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*Fayette County Career &  
Technical Institute*

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2020-2021  
Student Handbook



175 GEORGES FAIRCHANCE  
ROAD

Uniontown, Pa 15401

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After reviewing the Student Handbook, please complete the included Registration & Parental Signature Card.

Dear Students,

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

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

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

Dr. Cynthia Shaw, Executive Director

**Members of the Operating Committee**

Dorothy Grahek	Uniontown Area School District	President
Michael Dunham	Albert Gallatin Area School District	Vice President
Gary Seelye	Brownsville Area School District	Secretary
Randy Raymond	Laurel Highlands School District	Treasurer
Betty Moser	Albert Gallatin Area School District	Member
Carl Planiczka	Albert Gallatin Area School District	Member
Ronald Dellarose	Brownsville Area School District	Member
Richard Gates	Brownsville Area School District	Member
Beverly Beal	Laurel Highlands School District	Member
Melvyn Sepic	Laurel Highlands School District	Member
Susan Clay	Uniontown Area School District	Member
John Holt	Uniontown Area School District	Member

**Fayette County Career & Technical Institute Administration**

Dr. Cynthia Shaw, Executive Director  
Dr. Jesse T. Wallace III, Chief School Administrator

**Participating School Districts**

Albert Gallatin Area School District  
Superintendent – Mr. Christopher Pegg

Laurel Highlands Area School District  
Superintendent – Dr. Jesse T. Wallace III

Brownsville Area School District  
Superintendent – Dr. Keith Hartbauer

Uniontown Area School District  
Superintendent – Dr. Charles Machesky

# GENERAL POLICIES

## Policies

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

## Philosophy

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

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

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

## Mission Statement

To provide all students with high levels of technical competencies, academic skills, and work attitudes necessary to succeed in the workplace and postsecondary education

## Vision Statement

To improve economic conditions in our local community by providing quality career and technical programs that meet the needs of the 21<sup>st</sup> century workforce and that create opportunities for all students

## School Belief Statements

*The FCCTI believes that...*

- High levels of both academic knowledge and technical skills are vital to student achievement.
- Effective critical thinking, problem-solving, communication, and interpersonal skills are essential to success in all aspects of life.
- Students should graduate with a solid work ethic and be safety-conscious workers.
- The responsibility for improving student achievement is shared by students and teachers and is actively supported by parents and the business community.
- As educators it is our business to create opportunities for students and to provide the support needed for success.
- High expectations for all students are inherent in all functions of our school.

## Student Expectations

- Follow directions the first time they are given.
- Act in a safe and healthy way.
- Treat all property with respect.
- Respect the rights and needs of others.
- Take responsibility for learning.

## Equal Rights and Opportunities Policy

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

## School Delays and Cancellation Policy

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

**RADIO**  
590 AM – WMBS  
94.9 FM – WOGG (FROGGY)

**TELEVISION**  
CHANNEL 11 - WPXI  
CHANNEL 4

### Delays

FCCTI will only delay school if ALL AM session sending districts (Albert Gallatin, Brownsville, Laurel Highlands) delay school

### Cancellations

The FCCTI will only cancel school if TWO sending districts cancel school

# ACADEMIC GUIDELINES

The following programs of study are available for the 2020-2021 School Year:

ADVANCED MANUFACTURING	DIESEL MECHANICS
AGRICULTURE	ELECTRICAL CONSTRUCTION
AUTO BODY	HEALTH OCCUPATIONS
AUTO MECHANICS	HVAC
BUILDING TRADES OCCUPATION	INFORMATION TECHNOLOGY
COMMERCIAL ART & DESIGN	MACHINE PRODUCTION TECHNOLOGY
COSMETOLOGY	MASONRY
CULINARY ARTS	WELDING

## Senior Certificates

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

**1. Distinguished Program Completer Certificate**

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

**2. Merit Program Completer Certificate**

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

**3. Program Completer Certificate**

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

**4. Certificate of Attendance**

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

**5. The following are the credit values earned for each year at the Fayette County Career & Technical Institute:**

10th Grade - 3.5	11th Grade - 3.5	12th Grade - 3.5
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**6. Fayette County Career & Technical Institute Grading Systems**

<u>Letter Grade</u>	<u>Percentage Range</u>	<u>Competency Grade</u>	<u>Criteria</u>
A	90% to 100%	3	Advanced
B	80% to 89%	2	Proficient
C	70% to 79%	1	Basic
D	60% to 69%	0	Did not complete tasks as instructed
F	59% and below	Blank	Not yet instructed
I	Student did not complete required work		

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

**Any student who fails for the year may not be allowed to return to the same program.**

### Falsification / Cheating / Stealing

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable included, but is not limited to:

- a. Copying another student's homework.
- b. Working with others on projects that are meant to be done individually.
- c. Looking at or copying another student's test or quiz answers.
- d. Allowing another student to look at or copy answers from your test or quiz.
- e. Using any other method to get/give test or quiz answers.
- f. Taking a test or quiz in part or in whole to use or to give others.
- g. Copying information from a source without proper referencing.
- h. Taking papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to: redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion. Repeated offenses may result in receiving no credit for the course.

### Director's List

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

### Honor Roll

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

Highest Honors	4.0
High Honors	3.5 to 3.99
Honors	3.0 to 3.49

### Citizenship Grades

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

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

### NOCTI Exams & Pennsylvania State SKILLS Certificate

All students in the final year of their vocational program in which tests are available will participate in this written and hands-on performance job-readiness test. Those meeting the scoring requirements will be issued a Skills Certificate from the State of Pennsylvania. **Any student participating in Cooperative Education MUST complete their NOCTI exam.**

### Work-Based Learning Experience

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

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

### Clubs

#### **Future Farmers of America (FFA)**

The National FFA Organization remains committed to the individual student, providing a path to achievement in premier leadership, personal growth and career success through agricultural education. FFA is an intercurricular student organization for those interested in agriculture and leadership. It is one of three components of agricultural education. But FFA is not just for students who want to be production farmers; FFA also welcomes members who aspire to careers as teachers, doctors, scientists, business owners and any other career opportunities in the industry of agriculture.

#### **Health Occupations Students of America (HOSA)**

HOSA is a national student organization recognized by the United States Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health science instructors and students to join and be actively involved in the HSE-HOSA Partnership.

#### **Pennsylvania Home Builders Association**

The Pennsylvania Builders Association supports building industry professionals in delivering quality living environments. PBA is a non-profit statewide trade association chartered in 1952. Affiliated with the National Association of Home Builders and a network of local associations throughout the state, PBA is governed by a Board of Directors consisting of representatives from our local affiliates. PBA is the unified voice for the home building industry and the housing consumer. PBA serves its members by providing proactive leadership on state regulatory and legislative issues and by offering services to its 38 local associations that enhance the professionalism of its members.

#### **Skills USA**

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

#### **National Technical Honor Society**

The National Technical Honor Society serves over 100,000 student members annually. Awarding over \$1.7 million in scholarships to date, NTHS honors the achievements of top CTE students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. Students are accepted into this honors program based off of academic standing, citizenship, and attendance.

#### **Students Against Destructive Decisions (SADD)**

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

# FAYETTE CTI ATTENDANCE GUIDELINES

## Attendance Procedure

Each day an automated message will be sent to the parents of all absent students.

Each day the administration will get a copy of the sending school attendance to determine whether the student attended their high school session.

6 days	Letter will be sent home to parent(s).
10 days	Second letter will be sent home to parents or a phone call from teacher.
18 days	Parent(s) will need to attend a teacher/administrator/counselor conference and will receive a progress report.
26 days	Student and parents will receive a warning that 10 more days of absence will result in the losing all credits.
36 days	Student will lose all credits (3.5). Student may be withdrawn from FCCTI and returned to home school.

### **All days will be cumulative not consecutive**

Unexcused	<b>Will</b> count towards 36 days; Make-up work not given
Parent excuse	<b>Will</b> count towards 36 days; must be submitted for Program Instructor to provide make-up work
Doctor/Legal/Bereavement excuse	<b>Will NOT</b> count towards the 36 days; must be submitted within three days of the absence.
2 Days Unexcused Late	Students will receive a warning.
4 Days Unexcused Late	<b>Will</b> receive 1 unexcused day that will count towards 36 days.

## General Attendance Guidelines

### **MAKE-UP TO ABSENCE**

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

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

### **TARDINESS**

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

### **FIRST OFFENSE**

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

### **SECOND OFFENSE**

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

### **HOMEBOUND INSTRUCTION**

Due to the nature of the curriculum of the Fayette County Career & Technical Institute homebound instruction is not available. Students will be removed from the Fayette CTI Program for the duration of their homebound instruction. They will be permitted to return to the program at the conclusion of their Homebound placement, but a **Doctor's slip must be provided to allow them to return.**

# EXPECTATIONS, BEHAVIOR, RESPONSIBILITIES, & DISCIPLINE

## Student Conduct

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

## Student Responsibilities

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

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

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



To further summarize the rights as well as the responsibilities of the students, the following guidelines have been established by Fayette County Career & Technical Institute.

### **Financial Obligations**

Students who lose, damage or otherwise render inoperable school property including books and equipment, will be required to pay for those items. Students taking items for sale in fundraisers are expected to pay for all items ordered or taken at the close of the fundraisers. Students not satisfying financial obligations may be restricted from participating in extracurricular and co-curricular activities. Students failing to deposit fundraiser monies may be subject to criminal or civil prosecution. Parents who do not want their student to participate in fundraisers must notify the principal in writing by the second week.

### **Objective of Discipline**

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

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

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

### **Purpose**

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

### **Authority**

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

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

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

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

### **Delegation of Responsibility**

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

### **Guidelines**

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

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

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

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

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

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

# STUDENT CONDUCT CODE

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

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

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

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

## **Level I**

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

## **Level II**

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

## **Level III & IV**

Major rule infractions that are referred directly to Administrator.

### Level I

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

#### **Procedure:**

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

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

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

#### **Disciplinary Options:**

1. Verbal reprimand
2. Withdrawal of classroom privileges
3. Additional work assignments
4. Personal talk with student
5. Call to parent from teacher
6. Unsatisfactory report
7. Teacher initiated parental conference -notify administration
8. Failure to adhere to COVID safety guidelines including but not limited to wearing a mask and practicing social distancing

### Level II

These infractions are of a more serious nature than Level I, and require joint attention of the instructor and the administration.

This misconduct which, because of the frequency or seriousness, disrupts the rights of the others on school property, halls, classrooms, or laboratories.

#### **Procedure:**

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

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

1. Prior Level I misconducts
2. Unauthorized/unexcused absence from school
3. Repeated tardiness from school
4. Major insubordination
5. Obscene/abusive language
6. Falsification of school records, excuses, passes and cheating
7. Failure to adhere to the dress code
8. Driving any unauthorized vehicle to school (this also includes bicycle, go-cart, quad, or any off road vehicle)
9. Theft (petty)

10. Smoking, use or possession of tobacco/ Vapor Pens/ E - Cigarettes (refer to page 13)
11. Leaving class without hall pass
12. Abuse of driving regulations
13. Creating a hazardous situation
14. Disrupting another students' education
15. Harassment
16. Telephones, Pagers and Electronic devices prohibited (refer to page 13)
17. Lewd and lascivious behavior
18. Hostile during a disciplinary meeting/investigation
19. Continual failure to adhere to COVID safety guidelines including but not limited to wearing a mask and practicing social distancing

**Disciplinary Options:**

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

**Level III**

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

**Procedure:**

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

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

1. Prior misconduct in previous levels
2. Verbal aggression to instructor, student, patrons, and other employees or the school
3. Fighting or assault
4. Vandalism to school, instructor or student property
5. Theft (grand larceny)
6. Throwing of any item which would be potentially dangerous to another's safety
7. Leaving school without permission of school official.
8. Refusal to adhere to COVID safety guidelines including but not limited to wearing a mask and practicing social distancing

**Disciplinary Options:**

1. In-school suspension
2. Referral to law enforcement
3. Out-of-school suspension 3 to 5 days
4. Citation
5. Student may be placed on distance learning for the safety of peers and educators.

**Level IV**

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

**Procedure:**

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

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

1. Prior misconduct in previous levels
2. Physical aggression to instructor, student, patrons, and other employees or the school
3. Possession, using and/or transmission of alcohol, drugs, and drug related paraphernalia, or a quantity of pills (legal or illegal). Includes coming to school with evidence of use and/or under the influence of alcohol/drugs
4. False alarms, bomb threats, & Security threats
5. Possession, using, selling, or distributing dangerous weapons, including firecrackers, pocket knives, mace, guns, and ammunition
6. Violation of state laws not listed

**Disciplinary Options:**

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

### **Bullying / Cyberbullying**

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

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

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

**Bullying**, as defined in this policy, includes cyberbullying (Includes social media)

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

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

FCCTI and the Joint Operating Committee encourage students who have been bullied to promptly report such incidents to the principal or designee. The Joint Operating Committee directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. In the course of the investigation, the device may be confiscated. Confidentiality of all parties shall be maintained, consistent with the FCCTI legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

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

#### **Consequences for Violations**

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

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

### **Public Show of Affection**

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

### **Drugs and Alcohol**

The use, evidence of use, under the influence of, or possession of narcotics, illegal drugs, drugs paraphernalia, look-a-like drugs, intoxicants, controlled substances, or any substance which is conveyed or implied as a drug while on school property, transportation or during school related activities is strictly forbidden. This also includes synthetic marijuana and any other artificial drugs meant to mimic or replace illegal substances.

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

Disciplinary action responses to violations of this area are covered within the Student Conduct Code, Level IV, number 3.

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

### **Possession of Weapons**

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

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

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

### **Adult Student Regulations**

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

### **Personal Transportation**

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

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

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

#### **FCCTI Student Driving Policy**

In order to maintain safety standards and to reduce increasing absenteeism, tardiness, and students leaving school early, the following student driver's rules are to be adhered to. Students MUST possess a permit (issued or temporary) to legally drive to the Fayette CTI. The following criteria must be met in order for a permit to be issued:

1. Work-Based Learning experiences
2. Students with a job immediately after school (Pay Stub and work schedule required)
3. A Student in a school-sponsored activity immediately after school
4. Temporary permits to attend appointments (Doctor, Dentist, Court Hearing, etc.)
5. Emergency or extremely extenuating circumstances (Case by Case Basis)

All Students meeting school criteria to drive must obtain application from Chief of Security. Once application has been approved, Student will receive a numbered permit or a temporary permit which will be displayed in Student's car. These permits are non-transferable. If tag is lost/stolen (etc.), a replacement can be purchased at a cost of \$5.00. Unauthorized drivers will face disciplinary action as well as student's vehicle being towed at owner's expense. The following rules must be adhered to at all times:

1. Any driver who comes tardy to school may lose their driving privileges
2. Students who drive should report directly to the FCCTI as though they were being transported via school buses
3. Anyone leaving school without permission will be suspended and lose his or her driving
4. Students who drive are PROHIBITED from transporting passengers in their vehicle
5. Any student who is a behavioral problem will not be permitted to drive; students already with a driving permit will be dealt with according during the disciplinary process
6. Students driving to school will be dismissed at their sending school's departure time unless other approval is given by administration
7. Students are not permitted to park in front of the building
8. Vehicles are subject to searches if probable cause has been established
9. A student vehicle parked on school property without a driver's permit will face disciplinary action; this can result in the vehicle being towed and stored at the owner's expense
10. Missing a school bus is not an emergency or extremely extenuating circumstance

#### **Physical / Sexual / Verbal Assault**

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

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

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

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

#### **Unlawful Activities**

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

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

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

#### **Misuse / Abuse of School Facilities and / or Equipment**

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

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

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

### **Electronic Devices**

The possession of telephone pagers, cellular phones, iPods, MP3, or any electronic devices are only permitted when authorized by the instructor. Upon entering the building, all electronic devices must be turned off.

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

### **Use/Possession of Tobacco/Tobacco Products**

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

SMOKING – the use or possession of cigarettes, cigars, chewing tobacco or other smoking products are strictly forbidden. This also includes herbal tobacco replacements, Vapor Pens, E-Cigarettes and any other artificial drugs meant to mimic or replace tobacco products.

1. This infraction will be handled as a Level II-9 violation. In addition, the fine structure is as follows:

1st Offense	Parents Notified, Smoking Cessation Class (If the student refuses, move to Level 2)
2nd Offense	Parents Notified, \$100.00 fine and Referral to Magistrate

***Any offense can be elevated to District Court at the discretion of administration.***

### **Shop Safety**

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

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

### **General Safety Rules**

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

### **Eye Safety**

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

### **Enforcement of Safety Regulations**

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

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

### **Student Lockers**

Each student attending the CTI will be assigned a locker and school issued lock. Students are to keep all personal affects secured at all times. Any lock not issued by the school will be removed by CTI authorities.

### **Bus Conduct and Safety Code**

1. Ride only on the bus that is assigned. Board and exit bus at assigned bus stops.
2. Never stick hands, arms or any other parts of the body out the windows or doors.
3. Never experiment or tamper with the bus or any of the equipment.
4. Be careful not to leave anything on the bus such as lunches, clothing, books, etc.
5. Noise on the bus must be kept to a minimum.
6. Rough housing or throwing objects in or from the bus is prohibited.
7. Playing radios or speakers on the bus is prohibited.
8. Use of obscene language is not permitted.
9. Do not spit or throw trash on the floor.
10. Sit in assigned seats.
11. Intentionally damaging seats or other parts of the bus will require restitution for its replacement.
12. Remain seated while the bus is in motion.

The driver has complete control of the bus. Students who risk the safety of others by their misbehavior may lose the privilege of riding the bus. If a student violates any of the above rules and regulations and loses the bus privilege, the student or his or her parent will have to provide transportation to school. In such cases the law still requires attendance at school with parental arrest for non-attendance. Riding the bus is a privilege not a right. Should any student abuse this privilege, it will be revoked.

### **Restrooms**

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

### **Fire Drills**

Fire Drills must be held in order to insure that every student is aware of the proper route when evacuating the building. The following procedures will be followed:

- All doors are closed and lights turned off.
- All panic switches are to be turned off.
- All students are to leave shop areas and proceed to designated holding area.
- Attendance will be taken at the holding area.
- Teachers will inform all students of procedures, behaviors, and regulations governing fire drills.

### **Safety Drills**

Safety drills are held to ensure that every student knows what to do and how to react. To ensure student safety in the event of an emergency, your teacher has a floor plan indicating areas where your class should meet and actions you should take to provide for student safety.

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

### **Field Trips**

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

### **Student Insurance**

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

### **Public Telephone**

If a student needs to call home for any reason, he/she must ask permission from a staff member in the Main Office. Students are not permitted to use shop phones for calling outside the building. No cell phone use is permitted.

### **Grievance Procedure**

Any student who wishes to grieve issues pertaining to his/her participation at the Fayette County Career & Technical Institute will use the following procedure:

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

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

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

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

### **Student Complaint Process**

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

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

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

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

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

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

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

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

### **Student Rights**

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

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

### **Conclusion of Student Conduct**

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

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

In summary, the Fayette County Career & Technical Institute expects and demands appropriate conduct from its students. The privilege of attending will never infringe or supersede the right of others. The Fayette County Career & Technical Institute will cooperate with sending schools disciplinary matters.



## STUDENT DRESS CODE

All FCCTI students are required to spend their entire school day wearing their prescribed professional dress or uniform. The only time they will not be required to wear these items, partially, or in their entirety, are on days designated as such by FCCTI Administration.

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

Students are required to obtain uniforms and/or protective clothing for certain shop areas. This requirement is for your protection and should help to eliminate unnecessary safety hazards. Your instructor will inform you about the special clothing requirements for your shop area. In addition to the above Professional Dress policy and expectations, students will continue to comply with the following rules and regulations on appearance.

- A. All students shall be neat and clean so that a healthy, educationally conducive atmosphere can be maintained. Individual teachers will prescribe appropriate grooming and clothing for Career & Technical classrooms.
- B. It will be the responsibility of the students to provide an adequate supply of uniforms.
- C. Clothing should not be worn tight, torn, frayed, with holes or immodest as to be distracting to the educational environment. At no time should cleavage, bare midriffs, torsos or underwear be exposed.
- D. Trousers must be worn so the belt/waistband is above the hips. Trousers shall be worn to stay up while walking without needing to hold them. Trousers (to include jeans, khakis, or industrial pants) may not be frayed, torn or have holes.
- E. On days designated by FCCTI administration, skirts and shorts may be worn. However, on these days, skirts and shorts must cover the leg to the knee. Leggings or tights may not be worn to compensate for inadequate skirt or short length.
- F. No hats or headgear should be worn in the building except in career and technical areas if it is deemed appropriate by the instructor.
- G. Appropriate foot covering must be worn for health and safety reasons. Shoes with laces must be tied and secured. No footwear shall be worn that is a hazard in the career and technical area.
- H. No buttons, slogans, pictures, words or patches are permitted if they are a distraction to the educational process. This includes tobacco, drug and alcohol slogans or advertisements, sexual references, satanic references, racial, ethnic and religious intimidation references, etc.
- I. Inappropriate jewelry and decorations are not permitted. These include: do-rags, bandannas, full head scarves, other excessive hair decorations and a glove or gloves. Body piercing jewelry is not permitted. Earrings and other non-piercing jewelry are permitted except where it becomes a safety hazard, as per the discretion of the instructor.
- J. Chains, spikes, or raised metal studs attached to jewelry, clothing and wallets, belts or keys damage furniture and are a safety hazard. They may not be worn in school.
- K. Outside jackets, coat, backpacks, book bags and any type of bag or purse large enough to secure a textbook must be secured in a shop locker. Students may carry string book bags.
- L. Goggles and safety glasses must be worn in those areas where required.

The following articles of dress **are not permitted** as part of acceptable school attire.

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|---|--|
| <ol style="list-style-type: none"> <li>1. Tube tops</li> <li>2. Bathing suits</li> <li>3. No Open toed or open heeled footwear</li> <li>4. Blouses or shirts that expose the midriff</li> <li>5. Clothing with reference to drugs or alcohol</li> </ol> | <ol style="list-style-type: none"> <li>6. Shorts of any kind</li> <li>7. Sleeveless undershirts</li> <li>8. Wide legged, baggy or drooped pants</li> <li>9. Mini skirts</li> <li>10. Body piercing (i.e. tongue, eye brow, nose, lip, hand, etc.)</li> </ol> |
|---|--|

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

### **FCCTI Professional Dress Disciplinary Continuum**

*Failure to comply with professional dress standards will result in the following disciplinary action(s).*

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Warning	Parent Contact	1 day OSS (Out of School Suspension)	Extended OSS; Parent Conference; Suspension of driving privileges; Dismissal from Cooperative Education Program; Removal from the Fayette County CTI
Parent Contact		Parent Contact	

**Discipline will be considered on a case by case basis and frequency of violations.**

Students who arrive in the morning knowingly out of professional dress are asked to call home for a parent/guardian to bring in their appropriate items. Students will not be disciplined unless it is a frequent occurrence. Career and Technical Instructors may also develop and implement plans that negatively impact a student's shop grade / hands-on experiences for being continually unprepared.

# **FAYETTE CTI INTERNET POLICY**

## **Acceptable Use of Internet**

It is the policy of the Fayette County Career & Technical Institute to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

1. The School District is providing access to its computer networks and the Internet for educational purposes only.
2. The Internet will be used to support the functions of the Fayette County Career & Technical Institute, its curriculum, the educational community, projects between schools, communication and research for school district administrators, teachers, and students.
3. The Internet and computer technology will not be used for illegal activity, transmitting offensive materials, hate mail, and discriminatory remarks, or obtaining, transmitting or otherwise communicating indecent, obscene, or pornographic material.
4. The Internet and computer technology will not be used for profit purposes, lobbying and/or advertising on behalf of any individual, employee or relatives of employees of the Fayette County Career & Technical Institute.
5. Use of Fayette County Career & Technical Institute's computer technology or the Internet for fraudulent or illegal copying, communicating, taking or modifying of material or any other activity in violation of the laws is prohibited and will be referred to the proper authorities.
6. In no event shall the Fayette County Career & Technical Institute will be liable for any damage, whether direct, indirect, special or consequential, arising out of the use of the Internet, accuracy or correctness of databases or information contained therein or related directly or indirectly, to any failure or delay of access to the Internet.
7. The Fayette County Career & Technical Institute may end the availability of the Internet and Network accessibility at its sole discretion.
8. From time to time, the Fayette County Career & Technical Institute will make determination on whether specific uses of the Internet and Network are consistent with this policy and notify users of the same.
9. To protect students and staff from illegal or inappropriate sites, the Fayette County Career & Technical Institute will randomly inspect the hard drives of computers on a regular, random basis.
10. The Fayette County Career & Technical Institute, in its discretion, reserves the right to log Internet use in terms of time and content and to monitor file disk space utilization by users.
11. The Fayette County Career & Technical Institute reserves the right to remove a user account on the Internet and Network to prevent further unauthorized activity as specified in this document.
12. The Network shall not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
13. Network accounts are to be used by authorized owner of the account for the authorized purpose.
14. Diligent effort must be made by the user to delete mail daily from personal mail directories to avoid unnecessary use of file server disk space.
15. Diligent effort must be made by the user to delete obsolete files from the Network file server periodically.
16. Users shall not intentionally seek information, obtain copies of, modify files, other data, or passwords belonging to others, or misrepresent other users in the Network.
17. The illegal use of copyrighted software is prohibited. Uploading, downloading, installation, or use of unauthorized games, programs, files or electronics media is prohibited.
18. The Fayette County Career & Technical Institute shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
19. In order to maintain a high level of security on the Local Area Network, all Network users' passwords will be updated at least every six months.
20. The user shall be responsible for damages to the Fayette County Career & Technical Institute's equipment, systems and software resulting from deliberate or willful acts.
21. The Internet, Network, and email are not guaranteed to be private. People who operate the systems do have access to all email files. Messages relating to or in support of illegal activities will be reported to authorities.
22. Users shall not engage in or access chat rooms or instant messaging without the permission and direct supervision of the supervising teacher.
23. The Fayette County Career & Technical Institute has software and systems in place that can monitor and record all Internet usage. We want you to be aware that our security systems are capable of recording (for each and every user) each World Wide Web site visit, each chat, newsgroup or email message, and each file transfer into and out of our internal networks, and we reserve the right to do so at any time. No user should have any expectation of privacy as to his or her Internet usage. We will review Internet activity and analyze usage patterns, and may choose to publicize this data to assure that Fayette County Career & Technical Institute Internet resources are devoted to maintaining the highest levels of productivity.
24. Users may not use the Fayette County Career & Technical Institute Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.
25. Users may not use the Fayette County Career & Technical Institute Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
26. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violated state or federal law relating to copyright, trade secrets, the distribution of obscene or
27. Pornographic materials, or which violates any other applicable law or municipal ordinances, are strictly prohibited.
28. The Fayette County Career & Technical Institute retains the copyright to the Fayette County Career & Technical Institute web page.
29. Posting inappropriate information on the web page will not be tolerated and may result in suspension or loss of the right to access the Internet, to use the Fayette County Career & Technical Institute's computer technology, and be subjected to other disciplinary actions, including, but not limited to expulsion.
30. Intentional attempts to "crash" Network systems or programs are punishable disciplinary offenses.
31. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.
32. The Fayette County Career & Technical Institute, either by itself or in combination with its Internet Service Provider, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The

School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate.

33. Internet filtering software or other technology-based protection systems may be disabled by the technology coordinator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 or older. Users are strictly prohibited from changing any computer screen savers and/or user preferences.
34. Failure to follow the procedures listed above by students of the Fayette County Career & Technical Institute may result in suspension or loss of the right to access the Internet, to use the Fayette County Career & Technical Institute's computer technology, and be subjected to other disciplinary actions, including, but not limited to expulsion.
35. Violations of this policy and procedures by employees of the Fayette County Career & Technical Institute may result in discipline, including, but not limited to dismissal.
36. All students and employees who wish to use the Internet, Network, and computer technology must sign an Internet Agreement, which will be kept on file at the school. If the user is under the age of 18, the signature of the student's parent or guardian will also be required on the Internet Agreement.

#### **Electronic Mail Policy (Netiquette)**

1. Be polite. Do not get abusive in messages to others. This includes messages that might harass individuals or groups because of their age, race, sex, religious beliefs, physical attributes, etc. Any attempt at sending harassing, obscene and/or other threatening email to another person is prohibited.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Include a subject line in each mail posting.
4. Do not reveal your, or anyone else's, personal information such as address or phone number.
5. To signal humorous intent, use some sort of "smiley", such as :-). Facetiousness and sarcasm can be misunderstood easily in electronic communication.
6. Forgery (or attempted forgery) of electronic mail messages is prohibited.
7. Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.
8. Any attempt at sending unsolicited junk mail, "for-profit" messages or chain letters is prohibited.

#### **Personal Safety**

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission. If someone attempts to arrange a meeting with you as a result of an internet contact you must report the communication, immediately, to your supervising teacher.

1. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
2. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
3. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
4. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### **Bullying / Cyberbullying**

Studies have shown bullying to be a factor in school violence. Bullying does not provide an environment conducive to learning. Acts of bullying will not be permitted at our school. Students found to be bullying, verbally harassing or spreading rumors about students, will be counseled and disciplined appropriately.

#### **Network and Internet Users Faculty / Staff / Student Agreement to Terms of Established Policy**

Faculty / Staff / Students & Administration Agree That:

We understand that the Internet service of the Fayette County Career & Technical Institute is provided for educational purposes only. We agree that we will use the Network, Internet, and related computer technology for educational purposes, and we will not misuse it by accessing areas that are explicitly non-educational. Misuse can come in many forms, including, but not limited to, actions including pornography, racism, sexism, illegal solicitation or other illegal actions, inappropriate and vulgar language, as well as other use that in the opinion of the Fayette County Career & Technical Institute does not further an educational purpose. We understand that if we have any questions as to whether a particular use of the Internet is inappropriate, we should consult with an official of the Fayette County Career & Technical Institute before proceeding with the questionable use. I understand that I am solely responsible for my conduct, and the appropriate use of the Internet.

We have been informed by the Fayette County Career & Technical Institute and understand that the school in its discretion may use software or other devices to block out unacceptable Internet sites. The Fayette County Career & Technical Institute in its discretion may also monitor my use of the Internet both in terms of time and subject matter. We fully understand that this is not a representation or guarantee by the Fayette County Career & Technical Institute that all unacceptable sites will be eliminated. We understand that the use of such methods by the Fayette County Career & Technical Institute will in no way relieve me of my responsibility as set forth in this agreement and that I am responsible for my own conduct and will not misuse the Internet.

**We understand and will abide by the provisions of this Agreement. We further understand that the use of the Internet is a privilege, and that any inappropriate use of the Internet or of violation of rules and regulations listed in the Acceptable Use and Internet Safety Policy may result in disciplinary action in accordance with the Fayette County Career & Technical Institute's Operating Committee Policy. The violation of terms of this policy will result in the revoking of access privileges and/or user's account, and any other appropriate actions that the Fayette County Career & Technical Institute deems advisable. We will not hold the Fayette County Career & Technical Institute responsible for or legally liable for materials distributed or acquired through the Internet. We also agree to report any misuse of the Internet to the school administration.**

***After reviewing the Student Handbook, please complete the Registration & Parental Signature Card. This must be completed by your child's 3<sup>rd</sup> day of school at the Fayette CTI. Failure to complete this form will result in **disciplinary action**.***

# 2020-2021 School Calendar Fayette County CTI



Approved: 08/12/20

**AM Session**  
7:30 AM - 10:10 AM

**PM Session**  
11:30 AM - 2:20 PM

JULY 2020				
M	T	W	Tr	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST 2020				
M	T	W	Tr	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
7	7		2	2

08/20/20 - Teacher In-Service Day  
 08/21/20 - Teacher In-Service Day  
 08/25/20 - Teacher In-Service Day  
 08/26/20 - Teacher In-Service Day  
 08/27/20 - Teacher In Service Day  
 08/28/20 - Act 80 Day  
 08/31/20 - First Day of School

SEPTEMBER 2020				
M	T	W	Tr	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
21	28		21	23

OCTOBER 2020				
M	T	W	Tr	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
22	50		22	45

10/12/20 - Act 80 Day  
 10/15/20 Open House  
 10/30/20 - End of 1st 9 Weeks

09/07/20 - Labor Day  
 09/30/20 - Progress Reports Due

NOVEMBER 2020				
M	T	W	Tr	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
17	67		17	62

DECEMBER 2020				
M	T	W	Tr	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
16	83		16	78

12/08/20 - Progress Reports Due  
 12/23/20 - 12/31/20 - Christmas Break

11/03/20 - Act 80 Day  
 11/11/20 - Veteran's Day  
 11/18/20 OAC Meeting  
 11/26,27,30/20 - Thanksgiving Break

JANUARY 2021				
M	T	W	Tr	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
19	102		19	97

FEBRUARY 2021				
M	T	W	Tr	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
19	121		19	116

02/15/21 - President's Day  
 02/23/21 - Progress Reports Due

01/01/21 - Christmas Break  
 01/18/21 - Martin Luther King Day  
 01/20/21 - End 2nd 9-Weeks

MARCH 2021				
M	T	W	Tr	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
23	144		23	139

APRIL 2021				
M	T	W	Tr	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
18	162		18	157

04/01/21 - Spring Recess  
 04/02-06/21 - Easter Recess  
 04/06/21 - Spring Recess

03/09/21 - Open House  
 03/25/21 End of 3rd 9-weeks  
 03/31/21 - NOCTI Performance

04/15, 16/21 - NOCTI Written

MAY 2021				
M	T	W	Tr	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
20	182		20	177

JUNE 2021				
M	T	W	Tr	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
5	187		3	180

06/03/21 - Last Day of School  
 06/04/21 - Teacher In-Service Day  
 06/07/21 - Teacher In-Service Day

05/03/21 - Progress Reports Due  
 05/05/21 OAC Meeting  
 05/18/21 - Act 80 Day  
 05/31/21 - Memorial Day