

STUDENT HANDBOOK

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STEEL CENTER
FOR CAREER AND TECHNICAL EDUCATION

2023-2024 BELL SCHEDULE

MORNING (A.M.) SESSION

7:15 Instructor and aide start time
7:18 **Assigned Duty Starts**
7:25 **Begin Morning (A.M.) Session**

7:55 **A.M. attendance bell & announcements**

9:42 **Assigned Duty Starts**

9:45 **Dismissal: A.M. 1st wave**
(Baldwin, Brentwood, Clairton, & Thomas Jefferson, Steel Valley)

10:07 **Assigned Duty Starts**

10:10 **Dismissal: A.M. 2nd wave**
(South Allegheny)

10:50 **Staff lunch**

AFTERNOON (P.M.) SESSION

11:35 **Instructors and aides Lunch Ends**

11:38 **Assigned Duty Starts**

11:45 **Begin Afternoon (P.M.) Session**

12:10 **P.M. attendance bell & announcements**

1:57 **Assigned Duty Starts**

2:00 **Dismissal: P.M. 1st wave**
(Bethel Park & Elizabeth Forward)

2:27 **Assigned Duty Starts**

2:30 **Dismissal: P.M. 2nd wave**
(South Park & West Mifflin)

2:55 **Instructor end time**

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Joint Operating Committee (J.O.C.)

Mr. Peter Giglione
Baldwin-Whitehall

Mrs. Gail Hoppe
Bethel Park
President

Mr. David Schaap
Brentwood

Mr. Roger Tachoir
Clairton City

Mrs. Calvina Harris
Duquesne City
Vice-President

Mr. Travis Stoffer
Elizabeth Forward

**Mrs. Lauren
DiBeneditto Huey**
South Allegheny

Mr. Wayne Perry
South Park

Mrs. Cara Karstetter
Steel Valley

Mrs. Suzanne Downer
West Jefferson Hills

**Mrs. Deborah
Kostelnik**
West Mifflin Area

Dr. Randal A. Lutz
Baldwin-Whitehall School District
Superintendent of Record



School Administration

Mr. Kevin Rice
Executive Director

Mr. Scott Kane
Assistant Principal

Mr. David J. Hall
Supervisor of Building
and Grounds

Mr. Chris Hamilton
Business Manager

Tricia Cousino
Board Secretary/
Executive Assistant

Mrs. Patrice Allison
Assistant Business
Manager

Shelley Ricci
Data Specialist

Career and Technical Education (CTE) Instructors:

Advertising and Design	Erin Heltion
Automotive Technology	Joseph Pace
Automotive Technology	TBA
Baking/Pastry Chef	Amanda Kate Kutrufis
Building Trades Maintenance	Nolan Bergamasco
Carpentry	Ted Pavlack
Collision Repair and Refinishing	Patrick Canavan
Computer Technology	Kurt Blanock
Cosmetology	Heather Kusbit
Cosmetology	Sandra Knight
Culinary Arts	Nathan Horrell
Electrical Construction	Robert Eagleson
Medical Professions	Tanya Busch
Health Assistants	Jennifer Kastronis
Heating, Ventilation, Air Conditioning, and Refrigeration	Richard Heltion
Public Safety	Nichole Ziegler
Sports Medicine & Rehabilitation Professions	Rachel Arovits
Veterinary Assistant	Nicholas Rivituso
Welding	Zachary Campbell

Non-Teaching Professional Employees:

School Counselor	Shannon Hinkle
School Counselor	Laura Montecalvo
Special Education Facilitator	Angela Eberhart
Special Education Facilitator	Fiona Sutton
Work-based Learning Coordinator	Stacey Caudill

Support Staff:

Administration/Adult Education Secretary	Cheryl Fischetti
Attendance/Financial Secretary	Sarah Skrinjorich
Student Services Secretary	Michelle Thiry
Instructional Aide	Leon Barone
Instructional Aide	Amanda Bisignano
Instructional Aide	Andre Boone
Instructional Aide	Samantha Brinkman
Instructional Aide	Marlene Davis
Instructional Aide	Dennis Eroline
Instructional Aide	Chelsea Gooden
Instructional Aide	Maria Inks
Instructional Aide	TBA
Instructional Aide	Darlene Seibel
Instructional Aide	Fred Vella
Instructional Aide	TBA
Maintenance Technician	Tom Bernick
Service Personnel	Danielle Pahanish
Service Personnel	Alan Tkac
Service Personnel	TBA



A message from Steel Center's Executive Director:

Dear Students and Families:

Welcome to the 2023-2024 school year at Steel Center for Career and Technical Education. Whether you are new to us and just beginning your Career and Technical Education studies, or you are a returning student who has come back to continue on your career journey - we are happy you are here. Your decision to pursue one of our Career Majors represents a big step towards a bright future. The programs available at Steel Center are provided to you by your school district, along with ten other school districts here in Southern Allegheny County. This partnership allows you to take advantage of educational opportunities that are not practical for individual school districts to operate alone, and are designed to be an exciting part of the high school experience. By enrolling at Steel Center, you have chosen to separate yourself from your peers and get a jump start on a rewarding and successful career in a field in which you connect. The information contained in this handbook reflects our planning prior to the 2023-2024 school year. The big news for this year is that we will begin construction of a total renovation of our school. This approximately \$35 million dollar project is scheduled to be completed in the fall of 2025. We have spent considerable time planning for this and are prepared to continue providing a high quality education for our students during this time. We have dedicated a page on our website www.steelcentertech.com to provide updated information for our students, families, and interested community members.

At Steel Center, our experience has shown that when we match students who have an interest and passion for one of our programs with caring, highly skilled, and knowledgeable teachers and staff - great things happen. That is exactly what occurs here, and we do it in a setting that replicates the “real world” workplace, using a well-defined and rigorous curriculum and the latest technology and resources. Steel Center has been educating students like yourself for over fifty years. Our graduates become leaders in their industries, own businesses, earn college degrees, and flourish in their fields. At Steel Center, you can expect to participate in robust learning experiences that blend challenging classroom instruction with engaging lab activities. Our programs offer students college credit through dozens of articulation agreements with post-secondary partners as well as industry-based certifications and credentials. We expect you to commit yourself to working hard and to become invested in your education. By doing this, you will leave here prepared to take the next steps in your career by either continuing your education or entering the workforce to begin your “Pathway to Success”. So again, I say welcome, and let’s have a great school year!

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin E. Rice'.

Kevin E. Rice, Executive Director

SECTION 1: GENERAL INFORMATION

STUDENT WELCOME:

Welcome to Steel Center Tech! We are a student-centered learning community committed to the success of young learners through positive and rigorous educational experiences. The purpose of this handbook is twofold. First, it highlights Steel Center's many activities and programs. Second, it outlines procedures and rules governing our school. Steel Center prides itself for its high standards and innovative programs. You should expect to be challenged every day and inspired to believe in yourself, to achieve to optimal levels, and to succeed in all academic and professional endeavors.

Steel Center challenges pupils to achieve outstanding academic, personal, career, and technical skills and to realize success in their selected career paths. To meet this expectation, you must do the following: cooperate and work vigorously in the classroom/shop, maintain satisfactory attendance of greater than 90% days present, and abide by the Code of Student Conduct.

Our number one priority at Steel Center is student success. As a learning community, we are committed to educating whole students by accommodating their academic, emotional and social needs. We are also passionate about the power of career and technical education (CTE) for imparting capacity and self-worth among young learners. Individuals who believe in themselves will achieve to highest levels and ultimately succeed. The future is yours! We will support you every step of the way. Again, welcome to Steel Center!

NOTE TO FAMILY:

This handbook is published and distributed in order to provide a means for students and families to familiarize themselves with the general policies and procedures governing Steel Center. It contains useful information supportive of your involvement in your child's education.

Your assistance is crucial to your son/daughter's success and greatly appreciated. If you have any questions regarding the contents of this handbook and/specific provisions related to Steel Center, please contact the school at 412-469-3200.

Scott Kane
Assistant Principal
skane@steelcentertech.com
412-469-3200 x2564

MEMBER SCHOOLS:

Steel Center for Career and Technical Education (SCCTE) is a Local Education Agency (LEA) of the Pennsylvania Department of Education (PDE) system of public schools. Community stakeholders residing in our member school districts, including families, businesses, and other entities contribute to our funding structure, thus owning the school. Steel Center is an educational consortium comprised of the following 11 public school systems in the Mon Valley and South Hills areas of Allegheny County, Pennsylvania:

- Baldwin-Whitehall School District;
- Bethel Park School District;
- Brentwood Borough School District;
- Clairton City School District;
- Duquesne City School District;
- Elizabeth Forward School District;
- South Allegheny School District;
- South Park School District;
- Steel Valley School District;
- West Jefferson Hills School District;
- West Mifflin Area School District.

SCHOOL HISTORY:

Steel Valley Area Technical School was established by the former Allegheny County Board of Education on January 27, 1964. Its purpose was to provide vocational and technical educational programs for secondary-level learners residing in southeastern Allegheny County. The first Steel Valley facility opened in 1964 to a student body of 215 in four programs. By 1978, enrollment reached 520 pupils in seven programs. By that time, it became evident the necessity to establish a new home for Steel Valley. Construction commenced shortly thereafter on a scenic plot on North Lewis Run Road in Jefferson Borough, now Jefferson Hills Borough. Dedicated in September 1980, the new Steel Center Area Vocational Technical School boasted a state-of-the-art facility amid a beautiful campus with 900 pupils enrolled in academic, vocational, and technical courses. The 2014-2015 school year marked the 50th anniversary of Steel Center. In partial celebration of this, the school was rededicated as Steel Center for Career and Technical Education. Continuously evolving, Steel Center's commitment to students and the communities it serves is unyielding.

MISSION:

Quality Policy Statement: to provide challenging, meaningful and relevant Career and Technical Education training for students, that supports the growth of the individual, families and the workforce within our communities.

VISION:

Steel Center will be regarded as a highly valued part of the public school system in Southern Allegheny County. Through strong relationships with our member school districts, post-secondary partners, and business and industry leaders, Steel Center will serve as a bridge between public education and the workforce. We will help to meet critical workforce needs within the communities of our member school districts and the region. Through a highly dedicated and well trained staff, outstanding facilities, and the support of our stakeholders, Steel Center will ensure a wide range of viable career pathways for our college and career ready students. Students and their families will embrace the idea that they are on **"A Pathway to Success"** as future opportunities await them upon completing their training at Steel Center.

GENERAL CTE PROGRAM OVERVIEW

Students who attend Steel Center can gain a labor market advantage through active learning that meets the expectations of 21st century employers and colleges. Each program will guide students through rigorous career oriented practical activities reinforced through core academic instruction. Students' employability will be further promoted by their opportunity to gain industry standard certifications required by local employers. Students also have opportunities to join career and technical student organizations (CTSOs), where they will learn leadership and citizenship principles. For more information about the opportunities offered at Steel Center, please visit the school's website.

PDE PROGRAMS OF STUDY (POS)

In accordance with the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Act), all postsecondary institutions receiving funds under the Act are required to award college-level credit or equivalent clock hours to a matriculated student and apply that credit toward the completion of the approved Pennsylvania Department of Education (PDE) Program of Study (POS), leading to an industry-recognized credential or certificate at the postsecondary level or an associate or baccalaureate degree. The purpose of this agreement is to ensure that students make the transition from a school entity (Steel Center) to another school entity, college or university, or a business/industry without experiencing delays in or duplication of learning. This agreement sets forth the terms and conditions for the awarding of college-level credit or equivalent clock hours to students who complete the approved PDE POS at a secondary school, so that those students can seamlessly continue their education in a related POS at a postsecondary institution. This agreement outlines the general conditions between secondary and postsecondary institutions.

STEEL CENTER CAREER MAJORS

Steel Center currently offers 17 career majors. Each major is based on currently state-approved curricula, inclusive of written (theoretical) activities, performance tasks, demonstration of work ethic, and professionalism. For each major, students may earn three (3) or more Carnegie Units (credits) per year, depending on local sending school district policies for credit acquisition. Students may also earn industry certifications in respective programs. Steel Center's career majors are as follows, listed alphabetically by local title and accompanied by Pennsylvania Classification of Instructional Program (CIP) codes:

Advertising & Design (Program of Study)

Grades 10-12

CIP Code: 50.0402, 3 or more credits/year.

Industry Certifications Available: Adobe Certified Associate Photoshop, InDesign, and Illustrator; PA Skills Certificate

An instructional program in the applied visual arts that prepares individuals to use artistic techniques to effectively communicate ideas and information to business and consumer audiences via illustrations and other forms of printed media. This program includes instruction in concept design, layout, paste-up and techniques such as engraving, etching, silkscreen, lithography, offset, drawing and cartooning, painting, collage and computer graphics.

Automotive Technology (Program of Study)

Grades 10-12

CIP Code: 47.0604, 3 or more credits/year.

Industry Certifications Available: Pennsylvania State Automotive Safety Inspection; Pennsylvania State Emissions Inspection and EPA; PA Skills Certificate

An instructional program that prepares individuals to apply technical knowledge and skills to engage in the servicing and maintenance of all types of automobiles and light trucks. This program includes instruction in the diagnosis and testing, including computer analysis, of malfunctions in and repair of engines, fuel, electrical, cooling and brake systems and drive train and suspension systems. Instruction is also given in the adjustment and repair of individual components and systems such as cooling systems, drive trains, fuel system components and air conditioning and includes the use of technical repair information and the state inspection procedures.

Baking/Pastry Chef (Program of Study)

Grades 10-12

CIP Code: 12.0501, 3 or more credits/year.

Industry Certifications Available: ServSafe Manager Food Safety; ServSafe Food Handler; S/P2 Culinary Safety and Pollution Prevention; PA Skills Certificate

Specialized classroom and practical work experiences associated with the preparation of breads, crackers, cakes, pies, pastries and other bakery products for retail distribution, for consumption in a commercial food service establishment or for special functions. Instruction includes making, freezing and handling of bake

products; decorating; counter display; and packaging of merchandise. This is a comprehensive program to prepare individuals for employment in a variety of occupations in the baking industry.

Building Trades Maintenance (Program of Study)

Grades 10-12

CIP Code: 46.0401, 3 or more credits/year.

Industry Certifications Available: Pennsylvania Builder's Association Certification (PBA); OSHA-10 Hour Training CareerSafe; PA Skills Certificate

An instructional program that prepares individuals to apply technical knowledge and skills to keep a building functioning, and to serve a variety of structures including commercial and industrial buildings and mobile homes. Instruction includes the basics of carpentry, millwork, plumbing, painting, glazing, electricity, plastering, welding, minor sheet metal, concreting, bricklaying, tile setting, hardware usage, heating, ventilation, waterproofing, roofing and record keeping.

Carpentry (Program of Study)

Grades 10-12

CIP Code: 46.0201, 3 or more credits/year.

Industry Certifications Available: Pennsylvania Builder's Association Certification (PBA); OSHA 10 Hour Training CareerSafe; PA Skills Certificate

An instructional program that prepares individuals to apply technical knowledge and skills to lay out, fabricate, erect, install and repair structures and fixtures using hand and power tools. This program includes instruction in common systems of framing, construction materials, estimating, blueprint reading and finish carpentry techniques.

Collision Repair and Refinishing (Program of Study)

Grades 10-12

CIP Code: 47.0603, 3 or more credits/year.

Industry Certifications Available: S/P2 Collision Safety and Pollution Prevention; PA Skills Certificate

An instructional program that prepares individuals to apply technical knowledge and skills to repair damaged automotive vehicles such as automobiles and light trucks. Students learn to examine damaged vehicles

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and estimate cost of repairs; remove, repair and replace upholstery, accessories, electrical and hydraulic window and seat operating equipment and trim to gain access to vehicle body and fenders; remove and replace glass; repair dented areas; replace excessively damaged fenders, panels and grills; straighten bent frames or unibody structures using hydraulic jacks and pulling devices; and file, grind and sand repaired surfaces using power tools and hand tools. Students refinish repaired surfaces by painting with primer and finish coat.

Cybersecurity and Networking Technology (Program of Study)

Grades 10-12

CIP Code: 15.1202, 3 or more credits/year.

Industry Certifications Available: A+; Security+; Network+; PA Skills Certificate

An instructional program that prepares individuals to apply basic engineering principles and technical skills in support of professionals who use computer systems. This program includes instruction in basic computer design and architecture, programming, problems of specific computer application, component and system maintenance and inspection procedures, hardware and software problem diagnosis and repair and report preparation.

Cosmetology (Tech Prep)

Grades 10-12

CIP Code: 12.0401, 3 or more credits/year

Industry Certifications Available: Cosmetology License; Manicurist; Esthetician; PA Skills Certificate

An instructional program that prepares individuals to apply technical knowledge and skills related to experiences in a variety of beauty treatments including the care and beautification of the hair, complexion and hands. Instruction includes training in giving shampoos, rinses and scalp treatments; hair styling, setting, cutting, dyeing, tinting and bleaching; permanent waving; facials; manicuring; and hand and arm massaging. Bacteriology, anatomy, hygiene, sanitation, salon management including record keeping and customer relations are also emphasized. Instruction is designed to qualify pupils for the licensing examination.

Culinary Arts (Program of Study)

Grades 10-12

CIP Code: 12.0508, 3 or more credits/year.

Industry Certifications Available: ServSafe Manager Food Safety; ServSafe Food Handler; S/P2 Culinary Safety and Pollution Prevention; PA Skills Certificate

An instructional program that prepares students for employment related to institutional, commercial or self-owned food establishments or other food industry occupations. Instruction and specialized learning experiences include theory, laboratory and work experience related to planning, selecting, preparing and serving of quantity food and food products; nutritive values; use and care of commercial equipment; safety; and sanitation precautions. Instruction skills are provided to individuals desiring to become employed in all areas of the food service industry at entry level.

Electrical Construction (Program of Study)

Grades 10-12

CIP Code: 46.0399, 3 or more credit/year.

Industry Certifications Available: Pennsylvania Builder's Association Certification (PBA); PA Skills Certificate

An instructional program that prepares individuals to apply technical knowledge and skills necessary to install, operate, maintain and repair electrically-energized residential, commercial and industrial systems, and DC and AC motors, controls and electrical distribution panels. Instruction emphasizes practical application of mathematics, science, circuit diagrams and use of electrical codes and includes blueprint reading, sketching and other subjects essential for employment in the electrical occupations. Reading and interpretation of commercial and residential construction wiring codes and specifications, installation and maintenance of wiring, service and distribution networks within large construction complexes are also critical components of the program.

Health Assistants (Program of Study)

Grades 10-12

CIP Code: 51.0899, 3 or more credits/year.

Industry Certifications Available: Pennsylvania Nurse Aide Registry; Basic Life Support Health Care Providers; PA Skills Certificate; Patient Care Technician

A cluster program with a combination of subject matter and experiences designed to prepare individuals for entry-level employment in a minimum of three related health occupations under the supervision of a licensed health care professional. Instruction consists of core course content with clinical experiences in one or two health related occupations. The core curriculum consists of planned courses for introduction of health careers, basic anatomy and physiology, medical terminology, legal and ethical aspects of health care and communications and at least three planned courses for the knowledge and skills for the occupational area such as medical assisting, ward clerk, nursing assisting, etc.

Heating, Ventilation, Air Conditioning & Refrigeration (Program of Study)

Grades 10-12

CIP Code: 47.0201, 3 or more credits/year.

Industry Certifications Available: EPA 608 Technician Certification; Pennsylvania Builder's Association Certification (PBA); PA Skills Certificate

An instructional program that prepares individuals to apply technical knowledge and skills to install, repair and maintain commercial and domestic heating, air conditioning and refrigeration systems. Instruction includes theory and application of basic principles involved in conditioning of air (cooling and heating); filtering and controlling humidity; operating characteristics of various units and parts; blueprint reading; use of technical reference manuals; the diagnosis of malfunctions; overhaul, repair and adjustment of units and parts such as pumps, compressors, valves, springs and connections; and repair of electric/electronic and pneumatic control systems.

Medical Professions (Program of Study)

Grades 10-12

CIP Code: 51.9999, 3 or more credits/year.

Industry Certifications Available: Pharmacy Technician/ NHA; Phlebotomy Technician /NHA; EKG Technician/ NHA

The Medical Professions program prepares individuals to apply knowledge and skills in the health occupations. Instruction is provided in the basic skills in a variety of areas associated with health occupations such as health and medical services, pharmaceutical and medical instruments and supplies. Instruction includes but is not limited to foundations of health (medical terminology); anatomy and physiology; legal, ethical and economic aspects of health care; clinical laboratory procedures; basic health occupational skills; aseptic techniques; OSHA regulations; and infection control. Clinical education is an integral part of the program. Science and math taught by certificated science and math teachers will be coordinated and deemed essential for students to successfully reach their career objectives.

Public Safety (Tech Prep)

Grades 10-12

CIP Code: 51.0904, 3 or more credits/year.

Industry Certifications Available: National Incident Management System; Basic Life Support Health Care Providers; Hazardous Materials Response Awareness; EMT; PA Skills Certificate

A program that prepares individuals, under the remote supervision of physicians, to recognize, assess, and manage medical emergencies in prehospital settings and to supervise ambulance personnel. This includes instruction in basic, intermediate, and advanced EMT procedures; emergency surgical procedures; medical triage; rescue operations; crisis scene management and personnel supervision; equipment operation and maintenance; patient stabilization, monitoring, and care; drug administration; identification and preliminary diagnosis of diseases and injuries; communication and computer operations; basic anatomy, physiology, pathology, and toxicology; and professional standards and regulations.

Sports Medicine and Rehabilitation Professions (Tech Prep)

Grades 10-12

CIP Code 51.2604

3 or more credits/year Grades 10-12

Industry Certifications Available: Physical Therapy Aide Certification AMCA; Certified Personal Trainer NASM; OSHA-10, First Aid, CPR/AED
Exercise Science & Rehabilitation Services prepares individuals to assist in rehabilitation services under the supervision of physical therapists, occupational therapists, speech-language pathologists, and other therapeutic professionals, and to perform routine functions in support of rehabilitation. Includes instruction in roles and responsibilities of rehabilitation providers, basic function of the human body, disabling conditions, therapeutic skills, client management, and communication skills.

Veterinary Assistant (Program of Study)

Grades 10-12

CIP Code: 01.8301, 3 or more credits/year.

Industry Certifications Available: Approved Veterinary Assistant AVA

The Veterinary Assistant program prepares individuals to support veterinarians by providing assistance during animal examinations, treatment administration and monitoring; by keeping animal and related health record information; and by performing a range of selected practice-related duties. This program is designed to provide instruction in preparing the animal for examination and treatment, sterilizing equipment and performing selected routine laboratory procedures under direct supervision of the veterinarian. Instruction also includes maintaining medical and business records, charting and scheduling activities and a wide range of practice-related duties as applied to animal health care, the biomedical field and the pet industry. The health occupational planned courses include the study of life sciences with emphasis on animal anatomy, physiology, diseases, reproduction, genetics, nutrition, animal laboratory procedures, aseptic technique, OSHA regulations, infection control and procedures. Clinical education is an integral part of the program. Science and math taught by certificated science and math teachers will be coordinated and deemed essential for students to successfully reach their career objectives.

Welding (Program of Study)

Grades 10-12

CIP Code: 48.0508, 3 or more credits/year.

Industry Certifications Available: SP/2 Welding Safety Pollution and Prevention; PA Skills Certificate

An instructional program that prepares individuals to apply technical knowledge and skills in gas, arc, shielded and non-shielded metal arc, brazing, flame cutting and plastic welding. Hand, semi-automatic and automatic welding processes are also included in the instruction. Students learn safety practices and types and uses of electrodes and welding rods; properties of metals; blueprint reading; electrical principles; welding symbols and mechanical drawing; use of equipment for testing welds by ultrasonic methods and destruction and hardness testing; use of manuals and specification charts; use of portable grinders and chemical baths for surface cleaning; positioning and clamping; and welding standards established by the American Welding Society, American Society of Mechanical Engineers and American Bureau of Ships.

COMMUNITY SERVICES

Steel Center periodically offers students and community members services through its various CTE programs. The education of our students is paramount at Steel Center and is the school's primary focus. Due to the nature of technical curriculum, arrangements can be made to enhance student education through "real life" service and projects. Such services and projects require planning and must be directly aligned with the curriculum of the programs involved. All "outside school" projects and services must be approved or instituted through the Steel Center Administration. Examples of outside projects and services are as follows, but not limited to, food sales, cosmetology clinic, construction, automotive repairs, and graphic arts media

Any services that might be offered will require preliminary approval from instructors and final approval from administrators. Please note the following procedures, listed below by respective programs and associated services:

Automotive repairs: Community members may arrange for automotive repairs by reporting to the Business Office on the 2nd floor to submit a request. An appointment may be arranged to speak with automotive personnel regarding the repair. All repairs must be aligned with student curriculum and approved by the teacher and administration.

Guidelines for Steel Center students, including those in Auto Mechanics, Collision Repair and Diesel

- You must have prior approval from the principal before bringing their vehicles onto school grounds
- At the teacher's discretion and with administrative permission students may be granted the privilege of having repair work performed on their vehicles, if they are in good standing.

The following rules will be observed to have any repair work performed:

1. Students must obtain passes from their program teachers and report to the Business Office prior to scheduling auto repair.
2. Students will receive passes to visit the appropriate program areas to speak with the auto teacher about the nature and scope of the repair work to be performed.
3. If the vehicle is deemed acceptable for repair work by the auto teacher, students will report back to the Business Office to complete all necessary paperwork, including obtaining a temporary driving permit if needed and a work order form.

4. When all paperwork has been completely filled out and returned to the Business Office, the repair will then be scheduled. Students will be informed when to bring the vehicle to school, as per their appointment times.
5. Passengers are not permitted to ride with students bringing vehicles in for repair.

Auto Tech, & Collision Repair Contacts:

- Auto Tech: 412-469-3200, ext. 2513
- Collision Repair: 412-469-3200, ext. 2511

Cosmetology Clinic: The Cosmetology Clinic will normally be open Thursday and Friday to provide various salon services to customers/community members. Additionally, if scheduling permits, students may be granted the privilege to use the clinic if the student is in good standing. Students are to report to the Business Office to obtain authorization to visit the clinic. AM student appointments will not be booked after 8:30 AM PM student appointments will not be booked after 12:30 PM.

Check the Steel Center website for current information about the hours of operation.

Note the following Cosmetology Clinic guidelines:

- Report and sign in at the Business Office;
- Report directly to destination and sign in there, too;
- After service is complete, sign out at the Business Office.

Note 1: Student models are to be issued a pass by the Cosmetology teacher. The student model must present this pass to their program teacher to obtain permission before reporting to Cosmetology. Permission will only be granted if the student model is in good standing. Visiting high school students will not be permitted to act as Cosmetology models, if their sending school is in session.

Contacts:

- Mrs. Heather Kusbit: 412-469-3200, ext. 2558 - hkusbit@steelcentertech.com;
- Mrs. Sandee Knight: 412-469-3200, ext. 2522 - SKnight@steelcentertech.com

SECTION 2: SERVICES, SUPPORTS, ORGANIZATIONS, AND DISTINCTIONS

I. STUDENT SERVICES

The Student Services Center is the support hub for Steel Center’s learners. Its staff includes the school counselor, cooperative education coordinator, data process specialist, and behavior therapist—all available to assist students, as per their individual needs. It is also a full-service media/resource center, equipped with computers, reference books and other materials conducive for exploration and enrichment. Pupils may access the Center during class time (with staff permission and a valid hall pass) or by means of regular classroom/shop instruction.

CAREER EDUCATION

Steel Center works with member school districts for providing career education, as mandated by Chapter 339 of the Public School Code. Topics of study include the following, as indicated by the Pennsylvania Career Education and Work Standards:

- Career Awareness and Preparation;
- Career Acquisition;
- Career Retention and Advancement;
- Entrepreneurship.

Career educational curriculum and functions vary from district to district and often include tours of the Steel Center facility and other like activities.

Note: All students enrolled at Steel Center receive intensive career education via their respective career majors.

SCHOOL COUNSELING SERVICES

The School Counseling Division of the Student Services stands ready to implement effective techniques for assisting all students in career or academic decision making, as well as navigating life’s difficulties. Areas for which counseling is available include, but are not limited to the following:

- career explorations;
- conflict resolution;
- employment counseling;
- personal issues;
- post-high school planning;
- scheduling.

Pupils may schedule appointments with the school counselor during class time, or they may report directly to the counselor in the event of situations that require urgent assistance.

The school counselor also serves as the School Assessment Coordinator (SAC), who facilitates standardized assessment administration and procedures for the following: National Occupational Competency Testing Institute (NOCTI) exams, ASVAB, CCAC Placement Test, EPA 608 exam, and others that may be applicable to career and technical education.

SPECIAL EDUCATION

Steel Center offers a spectrum of services for every Special Education student enrolled in a CTE program of study (POS). Special educators work with sending schools to participate in meetings to ensure proper scheduling and support. Students are assigned a certified Special Educator who assist students in classrooms and labs with the program teacher through the implementation of all supports and adaptations. Additionally, students have access to a learning resource area which is outfitted with instructional areas and technology to promote student success through remediation of CTE curriculum. Quarterly progress reports are sent to caseload/monitor teachers indicating current grades and specific target behavior affecting student grades. Each sending school assigns a special education liaison to assist in communication and problem solving throughout the student's education at Steel Center. Additional supports—including counseling—are available via the Student Services Center and sending school's pupil services offices.

Below are the classes the facilitators are assigned to:

Fiona Sutton:

- Advertising & Design
- Building & Trades
- Carpentry
- Cosmetology
- Electrical Construction
- Health Assistant
- Medical Professionals
- Public Safety
- Sports Med.
- Welding

Angela Eberhart:

- Automotive Technology
- Baking
- Collision
- Cybersecurity and Networking Technology
- Culinary
- HVAC
- Vet Assistant

STUDENT ASSISTANCE

Steel Center for CTE works with our sending schools' *Student Assistance Programs (SAPs)* to support pupils who may be experiencing difficulties that may interfere with their schooling. As described by the Pennsylvania Network for Student Assistance Services or PNSAS (2016), "the Commonwealth of Pennsylvania's Student Assistance Program (SAP), which is administered by the Pennsylvania Department of Education's Safe Schools Office in partnership with the Pennsylvania Department of Drug and Alcohol Programs' Division of Prevention and Intervention and the Pennsylvania Department of Human Services' Office of Mental Health and Substance Abuse Services is designed to assist school personnel in identifying issues including alcohol, tobacco, other drugs and mental health issues, which pose a barrier to a student's success. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers in order that they may achieve, remain in school, and advance forward positively."

WORK-BASED LEARNING

Cooperative Education, commonly known as "CO-OP", is a unique plan of education that combines classroom instruction with on-the-job training. By partnering with local employers, paid employment opportunities are established for students. They are placed in these approved training sites when the job directly relates to their career-technical program. Students are required to attend Steel Center on a regularly scheduled basis to continue related instruction and participate in school activities. The program is under the supervision of a certified Work-based Learning Coordinator who monitors students' progress and evaluates work performance through work-site visits and grading reports.

II. POSITIVE BEHAVIORAL SUPPORTS

Steel Center believes that students thrive in safe, orderly, and welcoming environments that celebrate and promote student achievement and engagement as a means for minimizing student misconduct via activities, functions, and incentive that promote positive behaviors and excellence for all. Steel Center also believes that discipline is integral to the educational processes and that effective disciplinary strategies must meet students' developmental needs via an array of interventions, responses and strategies that inspire positive behaviors, supports effective instruction and learning, and restores relationships with classmates and personnel. The school provide students with incentives to engage in meaningful ways. We are committed to the Positive Behavioral Support (PBS) concept.

The CHILL Project

The CHILL Project addresses needs for students and staff through providing a comprehensive mindfulness-informed, skill-building program that serves the needs of the entire school community. Through systematically addressing the complex school community, the CHILL Project looks to increase the well being of all members, ultimately leading to greater resiliency, student success, teacher well being, connected caregivers, and a compassionate learning community that promotes healing and well being.

CTE Month description: CTE Month is a public awareness campaign held each February to celebrate Career and Technical Education (CTE) and the achievements and accomplishments of CTE programs and CTE students across the United States of America. CTE Month themes vary from year to year and afford pupil opportunities for increased awareness of how CTE prepares them for post-secondary education, the workforce, and prosperity.

III. CO-CURRICULAR ACTIVITIES: CAREER AND TECHNICAL STUDENT ORGANIZATIONS

All Steel Center students may participate in its co-curricular groups, also known as Career and Technical Student Organizations (CTSOs). Steel Center's CTSOs are as follows:

BAMP - Builders Association of Metropolitan Pittsburgh: The mission, goal and primary purpose of the Builders Association of Metropolitan Pittsburgh (BAMP) is to promote home ownership and the improvement of the residential building industry in Western Pennsylvania. A student chapter of BAMP is available for students enrolled in the following programs: Building Trades, Carpentry, Electrical Construction, and HVAC.

NTHS - National Technical Honor Society: The National Technical Honor Society (NTHS) is a national organization committed to the recognition of outstanding student achievement in career and technical education. NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. Students inducted into NTHS have earned America's highest award for excellence in career and technical education. Membership is open to eligible students from all career and technical program areas at Steel Center. To be considered for membership into NTHS the program teacher must nominate their student(s). Eligibility requirements for nomination into NTHS and maintaining active membership status are as follows:

- student nominee must be a second year pupil at SCCTE;
- student nominee must have and maintain a minimum 93 percent grade average in his/her career and technical program;
- student nominee cannot miss more than five (5) school days per semester;
- student nominee must demonstrate leadership skills, be responsible, hardworking, honest and dependable;
- student nominee must maintain a 3.5 grade point average (GPA) at their sending high school and at Steel Center.

SkillsUSA: SkillsUSA is the largest student organization in the school. It is composed of students from the different trade and industrial occupations. The various SkillsUSA activities help students develop leadership qualities through education, vocational, civic, recreational and social activities. Excellence in scholarship and craftsmanship are developed through the local, state and national SkillsUSA leadership conferences and competitions.

STUDENT AMBASSADORS

Leadership CTE is group of student leaders selected by the School Counselor and Executive Director at the beginning of the school year to provide the student's voice in the operations of Steel Center. Members will participate in monthly meetings with the School Counselor and Executive Director. They will develop leadership skills so that they are prepared to take on leadership or supervisory roles in their chosen fields, provide ideas regarding school initiatives/activities and attend Steel Center Board Meetings. Members will also serve as Steel Center ambassadors for special events and visits by dignitaries. The valuable input and contributions made by members will help Steel Center plan for the future, elevate school spirit and contribute to the communities we serve. Any student that is interested in leadership, organizational behavior, event planning or becoming more involved in Steel Center should complete the application the first two weeks of school as announced.

Activity (CTSO) periods: In support of CTSOs and other student-orientated functions of the like, Steel Center conducts weekly *activity* (CTSO) periods, which promote opportunities for students to actively engage in school co-curricular groups within a structured framework that does not excessively remove them from their respective CTE programs of study (POS) and minimizes distractions and disruptions to instruction and learning. Refer to *Activity* (CTSO) periods in Section 4 of this handbook for more information.

IV. DISTINCTIONS:

RECOGNITION OF STUDENT MERIT

Pennsylvania Skills Certificate: The Pennsylvania Skills Certificate was created by the Pennsylvania Department of Education to recognize career-technical students who have achieved high skills in their chosen technical area. The Department of Education requires all qualifying students completing their career training to take National Occupation Competency Test Institute (NOCTI) exams or another approved test related to their program area.

Students will be tested in two areas. The written test covers factual knowledge, technical information and the understanding of principles and problem solving related to their chosen career and technical program. The performance test allows students to demonstrate that they have the skills required to do the job. To earn the Pennsylvania Skills Certificate, students must achieve a high score on the NOCTI examination. Receiving a Pennsylvania Skills Certificate is one way that students can demonstrate proficiency as they continue forward to industry certifications and other assurances of competencies.

Professional certificate, license, and membership potentials (a sampling):

- A+ Certification
- American Red Cross Adult-Infant-Child CPR/AED
- CISCO Certified Entry Networking Technician (CCENT)
- Cosmetology License (PA)
- Emergency Medical Responder
- Emergency Medical Technician Certification
- EPA 608 Technician Certification
- Healthcare Providers Certification
- Home Builders Institute Certification
- National Academy of Sports Medicine
- National Center for Construction Education and Research (NCCER)
- National Health Association
- National Association of Veterinary Technicians in America
- National Registry for Food Safety Professionals (FSM)
- Patient Care Technician Certification
- Pennsylvania Builders Association
- Pennsylvania Nurse Aide Registry
- Pennsylvania State Automotive Safety Inspection Certificate
- Pennsylvania State Emission Inspection and EPA Certificate
- Pharmacy Technician Certification
- Phelbotomy Certification
- OSHA 19 Certification
- ServeSafe Manager Certification

School-issued awards of distinction and merit:

- *Student of the Month* (monthly)
- *Extra Effort Awards* (semi-annually)
- *Top of the Shop Awards* (semi-annually)
- *Outstanding Senior Awards* (annually)
- *CTE Student of the Year Award* (only one senior, annually)
- *Educator of Distinction* (annually for personnel)
- Steel Center certificates for program completion, concentration, or participation (as an accompaniment to high school diplomas)
- Steel Center Team Member of The Month Award

THE CHALLENGE PROGRAM

Steel Center proudly partners with The Challenge Program, Inc. to encourage its students to advance their professional skills, technical skills, civic responsibility, and work ethic via financial incentives awarded each semester and presented before the entire student body. These incentives are graciously underwritten by local business associates (i.e., #1 Cochran), who are vested in supporting workforce development in the Greater Pittsburgh Area.

The Challenge Program's Mission: The Challenge Program, Inc.'s mission is to build sustainable Business/Education partnerships while introducing students

to careers in their communities. These partnerships contribute to workforce and economic development by motivating students to develop the solid work habits required to succeed in school and in their future careers.

The Challenge Program, Inc. carries out its mission of building Business/Education partnerships and motivating high school students through in-school assemblies and ceremonies, and communication between businesses, educators, students.

The Challenge Program's Vision: Every student has the opportunity for financial security through rewarding careers.

SECTION 3: STUDENT RIGHTS AND RESPONSIBILITIES

Steel Center's Joint Operating Committee (JOC) recognizes the importance of maintaining a proper educational climate for all learners. The JOC believes that basic rights and responsibilities of all people must be recognized and guaranteed. Students have rights. These rights include, but are not limited to, the right to a free and appropriate public education (FAPE), the right to reasonably express opinions, the right to be free from discrimination, the right to be treated with dignity by others, and the right to contribute to the educational process. With rights comes responsibilities. Students are responsible for respecting the rights of themselves and others. They are to refrain from any behaviors that may compromise and/or place undue burden upon other's rights, inclusive of their civil liberties. They are responsible for their actions and to all elements of the school, particularly those noted in the proceeding.

ACADEMIC RESPONSIBILITIES

Career portfolios: The ability to market oneself in business and industry is essential to success. To assist with obtaining employment, Steel Center students are responsible for developing and maintaining a current electronic career portfolio. Internet-based career exploration and planning tools, may be used to assist students in completing an electronic-career portfolio. Each school year students will complete a list of required components to maintain their portfolio. Career portfolios showcase skill development and career and technical

achievements relevant to pupil progress through curricula. The career portfolio documents career assessments and exploration, sample program work, work-based learning experiences, program skill, industry certifications, and achievement awards that may have been earned.

The portfolio will also consist of professional development tools such as an updated resume, cover letters, and references to assist students in the transition from school to career.

EMERGENCY RESPONSE TRAINING

To ensure the safety and welfare of students and staff, Steel Center Tech in cooperation with the Borough of Jefferson Hills Police Department enlists training for heightening school safety and minimizing loss in the event of extreme emergencies. All students and staff will be trained on a new method called RUN, HIDE, FIGHT. Training and disclosure will happen periodically to ensure that all students and staff understand it and know how to use it.

FINANCIAL OBLIGATIONS

Pupils who owe money to SCCTE for services rendered and/or lost or damaged property must make sufficient payment(s) toward their debts. Consideration will be given for normal wear and tear of property; however, when property is vandalized, lost, or substantially worn due to improper use, students will be held financially responsible. Unpaid or uncollected fund-raising money and other matters of the like are also considered financial obligations. The school maintains the right to withhold certain privileges and/or services upon discretion until debts are paid in full. Financial obligations must be paid in full by the end of one's senior year or upon cancellation of enrollment.

SCCTE reserves the right to collect any and all unpaid bills by filing a complaint with the magistrate or other appropriate courts. If this becomes necessary, the school will seek judgment in the amount of the debt plus costs. Note: Property issued and/or loaned by SCCTE remains the property of the school; respective (public) property is to be returned in good, working condition—normal wear and tear accepted.

SAFETY

Safety is an extremely important part of career technical training. It is also an expected competency required by every employer. A student may have the opportunity to use various hand tools and power equipment associated with his/her respective program of study (POS). Appropriate instruction in the safe use and operation of tools and equipment is facilitated and assessed for understanding before such items may be used.

Steel Center students are required to make a pledge of safety, as part of their CTE experience.

The Steel Center Safety Pledge:

- ✓ I will model, demonstrate, and obey all safety regulations in all CTE Programs and academic classes at Steel Center.
- ✓ I will not operate equipment or use tools without first obtaining permission from my teacher and having passed required operational and safety instructions.
- ✓ I will report all injuries, however minor, to the appropriate authority figures at Steel Center.
- ✓ I will model, demonstrate, and obey all safety regulations while on the school grounds of Steel Center.
- ✓ I will model, demonstrate, and obey safety regulations while being transported to and from Steel Center and school functions.
- ✓ I will model, demonstrate, and obey all safety regulations while driving my vehicle to and from Steel Center.

- ✓ I will model, demonstrate, and obey all policies and regulations found in this handbook.

Enforcement of safety regulations:

Safety is a top priority at Steel Center. The school acknowledges that compliance with safety rules, equipment instructions, and staff directives significantly decreases the risk of injury. *Occupational Safety and Health Administration (OSHA)* standards, as well as all individual program safety rules and procedures must be strictly followed at all times. Teachers firmly and consistently enforce safety provisions in their program areas.

Students are required to obey all safety regulations at all times. Students who violate safety rules are in violation of the Steel Center Code of Conduct and subject to disciplinary action. Students who commit repeated or excessive safety violations may be removed from their programs or withdrawn from Steel Center. Safety violations include, but are not limited to the following:

- refusal to complete necessary safety requirements;
- improper use of, lack of, or refusal to use/maintain personal protective equipment and/or uniform;
- failure to follow training/procedures when operating equipment or improper use of equipment;
- reckless endangerment;
- throwing of objects;
- any behavior that places self or others at risk of injury, or causes/results in injury.

Safety glasses: Students are required to wear industrial quality eye protection when doing the following:

- the use of hot liquids, solids, gases, caustic, chemical, or explosive materials;
- the milling, sawing, turning, shaping, cutting, grinding or stamping of solid materials;
- the tempering, heat treatment or kiln firing of metals and other materials;
- gas or electric welding;
- the repairing or servicing of vehicles
- situations deemed necessary.

Note: Teachers or designees will determine when protective eyewear must be worn, not students.

Safety glasses are required in the following programs (shops):

- Auto Technology;
- Building Trades;
- Carpentry;
- Collision Repair;
- Diesel Technology;
- Electrical Construction;
- HVAC-R;
- Welding.

Students enrolled in the programs above who wear prescription lenses must wear eye protection that incorporates their prescription to its design or wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses. These same pupils must use eyewear with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation. Wearing tinted lenses is not permitted unless directed by the teacher to protect from injurious light radiation.

Teachers of programs that are not listed above will determine when eye protection must be worn. Steel Center will provide one pair of approved safety glasses to those students who are required to wear them. Replacements are the student's responsibility and may be purchased at the school store before or after class time. Replacement safety glasses purchased outside of Steel Center must also meet approved standards.

Uniforms and other program costs:

Compliance with the Occupational Safety & Health Administration (OSHA) standards is required in each program area, which may incur additional cost to families. Program specific requirements may obligate students to purchase and wear safety-toed footwear, safety glasses, hard hats, work uniforms and hair styles that will not create a safety hazard.

Costs may vary, depending on exact uniform requirements. Cosmetology students are required to pay for their kit materials, priced at approximately \$275.00. Automotive Technology, Collision Repair, and Diesel students will purchase tool kits at an approximate cost of \$200.00. Individuals are responsible for cleaning and maintaining their uniforms, shoes, and equipment. Failure to do so may result in disciplinary action, including payment of restitution for damaged or stolen resources.

SAFE2SAY SOMETHING (S2SS)

Steel Center is committed to creating and sustaining a comprehensive, coordinated effort to improve the overall safety. To support this objective, the school in compliance with Act 44 of the Pennsylvania Code utilizes Safe2Say Something (S2SS). The comprehensive S2SS program educates students and other school stakeholders on how to: Recognize the signs and signals of at-risk behaviors – especially within social media;

- Take every sign and signal seriously;
- Act quickly to get help by talking to a trusted adult;
- Report critical information anonymously through the S2SS Office of the Attorney General 24/7 Crisis Center, mobile app, or website;
- Respond to and manage the submitted tip via a school-based multi-disciplinary educator and administrator teams;
- Sustain the curriculum and awareness via student clubs, in-school activities and call-to-action weeks.

Students are encouraged to report any that can pose a danger or risk to the school. Tips may be reported via telephone (toll free): 1-844-saf2say; via the internet: safe2saypa.org; or via the S2SS free mobile app.

STUDENT COMPLAINT PROCESS

Students have the right to request redress of complaints pertinent to their education. Individual and group complains shall be recognized, and appropriate appeal procedures shall be provided. A student complaint shall be one that arises from actions that directly affect the pupil's participation in an approved educational program.

Guidelines: The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, the school counselor; and both shall attempt to resolve the issue informally and directly. For complains that must move beyond the first step, the student shall prepare a written statement of his/her complaint, which shall set forth the following:

- The specific nature of the complaint and a brief statement of relevant facts.
- The manner and extent to which the student believes he/she has been adversely affected.
- The relief sought by the student.
- The reason(s) why the student feels entitled to the relief sought.

The complaint may then be submitted to the assistant director: principal, executive director, and the Joint Operating Committee with a suitable period of time allowed at each level for hearing of 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. The student may seek help from a parent/guardian at any step.

STUDENT RESPONSIBILITIES

Student responsibilities include regular attendance, conscientious effort in all education tasks, and compliance with school rules and legal codes. Students share responsibility with administration and staff for developing and maintaining a positive, safe, and welcoming school climate.

Students do not have the right to intimidate, harass, and/or threaten personnel, pupils, and any other school stakeholders. Students are required to respect the rights all individuals affiliated with the school. They may express their ideas and opinions in respectful manners free from slander and libel. Student responsibilities include, but are not limited to the following:

- following all rules and regulations covered in the school's *Code of Student Conduct*; being willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property;
- dressing and grooming in accordance with the school's *Dress Code*;
- knowing that until a rule is waived, altered, or repealed, it is in full effect;
- assisting school staff in operating a safe school for all students enrolled therein;
- being aware of and comply with state and local laws;
- exercising proper care when using public facilities and equipment;
- attending school daily, except when excused, and be on time to all classes and other school functions;
- making all necessary arrangements for making-up work when absent from school;
- pursuing and attempting to complete satisfactorily the courses of study prescribed by state and local school authorities;
- avoiding inaccuracies in student newspapers or other like publications;
- refraining from indecent or obscene language and dress.

Care of school property: Steel Center is foremost a secondary-level career-technical school and *Local Educational Agency (LEA)* of the *Pennsylvania Department of Education (PDE)*, but it also serves as an adult education center for the purpose of *Adult Education* and as a resource for community functions and services. The school is regularly accessed by citizens and guests not directly affiliated with the school. In maintaining positive public relations (PR) for Steel Center, students are to care for school property by consistently doing the following:

- taking pride in your career-technical school and respecting its equipment by using it properly and safely;
- refraining from damaging, defacing, and/or vandalizing the facility;
- promptly reporting to administration any damage to the facility or equipment resulting from maliciousness and/or vandalism;
- promptly reporting to administration any damage to the facility or equipment resulting from accidents, carelessness, and/or other incidents of the like;
- staying out of areas of the school for which you are unauthorized.

SECTION 4: GENERAL POLICIES AND PROCEDURES

ABSENCE EXCUSE PROCEDURES

Students are to do the following upon returning to school after a single day of absence or upon consecutive days of absences:

- Bring a written and signed excuse that disclose the reason(s) for absence. The student can be emailed by the parent to attendance@steelcentertech.com
- Excuses should be brought into the Business Office and placed in the excuse box or given to the Attendance/Financial Secretary.
- Upon reporting to class, ask for and retrieve make-up assignments/work from your teacher. Students are responsible for doing this

Important points regarding excuses:

Per the PA Public School Code,

- Excuses for absences must be written and signed by the legal parent/guardian of the child who is absent.
- Students have three (3) school days to submit signed, written excuses for absences. After three (3) days have lapsed, the absence or absences will be permanently classified as **illegal/unexcused**.
- All absences after the tenth (10th) are considered illegal, unless the absences are justified via physicians' notes and/or court documents (that accompany a signed written excuse from a legal parent/guardian).

Key points regarding excuse procedures:

- Students 18 years of age or older who are dependents are bound by all provisions noted above; independent students may be bound by different guidelines.
- Steel Center reserves the right to directly petition local agencies (including the courts) and/or sending schools to assist in resolving truancy.
- Submission of signed written excuses does not guarantee that an absence or absences will be deemed legal by either Steel Center or the state.

Extended medical conditions: Steel Center realizes that some students may be experience medical conditions that result in legitimately higher rates of absenteeism. In such cases, Steel Center will coordinate with families and sending schools to ensure that all appropriate measures are in place to effectively educate affected students. Extended medical conditions will be dealt with on an individual basis. **Note:** Parents/Families and sending schools are responsible for submitting documentation to Steel Center regarding medical conditions that may or will result in extended absences.

ACCIDENTS AND INSURANCE

Steel Center maintains high standards for safety. Despite this and in comparison to traditional comprehensive high schools, the potential for accidents is much higher in career-technical schools, due to the use of industry-grade equipment. For the mutual protection of students and their families, it is strongly recommended that every pupil's family purchase health and accident insurance. Options include, but are not limited to, one's sending school's student insurance and one's individual home family plan.

Parents are responsible for medical coverage for their children. In case of an accident, no matter how minor, the student should report that accident to the teacher immediately. In the case of severe accidents or acute illness, Steel Center has an emergency response procedure to ensure emergency care will be given and the parents will be notified. Any student with a physical impairment should make this known to his/her teacher and school counselor.

The school is responsible only for immediate first aid. The school and its joint operating committee (JOC) does not assume payment for any medical or hospital bill incurred as a result of an accident to the student at school. The parent or guardian is responsible for the payment of such bills.

Please note: Students will not be denied participation in programs due to lack of insurance. Although great effort is made to prevent injuries at Steel Center, it is inevitable in context of a trade school that accidents will occur.

ACTIVITY (CTSO) PERIODS

Steel Center regularly facilitates activity periods, which allows for co-curricular or extracurricular participation within a structured framework that minimizes time out of class and disruptions to the school. Activity meetings and other associated functions may only take place during designated activity periods, unless otherwise approved by administration well in advance. The standard activity period schedule is as follows:

- On most Thursdays, starting 30 minutes prior to the 1st wave dismissal bells.

Meetings and other associated functions cannot materially and substantially interfere with the orderly conduct of the educational activities of the school or the operations of off-site host venues. The school retains the authority to maintain order and discipline on school premises and at host venues to protect the well-being of pupils and employees. All aspects of activity periods are bound by the policies and administrative guidelines governing the school. Misuse of activities periods by student and staff is strictly prohibited, as is all misconduct committed in context with activity periods.

ADMISSIONS

Free education in career and technical programs is available for any regularly enrolled student of the eleven participating school districts in the Southwestern Allegheny County Vocational Technical Planning District. Placement of pupils in CTE programs is the responsibility of Steel Center in coordination with respective sending high schools.

Equal Opportunity Clause: Steel Center for Career and Technical Education shall not discriminate against any student, employee or applicant for admission or employment, or in its activities or programs, on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, sex, gender expression or identity, national origin, AIDS or HIV status, or disability.

Inquiries may be directed to the Executive Director, Mr. Kevin Rice, Title IX Coordinator and the Section 504 Coordinator, at 565 North Lewis Run Road, Jefferson Hills, PA 15025 or 412-469-3200 or krice@steelcentertech.com. A lack of English language skills will not be a barrier to admission and participation in career and technical education. **Appendix H** provides more detailed disclosure of this clause.

Residency requirements:

- A student must reside in one of eleven member school districts with his/her parent or legal guardian.
- Any student whose parents move from the district during the 45 day period prior to the last day of the school year and desire to remain at Steel Center, will be permitted to continue in their program for the remainder of the year.
- All non-resident students are required to pay annual tuition as established by the joint operating committee (JOC).

Enrollment requirements:

Interested candidates for enrollment at Steel Center must have completed ninth grade. They must consult with their school counselors and follow their school district's (or sending high school's) policies for course scheduling and technical school placement in conjunction with those of SCCTE.

Enrollment applications are forwarded from the sending high school and received by Steel Center during the spring semester—typically by March 31. Prospective students are ranked based on rubrics that assess multiple criteria, including attendance, behavior, citizenship, scholastic performance, related exposure and test scores. Enrollment is also contingent on school district allocations, based on pupil populations.

After initial program placements have been made, an open enrollment period commences and runs through last Friday of September. New students will not be accepted to Steel Center after last Friday of September. A general exception exists for transfer students who are enrolled in career and technical education programs at other area career technical schools and comprehensive high schools.

Guidelines for new enrollment:

- The deadline for new enrollment is last Friday of September.
- Applicants must have completed ninth (9th) grade.
- Consideration will be given to pupils with Individual Education Programs (IEPs).
- Extenuating circumstances may be taken into consideration upon application.
- Enrollment deadline of last Friday of September does not apply to CTE transfer students.
- All new enrollments (placements) after last Friday of September must be approved by administration.

ALTERNATIVE EDUCATION

Steel Center Tech is considered by definition of the Public School Code of 1949 a regular school program. In compliance with Article XIX-C of the School Code, Steel Center may not admit or provide educational services to students enrolled in alternative educational programs, including Alternative Education for Disruptive Youth (AEDY) and other equivalent programs—public or private. An exception to this is any student in an AEDY program in the transition phase of that placement.

ASSEMBLIES

From time to time, Steel Center orchestrates assemblies for a multitude of purposes, including, but not limited to, class meetings, entertainment, and formal functions. Students are to abide by and to be mindful of the following provisions when attending such functions:

- a. All school rules and policies governing student behavior apply to assemblies and pep rallies.
- b. Proceed in an orderly manner as directed to the assembly.
- c. Any behavior that interferes in any way with the presentation of the assembly program will result in suspension of assembly privileges for the duration to be determined by the administration or any other consequences determined to be appropriate by the administration.
- d. For assemblies that are optional, students who opt out from those functions will be assigned to non-punitive work studies.

AUDIO-VIDEO-PHOTO CONSENT

Steel Center may publicize the achievements of its stakeholders and publicly recognize those who dignify the school via its website, print publications, press releases, and other like means of communication, which may include audio, video, and photographic content that features students. A parents/guardians or pupil over 17 years of age who does not consent to this may submit to the school a formal, written letter of non-consent that is dated and signed. Letters of non-consent must be received within 30 days of receipt of the *Student/Family Handbook*. The conditions set forth by non-consent letters are only valid for the duration of current school years and may be renewed annually.

BUS TRANSPORTATION

Steel Center does not contract, coordinate, and own student transport services. Transit to and from Steel Center is handled exclusively by sending school districts. While traveling to and from Steel Center in buses or vans, students are expected to abide by all of their school's bus riding rules and policies. In most

instances, acts of misconduct committed on the buses to and from Steel Center will be addressed by sending school administration. Exceptions to this include, but are not limited to, incidents for which student safety is compromised and/or misconduct that disrupts Steel Center operations.

Steel Center administration shall coordinate with sending school administrator to ensure that bus transport is safe and orderly. Steel Center administration shall systematically communicate with sending school district administrators when there is awareness of bus misconduct and/or compromises to student safety. Steel Center administration reserves the right with agreement from the sending school districts to intervene in transportation issues when necessary and to take disciplinary actions upon students who violate respective district transportation policies.

General guidelines for bus transport:

- Students are only permitted to ride their assigned buses to and from Steel Center.
- On rare occasions and only with proper authorization from sending schools, students may ride buses other than those assigned to them. Permission to ride buses other than those of one's district of residence is prohibited.
- Students are strictly prohibited from riding buses other than those for their sending school district.
- Students are bound by their sending districts' policies governing transportation.

Failure to abide by the provisions above can result in disciplinary action from sending school districts and, in some instances, Steel Center.

CANCELLATIONS, FLEXIBLE INSTRUCTION DAYS, AND DELAYS

Occasionally, weather conditions and other circumstances may require cancellation of in-person classes or a delayed start time. In the event of Flexible Instruction days (FID), cancellations or 2-hour delays, announcements will be made over local television stations KDKA (channel 2), WPXI (channel 11) and WTAE (channel 4); local radio station KDKA (a.m. 1020); and via the school's automated call system. When Steel Center is operating on a 2-hour delay, students may not enter campus until 9:20 a.m., and they are to follow their school district's transportation procedures and schedules. When a sending district is operating on a two-hour delay and Steel Center is not, students from that district are should not report to Steel Center for the duration of the delay, unless a legitimate extenuating circumstance can be determined and expressed authorization is provided by both the

sending school district and the technical school. Flexible Instruction day plans for each class will be presented to the students by the end of October. Please check Steel Center's website for any modification to the cancellation/delay procedures.

COMPULSORY ATTENDANCE CODES

It is mandatory for all children of compulsory school age and of legal residence in Pennsylvania to attend a school in which the subjects and activities prescribed by the Standards of the Pennsylvania State Board of Education are taught in the English language, except in situations found in sections 1327, 1327.1, 1329, and 1330 of the Pennsylvania School Code. Titles 22 and 55 of the Pennsylvania Code and Title 24 of the Pennsylvania School Code, defines truancy as an unlawful (unexcused) absence from school. The Pennsylvania Department of Education (PDE) and all the schools of the Commonwealth of Pennsylvania are obligated to comply with state and federal requirements for student attendance and truancy.

FACT: Students cannot learn unless they are in school. To ensure adequate attendance of 90% days present or greater, Steel Center will collaborate with home school districts, families, outside agencies (both state and local), and the legal system to address and curtail illegal absences and truancy. Please note the following definitions:

Truancy: Unlawful (unexcused) absence from school beginning with the fourth accumulated unlawful absence during the school year.

Excused absences: In accordance with Pennsylvania school law and only spanning from the first (1st) through the tenth (10th) absence, the following are justifiable reasons for excused absences: illness, quarantine, recovery from accident, required court attendance, death in family, family educational trips, medical/dental appointments, family emergencies, college visitations, job interviews, religious observances, and other urgent reasons. With appropriate documentation, religious instruction is excusable up to 36 hours per school year. All absences beyond 10 cumulative days shall require an excuse from a licensed physician to be deemed legal.

Unexcused absences: Unexcused absences are unlawful absences from school and are considered to be truant behavior. Absences will be considered unexcused, if they do not meet the criteria described in the section titled excused absences, regardless of a note from a parent/guardian and/or if an excuse note is not submitted within three (3) school days beginning with the student's date of return. Student absences will also be

listed as unexcused, if no written note is provided by a legal parent or guardian for an absence. Each absence that has been resolved to be an unexcused absence will be reported to the parent or guardian and sending school district.

If a day is reported as unexcused:

- Students will receive a zero for their work ethic grade.
- Students should not receive a grade better than an 80% on any assignment/assessment completed the day of the unexcused absence.
- Teachers have the right to award a zero for a task assigned on the day of the unexcused absence.

Attendance issues that seem to indicate the potential for habitual absences or truancy will be communicated to sending school districts. Sending schools and/or Steel Center may develop and implement a Truancy Elimination Plan (TEP) and/or other appropriate actions as outlined by the sending district attendance policy to remedy compulsive absenteeism.

Habitual absences or truancy: Excessively unlawful absences from school beginning with the seventh accumulated unlawful absence during the school year. Once a student accumulates ten (10) days of lawful or excused absences in a school year, parents or guardians must submit a physician's (medical doctor's) excuse for ensuing absences involving medical or health reasons for the remainder of that school year. A written excuse from the parent/guardian will no longer be accepted. Failure to provide a medical doctor's excuse for absences beyond ten (10) days will result in those absences being recorded as unexcused, truant or habitually truant as the situation warrants.

In accordance with Title 22, Chapter 11, Section 24 of the Pennsylvania Code: Students whose names are on the active membership roll, who are at any time in the school term absent from school for 10 consecutive school days, shall thereafter be removed from the active membership roll unless one of the following occurs: (1) The district has been provided with evidence that absence may be legally excused. (2) Compulsory attendance prosecution has been or is being pursued.

Parental notification of absences/truancy: Steel Center systematically notifies families of pupil absences/truancy via its automated calling system, using contact information provided by parents/guardians. Also, "Attendance Notification" letters that inform families of pupil absences/truancy are automatically generated and mailed to residences in the following intervals: Prior to the 1st absence, upon the 3rd unexcused absence, upon the 10th absence, upon the 15th absence, and upon the 20th absence. Carbon copies of these notices are sent to respective sending school districts.

COMPUTER USAGE POLICY

As a career and technology center committed to providing students with state-of-the-art resources for enhancing their learning, Steel Center provides students with frequent access to the Internet, complemented with the most advanced computer hardware, software, and instructional programs. Students are expected to use computers and all subsequent technologies responsibly. All Steel Center students and employees must abide by the Computer Usage Policy adopted by the Joint Advisory Committee (JOC). Reference **Appendix C** for more information regarding Steel Center's computer usage policy.

CORPORAL PUNISHMENT

Corporal (physical) punishment may not be administered by any staff members to discipline students. However, reasonable force may be used by school employees for the following:

- quelling disturbances;
- obtaining possession of weapons and other dangerous instruments;
- self-defense;
- protecting others, including students, staff, and other stakeholders;
- protecting private, public, personal, and/or other people's property;
- maintaining order and/or safety amid unforeseen scenarios addressed and not addressed in this handbooks.

Information regarding corporal punishment is also noted on page 42 of this handbook.

DAILY SCHEDULE

Steel Center operates two class sessions per day: one morning (or A.M.) session and one afternoon (or P.M.) session. Class sessions are 2 hours and 45 minutes in duration. Due to variances in sending high school schedules, arrival and dismissal times are staggered. Refer to the bell schedule posted on the front inside cover of this handbook for more information.

Arrival: All students arriving at Steel Center via school buses or any other transportation arrangements are to enter the school at the 2nd floor main entrance. Exceptions to this provision may be accommodated, but only if first approved by administration.

Dismissal: All students departing from Steel Center via school buses or any other transportation arrangements are to exit the school at the 1st floor entrance, except for approved student drivers and passengers, who may

leave the building at 2nd floor exits. Exceptions to this provision may be accommodated, but only if first approved by administration.

DRESS CODE

Students are expected to be attentive to personal cleanliness and to dress appropriately for school and school functions. They are also expected to have good hygiene. They are expect to refrain from wearing items that can potentially disrupt any aspects of the school and/or compromise safety. Personal attire, clothing, and hygiene must meet Steel Center's standards for safety, decency, and health. Students and their families are expected to abide by and support the dress code. School stakeholders will enforce it in order to maintain the health, orderliness, and safety of the school. They will also do so in order to educate students on the importance of appropriate attire and professionalism, particularly with regard to career and workforce readiness.

A student's dress, grooming and appearance including, but not limited to, hair style/color, jewelry, play jewelry and trinkets, make-up, body or facial piercing, and nails, shall be safe and appropriate to the school environment. "Appropriate" means that one's dress, grooming and appearance do not disrupt or interfere with the educational process, including the maintenance of public order and discipline. Students who violate the dress code are subject to disciplinary action, as per the *Code of Student Conduct*. The following, although not exhaustive, provides detailed information pertinent to Steel Center's dress code:

Clothing:

Clothing that is prohibited includes, but is not limited to the following:

1. backless, strapless, sheer (see-through) tops;
2. chest, lower back, midriff, and sides of the body that are exposed;
3. clothing with writing across the buttocks;
4. headgear that is deemed by administration as dangerous, obscene, or disruptive to the learning environment;
5. holes (including slips and frays) in bottom wear above mid-thighs;
6. holes (including slips and frays) in top wear;
7. loose-fitting pants that sag below the waist;
8. Pant legs worn below one's footwear;
9. Shorts, skirts, skorts, and dresses above mid-thigh;
10. Tank tops with shoulder straps less than two inches in width;
11. Torn clothing with excessive frays;
12. Undergarments that are visible;
13. Clothing that depicts, advertises and/or promotes any of the following:

- alcohol/drug use;
- display of symbols or language referring to any of the above;
- ethnically/racially intimidating content/suggestion/symbolism;
- gang related activities, including, but not limited to, group colors, group insignias, bandannas, and gang related clothing;
- obscenities;
- profane language/communication;
- sexual content, including innuendos;
- suggestive content, including double meanings;
- tobacco or tobacco/nicotine products;
- violence including depiction of weapons;

- suggestive content, including double meanings;
- tobacco or tobacco/nicotine products;
- violence including depiction of weapons.

Footwear provisions:

1. Footwear must be worn at all times.
2. Footwear must be securely fastened.
3. No footwear is permitted which is a potential danger to any student.
4. No footwear is permitted which can cause damage to property.
5. Shower shoes, including flip-flops are prohibited.
6. Bedroom slippers are prohibited.
7. High heel shoes, including platforms are prohibited.

Note: While in their respective program area and shops, students must wear the footwear, as per their instructor specifications. Consult program syllabi for more specific information.

Headgear provisions:

Subject to CTE program rules as established by program instructor.

Other accessories provisions:

Accessories and other items that are prohibited included, but are not limited to, the following:

1. body piercings, jewelry with spikes, dog collars, wallet chains, chains worn as belts, fish hooks, and anything else that may cause injury to self or others and/or compromise the health and safety of self and others;
2. sunglasses;
3. accessories or other items that depict, advertise and/or promote any of the following:
 - alcohol/drug use;
 - display of symbols or language referring to any of the above;
 - ethnically/racially intimidating content/suggestion/symbolism;
 - gang related activities, including, but not limited to, group colors, group insignias, bandannas, and gang related clothing;
 - obscenities and/or vulgarity;
 - profane language/communication;
 - sexual content, including innuendos;

Uniforms:

Some programs require uniforms, which are necessary in specific careers and essential to professionalism. Uniforms prevent ruining regular school clothes and prepare students for the workforce. Students are required to purchase uniforms, inclusive of essential accessories and footwear and to care for them conscientiously. They are required to take them home regularly for cleaning. *Students may change into their uniforms either before reporting to Steel Center, or they may use their designated locker rooms.*

Note: Failure to dress for a program/shop that requires a uniform will be considered a violation of the school's dress code, as well as other provisions of *Code of Student Conduct*.

DRIVING AND PASSENGER POLICY

Steel Center permits students who meet certain conditions such as attending Steel Center as a Coop student through our Work-Base Learning program to drive or ride to school in personal vehicles as a privilege, and assumes no responsibility for damage or theft of any vehicle or personal property on school grounds.

Students are not permitted to drive motorcycles, ATV's or other motorized vehicles not classified as passenger cars or trucks. Students who drive or ride to school do so entirely at their own risk, whether or not they are approved or unapproved to do so. Students who violate any of the policies listed below will be subject to the actions listed in the *Code of Student Conduct* and will lose their driving/riding privileges, ticketing from local law enforcement, and/or towing.

Students are not permitted to go to their cars or leave school grounds without permission from the Administration Office during school hours. Upon arrival at the school, students are to park in their assigned number space and then immediately report to their assigned class:

- **Arrival:** Students are to arrive, as per their sending schools' schedules and access the school via the 2nd floor main entrance (nearest the Business Office).
- **Dismissal:** Students are dismissed, as per their sending schools' schedules and exit the school at points approved by the administration.

(CONTINUED ON PAGE 30)

TABLE A: Infraction Guide

LEVEL 1 INFRACTIONS: In-class Interventions	
VIOLATION EXAMPLES	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • Breaking classroom/shop rules • Dishonesty • Failure to complete assignments • Ineffective use of time • Mild noncompliance/mild insubordination • Minor disruptions of school • Minor dress code infractions • Minor horseplay • Mischief • Public displays of affection (PDA) • Sleeping • Unprofessional conduct • Tardiness to school or class 	<ul style="list-style-type: none"> • Classroom consequences • Teacher reprimand/warning • Parental contact • Loss of privilege(s) • Guidance/Support interventions • Mediation/Restorative practices
LEVEL 2 INFRACTIONS	
VIOLATION EXAMPLES	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • Academic dishonesty • Contributing to a disturbance/conflict • Cutting class • Defiance • Disruptive and/or aggressive behavior • Driving or other transportation violations • Failure to return loaned school property • Inappropriate communications • Insubordination • Littering • Major horseplay • Persistent violation of general school rules and procedures • Repeated/excessive violations of Level 1 Infractions • Unprofessional conduct • Unsafe behavior(s) • Use of cell phones or any type of personal electronic/communication device without permission • Use of profanity • Violation of arrival or dismissal procedures • Violation of computer usage regulations 	<ul style="list-style-type: none"> • Additional Level 1 consequences • Teacher reprimand/warning • Parental contact • Guidance/Support interventions • Administrative reprimand/warning • Loss of privilege(s) • Policy remediation with office detainment • Mediation/Restorative practices • Work study • Saturday detention at sending high school (if available) • In-school suspension (ISS) at sending high school (if available) • Out-of-school suspension (OSS), short term

LEVEL 3 INFRACTIONS

VIOLATION EXAMPLES	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • Belligerence • Bullying and cyberbullying • Defacing and/or destruction of property • False alarms • Fighting/aggressive physical contact • Gambling • Harassment • Insubordination • Leaving school property without permission • Misconduct on field trips or any school sponsored program involving students leaving the school • Misuse of cell phones (unauthorized recording etc.) • Possession, use, or distribution of tobacco/ nicotine products • Profanity or obscenities directed to staff • Repeated/excessive Level 1 or Level 2 misconduct • Safety violation, excessive unsafe behavior • Theft, forgery, or other related activities • Threats of harm • Vaping (non-illicit drug substance) • Violation of medication procedure 	<ul style="list-style-type: none"> • Additional Level 2 consequences • Work study • In-school suspension (ISS) at sending high school (if available) • Out-of-school suspension (OSS), short term • Out-of-school suspension (OSS), long term • Restitution • Evaluation (mental and/or substance) • Criminal complaint; citation; charges filed • Rescheduled to sending high school

LEVEL 4 INFRACTIONS

VIOLATION EXAMPLES	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • Assault of students or staff -- • Bomb threats or threats to the school • Hazing • Indecent exposure • Repeated/excessive violations, levels 1-3 • Sexual misconduct • Threats of extreme violence and terroristic threats • Violation of drug and alcohol policy • Violation of weapons policy 	<ul style="list-style-type: none"> • Additional Level 3 consequences • Out-of-school suspension (OSS), long term • Restitution • Evaluation (mental and/or substance) • Criminal complaint; citation; charges filed • Rescheduled to sending high school • Expulsion

DISCLAIMERS

<ul style="list-style-type: none"> • Students suspended from Steel Center are also suspended from their sending schools and vice versa. Students expelled and/or placed in alternative programs (including AEDY) by sending schools may not continue to attend Steel Center. • Steel Center administration has the authority to classify and define actions not listed on this table and to apply it to its Code of Student Conduct. • Students who violate Steel Center’s Code of Student Conduct may incur additional consequences, as per the discipline policies of their sending school districts.
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(CONTINUED FROM PAGE 27)

NOTE: If a student must drive due to an emergency or missing his/her bus, a parent/guardian for AM students or the sending school and parent/guardian for PM students must call the school prior to the student's arrival, and the student must report to the Business Office to receive temporary permission. If this protocol is abused by students missing the bus and driving extensively, disciplinary action may occur.

Application process with disclaimers:

1. Retrieve a driver/passenger application in the Administration Office (on the 2nd floor).
2. Complete that form and return it with parent/guardian, employer, sending high school principal, and all other applicable signatures.
3. Application does not guarantee approval.
4. If approved, make payment of \$25 for permit (replacement fee of \$5 if lost)
5. NO REFUNDS will be granted to those who lose their driving privileges.

Key notes regarding driving:

- 1st general requirement for permanent driving passes: A valid Pennsylvania driving license with proof of insurance.
- 2nd general requirement for permanent driving passes: A driving pass issued from your sending school or the entity responsible for your transportation to and from Steel Center.
- 3rd general requirement for permanent driving passes: Authorization from sending schools (public and charter schools) to drive to Steel Center.
- Cooperative Education (co-op) students are given preference in receipt of permanent parking passes.
- Adult Education students are not permitted to transport high school students to or from Steel Center.
- Students citing employment as a reason for driving must evidence that their respective shifts begin within less than 30 minutes of their sending school dismissal time.
- Students citing employment as a reason for driving will have to present a copy of their sending-school issued **work permit** in order for their applications to be considered.
- Temporary permission to drive or ride will only be given in an emergency. There is a limit of two (2) temporary passes granted per school year.
- Any abuses of driving or passenger privileges will result in disciplinary action, which may include, but will not be limited to, revocation of driving/passenger privileges and applicable citations.

Types of driving passes:

Temporary driver: This type of pass is issued on a high limited basis for extenuating circumstances that are atypical from one's daily routines. Examples of this

include, but are not limited to, medical appointments, dental appointments, fieldtrips (day-long and originating from Steel Center), court summons, PIAA athletic event that starts prior to the end of the school day, and approved private automotive work on site at Steel Center.

Point of reiteration: Temporary permission to drive or ride will only be given in an emergency. There is a limit of five (5) temporary passes granted per semester.

Permanent driver: This type of pass is issued to students who demonstrate legitimate cause to drive. Each request will be given careful consideration and evaluation on a case-by-case basis, often with contact being made to references and/or entities responsible for transportation to and from Steel Center. Preference is given to students participating in the school's cooperative education program.

Passenger passes: This type of pass is granted both on a temporary and permanent basis to those who evidence a legitimate need to be transported to and from Steel Center by an approved driver. Criteria for approval are consistent with provisions for issuance of permanent and temporary driving passes. Breaches in compliance may result in revocation of privilege.

EARLY DISMISSALS

Procedures:

- Upon reporting to Steel Center, go directly to the Business Office, rather than reporting to class.
- Submit a signed written note from a parent/guardian that indicates the reason for the early dismissal.
- All early dismissal requests will be verified via telephone communication with the parent/guardian whose name appears on the request note.
- Students will be informed prior to the end of class sessions as to whether or not the request has been approved.
- Afternoon students requesting early dismissals prior to 1 p.m. will be marked as absent for the day.

Key points regarding early dismissals:

- Students 18 years of age or older who are dependents are bound by all provisions noted above; independent students may be bound by different guidelines. Submission of signed written requests does not guarantee that an early dismissal will be approved.
- Students who leave school after having been declined for an early dismissal will be considered violators of the *Code of Student Conduct* and subject to

appropriate disciplinary action.

- Students who submit false and/or forged requests will be subjected to disciplinary action.
- Policies for early dismissals are defined by provisions for compulsory education. Refer to the section of the handbook titled *Absence Excuse Procedures* for details.

ELECTRONIC DEVICES

Appropriate use of personal electronic devices can enhance instruction and learning; however, those same devices may also pose unnecessary distractions. Use of personal electronic devices for legitimate educational purposes is permitted, but only under the direction of staff with approval from administration in accordance with school policy. Pupils who violate this provision may incur consequences, inclusive of device confiscation. Parents/Guardians are responsible for retrieving confiscated items during regular school hours. Such items will be stored securely in the Business Office. Unclaimed devices will be discarded, as per the school's prerogative. Refer to *Code of Student Conduct Rule #10: Technology and Tech Systems Misuse* (p. 41) and *Appendix F* (p. 50) for more information.

EMERGENCY DRILLS

Emergency drills are conducted periodically, as per federal and state codes, to ensure preparedness in the event of potentially dangerous situations including, but not limited to, breaches in homeland security, fires, manmade disasters, natural disasters, and terrorism. In preparation for such events and during actual emergencies, student cooperation—inclusive of following all instructions from school personnel—is required.

For fire drills, which occur monthly, students are to...

- be mindful of fire exits throughout the building.
- upon sounding of the fire horns, exit the building calmly, orderly, quickly, and quietly.
- hold the exit door open if you are the first to get to the exit. Close the door if you are the last one to reenter the building.
- move to the opposite side of all roadways away from the building. Stand with your class. Roll will be taken.

Pupils will return to the building only upon notification from an administrator, either through the PA or bell systems. No one is to remain in the building during fire drills.

FIELD TRIPS

In accordance with Steel Center Policy #121, field trips are offered to students as supplements to standard career and technical coursework, which may include, but is not limited to, the following: community service projects, skill competitions, educational trips, trade-specific work experiences, and job shadowing.

Field trips are a privilege. Administration and/or coordinating staff reserve the right to withhold this privilege for a multitude of reasons including, but not limited to, attendance, behavior, discipline record, and scholastic performance. Eligibility for participation is contingent on, but not limited to the following: daily class/school attendance, discipline record both at Steel Center and at sending high schools, scholastic performance, teacher recommendation, and administrative approval.

Each student participating in a field trip must submit a fully completed *Field Trip Permission Slip* to the trip organizer and/or designee. Submission of this form does not guarantee approval. Note: Uninsured students are not permitted to participate in field trips and other extracurricular functions. Students must use Steel Center transportation, unless authorized otherwise by administration.

Field trips are school functions bound by all provisions of the *Code of Student Conduct*. When attending field trips, including those requiring overnight travel and lodging, students are to abide by all provisions of the *Code*. Non-compliance with the *Code* may result in immediate consequences and disciplinary action levied either during and/or after the trip. Students must abide by directives from trip organizers, chaperones, approved school volunteers, approved designees, and any other school personnel present. Failure to do so can be considered a violation of the *Code*, which may result in disciplinary action. School personnel reserve the right to inspect personal belongings prior to, during, and following trips as requisites for participation without need for reasonable suspicion. Inspections of personal belongings may also be conducted upon reasonable suspicion. In cases for which there are severe violations of the *Code*, law enforcement may be contacted and/or pupils may be sent home prematurely at cost to parents/guardians.

Overnight lodging rules: When a field trip includes overnight lodging, students are strictly prohibited from the following:

1. Hosting members of the opposite sex in their rooms;
2. Hosting anyone in their rooms not affiliated with Steel Center;
3. Making arrangements to liaison with anyone not associated with the field trip and Steel Center;
4. Students shall not leave their rooms from the start of curfew through the designated wake-up time, unless there is an emergency.

FINANCIAL OBLIGATIONS

Refer to page 19.

FOOD AND DRINK

Food and drink guidelines are as follows:

- Food and drink may be purchased at the vending Machines located on the 1st floor
- Hall areas at administrative approval.
- Food and soft drinks may be permitted in select program areas (shops), as per classroom rules and teacher discretion.
- Food delivery from fast food establishments, and uber services including pizza shops, is prohibited.
- Foods that may cause distractions to learning and school operating is prohibited.
- Alcoholic beverages are strictly prohibited and deemed an illegal substance, as per Pennsylvania code.

The administration reserves the right to make modifications to any of provisions noted above upon discretion.

FREEDOM OF EXPRESSION

EXPRESSION: Students have the right to express themselves in appropriate manners, unless such expressions directly interfere with educational processes, constitute willful violations of the school's *Code of Student Conduct*, pose harm to the welfare and safety of school and/or community stakeholders, encourage unlawful activities, and/or interfere with other individuals' rights. Students are responsible for obeying laws that address slander, libel, and obscenities. They are to be mindful of others' feelings and opinions. They are to afford others fairness in expressing their views. Obscenity shall be defined as the use of expressions, words, actions, and pictures that are devoid of redeeming social value. For more details regarding this topic, refer to **Appendix A**.

RIGHTS:

1. Students cannot be forced to and may decline reciting the *Pledge of Allegiance*. They may refrain from saluting the American flag or any flag on the basis of personal belief, religious convictions, and/or other reasons. Students who exercise this right may do so in a respectful manner with deference for the rights of others.
2. Religious activities are not sanctioned by this public institution; however, in the event of such functions unbeknown to the school, students cannot be forced to participate in religious (or sectarian) activities.

FULL DAY REQUESTS

From time to time and for a variety of reasons, students may need to be at Steel Center for a full school day. Those seeking a full day privilege must complete and submit a *Steel Center Full Day Request* form to the Business Office at least two (2) school days in advance of the requested date(s). Signatures of approval from program teachers, sending school principals, parents/guardians, and Steel Center's principal are required. School administrators reserve the right to decline requests upon their discretion.

GRADING POLICY

A. General Information

Note: Steel Center does not issue report cards; however, student progress in real time, including quarterly grades and final averages, are available for view on eSD. Consult the school's website www.steelcentertech.com for more information.

Steel Center issues four (4) quarterly (or 9-weeks) grades. Final course averages are the arithmetical mean of those four (4) grades, expressed as a cumulative percentage. Steel Center's percentage grading scale is as follows:

90% – 100%	=	A: Advanced
80% – 89%	=	B: Proficient
70% – 79%	=	C: Basic
60% – 69%	=	D: Below Basic Passing
< 60%	=	E/F: Below Basic Failing

Other marks:

F = Fail	I = Incomplete
P = Pass	W = Withdrawal

NOTE: There is a minimum percentage floor for failing (E/F) of a 50 percent for the 1st and 2nd marking period. The 3rd and 4th marking period will not have a minimum percentage floor for failing grades. Students who have failed to complete any (over 60 percent) of the assigned work for any given marking period, including the first, will receive the grade earned.

Quarterly grades and final averages are systematically forwarded to sending schools at the end of respective marking periods and academic terms. Subsequently, sending schools issue report cards and credits based on this information. Sending schools may adjust these grades, as per their locally approved grading policies.

Note: Pupils who fail their respective programs of study (POS) must receive special approval from administration in order to remain enrolled at Steel Center. This process entails conferencing with students, parents, and school personnel from both sending schools and Steel Center.

Quarterly grades: Quarterly grades are calculated every nine (9) school weeks (or 45 school days) and based on the following three (3) metrics:

Daily work ethic (34%):

Recorded on a daily basis, this metric measures the following: attire, behavior, following directions/procedures, professionalism, and time management. Based on a standardized rubric, daily work ethic is scaled 0 to 10 points per day and accounts for 34% of quarterly percentage averages. Note the following protocol for (daily) work ethic make-up work:

- excused absences: Max score of 8 out of 10 or 80%;
- unexcused absences: Max score 0 out of 10 or 0%.

Task Attainment (66%):

The driving force of Steel Center is the state-assigned Program of Study Task List. This is reviewed regularly and often local industry professionals and teachers add local tasks. This assessment category includes tests, quizzes, compositions, performance tasks, lab/shop activities, projects, and other classroom assessments.

Teachers will assign appropriate due dates for assignments and tasks and communicate this to students. A grade deduction of ten (10%) per school day will be applied for assignments and tasks not completed and/or turned in by the specified due date.

B. Other Factors

Carnegie Units (course credits): Steel Center does not award Carnegie Units (course credits) for its programs; rather, sending school districts do on the basis of their local policies for credit acquisition. Typically, Steel

Center students earn between three (3) and four (4) credits per year of instruction and between nine (9) and twelve (12) credits over the course of a three-year complete enrollment. Carnegie Units earned at Steel Center count toward graduation requirements, as per local sending school policies.

Deductions for late work: Industry and post-secondary standards require that students use their time productively. The completion of assignments on time is paramount to student success. In order to prepare students for this, Steel Center teachers will assign appropriate due dates for assignments and tasks and communicate this to students. A grade deduction of ten percent (10%) per school day will be applied to assignments and tasks not completed and/or turned in by the specified due dates. Exceptions will be made for excused absence.

Diplomas and Steel Center Certificates: Steel Center does not issue high school diplomas. Sending high schools issue diplomas to their career and technical (CTE) students who meet local graduation requirements, inclusive of prescribed Carnegie Units (course credits) and other like variables. Requirements vary from school district to school district. Upon confirmation of high school graduation, Steel Center issues eligible alumni certificates (that look similar to diplomas) affirming *completion* of, *concentration* in, or *participation* in respective CTE programs of study (POS), alongside comprehensive *End of Program* reports as accompaniments to high-school issued diplomas and transcripts. Steel Center will not issue certificates to individuals who withdrew from the school for any reason prior to high school graduation and those who did not graduate from their respective high schools in the Steel Center service area.

Incomplete grades: Incompletes (I's) may be issued to students upon administrative approval for extenuating circumstances, which inhibited completion of assignments. Extenuating circumstances include, but are not limited to, prolonged illnesses, medical emergencies, death of immediate family members, and court-ordered obligations. Incompletes must be resolved within 3 school weeks (or 15 school days) from the close of marking periods, unless granted an extension by an administrator, or unfinished assignments will be recorded as zeros and appropriate grades will be assigned for respective marking periods. It is the student's responsibility to make up all outstanding assignments upon issuance of an incomplete, and the teacher's responsibility to issue a grade upon completion of that work. Note: Incomplete grades are normally unauthorized for the fourth (4th) quarter, unless approved by an administrator.

Make-up work: Students who miss school are responsible for requesting make-up work upon returning to school. This work must be completed in a timely manner, as per arrangements made with respective teachers. In cases where the absence is in the last week of the grading period, excluding the fourth (4th) quarter, an incomplete grade may be granted. As per the PA Public School Code, students may only receive credit for make-up work if absences that correspond with that work are legally excused.

Progress reports: Steel Center mails progress reports to the family of students who are deemed by their teacher to be demonstrating difficulties, not performing to potential, and/or in danger of failing. This occurs systematically at the midpoint of all four (4) marking periods; however, progress reports may be mailed home at any time.

Withdrawals: Course/Program withdrawals are noted at Steel Center with a “W” for the final average with date of withdrawal denoted on permanent record (transcript). Grade notations for withdrawals are subject to local school district grading policies and may be noted as follows: W (withdrawal), WP (withdrawal passing), and WF (withdrawal failing).

HALL PASSES

With the exceptions of arrival, exchange of classes, dismissal, drills, summons to offices, staff-supervised movement, and emergencies, students are not permitted to be in corridors, unassigned areas, and unauthorized areas of the building without hall passes. Wooden program-area hall passes and the paper *Steel Center Hall Pass* are the only acceptable hall passes for general purposes (i.e., restroom use, running errands, personal matters, minor medical needs, etc.). When students are granted hall passes, they are required to sign-out of their respective program areas. Students found to be in violation of this provision may incur disciplinary action, depending on the nature of the infraction (i.e., class cut, unauthorized presences, insubordination, etc.).

HOME-BASED STUDY

As per Pennsylvania Public School Code, school districts, area career and technical schools, charter school systems, and independent schools may provide students temporary homebound instruction for medical and other reasons for periods not exceeding three (3) months. For CTE students, this usually entails continuation of program coursework-related to theory. If plausible, students may also engage in performance tasks that do not require shop equipment.

Disclaimer: Steel Center will work diligently with sending school districts, parents, and students in facilitating homebound instructional placements with the understanding that individual cases will be reviewed, as per state guidelines. Pupils cannot earn hours towards industry certifications while receiving homebound instruction.

INJURY AND ILLNESS

Any accident or illness must be immediately reported to the instructor or closest available staff member. The teacher will refer the student to the school nurse, who will evaluate the extent of the injury or illness. The student’s parent/guardian or emergency contact person will be contacted, if it is deemed necessary to transport a student to a healthcare professional or hospital. The school is not responsible for charges related to transportation and/or treatment of injured or ill students. Under no circumstances may a student leave the building, whether for home, hospital, doctor’s office or other destination, without authorization from the school office. In the event of injuries or illnesses deemed highly severe and/or potentially life-threatening, *Code Blue* protocols will be enacted.

LOCKERS

Students are assigned to a locker by their teacher. The locker remains the property of the school and is subject to periodic inspections by the teacher and/or administrators. Students are to use the locker which is assigned to them and are not permitted to switch lockers without permission from instructors or administrators. Lockers may be opened and searched by administrators with or without students present for a multitude of reasons, including random inspections and searches. They may also do this on a premise of reasonable suspicion for reasons inclusive of, but not limited to the following: possession of weapons, harboring of stolen (private or public) property, possession of illegal substances, and possession of anything that may pose a danger to the school stakeholders.

Note: Students must lock their lockers at all times *with school-issued (American brand) padlocks* to prevent loss of personal items. Students will incur fees for lost or broken padlocks, as well as damaged lockers.

Locker searches: Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic locker inspections may be conducted by the administration with or without pupils present and with or

without prior warning at any time. Searches of particular lockers only take place upon reasonable suspicion that a pupil has engaged in actions that violate the *Code of Student Conduct* and/or criminal statutes.

Locker clean-up: Periodically, pupils will be directed to clean up their lockers to be inspected by staff for cleanliness and hygiene. This typically occurs at the end of semesters.

LOST AND FOUND

Students are to turn found items into the business office. Lost items will be kept in a secure place, until claimed by rightful owners upon verification by an administrator. Unclaimed items will be donated to charitable organizations or disposed of as per administrative discretion.

MEDICAL AND MEDICATIONS

Steel Center for Career and Technical Education is not responsible for the diagnosis and treatment of student illness. The administration of prescribed medication, in accordance with the direction of a parent or family physician to a student during school hours, will be permitted only when failure to take such medication would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available during school hours.

Medication shall include any lawful prescription medication provided to students under a proper order of a treating physician, and to be taken by the student for the purpose for which it is prescribed. It shall also include non-prescription and over-the-counter medications or substances.

Epi-Pen shall mean a single dosage of epinephrine for use by injection in response to a risk of anaphylactic shock or other identified health risk.

Inhaler shall include any device for the delivery of atomized medication for inhalation by the user to treat asthma or other breathing or medical conditions. Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack. Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant. Before any medication may be administered to or by any student during school hours, Steel Center shall require the written request of the parent/ guardian, giving permission for such administration and relieving Steel Center and

its employees of liability for administration of medication and the written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.

Only an administrator, school nurse, or designee shall administer prescription or non-prescription medication for ingestion by mouth. In addition, prescription medication not for ingestion by mouth may be self-administered by students in accordance with this policy. The first dosage of any medication is to be given at home, as appropriate. Students may not possess any prescription or non-prescription medication ingested by mouth. Students may not possess any prescription or non-prescription medication not for ingestion by mouth, unless the school in accordance with this policy has approved self-administration. Students shall not distribute or share medication of any kind with others. This prohibition includes non-prescription and over-the-counter medications, which may include topical ointments, throat lozenges, cough drops, aspirin or other pain relievers.

Steel Center in consultation with the school nurse and parent/guardian and on the advice of the student's physician, has the discretion to modify the following guidelines to meet the medical needs of the child:

- A. Medication procedures for prescription and non-prescription meds:
 - A completed *Student Medication Form* with the signatures of student's parent and physician(s) must be submitted to school administration. This form must explicitly disclose the name of the pupil, the name of the med(s), dosage prescribed, formal written request from parent that authorizes administrators and/or designees to administer and monitor meds, time(s) of day to administer meds, duration of prescription, and other pertinent details related. The Permission to Self-Administer section of the *Student Medication Form* must be completed by the parent, hence granting permission for dissemination of meds to student.
 - For prescription meds, parent must supply and transport meds in its original container to the school. Prescription containers must be clearly labeled by a pharmacist or physician. Additional containers for school use may be furnished by pharmacists.
 - Non-prescription meds must be supplied and transported by the parent in a clearly labeled, original container. Dosing instructions must be apparent.

- Written dated orders from the physician must accompany any changes in the prescription.
- Parents are responsible for the following: monitoring the number of doses provided and knowing when refills are needed.
- If it is necessary for a parent to bring medicine to the school without having followed the procedure noted above, that parent is responsible for administering that medicine. This will take place in a designated location with school personnel present.

Disclaimer: *The procedures for administration and dissemination of prescription and non-prescription medication or any substance in pill, liquid, or any otherwise form is the same. All medications prescription or otherwise, in any form (pill, liquid, or otherwise) must be delivered to the school by an adult. All forms referenced in this subsection are available in the school's Business Office.*

B. Auto injectors, inhalers, etc.: This policy shall not prohibit self-administration of medications, which are not taken by mouth, such as inhalers, insulin injections, bee sting kits, and Epi-pens. These types of medications may include multi-dose units, where required, or medications not ingestible by mouth otherwise required to be carried by an individual student for emergency situations for self-administration. Students authorized to possess this type of med shall be permitted to carry it throughout the school, inclusive of hours outside the regular school day and offsite functions. Before one is authorized to possess and carry auto injectors, inhalers, and other like items, s/he must:

- Submit a written and signed request from a parent with an order from a physician (or professional equivalent) that validates the need for given self-medication device.
- Submit a written and signed statement from a parent that acknowledges that Steel Center is not responsible for any aspects related to self-medication via use of auto injectors, inhalers, and all other similar items.
- A written statement from the licensed physician (or professional equivalent) that states the following:
 - o student's name;
 - o student's medical condition;
 - o reason for the medication;
 - o the name of the med;
 - o prescribed dosage;
 - o when med should be taken;
 - o duration of prescription;
 - o medication side effects;
 - o proper emergency response;
 - o pupil's ability to self-administer; medication.

Disclaimer:

- The process noted above shall take place annually for the purpose of reauthorization.
 - If applicable, students must demonstrate competency for self-administration to an administrator, school nurse, and/or designee.
- C. Special medical conditions: Parents are encouraged to report any special medical conditions to the administration. This information will assist staff, in assisting students in the event of medical emergencies related to respective conditions. This information will be held confidential in compliance with HIPAA.
- D. Medical transport: It is the responsibility of parents/guardians to provide transportation and necessary care for their children, if they become ill or if they incur minor injuries while on school property. Pupils who deemed legitimately ill or non-severely injured will not be sent home without parental approval. No student may drive when excused for medical reasons, unless parental consent is granted. In the event of major medical emergencies, Steel Center will arrange emergency care and transport. Upon this occurring, parents or guardians will be notified promptly.

SCHEDULE CHANGE

Students enrolled at Steel Center are expected to complete their respective programs of study; therefore, program transfers (also termed scheduled changes) are limited. Such requests require consultation(s) with the school counselor, as a minimal prerequisite for consideration. Parent/Guardian conferences inclusive of multiple school stakeholders (i.e., administrators, counselors, special education facilitators, etc.) may also be required.

Guidelines for program (schedule) changes:

- The deadline for schedule changes is the last Friday in September.
- Open to grade 10 and 11 through the last Friday in September.
- Closed to grade 12 students, except for those in their first year through last Friday in September.
- Closed to pupils in their fourth (4th) or greater year of high school (from the date of matriculation of grade 9), regardless of grade-level status.
- Consideration may be given to pupils with Individual Education Programs (IEPs).
- Extenuating circumstances may be taken into consideration.
- Special considerations may be afforded to CTE transfer students.

- All program (schedule) changes prior to or following the last Friday of September deadline must be approved by administration.

SHOP FACILITIES

- Students must wear shoes or boots. All other types of footwear are prohibited. Appropriate footwear is specified in the school dress code and/or by program teachers.
- All equipment must be used safely and properly (as demonstrated).
- Before using any power tools, students must pass pertinent safety exams and demonstrate proficiency in using such equipment.

STUDENT PERMANENT RECORDS

Steel Center maintains permanent records for all pupils, which shall remain on file for an indefinite period of time. The school is responsible for properly disseminating and forwarding records to sending school districts and other proper entities, when it is necessary to do so. The school is authorized to collect, maintain, review, and grant access to these records to authorized personnel. It will release records to persons and/or entities outside the school, unless authorized expressed written permission is received by parents of legally dependent enrolled children, students, or alumni. The parent has the right to review their child's records and to know what information is kept.

Disclaimers: Parents of legally dependent enrolled children, students, and alumni have the right to request access to information contained in permanent records. The school reserves the right to release basic pupil directory information to appropriate entities upon request and/or requirement. Steel Center manages student records with full regard for the *Family Educational Rights and Privacy Act of 1974 (FERPA)*. For more information regarding educational records and the rights of students and their families, please refer to **Appendix B**.

TARDINESS

Tardiness is defined as being late to school, class, functions associated the school, etc. Students are considered tardy to school and/or class, if they are not in their assigned program areas by the designated start times for their sending schools. Start times vary from school to school and are noted on the school's "Time Schedule," which is annually produced and distributed at the onset of each school year. This provision also applies to student drivers.

Students who report to tech after their designated start times must report directly to the Business Office and sign in, as directed. They will then be issued tardy slips for admission to class. Tardiness will be determined as excused or unexcused (illegal) in accordance with school policy and state codes for compulsory education and truancy.

Note: The 7:55 A.M. and 12:15 P.M. bells are signals for instructors to take attendance and not late bells.

Late arrivals to school: Late arriving students may be dropped off and enter the school only at the 2nd floor main entrance—no exceptions without expressed permission from a Steel Center administrator. Late arriving students must sign in at the Business Office upon entering the school and before reporting to class—no exceptions. Students are prohibited from driving to Steel Center without administrative approval from both their sending schools and the tech center. If authorized to drive, approved students will be issued special one-day temporary driving passes. Late arriving students who drive without authorization are subject to enforcement of provisions of the school's "Driver and Passenger Policy" and Code of Student Conduct. They may also be cited by local police.

Tardy definitions:

Excused tardy:

Students who report to Steel Center after their designated start times must sign in with a parent/guardian at the Business Office or submit a signed written excuse from a parent/guardian, which indicates the reason for tardiness. Pupils who submit forged and/or illegitimate excuses will be considered illegally tardy and incur disciplinary action. Submission of an excuse does not guarantee that one's tardiness will be excused.

Unexcused tardy:

Students who report to Steel Center or class after their designated start times without authorization and/or confirmation from the Business Office will be considered illegally tardy. Unexcused tardiness is considered an illegal absence for a portion of a class session and/or school day. They are factored in to daily attendance, as per school policy and the Public School Code. Home school districts and custodial families will be informed of unexcused tardiness, as a preventative measure.

Excessive tardiness:

Students who report late to Steel Center three (3) or more times will be considered an excessively late student and may be subject to disciplinary action, as per the *Code of Student Conduct*.

Key points regarding tardiness:

- Students 18 years of age or older who are dependents are bound by all provisions noted above; independent students may be bound by different guidelines.
- Submission of signed written excuses does not guarantee that tardiness will be deemed legal by Steel Center and/or the state.
- Students who submit false and/or forged excuses will be subjected to disciplinary action.
- Policies for tardiness are defined by provisions for compulsory education. Refer to the section of the handbook titled Absence Excuse Procedures for details.

TELEPHONE PROCEDURES

All office and classroom telephones are to be used only in case of sickness and emergencies (e.g. cancellation of an extra-curricular activity). A staff member must grant permission prior to a student accessing telecommunications equipment. Cellular telephone use is prohibited during school hours, unless authorized by an administrator and/or in the event of a catastrophic emergency. This includes text messaging as well as any other feature found on a cell phone. Cell phones are to be turned off and concealed.

TEXTBOOKS AND OTHER RESOURCES

Textbooks, tools, supplies, and other resources are provided to students for educational purposes. Students are responsible for properly maintaining such resources. Financial obligations and/or disciplinary action may be levied against individuals who lose, misuse, and/or willfully damage school-issued educational resources (i.e., textbooks, computers, etc.). Certificates (issued by Steel Center) and diplomas (issued by sending high schools) may be withheld, as per the school's financial obligations policy.

Students are prohibited from taking textbooks and other educational resources—particularly items that may be considered weapons and/or expensive equipment—from the school without formal expressed authorization from appropriate personnel, sometimes inclusive of administrators at sending high schools. Noncompliance with this provision may result in disciplinary action, inclusive but not limited to, suspensions, expulsions, and criminal charges. If situations arise wherein resources must be taken from the school, parents/guardians are to transport such items.

UNIFORMS

Some programs require uniforms, which are necessary in specific careers and essential to professionalism. Uniforms prevent ruining regular school clothes and prepare students for the workforce. Students are required to purchase uniforms, inclusive of essential accessories and footwear and to care for them conscientiously. They are required to take them home regularly for cleaning.

Students may change into their uniforms either before reporting to Steel Center, or they may use their designated locker rooms.

Note: Failure to dress for a program/shop that requires a uniform will be considered a violation of the school's dress code, as well as other provisions of *Code of Student Conduct*.

VACATIONS: EDUCATIONAL JOURNEYS

Students taking vacations during the school year must follow this procedure prior to embarking upon their journey:

- Complete a *Vacation: Educational Journey Request* form;
- Submit that completed form to the Assistant Director: Principal a minimum of five (5) school days prior to the scheduled excursion.

Students are responsible for obtaining assignments three (3) days prior to departure; students are responsible for submitting completed assignments within three (3) days of returning to school. The maximum number of days that can be approved: ten (10) without permission of the Executive Director. Approved vacations are considered excused absences. As with all excused absences, these days may count toward the school's attendance standard.

Please be advised: Submission of a *Vacation: Educational Journey Request* form does not guarantee administrative approval. If unapproved, days missed on account of given excursion will be deemed unexcused.

VIDEO SURVEILLANCE

For the safety of our students, staff and community members, the Steel Center building and campus is monitored 24 hours per day by a digital video surveillance system, which captures and archives still and motion images for indefinite periods of time. This system ensures and protects the health, safety, and welfare of all school stakeholders. It also reinforces a positive school culture by enhancing the efficiency of disciplinary practices. All aspects of Steel Center's video surveillance system meet all applicable federal and state guidelines, inclusive of FERPA. School administration reserves the right to record, view, and store recordings as necessary. Individuals employed by, enrolled at, associated with, and/or visiting Steel Center should do so with the explicit understanding that they are being monitored via a comprehensive video surveillance system and that their privacy is limited to, restrooms and locker areas.

VISITORS

Steel Center is a school fully committed to maintaining a safe and rigorous learning environment for its students, which is free of distractions. Only individuals with official school business recognized by school administration may enter school property. Conferences, hearings, and/or meetings with administrators, teachers, and/or other personnel must be made in advance via formal request and administrative approval. Impromptu meetings will not be facilitated, unless operation schedules and time permit. Visitors entering Steel Center property should do so with a limited expectation of privacy, for the school is fully monitored by a comprehensive video surveillance system. All visitors will be required to complete the Raptor System check-in located in the Business Office prior to reporting to any area of the school. Visitors must have their drivers' license with them in order to check in through the Raptor System.

Visitors entering Steel Center property should do so with a limited expectation of privacy, for the school is fully monitored by a comprehensive video surveillance system.

Visitors are to abide by all codes and procedures governing Steel Center. Those who fail to abide by this provision may be cited and charged in accordance with applicable codes.

The administration reserves the right to ask visitors to leave and/or to have them removed from school property by law enforcement upon discretion.

SECTION 5: STUDENT DISCIPLINE AND RULES

PHILOSOPHY OF DISCIPLINE

Steel Center maintains a safe, orderly, and welcoming school for its students, staff, and other stakeholders. SCCTE assures that its staff are fully committed to all aspects of its discipline policy, as a means for inspiring excellence among students. SCCTE believes that students thrive in safe, orderly, and welcoming environments that celebrate and promote student achievement and engagement as a means for minimizing student misconduct via activities, functions, and incentives that promote reward positive behaviors and excellence for all.

The school believes that discipline is an important part of education, and that corrective measures must meet students' developmental needs through an array of interventions, responses, and strategies that inspire positive behaviors, support learning, and restore relationships.

The school applies its *Code of Student Conduct* equitably to all pupils in a manner that is fair, firm, and consistent. Positive reinforcements and restorative methods afford students opportunities to correct negative behaviors and to learn from errors in judgment as it relates to misconduct. SCCTE's discipline policy meets students' needs by preparing them for life after high school, namely for career and college readiness.

The school complies with all federal, state and local statutes for equal opportunity and fairness. SCCTE administers *The Code* for all students enrolled in its programs without regard for race, color, age, sex, religion, national origin, sexual orientation, handicap, and/or any other conditions of being. **Appendix H** outlines the SCCTE *Equal Opportunity Policy*.

CODE OF STUDENT CONDUCT

The Code of Student Conduct (or *The Code*) clearly and concisely sets forth the disciplinary procedures for students enrolled at Steel Center. In the interest of maintaining a safe, orderly, and welcoming school that fosters rigorous learning opportunities for its students, all provisions of *The Code* are strictly enforced. Students are required to abide by these provisions, and school personnel are required to enforce them. *The Code* is much like a contract between SCCTE (the school) and its students/families. The administration reserves the right to amend *The Code* at any time.

Scope of the Code of Student Conduct: Steel Center is committed to maintaining a safe, orderly, and welcoming school for its students, staff, and other stakeholders. To that end and based on commonwealth mandates, as per the *Pennsylvania Public School Code of 1949*, The Code is effective and enforced as follows at the following places and/or during the following times:

- on school grounds at any time;
- on school grounds and related to actions on social media or other media of the like;
- off school grounds, including but not limited to, school bus stops, on school buses, at school activities, functions, on field trips, at conferences, and at all other school events;
- to and/or from school, or to and/or from any school activities, functions, and/or events;
- off school grounds, during standard enrollment hours, when students have left without authorization and/or are truant.

The rules of *The Code* are inapplicable, however not limited to the following:

- actions and communications (including those related to social media) that occur outside standard enrollment hours;
- actions and communications (including those related to social media) that occur at functions and/or events neither affiliated with nor sanctioned by Steel Center .
- actions and communications (including those related to social media) that occur at students' respective sending high schools.

THE CODE KEY TERM DEFINITIONS:

Code: A collection of statutes, inclusive of ordinances and laws, arranged systematically by chapters, subheadings, and sections.

Due process: The excursion of power from a governing body (including a school) in a manner as to ensuring that an individual's rights are protected.

In loco parentis: Defined, *in loco parentis* means in place of the parent (or guardian); charged with some of the duties, responsibilities, and rights of parents (or guardians). School administrators and other school personnel have the right to exercise the same level of authority over students as respective legal parents or guardians do over their children in instances related to conduct, discipline, and other school related activities.

Reasonable suspicion: Defined, reasonable suspicion is a legal standard of proof that falls short of probable cause, yet is still founded on a premise or premises developed from specific actions, evidence, and facts that may be articulated, documented, and in many instances substantiated. School personnel may proceed with disciplinary proceedings inclusive of searches of individual belongings and persons on the basis of reasonable suspicion in accordance with laws mandating *in loco parentis*.

Right: The dominion, privilege, or power of one person to assert authority over another.

INFRACTION RESPONSE LEVELS

Level 1 infractions: Level 1 infractions are minor and pose minimal disruptions and/or obstructions to the school and related functions. Teachers and other school personnel shall use appropriate interventions, remediation, and discipline as a means of correcting undesired behaviors. In most cases, Level 1 infractions do not necessitate administrative action. If Level 1-type behaviors persist upon facilitation of positive behavior supports, prudent discipline, and/or interventions, students should then be referred to administration, at which point such behaviors will be considered Level 2 infractions.

Level 2 infractions: Level 2 infractions represent chronic and/or substantial disruptions and/or obstructions to the school and related functions. Administrators shall employ appropriate and more substantial means for correcting undesired behaviors. Personnel must refer students who commit Level 2 infractions to an administrator. If Level 2-type behaviors persist upon

prudent discipline and interventions, students should then be referred to administration, at which point such behaviors will be considered Level 3 infractions.

Level 3 infractions: Level 3 infractions are serious in nature and possibly pose threats to the general well-being of the school and its stakeholders. Often, Level 3 infractions constitute summary and misdemeanor type violations of municipal, commonwealth, and/or federal laws. Based on the extent of damage to the school and stakeholders, the Level 3 can be considered a Level 4 infraction. Personnel shall refer students who commit Level 3 infractions to administration. Administrators will conduct thorough investigations of alleged incidents (e.g., questioning actors, victims, and witnesses; taking written statements; etc.). They will then notify students and parents/guardians of all (legal) charges, consequences, and due process proceedings. If Level 3-type behaviors persist upon prudent discipline, students should then be referred to administration, at which point such behaviors may be considered Level 4 infractions.

Level 4 infractions: Level 4 infractions are major in nature and pose imminent threats to the general well-being of the school and its stakeholders. Often, Level 4 infractions constitute higher-level misdemeanor and felony type violations of municipal, commonwealth, and/or federal laws. Personnel shall refer students who commit Level 4 infractions to administration. Administrators will conduct thorough investigations of alleged incidents (e.g., questioning actors, victims, and witnesses; taking written statements; etc.). They will then notify students and parents/guardians of all (legal) charges, consequences, and due process proceedings.

SCHOOL RULES

Note 1: * Asterisks denote Safe-Schools violation categories.

Note 2: Refer to Table A and Appendix C for details regarding infraction levels associated with each rule.

#1: *Alcohol and Controlled Substances Distribution, Possession, and/or Use:

Students are prohibited from distributing, possessing, being under the influence of, and/or using alcohol and controlled substances in all contexts related to the school, including but not limited to, standard class/shop instructional time, at competitions, on fieldtrips, and when engaging in field experiences commissioned by the school (i.e., co-op and internships). Items prohibited as per this rule included, but are not limited to, all alcoholic beverages (alcohol, beer, cordials, hard cider, liquor, spiked soft drinks, etc.), over-the-counter medications, prescription medications (i.e., oxycodone, fentanyl, etc.), and all federally-banned substances/illicit drugs (i.e., cocaine, heroin, LSD, marijuana, etc.).

Note: Use of recreational vapor inhalation devices may constitute justification for reasonable suspicion that one has violated this rule. Refer to **Appendix D** for more detailed information regarding this rule—inclusive of language regarding due process, search procedures, and penalties.

#2: *Assault: Students are prohibited from verbally, physically, and/or sexually assaulting school personnel and/or non-school employees, including students. This includes, but is not limited to verbal attacks, physical attacks, attacks of a sexual nature, and premeditated infliction of mental and/or physical injury upon others. Upon consultation with local law enforcement, assaults will be classified as one or more of the following, depending upon factors related to the nature of the incident, severity of incident, and degree of bodily harm: aggravated, sexual, simple, and/or verbal.

#3: *Bullying: Students are prohibited from engaging in all forms of bullying, including cyberbullying. Bullying is defined as any intentional electronic, written, verbal and/or physical acts or series of acts directed at another pupil or pupils, which occurs in a school setting, that is severe, persistent, and/or pervasive. It has intent or effect of:

- creating an intimidating or hostile environment that substantially interferes with a student's or students' education(s);
- physically, emotionally or mentally harming a student or students;
- placing a student or students in reasonable fear of physical or emotional harm;
- placing a student or students in reasonable fear of damage to or loss of personal property.

Bullying includes cyberbullying and/or bullying on social networking websites and may include acts that occur outside of school if certain criteria are met. Note: Chronic and severe bullying (inclusive of cyberbullying) constitutes a crime, which shall be considered harassment and addressed as per all pertinent legal codes. Refer to **Appendix E** for more detailed information regarding bullying and harassment, inclusive of measures the school shall take upon violation of this school rule.

#4: Dishonesty and Misrepresentation: Students are prohibited from engaging in all forms of dishonesty and misrepresentation. Dishonesty and misrepresentation includes, but is not limited to, lying, falsifying records, submitting false reports, academic dishonesty, and assisting others in acts of academic dishonesty. Academic dishonesty includes all forms of cheating, but is not limited to, plagiarism, pre-assessment access to exam forms, misrepresentation of work, and unauthorized assistance in completion of graded exercises.

#5: *Disorderly Conduct (criminal code §5503):

Students are prohibited from intentionally causing public inconvenience, annoyance, and/or alarm. They are also prohibited from recklessly creating risk, contributing to, and/or promoting the following:

- creating hazardous and/or physically offensive conditions via actions that serve no legitimate purpose;
- instigating physical conflict(s), including but not limited to, assaults, riots, and other threatening and tumultuous behaviors;
- making unreasonable noise;
- using obscene language and/or making obscene gestures.

Violation of this rule, including fighting, may result in charges being filed via local law enforcement.

#6: Disruption of School: Students are prohibited from disrupting all aspects of the school including, but not limited to, classroom, common, off-site (e.g., field trips, work-based learning worksites, etc.), outdoor, and social settings. Disruptions of school include, but are not limited to, breaking (classroom, off-site organizational, and school) rules, defiance, disruptive behaviors in corridor/lab/shop/theory room areas, disruption of field trip/off-site function, excessive talking and/or noise, horseplay, lower-level disorderly conduct, passive resistance, statement(s) of innuendo, use of profanity and/or vulgarity, and violations of municipal, commonwealth, and/or federal statutes. Chronic violations of this rule may be considered insubordination (Rule #9).

#7: *Fighting: Students are prohibited from engaging in physical and/or extremely volatile verbal altercations and/or perpetuating riotous situations. Fights are incidents for which actors (participants) engage in mutual conflict. Disciplinary action for all actors involved in fights will be equitable, possibly inclusive of charges being filed through local law enforcement and/or the courts.

#8: *Harassment, Hazing, and Terroristic Threats

(criminal code §5503): Students are prohibited from engaging in all intentionally intimidating and/or malicious acts toward personnel, non-district employees, other students, and all other school stakeholders. This includes, but is not limited to, chronic bullying; chronic cyberbullying; hazing; terroristic threats; attacks pertinent to race, color, age, sex, religion, national origin, ethnicity, and sexual orientation; unwarranted sexual advances and/or sexual harassment. Refer to **Appendix E** for more detailed information regarding bullying and harassment with implications for hazing and terroristic threats, inclusive of measures the school shall take upon violation of this school rule.

#9: Insubordination: Students are prohibited from disregarding and/or ignoring directives from any and all school employees. Insubordination includes, but is not limited to, disrespect, disregard of teacher and/or administrative warnings, repeat classroom/school violations, blatant disregard of directives from personnel, passive resistance, and failure to cooperate in investigations (including searches founded on reasonable suspicion). **Note:** Repeat school violations that would otherwise fall under Rule #6: Disruption of School may be categorized as insubordination with specific behaviors noted in one's discipline record.

#10: Technology and Tech Systems Misuse: Students are prohibited from misusing technology and tech systems that are either privately or publicly owned. The following discloses general provisions for this rule and is not limited to:

- Appropriate use of personal electronic devices can enhance instruction and learning; however, those same devices may also pose unnecessary distractions. Use of personal electronic devices for legitimate educational purposes is permitted, but only under the direction of staff with approval from administration in accordance with school policy.
- Students are prohibited from accessing and/or using personal electronic devices during school hours without proper authorization. Personal electronic devices must be concealed—preferably stored in locked lockers—and turned off. Personal electronic devices can be used only upon administrative approval, upon direction from staff (with administrative approval) for instructional purposes, and in the event of critical/catastrophic emergencies.
- Students are prohibited from misusing technological media, including all hardware and/or software either privately owned and/or publicly shared. This includes, but is not limited to, accessing inappropriate and/or non-educationally relevant websites, accessing non-district sponsored blogs and/or chat rooms, using hardware and/or software with disregard for its intended use.
- Students misusing new forms of technology unfamiliar to school personnel that may compromise any aspects of the school including, but not limited to, instruction, learning, discipline, operations, and safety.

Refer to **Appendix F** for more detailed information regarding this rule.

#11: *Theft and/or Vandalism of Property: Students are prohibited from attempting and/or intentionally defacing, damaging, and/or stealing private and/or public property. Applicable (legal) charges with requirements for restoration and/or restitution may accompany disciplinary action(s).

#12: *Tobacco and Vapor Inhalation Possession and/or Use: Students are prohibited from possessing and/or using tobacco. This includes, but is not limited to, cigars, cigarettes, and all types of smokeless tobacco, including nicotine-based recreational vapor inhalation products and devices. **Note:** The school reserves the right to confiscate items related to this rule without obligation of return.

#13: *Unauthorized Presence and Truancy: Students are prohibited from being in any portions of school buildings and/or grounds for which their presence is unauthorized. During school hours, as per compulsory education laws, students must be in school. Students who are not in school can be considered truant, contingent upon specific circumstances. This provision extends to the following, however, is not limited to the following:

- habitual class cuts, hall pass violations, hall roaming, and failure to report to office(s);
- accessing areas of school buildings and/or grounds without adult supervision;
- truancy;
- trespassing;
- accessing areas of school building and/or grounds without authorization from appropriate school personnel;
- reporting to school despite adequate notification of exclusion from the school (e.g., expulsion and out-of-school suspension);
- presence at activities, competitions and/or all other extra-curricular activities for which students are prohibited from attending as per disciplinary circumstance(s) and disposition(s);
- all instances of truancy, noting that illegally absent students are considered to be trespassing either on private or public property during school hours, as per compulsory education laws;
- Violation of the state guideline and local policy for excessive absences—all absences beyond the 10th without medical and/or legal notes;
- Violation of the school's procedures and policies for tardiness—excessive and/or unexcused.

#14: *Unlawful/Subversive Conduct: Students are prohibited from conducting themselves in manners and/or engaging in activities that are subversive to the school and/or unlawful. This includes violation of municipal, state, and/or federal laws, which includes, but is not limited to, arson; breaking and entering; burglary; ethnic intimidation; possession of explosive or incendiary materials and devices; gambling; hate crimes; false alarms; false reports; hazing; indecent exposure; loitering; open lewdness; organized crime, including all gang-related activities; reckless endangerment; risking a catastrophe; robbery; sexual

acts and misconduct; terroristic threats; unauthorized possession or inappropriate use of laser pointers and other technologies; and all other illegal and/or subversive actions that threaten the lives, safety, and well-being of students, staff, community members, bystanders, and all other school stakeholders. Students who break this rule are subject to disciplinary action, which shall include reporting and coordinated response with law enforcement and/or all other applicable agencies. Note: Crimes listed under this rule may be cross referenced with other rules denoted in the *Code of Student Conduct*.

#15: Unprofessionalism: Students must conduct themselves professionally to optimize educational opportunities in preparation for post-secondary studies and/or the workforce. This entails compliance with policies governing attendance, attire (dress), early dismissal, driving, lockers, passenger passes, safety, tardiness, transportation, and uniforms. Chronic violations of this rule may be considered *Insubordination* (Rule #9) and/or *Unauthorized Presence* (Rule #13).

#16: *Weapons Possession and/or Use:

Students are prohibited from carrying, distributing, exchanging, handling, possessing, and/or using weapons. Students are prohibited from using typically benign items as weapons, therefore modifying their use to mimic weaponry and making them dangerous instruments.

- The term weapon refers to any loaded or unloaded firearm (including pellet guns, B.B. guns, and look-alike firearms); any explosive device of any kind; any Bowie knife, Dirk knife, lock-blade knife, hunting knife, or any other similar knife.
- The term dangerous instrument refers to any other tool or instrument that is not reasonably related to education. Examples of dangerous such as, chains, brass knuckles, night-sticks, ax handles, any item whose intended purpose is altered to inflict harm upon others, etc.
- Upon just cause for suspicion of possession of a weapon, an administrator will request the student to volunteer to be searched by a school official (in the presence of a witness). If the student resists being searched, the administrator will immediately summon municipal police and request assistance.

Refer to **Appendix G** for more detailed information regarding this rule.

CORRECTIVE MEASURES/ CONSEQUENCES

- Classroom consequences
- Teacher reprimand/warning
- Parental contact
- Guidance/Support interventions
- Administrative reprimand/warning
- Loss of privileges
- Mediation/restorative practices
- Policy remediation with office detainment
- Work study
- Saturday detention at sending school (if available)
- In-school suspension (ISS) at sending school (if available)
- Out-of-school suspension (OSS) – short term, 1-3 days
- Out-of-school suspension (OSS) – long term, 4-10 days with informal hearing
- Restitution
- Evaluation (mental and substance)
- Criminal complaint, citation, and/or charges filed
- Reschedule to sending school
- Expulsion.

Corporal punishment may not be administered by any staff members to discipline students. Refer to page 24 of this handbook for details.

EXCLUSIONARY CONSEQUENCES DESCRIPTIONS AND PROCEDURES

Loss of Privileges: School privileges may be withdrawn from pupils for a designated period of time and/or for specific activities and functions including, but not limited to, assemblies, break times at the school store, competitions, CTSO co-curricular functions, fieldtrips, and the senior recognition ceremony. Privileges could be withheld by faculty and staff in accordance with classroom/shop, organization, and school rules.

Policy Remediation with Office Detainment: Students may be removed momentarily from class/shop and given written assignments, which entail education and reflection as a means for correcting inappropriate and/or negative behaviors. Time spent on such tasks is documented as office detainment, which is similar to a detention. Tasks and detainment time durations vary, based on infraction severity and individual student accountability for one’s actions. Failure to comply with policy remediation and detainment directives will be considered insubordination and addressed in accordance with *The Code*.

Work Study: Work study is a punitive study hall, which is assigned in half-day increments and served in full at Steel Center. Students who incur work studies are expected to complete with quality knowledge-based (theory) assignments and/or other tasks, as per the prerogative of administrators and/or instructors. The provisions for work study are as follows: All rules of *The Code* are strictly enforced; use of personal electronic devices is strictly prohibited; absolutely no talking. Violations of these rules will be considered insubordination and result in additional consequences, up to and including suspensions. Work studies are typically served at the *Work Study Learning Center* in the *Student Services Office*.

In-School Suspension (ISS) at sending high school: Students may incur ISS for one (1) to ten (10) consecutive school days, as per provisions outlined in the *Code of Student Conduct*. On days for which pupils are assigned to ISS, they remain at their high schools for participation in that school's in-house suspension program. Steel Center teachers will supply assignments as requested by the home school. Students will be informed of the reason for ISS with due process provided. Parents/Guardians will be informed of ISS through telephone calls and formal written notifications sent via US Mail. Prior notice to the parents/guardians of suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

Out-of-School Suspension (OSS): Students may incur OSS for one (1) to ten (10) consecutive school days, as per provisions outlined in the *Code of Student Conduct*. Students will be informed of the reason for the OSS with due process provided. Parents/Guardians will be informed of OSS through telephone calls and formal written notifications sent via US Mail. Prior notice to the parents of suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. **Note: Students suspended from Steel Center are also suspended from their sending schools and vice versa.**

Note: For short-term OSS (1-3 days): The school will not compile work for students. In this instance, pupils are responsible for requesting make-up work for credit upon returning to school.

Note: For long-term OSS (4-10 days):

1. A student and his/her legal custodial family have the right to an *informal hearing* for additional due process. If applicable, a *Notice of Informal Hearing* will be sent by the school via Certified US Mail to the suspended pupil's legal parent/guardian.
2. In the event of a long-term suspension, a parent/guardian may request for the school to retrieve assignments for the suspended student. In the instance, pupils are accountable for completing this work—submitting it upon returning to school and still responsible for requesting any additional make-up work for credit upon returning to school.

Reschedule to Sending School: A student may be unenrolled from Steel Center and rescheduled full time at his/her sending school for chronic, severe, and/or higher-level Code of Student Conduct infractions and/or criminal code violations. This option may be used in lieu of expulsion and for other purposes deemed essential for appropriate disciplinary action. Rescheduling may be coordinated mutually through the technical school and respective sending schools/school districts.

Expulsion: A student may be excluded from Steel Center for a period exceeding ten (10) school days and may be permanently removed from Steel Center's rosters for serious infractions that constitute high-level violations of the school's Code of Student Conduct. Students will be informed of the reason(s) for pending expulsion with due process provided. Expulsions can only be directed by the Steel Center Joint Operating Committee and/or sending school district boards of education for reasons of just cause. Recommendations for expulsions from Steel Center are made by the executive director or superintendent of record. Expulsion proceedings may be coordinated mutually through the area technical school and sending school districts and include formal hearings before respective school boards/committees/hearing officers.

Note: For pending expulsions:

1. A student and his/her legal custodial family have the right to an informal hearing for additional due process. A Notice of Informal Hearing will be sent by the career and technical school via regular and Certified U.S. Mail to the suspended pupil's legal parent/guardian. This informal hearing is a precursor to the formal hearing.
2. In the event of a pending expulsion, a parent/guardian may request for the career and technical school to retrieve assignments for the suspended student, which may be granted. Pupils are accountable for completing such work and submitting it upon returning to school. They are also responsible for requesting additional make-up work upon returning to school.

3. Students expelled and/or enrolled in alternative education programs (including AEDY) are prohibited from attending the career and technical school, per Pennsylvania school law, unless enrolled in the transitional phase of alternative placement.

SUSPENSION OR EXPULSION OF INDIVIDUALS WITH EXCEPTIONALITIES

Students eligible under the IDEA and/or Section 504 of *The Rehabilitation Act* cannot be suspended for more than 10 consecutive school days, 11-15 cumulative school days if the removals constitute a pattern, or 15 cumulative school days in one school year for conduct that is a manifestation of their disabilities. A student diagnosed with mental retardation (MR) may not be suspended from school, unless the administrator has received written approval by the parent/guardian via a Notice of Recommended Educational Placement (NOREP). If the misconduct includes possession of weapons or drugs, or the student inflicts serious bodily injury on another person, then a student, including a student with MR, may be removed for 45 school days regardless of whether the behavior is a manifestation of the student's disability. Removals of more than 10 consecutive school days, 11-15 days if a pattern exists or more than 15 cumulative school days are subject to special rules and limitations. Specific questions regarding the discipline of students with disabilities should be directed to either Steel Center's Special Education Facilitators or appropriate special educational personnel at the sending school districts.

APPENDIX A

FREEDOM OF EXPRESSION

"The right to print and distribute literatures provided for by the First Amendment to the U.S. Constitution. The 1st Amendment gives students the right to publish and to distribute expressions of their opinions. In our constitutional system students may not be regarded as closed circuit recipients of only that which the state chooses to communicate (*Tinker vs. Des Moines Independent School*" Districts, 393 U.S. 503, 1969).

The U.S. Supreme Court has said this right was fashioned to assure a free interchange for the bringing about of political and social changes. This constitutional right does not depend upon the truth, popularity or social usefulness of the ideas which are offered. However, some types of communication do not belong to the intellectual content and truth-seeking rights which the First Amendment protects. Rather, they belong to a separate realm of impulse, passion and desires" (*New York Times vs. Sullivan* 376 U.S. 354). This latter realm has a large range, as large as that of the former. It stretches from the area of sexual titillation to that of personal vengeance and includes statements, which are obscene, libelous, or equivalent to falsely crying fire in a crowded theater. Statements such as these latter types are given no protection under the constitution and are often against the laws. These principles shall be considered in rules hereafter set out.

Students shall have the right to publish and distribute literature including, but not limited to, newspapers, handbills, leaflets, and pamphlets as a means of expressing their opinions. Students who publish and distribute such literature (whether school sponsored or not) shall have the libelous or obscene statements, and shall be held responsible for any such statement. Prior to the distribution of such literature, a copy of the item to be distributed shall be submitted to the director for approval. Recognizing the student's right to distribute such material, approval shall not be denied unless it clearly contains libelous or obscene statements or would cause substantial disruption to the educational process of the school.

Freedoms of expression, other addresses the following rights, as it applies to the *First Amendment*: Students shall have the right to express themselves by the wearing of buttons, badges, arm bands bearing slogans, sayings, etc., except that which the school director/ administration may restrict such uses if they fall within the aforesaid prohibitions.

APPENDIX B

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age (“eligible students”) certain rights with

respect to the student’s education records. These rights are as follows:

- The right to inspect and review the student’s educational records within forty-five (45) days of the day an educational entity received a request for access and thirty (30) days for special education students. Parents/Guardians or eligible students may at any time submit a written request to an educational

Appendix C

STEEL CENTER FOR CTE RULES AND INFRACTION LEVEL MATRIX				
	↓ Infraction Levels ↓			
↓ Rules ↓	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
1. *Alcohol and Controlled Substances...				◆
2. *Assault			◆	◆
3. *Bullying		◆	◆	
4. Dishonesty and Misrepresentation	◆	◆	◆	
5. *Disorderly Conduct			◆	◆
6. Disruption of School	◆	◆	◆	
7. *Fighting		◆	◆	
8. *Harassment, Hazing, & Terroristic Threats			◆	◆
9. Insubordination	◆	◆	◆	
10. Technology and Tech Systems Misuse	◆	◆	◆	
11. *Theft and/or Vandalism of Property			◆	◆
12. *Tobacco Possession and/or Use			◆	
13. *Unauthorized Presence...	◆	◆	◆	
14. *Unlawful/Subversive Conduct		◆	◆	◆
15. Unprofessionalism	◆	◆		
16. *Weapons Possession and/or Use				◆

* Asterisk denotes a *Safe-Schools* violation category.

DISCLAIMERS:

- The matrix above is a baseline guide for corrective measures. It does not include all possible infractions.
- Administrators retain the authority to adjust infraction levels, as per their professional discretion.
- Administrators retain the authority to classify and rank any infractions not listed on the matrix above, as per their professional discretion.
- Repeat school violations may result in corrective measures at levels higher than those indicated on the matrix.

entity that identifies the record(s) they wish to inspect. School administrators will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the record(s) may be inspected.

- The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. Parents/guardians or eligible students may ask school administration to amend a record that they believe is inaccurate or misleading. They should write to the school's highest ranking administrator, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the director decides not to amend the record as requested by the parent/guardian or eligible student, the administration or designee will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits educational entities to make disclosures without consent to school officials with legitimate educational interests. A school official is a person employed by an educational entity as an administrator, supervisor, teacher, or support staff member; a similar school official at your home school district; a person serving on a board of education; a person, company, or governmental agency whom the school has asked to perform a special task (such as an attorney, auditor, medical consultant, therapist, or law enforcement agency). A school official has a legitimate educational interest if the school official needs to review an education record in order to fulfill his or her professional responsibility. Educational entities may also disclose education records without your consent to officials of another school district in which a student seeks or intends to enroll.

Citizens have the right to file a complaint with the U.S. Department of Education concerning alleged failures by educational entities to comply with the requirements of FERPA. The office that administers FERPA is the following:

Family Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW. Washington, DC 20202-4605.

NOTICE OF INTENT TO DISCLOSE DIRECTORY INFORMATION

FERPA also permits educational entities to release designated *directory information* without your prior consent, unless you notify the school, in writing, that you do not want any or all of these types of directory information released without your prior consent.

The following data is legally regarded as directory information and may be released to other entities without prior notice to students, family, and alumni, as per federal statutes:

- student's name;
- address;
- telephone listing;
- date of birth;
- place of birth;
- major field of study;
- dates of attendance;
- grade level;
- participation in officially recognized activities;
- degrees;
- honors;
- awards received;
- name of recent educational agencies or institutions attended.

Parents/Guardians or eligible students may object to release of director information by informing educational entities in writing within thirty (30) days of publication of information. Failure to object within that designated period waives the right to object to release of information.

MILITARY RECRUITERS - FERPA

Federal law requires schools to give military recruiters access to names, addresses, and telephone listings of all secondary-level students. A secondary school student or the student's parent/guardian may request that such information not be released to a military recruiter without prior written consent. Such a request will be honored by Steel Center if made in writing to the executive director. Contact the school if you have questions regarding this.

APPENDIX D

Addendum to Rule #1: Alcohol and Controlled Substances Distribution, Possession, and/or Use

POLICY: The use, provision of, or possession of drugs and/or alcohol products by students on any part of school property is strictly prohibited. This includes school activities, field trips, and other functions. Students in violation of this policy will be subject to the following actions:

- Any student who is in possession of, uses, sells or provides, alcohol, drugs, drug paraphernalia or a substance with a mind-altering effect shall be suspended for three to ten (3-10) school days and may be referred to the Joint Advisory Committee for a disciplinary hearing.
- Any student who exhibits evidence of consumption of alcohol, drugs, or a substance with a mind-altering affect shall be suspended for three to ten (3-10) school days and may be referred to the Joint Advisory Committee for a disciplinary hearing.
- Any student involved in a second violation of provisions 1 or 2 above shall be subject to the sanctions of that provision and will face mandatory referral to the Joint Advisory Committee for a disciplinary hearing.
- Any student who is in possession of, sells or distributes/provides alcohol, drugs, or mind-altering chemicals shall be suspended for ten (10) school days and shall be referred to the Joint Operating Committee for a disciplinary hearing.

- Any student who violates any of the provisions of this policy shall be referred to the local law enforcement agency and shall be subject to criminal charges and sanctions.
- Any student involved in any of the above named activities will be required to participate in assessment of the problem and comply with the recommendations based on the results of that assessment.

Note: In addition to actions taken by Steel Center, students in violation may be subject to disciplinary action through their home school district. Students removed from attending sending schools for expellable offenses shall consequently be removed from attending Steel Center.

Investigation Procedures:

1. Every school employee and/or student who has knowledge of drugs or alcohol on or in school property, or has knowledge of persons under the influence of drugs or alcohol on or in school property shall immediately inform a school official, who will immediately notify the director or his designee. The director or his designee shall conduct an investigation.
2. A student who has knowledge of drugs or alcohol use or possession in or on school property shall be subject to disciplinary proceedings if the student does not report the same.
3. Upon reasonable suspicion that a student possesses drugs or alcohol or is under the influence, the director or his designee will request that the student:
 - Voluntarily empty his or her pockets, and remove any coat, book-bag or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult.
 - Submit to a locker or vehicle search.
 - Submit to medical evaluation by a qualified professional to ensure proper vital functioning.

If the student resists such a voluntary search, the director or his designee shall immediately summon the local police and request assistance. The parent or guardian of the student shall likewise be notified. School officials and administrators shall cooperate with the police investigation arising out of use/possession of drugs or alcohol on school property by a student. Upon the police hearing, however, under no circumstances shall the school official act as the student's informed adult in regard to any *Miranda Rights*. Note: The school official shall also follow these procedures for student locker searches.

The student will be returned to the home district for further disposition. The administration shall cooperate in any due process proceedings and investigations that may be required by a member school district for purposes of the member district enforcing its disciplinary policy.

Penalties:

In the event the student is found to have violated this policy, the student may be subject to suspension and/or expulsion. Such penalties shall be given in conformance with informal due process proceedings required by law. Students removed from attending sending schools for expellable offenses shall consequently be removed from attending Steel Center.

Loco Parentis: Teachers, vice principals, and principals in the public schools have the right to exercise the same authority, regarding the conduct and discipline, over the pupils attending school during the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. School authorities' ability to stand in *loco parentis* over children does not extend to matters beyond conduct and discipline during school and school activities.

Generally, parents or guardians of students involved with use and/or possession of drugs or alcohol will be notified as soon as possible. The school will document attempts made to reach the parents or guardians of victims, witnesses, or suspects of violations of this policy. There are exceptions to this generalization such as situations in which the parents or guardians may be co-suspects and situations in which notification may result in the destruction of evidence or the tampering of evidence or witnesses. Except in cases for which the suspect student has been injured and requires medical attention, the decision to notify the suspect's parents or guardian shall be a cooperative decision between school officials and law enforcement authorities unless immediate notification is otherwise required.

****The school reserves the right to confiscate items related to this policy without obligation of return.***

APPENDIX E

Addendum to Rule #3: Bullying and Rule #8: Harassment, Hazing, and Terroristic Threats

References:

School Code - 24 P.S. Section 1302-A, 1303.1-A
State Board of Education Regulations - 22 Pa. Code Sec. 12.3

POLICY: The Steel Center Joint Operations Committee (JOC) recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence; therefore, the JOC prohibits bullying and all associated bullying behavior by students.

DEFINITIONS:

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

- substantially interfering with a student's education;
- creating a threatening environment; or
- substantially disrupting the orderly operation of the school.

Bullying as defined in this policy includes cyber-bullying and any form of intimidation, including but not limited to ethnic, racial, and sexual.

School setting means in the school, on school grounds, time traveling to and from school, or any activity sponsored, supervised or sanctioned by the school. Bullying or cyber-bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct. Bullying may include acts that occur outside of school if those acts are intentional, electronic, verbal or physical, are directed at another student or students, are severe, persistent or pervasive, and have the effect of (i) substantially interfering with a student's education; (ii) creating a threatening environment; or (iii) substantially disrupting the orderly operation of the school.

AUTHORITY: In prohibition of bullying and other actions of the like, the Steel Center JOC directs that complaints shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

RESPONSIBILITY: The executive director shall promulgate rules and regulations for bullying in accordance with the Code of Student Conduct. The director, in cooperation with appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Advisory Committee. Administration shall annually provide the following information regarding bullying/harassment via *Safe Schools Report*:

- policy disclosure and review;
- report of bullying incidents;
- information on the development and implementation of any bullying prevention and/or education programs.

POLICY DISCLOSURE: The *Code of Student Conduct* shall contain this policy and disseminate annually. This policy will be accessible in every program area and shall be posted electronically to the school's website, vis-a-vis the *SCCTE Student/Family Handbook*.

EDUCATION: Steel Center students receive training on proper conduct in the workplace including the unsuitability of demonstrating bullying behavior and consequences for doing so. Conversely, students are educated in aspects of teamwork and the student's future role in training of those who are of lesser knowledge and skill. Such instruction provides staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

COMPLAINT AND INVESTIGATION PROCEDURES:

1. A student shall report a complaint of intimidation, bullying behavior, repetitive bullying or cyber-bullying, orally or in writing, to a teacher, administrator or counselor. The student will be required to provide a written statement.
2. The administrator will serve as the primary investigator yet may seek assistance from a counselor or teacher to investigate the alleged conduct.
3. After the investigation, an administrator will document the incident. The primary investigator shall apply appropriate consequences according to the *Code of Student Conduct*.

CONSEQUENCES AND INTERVENTIONS: A student who violates this policy will be subject to disciplinary action consistent with the *Code of Student Conduct*. Such discipline may include counseling, parent/guardian conference, detention, suspension, transfer or expulsion. Incidents of bullying may be referred to law enforcement and reported to Children, Youth and Families as an incident of child abuse.

HARASSMENT

HARASSMENT DISCIPLINARY PRINCIPLES: In the case of student-on-student harassment and when appropriate, a reasonable attempt may be made to bring resolution to a matter between the complaining student and the alleged harassing student under the mediation of the principal or designee. In determining an appropriate response to a finding that student-on-student harassment has occurred, school officials shall consider the following:

- what response is most likely to end any ongoing harassment;
- whether a particular response is likely to deter similar future conduct by the perpetrator or others;
- the amount and kind of harm suffered by the victim of the harassment;
- the status of the party who engaged in the harassing conduct.

A substantiated charge against a student shall subject such student to disciplinary action, consistent with the *Code of Student Conduct*, and may include educational activities and/or counseling services related to unlawful harassment. Steel Center also prohibits the harassment of students in any shape or form by school employees. If students feels that they are being subjected to unwanted and/or unwelcomed behaviors from school employees, we encourage them to speak to the executive director,

assistant director, principal, or a parent/guardian as soon as possible.

RIGHTS OF THE ACCUSED: This *local educational agency (LEA)* recognizes that all allegations of harassment are not necessarily true and acknowledges that employees, supervisors, students and associates may be unjustly accused. The school affirms its resolve to protect the rights of all accused parties, to fairly and accurately investigate all allegations coming to its attention, and to apply all appropriate disciplinary or administrative sanctions when necessary. All matters involving unlawful harassment complaints shall remain confidential to the fullest extent possible. The guidelines contained in this policy are not intended to supersede or circumvent any procedural rights accorded employees or students by the Pennsylvania Public School Code of 1949, as amended, federal or state laws or regulations, collective bargaining agreements or administrative compensation plans. The Joint Advisory Committee recognizes that the law of harassment is continually evolving as a result of judicial decisions. Therefore, upon receipt of any complaint or report of harassment, the Director shall consult with the solicitor to determine if any portions of this policy, including investigation and disciplinary procedures, are no longer lawful; or if additional procedures are required.

APPENDIX F

Addendum to Rule #10: Technology and Tech Systems Misuse

POLICY: For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. As a public school entity receiving federal funds, this policy is also required for purposes of complying with the Child Internet Protections Act (CIPA) and regulations adopted by the Federal Communications Commission (FCC). Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. The executive director, assistant directors, principal, and designees shall have the authority to determine what inappropriate use is.

CIPA COMPLIANCE: Steel Center's Joint Operation Committee (JOC) establishes that any information that is obscene, child pornographic or harmful to minors, all as defined by the Child Internet Protections Act (CIPA), is inappropriate for access by minors. The executive director or designee shall be responsible for implementing technology and procedures to determine whether the School's computers are being used for purposes prohibited by law or this policy. The procedure shall include, but is not limited to the following:

- utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the board.
- maintaining and securing a usage log.
- monitoring online activities of minors.

COMPUTER USAGE PROVISIONS: The following is prohibited when using the Steel Center computer system:

- unlawful activity;
- commercial or for profit purposes;
- non-work or non-school related work;
- product advertisement or political lobbying;
- hate mail, discriminatory remarks, and offensive or inflammatory communication;
- unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials;
- access to obscene or pornographic material or child pornography;
- access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with board policy;
- inappropriate language or profanity;
- transmission of material likely to be offensive or objectionable to recipients;
- intentional obtaining or modifying of files, passwords, and data belonging to other users;
- impersonation of another user, anonymity, and pseudonym;
- fraudulent copying, communications, or modification of materials in violation of copyright laws;
- loading or using of unauthorized games, programs, files or other electronic media;
- disruption of the work of other users;
- destruction, modification, abuse or unauthorized access to network hardware, software and files (i.e. hacking);
- quoting of personal communications in a public forum without the original author's prior consent;
- unauthorized disclosure, use and dissemination of personal information regarding minors;
- using chat rooms and instant messaging (IM) apps or software.

COPYRIGHT/SOFTWARE: The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

INTERNET USAGE PROVISIONS: The following is prohibited when using the Internet at Steel Center, inclusive of accessing it via personal (private) electronic devices:

- Accessing or using someone else's network account;
- Accessing and/or changing features of the computer, the computer network, or network security;
- Representing another person's work as your own;
- Using your access for non-school related activities;
- Using unauthorized copies of commercial software;
- Copying software provided by the school;
- Using your access for commercial purposes;
- Seeking unauthorized access to any resource;
- Downloading or purposely accessing inappropriate material(s);
- Bypassing or disabling any network filtering mechanisms that are used;
- Using social networking websites on the Steel Center network, except with the express permission and monitoring of Steel Center staff as part of the curriculum;
- Using social networks and other like electronic communications to intimidate, bully, threaten, or harass anyone.

PERSONAL ELECTRONIC DEVICES: Students are prohibited from accessing and/or using personal electronic devices during school hours without proper authorization. Personal electronic devices must be concealed—preferably stored in locked lockers—and turned off. Personal electronic devices can be used only upon administrative approval, upon direction from staff (with administrative approval) for instructional purposes, and in the event of critical/catastrophic emergencies.

PERSONAL ELECTRONIC DEVICES CONFISCATION: Parents/Guardians are responsible for retrieving confiscated items during regular school hours. Such items will be stored securely in the Main Office. Unclaimed devices will be discarded, as per the school's prerogative.

PERSONAL ELECTRONIC DEVICES FOR INSTRUCTIONAL PURPOSES: Appropriate use of personal electronic devices can enhanced instruction and learning; however, these same devices may also pose unnecessary distractions. Use of personal electronic devices for legitimate educational purposes is permitted, but only under the direction of staff with approval from administration in accordance with school policy.

SAFETY: In critical and/or catastrophic emergency situations, students may be permitted to use electronic communication. In most instances, student users shall not use electronic communication without receiving specific authorization from a faculty member or administrator.

SECURITY: System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the system:

- users shall not reveal their passwords to another individual;
- users are not to use a computer that has been logged in under another student's or employee's name;
- any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network;
- network accounts shall be used only by the authorized owner of the account for its approved purpose;
- network users shall respect the privacy of other users on the system.

POLICY DISCLAIMERS:

- Electronic information available to students and staff does not imply endorsement by the school of the

content, nor does the school guarantee the accuracy of information received. The school shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any content that is received via the Internet. The school is not responsible for any unauthorized charges or fees resulting from Internet access.

- There is no expectation of privacy for any user of Steel Center's computer network, including Internet access and e-mail. Users shall have no expectation of privacy in anything created, stored, sent or received on a school computer. Steel Center retains the right, but not the duty, to randomly or specifically monitor without prior notice any person's use to ensure that the computer network is being used properly, to ensure that it is used in compliance with CIPA, to prevent waste and misuse, for purposes of maintenance, and/or with reasonable suspicion to suspect misuse of the computer network. This monitoring includes, but is not limited to, accessing files and communication. The school reserves the right to log network use and to monitor fileserver space utilization by school users.
- The Steel Center Joint Operation Committee (JOC) establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use may result in cancellation of those privileges and/or appropriate disciplinary action.

APPENDIX G

Addendum to Rule #16: Weapons

LAW: It is a level three misdemeanor for any person to possess a weapon in the buildings or upon the grounds of any public elementary or secondary school. Pursuant to Pennsylvania Act 26 of 1995, Act 30, and Act 36, local educational agencies must adhere to certain discipline and reporting requirements in the event a student is in possession of a weapon. The Federal Gun Free Schools Act provides that no local educational agency may receive federal financial assistance unless it has in effect a policy requiring the expulsion from school for a period of not less than one (1) year of any student who is determined to have brought a firearm or explosive device to school. The Guns Free Act requires that when any local educational agency requests financial assistance it must assure that the local educational agency has in effect such a policy.

POLICY: Students are prohibited from possessing a weapon:

- in any building on the Mon Valley School (MVS) and Steel Center for Career and Technical Education (SCCTE) campus;
- on any grounds of the MVS and SCCTE campus;
- in any conveyance (including private vehicle) providing transportation to or from SCCTE;
- at any school function, activity or event whether or not held at SCCTE;
- while the student is on his/her way to or from school.

DEFINITIONS:

A **weapon** shall include, but not be limited to, any knife, cutting instrument, cutting tool, nun chuck sticks, brass or metal knuckles, firearm, shotgun, archery equipment, rifle, look-a-like gun, chemical agent such as mace, explosive device, Tasers/personal protective devices, and any other tool instrument or implement capable of inflicting serious bodily injury. The aforesaid description pertains to all "look-a-like" weapons particularly when

brandished in a threatening manner. Any previously defined weapon possessed and used in conjunction with a lawful supervised school activity or course with legitimate educational purpose shall be permitted. A weapon does not include any device which is authorized by the school for legitimate educational purposes, such as tools, scissors, compasses, pencils, implements for art class and the like. Any student however, using such an object in an aggressive, threatening and/or intimidating manner or possessing/removing/concealing the aforesaid items without the consent of Steel Center and sending school authorities, shall be considered in possession of a weapon.

Firearm is defined as the following:

- any weapon, including a starter gun, which will, or is designed to or may readily be converted to expel a projectile by the action of an explosion/pressure/coil or any other propulsion device;
- the frame or receiver of any such weapon;
- any firearm muffler or firearm silencer;
- any destructive device.

Destructive device is defined as any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any device similar to any devices described above.

INVESTIGATION PROCEDURES:

Investigation procedures for weapons are conducted with deference to federal and state statutes, including provisions for *due process* and *in loco parentis*. Every school employee and/or student who has knowledge of a weapon being impermissibly on or in school property, or the brandishing of a weapon shall immediately inform a school official, who will immediately notify the director or his designee. The director or his designee shall conduct an investigation. A student who has knowledge of a weapon being in or on school property shall be subject to disciplinary proceedings if the student does not report the same.

Upon reasonable suspicion that a student possesses a weapon, the director or his designee will request that the student submit to a search voluntarily. The student will empty his or her pockets, and remove any coat, book-bag or purse so the same may be searched by a school official. Such search shall take place in the presence of another adult. It is noted that rules and regulations of the State Board of Education provide that reasonable force may be used by the teachers and school authorities to obtain possession of the weapons or other dangerous objects. If the student resists such a voluntary search,

the director or his designee shall immediately summon the local police and request assistance. The parent or guardian of the student shall likewise be notified. School officials and administrators shall cooperate with the police investigation arising out of the possession of a weapon on school property by a student. Upon the police hearing, however, under no circumstances shall the school official act as the student's informed adult in regard to any Miranda warnings.

The school official shall also follow the procedures for student locker searches. The student shall be returned to the home district for further disposition. The administration shall cooperate in any due process proceedings and investigations that may be required by a member school district for purposes of the member district enforcing its disciplinary policy and any compliance with Act 26 of 1995, Act 30, and Act 36 and the Gun Free School Act. When applicable pursuant to Act 26 of 1995, Act 30, and Act 36, the director or his designee shall report the discovery of the weapon to local law enforcement officials.

PENALTIES: The Joint Operating Committee in coordination with or independent of the school district of residence shall expel for a period of not less than one (1) year any student who violates the weapons policy. Such expulsion will be given in conformance with formal due process proceedings required by law. The Executive Director may recommend modifications of such expulsion requirements on a case-by-case basis. All discoveries of any prohibited weapons on school property will be reported to local law enforcement officials and to the Pennsylvania Department of Education Office of Safe Schools. Charges may be filed through local municipal police. Students removed from regular educational programs for expellable offenses, including violation of the weapons policy, are prohibited from attending Steel Center, per provisions outlined in the Pennsylvania Public School Code. This includes pupils placed in Alternative Education for Disruptive Youth (AEDY) and other equivalent programs.

****The school reserves the right to confiscate weapons and all other related items without obligation of return.***

APPENDIX H

ADULT EDUCATION

The Adult Education Department offers **adult learners** a variety of skills and training programs both onsite and at various locations throughout the Allegheny County area. Conveniently located within the local business and industry district, Steel Center provides high quality career training in a variety of programs that are in demand.

Adults in the region receive specialized training to begin a new career or gain certifications. The programs are planned to provide training for individuals already working, as well as those who wish to gain new skills for a new career. To promote success, students are assessed for aptitude and interest prior to scheduling in a program area. Once scheduled, adult students are integrated with current secondary students where they have access to the latest teaching methods, technology, and curriculum.

The Adult Education staff works vigorously in helping adult students meet program and licensure requirements. Coursework and practicum for adults can be either short term or long in scope, depending on individual skillsets, career aspirations, and employment requirements. It also works closely with Three Rivers Workforce Investment Board, Pennsylvania Career Link, Chamber of Commerce organizations of southeastern Allegheny County, the Office of Vocational Rehabilitation, and many others to ensure our Adult Education programs meet the needs of the local workforce. The administration will recognize all consents, waivers, and signatures signed by the adult education student that are normally required by parents and guardians of secondary students enrolled at Steel Center.

Adult Education offers students:

- **Flexible scheduling:** Many of our career-training programs are available in weekday and weekend sessions, making your career start, transition or advancement quick and convenient.
- **The Right Skills:** Your career training is practical, applicable, and places emphasis on skills, which are in demand with employers and industries.
- **Job placement assistance:** Our staff will help you develop skills and a plan to help you secure the best job and thrive in today's market.

Adult Education enrollment requirements:

- Adult Education students must have earned a High School Diploma or a GED to be enrolled during the regular school day.
- Adult students must undergo career/interest and academic assessment for placement purposes and complete all necessary forms and applications.
- Background checks are required by the PA Department of Education for those who come into regular contact with school aged students. Required background checks are as follows:
 1. Pennsylvania State Police request for Criminal Records Check (Act 34).
 2. Department of Public Welfare Child Abuse History Clearance (Act 151)
 3. Federal Criminal History Record Information (CHRI) in the manner prescribed by the Department of Education (Act 114 FBI Clearance).

NOTE: All adult students must have secured funding to attend Steel Center. All adult students are subject to and must demonstrate the ability to abide by all rules, regulations, and guidelines set forth by Steel Center and the Pennsylvania Department of Education in the same fashion as school aged students and may be subject to similar consequences.

APPENDIX I

NONDISCRIMINATION POLICY

Steel Center for CTE is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, handicap, or limited English proficiency in its educational programs, services, facilities, activities, or employment practices as required by Title IX of the 1972 Educational Amendments, Title VI and Title VII of the Civil Rights Act of 1964, as amended, Section 504 Regulations of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, Section 204 Regulations of the 1984 Carl D. Perkins Act, the Americans with Disabilities Act, or any other applicable federal or state statute. Any person who believes that s/he has been subjected to discrimination shall report all incidents of such conduct to the following:

Mr. Kevin Rice
 Executive Director
 565 North Lewis Run Road
 Jefferson Hills, PA 15025
 Telephone: 412-469-3200 x6741

For information regarding services, activities and facilities that are accessible by handicapped persons, contact SCCTE directly at 412-469-3200.

Steel Center
565 N. Lewis Run Road
Jefferson Hills, PA 15025
2023-2024

JULY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST				
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14	15	(16)	17	18
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28	29	30	31	

SEPTEMBER				
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OCTOBER				
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23	24	25	26	27
30	31			

NOVEMBER				
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DECEMBER				
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JANUARY				
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29	30	31		

FEBRUARY				
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



MARCH				
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29	30			

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JUNE				
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17	18	19	20	21
24	25	26	27	28

- August 16, 2023 - Teachers First Day (Prof. Development)
- August 17, 22, 23, 2023 - Professional Development
- August 17, 2023 - New Student Orientation
- August 18, 2023 - Clerical Day
- August 24, 2023 - Students First Day
- September 4, 2023 - Labor Day - School Closed
- October 9, 2023 - Professional Development
- November 7, 2023 - Clerical Day (Election Day)
- November 23, 24, 27, 2023 - Thanksgiving Recess - School Closed
- December 25, 2023 - January 1, 2024 - Winter Recess - School Closed
- January 15, 2024 - Martin Luther King Day - School Closed
- February 19, 2024 - President's Day - School Closed
- March 27, 2024 - Professional Development
- March 28, 29 & April 1, 2024 - Spring Recess - School Closed
- April 23, 2024 - Clerical Day
- May 27, 2024 - Memorial Day - School Closed
- May 30, 2024 - Students Last Day
- May 31, 2024 - Teachers Last Day (Clerical Day)

-  Teachers First/Last Day
-  Students First/Last Day
-  School Closed
-  No Students - Prof Dev/Clerical Day
-  End of Grading Period

181 Student Days
10 Professional Development/Clerical plus
.5 for Open House* & .5 Senior Recognition*
192 Total Teacher Days

Make-up Days:	
January 15	February 19
March 28	March 29
Other days may be added to the end of the school year as needed	

*Open House - TBD
*Senior Recognition - TBD

CAREER MAJORS

ADVERTISING & DESIGN • AUTOMOTIVE TECHNOLOGY • BAKING/PASTY CHEF
BUILDING TRADES MAINTENANCE • CARPENTRY • COMPUTER TECHNOLOGY
COLLISION REPAIR & REFINISHING • COSMETOLOGY • CULINARY ARTS
ELECTRICAL CONSTRUCTION • HEALTH ASSISTANTS
HVAC-R • MEDICAL PROFESSIONS • PUBLIC SAFETY
SPORTS MEDICINE & REHABILITATION PROFESSIONS
VETERINARY ASSISTANTS • WELDING

