

**Central PA Institute of  
Science and Technology  
Student/Parent Handbook  
2024-2025**



**#CPIProud**

***Participating School Districts***

**Bald Eagle Area**

**Bellefonte Area**

**Penns Valley Area**

540 N. Harrison Road  
Pleasant Gap, PA 16823

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August 27, 2024

Welcome to the 2024-2025 school year at the Central Pennsylvania Institute of Science and Technology (CPI)! We are very excited to begin a school year filled with new opportunities and experiences for our students and staff!

We are pleased you are attending CPI. To guarantee the best career and technical education possible, we have prepared this handbook for your review. The information in this handbook is designed to assist both students and parents in understanding the expectations we have for our learners. It contains information about attendance, grades, the student code of conduct, as well as other facets of CPI life. Please read this handbook carefully. As students of CPI, you are responsible for your actions and learning. If you should have questions, any member of the administrative team, faculty, or staff would be happy to answer them.

Pride, tradition, and excellence have been standards by which CPI has operated throughout recent history. As a Career and Technical Education student, you are challenged to help raise standards to even higher levels and promote the importance of technical education in the community. To accomplish this goal, it will take strong individual efforts, positive attitudes, and teamwork.

Attending CPI is a privilege, and it is your responsibility to conduct yourself in a respectful and professional manner. We want you to profit from this experience in your personal and career and technical development. Remember to respect your school, respect others, and respect yourself.

Best wishes for a happy, productive, and successful school year! At CPI, we help put your "*Future in Motion*".

Sincerely,

Mrs. Jessica Martin  
Vice President of Secondary Education  
[jmartin@cpiedu](mailto:jmartin@cpiedu)  
814-359-2793 ext.240

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# STAFF DIRECTORY

# **STUDENT REGULATIONS AND POLICIES**

## **MISSION STATEMENT**

CPI will produce highly competent individuals who are prepared and motivated to pursue the high-skill careers of the 21st century.

## **STUDENT RESPONSIBILITIES**

The Central Pennsylvania Institute of Science and Technology (CPI) is committed to ensuring every student's right to an education. Each student deserves a safe learning environment. High school students are expected to act as mature, responsible young adults, demonstrating courtesy and common decency. Students must respect themselves, others, and their school. It is their responsibility to behave appropriately, and it is the responsibility of the school and community to hold students accountable for their academics and actions.

We believe that each student enrolled at CPI has a basic responsibility to:

- Attend school regularly and on time.
- Approach school with interest and a desire to learn.
- Cooperate with instructors and fellow students.
- Apply themselves and utilize their abilities.
- Present themselves in a manner befitting the occupation they represent.
- Set desirable and attainable goals.
- Be dependable and responsible.
- Accept and learn from constructive criticism.
- Build group morale among peers and take pride in the occupation they are preparing for.

These responsibilities align with the criteria employers use to evaluate their permanent and prospective employees.

The choice is yours! We are eager to help you secure an education that will lead to your success as a productive member of society. The educational value you derive from school will be directly proportional to the effort you invest. "Give your very best, and the very best will come back to you."

## ATTENDANCE PROCEDURES

As defined in Section 1301 of the Pennsylvania School Code, every child being a resident of any school district between the age of six (6) and twenty-one (21) may attend the public schools in his/her district. The compulsory school laws of Pennsylvania require that every child between the age of eight (8) and seventeen (17) shall be in school. However, once a student is enrolled, that student and parent/guardians are subject to the attendance policy.

1. Parents are required to submit a written or emailed explanation for the legal absence within three (3) days from the student's return to school. Failure to provide a written explanation will result in the absence being declared unexcused and/or illegal, as provided in Section 1329 of the School Code.
2. All students who have been absent from school must report to the attendance office with an excuse form from their home school or a parent/guardian. The attendance secretary will issue a class admit slip. Teachers will not admit a student to class following an absence without an admit slip.
3. Illegal absences or unexcused absences totaling more than three (3) days may be followed by prosecution and fine as required under section 1333 of the School Code. Each sending school handles illegal absences with the appropriate legal authorities. Attendance letters will be sent by CPI to parents/guardians for students missing ten (10) days. The letter will outline possible consequences for additional absences.
4. Students are legally excused from school for **only** the reasons listed below:
  - Illness of the student
  - Medical or Dental appointment
  - Death in the immediate family
  - Discipline: Suspension / Expulsion
  - Parental request in accordance with home school guidelines
  - Religious observance
  - Approved educational activities
5. Following the accumulation of ten (10) total days of absence by any student, a medical statement will be required for further absences. Absences not verified by medical statements are considered unexcused and/or illegal.
6. Early Dismissals – If a student must leave early, they must present to the office a written note from their parent/guardian. The early dismissal request can also be emailed to [cpiattendance@cpi.edu](mailto:cpiattendance@cpi.edu) by a parent/guardian in advance of the dismissal. The note or email must contain the date, time of dismissal, a valid reason for dismissal, and the signature of the parent/guardian. Parents/guardians may be called if the excuse is in question.

## **ATTENDANCE REGULATIONS**

### **10 Days of Absences (Total)**

A letter will be sent home to the parents or guardians. CPI will have a conference with the student. CPI may initiate a parent conference and the sending school will be notified. A determination whether the student should continue at CPI will be made. If the student is to continue at CPI, clear expectations will be established regarding absences and the number of competencies that need to be completed.

### **Attendance Probation**

Any student with ten (10) or more total absences may be placed on attendance probation. This probation may prevent students from participating in Cooperative (capstone) Education. If attendance does not improve, a student may be removed from CPI. This attendance dismissal may occur at any time. Unavoidable illness or injury is always given consideration.

### **Grades and Attendance**

Absenteeism will negatively affect the final average for the marking period. Clearly, the number of instructional competencies completed will be largely proportionate to a student's attendance. The lack of satisfactory progress in completing competencies will impact the student's grade. Students who fail to complete competencies at a satisfactory rate, based on their ability, will be evaluated to determine if enrollment at CPI should continue.

**Students may not excuse themselves from school under any circumstances.** Students who become ill, either at their sending school or at CPI, must report the illness at their sending school or at CPI. Students who fail to inform their sending school or CPI of their absence will be considered to be an unlawful absence. A CPI representative will determine if a parent/guardian is to be called in the event of an illness; students should not take it upon themselves to call a parent/guardian to pick them up before seeing the attendance secretary.

## **ACCIDENT REPORTS/FIRST AID SERVICE**

All injuries, regardless of how minor they seem, must be reported immediately to the instructor who will take the necessary steps to help the student receive proper care. An accident report for each occurrence must be completed and signed.

In a medical emergency, an ambulance will be called, and an attempt made to contact the parent or designated person(s) by phone. Students may not work in the program area until all paperwork related to student safety is completed. Students are not permitted to have any medications in their possession during the school day unless prior authorization has been granted via sending school and CPI nurse. If prescription medications are needed during CPI time, arrangements must be made with the CPI nurse. Please contact the CPI School Nurse, Arika Robinson, by phone 814-359-2793 ext. 233 or via email [arobinson@dpi.edu](mailto:arobinson@dpi.edu).

Act 197 amends the School Code to allow children of school age to possess and self-administer an asthma inhaler in a school setting. A student who wishes to carry an inhaler must demonstrate the capability of self-administration and for responsible behavior in the use of the medication. If a student abuses or ignores school policy regarding an inhaler, the school can confiscate the inhaler and remove the privilege to carry the medication. Students will be required to provide a written request from the physician permitting the student to have possession of the inhaler. Additionally, the school may request written permission from a parent relieving the school of



responsibility for the benefits or consequences of the medication and for ensuring that the medication is taken. With proper authorization, a student may carry an EpiPen. This will be evaluated by the administration on a case-by-case basis. The same rules mentioned above regarding inhalers apply to EpiPen usage.

## **ADVANCEMENT**

Passing the year does not guarantee automatic scheduling in an advanced program for the following year. An instructor can recommend that a student not be scheduled by notifying the office and parent in writing. Parents will be encouraged to meet with school personnel to discuss the situation. The final decision on scheduling will be made by the administration. An alternative schedule at either CPI or the sending school will be prepared for these students. Students who lack credit or course requirements in their sending school may not be able to schedule a CPI program or remain in the program. Students who do not pass the previous year will not advance the following year.

## **BULLYING**

The Central Pennsylvania Institute of Science and Technology strives to provide a safe and positive learning environment for students and recognizes that bullying of students has a negative effect on the educational environment of a school. Students who are bullied, intimidated, or fearful of others may not be able to take full advantage of the educational opportunities offered. Therefore, CPI strives to offer all students an educational environment free from bullying.

Bullying shall be defined as “negative actions on the part of one or more students toward another student”. This could include, but is not limited to, unwelcome verbal, written, electronic, or physical conduct directed at a student by another student or students, or by an adult. Electronic bullying is also referred to as cyber-bullying.

Cyber-bullying is defined as the use of electronic devices such as, but not limited to, computers, and cell phones to bully (defined above) others through methods such as posting comments or pictures on blogs, websites, text messaging, instant messaging, social media, and email. Cyber-bullying behavior is not to be confused with terroristic threats, which can be communicated through similar methods.

Negative actions are defined as actions that are sufficiently severe or pervasive to create an intimidating, hostile, or abusive environment that substantially interferes with the educational process. Such actions could include, but are not limited to, hitting, pushing, pinching, restraining, or other physical contact. Bullying can also be carried out by words, through hazing-related acts, by threatening, taunting, teasing, and calling names.

Proven occurrences of bullying in the school setting will be handled according to CPI’s disciplinary structure and referred to the local authorities as deemed necessary by administration. While verbal reports of bullying are acceptable, a Bullying/Harassment Reporting Form is available in the Main Office.

A School Resource Officer works directly with the Vice President of Secondary Education and the program area Instructors to implement a supplemental Bullying Prevention Program. Since all students receive Bullying Prevention Training at each of their sending schools, this program was developed to reinforce sending school programs. The School Resource Officer works directly with each sending school to ensure this program follows the guidelines used by each school. Assemblies will be held at CPI as well as specific program area presentations to ensure

students are aware of the negative effects of bullying as well as the referral process.

Further, instances of bullying/cyberbullying will be reported to the Threat Assessment Team in cases where the behavior of the student(s) indicates a threat to the safety of the student, other students, school employees, school facilities, and/or the community.

### **CELL PHONES/ELECTRONIC DEVICES/WIRELESS EARBUDS**

Cell phones/personal electronic devices shall not be used to take pictures, video, or sound clips in the building or on school grounds without prior approval from a teacher or administrator. Students may lose their privileges and face other disciplinary actions for inappropriate use of cell phones/electronic devices. CPI supports a responsible use policy. Students are expected to follow all rules set forth by the CPI Acceptable Use Policy and also any policies set forth by the program instructor(s) in which the device is being used. Students who violate these guidelines are subject to disciplinary action and loss of privilege to bring personal electronic devices to school. CPI is not responsible for damaged, lost, or stolen items!

The following consequences will be applied for violations involving portable electronic devices:

- **First Violation** – Confiscation of the device, which will be held in the main office and returned to the student at the end of the day.
- **Second Violation** – Confiscation of the device, which will be held in the main office and returned only to a parent/guardian. The student will lose electronic privileges for one week and disciplinary action may be assigned.
- **Third Violation** – Confiscation of the device, which will be held in the main office and returned only to a parent or guardian. The student will lose electronic device privileges for a length of time determined by the administrator and disciplinary action will be assigned.

Any use of electronic devices for harassment/bullying purposes will result in appropriate disciplinary action and referral to the School Resource Officer.

### **CPI CERTIFICATE AND AWARDS NIGHT PARTICIPATION REQUIREMENTS**

To participate in the culminating Senior Certificate and Awards Night Ceremony at the Central PA Institute of Science and Technology, the following requirements are mandatory:

- Maintain an 85% average attendance rate (medical excuses by a licensed medical professional are not considered in this calculation).
- Complete both the written and performance parts of the NOCTI/NIMS test if considered a program completer.
- Ensure all unpaid debts are reconciled with CPI
- Ensure all assigned disciplinary consequences at CPI have been fulfilled at the time of the Certificate and Awards Night Ceremony
- Must be enrolled in a CPI program at the time of the Certificate and Awards Night Ceremony
- If graduation concerns exist at the sending school, a student may participate in CPI Certificate and Awards Night with administrative approval. Students will not receive their CPI Certificate or Awards until they have fulfilled the requirements of their sending school.

### **CHANGE OF ADDRESS AND STUDENT RECORD INFORMATION**

A student moving to a new address is required to inform the Attendance Office immediately.

Any change of name, address, or telephone number should be provided to the Attendance Office at 814-359-2793, ext. 259, or in person, as soon as possible. Emergency situations sometimes occur which necessitate parents or guardians being reached and it is extremely important that the correct information be on file. Student health records should also be updated if there is any change from what was originally reported at the beginning of the school year.

## **CHEATING/PLAGIARISM**

It is unacceptable for students to receive credit for work that is not their own. Consequences will be assigned to any student who deliberately cheats or causes others to cheat. Consequences include, but are not limited to, a zero (0) being given for the assignment for which the cheating occurred, completion of an alternative assignment for a lower grade, detention, and/or ISS. The teacher and/or administrator will notify parents regarding the action and consequence.

## **CONFIDENTIAL COMMUNICATIONS**

Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa. C.S. 5945 (relating to confidential communications to school personnel). Information received in confidence from a student may be revealed to the student's parents/guardians, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

## **COOPERATIVE EDUCATION**

The Cooperative Education Program is used at CPI to capstone the student's learning experience in the program of their choice. Only students who demonstrate a high level of achievement, are dependable in attendance and their work habits/shop activities will qualify for the program during their **SENIOR** year. Students who have completed at least two years in the field of their choice and are recommended by their instructors may apply for program participation. Cooperative Education participation will be granted only after a thorough review of the student's transcript, discipline record, attendance information, and completion of expected shop competencies. Students must perform at the Competent or Advanced Level on the Pre-NOCTI exam given in October to participate in the Cooperative Education Program. Participation in the Cooperative Education Program at CPI is a privilege that must be earned. Please email the Business and Industry Liaison, Bill Luther ([wluther@cpi.edu](mailto:wluther@cpi.edu)), for the Cooperative Education Handbook which outlines the rules, regulations, and requirements for this select program.

## **COST OF SCHOOL WORK**

Any project that becomes personal property rather than just a practice exercise must be paid for prior to removal from school property. A project's total cost will be based on the cost of materials including waste and finishing products. In the case of parts and materials for automobile repair jobs, the total cost must be paid before the parts become a part of the assembled job.

## **COURSE TRANSFERS**

Students may transfer from one technical course to another under the following circumstances:

- There is an opening in the technical course into which the student wishes to transfer.
- The student has permission from the instructor of the new course.
- The student has met with the school counselor or administrator and discussed reasons for the transfer.

Students interested in changing courses must complete a course change form. This form must be signed by the appropriate personnel at the technical school, at the student's high school, and by the student and parents/guardians.

### **DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY**

Students and their parents/guardians will be held accountable for any damage or destruction of school property resulting from the careless or unsafe use of materials or equipment, horseplay, disruptive behavior, or willful intent. When the damage is considered a deliberate act of destruction, violators will be prosecuted, and restitution may be required.

### **DEFICIENCY/PROGRESS REPORTS**

Progress reports may be sent to parents or guardians of students whenever their child's grade average falls below "C" or whenever they have not been completing assignments in a timely manner. Parents will be contacted for high absenteeism rates of students. Reports may be sent anytime the situation warrants.

The report may contain a request from the instructor that a parent-teacher conference be scheduled during the school day. However, a parent or guardian may request a conference at their own discretion, by contacting the Vice President of Secondary Education at 814-359-2793.

An incomplete grade may be given at the end of the term if the teacher determines there were extenuating circumstances as to why a student did not complete assignments during the last two weeks of that term and if it is possible for the student to complete that assignment outside of school. If the work is not completed satisfactorily within ten (10) school days of the end of the term, the "I" grade will automatically become an "F" grade.

### **DISCIPLINARY CONSEQUENCES (Detention and ISS)**

When disciplinary consequences are needed because of inappropriate student actions, CPI administration will meet with the student, assign the appropriate consequence for the action, contact the parents/guardians via letter and/or phone call, and notify the sending school that a disciplinary consequence was assigned. A sending school representative will then see the student to assign the requested consequence, or the consequence will be assigned at CPI.

The sending schools will host most disciplinary consequences received by CPI students. For instance, after-school detention(s) may be assigned by a CPI administrator and the detention will then be scheduled and served at the sending school.

### **DISCRIMINATION**

Consistent with the Pennsylvania Human Relations Act (43 P.S. 951-963), no student shall be denied access to a free and full public education based on race, religion, sex, national origin, or handicap. Instances of discrimination will be reported to the Title IX Coordinator, Jessica Martin. Please contact her at 814-359-2793 to make a report.

### **DISORDERLY CONDUCT**

At no time are students permitted to act in a disorderly manner toward administrators, staff members, or other students. Disorderly conduct is a crime, and charges can be filed with the magistrate at the discretion of the administration. These behaviors could include:

- Cursing and using vulgarity
- Instigating a fight
- Assaulting another person

- Continuous disruption of the educational learning environment of others.
- Making threats

## **DRESS CODE/UNIFORM POLICY**

Each program has a dress code/uniform that students must abide by and comply with to remain a student at CPI. Dress code/uniforms are governed by safety requirements, trade practice expectations and uniformity/identity of the program area. Students will be required to purchase a uniform to participate in the program and wear it at all times. Guidelines have been established to assist students who have a financial hardship. Students and parents/guardians will be required to sign a Uniform Policy Agreement acknowledging they understand the established dress code/uniform regulations and agree to follow the established guidelines. Refusal by the student to comply with the uniform policy will be interpreted as not wanting to participate in the program or CPI. The dress code policy also applies to all field trips, extra-curricular activities, and conferences.

- Hats are not permitted to be worn in the building with the exception of in program areas with instructor approval. Students must remove hats upon entering the building.
- No halter tops/spaghetti straps or tank tops worn alone.
- Shorts must extend to the student's fingertips.
- No undergarments (including sports bras) may be exposed at any time. Specifically, pants shall be worn with the belt line at the waist.
- No bare midriffs.
- No chains, studs, choke collars, or metal is permissible.
- It is the student's responsibility to regularly clean their uniform and replace it as necessary. No additional ornamentation, patches, buttons, etc. are to be added to the uniform. Students will not be permitted to decorate the uniform with paint, markers, pens, or draw on the uniform in any fashion.
- Any clothing, pins, or buttons which contain words or symbols that are profane or sexually explicit, or which by nature distracts attention from the educational purposes of the school, is not considered appropriate for school attire. No inappropriate messages related to alcohol, drugs, tobacco, and sexual innuendo will be permitted.
- Appropriate footwear as designated by individual program areas must be worn during class and shop time.
- Any article of clothing or jewelry, including body piercing apparel or jewelry, determined by the school to constitute a safety or health concern or hazard shall be prohibited. Individual program instructors and/or administration will determine what constitutes a safety or health hazard in their area.
- Students are not permitted to wear uniforms that are excessively large or overtly oversized or clothing with hanging straps. The administration reserves the right to determine if clothing that is excessively oversized shall constitute a physical or safety hazard to the wearer or the overall school community.
- Uniforms that are ripped, torn, or ragged are not allowed.
- In cases of questionable dress, the administration reserves the right to make final decisions on appropriateness of all dress.
- In cases where the administration deems student dress inappropriate for school,

students will have two options: (1) Remedy the situation immediately; (2) Remain in ISS until the situation is remedied. Removal from CPI may result in a student's refusal to remedy a uniform situation in a timely manner as determined by administration.

## **DRUG POLICY**

The Joint Operating Committee recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the entire school community. Controlled substances shall mean all dangerous controlled substances prohibited by law; look-alike beverages; alcoholic beverages; anabolic steroids; prescription or patent drugs except those for which permission for use in school has been granted pursuant to school policy; drug paraphernalia; any volatile solvents or inhalants, such as but not limited to glue and aerosol products; and drug-like substances. A drug-like substance is any non-controlled and non-prescription substance capable of producing a change in behavior or altering state-of-mind or feeling, or any look-alike substance which is presented as genuine.

As an educational institution, CPI shall strive to prevent abuse of controlled substances. The JOC prohibits students from using, possessing, distributing, and being under the influence of any controlled or drug-like substances during school hours, on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

To administering this policy, the following definitions shall apply:

- **Controlled Substance** - any substance listed as illegal or controlled under current applicable Federal or State laws. The term "controlled substance" includes any substance, which is represented to be, or which is thought to be a controlled substance. This includes but is not limited to: look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants such as glue and aerosol products, substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law such as herbal incense or other products containing synthetic cannabinoids, prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.
- **Non-prescription Drugs** - substances commercially packaged and sold over the counter in retail stores or distributed by mail, which either contain drugs of any type or purport to produce drug-like effects. Examples can include, but are not limited to acetaminophen or ibuprofen, cough syrup, Benadryl, decongestants, mentholated eye drops/lip balms/lotions, etc.
- **Prescription Drugs** - substances obtainable only by prescription from a physician.
- **Paraphernalia** - tools or equipment (including communication devices) whose function is to aid a user in preparing for consumption, consuming, selling, or distributing any type of unauthorized substance. Examples include, but are not limited to pipes, scales, vaporizers, bowls, bongs, rolling papers, syringes, vials, zipper storage bags, roach clips, and/or modified everyday items such as pen/pencil tubes, etc.

- **Possession** - keeping or carrying in hands, pockets, wallets, purses, or anywhere about the body. Including within lockers or automobiles; or in books, papers, or any other medium or container, which a student may carry or transport.
- **Distribution** - giving, selling, or passing to another person on school property, on school buses, or on the way to or from school.
- **Possession with Intent to Distribute** - possession of any quantity of unauthorized substance, which could not reasonably or safely be consumed within the school day. Example: Possession of more than four tablets of a nonprescription drug, for which the recommended dosage is “two tablets every four hours”.
- **Misrepresentation** - any attempt to distribute a substance which has been inaccurately described or implied to the receiver as a controlled substance or has been implied to have a value other than its actual value.
- **Unauthorized Substance** - this includes, but is not limited to, products containing alcohol, tobacco, anabolic steroids not to include HGH (human growth hormone), controlled substances, paraphernalia, prescription and non-prescription drugs and materials known to cause drug-like effects.
- **Use (of an unauthorized substance)** - either the actual use during school, or being under the influence during school, or being under the influence during school hours or at school-sponsored activities after school hours, or use prior to arrival at school, which evidences itself by strong odor or any unusual behavior.

Students can be prosecuted and dismissed from CPI for drug and alcohol violations. Students shall be reported to both parents and the police. In addition, the student’s sending district will be notified.

## **EMERGENCY INSTRUCTIONAL DAYS**

Section 520.1 of the School Code provides schools with flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. CPI can utilize up to five Emergency Instructional Days (EID’s) during the 2023-2024 school year to provide instruction to all students via virtual learning or other educational/instructional platforms utilized by individual program area instructors. EID’s are designed for school-wide closures and cannot be used by individual students to justify an absence on other school days. Emergency Instructional Days count toward the number of annual instructional days/hours required under Article 15 of the Public-School Code and Chapter 11 of the state Board of Education regulations.

## **EYE PROTECTION**

Every student must wear safety glasses or some other eye protection while performing work in shops, laboratories or classrooms where chemicals, gases and other dangerous elements are prevalent in the air. Safety glasses will be provided for all NEW students enrolled in courses where safety glasses must be used during the time of enrollment at the school. Students are responsible for having their safety glasses each day when reporting to class. Students not having safety glasses must either purchase another pair in the school office or remain in a safe area until they obtain safety glasses.

## **FIELD TRIPS**

Field trips are planned for educational purposes to meet classroom objectives. These objectives

might include specific curricular activities and/or celebrations of accomplishments. Students will be held to the same rules they follow when regular class is in session. When attending a field trip, the student accepts full responsibility for their actions while on the trip. Students are expected to dress appropriately and to behave in a mature manner on field trips, since the students are a representation of CPI.

Field trips require parental permission. Students attending field trips will be required to obtain the signature of a parent/guardian on permission forms supplied by the school. The necessary sending school paperwork must also be completed in the specified time and returned to CPI before the student can participate in the field trip. CPI is not responsible for damaged, lost, or stolen items. Field trips are a privilege. Teachers or administrators have the right to prohibit any student from attending a field trip due to disciplinary problems. Students with excessive absences, performing poorly in class, failed to make-up work, or for any other reason deemed appropriate by the administration or the instructor may be denied attendance on the field trip. Any student prohibited from attending will be assigned classroom activities for that day's attendance.

### **FIGHTING/PHYSICAL CONFRONTATION**

Fighting is forbidden at CPI. If a student punches, hits, slaps, kicks, pushes, bites, or chokes another student, the second student is to move away and tell an adult. While students may take action to protect themselves, *under no conditions is retaliation (fighting back) permitted*. Local law enforcement agencies will be contacted when fighting occurs and appropriate disciplinary action will be taken by CPI. Criminal or civil charges may be filed. This is especially true if the student's actions result in injury to another student or to a teacher or another school employee attempting to stop a fight.

### **FIRE DRILLS**

When the fire alarm sounds, all students are expected to evacuate the building and follow the directions posted in each program area. Students are to move quickly and without talking to an area outside the building. Instructors will direct students to a safe area as far away from the building as practical. Please do not stand on driveways or parking lots since this may hinder the movement of firefighting equipment. **Remember** – *each fire alert is real until proven otherwise*.

### **FIREWORKS**

Fireworks Law (Act of 1939, P.L. 134, #65). "Fireworks" are not permitted in public buildings. The term "fireworks" shall mean and include any combustible or explosive composition, or any substance or combination of substances prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation and shall include firecrackers or other fireworks of like construction and any fireworks containing any explosive or flammable compound. Please be advised that all fireworks (including smoke bombs and firecrackers) are not permitted at CPI.

### **FLEXIBLE INSTRUCTIONAL DAYS (FIDs)**

A Flexible Instructional Day (FID) can be utilized in cases when circumstances (e.g., a disease epidemic, a hazardous weather condition, a law enforcement emergency, the inoperability of school buses or other equipment necessary to the public school entity's operation, damage to a school building, or a temporary circumstance rendering any portion of a school building unfit or unsafe for use) prevent the delivery of instruction in its customary manner or location. FIDs are considered school days and count toward the number of instructional days/hours required under Article 15 of the Public-School Code and Chapter 11 of the state Board of Education regulations.



### **Responsibilities of Students During Flexible Instructional Days –**

Students will not report to school in-person on a Flexible Instructional Day. Instead, they will receive learning activities and assignments that would have normally taken place during their regular CPI time. Teachers will work with students at the beginning of the year regarding their expectations for FIDs. Since the Flexible Instructional Day is considered a school day, it is expected that students will complete the given assignments. If students need support to do so, teachers will be available during their regularly scheduled CPI time. Students/Parents should communicate with teachers via email, or another predetermined method communicated by the teacher. If a student cannot access the Internet, paper copies of all lessons and assignments will be provided to those students on the next available school day. In the event of expected inclement weather, a teacher may provide students with FID lessons/assignments in advance. Students will have 7 calendar days to complete the Flexible Instructional Day activities for full credit. Instruction for the day will be provided over the phone by a teacher and/or administrator as necessary for students who cannot access the material electronically.

### **Student Attendance for a Flexible Instructional Day –**

Since students will be responsible for turning in the assignments given on a FID, attendance will be tracked via acceptable completion of the assignments. Teachers will be responsible for notifying the office if a student has not completed the given assignments within three school days. Students will have 7 calendar days to complete the Flexible Instructional Day activities for full credit. Instruction for the day will be provided over the phone by a teacher and/or administrator as necessary for students who cannot access the material electronically.

## **FOOD ALLERGIES**

Although CPI does not operate a cafeteria, it is imperative that students notify their instructor and the CPI nurse of any life-threatening food allergy they may have so that the necessary steps can be taken to always maintain the student's safety. This information should also be included on the student's emergency form so that office personnel are aware of the life-threatening allergy.

## **FOOD/DRINK IN THE CLASSROOM/SCHOOL VANS**

Students are not permitted to bring open beverage containers into the building. Students will be asked to put away food or unopened drinks upon entering the building. Open beverage containers may be confiscated at any time. **Refusal to put away food or drink when entering or while in the building will result in confiscation and disciplinary action against the student for insubordination.**

## **FORGERY**

Students are not permitted to forge the name or initials of an administrator, staff member, another student or parents/guardians on anything. Students caught forging passes or excuses will receive consequences appropriate to the forgery. This may include detention, suspension, or other consequences as deemed appropriate. Incidents of forged absence excuses, tardy or early dismissal notes may also require parents/guardians telephone confirmation for all future absence excuses, tardy or early dismissal notes.

## **GRADING POLICY**

The intent of the grading procedure is to provide a numerical grade that accurately reflects the student's proficiency in each marking period. The quarterly grade reflects competencies, theory,

and employability.

### **Procedures for Computation of Grades**

Grades are computed based on the learner's knowledge, skill competency, and employability.

#### **1. Knowledge**

The knowledge grade may be composed of the following assessments:

- Tests and quizzes
- Reports
- Out-of-School assignments
- Understanding and adhering to safety practices
- Projects

#### **2. Skill Competency**

This portion of the grade will be determined by the number of completed competencies.

The competencies assigned to the student will be based on the student's career objective.

Skill Competency may include:

- Demonstration of safety practices
- Projects / Experiments / Research
- Skill performance, including equipment operations

#### **3. Employability**

This portion of the grade will be determined by the willingness of the student to adhere to school and industry standards. Employability skills consist of the following:

- Works independently, safely, and without constant supervision and direction
- Remains on task and follows through to completion
- Prepared for class and participates in learning activities
- Respects the rules and regulations of the classroom and school
- Respects self and others
- Satisfactory attendance
- Appropriately dressed in CPI program area uniform
- Communicates with professional language
- Displays strong work ethic and manners
- Collaborates as a team member
- Professional use of electronics

All assignments are expected to be completed and turned in by the due date assigned and are not optional. Teachers have the option for penalizing students for turning in work late. It is expected that all work assigned will be completed by students within the established timelines. Missing work will receive a grade of zero. A grade of incomplete can also be given in case of absences, an extended illness, or an approved educational field trip. Any assignments recorded as incomplete at the end of a nine weeks will have 10 school days following the grading periods to complete the work. If the work is not completed within the 10 days, the incomplete may turn to a zero.

*PLEASE NOTE:* It is the responsibility of a student who has been absent to discuss the work to be made up with their instructor as soon as they return to school. Teachers have the option to give students and "I" for incomplete.

## **GRIEVANCES: STUDENT/PARENT CONCERNS**

If parents have a grievance or complaint involving grades, disciplinary actions, school procedures, teacher actions, or programs, the following procedures will be followed:

The student and/or parent must first discuss a grievance with the teacher and/or administrator. Parents and students will be provided with a complaint form to express their concern in writing. If the grievance is not resolved, the following steps will be used:

### **First Level**

Teacher

### **Second Level**

Vice Pres. Sec. Ed.

### **Third Level**

President

### **Fourth Level**

Supt. of Record

## **HARASSMENT/SEXUAL HARASSMENT**

To provide a safe, positive learning environment for students, proven harassment in any form will not be tolerated. Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of harassment. CPI prohibits any harassment including, but not limited to sexual, cultural, and ethnic. The policy applies to any situation involving a member of the school staff to a student, or another staff member, or when made by any student to another student or staff member.

Every member of the school community is entitled to attend school free from a hostile or abusive environment. Harassment and/or intimidation will not be tolerated. Harassment shall be defined as the intentional creation of a hostile or abusive environment through words, gestures, actions or electronic communication. Harassment occurs over time and is usually repeated. Sexual harassment is “unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to education.” The administration of CPI must be notified immediately when harassment occurs so that the issue can be formally addressed by a warning (if appropriate) before progressing to more severe disciplinary actions.

Areas of concern include, but are not limited to race, religion, sex, national origin, disability, sexual orientation, personal appearance and hygiene, criminal record, and medical situations (including psychiatric treatment).

When a complaint or report of sexual harassment is made under this school’s policy, the Title IX Coordinator (or designee) will: (1) confidentially contact the complainant to offer supportive measures, consider the complainant’s wishes with respect to supportive measures, and inform them of the availability of supportive measures with or without filing a formal complaint; (2) explain the process for how to file a formal complaint; (3) inform the complainant that any report made in good faith will not result in discipline; and (4) respect the complainant’s wishes with respect to whether to investigate unless the Title IX Coordinator determines it is necessary to pursue the complaint in light of a health or safety concern for the community. Please contact Jessica Martin, Vice President of Secondary Education and Title IX Coordinator to report an incident at 814-359-2793.

Instances of harassment/sexual harassment will be reported to the Threat Assessment Team in cases where the behavior of the student(s) indicates a threat to the safety of the student, other students, school employees, school facilities, and/or the community.

## **HEALTH SERVICES**

The school nurse is available from 8:00 a.m. to 3:00 p.m. Any student who is ill or injured must

report to the nurse's office for assistance. Students are not to call or text parents/guardians to make arrangements to leave school. The nurse will make all necessary parents/guardians contacts.

## **INAPPROPRIATE LANGUAGE**

Swearing, foul or abusive words, or inappropriate gestures will not be tolerated. Inappropriate language towards the staff will not be tolerated and will result in out-of-school suspension, possible removal from CPI, and referral to legal authorities.

## **INTERNET**

After receiving written consent and authorization from the parent/guardian, internet access will be provided for students to locate material to meet their school-related needs only. School staff will work together to help students develop the critical thinking skills necessary to decipher among informational sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals. Any user who violates the established guidelines may be subject to, not only revocation of the user privilege, but also subject to discipline, or, in the case of violation of law, may be reported to law enforcement. Access to the Internet through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by school authorities. All students must sign the Internet Usage Policy form before accessing the internet.

## **LEAVING SCHOOL**

Students given permission to leave school during the day for an appointment or other activity are expected to return to school following the appointment or activity, when possible. Students leaving school property without permission are subject to disciplinary action. Leaving between sending school and CPI time without appropriate permission by the sending school or CPI is considered an attendance violation and will result in disciplinary action. Failure to follow procedures even with parental/guardian permission will result in disciplinary action.

## **LOCKDOWN / EMERGENCY PROCEDURES**

**Lockdowns** - On occasion, it may be necessary to engage in a school-wide lockdown. During an **internal lockdown**, all students will remain in their respective program areas until an announcement has been made on the PA system. If students are in another area during the time of a lockdown, they must remain in that area or report to the closest program area until it is deemed safe to return to their own program area. Faculty and students will maintain a regular schedule within the school, if appropriate. An **external lockdown** may be instituted as deemed necessary by the administration. No one will be permitted to enter or leave the building. A school-wide external lockdown is for the safety of all students and staff and will only be instituted when it is deemed necessary by the administration.

**ALICE Drills** – ALICE Training provides our students and staff members with proactive response strategies when dealing with a human-caused disaster. ALICE stands for Alert, Lockdown, Inform, Counter, Evacuate. ALICE will be taught to and practiced by all students and staff members. To find more information about ALICE training please visit their website, [alicetraining.com](http://alicetraining.com) or contact our administration at 814-359-2793.

## **LOCKER POLICY**

The Central Pennsylvania Institute of Science and Technology acknowledges the need for safe in-school storage of books, clothing, school materials, and other personal property, and provides lockers for such storage. All lockers are and shall remain the property of the school. As such,

students shall have no expectation of privacy.

Combination locks are available in the Main Office for a refundable deposit of \$5.00. Personal locks are not permitted. All locks must be purchased through the school. Students should keep their lockers closed and locked at all times, as the school is not responsible for the damage, loss, or theft of valuables. There is little, if anything, school officials can do to prevent theft if the lockers are not properly secured or if locker combinations are shared with other students. If an assigned locker is not functioning properly, please report the condition immediately to your instructor.

## **MAKE-UP WORK GUIDELINES**

Students will be given the opportunity to make up missed work and tests after any legal absence. Make-up work is part of the grading process. Grades and/or credits will be withheld when make-up work is not turned in and can result in an incomplete grade, a grade of zero, or failure if the situation is not remedied. Students with unexcused or undocumented absences are not permitted to make up work, resulting in a zero for the day.

The following guidelines should be used for make-up work:

- It is the responsibility of the student, upon returning to school, to contact the teacher for missed assignments.
- It is the responsibility of the teacher to provide make-up work for excused or legal absences.
- A student should be given a reasonable amount of time to make-up the work depending on length of illness.
- If a student fails to make-up the work in the time allotted for an absence, the grade may become a zero (0).
- Failure by the student to contact the teacher within a reasonable amount of time after the absence could result in a grade of zero (0) for all missed work.
- Students may make-up work missed during a suspension from school within the allotted time established by the instructor.

A teacher may use professional judgment in granting exceptions to these rules. It is our goal to encourage all students towards the successful completion of assignments and assessments.

## **NATIONAL TECHNICAL HONOR SOCIETY**

The National Technical Honor Society (NTHS) is the highest scholastic honor awarded for excellence in workforce and occupational education in America. Candidates for NTHS membership are students who have demonstrated scholastic achievement, skill development, good character, leadership, honesty, and responsibility. All candidates for membership in the NTHS must be nominated by the instructors, approved by the sending school administration and must meet local and national membership standards. The standards for national membership are good character, creditable achievement, leadership, excellent grade point average, and excellent attendance.

The purposes are:

- To reward excellence in career and technical education
- To encourage scholastic achievement, skill development, honesty, and service
- To assist students in reaching their educational and career goals
- To cultivate and champion a stronger, more positive image for workforce education in America

- Letters of recommendation provide a significant and valuable advantage to every NTHS member as they make applications for employment, for scholarship, or for college.

## **NON-DISCRIMINATION POLICY**

The Central PA Institute of Science and Technology (CPI) is an equal opportunity educational institution and will not discriminate on the basis of race, color, age creed, religion, sex sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability in its activities or programs as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Title IX and Section 504 Coordinator at [jmartin@cpi.edu](mailto:jmartin@cpi.edu), 540 North Harrison Road, Pleasant Gap, PA 16823 (814) 359-2793, ext. 240. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the Section 504 Coordinator.

## **OUT OF SCHOOL SUSPENSION (OSS)**

When a student is suspended out of school from CPI, the student is also subject to suspension by the sending school. During a suspension, the student may not visit the sending school or CPI throughout the duration of the suspension, nor can the student participate in extracurricular activities if indicated by the sending school.

## **PARKING LOT/BUS TRANSPORTATION**

All CPI students are provided with school transportation. Negative student behavior, which represents a potential safety hazard to the other students on the bus, will be deemed a violation of the sending school's policies regarding transportation, safety, insubordination and misuse of facilities. As a result, the student may be suspended from school-provided transportation and approved alternative transportation will have to be arranged by the student's parents.

## **PERSONAL BELONGINGS AND ELECTRONIC DEVICES**

CPI is not responsible for students' personal belongings that are lost, stolen or damaged. Students are discouraged from bringing any type of electronic device to CPI. Such devices could include but are not limited to: iPad's/tablets, cell phones, thumb drives, computer games, laser pointers, portable computers, gaming devices, wireless earbuds, and inappropriate printed materials. Any device that interferes with the educational environment could be confiscated, tagged, and sent to administration where they can be claimed at the discretion of administration. Disciplinary action may result.

## **PROGRAM COMPLETER POLICY**

Completion of the National Occupational Competency Testing Institute (NOCTI) Program Area Exam is an essential aspect of Career and Technical Education. Therefore, all eligible students who are program completers (based on the PA Department of Education's definition) must complete both the written and performance tests to participate in the evening CPI Certificate and Awards Night held at the conclusion of the school year or to be eligible to receive any awards through the Career and Technical school. Pre-NOCTI testing for seniors is completed in October each year and the final NOCTI written and performance tests are given in April. Students will still receive a copy of their competencies or certification at the conclusion of the school year if they are not permitted to participate in the CPI Awards and Certificate Night Ceremony.

## **REMOVAL FROM PROGRAM AND/OR CPI**

Attending CPI is a privilege! Students who continue to disobey classroom procedures,

continually fail to involve themselves with the learning activities or have excessive absenteeism are subject to removal from the program and/or CPI. It is recognized that students may not have committed any serious incidents, but a pattern of defiance and lack of performance is detrimental to the learning environment. The following procedures will be followed:

1. Classroom incidents of defiance and lack of performance will be documented. The learner's CPI disciplinary record will be reviewed. If inappropriate behavior continues, parents will be notified by the instructor or administrator.
2. A parent-teacher conference will be held to discuss student behavior.
3. An administrative conference will be held with parents and instructor.
4. If a student continues the unacceptable behavior after an administrative conference, the student will be terminated from the program and/or CPI.

Students who commit a serious safety violation, or represent a serious, imminent danger to other students can be removed immediately from CPI. If a student is transferred to another CPI program, any further infractions will result in termination from CPI without proceeding through the steps listed.

In addition, students who are removed from CPI by the sending school because of poor academic grades, attendance, or disciplinary issues and are held at the sending school for more than ten (10) school days may be removed from CPI on the 11<sup>th</sup> missed day. This also applies to students who miss ten (10) straight school days without a valid excuse. On the 11<sup>th</sup> missed day, students can be removed from CPI enrollment if just cause is not provided. It is imperative that students take attendance and grades seriously so they can attend CPI and receive the technical skills needed for their selected career. ***If a student is removed from CPI enrollment and not reenrolled, the student cannot participate in Certificate and Awards Night Ceremonies or End-of-the-year activities.***

## **SCHOOL REACH NOTIFICATION SYSTEM**

The School Reach telephone notification system will be used to communicate school delays and closings to CPI staff, parents/guardians, and students. In case of an emergency or an important announcement, the School Reach system will also be used to communicate with parents. Information regarding the event and reunification of students and parents/guardians will be provided through this system as necessary. If you do not receive a call from our system, please contact the school to ensure that your telephone number is correctly entered into our system.

## **SEARCH AND SEIZURE**

Where administration has reasonable suspicion that a student has on their person or in their possession an item or items that are prohibited and/or illegal, an administrator will perform a search of the student and their belongings with another employee present to serve as a witness.

This search may include but is not limited to the search of a personal vehicle if parked on school property, a locker, a backpack/book bag/gym bag, purse, coats, electronic devices, containers, or any other object where the contents may be kept. The student will be asked to empty their pockets and show the linings, tops of socks and belt line. The search will be conducted in a private office with an administrator and one other adult present. Every attempt will be made to notify a parent in the event of a search. Should the student refuse to allow the search, the Spring Township Police will be notified. Any contraband, prohibited, unauthorized or illegal items or materials discovered can be seized and turned over to the proper authorities for ultimate disposition. Further, students found with prohibited, unauthorized or illegal items or materials may be subject to disciplinary action and/or referral to local authorities. Disciplinary

consequences shall follow the CPI Student-Parent Handbook based upon individual circumstances.

Any locker is subject to being opened, examined, inspected or searched at any time under proper supervision of school officials. These searches may include random, periodic or sweeping searches without regard to any individual suspicion.

Students who participate in school-sponsored trips may be subject to search prior to leaving and anytime during the trip. This includes a participant's luggage and/or room.

CPI will take all steps to ensure a safe and drug-free school for all students and staff; therefore, CPI reserves the right to conduct periodic searches on school property. This includes the use of K-9 dogs.

## **SMOKING/TOBACCO/VAPING POLICY**

Tobacco use by students presents a health and safety hazard that can have serious consequences for both users and non-users and the safety and environment of the school. Smoking, chewing, and the possession of tobacco, look-alike substances, Juuls/ electronic/vapor cigarettes, and/or paraphernalia are prohibited in school buildings, school buses or on school property. If there is reasonable suspicion of a tobacco product (usage or possession), the student is subject to:

- Possible search
- Parental notification
- Disciplinary action (referral to the District Magistrate) and School Discipline

Use of tobacco and look-alike substances (include Juuls/electronic/vapor cigarettes) is also prohibited in cars parked on school property. Tobacco is defined as a lit or unlit cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco (including Juuls, e-cigarettes and vaporizers). Smokeless tobacco also includes flavored substitutes that have the same appearance and are packaged like tobacco products.

**Note:** Students are subject to the legal term of constructive possession. For example, a student has cigarettes in their locker. When discovered, the student said they are not their cigarettes but someone else put them in the locker. The student is still subject to the definition of possession.

## **STEALING**

Students are to respect the property of others and are not to take any other person's property or possessions without that person's permission. All students are responsible for their belongings. Students should take care to secure personal items so they cannot be taken by others. Stealing is a very serious offense and any student caught stealing any items shall be disciplined by the administration in any of the following manners:

- Letter sent home to parents/guardians
- In-school, out-of-school suspension or Saturday detention
- Loss of privileges
- Full restitution of the items taken
- Spring Township Police will be notified

## **STUDENT ASSISTANCE PROGRAM**

Through each of the sending schools, CPI provides a Student Assistance Program to identify students having difficulty in school due to problems related to substance abuse and/or mental health issues. Students identified as being "at-risk" will be assessed and, when necessary,



referred for professional help.

## STUDENT CODE OF CONDUCT

CPI resembles a work environment and prepares learners for employment. This means that CPI will expect students to act professionally and mature in a variety of new situations, to adapt to a school day schedule that differs from their sending school and work effectively with the teaching staff and with students from other communities within Centre County.

The rules and regulations included in this student handbook are limited to those areas that are especially important to the safety of the learner and effective operation of the technical school.

Student behavior is categorized in four (4) levels of offenses which may result in the stated disciplinary action. A series of character and motivational strategies will be implemented to support student interest and efforts in changing behavior. Students who demonstrate disinterest or unwillingness to fulfill responsibilities will be subject to consequences outlined in the Student Code of Conduct which may lead to removal from their program and termination from CPI.

### Please note the following:

- For all disciplinary referrals, the Vice President of Secondary Education is to be notified as soon as possible so that proper student records can be maintained.
- The CPI office will notify the appropriate sending school personnel for their input and involvement as necessary.
- The sending schools will host disciplinary consequences received by CPI students. For instance, after school detention(s) may be assigned by a CPI administrator and the detention will then be scheduled and served at the sending school.

### Discipline Code Violations and Potential Consequences:

**Level I Violations** are those that are minor discipline infractions and are routinely handled by the classroom teacher, an administrator or designee.

**Level II Violations** are of a less serious nature than those outlined in Level III. Level II includes persistent violations within the Level I category. Level II violations will be handled by an administrator or designee.

**Level III Violations** are those that are serious in nature and may result in discipline that includes removal from CPI, suspension and/or expulsion from school. Level III violations are handled by an administrator. Police may be notified depending upon the seriousness of the violation.

**Level IV Violations** are defined as incidents which student actions seriously endanger the health, safety and/or welfare of the individual or others in the school, including but not limited to acts which result in violence to another person, his/her property, or property of the school; persistent disregard of school rules; and possession, or use, of substances banned by school policy. Level IV violations are handled by an administrator. Police may be involved depending upon the seriousness of the violation and removal from CPI, suspension and/or expulsion from CPI/school may occur.

### Level I Violations

*Seriousness of the violation may require initiation of discipline at a higher level*

| Examples of Violation         | Possible Consequence(s) |
|-------------------------------|-------------------------|
| • Electronic device violation | • Warning               |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Inappropriate display of public affection</li> <li>• Inappropriate language/profanity</li> <li>• Horseplay, running, throwing items, littering</li> <li>• Late to class / Leaving without permission/ Leaving early</li> <li>• Off task behavior</li> <li>• Uniform policy violation</li> <li>• Violating classroom procedures</li> <li>• Violations of food and beverage policy</li> </ul> | <ul style="list-style-type: none"> <li>• Parents/Guardians contacted</li> <li>• Loss of privileges</li> <li>• After-school Detention</li> <li>• Saturday Detention</li> <li>• In-school Suspension</li> </ul> |
|--|---|

### **Level II Violations**

*Seriousness of the violation may require initiation of discipline at a higher level*

| <b>Examples of Violation</b>  | <b>Possible Consequence(s)</b>  |
|---|---|
| <ul style="list-style-type: none"> <li>• Abuse of tools/materials</li> <li>• Classroom disruption</li> <li>• Gambling</li> <li>• Inappropriate language/profanity towards other people</li> <li>• Inappropriate use of internet</li> <li>• Insubordination</li> <li>• Minor safety violation (no injury)</li> <li>• Not in assigned area</li> <li>• Persistent Level 1 violations</li> <li>• Possession of tobacco, vapes, e-cigarettes, look-alike substances</li> <li>• Untruthful</li> </ul> | <ul style="list-style-type: none"> <li>• Warning</li> <li>• Parents/Guardians contacted</li> <li>• Loss of privileges</li> <li>• After school detention</li> <li>• In-school/Out-of-school Suspension</li> <li>• Saturday school</li> <li>• Electronic device confiscated</li> <li>• Behavior Contract</li> <li>• Police notification/citation</li> <li>• Restitution for damage</li> </ul> |

### **Level III Violations**

*Seriousness of the violation may require initiation of discipline at a higher level*

| <b>Examples of Violation</b>  | <b>Possible Consequence(s)</b>   |
|---|--|
| <ul style="list-style-type: none"> <li>• Persistent violation of Level II</li> <li>• Fighting / Physical Violence</li> <li>• Safety violation with injury</li> <li>• Verbal assault/threatening behavior</li> <li>• Deactivating safety equipment</li> <li>• Filing a false report</li> <li>• Bullying, cyberbullying, or extortion</li> <li>• Repeated electronic device violation</li> <li>• Chronic disruption of the educational environment</li> <li>• Harassment: physical, sexual, and/or repeated</li> <li>• Failure to serve assigned detentions</li> <li>• Any act intended to bring harm to another</li> <li>• Disorderly, vicious or obscene conduct</li> <li>• Theft or vandalism</li> </ul> | <ul style="list-style-type: none"> <li>• Parents/Guardians contacted</li> <li>• Loss of privileges</li> <li>• After school detention</li> <li>• In-school/Out-of-school Suspension</li> <li>• Saturday school</li> <li>• Removal from CPI</li> <li>• Expulsion</li> <li>• Police notification/citation</li> <li>• Referral to Student Assistance Program</li> <li>• Restitution for all damage or loss if appropriate</li> </ul> |

## **Level IV Violations**

| <b>Examples of Violation</b>  | <b>Possible Consequence(s)</b>  |
|---|---|
| <ul style="list-style-type: none"><li>• Repeated Level III violations</li><li>• Possession of drug paraphernalia</li><li>• Possession of a weapon</li><li>• Terroristic Threats</li><li>• Sexual misconduct</li><li>• Arson</li><li>• Possession, use or distribution of a controlled substance</li><li>• Possession, use or distribution of fireworks</li><li>• Physical attack towards a school employee</li><li>• Activating the fire alarm in a non-emergency situation</li><li>• Violation of any federal, state or local law while on school property or at any school event</li><li>• Participation in or responsible for causing willful defacing, damage, destruction, vandalism of school property or of personal property of school employee</li></ul> | <ul style="list-style-type: none"><li>• Parents/Guardians contacted</li><li>• Loss of privileges</li><li>• After school detention</li><li>• In-school/Out-of-school Suspension</li><li>• Saturday school</li><li>• Removal from CPI</li><li>• Expulsion</li><li>• Police notification/citation</li><li>• Referral to Student Assistance Program</li><li>• Restitution for all damage or loss if appropriate</li></ul> |

## **STUDENT DRIVING**

Driving to school is a privilege and a responsibility to be taken seriously. Student drivers are expected to observe CPI rules for driving and parking on school property. Driving/parking privileges can be revoked at any time for failure to follow the established rules/expectations.

### ***Rules/Expectations:***

1. Parking at CPI is a privilege.
2. **NO PASSENGERS!** Violation of this regulation will result in forfeiture of any future driving privileges. Passengers are also subject to disciplinary action.
3. Students may receive a citation from the Spring Township Police for parking without a permit.
4. All Pennsylvania traffic code and laws apply on school property.
5. Students must park in the front parking lots only. Students must enter the front of the main building. Students who do not park in the front lots may lose their driving privileges.
6. All vehicles parked on school property are subject to search.
7. Any vehicle driven to school must be registered at the Attendance Office. Information about your car such as make, model, color, year, and license plate number will be required.
8. A valid parking permit must be clearly displayed on the rear-view mirror without the number being obstructed.
9. Parking permits are not transferable to other students.
10. Students are NOT permitted to go to your vehicle during the school day unless:
  - a. You are leaving for an officially approved early dismissal.

- b. You have been granted permission from an administrator or office staff.
11. No weapons (knives, guns, ammunition, etc.) are to be in the vehicle when it is parked on school property
  12. All parking passes must be returned to CPI at the end of the school year. Students will be charged \$5.00 if they do not return their permit.
  13. Students who are getting vehicles serviced (Auto Technology, Collision Repair, or other programs) must get approval from the instructor and obtain a temporary pass from the Attendance Office. The application form is not accepted as a parking permit and students will be subjected to parking fines if a temporary permit is not visible in the car.
  14. NO LOITERING in the parking lot(s). Students will proceed to class immediately.
  15. Students should arrive and leave the sending school and CPI at approximately the same time as school-provided transportation.
  16. CPI is not responsible for vehicles that are damaged, stolen, or involved in a theft of contents while the vehicle is driven or parked on school property.

***Obtaining a CPI Driving/Parking Permit:***

1. Students must get an application from the Attendance Office.
2. Complete the necessary form with parent/caretaker, CPI, and home school signatures.
3. Return completed form to the Attendance Office.
4. Place parking pass on the rear-view mirror while in the CPI lot.

**Students who drive to CPI without a permit and without proper permission will not be granted a permit that day. These students will incur the risk of getting their car ticketed by the Spring Township Police. Students must get prior approval before driving to CPI. CPI will not appeal parking violations on behalf of students.**

## **STUDENT RECORDS/TRANSCRIPTS**

Students and their parents have certain rights under the Family Education Rights & Privacy Act (FERPA) of 1974 (Section 138 of the General Provisions Act, Title VI of the Public Law 90-247) pertaining to the confidentiality of the student's records and permitting access by parents to educational records. The Central Pennsylvania Institute of Science and Technology adheres to the principles stated in FERPA, (the legislation) which are:

1. The right to inspect and review a student's education records within 45 days of CPI receiving a written request.
2. All rights regarding a student's records are exercised by the student's parents/guardians until the student becomes 18 years of age, after which the student exercises all rights.
3. A student and their parents have the right only to see their own records not those of another student.
4. Parents/guardians or students have the right to see a list of everyone in the school who has access to the records.
5. Parents/guardians of students are entitled to request changes or deletions of education records that they believe are inaccurate or misleading (or to add clarifying statements).
6. Parents have the right to consent to disclosures of personally identifiable information except where FERPA authorizes disclosure without consent.
7. Parents have the right to file a complaint with the U.S. Department of Education concerning failure of the Central Pennsylvania Institute to comply with provisions of FERPA.

8. Military Access: School districts are required by state and federal statutes to provide names, addresses, and telephone listings of junior and senior year students to military recruiters, when requested, unless a parent has “opted out” of providing such information. To “opt out”, please inform the school in writing that you do not want this information released.

In addition, directory information is available and includes the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, awards received, and other information beneficial to the student or CPI. If you object to the release of directory information, **please inform the school in writing.**

## **TERRORISTIC THREATS/ACTS**

A student shall, at no time, threaten to commit any crime of violence with the purpose of terrorizing another or to cause evacuation of a building, place of assembly, or facility of transportation, or otherwise cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience.

1. On the school premises during and immediately before or after school hours.
2. On the school premises at any time when the school is being used by a school-sponsored group, non-curricular-related student group, and/or private non-school person(s) group.
3. Off-school premises at any school activity, function, or event.
4. Off-school premises involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly, and/or immediately result in adverse affects on the educational process, when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reasonableness in the effect including danger to the health, safety, welfare, or morals of students within the school system.

Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities. Making terroristic threats is cause for immediate removal from CPI.

Instances of terroristic threats or acts will be reported to the Threat Assessment Team in cases where the behavior of the student(s) indicates a threat to the safety of the student, other students, school employees, school facilities, and/or the community.

## **UNPAID DEBTS**

All debts owed to CPI should be made in a timely manner. This includes fundraisers, as well as debt for materials, equipment, uniforms, etc. CPI reserves the right to pursue payment of overdue debt through the local magistrate. Further, CPI reserves the right to exclude any senior student from the Senior Certificate and Awards Ceremony who has unpaid debt at CPI.

## **VIDEO SURVEILLANCE**

For the safety of students and to maintain proper standards of conduct, a video surveillance system is in use on school property including parking lots, hallways and classrooms. Student behavior may be recorded, and disciplinary action may be taken based on the behaviors recorded.

## **WEAPONS POLICY**

To provide a safe school environment and to comply with the provisions of Act 26 of 1995, CPI prohibits the possession of any dangerous weapons or replica of any dangerous weapons on

school property, in school vehicles, in student vehicles on school property, and on school-sponsored activities on or off school property.

Dangerous weapons refer to any weapon, device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.

Dangerous weapons shall include, but not limited to, firearms of any kind (operable or inoperable, loaded or unloaded), shotguns, rifle, bb or pellet guns, look-alike guns, paintball guns, knives, cutting instruments/tools, metal knuckles, straight razors, stun gun/Taser, explosives; noxious, irritating, or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, administration, faculty, staff members, parents, and patrons. Potato guns will also be considered a weapon that can cause serious bodily injury and possible death.

As mandated in section 1317-2 of the Act of 1995, students who violate this policy could be expelled from school for a minimum of one year from the date the student was found guilty. Special Needs students found guilty of this policy will be disciplined in accordance with the provision of the individuals with Disabilities Education Act (IDEA) and the Basic Education Circular (BEC) 1-95. The President/Executive Director and the Joint Operating Committee of CPI will review each alleged violation of this policy and will exercise discretion for expulsion on a case-by-case basis.

All acts of violence and possession of weapons as defined in this policy shall be reported to parents of the violator, the sending district, the appropriate law enforcement agency and the Office of Safe Schools, PA Department of Education.

Violations of the Weapons Policy will be reported to the Threat Assessment Team in cases where the behavior of the student(s) indicates a threat to the safety of the student, other students, school employees, school facilities, and/or the community.

*Act 30 requires the court, through the juvenile probation department, to provide school administrators information concerning the adjudication of an enrolled child. Such reports include a description of delinquent acts committed by the child, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan and any other information deemed necessary. The building administrator is required to share the information with the child's teacher or the administrator of another school to which the child may transfer.*

Add Staff Directory (page 5), Calendars (Pages 31)