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth the specific nature of the complaint and a brief statement of the details relating to the complaint. This will be submitted to the high school principal. A meeting will be held with a committee composed of administration, a faculty member, and the student to determine appropriate action regarding the complaint.

DISCIPLINE CODE

It is the duty of each district to provide an atmosphere where students can learn and teachers can instruct. It is also the duty of the school districts to develop a code of behavior, which is fair and just, and to make this code known to both students and parents/guardians. It is also the goal of this Code of Behavior to create an optimum learning environment in a positive atmosphere and instill in the students that they are ultimately responsible for their actions.

The first level of behavior and control lies within the realm of the classroom teacher. This control is not restricted to the classroom but rather extends throughout the entire educational environment i.e.: halls, gym, cafeteria, and school grounds. It is the responsibility of all employees to maintain a positive and safe environment.

The school administration should be the last step of intervention. Instructors should feel free to utilize administration to handle severe situations but not to administer reprimands and admonishments. Administration is always available to assist any employee who requests alternative classroom management techniques.

Parent/guardian involvement is also another key ingredient to a successful code. Faculty should involve parents/guardians in the correction of chronic problems and administration will depend on parent/guardian conferences as a subsequent item to suspensions.

For those students who have a legal Individual Education Plan and have accumulated suspensions that may affect the student's placement must attend a meeting with an Intermediate Unit Representative, sending school representative, principal, and student in compliance with all due process regulations.

The following code of behavior is hereby established by the West Side CTC:

LEVEL ONE

Definition of Level One:

Student behaviors which are to be handled by the classroom teacher who is responsible for the management of their classroom.

Student Behaviors

1. Classroom disturbances and violations of classroom procedures
2. Cheating

3. Inappropriate language/behavior to other students
4. Failure to do assignments
5. Unprepared for class activity
6. Late for class
7. Undue affection in the halls/classroom
8. Making unauthorized projects in shop

Teacher Responses May Include:

- Verbal Reprimand
- Isolation within the classroom
- Special assignments
- Parent/guardian phone call
- Parent/guardian conference
- Guidance referral
- Teacher assigned detention*

* Requires parent/guardian notification and notification to the main office.

LEVEL TWO

Definition of Level Two:

Incidents whose seriousness and/or frequency disrupt the learning environment of the school or action that cannot or should not be tolerated in the school environment.

Administrative Responsibility

1. The student is called to the office
2. Administration discusses the offense with the student

Level Two Offenses

- 201 Acts endangering health/safety of others
- 202 Damage to school/employee property
- 203 Damage to student property
- 204 Disrespect/subordination
- 205 Disruptive behavior
- 206 Failure to follow dress code policy
- 207 Failure to follow cell phone, pager, & other Electronic Devices Policy
- 208 Harassment
- 209 Horseplay
- 210 Safety violation
- 211 Threats (directed to another student)
- 212 Use of profanity
- 213 Violation of smoking/tobacco policy
- 214 Cutting class
- 215 Truant

Level Two Administrative Responses May Include:

- Verbal warning
- After school detention
- In-school suspension
- Guidance Referral
- Parent/guardian conference

SMOKING VIOLATIONS

As required by law (Act 145 of 1996), tobacco use or possession (whether lit or unlit) by pupils is prohibited at all times in the school, on school grounds, and while being transported to and from school or co-curricular activities. A student who commits an offense under this action shall receive:

1st Offense

- Two (2) days in-school suspension and citation sent to magistrate for prosecution

2nd Offense

- Three (3) days in-school suspension, citation sent to the magistrate for prosecution
- Parent/guardian conference with principal

3rd and subsequent offenses

- Five (5) days in-school suspension
- Parent conference with principal

TRUANCY

Truancy shall be defined as: Leaving the school property without permission from the school nurse, principal or director or an absence from school without parent/guardian knowledge. The student will be subject to appropriate disciplinary action as per the student code of behavior. The student will also receive a zero for each class missed. No student regardless of age is to leave the school building without proper permission. Any student who leaves the school building without permission will be subject to the following:

1st Offense

- 2 days in-school suspension
- Zero participation grade in all classes missed

2nd Offense

- 3 days in-school suspension
- Zero participation grade in all classes missed
- Parent conference with principal

3rd and subsequent offense(s)

- 5 days in-school suspension
- Zero participation grade in all classes missed
- Parking permit revoked for remainder of school year
- Parent conference with principal
- Possible recommendation for expulsion at the discretion of administration

Level Three

Definition of Level Three

Infractions that result in violence to another person, blatant safety violations, behavior contrary to the criminal code, violations of the schools drug/alcohol policy, or weapons policy. Due to the severity of level three offenses, students who have violated a level three offense may be referred for expulsion from West Side CTC.

Some offenses will be uniquely a level two or level three, however, in the discretion of the teacher, monitor or administrator, the severity of the offense can dictate whether it is written as a level two or level three offense.

Level Three Offenses

- 301 Acts endangering health/safety of others
- 302 Assault (to employees)
- 303 Assault (to another student)
- 304 Conduct contrary to criminal code
- 305 Damage to school/employee property
- 306 Damage to school property
- 307 Disrespect/insubordination
- 308 Ethnic/racial intimidation
- 309 Fighting
- 310 Hate crimes
- 311 Profanity (directed at employee)
- 312 Possession of stolen property
- 313 Serious disruptive behavior
- 314 Serious safety violation
- 315 Sexual harassment
- 316 Terroristic threats
- 317 Threats (to employees)
- 318 Violation of drug/alcohol policy
- 319 Violation of weapons policy

Level Three Administrative Responses May Include:

- Out-of-school suspension
- Referral to outside agency

- Referral to law enforcement agency
- Possible recommendation for expulsion at the discretion of administration

Throwing objects of any kind is considered as a safety violation and will constitute either a mandatory disciplinary action, dependent on the nature of the incident, at the discretion of the principal.

POLICY ON FIGHTING/VIOLENCE

Fighting or violation of any type will not be tolerated on the school grounds, hall, classrooms, or in any area of the school. There are two classifications of fighting: one is considered assault and the other is a mutual fight. Assault will be considered as one person causing bodily harm to another who does not fight back except as a defensive measure to insure ones safety. The student who assaults another will face an automatic five (5) days out of school suspension and will be cited for disorderly conduct. In addition, the student may face civil action being filed by the other student.

A mutual fight is a physical altercation between two or more students. Students found to be in violation of this offense will be suspended for five (5) days out of school and will be cited for disorderly conduct.

A mandatory parent/guardian conference is required for any fighting violation. Any student who cannot demonstrate consistent non-violent behavior may be recommended to the Joint Operating Committee for expulsion.

Teachers or other school personnel who witness the fighting accident will take appropriate action by escorting the student to the principal and completing a level-3 discipline referral form which is to be submitted to the principal as soon as possible.

POSSESSION OF DANGEROUS/CONCEALED WEAPON

The carrying, bringing, using or possessing any dangerous or deadly weapon in any classroom, technology program, halls, grounds, or transportation medium to or from the West Side CTC or at any school sponsored activity is prohibited.

Weapons shall be defined as any instrument or implement capable of inflicting serious bodily harm or injury and includes but is not limited to the following: sling shots, brass knuckles, num-chuck sticks, knives, cutting instruments, firearms, explosives, noxious, irritating, or poisonous gases

fashioned with the intent to use, sell, threaten, or harass students or staff members.

Violations of this policy will be subject to administrative action according to the Pennsylvania School Code, Section 1317.2.

1. Appropriate legal action
2. Possible recommendation for expulsion at the discretion of the administration.

It is the responsibility of the parent/guardian to seek alternative education.

EXPULSION

It is the responsibility of the administration to protect the rights, safety, and welfare of all students. Any student who has accumulated multiple discipline offenses, committed a serious act which has been determined by the administration as being a serious safety concern to other students may be referred for expulsion.

All expulsions require a prior formal hearing. During the period prior to the hearing and decision of the Joint Operating Committee, the student shall be afforded the rights set forth in Chapter 12 of Title 22 of the State Board of Education Regulations except if the health, safety or welfare of the school community is threatened.

Students who are less than seventeen (17) years of age and are under the compulsory school attendance law are still subject to expulsion. It is the responsibility of the parent/guardian to seek alternative education.

ANTI-BULLYING POLICY

West Side CTC recognizes that bullying of students has a negative effect on the educational environment of its school. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and or at school events and/or activities whether occurring on or off campus.

Bullying shall mean unwelcome, verbal or physical conduct directed at a student by another student(s) that has the intent and effect of:

- Physically harming a student (e.g., hitting, kicking, spitting, pushing, and invading one's personal space in an aggressive manner).

- Damaging, extorting or taking a student's personal property.
- Placing a student in reasonable fear of physical harm.
- Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, and ridicule.
- Cyber-bullying: forms of verbal and psychological bullying may also occur on the internet through e-mail, instant messaging, text messaging, chat rooms, or personal profile websites such as myspace, face book etc.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunity.
- Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

Employees who observe or become aware of an act of bullying or extortion must take immediate appropriate steps to intervene. If an employee believes that his/her intervention has not resolved the matter, or if the bullying or extortion persists, he/she shall report the bullying or extortion to the school principal for further investigation.

The West Side CTC strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building principal to report acts of bullying.

Consequence for students who are found to have bullied others may include counseling, a parent/guardian conference, in or out-of-school suspension, expulsion, a loss of school privileges and/or exclusion from school sponsored activities.

IN-SCHOOL SUSPENSION PROGRAM

West Side CTC has developed an in-school suspension program which will be utilized for all level two discipline offenses after classroom teacher intervention. This program will allow us to keep students in school while they are on suspension thus reducing the days of instruction lost due to out-of-school suspension.

While assigned to this program, the students will have a structured daily schedule with relevant assignments. The program will be supervised by a certified teacher. The in-school suspension program will not be utilized for serious discipline situations.

*** Note: All students assigned to in-school suspension must be in compliance with the dress code policy.**

PARKING & DRIVING REGULATIONS

The Joint Operating Committee will permit the use of motor vehicles by students in accordance with the following guidelines:

1. Parking permits are issued as a privilege to West Side CTC students in good standing and may be revoked for violations of the student discipline code, attendance policy, tardy policy, or other actions at the discretion of the high school principal.
2. All students driving to school must have a West Side CTC parking permit. The fee for a parking permit is \$2.00 and all students must complete an application to obtain a permit.
3. Students will be given a parking permit and a specific numbered parking spot. Parking permits must be displayed in the vehicle when parked on school property. Any vehicle parked on West Side CTC's property without proper authorization will be towed away at the owner's expense.
4. All students must park in their designated parking spot located in the parking area on the east (library) side of the school, behind the first row.
5. Students are not allowed to park in the lot behind the shop areas.
6. No cars are to be left overnight, except by permission of the main office.
7. School property speed limit is fifteen (15) miles per hour. Students that are reported as driving at an excessive rate of speed or in a careless manner are subject to losing their parking privileges.
8. Students driving to school are not permitted to leave until school dismissal, co-op dismissal, or office excused dismissal. Drivers violating this rule will be subject to loss of their parking permit and penalties as per the discipline code.
9. West Side CTC is not responsible for damage or theft of vehicle or its contents while vehicle is parked on school property. It is recommended that all car doors are kept locked.
10. Parking privileges will be revoked if student does not comply with attendance, tardy, and/or discipline policies.

DRESS & ACCESSORY POLICY #262

The intent of this policy is to ensure that our student's dress appropriately, are not disruptive to the educational process and do not compromise the safety and security of our school. While requiring a specific type of clothing, it is NOT our purpose to interfere with student decisions of freedom and expressions. However, the safety of ALL students, the security of the building and the environment in which our students learn must be the foremost objectives of our school.

Cited reference: PA School Code, Title 24, Section 13-1317.3

The Joint Operating Committee in any school entity may impose limitations on dress and may require pupils to wear standard dress or uniforms. Dress policies may be applicable throughout the school entity or may be applicable to one or more school buildings within the school entity.

West Side CTC has adopted a policy, which mandates a school wide Attire & Accessory Policy for ALL students. The ATTIRE AND ACCESSORY POLICY is mandatory and WILL be strictly enforced according to the attached discipline guidelines.

In an effort to further improve the incorporation of industry standards with the Career and Technology programs at West Side CTC, as well as improve our image, West Side CTC prepares students for both white and blue collar careers. It is with this thought in mind that our students, who are the future employees, need to understand the importance of professionalism in the workplace.

After much evaluation and input from business and industry, and our occupational and local advisory committees, West Side CTC will adopt an Attire and Accessory policy that is based upon the "Business Casual" philosophy. Business Casual will be defined by the following specified guidelines, for both male and female students.

BUSINESS CASUAL GUIDELINES

1. PANTS: Must be casual/dress/corduroy of a solid color (Khaki, Navy, Blue, Black, Brown, Gray, White, Olive)
 - A. Pants must be sized to fit the student (i.e. +/-1 size to the student's measurement)
 - B. Pants are only permitted to have two (2) pockets in the front and two (2) in the back. Pants may also have one (1) additional

pocket on each leg.

- C. The following type pants are not permitted:
- Baggy/skateboard pants
 - Extra wide / extra full pants
 - Military fatigues (No camouflage)
 - Sweat Pants
 - Wind Pants
 - Pajamas
 - Yoga pants
 - Jeans/denim
- D. Capri pants of proper color and size are permitted (**same guidelines as pants**).

2. SHIRTS: ***The only acceptable shirt for all students is a polo shirt (golf shirt) i.e., a shirt with a collar and 3-5 front buttons or an oxford button-down dress shirt.***

- A. ***Polo shirts (short/long sleeve) must be worn.***
- B. ***Polo shirts can be striped or of solid color and may have an embroidered logo no larger than 2".***
- C. Embroidery/silk screening with approved school logos, program logos or other respective school activities is optional.
- D. All shirts must be appropriate size for the student (***i.e. +/- 1 size to the student's measurement and may not extend past the middle of the pants pocket.***)
- E. ***No V-neck shirts are permitted.***
- F. ***Hooded sweatshirts are not permitted.***
- G. ***Button-down shirts must have all buttons fastened except for the top button.***

3. **T-SHIRTS/TURTLENECKS:**

- A. ***A t-shirt, undershirt, or turtleneck is permitted to be worn under the polo shirt.***
- B. ***Cardigan or zip-up sweatshirts and sweaters (without hoods) are permitted to be worn over a polo shirt.***

4. **SHORTS/SKORTS:**

- A. Students will be permitted to wear solid color dress shorts/skortis sized to fit. (Same guidelines as pants).
- B. Shorts/skortis can be no shorter than 2 inches above the knee
- C. Pleated or plain shorts/skortis with two (2) pockets in the front and/or back.
- D. Shorts may only be worn, not before April 15 and not after October 31.

5. SHOES:

- A. Some style of shoes/sneakers must be worn at all times.
- B. No flip-flops, slippers, or open toe foot apparel is permitted.
- C. Any footwear that poses a safety hazard is not permitted

SPECIFIC CAREER & TECHNICAL PROGRAM UNIFORMS:

Students in career and technical programs which have specific assigned uniforms such as: culinary arts and health related technology may wear their program uniform throughout the school day. Students in these programs who chose not to wear their uniform must then follow the dress code policy.

ARTICLES OF NON-COMPLIANCE

- No hats, caps, headbands or bandanas
- No bare midriff or low cut scoop neck tops
- No tank tops, tube tops, halter tops, or sleeveless shirts
- No chains, dog collars, spike bracelets/necklaces
- No exposed body piercing jewelry, including tongue rings. Band-aids covering a piercing will not be accepted. Earrings are acceptable.
- Any clothing or article deemed offensive, sexually suggestive, condoning violence, drug/alcohol use, suicide or vulgar language
- The display of any undergarment
- No unnatural hair coloring or styles
- No torn/ripped clothing
- No black on black (shirts and pants, shorts, etc.)

ATTIRE POLICY CLOTHING MAY BE PURCHASED FROM THE SCHOOL VENDOR OR A VENDOR OF YOUR CHOICE, AS LONG AS THEY CONFORM TO THE ATTIRE CLOTHING POLICY.

EXEMPTIONS

Parents or legal guardians who object to the policy based on religious or medical grounds must present to the principal, a signed letter detailing the reason for the objection. The parent or guardian and the principal will meet to discuss the exemption.

Discipline Guidelines for Non-Compliance with Attire/Accessory Policy

Cited References: Pennsylvania School Code, Title 24, Sections: 13-1327, Compulsory School Attendance

Pennsylvania School Code, Title 24, Section 13-1333, Penalties for Violation of Compulsory School Attendance.

U.S. Supreme Court decision (Tinker Case)

1st Offense: Student will be assigned one (1) day in-school suspension. At the discretion of the principal, the student will be retained in the office or placed in in-school suspension until the parent/guardian provides a proper change of clothing. The parent/guardian will be notified in writing relative to policy violation.

2nd Offense: Student will be assigned two (2) in-school suspensions. At the discretion of the Principal, the student will be retained in the office or placed in in-school suspension until the parent/guardian provides a proper change of clothing.

3rd and Subsequent Offenses: Student will be assigned three (3) in-school suspensions. At the discretion of the principal, all subsequent violations will result in in-school suspensions, loss of privileges and or out of school suspensions.

Attachment 1

Technology Instructors can add their own attire guidelines as they deem necessary for their individual programs. (Coveralls, jeans, etc) However, the attached ATTIRE AND ACCESSORY POLICY WILL BE in effect for ALL other parts of the building.

Programs that currently have unauthorized issued/purchased clothing attire can continue to utilize same in the program area, however, must be phased out over the next two (2) years to comply with this policy.

POLICY BARRING **SEXUAL HARASSMENT**

West Side CTC is committed to assuring equal opportunities to all persons and does not discriminate on the basis of sex. Further, the school is committed to maintaining an educational environment for all students, employees, invitees, and licensees which is free from any type of sexual harassment.

It must be clearly understood that sexual harassment will not be tolerated or condoned. Appropriate disciplinary action will be immediately taken against all violators.

Sexual harassment includes:

- Unwanted touching, fondling, patting, pinching or kissing.
- Requests of demands for sexual favors, propositions, questions about a person's sexual practices, lewd comments, sexual insults, innuendoes, threats or sexually explicit jokes.
- Obscene gestures, or displays and decorations of sexually explicit pictures, objects, materials or crude cartoons.

STUDENT EARLY DISMISSAL

Students are encouraged to schedule medical and dental appointments after school hours or on Saturdays. In some instances, when this is not possible, an early dismissal will be permitted providing the student brings a note from the parent or guardian. Students eighteen (18) years of age or older that reside with their parent(s)/guardian(s) must also provide a note from their parent or guardian. Students eighteen (18) years of age or older who do not reside with their parent(s)/guardian(s) and have been legally emancipated may write an excuse to be excused. All students must present this note to the school nurse prior to homeroom. All notes must include a phone number of where the parent/guardian can be reached to verify the early dismissal. NO STUDENT IS TO LEAVE THE BUILDING WITHOUT FOLLOWING THIS PROCEDURE. For security purposes, photo ID must be presented when picking up a student. Violations will be considered as truancy and subject to the student discipline policy.

SCHOOL CANCELLATION **DELAYED START • EARLY DISMISSAL**

In the event that inclement weather caused the cancellation or delay of classes at West Side CTC, students are to follow the schedule of their home school district. If the home school is delayed by two hours, the students should report to their bus stop two hours later. If the home school cancels school, the student does not have to report to classes at West Side CTC. In this case, the absence from West Side CTC will be classified as an excused absence, however, a written excuse must be provided by the parent or guardian.

Parents should stay tuned to the local television for weather delays or cancellations or connect to the Principal's Weather Information by dialing 288-8493 ext. #5 on the phone menu.

In the event that weather causes an early dismissal parents should consult with local television stations. Students will be dismissed from West Side CTC the same time that the home school dismisses. Because of the nature of following the dismissal time of five school districts, West Side CTC does not broadcast early dismissals.

WITHDRAWAL OF STUDENTS FROM WEST SIDE CTC

In some instances, the enrollment of a student at West Side CTC may become unwise. Either the student or West Side CTC may initiate action which may result in a return to the sending school. The student and parent/guardian must have an exit interview with the guidance counselor prior to withdrawing from school. A parent/guardian signature is required on the official withdrawal form. All outstanding obligations must be satisfied before withdrawal and release can be approved, otherwise, records will not be forwarded.

PARENT VISITATION & TEACHER CONFERENCES

Parents are always invited and welcome to visit West Side CTC any time during the day to talk with the students shop instructor, academic instructors, or administrators. However, to insure a minimum of disruption to instruction and the classroom environment, the following guidelines must be followed:

1. Appointments with teachers must be made twenty-four (24) hours in advance.
2. Appointments with administrators must be scheduled twenty-four (24) hours in advance.
3. Multiple teacher conferences will be scheduled for 2:50 pm.

ATTENDANCE POLICY

PURPOSE

The Joint Operating Committee believes that regular school attendance is conducive to learning and that frequent absences of students from either academic or career technology programs disrupts the continuity of the instructional process. West Side CTC cannot educate students or provide them the support and assistance when they are absent. Regular

attendance, interaction and participation in the instructional process are essential for optimum development and the sharing of individual talents and experiences; therefore regular attendance each day that school is in session is required.

AUTHORITY

Section 1327 of the PA School Code requires that every child of compulsory school age having a legal residence in this Commonwealth, is required to attend school in which the subjects and activities mandated by the standards of the State Board of Education are taught in the English Language.

The compulsory school age begins with the first day of school a parent or guardian elects to enroll a child in the public schools, but no later than the age of eight until the student reaches the age of seventeen or unless legitimately excused from attending as outlined by the PA Department of Education and existing school laws.

A student of seventeen years of age or older who has not graduated may not be asked to leave merely because they have reached their seventeenth birthday, if they are fulfilling their responsibilities as a student. One of these responsibilities is that a student attends school on a regular accepted basis. Failure to comply with this regulation constitutes sufficient grounds for suspension or dismissal.

RATIONALE

The career and technology center has as its primary goal the preparation of youth for employment. This goal is quite comprehensive given the variety of employer exceptions, as well as the needs of the individual. Success on the job is dependent on many factors, one of which is the need for regular attendance. In recent years, employee absenteeism has become one of the most prevalent reasons for dismissal of young employees. The attendance policies of the West Side CTC are designed to empower youth with the strong work ethic necessary to become successful members of the workforce. The school must be the learning stage of the pupils' total development and set its educational sphere broad enough to encompass all aspects of preparation for work. Students who establish chronic absentee records while in school, generally will miss a great deal of time on the job.

EXCUSED ABSENCES

All students (regardless of age) are required by the PA School Code to return a written excuse for every absence. West Side CTC will accept three forms of excuses which are as follows:

Parental Excuse: A written excuse stating the reason, signed by the parent/guardian and returned to the homeroom instructor within five (5) school days.

Medical/Professional Excuse: A written excuse from a doctor, lawyer, court or any other government agency, etc. whose appointment resulted in the student's absence. It is recommended that a medical/professional excuse is turned in to the homeroom instructor within five (5) school days.

School Issued Explanation of Absence Form: A form given to the student by the homeroom instructor for the parent/guardian to state the reason for the absence, signed and returned to the homeroom instructor within five (5) school days.

An excused absence refers to absences for any of the following acceptable reasons:

- Illness
- Death in the student's immediate family - three (3) days of absence is permitted (i.e. mother, father, sister, brother, grandparent or any relative who resides in the home)
- Death (other than immediate family) such as relative or family friend - one (1) day is permitted.
- Observance of a religious holiday
- Impassable road conditions
- Conditions which endanger a student's well-being should he/she attend school.
- Emergency conditions where a parent or guardian is rushed to the hospital or medical facility and the student is needed at home.
- Educational field trip (only when pre-approved by the Principal)
- Other existing conditions when prior approval is granted, or when a school administrator is in direct communication with the parent or guardian

** Calling the school does not change the absence to excused. A written excuse is required.**

It is required that parents/guardians notify the principal or guidance counselor in the event of any extended absence.

STUDENTS 16 YEARS OF AGE OR YOUNGER

Unlawful Absences

All students sixteen (16) years of age or younger who fail to return a written parental excuse, medical/professional excuse, or a school issued

explanation of absence form to their homeroom instructor within five (5) school days after the absence will receive an unlawful absence.

The following are examples of unlawful absences:

- Failure to get up for school
- Missing a scheduled school bus
- Absence without parent/guardian knowledge (truant)
- Baby-sitting
- Running errands
- Failure to provide a written parental excuse, medical professional excuse, or a school issued explanation of absence form to the homeroom instructor within five (5) school days

MAGISTRATE CITATIONS

A letter will be sent by mail to notify parents/guardians of any student, (who is sixteen (16) years of age or younger), who have accumulated a total of four (4) unlawful absences. Should the student then reach four (4) additional unlawful days, a citation will then be sent to the magistrate, which will include all eight (8) unlawful days incurred. Citations will be sent to the magistrate for every four (4) additional days of unlawful absences.

Calling the school does not change the absence to excused. A written excuse is required.

It is required that parents/guardians notify the principal or guidance counselor in the event of any extended absence.

EMANCIPATED STUDENTS

In order for a student to be considered as an emancipated student, the student must have a signed letter from their parent/guardian stating that the parent/guardian has relinquished all rights, control, and responsibility for the student. The student must then produce a rent receipt or a utility bill in their name. Students who have been emancipated must write their own excuses for absences or early dismissals.

STUDENTS 17 YEARS OF AGE OR OLDER

UNEXCUSED ABSENCES

All students seventeen (17) years of age or older who fail to return a written parental excuse, medical/professional excuse, or a school issued

explanation of absence form to their homeroom instructor within five (5) school days after the absence will receive an unexcused absence.

The following are examples of unexcused absences:

- Failure to get up for school
- Missing a scheduled school bus
- Absent without parent/guardian knowledge (truant)
- Baby-sitting
- Running errands
- Failure to provide a written parental excuse, medical/professional excuse, or a school issued explanation of absence form to the homeroom instructor within five (5) school days.

****Calling the school does not change the absence to excused. A written excuse is required.****

It is required that parents/guardians notify the principal or guidance counselor in the event of any extended absence.

MAKE UP WORK

West Side CTC is striving to promote student responsibility, therefore it is the sole responsibility of the student to request and make-up all school work missed from their instructors for any absence. It is the discretion of the teacher to establish an appropriate time-line for completion of any work missed during the time of absence.

SENDING SCHOOL CANCELLATIONS

Students are to follow the schedule of the home school for delayed starts, closing due to weather, and any other emergencies. Students are not expected to attend West Side CTC during those instances. An excuse must be presented to the homeroom instructor within five (5) school days for the day to be considered as an excused absence.

Except as hereinbefore stated, students are to follow the official calendar of West Side CTC and will receive an unexcused absence unless regular transportation is not provided.

MEDICAL CONDITIONS

Students who, due to a medical condition or complications during or after pregnancy, anticipate being absent for an extended amount of time (ten or more school days), must notify the school principal or guidance counselor so that appropriate school work can be obtained or homebound instruction procedures may begin.

Students requesting homebound instruction must present a doctor's recommendation requesting homebound instruction for the student. This

recommendation must include the physician's reason(s) for homebound instruction. West Side CTC will refer the student to the home school district who will provide the homebound instructor. The student will be withdrawn from West Side CTC for the duration of the homebound instruction and reenter West Side CTC when the homebound instruction has been completed.

TARDY POLICY

Promptness at school and at the workplace is a learned behavior. Since school tardiness is a disruptive occurrence to the educational process and unaltered continuation of tardiness may be carried over to the workplace environment, West Side CTC is initiating the following rules on tardiness.

TARDY (8:06 a.m.) - All students who arrive late for school must report directly to the main office to sign-in.

The main office will monitor all student tardiness and the following will occur for tardy offenses as listed below:

5th unexcused tardy = 1 day In-School Suspension
Student meeting with guidance counselor
Guidance Counselor will contact parent/guardian

10th unexcused tardy = 2 days In-School Suspension
Student meeting with guidance counselor and principal
Guidance Counselor will contact parent/guardian

15th (and subsequent offenses) unexcused tardy =
3 days In-School Suspension
Student meeting with guidance counselor, principal and parent
Loss of parking permit (for remainder of marking period)
Loss of all field trips (for remainder of the school year)

AN EXCUSED TARDY SHALL BE DEFINED AS:

- Any tardiness that a student can produce (on the day of the tardy) a written note from a professional (i.e. Doctor, Dentist, Lawyer, Magistrate, etc.
- Any tardiness that a student can produce (on the day of the tardy) a written note from a parent or guardian indicating the reason the student is tardy.

ACCEPTABLE USE OF THE INTERNET

The computer and technology equipment at West Side CTC is intended to further the educational program of the school by providing students and employees to online research and to use the technology present as an educational tool. Use of the school's technology is to be for these intended purposes only, any violation of the guidelines listed below will result in the loss of computer privileges and possible disciplinary action.

ELECTRONIC MAIL POLICY

E-mail files are neither confidential nor private: West Side CTC reserves the right to examine files at its discretion. All mail sent includes your Username; you are responsible for any E-mail sent from your logon.

- You are entirely responsible for all activities conducted through your website account. It is therefore imperative that you keep your logon password secure.
- Attempts to read, delete, copy or modify the electronic mail of others is prohibited.
- Forgery (or attempted forgery) of electronic mail messages is prohibited.
- Sending (or attempts to send) harassing, obscene and/or threatening
- E-mail to others is strictly prohibited.
- Sending (or attempts to send) unsolicited junk-mail, "for-profit" messages or chain letters is prohibited.
- Attempting or assisting others in attempting to compromise the security or integrity of the West Side CTC website is strictly prohibited.

GENERAL COMPUTING POLICY

Everyone will be issued a User ID to be used to access the school computer network. Everyone is responsible for any violations to the acceptable use policy which occurs under their logon.

- Sharing a UserID with any other person is prohibited. Any person found using a logon not his/her own may lose network privileges.
- Deletion, examination, copying or modification of files and/or data belonging to another user is prohibited.
- Attempts to change your UserID, or circumvent network logon protocols are prohibited.
- Use of school facilities and/or services for any commercial or non-educational purposes is prohibited.

NETWORK SECURITY

As a user of the school network, you may be allowed to access other computers on the network, therefore:

- Use of the systems and/or networks in an attempt to gain unauthorized access to remote or local systems is prohibited.
- Decryption of system and/or user passwords is prohibited.
- The copying, modification and/or deletion of systems is prohibited.
- Any attempts to “crash” network systems or programs is a serious violation of the acceptable use policy. This would include “tampering” with system settings and/or the downloading of introduction of viruses.

INTERNET USE

It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems, and people. The user is ultimately responsible for his/her actions in accessing online services.

- Use of the Internet is restricted to accessing research and other educational material directly related to the school curriculum. The Internet is not to be used for recreational, game-playing or personal uses.
- West Side CTC reserves the right to monitor and log all internet use. If it is found that a UserID has accessed a website which contains pornography, sexual material, illegal material/information or any other material contrary to the West Side CTC mission the User may lose all privileges and will be subject to further disciplinary action.

COMPUTER LAB USE

The use of the school computer labs and other technology areas (i.e., Library) is restricted to instructional, educational and research purposes only. The following rules apply at all times when using these computing areas:

- No food or drink is allowed at any computer workstations, at any time.
- All users must use their UserID to gain access to their computer, and must log off when they are done using the computer.
- Users may not modify any of the system settings or other software environments of the computers without permission.
- All work is to be saved in the individual’s network folder. Users may not use flash drives, zip or other disks in the school computers without the prior permission of the instructor or supervisor.

- If, at any time, a user's computer should crash, malfunction or cease operating, the student should immediately notify the instructor or supervisor.

TERMS AND CONDITIONS

These terms and conditions are governed by West Side CTC. The school administration reserves the right to modify these terms and conditions at any time without prior notification. These terms and conditions, along with the policies and procedures governing them, apply to all members of the West Side CTC school community.

PARTICIPATION POINT SYSTEM

All instructors are mandated to allocate 10% of each student's quarterly grade to be utilized in the following manner:

Possible points:

2 points = (1) participation + (1) prepared

1 point = (1) participation or made-up work from an absence

0 = absent

Students have the possibility of earning 90 points (45 days per marking period X 2). An additional 10 points is at the flexibility of the instructor. These 10 points can be used for possible extra credit points.

GRADUATION REQUIREMENTS

The West Side CTC is a comprehensive career and technical school. To graduate from the West Side CTC each student must meet the following requirements:

1. Demonstrate through successful completion of a series of planned academic and career-technical courses, mastery of the student curriculum standards as set forth in Chapter 4 Section 4.21.
2. Each student must complete a project in one or more areas of concentrated study under the direction of the high school faculty.
3. All graduating students must demonstrate mastery of the Pennsylvania Academic Curriculum Standards by participating in the school's local system of assessment of the Pennsylvania State Standards.

ACADEMIC PLANNED COURSES REQUIRED FOR GRADUATION

COURSE	CREDITS
Language Arts	4.00
Social Studies	3.00
Mathematics	3.00
Sciences	3.00
Humanities	1.00
Physical Education	2.00
Health	.50
Family Consumer Science	1.00
Electives	1.00

(May be earned through additional career-technical credits, art, music, science/math, or a required make up course)

Career-Technical Planned Requirements

To be eligible to graduate from West Side CTC, students must pass a minimum of three years of a career and technical program one of which must be the senior year.

Students who enter West Side CTC as juniors must complete and successfully pass both years of their career and technical program.

For those students who elect to attend West Side CTC during their senior year as a program participant, the career and technical program must be successfully passed to graduate.

CAREER-TECHNICAL CERTIFICATES - The career-technical program pursued by a student at West Side CTC is considered a part of their total education curriculum. A certificate of proficiency shall be awarded to all qualified seniors. It is the responsibility of the career-technical instructor to provide a list of qualified seniors by a date to be established each year.

The grade of 70% or more must be received in the shop course toward credit hours. The career-technical certificate shall indicate the following:

1. The student's name
2. The name of the career-technical program
3. The official career-technical program CIP code
4. The number of hours of successful completion in relation to the total number of hours of available instruction in the approved curriculum.

MAKE UP COURSE - West Side CTC strongly recommends that students make every effort to successfully pass each and every subject. Because of the mandated time in the program of study, students are not permitted to make up academic courses on their program of study time.

All make-up courses must be made up through an approved 30 hour summer school program. Physical education make-up is not allowed at West Side CTC. Physical education must be made up at an approved Summer School program or when available through the West Side CTC after school Physical Education Class. The West Side CTC after school Physical Education Program is offered when there are sufficient numbers of students to conduct the program and an available certified physical education instructor.

Credit Requirements and Course Sequence

Grade 9

Language Arts 9	1.00
History 9	1.00
Mathematics	1.00
Science	1.00
Phys. Ed.	.50
Career-Technical Program	3.50
TOTAL CREDITS GRADE 9	8.00

Grade 10

Language Arts 10	1.00
History 10	1.00
Mathematics	1.00
Science	1.00
Phys. Ed.	.50
Career-Technical Program	3.50
TOTAL CREDITS GRADE 10	8.00

Grade 11

Language Arts 11	1.00
History 11	1.00
Mathematics	1.00
Science	1.00
Phys. Ed.	.50
Health	.50
Career-Technical Program	3.00
TOTAL CREDITS GRADE 11	8.00

Grade 12

Language Arts 12	1.00
Humanities	1.00
Family Consumer Sciences	1.00
Electives	1.00
Phys. Ed.	.50
Vocational Program	3.50
TOTAL CREDITS GRADE 12	8.00

ARTICULATION AGREEMENT

West Side CTC currently maintains many post secondary articulation agreements with local institutions.

The following post-secondary institutions currently participate with West Side CTC with an articulated curriculum and offer post-secondary credit for students' high school experience in approved programs.

Penn State
Luzerne County Community College
Lackawanna Junior College
Penn College of Technology
Keystone College
Kings College

EXPERIENCE PROJECT

It is required by the Commonwealth of Pennsylvania under Chapter 4 Regulations that “Completion of a culminating project in one of more areas of concentrated study under the guidance and direction of the high school faculty. The purpose of the project is to assure that the student is able to apply, analyze , synthesize, and evaluate information and communicate significant knowledge and understanding.”

The West Side CTC’s High School Experience Project does just that. It relates the commonwealth’s regulations to our career/technical programs and academic curriculums in order to provide an experience that is meaningful to the student. The Experience Project is designed to link skills that students have mastered over four years to skills necessary for post secondary education or transition into the workforce.

MASTERY OF ACADEMIC STANDARDS

Beginning with the graduating class of 2003, each student must demonstrate mastery of the Pennsylvania academic standards in reading, writing, mathematics, science and technology, and environment and ecology. The student must achieve a proficient score in these areas on a locally developed assessment, which will be aligned with the state standards.

As per Section 14.39 (course completion and diploma), students who satisfactorily complete a special education program developed by an individualized education program team shall be granted and issued a regular high school diploma. Those students who have reached their graduation (last year) may elect to return to West Side CTC if the objectives of the I.E.P. have not been met. Students who elect to return to West Side CTC are not permitted to participate in the graduation ceremony or accept a diploma. Students electing to return will graduate the year that their I.E.P. is fulfilled and the appropriate graduation date included in the graduation plan of the I.E.P.

Students who do not complete the requirements for graduation by the end of their senior year are not permitted to participate in the graduation ceremony.

REQUIREMENTS FOR PROMOTION

9th - 10th Grade

Students attaining 4.00 credits (one of which must be English) in grade 9 will be promoted to grade 10. New students transferring to West Side CTC will follow promotion requirements from their sending school.

10th - 11th Grade

To be promoted from grade 10 to grade 11 students must have attained 10.50 credits. These include their career-technical program and three additional credits from the following courses: English, Social Studies, Mathematics, or Science. New students transferring to West Side CTC will follow the grade promotion requirements from their sending school. Transfer students must have a minimum of 11.80 required credits in order to be classified as juniors.

11th - 12th Grade

To be promoted from grade 11 to grade 12 students must attain 17.00 credits. Students must pass their career-technical program and three other additional credits from the following courses: English, Science, and Social Studies.

Seniors

Seniors must pass all required scheduled courses which include their career-technical program, English, one elective, science, and physical education. To be eligible for graduation all seniors must have completed the following planned courses:

English	4	Elective	1
Math	3	Health	1 (.50 credit)
Social Studies	3	Humanities	2 (fractional planned courses)
Science	3	Physical Education	4 (2.0 credit)

Career-Technical Planned Requirements

To be eligible to graduate from West Side CTC, students must pass a minimum of three years of a career and technical program one of which must be the senior year.

Students who enter West Side CTC as juniors must complete and successfully pass both years of their career and technical program.

For those students who elect to attend West Side CTC during their senior year as a program participant, the career and technical program must be successfully passed to graduate.

Seniors not meeting the graduation requirements will not be permitted to participate in the graduation ceremony. As per Section 14.39 (course completion and diplomas) students who satisfactorily complete a special education program developed by an I.E.P. team shall be granted and issued a regular high school diploma.

Students completing their senior year at West Side CTC may elect to return to West Side CTC if the goals and objectives of the I.E.P. have not been met. Students who elect to return are not permitted to participate in the graduation ceremony or accept a diploma. Students electing to return will graduate with the graduating class the year their I.E.P. is fulfilled and all education services delivered at the West Side CTC is completed.

GRADING SCALE

REPORT CARD

GRADE QPA

100.....	4.0	87.....	2.7	73.....	1.3
99.....	3.9	86.....	2.6	72.....	1.2
98.....	3.8	85.....	2.5	71.....	1.1
97.....	3.7	84.....	2.4	70.....	1.0
96.....	3.6	83.....	2.3	69.....	0.9
95.....	3.5	82.....	2.2	68.....	0.8
94.....	3.4	81.....	2.1	67.....	0.7
93.....	3.3	80.....	2.0	66.....	0.6
92.....	3.2	79.....	1.9	65.....	0.5
91.....	3.1	78.....	1.8	64.....	0.4
90.....	3.0	77.....	1.7	63.....	0.3
89.....	2.9	76.....	1.6	62.....	0.2
88.....	2.8	75.....	1.5	61.....	0.1
		74.....	1.4	60.....	0.0

Numeric grades will appear on the report card.

The only letters indications allowed are:

W = Withdrawl

I = Incomplete

Students who have a legal medical excuse will be given appropriate time to make-up work missed during the time the student was legally, medically absent. Students who do not successfully complete make-up work will receive a failing grade for the marking period involved. Long term illness, hospital confinement, quarantine, or extenuating circumstances will be handled on an individual basis.

HOMEBOUND INSTRUCTION

In the event a student's medical condition will require a six weeks absence, homebound instruction will be necessary. Students who require homebound instruction must notify their guidance counselor immediately. West Side CTC does not supply homebound instruction. Students will be directed to their sending school's counselors. Homebound instruction will be provided through the home school.

MINIMUM GRADE

Teachers may assign students a minimum failing grade of 50 for each of the first three marking periods. There will be no minimum failing grade for the fourth marking period. Students must achieve a minimum average of 70 to pass a subject for the year.

HONOR ROLL REQUIREMENTS

1. For highest honors, a student must have a quality point average of 3.75 - 4.0.
2. For high honors, a student must have a quality point average of 3.50 - 3.74.
3. For honors, a student must have a quality point average of 3.00 - 3.49.
4. Any student receiving a 76 or below in any subject is automatically eliminated from consideration for honor roll status.

Numerical Average	Letter Grade	Quality Points
93 to 100	A	4.0
85 to 92	B	3.0
77 to 84	C	2.0
70 to 76	D	1.0
00 to 69	F	0.0

SCHOOL SPONSORED ACTIVITIES

School sanctioned activities and interscholastic athletics have specific rules outlining student participation. However, students must be aware that these extra-curricular activities require acceptable behavior, satisfactory academic achievement and regular acceptable school attendance. Violation of any of these rules can prevent a student from participation in any or all of the school sponsored activities. This may include school dances, programs, proms, and educational family approved trips.

Students who bring discredit for any reason to West Side CTC in the school or school community will be suspended from the team or activity and may be removed completely.

DRUG & ALCOHOL POLICY

INTRODUCTION

The West Side CTC is committed to insuring that every student is provided a safe environment in which to learn. Therefore, the administration has enacted a strict drug and alcohol policy. Students are reminded that the use of drugs or alcohol will not be tolerated at any time. This means at school, during school sponsored events, functions, activities, etc., either on or off school property.

In addition to the development of a stringent drug and alcohol policy, the West Side CTC maintains a strong working relationship with the Wyoming Valley Alcohol and Drug Services, Inc. to insure the students have the opportunity to access help at any time. Additionally, the Student Assistance Program within the school is a valuable resource for students.

This policy will be strictly enforced at all times so as to insure for continuity and consistency. Student health, welfare, and safety are of primary concern.

DEFINITION OF TERMS **Drugs** - Shall include alcohol, any malt beverage; or any "mood-altering chemical": includes without limitation alcohol, marijuana, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, amphetamine, barbiturates, any volatile solvents or inhalants such as Wite-Out, glue, toxic markers, varnish remover, lighter fluid, any chemical manufactured in a clandestine laboratory such as but not limited to, amyl or butyl nitrate and any drug covered by the PA Drug Device and Cosmetic Act and Controlled Substance Act of 1972, any counterfeit or look-alike drug, any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical.

NOTE: The above-defined drugs and drug use, in particular, is prohibited on school grounds, at any school sponsored functions, and while students are representing the school.

The following are examples of drugs covered under this policy:

Over-The-Counter Drugs - Possession of over-the-counter drugs/medications is prohibited by this policy. All over-the-counter drugs and medications must be labeled and stored by the school nurse (see medication policy).

Inhalants:

Nitrous Oxide - laughing gas, whippets, CO2 Cartridge

Amyl Nitrate - locker room, rush, poppers, snappers

Butyl Nitrate - bullet, climax

Chlorohydrocarbons - aerosol propellants, gasoline, glue, other chemicals containing petroleum distillates such as benzene, acetone, toluene, xylene, carbon tetrachloride, etc.

Stimulants:

Cocaine • Crack Cocaine

Amphetamine - capsules, pills, tablets

Methamphetamines

Additional Stimulants - Preludin, Didrex, Tenaute, etc.

Depressants:

Barbiturates

Tranquilizers

Alcohol

Rohypnol

Hallucinogens:

Marijuana

PCP

LSD

Mescaline

Peyote

Psilocybin

Narcotics:

Heroin

Methadone

Codeine

Morphine

Meperidine

Opium

Other Narcotics - Percodan, Darvon,

Percocet, Talwin, Lamotil, Fentanyl

Club Drugs:

MDMA (Ecstasy)

GHB

Rohypnol

Ketamine

Distribution - to deliver, sell, pass, share, or give any drug, including alcohol, from one student to another.

Possession - possessing, holding or having within immediate control alcohol or drugs defined by this policy. It should be noted that students found with alcohol/drugs in school lockers, desks, student automobile, school bus, lavatories or any other school property, are in direct violation of this drug policy and will be charged with possession. Additionally, possession by students at any school-sponsored function shall be considered in violation.

Drug Paraphernalia - any equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, cultivating, growing, harvesting, manufacturing, compounding

converting, producing, processing, preparing, testing, analyzing, packaging, re-packing, storing, containing, concealing, injecting, ingesting, inhaling, or other-wise introducing into the body a controlled substance in violation of the Controlled Substance Act. Drug paraphernalia items include, but are not limited to:

Roach Clips
Rolling Papers
Amyl Nitrate (Rush, Locker Room, Jock)
Butyl Nitrate (Bullet, Toilet Water)
Hypodermic Syringes
Cocaine Spoons - Tooters
Water Pipes, Marijuana Pipes, Crack Pipes
Drug Conversion Kits
Medication Dropper
Razor Blade

School Jurisdiction - the school property including, but not limited to, school bus, desk, lavatory, hall lockers, gym lockers, shop lockers, etc., to/from school, it's surroundings and all school-related events such as proms, field trips, etc. Therefore, this policy remains in effect for all school-sponsored activities regardless of their location.

SEARCH AND SEIZURE

Lockers and Desks - Lockers and desks belong to the school and not to the student. They are assigned to students and students have the responsibility to properly care for this school property. Students shall not store any drugs and/or alcohol or drug devices, equipment, and/or paraphernalia in lockers and desks. The school reserves the right to inspect a student(s) locker (hall locker, gym locker, or shop locker) or desk if the school has reasonable suspicion to suspect the student is in violation of the school drug and alcohol policy, identified herein, or if school officials can show that they have a heightened awareness of drug activity permeating throughout the entire school population which appears to be escalating. Parents/Guardians will be notified immediately whenever an illegal item is removed from a student's locker and/or desk and law enforcement authorities shall be immediately notified.

NOTE: Where school officials have a reasonable suspicion that a locker contains materials that pose a threat to the health, welfare, and safety of students in the school, student's lockers may be searched without prior warning. Police drug detection dogs will be utilized as well in seizures.

NOTE: Every student is assigned to a locker. Students are responsible for all contents in their assigned locker.

Use of Canines - The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. Canines shall not be used to search a student unless school officials have established that there is a reasonable cause to believe that a student possesses a contraband on his or her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or automobile shall be reasonable cause for further search by school officials. The use of dogs to detect drugs on a student falls within the category of a personal search. Consequently, this means of ferreting out substance abuse is considered intrusive and will be used only as a last resort.

Motor Vehicle Searches - Students by virtue of having the privilege of parking a motor vehicle on school property are deemed to have given prior consent for search of a motor vehicle that has been brought by the student onto school premises. The principal, or member of the administrative staff, may authorize a search of a motor vehicle on school premises if there is reasonable suspicion that the search will result in the discovery of contraband.

HANDLING DRUG RELATED INCIDENTS

Students suspected of being under the influence of drugs and alcohol

- In such instances, the student shall not be left alone. The principal or designee shall be summoned immediately and he/she, in turn, shall summon the school nurse; and, if necessary, secure additional medical help.
- In such an emergency, the principal/designee shall be responsible for all necessary investigation to be carried out. The principal/designee shall search the student's locker and desk and remove any apparent drug substances if there is reasonable suspicion to believe that there are additional drug substances stored there.
- Parents/Guardians shall be notified and symptoms of their child described.
- Should any substance be discovered, it shall be shown to medical personnel for identification and aid in the treatment of the emergency.

PROCEDURE TO BE FOLLOWED
FOR DRUG/ALCOHOL DRUG VIOLATIONS

If the administration determines that a student:

- is under the influence of drugs/alcohol
- is in possession of drugs/alcohol
- is in possession with intent to sell or deliver drugs/alcohol
- is in possession, use, sale, or dispensing drug paraphernalia which contains drug residue.

DISCIPLINARY ACTION FOR 1ST OFFENSE

1. Notify parents/guardians.
2. Law enforcement authorities are to be notified and confiscated drugs shall be turned over to them.
3. Out-of-school suspension for ten (10) school days.
4. Parents/Guardians will be notified of a scheduled formal meeting with the Joint Operating Committee.
5. Referred to the Joint Operating Committee for expulsion or change in placement.

If the administration determines that a student:

- is in possession of drug paraphernalia with no drug residue (such as, but not limited to: rolling papers, roach clips, etc.)

DISCIPLINARY ACTION FOR 1ST OFFENSE

1. Notify parents/guardians.
2. Out-of-school suspension for ten (10) school days...reduced to five (5) days out-of-school suspension with student and parent agreement to assessment/evaluation by Wyoming Valley Alcohol and Drug Services, Inc. and acceptance of their treatment protocol.

DISCIPLINARY ACTION FOR 2ND OFFENSE

1. Notify parents/guardians.
2. Out-of-school suspension for ten (10) school days.
3. Parents/Guardians will be notified of a scheduled formal meeting with the Joint Operating Committee.
4. Referred to the Joint Operating Committee for expulsion or change in placement.

If the administration determines that a student:

- is in possession of their own over-the-counter drugs/medications (all medications must be labeled and stored by the school nurse - see medication policy).

DISCIPLINARY ACTION FOR 1ST OFFENSE

1. Notify parents/guardians.
2. Out-of-school suspension for five (5) school days.
3. Referred to the in school substance education program.

DISCIPLINARY ACTION FOR 2ND OFFENSE

1. Notify parents/guardians.
2. Out-of-school suspension for ten (10) school days.
3. Parents/Guardians will be notified of a scheduled formal meeting with the Joint Operating Committee.
4. Referred to the Joint Operating Committee for expulsion or change in placement.

HANDLING OF CONFISCATED SUBSTANCES

Handling of confiscated substances, a witness should be present and a label made of the following:

- a. date and time
- b. school name
- c. description of contents (i.e. leafy vegetable matter, pill, capsule)
- d. signature of administration and witness

DUE PROCESS REQUIREMENT

These review procedures provide for student and/or parent the right to contest a charge that the student has violated the school's drug and alcohol policy.

1. The student and parent/guardian will be entitled to meet with the designated school administrator(s) at an initial informal hearing.
2. Should a formal hearing before the Joint Operating Committee be in order, the following will be adhered to:
 - A reasonable time and date for the hearing
 - Notice of the hearing
 - The charges to be stated in clear, concise terms
 - Opportunity to offer evidence and cross-examine witnesses
 - The right to have an attorney present at the hearing

PROCEDURE FOR STUDENTS SEEKING ASSISTANCE FOR SELF-REFERRAL

Since all school personnel must be sensitive to the needs of those students who are experiencing problems with drugs and/or alcohol, it is important to give the student the feeling that they can come forward to seek assistance without retribution.

When a student voluntarily requests assistance for their own drug and/or alcohol use, they shall be fully informed of services available. Wyoming Valley Alcohol and Drug Services, Inc., 437 North Main Street, Wilkes-Barre, works cooperatively with West Side CTC in insuring for student access to assessment and treatment in a timely manner. Students will be encouraged to include their parent(s)/guardian(s) in any treatment experience.

NOTE: Students who seek assistance from the West Side CTC will not face disciplinary action.

MEDICATION POLICY

If it is necessary for a student to take any medication during the school day, a form provided by the school nurse must be signed by a physician and parent prior to administration in school by selected school personnel. The student must take medication in the health room in the container appropriately labeled by the pharmacy or physician. Aspirin, Tylenol, or other medication will not be given to the student for headache or other problems without authorization from a doctor and parent due to regulations of the Department of Health in Harrisburg. Students in possession of unauthorized medication of any type will be dealt with through the Drug & Alcohol Policy.

STUDENT CAREER-TECHNICAL PROGRAM TRANSFER POLICY

Any student presently attending West Side CTC, who desires to make a career program change, must submit a written request (form WS-3049) to the guidance counselor. The request should outline, in detail, reasons for the desired program change. The request must be signed by a parent or guardian.

Any student who wishes to transfer career program will have such request considered based upon the following guidelines:

1. An evaluation by guidance counselor, of the student's career goals and academic preparation as it relates to the requirements of the career choice.
2. Whether the student's attitude, attendance, behavior, and performance are satisfactory.

3. Whether a student, who as a result of career-technical aptitude evaluation and review of student's records, and the review of academic preparation shows a likelihood for success in the career program requested by the transfer.
4. The transfer must be recommended by the administration and authorized by the Administrative Director.
5. Student's with I.E.P.'s:
 - a. All students' must complete WS-3049 with all signatures and submit to guidance.
 - b. The guidance staff will notify the L.I.U. #18 Vocational Coordinator and the L.E.A. Special Education Supervisor and set a meeting date for M.D.E. to review the student's progress and career-technical program change request and identify required accommodations if the change recommended by the I.E.P. will be revised.
 - c. The student will remain in his/her present career program pending receipt of all required paperwork.
6. Due to the scope and sequence of all the competencies in all career-technical, program transfers are not recommended for seniors. If extenuating circumstances exist, senior career program transfers will be recommended by the administration and by the Administrative Director.

CRIMINAL HISTORY REPORT **REQUIRED FOR HEALTH RELATED** **TECHNOLOGY STUDENTS**

In compliance with Act 14 (P.L. 169), The Nurse Aide Resident Abuse Prevent Training Act, all Juniors prior to enrollment into the OBRA Nurse Aide Training Program must submit an original completed criminal history report information form to the West Side AVTS's Nurse Aide Program Coordinator. This requirement is mandatory for all students entering their Junior year of the Health Related Technology Program. The Criminal History Report Information Form must be accompanied by a certified check or money order in the amount of \$10.00, paid for by the student.

The residency requirement must be established by the student's home school as to whether the student needs to submit the report to the Federal Bureau of Investigation or the State Police.

If the Criminal Background check comes back positive, then the student may file a complaint with the Director of Records and Identification Division, 1800 Elmerton Avenue, Harrisburg, PA 17110.

LOCKER SEARCH

The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers for such storage.

All lockers are, and shall remain, in the property of the school district. As such, students shall have no expectation of privacy in their lockers. Students are encouraged to keep their assigned lockers closed and locked against incursion by other students; but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety, or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the possession of that which is illegal, or any material that poses a hazard to the safety and good order of the school.

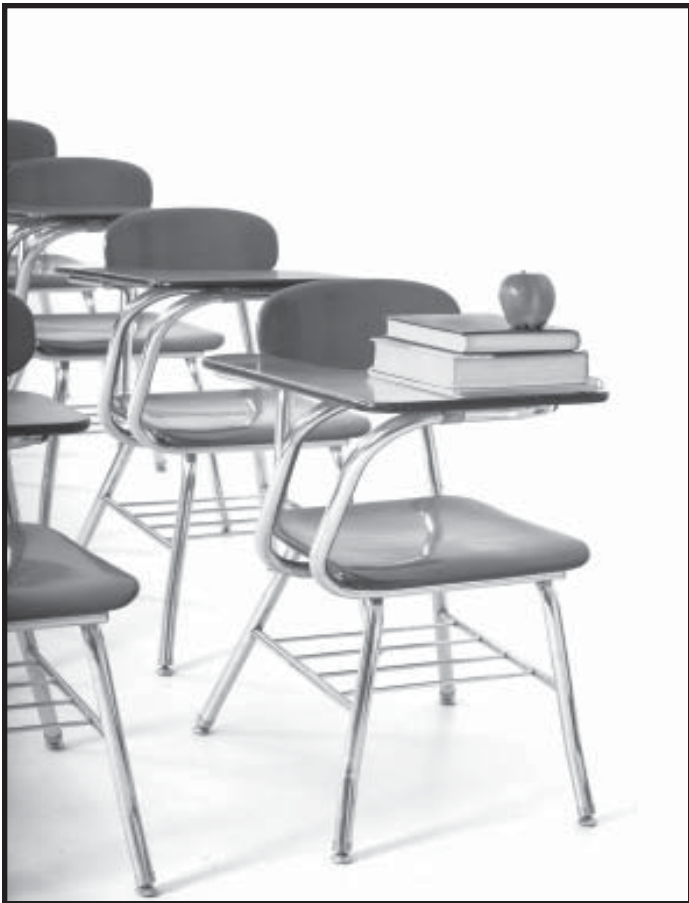
Prior to a locker search, the student shall be notified and be given the opportunity to be present. Students shall be notified at least annually, or more often if deemed appropriate by administration, concerning the contents of this property. Students shall be required to sign a waiver in order to have the use of a school locker.

The Administrative Director shall develop procedures to implement this policy which shall require.

- The principal or representative shall be present whenever a student locker is inspected.
- The principal or representative shall open a student's locker for inspection on the request of law enforcement officer only on presentation of a duty authorized search warrant or on the intelligently and voluntarily given consent of the student.
- The principal shall be responsible for the safe keeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker.

The principal shall be responsible for the prompt recording in writing of each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.

When the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.



DAILY SCHEDULE

2011-2012 SCHOOL YEAR

Homeroom & Period 1	8:05 - 9:07
Period 2	9:09 - 9:51
Period 3	9:55 - 10:37
Period 4	10:39 - 11:21

Period 5 Lunch	Period 6 Lunch	Lunch 7 Lunch
11:23-11:53	Period 5 Class	Period 5-6 Class
	11:23 - 12:05	11:23 - 12:37
Period 6 Class	Lunch	Lunch
11:55 - 12:37	12:07 - 12:37	12:39 - 1:09

Period 7	12:39 - 1:21
Period 8	1:23 - 2:05
Period 9	2:07 - 2:49
Dismissal	2:49

West Side Career & Technology Center

2011-2012 School Calendar

JULY

Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER

Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER

Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER

Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER

Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

First Day of School August 31, 2011

Act-80 Days

September 29, 2011 (1/2 day) – Early Dismissal
 October 31, 2011 (1/2 day) – Early Dismissal
 November 16, 2011 (1/2 day) – Early Dismissal
 January 31, 2012 (1/2 day) – Early Dismissal
 March 19, 2012 (1/2 day) – Early Dismissal
 April 13, 2012 (Full day) – No School for Students
 May 25, 2012 (1/2 day) – Early Dismissal

Teacher In-Service Days (No School for Students)

August 29-30, 2011 March 9, 2012
 October 10, 2011 June 8, 2012

Local School District Holidays

Labor Day.....September 5, 2011
 Veterans Day.....Nov. 11, 2011
 Thanksgiving.....Nov. 24 - 28, 2011
 Winter Recess.....Dec. 26-30, 2011
 Martin Luther King Day...January 16, 2012
 Presidents' Day....February 17-20, 2012
 Spring Recess.....April 5-12, 2012
 Memorial Day.....May 28, 2012

PSSA Testing Windows

Oct. 24-Nov. 4, 2011...Senior Re-Test for Math, Reading, Writing & Science
 March 12-23, 2012...Grade 11 for Math, Reading & PSSA-M
 April 16-20, 2012...Grade 11 for Writing
 April 23-27, 2012...Grade 11 for Science, Science PSSA-M

Other Dates of Importance

Fall OAC - October 26, 2011
 American Education Week - November 13-19, 2011
 Career & Technical Education Week - February 13-16, 2012
 Spring OAC - March 19, 2012

Marking Period Ending Dates

November 3, 2011 March 27, 2012
 January 19, 2012 June 7, 2012

Snow Make-Up Days

February 17, 2012
 April 12, 2012
 April 11, 2012
 April 10, 2012
 April 9, 2012
 April 5, 2012

All other make-up days will be added to the end of the year.

Tentative Graduation / Last Day of School...June 7, 2012

School Day Start for Students: 8:05 AM / Early Dismissal Time: 11:30 AM

JANUARY

Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY

Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

MARCH

Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

APRIL

Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

MAY

Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JUNE

Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Legend:

- First/Last day of School
- Act 80 days: half-day... full-day...
- Early Dismissal
- Teacher In-Service
- Local Holidays
- End of Marking Period

Subsequential **Information**



The Bureau of Career and Technical Education's mission is to support each of the Career and Technical Student Organizations (CTSOs) and their purpose and educational objectives by encouraging schools to allow students to participate in CTSOs.

PURPOSE The Perkins Career and Technical Education Act of 2006 encourages CTSOs to be an integral part of career and technical education. This same emphasis is also reinforced in Pennsylvania's School Law under Chapter 4 and in the Chapter 339 program standards.

Career and Technical Student Organizations

The Pennsylvania Department of Education (PDE) and the Bureau of Career and Technical Education (BCTE) coordinate the eight student organizations listed below:

- DECA An Association of Marketing Students
- FBLA Future Business Leaders of America
- HOSA Health Science Technology Education
- SkillsUSA Trade and Industrial Students of America

THE BCTE PROVIDES:

- Seven Professional Staff
- Secretarial Support and Assistance
- PDE Management Staff Ensures the Continuation of CTSOs
- Supplies and Related Materials to Encourage Communication with Teachers and Schools
- Web and Electronic Information Access
- ListServe to CTSOs
- PDE Staff to Participate at Statewide CTSO Conferences

The mission of DECA is to enhance the co-curricular education of students with interests in marketing, management and entrepreneurship. DECA helps students develop skills and competence for marketing careers, build self-esteem, experience leadership and practice community service. DECA is committed to the advocacy of marketing education and the growth of business and education partnerships.



An Association of Marketing Students

DECA Programs

- Annual Plan of Work
- Career Development Conferences and Workshops
- Community Involvement Through Service Projects
- District, State and National Competition
- District, State and National Performance Awards
- Fundraising
- Leadership Training
- Publications
- Scholarships for Students and Advisors
- School Stores
- Web Site

Membership

- Co-curricular for Business, Marketing, Entrepreneurship and Hospitality Classes
- Student, Advisor, Alumni, Collegiate and Professional Divisions

Member Benefits

- Networking with Students, Adults and Potential Employers
- Professional Development
- Rewards of Being Involved in School and Community
- Travel Opportunities

Individual and/or Team Events

- Accounting Applications
- Advertising Campaign
- Apparel & Accessories Marketing
- Automotive Services Marketing
- Business & Financial Services
- Business Law & Ethics
- Business Services Marketing
- Buying & Merchandising
- Careers in Marketing
- Community Service Project
- Creative Marketing Project
- DECA Quiz Bowl
- Entrepreneurship Participating

- Entrepreneurship Promotion Project
- Entrepreneurship Written
- Fashion Merchandising
- Financial Analysis Management
- Food Marketing
- General Marketing Research
- Hospitality Services Management
- Hospitality & Recreation Marketing Research
- International Business Plan
- Internet Marketing Business Plan
- Internet Marketing Management
- Job Interview
- Learn & Earn Project
- Marketing Management
- Materials Handling/Logistics
- Modeling
- Public Relations Project
- Public Speaking
- Quick Serve Restaurant
- Restaurant & Food Service
- Retail Marketing Research
- Retail Merchandising
- School-Store Based Event
- Sports & Entertainment Marketing
- Stock Market Game
- Sunkist Challenge
- Technical Sales Event
- Transportation/Logistics Written
- Travel & Tourism Marketing
- Virtual Business Challenge

For More Information:
DECA State Facilitator
PA Department of Education
333 Market Street, 11th Floor
Harrisburg, PA 17126-0333
Phone: 717-783-6867
FAX: 717-783-6672
www.padeca.org
www.deca.org

FBLA-PBL's mission provides innovative leadership development programs to bring business and education together in a positive working relationship. Participation in FBLA-PBL can have a direct impact on the direction and success of a young person's career. Millions of students have learned through active membership in

FBLA-PBL about the world of business and what is expected of them in the workplace. FBLA prepares students for leadership and careers in business through business-related education and entrepreneurial skill development, community service and partnerships with the professional sector.



Future Business Leaders of America

FBLA Programs

- State Level Community Service Project
- State and National Leadership Development Workshops
- Regional, State and National Competitions
- Publications and Web Site
- Scholarships

Membership

- Middle School Chapters
- High School Chapters
- Collegiate Division
- Alumni and Professional Chapters
- Over 13,500 Pennsylvania members
- 294 Pennsylvania Chapters in 28 Pennsylvania Regions

Member Benefits

- Develop Competent, Aggressive Business Leadership
- Strengthen the Confidence of Students in Themselves and Their Work
- Create More Interest in and Understanding of American Business Enterprise
- Develop Character, Prepare for Useful Citizenship and Foster Patriotism
- Encourage and Practice Efficient Money Management
- Encourage Scholarship and Promote School Loyalty
- Assist Students in Establishing Occupational Goals
- Facilitate the Transition from School to Work

Awards/Scholarships

- 26 Postsecondary School Awards
- 10 Pennsylvania FBLA Awards

For More Information:

FBLA State Facilitator
PA Department of Education
333 Market Street, 11th Floor
Harrisburg, PA 17126-0333
Phone: 717-783-6867
FAX: 717-783-6672
www.pafbla.org
www.fbla-pbl.org

Events

- Accounting I & II
- American Enterprise Project
- Banking and Financial Systems
- Business Calculations
- Business Communication
- Business Ethics
- Business Law
- Business Math
- Business Plan
- Business Procedures
- Community Service Project
- Computer Applications
- Computer Concepts
- C++ Programming
- Desktop Publishing
- Economics
- Emerging Business Issues
- Entrepreneurship
- FBLA Principles and Procedures
- Impromptu Speaking
- International Business
- Introduction to Business & Business Communication
- Introduction to Parliamentary Procedure
- Java Programming
- Job Interview
- Local Chapter Annual Business Report
- Marketing
- Mr. & Ms. Future Business Leader
- Multimedia Presentation
- Network Design
- Networking Concepts
- Parliamentary Procedure
- Partnership with Business
- Public Speaking I & II
- Technology Concepts
- Visual Basic Programming
- Web Site Development
- Who's Who in FBLA
- William Selden Outstanding Chapter
- Word Processing I & II



HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of compassionate, quality health care to help students meet the needs of the health care community. HOSA's goal is to encourage all health science technology instructors and students to affiliate and be actively involved in the HOSA-HSTE (Health Science Technology Education) Partnership and serve as a major pipeline of health care professionals in the future.

HOSA Health Science Technology Education

HOSA Programs

- Career Exploration Center
- Leadership and Self Development
- Competency Skill Development—National Standards Approval
- Motivation
- Recognition
- Community Awareness
- On-line Credit Courses
- College Career Center
- Hall of Fame
- Partnership Links
- Program of Work
- Policy and Procedure Manuals
- Student Handbooks

Membership

- Secondary Division
- Collegiate Division
- Postsecondary Division
- Associate Division
 - Elementary School
 - Middle School/Junior High
- Professional Division
- Alumni

Member Benefits

- Career Development
- Career Employment
- Access to Career Pathway Mentors
- Involvement
- Leadership
- Recognition
- Scholarships
- Networking
- Community
- HOSA Supply Service
- Publications
- State and National Web Sites
- Individual Portfolios
- Travel

Events

- Health Science Related Events
- Health Science Skill Events
- Individual Leadership Skills
- Team Leadership Skills
- Recognition

Partnerships

- Penn, Inc. Foundation:
 - Genesis Eldercare
 - Stabler Foundation
 - Highmark Blue Shield
 - Lancaster Area Senior Services
 - Country Meadows Retirement Communities
 - Alert Pharmacy Services, Inc.
 - Kline Foundation, Inc.
 - Independence Blue Cross
 - Monongahela Valley Hospital
 - Association of Healthcare Enterprises
 - Pennsylvania Medical Society
- Area Health Education Centers (AHEC)
- National HOSA

Awards/Scholarships

- Penn HOSA, Inc. Foundation Scholarships

For More Information:
HOSA State Facilitator
PA Department of Education
333 Market Street, 11th Floor
Harrisburg, PA 17126-0333
Phone: 717-783-6867
FAX: 717-783-6672
www.pahosa.org

The SkillsUSA mission is to help students become world-class workers and responsible American citizens. SkillsUSA is a national nonprofit student organization that serves students enrolled in career and technical education training programs in our nation's public high schools and colleges.



Trade and Industrial Students of America

SkillsUSA Programs

- Community Service
- Public Relations
- Professional Development
- Social Activities
- Employment
- Ways and Means
- SkillsUSA Championship

Membership

- Active Membership
- Professional Membership
- Associate Membership
- Honorary Membership

Member Benefits

- SkillsUSA Offers Cutting Edge Skills Training
- Employability Skills, Leadership, Goal Settings
- Competition in Skill Areas
- Opportunities for Industry Contact, Jobs and Scholarships
- Fun, Travel and Excitement
- Social Outlets with Peers and Community

Events

- Regional Leadership Conferences
- State Leadership Conferences and SkillsUSA Championship
- National Leadership Conference and SkillsUSA Championship
- International Competition Every Two Years
- National Leadership Development Academy
- Washington Leadership Training Institute

Partnerships

- Pennsylvania Builders Association
- Snap-On Tools
- Irwin Industrial Tools
- DeWalt Tools
- Harley Davidson, Inc.

Awards/Scholarships

- Rex Wright (Pennsylvania Youth Development Foundation)
- SkillsUSA
- Pennsylvania College of Technology
- New England Institute of Technology
- PA Builders Association Travel Scholarship
- Irwin Industrial Tools Travel Scholarship
- Culinary Institute of America
- Johnson and Wales
- Northwest College of Ohio
- Universal Technical Institute
- Miller Electric Manufacturing Co.

**For More Information:
SkillsUSA State Facilitator
PA Department of Education
333 Market Street, 11th Floor
Harrisburg, PA 17126-0333
Phone: 717-783-6867
FAX: 717-783-6672
www.skillsusapennsylvania.com/
www.skillsusa.org**

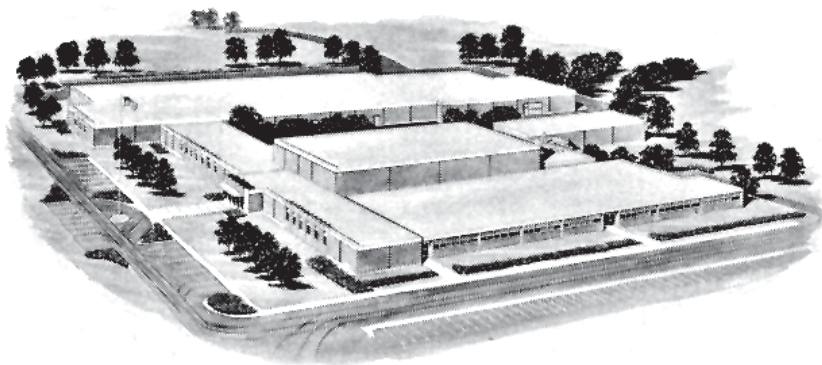
IMPORTANT DATES

IMPORTANT DATES

“An equal opportunity employer who fully and actively supports equal access for all people regardless of race, color, religion, gender, sexual orientation, age, national origin, veteran status, disability or genetic information and prohibits retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.”

For information regarding civil rights, or for grievance procedures, contact the Title IX and Section 504 Coordinator, Mrs. Nancy P. Tkatch, Administrative Director (570) 288-8493, Ext. 127.

West Side CTC
75 Evans Street
Kingston, PA 18704-1899
(570) 288-8493 Ext. 127



West Side Career and Technology Center

***75 Evans Street
Kingston, PA 18704
Phone (570) 288-8493
Fax (570) 714-2210
www.wsctc.net***