

TABLE OF CONTENTS

Arrival at School	Page 24
Attendance	Page 9-10
Authority of Faculty	Page 23
Book bags/Backpacks	Page 8
Buses	Page 14
Cafeteria	Page 18-19
Career and Technical Education Programs	Page 4
Career Research/Preparation	Page 22-23
Cell Phones/Electronic Devices/Digital Media Devices	Page 28
Cheating/Plagiarism	Page 30
Change of Address	Page 15
Cooperative Education	Page 19-20
Controlled Substances/Paraphernalia	Page 37-39
Discipline	Page 32-36
Dismissal Conduct	Page 6
Dress Code	Page 7-8
Drug-Free Workplace	Page 23
Dual Enrollment	Page 29-30
Early Dismissals	Page 11-12
Emergency Operations Plan	Page 23
Faculty	Page 47-48
Family Educational Rights And Privacy Act (FERPA)	Page 26
Field Trips/Extracurricular Events	Page 10-11
Fire Drills and/or Emergency Exit	Page 18
Flowers/Balloons	Page 29
Food/Drink/Energy Drinks	Page 8
Free Breakfast and Lunch	Page 19
Graduation Requirements	Page 21-22
Grades	Page 20-21
Guidance Services	Page 5
Hall Traffic	Page 18
Health Services	Page 6
IDEA	Page 27
Illness or Injury	Page 15
Insurance	Page 15
Integrated Pest Management	Page 5
Internet Usage	Page 24
Late Arrivals	Page 12
Lockers	Page 14
Lost and Found	Page 17
Lunch Period	Page 19
Map of Building	Page 51-52
McKinney-Vento Act	Page 5
Message from the Principal	Page 3
Military Access to Secondary School Records	Page 29
Mission	Page 3

NOCTI Test	Page 22
Non-Discrimination Policy	Page 4
Parents (Calls during school emergencies)	Page 29
Parent Conferences	Page 15
Pathways to Graduation	Page 22
Perfect Attendance	Page 12
Pest Control Information Sheet	Page 49
Physical Education – Gym Clothing	Page 17
Protection of Pupil Rights	Page 24
Reasonable Suspicion	Page 50
Restricted Areas	Page 18
Right of Refusal (Student)	Page 23
Safety	Page 16
Schedule Change	Page 15
School Property	Page 17
Searches	Page 45-46
Sexual Harassment Policy	Page 24
SOAR	Page 25
Social Media	Page 25
Special Education	Page 27-28
Student Assistance Program	Page 24
Student Driving	Page 13
Student Complaint Procedure	Page 28-29
Student Schedules	Page 14
Students Sleeping/Head Down	Page 31
Substitute Instructor	Page 23
Telephone	Page 16
Tests	Page 24
Textbooks	Page 17
Time Schedule	Page 5
Title IX	Page 4
Tobacco Policy	Page 43-44
Valedictorian	Page 29
Vision	Page 3
Visitors	Page 17
Weapons in Schools	Page 40-42
Withdrawals	Page 14
Work Permits	Page 16

MESSAGE FROM THE PRINCIPAL

This handbook has been prepared to assist you in adjusting to life at Jeff Tech and becoming successful in your work.

This handbook is also written for your parents so that they can better understand what having a student at Jeff Tech involves. Please share the information in this handbook with your parents and don't hesitate to ask their help in understanding anything you read in it.

It is necessary in any organization, especially one as complex as Jeff Tech, to have a code of conduct, school policies, rules, and regulations to guide us. These are to protect your rights as well as promote a safe environment, which is conducive to learning. To receive the greatest benefit from Jeff Tech, you should familiarize yourself with it. Always remember, people judge you and your school by your actions.

In order to help maintain an excellent school atmosphere, you should strive to achieve in your studies, participate in activities, display proper conduct, cooperate with and consider the rights of others, be friendly and respectful to everyone, and aid in keeping the school grounds neat and attractive.

Your instructors are skilled professionals who can help you reach your goal if you cooperate with them and follow their guidance.

THIS HANDBOOK IS NOT MEANT FOR THE PURPOSE OF ADDRESSING ALL POSSIBLE SITUATIONS. IT IS ONLY A GENERAL GUIDELINE. ALL FEDERAL, STATE, AND LOCAL LAWS; SCHOOL POLICIES, AND ADMINISTRATIVE DIRECTIVES WILL BE ENFORCED THOUGH NOT SPECIFICALLY LISTED.

OUR MISSION

Jeff Tech's mission is to ensure our students:

- Graduate with industry-recognized credentials
- Acquire training in emerging career trends integrated with academic instruction
- Attain and maintain placement in a high-wage, high-skill, high-demand career

OUR VISION

Strengthening our community through rigorous academics combined with innovative career and technical education.

POLICY ON NONDISCRIMINATION

Jeff Tech is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices. For information regarding civil rights or grievance procedures, contact our Title IX Coordinator at 814 653-8265 ext.129 or MKMowrey@jefftech.edu. Additional information can be found at the Title IX page of the Jeff Tech website at www.jefftech.edu

TITLE IX

The Jeff Tech Joint Operating procedure declares it to be the policy of this school to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the school without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. For information regarding civil rights or grievance procedures, contact our Title IX Coordinator Melissa Mowrey by email or at (814) 653-8265, ext. 129. Additional information can be found on the Title IX page of the school's website www.jefftech.edu

The Jeff Tech Joint Operating Committee also declares it to be the policy of this school to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout Jeff Tech's policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the school may be referred to the school's Title IX Coordinator, or to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The school is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, service, employment and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the school and is prohibited at or, in the course of, school -sponsored programs or activities, including transportation to or from the school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Joint Operating Committee policy and procedures.

CAREER AND TECHNICAL EDUCATION PROGRAMS OFFERED AT JEFF TECH

Automotive Collision Repair
Cosmetology
Diesel Mechanics
Engineering Technologies
Advanced Manufacturing

Automotive Technology
Computer Technology
Digital Media Arts
Health Assisting
Heating Ventilation Air Conditioning & Refrigeration

Building Trades
Culinary Arts
Electrical Construction
Welding

TIME SCHEDULE

PERIOD

1	8:13 – 9:35
2	9:37 – 10:57
3	10:59 – 11:29 (ENRICHMENT)
4	11:31 – 1:23
	11:31 – 12:01 (A LUNCH)
	12:16 – 12:46 (B LUNCH)
	12:53 – 1:23 (C LUNCH)
5	1:25 – 2:45

GUIDANCE SERVICES

The prime objective of guidance is to assist you in attaining the greatest degree of self-determination and self-discipline. Jeff Tech aims to provide conditions wherein each student may develop an ability to make sound choices and decisions. To this end, the administrative staff, counselors, instructors, and staff are working together in your interest. You are encouraged to consult freely with the guidance counselors, shop instructors, general studies instructors, school and administrative personnel.

MCKINNEY-VENTO ACT

The McKinney-Vento Act defines homeless children as “individuals who lack a fixed, regular, and adequate nighttime residence.” The act provides examples of children who would fall under this definition: Children and youth sharing houses due to loss of housing, economic hardship, or a similar reason. To receive more information about the McKinney-Veto Act visit the website at <http://nationalhomeless.org/publications/facts/McKinney.pdf> or contact Jeff Tech at (814) 653-8265 and ask for Brock Bovaird the homeless liaison.

INTEGRATED PEST MANAGEMENT

Any parent/guardian that wishes to be notified of any pesticide applications should contact our Integrated Pest Management Coordinator, Troy Frederick by email or at 814-653-8265 ext 185.

DISMISSAL CONDUCT

Dismissal of classes for the day will proceed in an orderly fashion. All students **MUST** exit through the main doors. It is of the utmost importance that students be aware of the necessity for safety in all areas—halls, bus areas, and parking areas. There must not be running, shouting, whistling, public displays of affection or the like. Move in a quiet, cautious, and courteous manner to the student parking lot and the bus loading areas.

HEALTH SERVICES

The nurse's office is located in the Health Suite. The nurse is on duty during school hours. Before reporting to the nurse's office, (except in case of emergency) the student needs to be excused by an instructor, counselor or administrator. The nurse is available for first aid, illness and injury treatment. In case of illness, the nurse will decide if it is necessary for the student to be sent to the doctor or sent home. If so, the nurse will make the necessary arrangements. Students are not permitted to leave school without the permission of the nurse or an administrator. The nurse is an important team member at Jeff Tech. All students are encouraged to visit the nurse to discuss health issues. **The goal of the school nurse is to help students obtain a quality education.**

Health Screenings and Services Provided:

Height and Weight – Yearly for all students including BMI results

Vision Screening – Yearly for all students, may be repeated upon request by parent and/or teacher

Hearing screening – Students in Grade 11 and upon request by parent and/or teacher for students in other grades

Physical Exams— Students in Grade 11. If a private physical exam is desired, forms are available from the school nurse.

ALL MEDICATIONS need to be brought to school in the pharmacy-labeled container or original manufacturer's package by the parent/guardian and kept in the health office. If this is not possible, the pharmacy-labeled container or original manufacturer's package needs to be placed in a sealed envelope with a note signed by the parent/guardian stating the amount of medication being sent to school. The only exception is emergency use medications, such as an inhaler, epipen, and diabetic supplies. **For emergency medication, students must have a doctor's order giving permission "to carry medication on self and self-administer as needed."**

All medications require a form with written parental consent and a doctor's signature. The medication consent form is available in the nurse's office.

The school nurse does have an **Epipen** and **Benadryl** for emergency use and **Ibuprofen** (Motrin), **Acetaminophen** (Tylenol), and Antacid (Tums) available for all students on an as needed basis. A standing order from the school doctor is kept on file for these medications to be given as directed. **Written parent permission is required.** The Student Health History form with parental permission must be returned prior to medication administration at school.

DRESS CODE

First opinions are often formed based upon your physical appearance. How you dress often projects an image which is related to your behavior and attitude. Therefore, it is imperative that you dress in a manner which projects a positive image of professionalism. Secondly, your dress must be chosen with safety in mind. Any clothing which may pose a safety hazard is not permitted. Lastly, your form of dress/appearance should promote a positive learning environment and cannot cause a disruption to your education or the education of others.

Clothing:

All clothing must cover the body so as to prevent excessive skin exposure, be free of inappropriate content, fit properly, and be safe in nature.

Hats/Hoods: Hats are permitted. Hats should fit well, not obscure vision, and be free of inappropriate words/images. Hoods are not permitted to be up, covering the head at any time.

Tops: All tops must cover the torso such that it limits the exposure of cleavage, the mid-section, and/or the side below the armpit. Tops must also be made of material which is opaque, free of holes, and is not excessively tight. The following tops are prohibited: strap blouses (straps less than 2" wide); bare-midriff blouses; bare-backed blouses; T-shirts advertising drugs, sex, weapons, alcohol, tobacco, profanity or insinuating the aforementioned. Physical education classes require athletic wear. No bath robes, long jackets, trench coats or dusters are permitted to be worn during the school day. No blankets are permitted to be worn during the school day. No pajamas or pajama bottoms are permitted to be worn during the school day.

Bottoms: Skirts and shorts cannot be more than 3 inches above the knee or extend above the fingertips when one's arms are hung loosely at their sides, whichever is shorter. All bottoms must be made of opaque material. Physical education classes require athletic wear.

Shoes: Shoes to be worn in career and technical areas are to be determined to be appropriate by the individual CT instructor. All work boots must be laced and tied and pant legs should be worn on the outside of the boot. In all other areas of the building, shoes to be worn must be safe in nature and manufactured for outdoor wear. Physical education classes require athletic footwear. Roller skates, inline skates or shoes with wheels are prohibited.

Hair:

All hair must be kept in a manner which does not interfere with vision, safety, or work performance. It must be kept clean, neat, and free of parasites. Hair must not pose a distraction or disrupt the education of others. Individual classroom instructors will determine if hats/head coverings are permitted to be worn in his/her classroom.

Jewelry/Body Art:

Jewelry: All jewelry must be commercially manufactured in nature, may not pose a safety hazard such as cutting or puncture, and must be appropriate for the educational setting. The wearing of jewelry in career and technical areas will be governed by the instructor. The wearing of jewelry is prohibited in physical education classes.

Body Art: All tattoos or body art must be appropriate for the educational setting and be free of inappropriate messages, visual representations, or vulgarity.

Contacts/Eyewear: Students' eyes must be able to be seen at all times. Contacts that alter the appearance of the student's pupil and iris and sunglasses are prohibited.

The Principal has the final authority concerning dress code.

BOOKBAGS/BACKPACKS

Book bags must be placed in the student's hallway locker immediately following the 8:10 a.m. bell. If a purse is large enough to carry a book, it is considered a book bag and will be treated accordingly. All book bags and backpacks **MUST** go through the metal detectors and be searched each morning upon entering the building.

OUTSIDE FOOD/DRINKS/ENERGY DRINKS

Energy drinks and pre-workout supplements are not allowed at Jeff Tech. Energy drinks are those, such as but not limited to; Red Bull, NOS, Monster, AMP, Rockstar, Jolt, Mountain Dew Energy, Vault, etc. These drinks are designed to speed up the central nervous system and can not only cause disruptive behavior, but can also be dangerous for consumption. The possession of an energy drink or pre-workout supplement will result in a referral for the possession of a restricted item and the drink, if opened, will be discarded. If the drink is un-opened, it will be confiscated and may be retrieved at the end of the day to be taken home. Failure to retrieve the drink at the end of the day will result in the drink being discarded.

ATTENDANCE

When returning to school from an absence, bring an excuse with you from your parent/guardian or physician and submit it to the attendance official in the front office immediately upon arrival. For faxed excuses, it is the student's responsibility to verify the excuse was received by the office. If you fail to bring in an excuse, you will not be permitted to make up work missed on your days of absence. Work, assignments, and/or assessments given on the date(s) of absence may only be completed for credit if your absence is deemed excused. Arrangements to make up missed work must be made with your instructors. Any make-ups will not be accepted by an instructor after three (3) days following an absence. If an excuse is not submitted within three (3) days after returning, the absence becomes unexcused. Unexcused absences will result in zero points for the day. Prior approval (10 days) is needed before extended absences or trips when possible. Requests for students to be excused during standardized testing (Keystones, NOCTI and NIMS) will not be approved. Requests for students that are failing classes will not be approved. Students are permitted to miss up to ten (10) days with a note from a parent/guardian. Three (3) or more consecutive absences must have a doctor's note. **After ten (10) absences, a doctor's note is required.**

PENNSYLVANIA TRUANCY LAWS AND CONSEQUENCES

Definition of "truant." The new law explicitly defines "truant" as a child subject to compulsory school laws "having three (3) or more school days of unexcused absence during the current school year." After the third unexcused absence, an Attendance Improvement Plan (AIP) meeting will be held with the student, parents, and Administration.

Definition of "habitual truancy." The new law streamlines the definition of "habitual truancy." Under the new law, "habitual truancy" is defined as a child subject to compulsory school laws "having six (6) or more school days of unexcused absences during the current school year." Therefore, a child is habitually truant once he or she accumulates six (6) unexcused absences during the course of the school year. These absences do not need to run consecutively.

If a student becomes "habitually truant" the following procedures are required to be followed as it relates to involvement of the county Children and Youth Agency:

Habitually truant children under fifteen years of age. If a habitually truant child is under fifteen (15), the school must refer the child to either: (1) a school-based or community-based attendance improvement program or (2) the county CYS for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court.

Habitually truant children fifteen years of age and older. If a habitually truant child is fifteen (15) or older, the school must either: (1) refer the child to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent in a magisterial district court. If a habitually truant child aged fifteen (15) or older incurs additional absences after a school refers that child to an attendance

improvement program or the child refuses to participate in an attendance improvement program, the school may refer the child to the county CYS agency for possible disposition as a dependent child.

If a student is referred to the magistrate, the following penalties may occur for the student and/or parent:

- A fine up to \$300.00 for the first offense with court costs, up to \$500.00 for the second offense with court costs and a fine up to \$750.00 for the third and any and all subsequent offenses.
- The law defines “offense” as “each citation filed, regardless of the number of unexcused absences in the citation”.
- Possible jail time for the parent for failure to pay a fine or complete court-ordered community service.
- Referral to CYS for a second conviction in three years.
- Possible loss of driving privileges.

ATTENDANCE COMMITTEE

Consistent attendance is one of the keys to academic and career success. When a student misses 15 days from a semester class or 30 days from a yearlong class, the Attendance Committee will schedule a meeting with the student and guardian. All factors will be considered in this meeting and the Attendance Committee will decide on the issuance, conditional issuance or denial of credit. Any senior student failing to meet attendance guidelines may have their graduation impacted as a result.

FIELD TRIPS / EXTRACURRICULAR EVENTS

Participating in extra-curricular activities and field trips is a privilege. Students will not be permitted to participate in extracurricular activities if they have excessive discipline points, more than one failing grade, have not served all detentions or have not turned in the required paperwork in a timely manner. Also, to participate in any school sponsored extracurricular event or field trip, students must be in school the day of or the day proceeding the event for at least a half day. To receive credit for half-day attendance students must arrive at school by 11:30 a.m. Students with early dismissals prior to 11:30 a.m. that do not return to school will not be permitted to participate in extracurricular events. These rules are applicable for all PBS trips and activities held throughout the year.

All necessary health related forms must be returned to the health office three weeks prior to the field trip. The necessary paperwork is part of pre-planning to ensure that student health needs, if any, are addressed prior to and during the field trip. If the

paperwork is not received in the designated timeframe, your student will not be permitted to attend the field trip. This includes day and overnight trips.

All fees/deposits collected for field trips or extracurricular events are non-refundable.

EARLY DISMISSALS

An early dismissal from the regular school day is a privilege granted under certain circumstances. Every effort should be made to schedule appointments before or after school hours. Reasons for granting an early dismissal may include: medical or dental appointment, religious observations, illness, death in family, farm work, court proceedings, educational travel, or emergency.

SOME REASONS AN EARLY DISMISSAL WILL NOT BE GRANTED may include: visit relatives, tired, go shopping, take driver's exam, and report to work early.

PERMISSION MUST BE REQUESTED THE DAY PRIOR TO THE EARLY DISMISSAL. **If the early dismissal is an emergency, the parent/guardian must come in to sign the student(s) out.**

The following information is necessary:

- a) Name of student to be dismissed
- b) Date and time of the dismissal
- c) Reason for dismissal
- d) Name of the person providing transportation for the student
- e) Phone number of the parent/guardian of the student
- f) Signature of an authorized parent/guardian

A signed parent/guardian request for early dismissal is necessary. Students, (including those 18 years and older), may NOT sign themselves out of school without parental and administrative permission. If the early dismissal is for a medical, dental, or court proceeding appointment, the parent/guardian request **must** be accompanied by an appointment card or note showing the Doctor's name, the student's name, and the date and time of the appointment. The fact that a parent/guardian has requested an early dismissal does not mean it will be automatically granted. **Early dismissals will not be granted over the phone.** In emergency situations, a parent or authorized person for pick up will need to come to the school to request the student be released early. Upon returning to school following the early dismissal, the early dismissal form issued by the Main Office must be returned with the doctor's signature and appointment ending time.

Early dismissal may be denied if parent/guardian permission or an appointment cannot be confirmed. Once they arrive on school property, students are not allowed to leave without prior permission from the Main Office.

Students that drive to school will not be permitted to drive themselves if they are leaving early because of a nurse excusal due to illness. Arrangements will need to be made

for an authorized person to pick the student up. The student's vehicle may be left at the school overnight if needed.

A student may not call home and have a parent/guardian pick them up without office knowledge. Any early dismissal due to this act will NOT be excused.

Students that are members of a volunteer ambulance or fire service may carry a pager on vibrate during the school day. Students may NOT carry a fire radio. If a student is planning on leaving the building for emergency calls, he/she must provide the office with a letter from the Chief or supervisor of their volunteer service stating the student is permitted to leave early. This letter should also be signed by the student's parent. Upon return to the school or the next day (whichever is sooner) the student should provide the front office an excuse from his/her Chief or supervisor stating they attended the call and what time it ended.

LATE ARRIVALS

Students are reminded that they are to be in their first period class by 8:13 a.m. Students who are not in their first period class by 8:13 a.m. are considered late for school. Early morning phone calls from parents, sleeping in, missing the bus, car trouble, etc. are not acceptable excuses and will be considered late arrivals. Late arrivals due to illness will also be marked as late. An excuse from a parent or guardian is required if you are late for first period, no matter what the circumstances may be. Doctor excuses for early morning doctor appointments will be considered an acceptable excuse.

Detentions will be assigned as follows:

5 lates = 1 detention

Each additional late will constitute an additional detention.

Students who are chronically late and drive to school may have their driving privilege revoked for a length of time to be determined by the principal.

PERFECT ATTENDANCE

A perfect attendance award for the year will be presented to students who have no excused or unexcused absences, no excused or unexcused tardies or any early dismissals.

Students receiving prior approval from the administration or Joint Operating Committee for school related activities will be eligible for perfect attendance.

STUDENT DRIVING

REGULATIONS:

1. Driving is a privilege, **NOT** a right. All highway and school safety rules will be adhered to.
2. **Only registered vehicles will be permitted on school property.** Vehicles will be registered by the main office. Students will be provided with a parking tag that must be displayed to park in the student lot. While waiting for the vehicle to be registered, students must sign in at the office each day. To register a car, the student must have:
 - a. the owner's card(s)
 - b. a valid driver's license
 - c. proof of insurance

*The car(s) must be owned by the student or their parent/guardian.

3. All student drivers will use a parking space in the upper parking lot. All other parking spaces are off limits to all students.
4. Any student driving in front of the school (by the flag pole) or lower parking lot is prohibited (unless students have been given an assigned parking space in the lower lot). All students are to enter and exit onto the highway at front of the building in an orderly fashion. When leaving school property students should turn right on Vo-Tech road. No left turns are permitted.
5. Vehicles may not be visited during the normal school day without permission from the Principal or School Police Officer. Once a student enters school property he/she is to park the vehicle, lock the vehicle and report to the school building. **Loitering in the parking lot is not permitted.**
6. Students must plan their arrival so they are in their classes before the tardy bell sounds. Students that are excessively tardy (6 or more each quarter, may have their driving privileges revoked for the remainder of the quarter. **Students with excessive discipline points (10) or using a vehicle to cut class or leave school property will result in the loss of driving privileges.**
7. Jeff Tech **is not responsible** for any damage or theft done to vehicles and/or items contained in vehicles. Any damage or theft done to vehicles and/or items in vehicles must be reported to the State Police by the vehicle owner.
8. **Any vehicle which is not registered and is parked on school property without permission may be towed at the owner's expense.** Make certain to register your vehicle and to abide by all driving regulations on school property.
9. **REMINDER:** School buses always have the right of way. Student vehicles will yield to bus traffic when entering or exiting the school property.
10. If a student driver is observed disobeying traffic regulations while on Jeff Tech property, he/she will have driving privileges suspended.
11. Students who drive recklessly on or off school property (on their way to and from school) will have their driving privileges revoked.

12. Students with excessively loud vehicles will be asked to correct the issue. Failure to correct the issue may result in revocation of driving privileges.

HALL LOCKERS/SHOP LOCKERS/GYM LOCKERS

All lockers (hallway, shop or gym) are the property of Jeff Tech, not the students. Therefore, there shall be no expectation of privacy concerning items stored in them. At any time, school personnel may decide to examine any lockers and the contents contained therein. Lockers will be assigned by the office and **may not be exchanged or shared** by students. Students are expected to keep their lockers neat and orderly and know where their locker is located. Locks will be provided by Jeff Tech and are to be used on all lockers as a theft deterrent, not a guarantee personal property will not be stolen or damaged. Students are permitted to bring locks from home as long as a copy of the key or code is on file in the main office. Jeff Tech claims no responsibility for personal property which is missing, damaged, left in the locker, or stolen while stored in a locker. Locks must be on lockers at all times. Failure to use locks will result in a Level I Offense. All items which are left in lockers following mid-year and end-of-year locker clean-ups, will be discarded. Lost or damaged locks will be replaced at the student's expense.

SCHOOL BUS

1. Students may only ride transportation from their home district.
2. The bus driver is in full charge of the bus and may assign seats when necessary.
3. Meet the bus at the scheduled place on time.
4. Do not push or crowd while entering or leaving the bus. Safety must always receive prime consideration while waiting for, entering, riding, or leaving the bus.
5. Bus passes must be approved by the student's home school or by the bus driver.
JEFF TECH DOES NOT APPROVE OR ISSUE BUS PASSES.
6. The privilege of riding the bus can be denied to anyone who does not show the proper courtesy and/or endangers passengers by his/her disregard for the rules of common sense and safety.
7. Cell phones or electronic devices may be used at the discretion of the driver of the bus.

WITHDRAWALS AND TRANSFERS

If you wish to withdraw or return to your sending district, it will be handled through the Guidance Office within the first two weeks of the school year or at the change of semester. You should make arrangements with the Guidance Office several days in advance of any withdrawal or return. All decisions are final upon completion.

STUDENT SCHEDULES

The student schedule is your official assignment for each class period. No variance from the assignment is permitted unless approval is granted by the Principal. Otherwise, you are to be in your assigned class, shop, gym or lunch area.

SCHEDULE CHANGE/SHOP CHANGE

Changes in your schedule, either additions, changes to, or deletions from, must have the proper authorization from the Guidance Office or the Principal. This includes early dismissals or special classes.

When a student's occupational goals change or when a student learns that the assigned shop is not what was expected, the student may request a change of shop through the Guidance Counselor. Students may change shops one time at Jeff Tech. If the student does not agree with the Guidance Counselor's decision, he/she may appeal to the Principal. A new career objective must be completed for the new shop if a shop change is granted.

PARENT CONFERENCES

Parents are always welcome to visit with the administration, guidance personnel, and faculty to become acquainted with the school or to discuss concerns of mutual interest. An appointment should be made through the Guidance or Main Office before arriving at the school.

CHANGE OF ADDRESS/DISTRICT CHANGE

If you change your address, a great deal of inconvenience will be eliminated if you notify the Main Office by filling out the proper paperwork found at www.jefftech.edu. Paperwork may also be picked up in the front office. It is important that the latest address and phone number be on file in the office.

ILLNESS OR INJURY

In the case of illness or injury, students should notify the instructor in charge who will make the necessary arrangements with the school nurse. Except in the case of the direst emergency, students must notify their instructor before going to the nurse's

office. A written report of accidents will be filed in the school office by the instructor through the nurse.

STUDENT INSURANCE

For you and your family's protection, you are urged to participate in the student insurance program offered at Jeff Tech during the first several weeks of each school year.

WORK PERMITS

The following procedure should be followed to obtain a work permit:

1. Bring your birth certificate or baptism certificate to the Main Office.
2. You will be given an Application for Employment Certificate Work Permit Form. This form will need to be signed by a parent or guardian.
3. Return the completed form to the Main Office and a Work Permit Certificate may be issued.

**** Work Permits may be denied or revoked in relation to student performance.**

SAFETY

Safety on the bus, in the halls, in the classrooms, in the shops, or in the laboratories must always receive your careful consideration. Your constant attention to safety will benefit you and your fellow students.

All students will be advised of safety procedures to be followed in each area. The following regulations will be of help to you and your safety.

1. Wear the proper type clothing and footwear as prescribed by your shop instructor.
2. Wear eye protection devices as prescribed by your instructor. It is required by law that eye protection devices must be worn in certain areas.
3. Loose or ragged clothing is unsafe when power-driven machinery is being operated.
4. It is required by law that hard hats must be worn in certain areas.
5. Cleanliness of shop and school is conducive to good safety habits.
6. Do not leave the shop area or classroom at any time without your instructor's permission.
7. "Horseplay" will not be tolerated.
8. Use and handle tools and equipment as instructed.

OFFICE TELEPHONE

Except in **emergency cases**, you will not be called to the telephone during school hours. Necessary messages will be taken and passed on when most practical. Students must request permission from the Main Office personnel before using the Main Office telephone. Please note that the Main Office phone is for emergency situations only and **use is restricted to before school, at lunchtime, or after school**.

VISITORS

Visits by educators, parents, and other adult residents of the community are encouraged and welcomed at Jeff Tech. All visitors must register at the Main Office (Photo ID required) before contacting any pupil or instructor or visiting any regular scheduled classroom or activity. For safety reasons, infants and young children are not permitted to visit. In some instances, visits may be denied and visitors are asked to limit visits to one hour.

Students will not be permitted personal visitors at school.

Alumni/Graduates may visit instructors by appointment only before 8:00am and after 2:45pm.

LOST AND FOUND

All texts, articles of clothing, etc., found in and about the building should be turned in to the office. If you lose any item you should check at the office. Unclaimed items in lost and found will be discarded at the end of every school year.

TEXTBOOKS

Textbooks are on loan to students. Until the book is returned to the instructor, you are responsible for it. **If the book is lost or damaged, the student must cover its cost.**

CARE OF SCHOOL PROPERTY

If you deface, damage, or destroy school property, you may be suspended. You will pay for any expense incurred by the school district in replacing or repairing school property you lose, damage, or destroy. Authorities may be notified if you seriously or repeatedly destroy school property.

PHYSICAL EDUCATION – GYM CLOTHING

You must successfully complete the Jeff Tech Health and Physical Education Program. In the case of a health problem that restricts your participation in physical education classes, an excuse is required from your physician. Gym shoes are required. The activities in physical education will be many and varied. Dress for these classes will be determined by the physical education instructors.

HALL TRAFFIC

Keep to the right in corridors. Courtesy is contagious! Do not congregate in the halls and disrupt traffic. Avoid walking three or four abreast. Keep halls clean – it is your school – keep it presentable. Make no more noise in the hall than you would during normal conversation.

RESTRICTED AREAS

Secondary students are not permitted in the School Restaurant, the Practical Nursing Suite, the Mechanical Equipment Area, the Mail Room, the Adult Student Lounge, Teacher Offices or other posted areas except when they are accompanied by an instructor or other authorized school personnel. Students are not permitted in the parking lot during the school day without specific permission from the office and an escort.

FIRE DRILL AND/OR EMERGENCY EXIT

Immediately upon the sounding of the fire alarm, you will prepare to exit the building. Once your instructor has received the “all clear” signal, your instructor will escort you from the building. Students should leave the building quietly, cautiously, and steadily. All doors should be closed. All lights and power supplies should be turned off. Exit signs are posted in each room. Follow your instructor to a safe area. Respond promptly when the class roll is called. Safety must always receive prime consideration.

Instructors supervise their assigned groups at all times. Upon a signal given by the Principal or other authorized person, groups will enter the building using the same route used for exit.

CAFETERIA

The school maintains a modernly equipped cafeteria for serving wholesome and nourishing lunches. The cafeteria serves as your dining room. You are asked to observe proper standards of cleanliness and courtesy. Before leaving the cafeteria,

place your dishes and eating utensils on your tray and return it to the receiving counter at the dishwasher. Place waste paper and milk containers in the proper receptacle.

Students may bring lunch from home. Students may not order food for delivery or have parents drop off food from outside dining establishments. All food must be eaten in the cafeteria

FREE BREAKFAST AND LUNCH FOR ALL STUDENTS

Jeff Tech has been approved for Community Eligibility Provision which means that both breakfast and lunch are **free** to all students. No paperwork is required for eligibility. Additional meals may be purchased at the regular student price of \$2.65 for lunch and \$1.65 for breakfast. If students want to purchase additional food items, drinks or meals, they must deposit money into their lunch account. Students are not permitted to charge ala carte items or additional meals. The cashiers will refund remaining balances on lunch accounts for all seniors and students leaving the school. Lunch account balances and uncashed checks under \$10.00 may be transferred to other student accounts and will not be refunded.

LUNCH PERIODS

During the lunch period, you are required to remain in the cafeteria. Students are not permitted any other place without permission from the lunch monitors.

All students will be issued a student ID card with their student number in the bar code on the face of the card.

1. Students will enter their PIN # found on the ID card and the computer will identify lunch cost.
2. Students and parents are encouraged to monitor their lunch accounts. All deposits must be completed prior to the beginning of the lunch period as the processing of deposits is time consuming and may cause an inconvenience to other students who are waiting to receive their meal.

COOPERATIVE EDUCATION

Cooperative Education is a program which offers you the opportunity to blend instruction you receive at school with on-the-job experience.

If you do well at Jeff Tech, you may be recommended for co-op. Co-op is not a right, it is a privilege. All state and federal laws will be enforced. Training agreements need approved by the Co-op Coordinator and the Principal. The Co-op Coordinator will place you at a job training site if one is available and check on you periodically. You must furnish your own transportation. The key is to do well at school and earn an opportunity to co-op.

Jeff Tech students who request placement in the Cooperative Education program must meet and maintain the following criteria:

- Achievement of 80% or higher in their Career and Technical program. Principal approval may be used.
- Achievement of 77% or higher in each of their Academic courses. Principal approval may be used.
- Successful completion of two years of Career and Technical training in one shop area in order to be placed on Co-op, unless recommended by the Career and Technical Education Instructor and approved by the Principal.
- Establish and maintain a respectable discipline record. Any student that has five or more disciplinary action points will not be eligible. If a student is suspended from school for any reason while on Co-op, they will be removed from their Co-op position for at least one nine-week period.
- Maintain a 93% attendance record while on Co-op.
- Maintain a minimum of an 80% for their Career and Technical Education grade while on Co-op. Principal approval may be used.
- Achieve an average of 77% or higher in each of their academic classes with no failing grades while on Co-op. Principal approval may be used.
- Grades will be checked monthly. Students who fail to meet the requirements for Co-op will be placed on probation for a duration of one month. If the student fails to meet the requirements for Co-op at any other time, they will be removed from Co-op permanently.
- Only one probation period will be given per student.
- Students must be on-track for graduation.

Co-op placement will be determined once a training plan has been reviewed with a prospective training supervisor. All Cooperative Education experiences will be designed to “cap-off” their formal in-school Career and Technical Education thus far at Jeff Tech. Co-op placements will then be secured through the Cooperative Education Coordinator. No co-op placement will begin until a training plan is in place.

GRADES AND GRADING

Jeff Tech’s intent is to ensure that all assessments and grading is meaningful and clear and that a student’s education is responsive to his or her current understanding of a concept. Students will be graded on their ability to perform a skill or skill set in their academic and CTE classes. Skills will have three levels reported:

- ASG – Working on in class, not calculated into grade
- NA – Not Attempted, assigned but not attempted
- IP - In progress, not yet competent
- COMP - Student has demonstrated competency

Final grading in the class will be determined the following way. 70% of each student’s grade will be based on the overall percentage of skills that are completed at a

competent level and 30% of their grade will be based on a daily professionalism grade that is determined from four components: Responsibility, Respect, Safety and Excellence. These grades are constantly updated to show a student's current performance level in the class. Grades will be cumulative for the year, instead of the average of four nine-week grades. At any moment in time, the grade you see in the parent portal will reflect what their final grade would be at that moment in time.

Parents are encouraged to contact their child's instructor with questions regarding grades. There is a full list of names, emails and extension numbers on the school's website www.jefftech.edu. To access this information, choose the "About Us" tab and then choose Administration and Staff. Grade reports will not be mailed home to parents. If you would like a copy of your student's grade report please call the school and one will be mailed home. Parents and students may access grade reports online. Instructions will be sent home with students during the first week of school explaining how to access online grades. Instructions to use the portal can be found online at www.jefftech.us. Choose the High School tab and then choose Grade Information.

The grading system for all shops, laboratories, and general studies areas is as follows:

		PERCENT	
A	or 4	= 93	- 100
B	or 3	= 86	- 92
C	or 2	= 77	- 85
D	or 1	= 70	- 76
F	or 0	= 69	or below

Students will receive the grade that they earn as the final grade in the class.

Students must obtain a course grade of 50% or higher to be eligible to participate in a summer course or Jeff Tech Credit Recovery. If a student earns less than a 50% in a course that course will be repeated and may affect the student's requirements to graduate on time.

If a student fails their CTE area for the year he/she will be returned to the sending district with an option to re-apply to Jeff Tech for another shop area. If a student fails a second shop area, he/she will be returned to the sending district permanently. Students may only participate in two different shop areas during their time at Jeff Tech.

Jeff Tech follows the graduation requirements set forth by the state of Pennsylvania.

GRADUATION REQUIREMENTS

The students who attend Jeff Tech are here to gain occupational training in their chosen field. It is, therefore, of prime consideration for graduation. A student must meet the following requirements to graduate.

The student must successfully complete the courses in his/her occupational area while attending Jeff Tech and successfully complete the following 17.5 academic credits in grades 9 through 12. The minimum total number of credits required to be eligible for graduation is 27. This may include transfer courses from the sending district, summer school, or correspondence course credit. Physical Education must be successfully completed each year.

<u>CREDIT</u>	<u>COURSE</u>
4	English
4	Mathematics
3	Science
3	Social Studies
2.5	Health/Physical Education
2	Arts and Humanities
7-1	Career and Technical Education
	Graduation Project (required)

*If student is accepted after 9th grade year, elective credits from the home district will substitute for shop credits for those years not enrolled at Jeff Tech.

**Members of the senior class that have not met Jeff Tech's graduation requirements may not participate or attend the graduation ceremony.

PATHWAYS TO GRADUATION/KEYSTONE TESTING

Effective with the graduating class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). **Students must take the Keystone Exams for purposes of federal accountability** and to meet the local graduation requirements.

NOCTI TEST

Jeff Tech will give the National Occupational Competency Test (NOCTI) to seniors. This is a two-part test measuring the student's knowledge of their vocational area. Due

to the nature of this testing, **make-up examinations are not possible**. This test is **mandatory** and all students must participate for graduation.

CAREER RESEARCH/PREPARATION

In an effort to provide students with placement in a high-demand career and to acquire training in emerging career trends, Jeff Tech will provide students with opportunities for career research and preparation. The following activities will be completed in each grade level and must be completed prior to graduation:

Freshman Year: Complete a career research project/paper
Attend Career Fair
Submit three artifacts

Sophomore Year: Employer Interviews/Industrial Tours
Attend Career Fair
Submit three artifacts

Junior Year: Resume/cover letter
Attend Career Fair
Submit three artifacts

Senior Year: Create professional email
Job Shadow/Co-op
Attend Career Fair

AUTHORITY OF FACULTY

There is no division of authority among the faculty of Jeff Tech. All instructors are authorized to reprimand or correct misbehaving students at any time or at any place during the school day.

SUBSTITUTE INSTRUCTORS

Substitute instructors have the same authority as members of the faculty.

EMERGENCY OPERATIONS PLAN

There is an Emergency Operations plan available at Jeff Tech. It is designed to provide for the protection of persons and property at Jeff Tech in the event of a natural or man-

made emergency or disaster. Copies of this plan can be obtained by writing to Barry Fillman, Administrative Director, Jeff Tech, 576 Vo Tech Road, Reynoldsville, PA 15851. You are responsible for the costs of printing and mailing.

DRUG-FREE WORKPLACE

Jeff Tech maintains a drug-free workplace. Employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

PUPIL'S RIGHT OF REFUSAL: ANIMAL DISSECTION

Students attending Jeff Tech may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals, or any parts thereof, as part of their course of instruction

STUDENT SERVICES

School Counselors, the Licensed Mental Health Professional, and Administration are located in Student Services and are ready and willing to help. Students should check-in with Mrs. Bish or Mrs. Derise upon arrival. Students will be asked to rate their problem and give a brief description of their need. Mrs. Bish and Mrs. Derise will direct students according to their need. If the staff member or administrator needed is unavailable, the student may be asked to sign the book for the staff member/administrator they need and return to class until the individual they need is available.

Student Services is not an alternative setting for the school day. Students needing a break will be provided with a 10-minute timer. At the end of this time, the student is expected to return to class or check in with Student Services staff. If a student is not able, or is unwilling, to return to class or has made repeated visits during the school day, a call to parents to retrieve the student may be placed. Frequent visits to Student Services may require a parent conference to determine needs for support.

STUDENT ASSISTANCE PROGRAM (STAR)

Jeff Tech has a Student Assistance Program (STAR). A student can contact a member of the program by reporting to the Guidance Office, the Nurse's Office, or the Main Office.

STANDARDIZED TESTS

Tests at Jeff Tech include the following:

NOCTI Test
NIMS Test
Keystone Exams

If parents do not want their child to take any of these tests, they must submit the request in writing to the Principal.

PROTECTION OF PUPIL RIGHTS LAW

The students and parents have the right to inspect all materials related to any survey, analysis, or student evaluation given at Jeff Tech which pertains to them or his/her student.

ARRIVAL AT SCHOOL

Students must report to the building immediately after arriving at the school. Upon entering the building through the main doors students should pass through the metal detectors and then report to the cafeteria until the 8:10 bell. Students may be asked to report to the gymnasium after obtaining breakfast. Students will have the opportunity to eat breakfast until the 8:13 bell.

INTERNET USAGE

Before a student is authorized to use the Internet, he/she must fill out a Use Policies for Internet and Computer Technology form. Any student that abuses the system will have their privileges revoked.

SEXUAL HARASSMENT POLICY

Jeff Tech has an adopted Sexual Harassment Policy. A student can contact the Guidance office, Nurse's office, or Principal's office for further information.

SOCIAL MEDIA

Social media is a powerful tool which can negatively portray or damage one's image. Due to the high professional standards set forth, when engaging in social media, students are required to abide by and keep in mind the following items:

1. Refrain from behavior/conversations that would not be acceptable in classroom or employment settings.
2. The use of other students, faculty, staff, administration, or JOC member's names and photographs is strictly prohibited.
3. Sharing of any program related photos, materials, logo, or mascot images without written consent of the Administration is not permitted.

Students are legally responsible for anything posted on social media forums. It is further understood they may be subject to disciplinary action as a result of wrongful use.

S.O.A.R.

The mission of SOAR (Students Occupationally and Academically Ready) is to prepare students for college and careers in a diverse, high-performing workforce. SOAR is the career and technical educational plan that aligns, through articulation agreements, the secondary career and technical programs to a postsecondary diploma, credential or associate degree. SOAR programs lead students into a career pathway that is in high demand by employers, have higher skill needs, and are most likely to provide family sustaining wages.

Benefits

- Provide a nonduplicative sequence of coursework leading to technical skill proficiency at the postsecondary level
- Decrease the cost of a postsecondary diploma, certificate or degree
- Enter workforce sooner, prepared for in-demand occupations

SOAR STATEWIDE ARTICULATION AGREEMENTS are possible when secondary schools and postsecondary institutions offering [SOAR programs](#) agree to the terms and conditions stated in the [Perkins Statewide Articulation Agreement](#) (PDF). This document outlines the general agreement conditions between secondary and postsecondary institutions and student qualification measures allowing for the student to acquire postsecondary education credits leading to additional industry-recognized credentials, diploma, certificate or associate degree at the postsecondary level. Statewide agreements award 9 or more technical credits in the aligned or related POS.

For more information, please contact your guidance counselor.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

In compliance with federal and state laws, Jeff Tech provides to all enrolled students with a disability, a Free Appropriate Public Education (FAPE). For definition purposes, the phrase “student with disability” refers to students who are deemed eligible as required by the state regulation (22PA. CODE CHS. 14 and 342). FAPE means special education and related services must be described in an Individualized Education Program (IEP) and provided at no cost to the student.

SPECIAL EDUCATION SERVICES

Special Education

In compliance with federal and state laws, Jefferson County-DuBois AVTS (Jeff Tech) provides to all enrolled students with a disability, a Free Appropriate Public Education (FAPE). For definition purposes, the phrase “student with a disability” refers to students who are deemed eligible as required by the state regulation (22 PA CODE CHS.14 and 342.)

The Special Education program at Jeff Tech serves students with varied needs and abilities. Students’ educational programs are individualized based on their academic, emotional, and/or physical needs.

Jeff Tech offers itinerant and supplemental support for students with an Individualized Education Program (IEP). The itinerant and supplemental support correlates with their IEP. Full-time services for students would be determined on an individualized basis during an IEP meeting held with the IEP team. Jeff Tech offers learning support classes and students with an IEP will be scheduled in those classes based on an IEP team decision and need.

Students are assigned a primary special education teacher to oversee and manage their IEP. This teacher completes the necessary special education documents and is the main communication link between the school, the student, and the student’s parent(s)/guardian(s).

The resource room is available to provide all students with a quiet place to take quizzes and exams, to get additional help for academic classes, and get help in study skills such as organization and time management. The resource room is scheduled through the student’s case manager.

Gifted Education

To become eligible for the Gifted Education program, a student must have been approved by the Gifted Educational Program (GIEP) process. The process is designed to address the learning needs of a student as determined through the evaluation process using home district established criteria. If found eligible, the student, parent, and school work together to develop an appropriate program of education. This program is defined through the development of the GIEP.

Gifted students participate in a variety of activities which link academic, vocational and/or social skill sets. Some activities include, but are not limited to field trips, activity shadowing, volunteer opportunities, performance opportunities, and/or competitions.

ELL/ESL

Students who are identified as ESL based on the criteria from their sending district, will receive ESL services in collaboration with their home district. Services may include the following to give the students the necessary supports to increase their English language skills: grammar, vocabulary, writing and test modifications and supports.

If you have further questions related to special education services at Jeff Tech please contact our Special Education Supervisor, Amber Hathorn at 814-653-8265 ext 142.

ELECTRONIC DEVICES/ CELL PHONES AND DIGITAL MEDIA DEVICES

The possession and use of electronic devices (ED's) is a privilege, not a right. Electronic devices are permitted to be used in the common areas of the building (cafeteria, hallways, etc) before school, during lunch and after school. **Electronic Devices are not permitted during class.** ED's include include but are not limited to:

- Cell phones
- Smart watches
- Bluetooth devices
- iPods
- iPads/Tablets

Jeff Tech is not responsible for lost or stolen devices, whether in student or the school's possession, or any damage to the device, its programs, or its contents.

Cell phones and Electronic devices are not permitted in the restrooms or locker rooms. At no time is it appropriate for students to take/send pictures without administrative/instructor approval during school hours. If for emergency reasons a student is in need of using a cell phone during school hours, he/she needs to meet with the Principal to obtain written permission.

Students are NOT permitted to make phone calls in the hallways or common areas. A student must receive permission to make a phone call from administration and the call should be placed while remaining in the main office/student services area.

Jeff Tech administration reserves the right to restrict cell phone use of individual students at any time.

STUDENT COMPLAINT PROCEDURE

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

staff member then the complaint shall be directed to that staff member's supervisor for resolution.

If the complaint cannot be resolved, Student Complaint Forms are available in the Main Office. The following items should be included in the formal complaint:

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

The complaint should then be submitted to the appropriate administrator for review.

VALEDICTORIAN

The Valedictorian must have completed 4 years of education at Jeff Tech. He/she is selected solely by his/her GPA.

If a tie occurs, the following criteria will be reviewed to help determine the Valedictorian:

- Citizenship
- Attendance
- Quality of work
- Responsibility

FLOWERS/BALLOONS/GIFTS

Flowers, balloons, and/or gifts are not to be delivered to students at school.

PARENTS

During an emergency situation the automated alert system will be utilized to contact parents/guardians via phone to provide updates and/or directions. Calls to the school should be limited to keep lines of communication open between the school and emergency personnel.

MILITARY ACCESS TO SECONDARY SCHOOL RECORDS

Recognizing the challenges faced by military recruiters, Congress passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. Both the *No Child Left Behind Act of 2001* and the *National Defense Authorization Act For Fiscal Year 2002* reflect these requirements. Student directory information will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities.

DUAL ENROLLMENT PROGRAM

Students enrolled at Jeff Tech full-time are given the opportunity to participate in the Dual Enrollment Program with local colleges and post-secondary institutions. This affords the students the opportunity to attend academic classes at the post-secondary institution for part of the day and still fully participate in their Career and Technical Education Program. The students who choose to participate in the program need to meet the following criteria. If the criterion is met and the students receive a passing grade in the courses, the students will receive credit toward graduation and post-secondary credit.

The students must:

- Be a full-time student enrolled at Jeff Tech.
- Have a good discipline record and owe no detentions or suspensions, etc.
- Be a student of Senior standing with no missed credits for graduation.
- Have obtained at least a 3.0 GPA.
- Have obtained Proficient or Advanced status on Keystone Exams.
- Obtain the recommendation of the Guidance Counselor and Principal for participation.

Students who are second semester Junior status and have met all other state requirements will be admitted to the program on an individual case recommendation.

Students who choose to participate in the program are responsible for all incurred costs such as tuition, books, supplies, transportation and parking.

Upon completion of the classes for the semester, students are required to return to Jeff Tech for that time period unless the proper paperwork is signed by a parent/guardian of the student.

If you or your student are interested in this program and would like further details, please call the Jeff Tech Guidance Office.

CHEATING/PLAGIARISM

Academic dishonesty is a serious infraction and can be considered the theft of someone else's work. As such, students who are found to be cheating or plagiarizing someone else's work will receive the following disciplinary action.

First Offense – receive a zero for the assignment

Second and Subsequent Offenses – receive a zero for the assignment, and a referral to the office for discipline.

STUDENTS SLEEPING/HEAD DOWN

1. The student will be asked to pick his/her head/wake up.

- If a student has their head down in class, the teacher will wake them up and engage them.
 - If the student puts their head down again, the student will be sent to the health office for evaluation.
 - If the student is alert but refuses to obey, a discipline referral will be completed and the parent will be contacted.
 - If the student is unresponsive, the Nurse will be called first followed by the Principal and the School Police Officer.
2. After the nurse checks the student (vital signs, pupil response, neurological assessment and questioning), she will inform the Principal of her findings. If the student is okay, he/she will be sent back to class. If there is a concern, the Principal will be called to the nurse's office.
3. If a student displays the below symptoms, or if the teacher suspects the student is under the influence, the Nurse **MUST** be contacted:
- Slurred speech
 - Unsteady while walking
 - Confusion
 - Disorientation
 - Lethargic
 - Smells of alcohol/marijuana etc.

DISCIPLINARY HIERARCHY
Level 1 Offense
(1 disciplinary point per infraction)

Violation	1st Offense	2nd Offense	3rd Offense
Inappropriate Language	Administrative Warning	1 Lunch Detention	3 Lunch Detentions
Defiance/Disrespect/Non-Compliance	Administrative Warning	1 Lunch Detention	3 Lunch Detentions
Disruption	Administrative Warning	1 Lunch Detention	3 Lunch Detentions
Dress Code Violation	Administrative Warning	1 Lunch Detention	3 Lunch Detentions
Property Misuse	Administrative Warning	1 Lunch Detention	3 Lunch Detentions
Cell Phone/Electronic Device Violation	Administrative Warning	1 Lunch Detention	3 Lunch Detentions
Misconduct in Common Areas	Administrative Warning	1 Lunch Detention	3 Lunch Detentions
Presence in Unauthorized Areas	Administrative Warning	1 Lunch Detention	3 Lunch Detentions
Other (Administrative Use Only)	Administrative Warning	1 Lunch Detention	3 Lunch Detentions
Tardy to school	1 Lunch Detention after 5 tardies to school 1 Lunch Detention for every tardy after the fifth tardy		

*Chronic offenders (three or more instances of the same offense) will move to the next level and discipline will be assigned using the corresponding matrix. For example, if a student has five Cell Phone violations the student would receive one lunch detention for the 4th offense and three lunch detentions for the 5th.

Level 2 Offense
(2 disciplinary points per infraction)

Violation	1st Offense	2nd Offense	3rd Offense
Repeated (3 or more cumulative) level 1 violations	3 Lunch Detentions	1 Day ISS	2 Days ISS
Abusive Language/Inappropriate Language/Profanity	3 Lunch Detentions	1 Day ISS	2 Days ISS
Defiance/Disrespect/Insubordination	3 Lunch Detentions	1 Day ISS	2 Days ISS
Physical Aggression	3 Lunch Detentions	1 Day ISS	2 Days ISS
Inappropriate Display of Affection	3 Lunch Detentions	1 Day ISS	2 Days ISS
Dishonesty/Cheating	3 Lunch Detentions	1 Day ISS	2 Days ISS
Skipping Class	3 Lunch Detentions	1 Day ISS	2 Days ISS
Bus Misconduct	Administrative Warning	1 Day Bus Suspension	2 Days Bus Suspension
Parking Violation	3 Lunch Detentions	1 Day ISS	2 Days ISS
Theft (less than \$300)	3 Lunch Detentions	1 Day ISS	2 Days ISS
Failure to Serve Detention/Suspension	3 Lunch Detentions	1 Day ISS	2 Days ISS
Other (Administrative Use Only)	3 Lunch Detentions	1 Day ISS	2 Days ISS

*Chronic offenders (three or more instances of the same offense) will move to the next level and discipline will be assigned using the corresponding matrix. For example, if a student has five Profanity violations the student would receive three lunch detentions for the 4th offense and 1 Day ISS for the 5th.

Level 3 Offense
(3 disciplinary points per infraction)

Violation	1st Offense	2nd Offense	3rd Offense (or higher)
Repeated (3 or more cumulative) level 2 violations	3 Days ISS	3 Day OSS	5 Days OSS
Harassment	3 Days ISS	3 Day OSS	5 Days OSS
Property Damage/Vandalism	3 Days ISS	3 Day OSS	5 Days OSS
Theft (greater than \$300)	3 Days ISS	3 Day OSS	5 Days OSS
Insubordination	3 Days ISS	3 Day OSS	5 Days OSS
Use/Possession of Tobacco	3 Days ISS	3 Day OSS	5 Days OSS
Lewd/Obscene Acts	3 Days ISS	3 Day OSS	5 Days OSS
Safety Violation	3 Days ISS	3 Day OSS	5 Days OSS
Racial Intimidation	3 Days ISS	3 Day OSS	5 Days OSS
Ethnic Intimidation	3 Days ISS	3 Day OSS	5 Days OSS
Trespassing	3 Days ISS	3 Day OSS	5 Days OSS
Hazing	3 Days ISS	3 Day OSS	5 Days OSS
Use/Possession of a Vaping Device	3 Days ISS	3 Day OSS	5 Days OSS
Impersonating a School Employee	3Days ISS	3 Day OSS	5 Days OSS
Possession of Over the Counter Medication	3Days ISS	3 Day OSS	5 Days OSS

*Parent conferences will be held if needed to develop a behavior modification plan. Authorities will be notified when applicable.

Level 4 Offense
(4 disciplinary points per infraction and possible
exclusion from attending functions)

Violation	1st Offense	2nd Offense	3rd Offense (or higher)
Bullying	3 Days OSS	5 Days OSS	10 Days OSS
Cyberbullying	3 Days OSS	5 Days OSS	10 Days OSS
Intolerance	3 Days OSS	5 Days OSS	10 Days OSS
Possession of Weapons	3 Days OSS	5 Days OSS	10 Days OSS
Sexual Harassment	5 Days OSS/SAP Assessment/Possible Expulsion	10 Days OSS/SAP Assessment/Possible Expulsion	Expulsion
Fighting	5 Days OSS/SAP Assessment/Possible Expulsion	10 Days OSS/SAP Assessment/Possible Expulsion	Expulsion
Indecent Exposure	5 Days OSS/SAP Assessment/Possible Expulsion	10 Days OSS/SAP Assessment/Possible Expulsion	Expulsion
Assault	10 Days OSS/SAP Assessment/Possible Expulsion	Expulsion	
Use/Possession of Drugs	10 Days OSS/SAP Assessment/Possible Expulsion	Expulsion	
Use/Possession of Alcohol	10 Days OSS/SAP Assessment/Possible Expulsion	Expulsion	

*Parent conferences will be held if needed to develop a behavior modification plan. Authorities will be notified when applicable.

**Any level 4 offense may trigger a disciplinary meeting and/or initiate entry to School-based Intervention Program.

Level 5 Offense

(5 disciplinary points per infraction and
exclusion from attending functions)

Violation	1st Offense
Distribution of Alcohol	Expulsion
Distribution of Drugs	Expulsion
Use of a Weapon	Expulsion
Arson	Expulsion
Bomb Threat/False Alarm	Expulsion
Threatening a School Employee	Expulsion
Terroristic Threats	Expulsion

- Anyone that owes a detention, suspension, or has five or more disciplinary action points is may not be permitted to participate in any school extra-curricular activities.
- Students may have one point removed from their cumulative point record for the year by displaying good behavior (no new referrals) for one month following their last referral. Each additional month which passes without a referral, will result in the removal of one additional point.
- A student who commits a level 4 or 5 offense will be excluded from activities. Reservations/deposits for PBIS incentive trips, field trips or extracurricular events will not be returned or refunded.
- When students accumulate a total of 10 disciplinary action points a conference may be held with the student's parent(s)/guardian(s), the student, the Principal, the Assistant Principal and the guidance counselor to formulate a behavioral modification plan to address the student's needs.
- When students accumulate a total of 13 disciplinary action points a conference may be held with the student's parent(s)/guardian(s), the student, the guidance counselor, the Principal, and the Assistant Principal to adjust the student's behavioral modification plan and/or initiate entry into the School-based Intervention Program.
- When students accumulate a total of 15 disciplinary action points, the student may enter School-based Intervention Program.
- Students that receive a discipline referral during an emergency will automatically be placed at the next disciplinary level. For example, if a student receives a Level 3 referral during an emergency it will become a Level 4 referral.
- All detentions/suspension/etc. must be up-to-date to participate in ANY extra-curricular event. Students that are suspended from school on the day of an extra-curricular event may not attend the event.
- Administration reserves the right to alter or add to any of the offense levels during any time of the school year if needed.

SCHOOL BASED INTERVENTION

Repeated disruptive, severe or aggressive behaviors may result in placement in School Based Intervention (SBI). The student placed in SBI will be entered into a tiered system. The student will work through the tiers with staff guidance while continuing to complete school assignments. Upon successful completion of the SBI tiers, the student will be returned to his/her normal schedule.

V. Summary

The ability to maintain an environment which is conducive to learning is essential in helping our students to grow. Therefore, students must prove their ability to function in an orderly fashion within their learning environment. A progressive disciplinary system allows students an opportunity to learn from their behavioral mistakes without the fear of excessive punishment. Such a system allows for fair and consistent action concerning inappropriate behavior, while informing students as well as parents in advance of action to be taken in the event an inappropriate behavior is exhibited.

As per disciplinary procedures, it must be emphasized that repeated or excessive behavioral issues may be the reason for return to the sending district or expulsion. Such action may be recommended by the Principal as records will be under their review monthly.

CONTROLLED SUBSTANCES/PARAPHERNALIA POLICY 227

Book	Policy Manual
Section	200 Pupils
Title	Controlled Substances/Paraphernalia
Number	227
Status	Active
Adopted	August 25, 2003
Last Revised	September 26, 2016

Purpose

The Joint Operating Committee recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the school shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, **controlled substances** shall mean a11:[1][9]

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Joint Operating Committee policy.[10][2]

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

Authority

The Joint Operating Committee prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.[3][4]

The Joint Operating Committee may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational or extracurricular programs resulting from violations of this policy.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if: [5]

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[6]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations to identify and control substance abuse in the school which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.[11](7)[8]
2. Disseminate to students, parents/guardians and staff the Joint Operating Committee policy and administrative regulations governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office for Safe Schools on the required form at least once each year.[12]JIII

Guidelines

In all cases involving students and controlled substances, the need to protect the educational community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and his/her parent/guardian.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building administrator has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

No student shall be eligible to resume participation in athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Legal

- 1. 35 P.S. 780-102
- 2. Pol. 210
- 3. 24 P.S. 1850.1
- 4. 22 PA Code 12.3
- 5. Pol. 218
- 6. Pol. 122
- 7. 42 Pa. C.S.A. 8337
- 8. 24 P.S. 1303-A
- 9. 21 U.S.C. 812
- 10. Pol. 210.1
- 11. 24 P.S. 1302.1-A
- 12. Pol. 805.1
- 22 PA Code 403.1
- 35 P.S. 780-101 et sea
- 21 U.S.C. 801 et sea
- 20 U.S.C. 1400 et sea
- 22 PA Code 10.2
- 22 PA Code 10.21
- 22 PA Code 10.22
- 22 PA Code 10.23
- 22 PA Code 10.25
- 34 CFR Part 300
- 35 P.S. 807.1 et sea
- Pol. 000
- Pol. 103.1
- Pol. 113.1
- Pol. 113.2
- Pol. 233
- Pol. 805



Book	Policy Manual
Section	200 Pupils
Title	Weapons
Code	218.1
Status	Active
Adopted	July 28, 2003
Last Revised	September 26, 2016

Purpose

The Joint Operating Committee recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.[1][8]

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property; on property being used by the school; at any school function or activity; at any school event held away from the school; or while the student is coming to or from school.

Authority

The Joint Operating Committee prohibits students from possessing and bringing weapons and replicas of weapons into any school buildings, onto school property, to any school-sponsored activity, and onto any vehicle providing transportation to school or a school-sponsored activity.[1][2][9]

The school shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Administrative Director may recommend modifications of such expulsion requirement on a case-by-case basis.[1][3]

The school shall recommend expulsion to the home school district for a period of not less than one (1) year for any student who violates this weapons policy.

Delegation of Responsibility

In the case of a student with disabilities, the Administrative Director and/or Superintendent of the home district shall take all necessary steps to comply with the Individuals with Disabilities Education Act. [10][1][4]

The principal shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials. [11][1]

The principal or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education. [1]

The principal or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property. [5]

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office for Safe Schools on the required form at least once each year. [5]

Guidelines

Students, staff and parents/guardians shall be informed at least annually concerning this policy.

An exception to this policy may be made by the Administrative Director and/or home school Superintendent, who shall prescribe special conditions or procedures to be followed. [1]

Only those knives required by the trade, approved and/or issued by the instructor, shall be permitted. These knives are to be used or carried only in the assigned shop area.

Weapons under the control of law enforcement personnel are permitted.

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency. [6][7]

Transfer Students

When the school receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the school may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period. [1]

Legal

1. 24 P.S. 1317.2
2. 24 P.S. 1850.1
3. Pol. 233
4. 20 U.S.C. 1400 et seq
5. 24 P.S. 1303-A
6. 18 U.S.C. 921
7. 18 U.S.C. 922
8. 24 P.S. 1301-A
9. Pol. 218
10. Pol. 113.1
11. 24 P.S. 1302.1-A
- 22 PA Code 403.1
- 20 U.S.C. 7114
- 20 U.S.C. 7151
- 18 Pa. C.S.A. 912
- 34 CFR Part 300
- 22 PA Code 10.2
- 22 PA Code 10.21
- 22 PA Code 10.23
- 22 PA Code 10.25
- Pol. 103.1
- Pol. 113.2
- Pol. 218
- Pol. 805
- Pol. 805.1

TOBACCO POLICY

Book	Policy Manual
Section	200 Pupils
Title	Tobacco Use
Number	222
Status	Active
Adopted	February 24, 2003
Last Revised	June 28, 2018

Purpose

The Joint Operating Committee recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the school.

Definition

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar or pipe; other lighted smoking product; e-cigarette, vape-pen, smokeless tobacco, look alike forms of tobacco or any other type of tobacco in any form.

Authority

The Joint Operating Committee prohibits students from possessing and using tobacco at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased or controlled by the school.[11[31[4]

The Joint Operating Committee prohibits tobacco use and possession by students at school- sponsored activities that are held off school property.

The school may initiate prosecution of a student who possesses or uses tobacco in violation of this policy, [2]

Delegation of Responsibility

The Administrative Director or designee shall annually notify students, parents/guardians and staff about the school's tobacco use policy by publishing such policy in the student handbook, posted notices, and other efficient methods.

The Administrative Director or designee shall develop administrative regulations to implement this policy.

Guidelines

Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

A student convicted of possessing or using tobacco in violation of this policy may be fined, plus court costs or admitted to alternative adjudication in lieu of imposition of a fine. [2]

Legal 1. 35 P.S. 1223.5
2. 18 Pa. C.S.A. 6306.1
3. 18 Pa. C.S.A. 6305
4. 20 u.s.c. 7183
24 P.S. 1302.1-A
24 P.S. 1303-c\
24 P.S. 1850.1
22 PA Code 403.1
22 PA Code 10.2
22 PA Code 10.22
22 PA Code 10.23
22 PA Code 10.25
20 u.s.c. 1400 et seq
20 u.s.c. 7181 et seq
34 CFR Part 300
Pol. 000

Last Modified by Jeff Tech Administration on July 11, 2018

SEARCHES

Book	Policy Manual
Section	200 Pupils
Title	Searches
Code	226
Status	Active
Adopted	July 27, 1987
Last Revised	September 26, 2016

Purpose

The Joint Operating Committee acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes.

Authority

It shall be the policy of the Joint Operating Committee that all lockers are and shall remain the property of the school. As such, students shall have only a limited expectation of privacy in their lockers.

No student may use a locker as a depository for a substance or object that is prohibited by law, Joint Operating Committee policy or school rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Joint Operating Committee reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population.[2]

Delegation of Responsibility

The Joint Operating Committee authorizes the administration to conduct random searches of lockers when the school has a compelling interest in protecting and preserving the health, safety or welfare of the school population.

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, concerning the contents of this policy and school procedures.

The Administrative Director or designee shall develop administrative regulations to implement this policy.

The principal or designee shall be present whenever a student locker is inspected based on reasonable suspicion.

The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.[3]

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

The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found in a student's locker in violation of law, Joint Operating Committee policy or school rules.

School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Joint Operating Committee policy or school rules, or poses a threat to the health, safety or welfare of the school population.

Guidelines

Students shall assume responsibility for maintaining the security of their lockers.

Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning.[2]

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary hearing.[2]

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

Legal

1. 24 P.S. 1850.1

2. 22 PA Code 12.14

3. Pol. 225

PA Const. Art. I Sec. 8

U.S. Const. Amend. IV

Pol. 218.1

Pol. 223

Pol. 227

Pol. 805.1

In re F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)

Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)

Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009)

**Please check Jeff Tech's website www.jefftech.info for updated policy information

JEFF TECH FACULTY

Barry Fillman, Administrative Director
Melissa K Mowrey, Principal
Jenna Gaston, Assistant Principal
Amber Hathorn, Special Education Supervisor
Jordan Astorino, Physical Education/Health
Kristy Allen, Cosmetology Para professional
Jessie Beck, Management Information Systems
Megan Berquist, Physical Education/Health
Brock Bovaird, Guidance Counselor
Lisa Bradley, Science
Joshua Bridge, Social Studies
Casey Burkett, Learning Support
William Chase, Diesel Mechanics
Angela Dragich, Mathematics/Art
Brianna Dusch, Learning Support
Karen Forsythe, Special Education Paraprofessional
Jessica Fustine, Learning Support
Lydia Holt, Mathematics
Chad Hooven, Auto Body
Nora Jenney, Special Education Paraprofessional
Brian C. Lenkerd, Science
Jill Mancuso, English
Mollie McMinn, Learning Support
Jody Mottern, English
Melissa T. Mulhollan, English
Ryan Munoz, Welding
Perry Neal, Machine Shop
James Neiger, Electrical Construction
Barbara Neilson, Mathematics
Brandon Nichol, HVAC/R
Lisa Penman, Health Assisting
Jamie L Rhed, Social Studies
Dave Rishell, Building Trades
Eric Rising, Automotive Mechanics
Isabel Rosiek, English
Steven Sensebaugh, Digital Media Technology
Jenna Shenkle, Mathematics
Bonnie J. Skinner, Cosmetology
Jonathan Smeal, Mathematics
Jessica Smith, Guidance Counselor
Jaclyn Steele, Food Service
April D. Stewart, Social Studies
Gene Sutton, Cooperative Education
Emi Swatsworth, Licensed Mental Health Professional
Tanya Sweka, Social Studies

Charlene E. Thompson, Mathematics

David Toney, Biology

Jennie Votano, School Nurse

Melinda Ward, Nurse

Thomas Weaver, Welding/Metal Fabrication

Michael Wyant, Science

, Science

, Diesel Mechanics

, Learning Support

, Learning Support

, Learning Support

, Automotive Mechanics Instructional Assistant/Paraprofessional

, Special Education Paraprofessional

JEFF TECH
576 Vo Tech Road
Reynoldsville, PA 15851
(814) 653-8265
FAX: (814) 653-8425

APPENDIX A: PEST CONTROL INFORMATION SHEET

Dear Parent/Guardian:

Jeff Tech uses an Integrated Pest management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management.

Our IPM approach focuses on making the school and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through cleaning and maintenance. We routinely monitor the school and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff, and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in Jeff Tech may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify Jeff Tech in writing. Please include your e-mail address if you would like to be notified electronically.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices, or voids.

The school will prepare a new notification registry each year.

If you have questions, please contact Troy Frederick, IPM Coordinator.

Sincerely,
Jeff Tech Administration

JEFF TECH
576 Vo Tech Road
Reynoldsville, PA 15851
(814) 653-8265
Fax: (814) 653-8425

REASONABLE SUSPICION – DRUG TESTING OF INDIVIDUAL STUDENTS

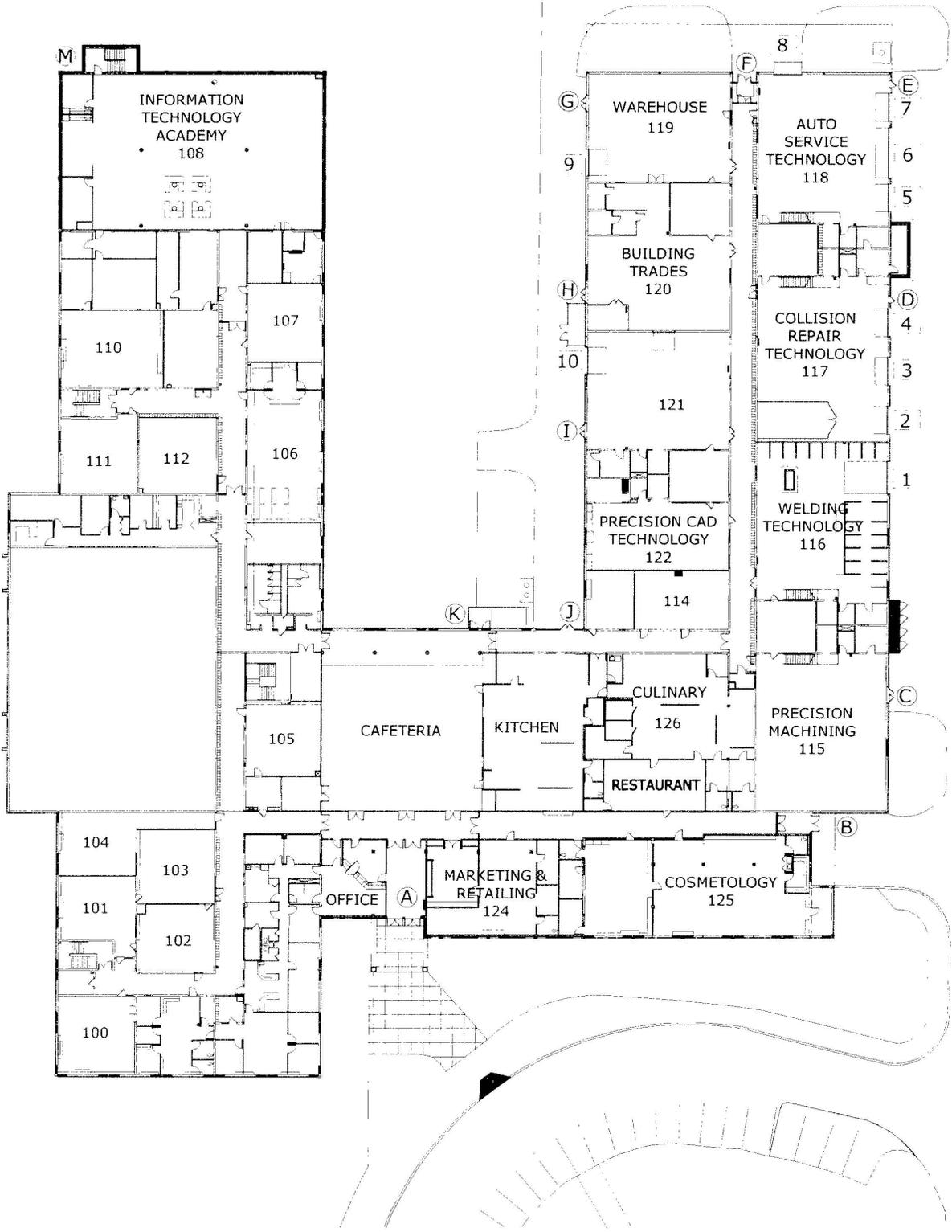
If based on observable behavior or symptoms, a school employee has a reasonable suspicion that a student is under the influence of a controlled substance, the employee will report the matter to the building administrator and the student will be escorted to the school nurse's office for an examination that may include checking the student for abnormal vital signs.

If based on the student's observable behavior, medical symptoms, vital signs or other factors, the building administrator has a reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test. If the student is required to submit to drug or alcohol testing, the testing will be done in the following manner:

1. The administration will attempt to contact the student's parent/guardian to retrieve the student from the school.
2. Testing must be done by a medical professional or clinic with appropriate testing facilities, approved by the school. It is the responsibility of the parent to secure and cover the expense of testing within the time limit set by the school.
3. Parents will supply the school with the results of testing. Disclosure of drug testing results will be limited to the student, the student's parent/guardian, and appropriate building administrators for the purpose of providing counseling or taking appropriate disciplinary action. If the test returns negative results,

*Removal of information that reads like the school is testing the student, added a section about covering the cost for testing.

JEFFERSON COUNTY-DuBOIS AVTS
UPPER MAIN FLOOR



JEFFERSON COUNTY-DuBOIS AVTS
LOWER GROUND FLOOR

