

**Fayette County Area Vocational  
Technical School**

**2009-2010**



**Student Handbook**

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**175 Georges Fairchance Road  
Uniontown, PA 15401**

**Phone: 724-437-2721 • Fax: 724-437-2576**

**[www.fayettevo-tech.org](http://www.fayettevo-tech.org)**

Dear Students,

Your student handbook is a guide to the rules and regulations of the Fayette County Area Vocational Technical School as prescribed by the Operating Committee of the school. Refer to your handbook as often as needed while you are a student of this school.

The school's operating committee, administration, and faculty strive to supply the most up-to-date equipment, technology, and curriculum to provide you with a positive learning experience. The faculty comes from business and industry bringing with them a wealth of experience, and expertise that will ensure you of entering the workforce well prepared upon graduation. We urge you to pay close attention to your instructors, as they are the persons who will best be able to prepare and guide you toward your chosen career while enrolled at the Fayette County Area Vocational Technical School.

We believe, as labor market studies indicate, the future belongs to those individuals who have vocational technical training in the areas of demand. There is no school in Fayette County that can offer the diverse options of education offered here at the Fayette County Area Vocational Technical School. As a student enrolled at the Fayette County Area Vocational Technical School you have been given an exceptional educational opportunity. It is up to you to make the most of this opportunity.

Dr. Edward D. Jeffreys, Vocational Director

### Members of the Joint Operating Committee

Edward Andria	Albert Gallatin	President
Andy Dorsey	Brownsville	Vice President
Philip Holt	Uniontown	Treasurer
Curtis Jacobs	Laurel Highlands	Secretary
Michael Dunham	Albert Gallatin	Member
Edward Colebank	Albert Gallatin	Member
James Tobal	Laurel Highlands	Member
Angelo Giachetti	Laurel Highlands	Member
Harry J. Kaufman	Uniontown	Member
Ronald Dellarose	Brownsville	Member
Francine Pavone	Brownsville	Member
Paul H. Bortz, Sr.	Uniontown	Member

### SCHOOL DELAYS AND CANCELLATION POLICY

School delays and cancellations will be reported on the following radio and television channels.

#### RADIO

590 AM - WMBS  
94.9 FM – WOGG (FROGGY)  
1130 AM - WOGG  
99.3 FM - WPQR

#### TELEVISION

CHANNEL 11 - WPXI

The Fayette County Area Vocational Technical School will only cancel school if TWO sending districts cancel school. The Fayette County Area Vocational Technical School will only delay school if ALL FOUR sending districts delay school. The Fayette County Area Vocational Technical School will take the shortest delay.

Example: If Albert Gallatin, Brownsville and Laurel Highlands delay two hours and Uniontown delays one hour, the Fayette County Area Vocational Technical School will delay one hour.



**FAYETTE COUNTY AREA VOCATIONAL TECHNICAL SCHOOL  
ADMINISTRATION**

Dr. Edward D. Jeffreys, Vocational Director

**PARTICIPATING SCHOOL DISTRICTS**

Uniontown Area School District Dr. Charles Machesky Chief School Administrator for the Fayette County Area Vocational Technical School	724-438-4501 Superintendent
Albert Gallatin Area School District Mr. Walter Vicinelly	724-564-7185 Superintendent
Brownsville Area School District Dr. Philip J. Savini, Jr.	724-785-2021 Superintendent
Laurel Highlands Area School District Dr. Gary Brain	724-437-2821 Superintendent

**BELL SCHEDULE FOR 2009-2010**

**AM SESSION**

7:30a.m.-7:35a.m.	Student Arrival
7:35a.m.	AM Session Begins
10:00a.m.	Albert Gallatin Departure
10:10a.m.	Laurel Highlands Departure

**PM SESSION**

11:30a.m.-11:35a.m.	Student Arrival
11:35a.m.	PM Session Begins
1:50p.m.	Laurel Highlands Departure Albert Gallatin Departure
2:20p.m.	Brownsville Departure Uniontown Departure

**DISTRICT BUS SCHEDULE**

Albert Gallatin – Bus Departs	10:00 a.m. & 1:50 p.m.
Laurel Highlands – Bus Departs	10:10 a.m. & 1:50 p.m.
Brownsville – Bus Departs	2:20 p.m.
Uniontown – Bus Departs	2:20 p.m.

## POLICIES

- A. Radios, CD players, cellular phones, electronic games, electronic media devices, IPOD's/MP3 players and cards are not permitted during instructional time; only when authorized by school personnel to do so (shop breaks, lunch, special activities)
- B. STUDENTS ARE NOT PERMITTED TO WEAR HATS IN THE CAFETERIA, MAIN OFFICE AREA, OR IN THE HALLS.
- C. Tobacco products are prohibited anywhere in the building or on school property at any time.

## PHILOSOPHY

We believe that the Fayette County Area Vocational Technical School is an integral part of the educational system of each sending school and as such should have its programs offered in a challenging fashion to all students at all academic levels.

Our philosophy as a place of instruction in the larger area of all education in Fayette County is to offer each and every student the choice of electing to pursue a part of their education at the Fayette County Area Vocational Technical School without barriers that will result in the best preparation for future employment.

The administration and staff believe it is necessary to work with sending schools to develop the scope and sequence of courses that will most appropriately prepare students for entry into any programs currently being offered at the school.

## EQUAL RIGHTS AND OPPORTUNITIES POLICY

To comply with Federal Laws (including Title IX of Education Amendments of 1972, Title VI Civil Rights Acts of 1964 and section 504 of Rehabilitation Act of 1973), state laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our school, the Fayette County Area Vocational Technical School declares itself to be an Equal Rights and Opportunities Agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or non-relevant handicaps and disabilities as defined by law. The Fayette County Area Vocational Technical School's commitment to non-discrimination extends to students, employees, prospective employees, and the community. If you have any questions or concerns regarding Equal Rights and Opportunities, contact Ms. Julie Rogers, the OCR Compliance Officer for Fayette County Area Vocational Technical School, telephone (724) 437-2721.

## EDUCATIONAL SUPPLIES

1. Educational materials for classroom use such as software, instruments, tools, equipment etc. will be provided as deemed appropriate.
2. Students will be provided with up to two pencils and two tablets per semester.

## PUBLIC SHOW OF AFFECTION

Good taste and common sense require that you keep any show of affection private. Public show of affection is not acceptable behavior while in and about the school. Most people find it very embarrassing to be subjected to the public demonstration of others. Parents will be notified of such unacceptable behavior.

## ACCEPTABLE USE OF INTERNET

The Joint Operating Committee supports the use of the Internet and other computer networks in the instructional programs in order to facilitate learning and teaching through interpersonal communications access to information, research, and collaboration. The use of network facilities shall be consistent with the curriculum adopted by the Fayette County Area Vocational Technical School as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The use of the Internet shall be in accordance with the "Acceptable Use of the Internet" (board policy). **The student and parent or guardian will sign and return a Computer/Internet Security Agreement before the student will be allowed access to the Internet.**

## ATTENDANCE /PUNCTUALITY

The Fayette County A.V.T.S. will follow the attendance policy of each student's sending district.

## MAKE-UP TO ABSENCE

Students who miss class assignments because of an excused absence will be given the opportunity to make the class up, (3 school days from the time of return to school).

Arrangement for making up this work shall be the responsibility of the student. In case of an unexcused or unlawful absence a student cannot receive credit for work missed. A grade of zero will be assigned.

Due to the nature of the curriculum of the Fayette County Area Vocational Technical School homebound instruction is not available.

## TARDINESS

The teacher will inform the students of their tardiness. **Students will not be considered tardy if their buses are late in arriving.** Tardiness will be handled in the following manner.

## FIRST OFFENSE

1. The student will receive a warning.
2. The tardy student's name will be kept on record in the Administration Office.
3. The weekly attendance report of each student will be sent to each home school district.

## SECOND OFFENSE

1. Driving privileges will be revoked and parents will be advised or the student could face possible suspension.
2. Students who ride the bus your parents shall be notified and the student shall face possible suspension at the discretion of Administration.

## STUDENT CONDUCT

The Commonwealth of Pennsylvania Regulations and Guidelines on Student Rights and Responsibilities, Pennsylvania Code Titled 23 Education bind Fayette County Area Vocational Technical School, like all the sending districts.

## STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in theory and shop class work, and performance in school that is conducive to learning and living.

**No student has the right to interfere with the education of his/her fellow students.** It is the responsibility of each student to respect the rights of teachers, students, administration, and all others who are involved in the education process. It is the responsibility of each student to conform to the following:

1. Be aware of all rules and regulations for student behavior. Conduct themselves in accordance with those rules and regulations. Students should assume that, until a rule is waived, altered, or repealed in writing it is in effect.
2. Volunteer information on matters relating to health, safety and welfare of the individual and protection of school property.
3. Dress and groom to meet fair standards of safety and health, and not cause substantial disruption to the education process.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with state and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Call-In when going to be ill or late
8. Attend school daily and be on time at school classes and other school functions.
9. Make up work when absent from school

To further summarize the rights as well as the responsibilities of the students, the following guidelines have been established by Fayette County Area Vocational Technical School.

## OBJECTIVE OF DISCIPLINE

The heart of reasonable thought out discipline involves the development of attitudes, ideas and understanding as an adult. Discipline is also character education in that it develops worth standards and habits of conduct. It is not something added to the education work of the school, but it is the most important characteristic of the school's program. The student grows in character as he/she comes to understand more fully the consequences of his/her decisions and acts in accordance with that understanding.

If students are expected to function in a competitive society they must be given an opportunity to make decisions. Within any decision-making process, there will be mistakes made. We expect students to make mistakes. We also expect them to learn from these mistakes. Any action taken to correct behavior is then intended to improve attitude and subsequent behavior, not to be vindictive. Maximum education takes place when there is a proper balance between control and freedom. By control we do not mean rules arbitrarily conceived and summarily administered, but rather a well-reasoned approach built on the experience of a professionally trained staff capable of utilizing responsible student participation.

The school's corrective or disciplinary alternatives are limited not only by the law but more important by the degree of communication and cooperation between the home and the school. We will try, in every instance, to seek the most appropriate action, with the advice and consent of parents. The action then is intended to be in the best interest of the students.

## PURPOSE

The Joint Operating Committee acknowledges that conduct is closely related to learning. An effective instructional program requires a wholesome and orderly school environment, and the efficiency of the educational program is in part reflected in the behavior of the students and employees.

## AUTHORITY

The Joint Operating Committee shall require each student of the school to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school. Such rules require that students:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights of the person and the property of others.
3. Preserve the degree of order necessary to the educational program in which they are engaged.
4. Obey constituted authority and respond to those who hold authority.

Data regarding disciplinary actions shall not be entered on a student's record, but is entered on a separate record when such notification can be used to assist counselors. All such information shall be removed from the student's permanent record when he/she leaves the school.

Any student disciplined by an employee of the Joint Operating Committee shall have the right to notice of the infraction and a hearing before the administration prior to being disciplined and may appeal the determination thereof to the Assistant to the Director.

## DELEGATION OF RESPONSIBILITY

The Director shall publish and provide to all students and parents the rules of this school regarding the Code of Student Conduct and the sanctions, which may be imposed for breach of those rules. The Joint Operating Committee shall adopt the Code of Conduct. A copy of such shall be available in each high school.

### GUIDELINES

In keeping with Section 1317, the Fayette County Area Vocational Technical School believes that one of its goals is the preparation of its students to be lawful and responsible citizens. Therefore, the behavioral code is implemented to be consistent with the components of the student's rights and responsibilities and is committed to assuring equal opportunity and treatment to all students, regardless of race, color, religion, national origin, sex, ethnic background or handicap/disability.

The disciplinary actions, which may be taken in response to a breach of the behavioral code, are meant to be constructive in nature and not be solely punitive. All disciplinary actions are predicated upon cooperative and courteous student behavior during any disciplinary procedure. Any misconduct, abusive behavior or uncooperative attitude during discipline proceedings may advance the disciplinary action response step. Behavioral code violations, which involve multiple offenses, will be handled according to the more severe offense category or by advancing the steps within the category of the violations.

The disciplinary action responses vary according to the severity of common occurrences within three (3) categories of infractions. Those infraction categories, the actions to be taken, and descriptions of common disciplinary offenses are contained in this policy. There will be communications with the home school's administrative staff throughout these disciplinary proceedings.

Suspensions will include suspension from industrial activities at both the home school and at the Fayette County Area Vocational Technical School and will be compatible with the home school's disciplinary procedures, wherever possible.

If any situation where the violator has reached the final disciplinary step and all reasonable corrective measures have been taken, the administration of the Fayette County Area Vocational Technical School will seek the student's withdrawal from school by the sending school's administration.

Excerpts from Pennsylvania School Code, Chapter 12, Regulations and Guidelines on Student Rights and Responsibilities are supplied with this behavioral code so that students attending the Fayette County Area Vocational Technical School will seek the student's withdrawal from the sending school's administration.

### STUDENT CONDUCT CODE

Discipline is an integral part of teaching and learning. Self-discipline is necessary if the vocational student is to develop good work habits, attitudes, and safety judgments as well as meet the technical and social demands to today's world. A wholesome climate for developing self-discipline must be based on a mutual respect for the rights of other students, teachers, and administrators. Respect for rights and regular school attendance, conscientious effort in classroom and shop work, and compliance with school rules and regulations demonstrate responsibilities.

Because the goal of a vocational-technical school is to develop positive, constructive student behavior, discipline is administered to modify behavior, not to punish. Instructors, counselors, administrators, and psychologists are enlisted to promote preventive and remedial approaches.

The School Board has authorized the school administration to make reasonable and necessary rules governing the conduct of students, which constitute the Student Conduct Code. The intent of this Code is to hold students accountable for their own behavior. Infractions of the Code will result in the loss of privileges or other penalties such as in school and out of school suspension.

The Student Conduct Code is arranged in three categories or levels of severity as follows:

#### **Level I**

Rule infraction of a minor nature that requires action by the classroom teacher and in some cases Administration.

#### **Level II**

Rule infraction of a more serious nature, which requires the joint attention of the classroom Instructor and Administrator.

#### **Level III**

Major rule infractions that are referred directly to Administrator.

#### **Level I**

These are minor rule infractions on the part of a student that impede orderly and safe classroom/laboratory procedures, or interfere with the orderly and safe operation of the school. The instructor who is supervising or who observes the misbehavior must intervene immediately. The instructor will keep accurate anecdotal records of unacceptable behaviors.

#### **Procedure:**

- A. Teacher initiates conduct report.
- B. The student is referred to administration for appropriate disciplinary action.
- C. Copies of the referral will be sent to the Home School Guidance Counselor, Parents, Shop Instructor and if appropriate, the Special Education Department.

Some examples of minor infractions, not intended to be an exhaustive list, would include:

1. Disrespect and defiance
2. Running in classrooms, halls
3. Minor defacing of school property or graffiti
4. Minor insubordination
5. Refusal to cooperate with shop or lab procedures
6. Carrying drinks into the building and the halls
7. Refusal to follow the rules set in the student handbook

**Disciplinary Options:**

1. Verbal reprimand
2. Withdrawal of classroom privileges
3. Additional work assignments
4. Personal talk with student
5. Call to parent from teacher
6. Unsatisfactory report
7. Teacher initiated parental conference -notify administration

**Level II**

These infractions are of a more serious nature than Level I, and require joint attention of the instructor and the administration. This misconduct which, because of the frequency or seriousness, disrupts the rights of the others on school property, halls, classrooms, or laboratories.

**Procedure:**

- A. Teacher initiates conduct report
- B. The student is referred to administration for appropriate disciplinary action
- C. Copies of the referral will be sent to the Home School Guidance Counselor, Parents, Shop Instructor and if appropriate, the Special Education Department

Some examples of more serious infractions, not intended to be an exhaustive list, include:

1. Repeated or continuation of Level I misconducts
2. Unauthorized/unexcused absence from school
3. Repeated tardiness from school
4. Major insubordination
5. Obscene/abusive language
6. Falsification of school records, excuses, passes and cheating
7. Leaving school without permission of school official.
8. Failure to adhere to the dress code
9. Driving any vehicle, bicycle, go-cart, quad, or any off road vehicle
10. Theft (petty)
11. Smoking, use or possession of tobacco
12. Leaving class without hall pass
13. Abuse of driving regulations
14. Creating a hazardous situation
15. Disrupting another students' education
16. Harassment
17. Telephones, Pagers and Electronic devices prohibited (refer to page 10)

**Disciplinary Options:**

1. Withdrawal of classroom privileges
2. In-school suspension
3. Out-of-school suspension
4. Parent conference
5. If caught cheating a 0% will also be given for that assignment
6. Citation

**Level III**

These rule infractions are of a serious nature that is referred to administration immediately. Level III offenses are comprised of deliberate misconduct or continuing acts that are committed by students and that pose a danger and /or interruption to health, safety, and well being of the student, patrons and employees of the school. Appropriate anecdotal records will be placed in the students file.

**Procedure:**

- A. Teacher initiates conduct report
- B. The student is referred to administration for appropriate disciplinary action
- C. Copies of the referral will be sent to the Home School Guidance Counselor, Parents, Shop Instructor and if appropriate, the Special Education Department

Some examples of serious infractions, not intended to be an exhaustive list, would include:

1. Continuation of unmodified misconduct in previous levels
2. Physical aggression to instructor, student, patrons, and other employees or the school
3. Fighting, harassment or assault
4. Vandalism to school, instructor or student property
5. Theft (grand larceny)
6. Possession, using and/or transmission of alcohol, drugs, and drug related paraphernalia, or a quantity of pills (legal or illegal). Includes coming to school with evidence of use and/or under the influence of alcohol/drugs
7. Throwing of any item which would be potentially dangerous to another's safety
8. False alarms /bomb threats
9. Possession, using, selling, or distributing dangerous weapons, including firecrackers, pocket knives, mace, guns, and ammunition
10. Violation of state laws not listed

**Disciplinary Options:**

1. In-school suspension
2. Referral to law enforcement
3. Out-of-school suspension 3 to 10 days
4. Discipline review
5. Termination from program and /or school with appropriate action taken by the director and /or school board
6. Citation

**BULLYING/CYBERBULLYING**

Fayette County Area Vocational Technical School and the Joint Operating Committee are committed to providing a safe, positive learning environment for its students. The Joint Operative Committee recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, FCAVTS and the Joint Operating Committee prohibit bullying by students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

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

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

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

FCAVTS and the Joint Operating Committee prohibit all forms of bullying by students.

FCAVTS and the Joint Operating Committee encourage students who have been bullied to promptly report such incidents to the principal or designee.

The Joint Operating Committee directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the FCAVTS legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Administrative Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

**Consequences For Violations**

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

1. Counseling within the school
2. Parental conference
3. Loss of school privileges
4. Exclusion from school-sponsored activities
5. Detention
6. Suspension
7. Expulsion
8. Counseling/Therapy outside of the school
9. Referral to law enforcement officials

**ADULT STUDENT REGULATIONS**

In compliance with Pennsylvania School Law the Fayette County Area Vocational Technical School administration recognizes that those students enrolled at the Fayette County Area Vocational Technical School who are 18 years of age or older are adults by authority of law. Thus, students have a right to reasonable treatment from the school and its employees. The school, in turn has a right to make rules and regulations. The intent of these rules and regulations is to create a positive educational environment that holds students accountable for their behavior and teaches them to live with the consequences of their decisions. Freedom carries with it responsibilities for all concerned. Therefore, the school administration will recognize all consents, waivers, or signatures signed by the adult student that are normally required of parents or guardians of minor students.

**AUTHORITY**

It is an administrative policy of the school that any professional or classified employee of the Fayette County Area Vocational Technical School staff has the prerogative to correct a student at any time if the action of the student will in any way have a detrimental effect on the school, other students, or staff members.

**DRUGS AND ALCOHOL**

The use, evidence of use, under the influence of, or possession of narcotics, illegal drugs, drugs paraphernalia, look-a-like drugs, intoxicants, controlled substances, or any substance which is conveyed or implied as a drug while on school property, transportation or during school related activities is strictly forbidden.

If a student must take either a prescribed or legally non-prescribed medication, the student must notify the school authority regarding the medication use. A note from a parent or legal guardian explaining the specifics of the medication use is necessary. In addition, the school requires the school authorities' delegate person keep the medication during school hours. If a student secures authorization to use a prescribed medication during school hours, he/she is strictly forbidden from dispensing the medication to another person. All approved medications must be cleared with the Fayette County Area Vocational Technical School Administration.

Disciplinary action responses to violations of this area are covered within the Level III number 6.

**Important:** It should be noted that the school is more concerned with controlling drug abuse than with punishing abusers. If a student desires assistance regarding a drug related problem and voluntarily contacts the Fayette County Area Vocational Technical School authorities with this information, no suspension will result. Every attempt will be extended to assist the student to resolve the situation and avoid punitive measures.

## POSSESSION OF WEAPONS

Any student who possesses a weapon in the building, on the school grounds of, or in any conveyance providing transportation to or from school shall receive the following penalties.

**First Offense** - Ten (10) school days suspension and referred to the home school for further action which may include expulsion according to the law.

As used here the term "weapon" shall include but not be limited to any knife, cutting instrument, cutting tool, firearm (whether or not loaded) numchucks, and any other tool, instrument, or implement capable of inflicting serious bodily injury. This weapon policy is intended to also apply to look-a-like weapons. (A look-a-like weapon is defined to be an object that appears to be a dangerous weapon).

## PERSONAL TRANSPORTATION

The following are strictly forbidden regarding the use of personal transportation and are categorized as follows:

1. Speeding on school property (15 mph limit)
2. Unauthorized use of any transportation other than a school-provided vehicle to/from the Fayette County Area Vocational Technical School.
3. Transporting unauthorized passengers to/from the instructional center. Both drivers' and passengers will be in violation.
4. Failure to park in designated area
5. Unsafe driving behavior to/from the Fayette County Area Vocational Technical School, or when on the Fayette County Area Vocational Technical School's property.
6. Walking to/from the vocational center without proper authorization
7. Utilizing any means of transportation other than the school-provided transportation without proper authorization. This includes, but is not limited to the use of bicycles or motorized cycles of any kind
8. Transporting illegal or unauthorized objects, materials or substances

**Administration reserves the right to withdraw permission to drive from any student driver when necessary.**

## F.C.A.V.T.S. Student Driving Policy

In order to reduce increasing absenteeism, tardiness and students leaving school early, as well as maintaining safety standards the following student driver's rules are to be adhered to. Only these students who meet the following criteria will be permitted to drive to school.

1. Students on Work Experience or students with a job immediately after school may drive to school. **Such students must submit a pay stub, work permit and weekly schedule that show the student needs to drive to be at work directly after school.**
2. A Student in a school-sponsored activity may have a temporary parking permit for his or her activity. The student may drive only on the days practice is scheduled or the day of the activity. If the student does not meet the academic guidelines to participate in the activity, the student will lose the privilege of driving. After the activity/season ends the parking permit will lapse, and a new permit will be issued if the student is beginning a new activity.
3. **Any driver who comes tardy to school will lose their driving privileges for nine weeks after their fourth unexcused tardy. A student that has lost his or her privilege to drive may reapply.**
4. Anyone leaving school without permission will be suspended and lose his or her driving privileges for nine weeks. After nine weeks the student may reapply for a driving permit. If the student leaves school without permission a second time, the student will lose the permit for the year.
5. Students who drive are allowed to have passengers in their vehicle. Passengers must also obtain permits to be transported in the student driver's vehicle.
6. Students who drive should report directly to the F.C.A.V.T.S., and also not arrive at their home schools before that school's dismissal time. A violation of this rule shall constitute a warning the first time and loss of driving privileges for any subsequent violations.
7. Any student who is a behavioral problem will not be permitted to drive. Any student with a Level I disciplinary problem will lose the privilege to drive for one week. Any Level II violations constitute a two-week suspension from driving. Level III violations will result in a loss of driving privileges for the school year.
8. Students may, in advance, apply for and receive a temporary permit to attend appointments (Doctor, Dentist, Hearing, etc.)
9. Students who have driven to school due to an emergency or extremely extenuating circumstance must immediately report to the office and request an emergency permit. Missing a school bus is not an emergency or extremely extenuating circumstance.
10. A parent or guardian of the student driver must sign the application for a driver's permit. A parent or guardian of a student passenger must likewise sign the application to have a child transported to and from school by a student driver.
11. The requesting student shall sign the application to be a student driver or a student passenger.
12. A student vehicle parked on school property for which a driver's permit has not been issued will receive a written warning. A second occurrence will result in the vehicle being towed and stored at the owner's expense.
13. Copies of the student's driver's license, the vehicle registration card, and the vehicle insurance card shall accompany the application.
14. Students driving to school will park their vehicle in the designated areas, not in faculty lots immediately upon arriving on school grounds. All drivers must arrive by 7:50 A.M. and report to class by 8:00 A.M. Students are not permitted to leave the school grounds or drive around the building. On the school grounds the speed limit is 15 miles per hour and traffic regulations are to be followed.
15. Students driving to school will be dismissed at 2:05 P.M. unless other approval is given by administration
16. Students are not permitted to park in front of the building.

## PHYSICAL / SEXUAL / VERBAL ASSAULT

Physical, sexual or verbal assault by a student is strictly forbidden as per board policy. In general, incidents which are construed as horse-play or roughhousing, where some limited physical force or verbal threats are involved, will be considered Level III offenses.

Incidents, which are clearly fighting, involving at least two combatants in mutual physical force, will be considered a Level III offense.

Incidents, where one party is clearly physically assaulted or attacked by another provocation will be handled as Level III offense.

While no physical altercation or verbal harassment are condoned, there are varying degrees of severity associated with the extent of force used, facts leading to the incident, and the depth of involvement of the parties engaged in the situation. In any situation where the instigator of the altercation can be clearly determined, that party likely will receive a more severe punishment than the other party. Also, the category offense step can be advanced accordingly if the act of the incident warrants stronger measures. In addition, civil or criminal charges may be filed.

### **MISUSE / ABUSE OF SCHOOL FACILITIES AND / OR EQUIPMENT**

The Fayette County Area Vocational Technical School will consider any deliberate attempt to misuse, destroy, alter, abuse or deface any of its facilities or equipment as breach of the discipline guidelines.

The guilty party may be made to pay restitution, and legal action may be taken against the party by school authorities. In addition, the administration may request withdrawal of the party by the home school.

Disciplinary action responses to violations of this area are covered within the Level III area.

### **FALSIFICATION / CHEATING / STEALING**

Since the school is attempting to prepare its students for the future in their chosen field of study, it is responsible for impressing upon students the importance of personal integrity. Therefore, any situation where the student is in violation of the trust placed in the individual student will be considered a serious infraction of the discipline guidelines.

1. Any attempt to falsify information regarding any school related documents, class assignments or examinations. This includes cheating, forgery, unauthorized alteration and plagiarism. Disciplinary action responses to these violations are covered under Level III offenses.
2. The theft or attempted theft of any objects, materials, or substance that is the property of the school, its staff members, students or guests. Disciplinary action responses to these violations are covered under Level III offenses.

### **UNLAWFUL ACTIVITIES**

Any student's activities that not only violates the school's behavioral code, but also constitutes a violation of the township, State or Federal Code of any law may involve the intervention of the particular law agency with jurisdiction.

While the individual violations that could occur are too numerous to list within this behavioral code, examples of such activities include, but are not limited to, the following:

1. The possession/sale/distribution of stolen property
2. Gambling
3. Possession of firearms, illegal weapons/hazardous materials
4. The unlawful use of telephones, mail or any communication medium
5. False fire alarms
6. Bomb threats
7. Disorderly conduct

### **ELECTRONIC DEVICES**

1. The possession of telephone pagers, cellular phones, iPods, MP3, walkmans or any electronic devices are only permitted when authorized by school personnel (shop breaks, lunch, special activities).
2. The possession by students of telephone paging devices, commonly referred to as beepers, shall be prohibited on school grounds, at school-sponsored activities and on buses or other vehicles provided by the school unless authorized by Administration (EMT, Firefighter, etc.).

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | If a student is found in possession of these items, the Administration will take possession of the item until the end of the school day. |
| 2 <sup>nd</sup> Offense | Administration will take possession of the item until a parent/guardian comes to the school to pick it up.                               |
| 3 <sup>rd</sup> Offense | Student will lose all privileges associated with electronic devices.   |

Any unauthorized pagers fall under Level II.

### **USE/POSSESSION OF TOBACCO/TOBACCO PRODUCTS**

The use of tobacco and tobacco products by minors is inconsistent with the law, is not in keeping with good health practices, and violates many fire and safety regulations. Therefore, no tobacco products are to be used or in possession of students while on school property or while under the jurisdiction of the school's authority.

**SMOKING** – the use or possession of cigarettes, cigars, chewing tobacco or other smoking products is strictly forbidden.

1. This infraction will be handled as a Level II-9 violation. In addition, the fine structure is as follows:
  - 1st Offense \$20.00 donation to the Student Activities Fund
  - 2nd Offense \$50.00 fine and referral to a Smoking Cessation class
  - 3rd Offense \$100.00 fine and referral to a Smoking Cessation Class
  - 4th Offense Referral to MagistrateAny donation can be dropped in lieu of a District Court hearing.

## SHOP SAFETY

A good worker is a safe worker. Industry places a premium on safe workers. Develop the necessary safety habits while you are in this school. Your instructor will acquaint you with the safety rules and regulations for each trade.

OSHA standards must be followed concerning dress in each shop area. The instructor will provide specific instructions for each shop. The instructor has the right to ensure student safety by refusing to permit a student to work in a shop when dress and safety are not met. The instructor may assign theory-related work and/or may assign the student a "failing" grade for that day.

## GENERAL SAFETY RULES

1. Do not operate machines unless instructed by the teacher.
2. Obey warning and danger signs.
3. Horseplay or practical jokes will not be tolerated in the shop or classroom.
4. Don't take chances. If you are not sure about you are to do, ask your teacher.
5. Clothing must fit properly. No extremes will be tolerated, such as wide pant legs, tank tops (exposing the under arm).
6. Safety devices that are found on the machines must be used. Wear your safety goggles/glasses and other safety apparel required by the instructor in the learning area.
7. All of the students are strongly urged to purchase school insurance to defray the cost of medical attention in case of an accident. Applications are available from your high school.
8. At no time should tools or other materials be left on the floor.
9. Keep arrangements of tools in storage areas as originally planned and designed.
10. At no time should you handle any project that does not belong to you.
11. Never make any adjustments to tools or machines unless you are familiar with the procedures and have the permission of the instructor.
12. Report all damaged tools and equipment to the instructor when damage occurs or when it is recognized.

## EYE SAFETY

Eye safety considerations are important in the operation of an institution such as Fayette County Area Vocational Technical School. With this in mind, the school has furnished every shop with eye protective equipment when performing such tasks as welding, cutting, chipping, grinding, drilling, turning, milling etc. Remember, a pair of safety glasses in your shirt pocket will not keep fragments of flying metal out of your eye.

## ENFORCEMENT OF SAFETY REGULATIONS

Instructors are asked to firmly enforce safety regulations at all times and with all students. In the interest of your personal safety and the safety of your classmates, you are not only asked, but also required to obey all safety regulations at all times.

An instructor who sees a safety violation committed in the shop or lab will immediately call it to the attention of the offender. The offender will be expected to comply with the instructor's request and make every effort not to repeat the violation. Students who commit repeated violations will be required to be present at a parent/guardian conference to determine methods to prevent future incidences and consider alternatives, including withdrawal from Fayette County Area Vocational Technical School.

## DRESS/GROOMING

At the Fayette County Area Vocational Technical School you are preparing for a career. Proper dress and grooming are essential to this preparation.

Students are required to obtain uniforms and/or protective clothing for certain shop areas. This requirement is for your protection and should help to eliminate unnecessary safety hazards. Your instructor will inform you about the special clothing requirements for your shop area.

You are in training for a specific occupation. Your clothes and appearance should reflect the type of training in which you participate.

All students are urged to adopt a "Shop Shirt" to be in line with industry and to dress the part.

It is essential that all students are dressed properly for their shop activities. The following articles of dress **are not permitted** as part of acceptable school attire.

1. Tube tops
2. Bathing suits
3. No open toe or open heeled footwear
4. Blouses or shirts that expose the midriff
5. Clothing with reference to drugs or alcohol
6. Shorts of any kind
7. Sleeveless undershirts
8. Wide legged, baggy or drooped pants
9. Mini skirts
10. Body piercing (tongue, eye brow, nose, lip, hand, etc. are not permitted)

Students are permitted to bring a change of clothing with them for classroom time. A locker and a changing area are provided.

Any student found to be in violation of these safety rules will be subject to removal from the Fayette County Area Vocational Technical School until proper attire is worn. The corresponding class time lost will have to be made up.

## MEDICATION DISTRIBUTION

All medication must be given to the office staff. An authorization form must be completed and turned into the office before medications are distributed.

## CONCLUSION STUDENT CONDUCT

The right to a free, appropriate education is a safeguard that is afforded to all secondary school students who choose to attend the Fayette County Area Vocational Technical School. The school is responsible for maintaining an environment that is both safe and conducive to learning. To provide for that decorum, the Fayette County Area Vocational Technical School will use whatever resources are necessary to preserve the rights of those who choose to be a contributing factor to a successful educational program.

If a student's conduct is shown to violate the right of fellow students, instructors, administrations, clerical staff, visitor, or any other individual, the Fayette County Area Vocational Technical School administration will refer the matter to the Police Department. The "Crime Code Title 18 Purdon's Consolidation Pennsylvania Commonwealth of Pennsylvania" will compliment any Fayette County Area Vocational Technical School disciplinary action. If after proper investigation and substantiation of evidence, a student may be charged with a summary offense, misdemeanor, or felony. Specific offenses that will be referred to police are simple assault, section 2701; aggravated assault, section 2702; recklessly endangering another person, section 2705; terrorist threats (bomb scare), section 2706; harassment, section 2709; criminal mischief, section 3304 false alarms to agencies of public safety, section 4905; riot, section 5501; failure of disorderly person to disperse upon official order, section 5502; disorderly conduct, section 5503; public drunkenness, section 5505; minors, underage drinking, section 6308.

In summary, the Fayette County Area Vocational Technical School expects and demands appropriate conduct from its students. The privilege of attending will never infringe or supersede the right of others.

The Fayette County Area Vocational Technical School will cooperate with sending schools disciplinary matters.

## BUS CONDUCT AND SAFETY CODE

1. Ride only on the bus, which is assigned. Board and get off bus at assigned bus stops.
2. Never stick hands, arms or any other parts of the body out the windows or doors.
3. Never experiment or tamper with the bus or any of the equipment.
4. Be careful not to leave anything on the bus such as lunches, clothing, books etc.
5. Noise on the bus must be kept to a minimum. Loud talking, laughing, behaviors creating a disturbance are not allowed.
6. Rough housing or throwing objects in or from the bus is prohibited.
7. A radio is not permitted on the bus.
8. The use of obscene language is not permitted.
9. Do not spit or throw trash on the floor.
10. All students are to sit in assigned seats and may not refuse to do so.
11. The driver has complete control of the bus. Students who risk the safety of others by their misbehavior may lose the privilege of riding the bus.
12. If a student violates any of the above rules and regulations and loses the bus privilege, the student or his or her parent will have to provide transportation to school. In such cases the law still requires attendance at school with parental arrest for non-attendance.
13. If a student intentionally damages seats or other parts of the bus he or she will be required to pay for its replacement.
14. Students are to remain in their seats while the bus is in motion.

Riding the bus is a privilege not a right, should any student abuse this privilege it will be revoked.

## CLUBS SKILLS USA

Skills USA is an organization composed of students from the different trade, industrial and health occupation shops in our school. The various Skills USA programs help students develop leadership qualities through educational, vocational civic, recreational, and social activities. The United States Skills Olympics is the national level competition, and is part of an annual Skills USA National Leadership Conference. In this competition, students demonstrate the occupational and leadership skill they have learned in the shop and in the classroom.

## STUDENT COUNCIL

Student Council is an organization and forum in which students at the Fayette County Area Vocational Technical School can implement change. The student body elects Student Council Officers and one student from each shop is elected by the instructor to represent their shop. Each shop selects an alternate to attend meetings when the first member is not available. Student Council has implemented shop shirts, Fayette County Area Vocational Technical School pride, Thanksgiving food drives, Christmas toy drives, dances, and many other student pride activities. Students learn leadership organizational skills, budgeting, team work and cooperation while participating in organized weekly meetings.

## SADD (STUDENTS AGAINST DESTRUCTIVE DECISIONS)

All students have the opportunity to participate in the local SADD chapter. SADD serves as a direct link to the heart of a school system and community. SADD chapters have become an efficient and effective avenue for quality programming to be implemented in thousands of schools and communities across the country. SADD's unique approach involves young people delivering education and prevention messages to their peers. Projects may include peer led classes and theme-focused forums, teen workshops, conferences and rallies, prevention education and leadership training, and awareness raising activities and legislative work. SADD's mission is to provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, impaired driving and other destructive decisions.

## RESTROOMS

Students wishing to go to the restroom will obtain a hall pass from the instructor and will sign in and out by recording the time in a ledger. Congregating, loitering, and smoking in the lavatories is prohibited. Any student found damaging fixtures will be held responsible for payment of damage (prosecution by civil law may be involved). Disciplinary action will follow and parents will be notified. There will be frequent checks made in this area. Be neat, these facilities are for you, the student.

## RADIOS, CD PLAYERS AND/OR RECORDERS

The possession of radios, CD/tape players and/or recorders, pagers, cell phones, "music boxes", IPODs, etc. are only permitted when authorized by school personnel (shop breaks, lunch, and special activities). Be advised that they could be a safety hazard.

## FIRE DRILLS

Fire Drills must be held in order to insure that every student is aware of the purpose of fire drills and to know the proper route when evacuating the building.

All doors are closed and lights turned off.

All panic switches are to be turned off.

All students are to leave shop areas and proceed to designated holding area.

Attendance will be taken at the holding area.

Teachers will inform all students of procedures, behaviors, and regulations governing fire drills.

## DISASTER DRILLS

Disaster drills are held to ensure that every student knows what to do and how to react. To ensure their safety in the event of a natural disaster such as a tornado, your teacher has a floor plan indicating areas where your class should meet and actions you should take to provide for student safety.

Teachers will inform all students of the procedures attitudes and regulations governing Disaster Drills.

## FIELD TRIPS

Field trip are required as part of each shop curriculum, as such all rules and regulations, outlined in the Student Handbook, are to be followed when students attend school sponsored field trips. Any misbehavior will result in disciplinary action and exclusion from future field trips.

## STUDENT INSURANCE

The administration at the Fayette County Area Vocational Technical School strongly recommends that every student participate in the voluntary school insurance program available through their school district. The cost of this insurance is minimal. Bodily injury and financial loss may occur through accidents.

## PUBLIC TELEPHONE

If a student needs to call home for any reason he/she must ask permission from a staff member in the main office. Students are not permitted to use shop phones for calling outside the building at anytime.

## GRIEVANCE PROCEDURE

Any student who wishes to grieve issues pertaining to his/her participation at the Fayette County Area Vocational Technical School will use the following procedure:

**Level 1** - Present grievance to the instructor. If there is no resolution in three (3) school days, move to level 2.

**Level 2** - Present the grievance to administration in writing. If there is no resolution within (5) school days, move to level 3.

**Level 3** - Present grievance to the operating board at the next regular meeting.

Students may have additional avenues beyond the Fayette County Area Vocational Technical School in pursuit of certain grievances, but the above pertain to the local jurisdiction only.

## STUDENT RIGHTS

Students do have rights. They have legal rights as persons and citizens not to be deprived of what the law gives them. These rights include the right to an education, the right to reasonably express their opinion, and the right to be free from discrimination.

They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process.

## SENIOR CERTIFICATES

Senior students will be issued certificates at the highest level where all of the requirements for that level have been met.

### 1. Distinguished Program Completer Certificate

- a) GPA in the program over the term of enrollment.
- b) Completion of a minimum of 95% of program competencies.
- c) Minimum of 95% attendance while enrolled in the program (five days maximum absence per semester).
- d) No safety/discipline violations while enrolled in the program.
- e) Completion of the NOCTI exam.

### 2. Merit Program Completer Certificate

- a) GPA in the program over the term of enrollment.
- a) Completion of a minimum of 85% of the program competencies.
- b) Minimum of 95% attendance while enrolled in the program.
- c) No safety/discipline violations while enrolled in the program.

### 3. Program Completer Certificate

- a) GPA in the program over the term of enrollment.
- b) Completion of a minimum of 75% of the program competencies.
- c) Minimum of 90% attendance while enrolled in the program.

### 4. Certificate of Attendance

- a) Not meeting any of the above listed criteria.
- b) Attending a vocational program for less than 3 years.

**5. The following are the credit values earned for each year at the Fayette County Area Vocational Technical School:**

	<b>Shop</b>	<b>Voc. Math</b>	<b>Voc. Humanities</b>
<b>10th Grade</b>	<b>3.5</b>	<b>.3</b>	<b>.3</b>
<b>11th Grade</b>	<b>3.5</b>	<b>.3</b>	<b>.3</b>
<b>12th Grade</b>	<b>3.5</b>	<b>.4</b>	<b>.4</b>

**6. Fayette County Area Vocational Technical School Grading Systems**

**Letter Grade  
Percentage Range**

A - to A+	93% to 100%
B- to B+	86% to 92%
C- to C+	77% to 85%
D- to D+	70% to 76%
F	69% and below
I	Student did not complete required work

**A grade of incomplete "I" will become a failing "F" grade after 7 days following the end of the nine weeks if the student does not complete the required work or make alternative arrangements.**

**DIRECTOR'S LIST**

In order for a student to be eligible for the Director's List they must have a 3.5 average in their vocational program, missed not more than 2 days of school at the Vocational Technical School, have no discipline referrals and no safety violations and have no grades below a C- for the grading period.

**HONOR ROLL**

In order for a student to be eligible for the Honor Roll, they must have a 3.5 average in their vocational program and no grade below a C-.

<b>Highest Honors</b>	<b>4.0</b>
<b>High Honors</b>	<b>3.80 to 3.99</b>
<b>Honors</b>	<b>3.50 to 3.79</b>

<b>Grade Points</b>			
<b>A+</b>	<b>4.00</b>	<b>C+</b>	<b>2.33</b>
<b>A</b>	<b>3.80</b>	<b>C</b>	<b>2.00</b>
<b>A-</b>	<b>3.50</b>	<b>C-</b>	<b>1.67</b>
<b>B+</b>	<b>3.33</b>	<b>D+</b>	<b>1.33</b>
<b>B</b>	<b>3.00</b>	<b>D</b>	<b>1.00</b>
<b>B-</b>	<b>2.67</b>	<b>D-</b>	<b>0.67</b>

**CITIZENSHIP GRADES**

Since the primary purpose of the public schools is training of citizenship, it is of the utmost importance to impress youngsters with respect for persons, property and society. Beginning with the first grade and continuing through the twelfth grade, pupils receive citizenship ratings. The Fayette County Area Vocational Technical School teachers will be giving the citizenship grade.

The citizenship grade is the result of social behavior of a pupil. It denotes favorable or unfavorable progress in relation to manners, respect, appearance, attitudes, etc. **The citizenship grade should not be involved in scholarship.** A pupil's subject grade should never be lowered because of poor citizenship and vice versa, except in the instance of citizenship affecting the quality, quantity or performance of work. Citizenship grades shall be number only.

**NOCTI EXAMS  
PENNSYLVANIA STATE SKILLS CERTIFICATE**

All students in the final year of their vocational program in which tests are available will participate in this written and hands-on performance job-readiness test. Those meeting the scoring requirements will be issued a Skills Certificate from the State of Pennsylvania.

## STUDENT COMPLAINT PROCESS

1. **Purpose** The Operating Committee recognizes that students have the right to request redress of complaints. In addition, the Operating Committee believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized and appropriate appeal procedures shall be provided.
2. **Definition** For purposes of this policy, a **student complaint** shall be one that arises from actions that directly affect the student's participation in an approved educational program.
3. **Authority** The Operating Committee and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by the Operating Committee Policy.
4. **Guidelines**

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint, which shall set forth:

  1. Specific name of the complaint and brief statement of relevant facts.
  2. Manner and extent to which the student believes he or she has been adversely affected.
  3. Relief sought by the student.
  4. Reasons why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the building administrator, the Director of Vocational Education and the Operating Committee, with a suitable period of time allowed at each level for hearing the complaint and preparation of a response.

At each level, the student shall be afforded the opportunity to be heard personally by the school official.

At each step, the school official hearing the complaint may call in the student's parent/guardian.

The student may seek the help of a parent/guardian at any step.

## WORK EXPERIENCE

To improve job placement and give students more on-the-job work experience, all students must complete one or more of the following prior to the completion of their respective program:

1. Job Shadowing
2. Internship Experience
3. Cooperative Education Placement

**FAYETTE COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL**

**COURSES OFFERINGS**

AGRICULTURE / VET TECHNICIAN

AUTO BODY

AUTO MECHANICS

BUILDING TRADES OCCUPATION

CARPENTRY

COMPUTER TECHNOLOGY

COSMETOLOGY

CULINARY ARTS

DIESEL MECHANICS

DRAFTING

ELECTRICAL CONSTRUCTION

GRAPHIC ARTS

HEALTH OCCUPATIONS

HOSPITALITY AND LODGING MANAGEMENT

HEATING, VENTILATING AND AIR CONDITIONING

MACHINE PRODUCTION TECHNOLOGY

MASONRY

WELDING