



2023-2024
STUDENT-PARENT HANDBOOK

Participating School Districts:

Bishop Carroll
Blacklick Valley
Cambria Heights
Central Cambria
Conemaugh Valley
Harmony Area
Northern Cambria
Penn Cambria
Portage Area

Admiral Peary AVTS
948 Ben Franklin Hwy.
Ebensburg, PA 15931

Telephone: 814-472-6490
Fax: 814-472-6494

www.ap.tec.pa.us

Welcome to the 2023-2024 school year at Admiral Peary AVTS! We are very excited to begin the school year filled with new opportunities and experiences for our students and staff!

We are pleased that you have chosen to attend Admiral Peary AVTS. In order to guarantee the best career and Technical Education possible, we have prepared this handbook for you and your Parents/Guardian.

The information in this handbook is designed to assist both students and Parent/Guardian in understanding the expectations we have for our students. It contains information about attendance, grades, student code of conduct, as well as other facets of school life. Please read this handbook carefully. As students of Admiral Peary AVTS, you are responsible for your actions and behaviors. If you should have questions, any member of the Administrative Team, Faculty, or Staff would be happy to answer them.

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

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

Best wishes for a happy, productive, and successful school year!

Sincerely,

Mr. Paronish
Executive Director.

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Admiral Peary Area Vocational-Technical School 2023-2024

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="background-color: #333; color: white; text-align: center;">AUGUST '23</th> </tr> <tr> <th style="width: 14.28%;">S</th> <th style="width: 14.28%;">M</th> <th style="width: 14.28%;">T</th> <th style="width: 14.28%;">W</th> <th style="width: 14.28%;">R</th> <th style="width: 14.28%;">F</th> <th style="width: 14.28%;">S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td style="background-color: #0070C0; color: white;">21</td><td style="background-color: #0070C0; color: white;">22</td><td>23</td><td style="background-color: #0070C0; color: white;">24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <p style="margin-top: 5px;">21-22 Teacher Inservice 24 - Student's first day</p> <p style="text-align: right; margin-top: 5px;">(S Days = 6/ T Days = 8)</p>	AUGUST '23							S	M	T	W	R	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="background-color: #333; color: white; text-align: center;">FEBRUARY '24</th> </tr> <tr> <th style="width: 14.28%;">S</th> <th style="width: 14.28%;">M</th> <th style="width: 14.28%;">T</th> <th style="width: 14.28%;">W</th> <th style="width: 14.28%;">R</th> <th style="width: 14.28%;">F</th> <th style="width: 14.28%;">S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td style="background-color: #FF0000; color: white;">16</td><td>17</td></tr> <tr><td>18</td><td style="background-color: #FF0000; color: white;">19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </tbody> </table> <p style="margin-top: 5px;">16 - Act 80 Day 19 - President's Day</p> <p style="text-align: right; margin-top: 5px;">(S Days = 19 / T Days = 20)</p>	FEBRUARY '24							S	M	T	W	R	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29																
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Admiral Peary AVTS Personnel

STAFF DIRECTORY

Phone Number: 814-472-6490

ADMINISTRATION

Mr. Joseph Luther	Executive Director	jluther@ap.tec.pa.ua
Mr. Mike Revesz	Business Manager	mrevesz@ap.tec.pa.us

INSTRUCTORS

Mr. Burkhardt	Auto Body	jburkhardt@ap.tec.pa.us
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TBA	Culinary	
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Ms. Brodish	Early Childhood Education	tbrodish@ap.tec.pa.us
Mr. Claycomb	Electrical Technology	dclaycomb@ap.tec.pa.us
TBA	Engineering Technology	
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Mr. Ruddek	HVAC	lruddek@ap.tec.pa.us
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Mrs. Kirsch	PAES	dkirsch@ap.tec.pa.us
Mr. Mizak	Small Engine Repair	nmizak@ap.tec.pa.us
Mr. Mazzarella	Welding	mmazzarella@ap.tec.pa.us

FACULTY

Mrs. Wurm	Guidance Counselor	jwurm@ap.tec.pa.us
Ms. Hudak	Learning Support Instructor	ahudak@ap.tec.pa.us
Mr. Harr	Learning Support Instructor	mharr@ap.tec.pa.us
Ms. Kuhn	Learning Support Instructor/Co-Op Coordinator	lkuhn@ap.tec.pa.us
Mr. Bailey	Computer Networking Technician	dbailey@ap.tec.pa.us
Ms. Becquet	Administrative Assistant	dbecquet@ap.tec.pa.us
Mrs. Conrad	Administrative Assistant	cconrad@ap.tec.pa.us
Mrs. Zernick	Administrative Assistant	rzernick@ap.tec.pa.us
Mrs. Abel	Health Room Nurse	kabel@ap.tec.pa.us
Mr. Anslinger	School Police Officer	aanslinger@ap.tec.pa.us

2023-2024 STUDENT REGULATIONS AND POLICIES

MISSION STATEMENT

The mission of Admiral Peary AVTS is to provide continuous quality education that emphasizes a positive work ethic and attitude, teamwork, necessary career and technical skills, and prepares students for success in an ever-changing work environment.

NON-DISCRIMINATION POLICY

Admiral Peary AVTS does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to Joseph Luther, Title IX Coordinator and the Section 504 Coordinator at 948 Ben Franklin Hwy., Ebensburg, PA 15931 or 814-472-6490, or jluther@ap.tec.pa.us

STUDENT RESPONSIBILITIES

Admiral Peary AVTS is committed to every student's right to an education. Each student has the right to learn and to be safe. High school students are expected to be mature, responsible young adults and to act with courtesy and common decency. Students must respect themselves, respect others and respect their school. It is the student's responsibility to behave appropriately and the Admiral Peary AVTS Faculty, Staff and, Administration's responsibility to hold students accountable for their academics and their actions.

We believe that each student enrolled at Admiral Peary AVTS has a basic responsibility to:

- Attend school regularly and on time.
- Attend school with an interest and desire to learn.
- Cooperate with the Instructor and fellow students.
- Apply yourself and use your ability.
- Look and act the part of the occupation you represent.
- Plan for yourself desirable and attainable goals.
- Become a dependable and responsible person.
- Be willing to accept constructive criticism and profit from it.
- Build group morale among fellow students and be extremely proud of the occupation for which you are preparing.

These are many of the same basic responsibilities used by employers to evaluate their permanent and prospective employees.

The choice is yours! We are very eager to help you secure an education that will lead to you becoming a successful, productive member of society. The total amount of educational worth derived from school will be in direct proportion to the amount of effort put forth on your part. "Give your very best and the very best will come back to you."

ATTENDANCE

At Admiral Peary AVTS, we recognize the importance of regular attendance for the successful completion of Career and Technical Education (CTE) programs. Attendance is crucial for acquiring the necessary skills, knowledge, and hands-on experience required to excel in the chosen career field. This attendance procedure has been developed to ensure consistency, accountability, and a supportive learning environment for all CTE students. Furthermore, a students' poor attendance could result in restrictions on student activities, Cooperative Education, or prevent the student from continuing at Admiral Peary AVTS.

Attendance Requirements:

Students **MUST** provide a **SEPARATE** excuse for Admiral Peary AVTS. A student excuse must be submitted within **three (3)** days of the absence or the absence will be considered unlawful/unexcused.

Admiral Peary AVTS does not accept phone call offs.

The Parent/Guardian is able to e-mail an excuse to the following address: apvtattendance@ap.tec.pa.us . E-mail must contain student name, date of absence, reason for absence, and Parent/Guardian Name.

Regular Attendance

Admiral Peary is a half-day CTC in which students attend AM or PM session. Whichever session the student attends, that session is considered 1 day for attendance.

Students who have accumulated 3, 6, and 10 days of unexcused absences will be handled in the following manner:

<i>3 Unexcused Absences</i>	Letter Sent home to Parent/Guardian
<i>6 Unexcused Absences</i>	Student meeting with Admiral Peary AVTS Administrator Letter sent home to Parent/Guardian
<i>10 + Unexcused Absences</i>	Admiral Peary AVTS will initiate a Parent/Guardian conference. Sending School Administration Notified. Development of an attendance improvement plan will be developed. Determination whether the student should continue at Admiral Peary AVTS will be made. If student is to continue at Admiral Peary AVTS, clear expectations will be established regarding absences.

10 Cumulative Days Absent—Following the accumulation of **ten (10)** total days of absence by any student, a medical statement will be required for further absences. Absences not verified by medical statements will be considered unlawful/unexcused.

*21 cumulative absences--*Placement on attendance probation, which may result in the student's eligibility for work experiences, certifications, or program completion being jeopardized. A determination whether the student should continue at Admiral Peary AVTS will be made.

For students who demonstrate chronic absences and/or truancy due to a disability and/or medical condition, appropriate documentation of habitual absences should be provided to the District Special Education Director. At that time, a meeting with the appropriate team members should convene to discuss and determine whether revisions to the students currently implemented IEP or Section 504 Plan are necessary or appropriate to address such absenteeism. This is in direct correlation with Federal and State Laws (IDEA, Section 504, and ADA) to ensure that all students with a disability are given provisions for an adequate and non-discriminatory free and appropriate education.

Excused/Lawful Absence Reasons will be followed in accordance with the Pennsylvania School Code section 1329.

Tardy

Students are required to arrive on time for all classes and scheduled activities. Punctuality is crucial to ensure the smooth flow of instruction and hands-on learning experiences. Tardiness disrupts the learning environment and may result in missed important information or practical demonstrations. If a student arrives after 9:00 am or 12:30 pm without a valid excuse, the student will be marked absent.

Any student recorded as reporting tardy **five (5)** or more times will be classified as demonstrating Excessive Tardiness and may be subject to the Discipline Code Violations and Potential Consequences.

Early Dismissals

If a student must leave early, they must present to the office a written note from their Parent/Guardian. The note must contain the date, time of dismissal, a valid reason for dismissal, and the signature of the Parent/Guardian. Parent/Guardian may be called if the excuse is in question.

- **NO STUDENT** will be released to the individual other than their Parent/Guardian unless arrangements have been made in advance.
- Individuals picking up a student at APAVTS **MUST** come to the Receptionist Office and sign the student out. The individual picking up the student must be on their contact information. If not, the student will not be released until verbal permission from Parent/Guardian. This also includes pick up at dismissal.

Truancy

A student absent without knowledge or consent of his/her Parent/Guardian is truant unless a doctor's excuse is presented when returning to school.

A student who arrives at Admiral Peary AVTS and leaves without permission or without being properly signed out, will be considered truant.

An absence identified as truant will be considered as illegal/unexcused, and disciplinary action will be assigned.

Students who are truant face possible legal action and fines.

Students who are truant will be subject to the following disciplinary action:

- 1st offense - Three (3) days in-school suspension and parental notification.
- 2nd offense - Three (3) days in-school suspension and Parent/Guardian conference prior to reinstating the student to his/her instructional areas.

Grades and Attendance

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

The APAVTS grading system incorporates three components: Competencies (Tasks), Attendance (Work Ethic), and Theory (Knowledge). Each class implements a performance evaluation/student grading system that incorporates these categories.

1. Work Ethic (Daily Grade)

This portion of the grade will be determined by the willingness of the student to adhere to school and industry standards. Factors required when grading appropriate attitudes and habits are:

- Attendance
- Works independently and without need for constant supervision and direction
- Remains on task and follows through to completion
- Prepared for class
- Participates in classroom and lab area clean-up
- Respects the rules and regulations of the classroom and school
- Respects the rights of others
- Appropriately dressed in Admiral Peary AVTS program area uniform.

2. Knowledge/Theory

Knowledge/Theory grade may be composed of the following:

- Written and/or oral tests and quizzes
- Written/oral reports

- Homework Assignments
- Understanding and adhering to safety practices

3. Skill/Competency

This portion of the grade will be determined by the number of completed competencies. The competencies assigned to the student will be based on the student’s career objective. These competencies will be documented and rated by the Instructor. Areas involved in the assessment of a competency are:

- Demonstration of safety practices
- Projects
- Basic skill competencies
- Procedures
- Operation of equipment
- Experiments

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

Grading Scale

90-100 A
 80-89 B
 70-79 C
 60-69 D
 0-68 F

**** Daily Work Ethic Scores ****

Reason	Code	Daily Score
In School Suspension HS	ISHS	0
In School Suspension VT	ISVT	0
Out of School Suspension HS	OSHS	0
Out of School Suspension VT	OSVT	0
Truancy	TRU	0
Absent Unexcused	UNEX	0
Approved Vacation Leave	AVAC	2
Parent Guardian Excuse	EXCU	2
TARDY MISSED BUS	TDMB	3
TARDY UNEXCUSED	TDUN	3
Tardy Virtual Learning	TDVL	3
TARDY EXCUSED	TDEX	4
TARDY PARENT	TDPA	4
COOP Present At Work	COOP	5
Early Dismissal Weather	EDW	5
Field Trip VT	FTVT	5
Homebound	HBD	5

Sent home by Vo Tech Nurse	HNRS	5
Sent home by HS Nurse	HSNR	5
Remote Present	RMTprt	5
Virtual	VL	5
College Visit	CLG	EX
Delayed Opening HS	DLY	EX
Early Dismissal at HS	EDHS	EX
MD Excuse	EXDR	EX
Legal Excuse	EXLG	EX
Funeral	FRNL	EX
Field Trip HS	FTHS	EX
Held at Home School	HELD	EX
Home School Not In Session	HSNS	EX
Job Shadowing	JSH	EX
Other Excused from Attending	OEXA	EX
Religious Excuse	RLG	EX
Sending District Closed	SDC	EX
Sports Event HS	SPHS	EX
TARDY LEGAL	TDLG	EX
TARDY MD	TDMD	EX
School Testing	TEST	EX
In School Suspension Abs	ISSA	0
Out of School Suspension Abs	OSSA	0

STUDENT CODE OF CONDUCT

It would be impossible to develop rules and regulations to cover every aspect of student behavior at the school. Since all students have completed at least nine years of prior schooling, the Faculty and Administration must assume that students have an understanding of acceptable and unacceptable conduct.

In many ways, the school resembles a work environment. This means that Admiral Peary AVTS will expect students to act maturely in a variety of new situations, to adapt to a school day schedule that differs from the home school, and work effectively with the teaching staff and with students from other communities.

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

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

Please note the following:

- For all disciplinary referrals, the Executive Director is to be notified as soon as possible so that proper student records can be maintained.
- The Executive Director will notify the appropriate sending school personnel for their input and involvement as necessary.
- The sending schools will host disciplinary consequences received by Admiral Peary AVTS students. For instance, after school detention(s) may be assigned by an Admiral Peary AVTS Administrator and the detention will then be scheduled and served at the sending school.

Discipline Code Violations and Potential Consequences:

Level I Violations are those that are considered to be minor discipline infractions and are routinely handled by the Classroom Instructor, an Administrator, or designee.

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

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

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

Level I Violations

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

Examples of Violation	Possible Consequence(s)
• Running, throwing items, littering	• Warning
• Minor horseplay/teasing	• Parents/Guardians contacted
• Uniform policy violation	• Loss of privileges
• Late/tardy to class	• After-school Detention
• Leaving early from class	• Saturday Detention
• Leaving class without Instructor's permission	• In-school Suspension
• Violating classroom procedures	• Warning or 1-3 day suspension of driving privileges
• Inappropriate display of public affection	
• Electronic device violation	
• Inappropriate language/profanity	
• Violations of food and beverage policy – no open containers	
• Reckless or Dangerous driving/Misuse of parking permit	

Level II Violations

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

Examples of Violation	Possible Consequence(s)
• Persistent/repeated Level 1 violations	• Parents/Guardians contacted
• Classroom disruption	• Verbal warning
• Insubordination	• Loss of privileges
• Skipping school/class	• Behavior contract
• Leaving school without permission	• After-school Detention
• Minor safety violation/non-injury	• Saturday Detention
• Verbal harassment - first offense	• In-school Suspension
• Abuse of tools/materials	• Out-of-school Suspension
• Inappropriate language/profanity toward staff and other students	• Restitution for all damage or loss if appropriate
• Possession of tobacco, cigarettes, vaporizers, or look-alike substances	• Police notification/citation
• Inappropriate use of Internet	• 5 days suspension of driving privileges and /or detention
• Misrepresentation of the truth	
• Gambling	
• Failure to report to or remain in assigned area	
• Reckless or Dangerous Driving/Misuse of Parking Permit	

Level III Violations

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

Examples of Violation	Possible Consequence(s)
• Fighting, hitting, physical violence	• Parents/Guardians contacted
• Theft	• Loss of privileges
• Vandalism	• After- school Detention
• Safety Violations with Injury	• Saturday Detention
• Verbal assaults/threatening behavior	• In-school Suspension
• Deactivating safety equipment	• Out-of-School Suspension
• Filing a false report	• Removal from Admiral Peary AVTS
• Bullying, cyberbullying, or extortion	• Expulsion
• Chronic disruption of the learning environment	• Police notification/citation
• Harassment: including physical, sexual, and/or repeated verbal harassment	• 10 day or permanent suspension of driving privileges plus school suspension
• Failure to serve assigned detentions	
• Any act intended to bring harm to another	
• Disorderly, vicious or obscene conduct	
• Persistent violation of Level II	
• Reckless or Dangerous driving/Misuse of parking permit	

Level IV Violations

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

Examples of Violation	Possible Consequence(s)
• Persistent/repeated Level III violations	• Parents/Guardians contacted
• Possession of drug paraphernalia	• Loss of privileges
• Possession of a weapon	• After- school Detention
• Terroristic Threats	• Saturday Detention
• Sexual Misconduct	• In-school Suspension
• Arson	• Removal from Admiral Peary AVTS
• Possession, use or distribution of a controlled substance	• Out-of-School Suspension • Expulsion
• Physical attack directed toward a school employee	• Restitution for all damage or loss if appropriate
• Violation of any federal, state or local law while on school property or at any school event	• Police notification/citation • Referral to Student Assistance Program
• Participation in or responsibility for causing willful defacing, damage, destruction, vandalism of school property or of personal property of school employees	• Permanent loss of driving privileges plus referral to level III
• Reckless or Dangerous driving/Misuse of parking permit	

ACCIDENT REPORTS/FIRST AID SERVICE

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

In a medical emergency, an ambulance will be called and an attempt made to contact the parent or designated person(s) by phone. Students may not work in the program area until all paperwork related to student safety is completed. Students are not permitted to have any medications in their possession during the school day. All prescription medications must be left at the sending school or arrangements must be made in the case of an emergency with the Admiral Peary AVTS Health Room Nurse.

Act 197 amends the School Code to allow children of school age to possess and self-administer an asthma inhaler in a school setting. A student who wishes to carry an inhaler must demonstrate the capability of self-administration and for responsible behavior in the use of the medication. If a student abuses or ignores school policy regarding an inhaler, the school can confiscate the inhaler and remove the privilege to carry the medication. Students will be required to provide a written request from their physician permitting the student to have possession of the inhaler. Additionally, the school may request written permission from a Parent/Guardian relieving the school of responsibility for the benefits or consequences of the medication and for ensuring that the medication is taken. With proper authorization, a student may carry an EpiPen. This will be evaluated by administration on a case-by-case basis. The same rules mentioned above regarding inhalers apply to EpiPen usage.

ADVANCEMENT

Passing the year does not guarantee automatic scheduling in the same program for the following year. The students must be in good standing and, the Instructor can recommend that a student not be scheduled by notifying the Guidance Counselor, Administration and Parent/Guardian. Parent/Guardian will be encouraged to meet with school personnel to discuss the situation. The final decision on scheduling will be made by Administration. An alternate schedule at either Admiral Peary AVTS or the sending school will be prepared for these students. Students who lack credit or course requirements in their sending school may not be able to schedule an Admiral Peary AVTS program or remain in the program. Students who do not pass the previous year will not advance the following year.

BULLYING

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

Bullying shall be defined as “negative actions on the part of one or more students toward another student”. This could include, but is not limited to, unwelcome verbal, written, electronic, or

physical conduct directed at a student by another student or students, or by an adult. Electronic bullying is also referred to as cyber-bullying.

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

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

Proven occurrences of bullying in the school setting will be handled according to Admiral Peary AVTS's disciplinary structure and referred to the local authorities as deemed necessary by Administration.

A School Police Officer works directly with Executive Director, Assistant Director and the program area Instructors to implement a supplemental Bullying Prevention Program. Since all students receive Bullying Prevention Training at each of their sending schools, this program is developed to reinforce Admiral Peary's programs. The School Police Officer works directly with each sending school to ensure this program follows the guidelines used by each school. Assemblies will be held at Admiral Peary AVTS as well as specific program areas to ensure students are aware of the negative effects of bullying as well as the process they need to follow to ensure all incidents are reported.

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

TIP LINE

Students are encouraged to use the Safe 2 Say Something system to report information regarding bullying, suicide, or school safety issues. <https://www.safe2saypa.org/>

CELL PHONES/ELECTRONIC DEVICES

Cell phones/personal electronic devices shall not be used to take pictures, video, or sound clips in the building or on school grounds without prior approval from an Instructor or Administrator. Students may lose their privileges and face other disciplinary actions for inappropriate use of cell phones/electronic devices. Admiral Peary AVTS supports a responsible use policy. Students are expected to follow all rules set forth by Admiral Peary AVTS Cell Phone Regulation and also any policies set forth by the program Instructor in which the device is being used. Please refer to the Cell Phone Regulation form. Students who violate these guidelines are subject to disciplinary

action and loss of privilege to bring personal electronic devices to school.

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

- **First Violation** – Confiscation of the device, which will be held in the main office and returned to the student at the end of the day.
- **Second Violation** – Confiscation of the device, which will be held in the main office and returned only to a Parent/Guardian. The student will lose electronic privileges for one month and disciplinary action may be assigned.
- **Third Violation** – Confiscation of the device, which will be held in the main office and returned only to a Parent/Guardian. The student will lose electronic device privileges for nine weeks and disciplinary action will be assigned.

Any use of electronic devices for harassment/bullying purposes will result in appropriate disciplinary action and referral to the School Police Officer. The Administrative Staff at Admiral Peary AVTS has the right to search a student's electronic device if reasonable suspicion is established. Reasonable suspicion is established in accordance with school, state, or federal policies and/or laws.

ADMIRAL PEARY AVTS AWARDS RECIPIENTS REQUIREMENTS

In order to participate in the culminating Awards Ceremony at Admiral Peary AVTS, the following requirements are mandatory:

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

CHANGE OF ADDRESS AND STUDENT RECORD INFORMATION

A student moving to a new address is required to inform the Office immediately. Any change of name, address, or telephone number should be provided to the Office at 814-472-6490, or in person, as soon as possible. Emergency situations sometimes occur which necessitate parents/guardians being reached and it is extremely important that the correct information be on file. Student health records should also be updated if there is any change from what was originally reported at the beginning of the school year.

CHEATING/PLAGIARISM

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

CONFIDENTIAL COMMUNICATIONS

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

COOPERATIVE EDUCATION

The Cooperative Education (Co-Op) Program is a cooperative effort by Parents/Guardians, students, Admiral Peary AVTS, and business and industry to help bridge the gap between the school and the world of work.

At a certain point in the learning process, application of learning can be more effective through actual work experience. Thus, the Co-Op Program takes the school curriculum beyond the four walls of the Vo-tech and uses the community as its classroom.

The Co-Op Program is intended for qualified and approved students and is designed for work experience in an occupational area compatible with the student's chosen course. Students participating in the Co-Op Program attend their sending school for one-half day for related or academic studies, and then report to their assigned employers for the remaining half-day.

Selection for the Admiral Peary AVTS Co-Op Program is a cooperative effort. People involved in the selection process include: The Vo-tech Instructor, the Sending School, Guidance Counselor and the cooperating Business or Industrial Representative. The final determination is made by the Cooperative Education Coordinator. In addition, parents/guardians are requested to sign a training agreement indicating their permission for the student to participate in the program. Attendance and grades are very critical when considering students for Co-Op. Any student with an extensive discipline record will not be eligible for the Co-Op program. In order for a student to be eligible for the Co-Op program, they may not have more than 10 total absences or 3 unexcused absences, excluding medical or legal absences. In addition, a student may not acquire more than 3 tardies during the school year, or receive a 10 day attendance letter. If the student receives an Attendance letter they will be removed from the program.

COST OF SCHOOL WORK

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

COURSE CHANGES/TRANSFERS

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

- There is an opening in the technical course into which the student wishes to transfer.
- **Can only take place the first 7 days of school.** Course changes cannot be made after that. Students interested in changing courses must complete a course change form in the Guidance Office. This form must be signed by the appropriate personnel at Admiral Peary and/or verbal consent with the student's sending school, by the student, and Parent/Guardian.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

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

DEFICIENCY/PROGRESS REPORTS

Progress reports may be sent to parents /guardians of students whenever their child's grade average falls below 70% or whenever they have not been completing assignments in a timely manner. Parents may also be contacted for high absenteeism rates of students. Reports may be sent anytime the situation warrants.

The report may contain a request from the Instructor that a Parent/Guardian-Instructor conference be scheduled during the school day. However, a Parent/Guardian may request a conference at their own discretion, by contacting the Main Office 814-472-6490.

DISCIPLINARY CONSEQUENCES (Detention and ISS)

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

The sending schools will host most disciplinary consequences received by Admiral Peary AVTS

students. For instance, after-school detention(s) may be assigned by an Admiral Peary AVTS Administrator and the detention will then be scheduled and served at the sending school.

DISORDERLY CONDUCT

At no time are students permitted to act in a disorderly manner toward Administrators, Staff Members, or other students. Disorderly conduct is a crime and charges can be filed with the Magistrate at the discretion of the Administration. These behaviors could include:

- Cursing and using vulgarity at an Administrator, Staff Member, or other students
- Instigating a fight
- Assaulting an Administrator, staff member, or student
- Being a constant disruptive problem in general in the school
- Threatening an Administrator, staff member, or student
- Terroristic threats

DRESS CODE/UNIFORM

Each program has a dress code/uniform that students must abide by and comply with to remain a student at Admiral Peary AVTS. Dress code/uniforms are governed by safety requirements, trade practice expectations and uniformity/identity of the program area. Students will be required to purchase a uniform to participate in the program and wear it at all times. Refusal by the student to comply with the uniform policy will be interpreted as not wanting to participate in the program or Admiral Peary AVTS. The dress code policy applies to all field trips, extra-curricular activities, and conferences.

Admiral Peary AVTS will pay ½ the cost of the first uniform for new students. Any other uniform needs must be met by the student. Laundering of uniforms is required on a regular basis as outlined by the program area Instructor, but no less than monthly. Students are not permitted to modify or apply any symbols, signs or use any form of marking pencil to deface their uniform. Students are responsible for replacing uniforms when they become permanently damaged.

School uniforms, which consist of an approved shirt and/or pants (purchased thru Admiral Peary AVTS at a reasonable cost), must be used by all students in all areas. Each student will be given a pair of safety glasses. If needed additional glasses are available in the Main Office.

- No halter tops/spaghetti straps or tank tops worn alone.
- Shorts must extend to the student's fingertips.
- No undergarments (including sports bras) may be exposed at any time. Specifically, pants shall be worn with the belt line at the waist.
- No bare midriffs.
- No chains, studs, choke collars, or metal is permissible.
- It is the student's responsibility to regularly clean their uniform and replace it as necessary. No additional ornamentation, patches, buttons, etc. are to be added to the uniform. Students will not be permitted to decorate the uniform with paint, markers, pens, or draw on the uniform in any fashion.
- Any clothing, pins, or buttons which contain words or symbols that are profane or sexually explicit, or which by nature distracts attention from the educational purposes of

the school, is not considered appropriate for school attire. No inappropriate messages related to alcohol, drugs, tobacco, and sexual innuendo will be permitted.

- Appropriate footwear, as designated by individual program areas, must be worn during class and shop time.
- Any article of clothing or jewelry, including body piercing apparel or jewelry, determined by the school to constitute a safety or health concern or hazard shall be prohibited. Individual program Instructors and/or Administration will determine what constitutes a safety or health hazard in their area.
- Students are not permitted to wear uniforms that are excessively large, and oversized or clothing with hanging straps. The Administration reserves the right to determine if clothing that is excessively oversized shall constitute a physical or safety hazard to the wearer or the overall school community.
- Uniforms that are ripped, torn, or ragged are not allowed.
- In cases of questionable dress, the Administration reserves the right to make final decisions on appropriateness of all dress.
- In cases where Administration deems student dress inappropriate for school, students will have two options: (1) Remedy the situation immediately; (2) Remain in ISS until the situation is remedied. Removal from Admiral Peary AVTS may result in a student's refusal to remedy a uniform situation in a timely manner as determined by Administration.

DRUG POLICY

Admiral Peary AVTS recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the entire school community. Controlled substances shall mean all dangerous controlled substances prohibited by law, look-alike beverages, alcoholic beverages, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to, glue and aerosol products and drug-like substances. A drug-like substance is any non-controlled and nonprescription substance capable of producing a change in behavior or altering state-of-mind or feeling, or any look-alike substance which is presented as genuine. As an educational institution, Admiral Peary AVTS shall strive to prevent abuse of controlled substances. Admiral Peary AVTS prohibits students from using, possessing, distributing, and being under the influence of any controlled or drug-like substances during school hours, on school property, at any school sponsored activity, during the time spent traveling to and from school, and school-sponsored activities.

Definitions - For the purpose of administering this policy, the following definitions shall apply:

Controlled Substance - any substance listed as illegal or controlled under current applicable Federal or State laws. The term "controlled substance" includes any substance, which is represented to be, or which is thought to be a controlled substance. This includes but is not limited to: look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants such as glue and aerosol products, substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law such as herbal incense or other products containing synthetic cannabinoids, prescription or nonprescription (over-the-counter) medications.

1. **Non-prescription Drugs** - substances commercially packaged and sold over-the-counter in retail stores or distributed by mail, which either contain drugs of any type or to produce drug-like effects. Examples can include, but are not limited to; acetaminophen or ibuprofen, cough syrup, Benadryl, decongestants.
2. **Prescription Drugs** - substances obtainable only by prescription from a physician.
3. **Paraphernalia** - tools or equipment (including communication devices) whose function is to aid a user in preparing for consumption, consuming, selling, or distributing any type of unauthorized substance. Examples include, but are not limited to: pipes, scales, vaporizers, bowls, bong, rolling papers, syringes, vials, zipper storage bags, roach clips, and/or modified everyday items such as pen/pencil tubes, etc.
4. **Possession** - keeping or carrying in hands, pockets, wallets, purses, or anywhere about the body. Examples include but are not limited to: within lockers, automobiles, books, papers, or any other medium or container which a student may carry or transport.
5. **Distribution** - giving, selling, or passing to another person on school property, on school transportation, or on the way to or from school.
6. **Possession with Intent to Distribute** - possession of any quantity of unauthorized substance, which could not reasonably or safely be consumed within the school day. Example: Possession of more than four tablets of a nonprescription drug, for which the recommended dosage is “two tablets every four hours”.
7. **Misrepresentation** - any attempt to distribute a substance which has been inaccurately described or implied to the receiver as a controlled substance, or has been implied to have a value other than its actual value.
8. **Unauthorized Substance** - this includes, but is not limited to, products containing alcohol, tobacco, anabolic steroids not to include HGH (human growth hormone), controlled substances, paraphernalia, prescription and non-prescription drugs, and materials known to cause drug-like effects.
9. **Use (of an unauthorized substance)** - either the actual use during school, or being under the influence during school, or being under the influence during school hours or at school- sponsored activities after school hours, or use prior to arrival at school, which evidences itself by strong odor or any unusual behavior. Students can be prosecuted and dismissed from Admiral Peary AVTS for drug and alcohol violations. Students shall be reported to both parent/guardian and the police. In addition, the student’s sending school will be notified.

EYE PROTECTION

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

FLEXIBLE INSTRUCTIONAL DAYS (FID)

A FID Structured Day: On a FID Day, the students that attend the AM morning programs will log into their programs Google Classroom/Assignment and complete the lessons, and submit. Their attendance is recorded and time stamped. Students must log into their program at the same time their regular day would have started at Admiral Peary AVTS. The Instructors will be available to be reached during the AM and PM office hours. The student also submit their classwork before the end of the AM session. The same protocols are in place for the students that attend the PM afternoon programs.

Instructors will provide the students with office hours so that they can reach out to them with questions and/or concerns. The Learning Support Instructors will also provide office hours, a work number and email so that the learning support students can reach out to them with any questions/concerns during the FID Day.

The students are responsible to log into Google classrooms during the AM or PM sessions and submit all classwork during their designated/scheduled session time. Exceptions and extensions can be made due to extenuating circumstances and/or the need for additional time/assistance.

Any student that does not log in is marked as unexcused, which will impact their Work Ethic grade for that particular day. The students has three days to provide an excuse. If an excuse is provided, the attendance records will reflect the updated code.

If the absence is excused within the three-day timeframe, the student will be given one additional day to complete the FID assignment for full credit based on the provided grading criteria.

For all completed assignments, the school's grading policy will be applied. Written assignments will receive a Knowledge Grade, while attendance will be recorded as a Work Ethic Grade. Due to the nature of Career and Technical Education, students will not be able to obtain the Skill portion of their grade during FID. However, this will not affect their grade in any manner (positive or negative).

FIELD TRIPS/ACTIVITES

Students attending field trips are required to obtain, complete, and return the proper Field Trip Permission Form to his/her Instructor.

Field trips are a valuable part and worthwhile extension of any educational program. Students are reminded that they are representatives of Admiral Peary AVTS and should dress and act accordingly.

All Admiral Peary AVTS policies and regulations will be enforced when on a field trip.

NOTE: Students will be denied the privilege of participating in field trips if they fail to meet their responsibilities in areas such as:

- ATTENDANCE: Accumulate in excess of fifteen (15) absences.
- ACADEMIC - Failing grades/work owed as determined by Instructor.
- BEHAVIOR - A pattern of misconduct as determined by Instructor/Administration

** These regulations also apply to SKILLS USA Competitors**

FIGHTING/PHYSICAL CONFRONTATION

Fighting is forbidden at Admiral Peary AVTS. Local law enforcement agencies will be contacted when fighting occurs and the appropriate disciplinary action will be taken by Admiral Peary AVTS. Criminal or civil charges may be filed. This is especially true if the student's actions result in injury to another student or to an Instructor or another school employee attempting to stop a fight.

FIRE/SECURITY DRILLS

Students and staff will participate in fire/security drills to prepare for crisis situations that may occur in the school or on school grounds. During a safety exercise or actual emergency, students and staff may be instructed to leave the room, remain "sheltered in place" within a classroom or building, or to follow lockdown procedures. When exiting, students will use doors as indicated by Instructor and signs. No one is to re-enter the building until a school or community authority provides direction. Students are encouraged to disclose/report information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

FOOD ALLERGIES

Although Admiral Peary AVTS does not operate a cafeteria, it is imperative that students notify their Instructor of any life-threatening food allergy they may have so that the necessary steps can be taken to maintain the student's safety at all times. This information should also be included on the student's emergency form so that the appropriate personnel are aware of the life-threatening allergy.

FOOD/DRINK IN THE CLASSROOM/SCHOOL VANS

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

FORGERY

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

excuses, tardy or early dismissal notes.

HARASSMENT/SEXUAL HARASSMENT

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

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

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

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

HEALTH SERVICES

Students may not excuse themselves from school under any circumstances. Students who become ill or injured must report to the Health Room Nurse. The Health Room Nurse will determine if a Parent/Guardian is to be called in the event of an illness. Students should not take it upon themselves to call/text a Parent/Guardian to pick them up prior to seeing **Health Room Nurse**.

INAPPROPRIATE LANGUAGE

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

INSTRUCTIONAL AIDES

Admiral Peary AVTS employs several Instructional Aides. Instructional Aides are available to help Vo Tech students as necessary and appropriate. Instructional Aides are provided to help Instructors with students who have an identified area of disability. The Instructional Aide may work with a group of students or an individual student. They are available to work with students on Competencies and Knowledge.

INTERNET

Network access is available to the students and Instructors. Admiral Peary AVTS will provide vast, diverse, and unique resources and information for utilizing the School's network. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computer networks all over the world through the Internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. Admiral Peary AVTS has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

Admiral Peary AVTS firmly believes that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may access material that is not consistent with the educational goals of the School.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources.

If an Admiral Peary AVTS user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signatures on the Acceptable Use Policy/Student Sign-Off Sheet are legally binding and indicates the third party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

LEAVING SCHOOL

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

LOCKDOWN PROCEDURES

On occasion, it may be necessary to engage in a school-wide lockdown. During a Lockdown, all students will remain in their respective program areas until an announcement has been made on the PA system. If students are in another area during the time of a lockdown, they must remain in that area or report to the closest program area until it is deemed safe to return to their own program area. Faculty and students will maintain a regular schedule within the school, if appropriate.

A school-wide external lockdown is for the safety of all students and staff and will only be instituted when it is deemed necessary by Administration.

Shelter in Place may be instituted as deemed necessary by Administration. No one will be permitted to enter or leave the building.

LOCKER POLICY

Admiral Peary AVTS acknowledges the need for safe in-school storage of books, clothing, school materials, other personal property, and provides lockers for such storage. All lockers are and shall remain the property of the school. As such, students shall have no expectation of privacy.

Students should keep their lockers closed and locked at all times, as the school is not responsible for the damage, loss, or theft of valuables. If an assigned locker is not functioning properly, please report the condition immediately to your Instructor.

Each student has an assigned locker. The Instructor is responsible for a system for the lockers. Students are responsible for items stored in their lockers and book bags/backpacks, etc. Students will be given a combination lock through the school.

Lockers, book bags/backpacks, etc. are subject to periodic inspection and search by the Administrative Staff, and/or Police. In cases where there is probable cause, a student's person may be searched.

Cameras are located throughout the school and made to provide security for all staff and students. Cameras will be used for all investigation incidents.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

NTHS (National Technical Honor Society) cultivates a desire for personal excellence, encourages higher scholastic achievement, and helps top students find success in today's highly competitive workplace. The purpose of NTHS is to reward excellence in workforce education, develop self-esteem, pride and encourage students to reach for higher levels of achievement, promote business and industry's critical work-place values. These values include:

- Honesty
- Responsibility
- Initiative
- Teamwork

- Productivity
- Leadership
- Citizenship

NTHS is open to 11th and 12th grade students that meet certain requirements based upon their performance the prior academic year.

NTHS requirements include:

- Grade of 90% for each marking period within the school year prior to induction
- Instructor recommendation
- Absences of no more than 10 cumulative for the year prior to induction
- No major discipline actions (including ISS/OSS) at Admiral Peary AVTS

National Technical Honor Society membership is an important career and professional investment recognized by education, business and industry. NTHS is an internationally recognized and proven program with over 1,500 member schools and colleges. NTHS contributes to a strong, positive school image in the local community, and membership develops self-esteem and pride.

OUT OF SCHOOL SUSPENSION (OSS)

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

PERSONAL BELONGINGS AND ELECTRONIC DEVICES

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

POSITIVE BEHAVIOR INCENTIVES

Miss School Miss Out is tied in with attendance as well as behavior. A senior student, will receive a car that has been prepared by our Auto Body and Auto Technology Programs.

Car Tickets:

Students earn tickets each marking period based upon perfect attendance, Outstanding Student and any other positive actions that Administration sees fit.

Earning tickets their 1st marking period. These tickets accumulate all throughout their time. If a student starts in 10th grade, they can potentially earn 8 tickets in 10th grade, 8 more in 11th, and

6 more in 12th, (last Marking Period is not included due to grades not finalized before car give away).

If a student is suspended at any time including In School or Out Of School from either Admiral Peary AVTS or sending school - all tickets they have earned up to that point are discarded and they can start earning tickets again from that point forward.

To give away the car, all tickets that the students have earned are put into a container. There is an assembly in AM session and PM session where one name is drawn per session. Two keys are made and only one key works. Whoever's key starts it, wins it.

PROGRAM COMPLETER POLICY (NOCTI)

Completion of the National Occupational Competency Testing Institute (NOCTI) Program Area Exam is an essential aspect of Career and Technical Education. Therefore, all eligible students who are program completers (based on the PA Department of Education's definition) **MUST** complete both the written and performance tests or to be eligible to receive any awards through the Career and Technical School. Pre-NOCTI testing for seniors is completed in October each year and the final NOCTI written and performance tests are given in March and April. Students will still receive a copy of their testing results in May.

REMOVAL FROM PROGRAM AND/OR ADMIRAL PEARY AVTS

Attending Admiral Peary AVTS is a privilege! Students who continue to disobey classroom procedures or continually fail to involve themselves with the learning activities are subject to removal from the program and/or Admiral Peary AVTS. It is recognized that students may not have committed any serious incidents, but a pattern of defiance and lack of performance is detrimental to the learning environment. The following procedures will be followed:

1. Classroom incidents of defiance and lack of performance will be documented. Disciplinary referrals will be documented.
2. If inappropriate behavior continues, Parent/Guardian will be notified by the Instructor.
3. A Parent/Guardian Instructor conference will be held to discuss student behavior.
4. An Administrative conference will be held with Parent/Guardian and Instructor.
5. If a student continues the unacceptable behavior after an Administrative conference, the student will be terminated from the program and/or Admiral Peary AVTS.

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

This applies to students who miss **ten (10)** straight school days without a valid excuse. On the **eleventh (11)** missed day, students can be removed from Admiral Peary AVTS enrollment if just cause is not provided. It is imperative that students take attendance and grades seriously so they can attend Admiral Peary AVTS and receive the technical skills needed for their selected career.

SCHOOL REACH NOTIFICATION SYSTEM

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

SEARCH AND SEIZURE

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

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

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

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

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

SMOKING/TOBACCO /VAPE POLICY

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

reasonable suspicion of a tobacco product (usage or possession), the student is subject to:

- Possible search
- Possible use of hand held wand metal detector
- Parental/Guardian notification
- Disciplinary action (referral to the District Magistrate) and school discipline
- Use of tobacco and look-alike substances (include Juuls/electronic/vapor cigarettes) is also prohibited in cars parked on school property. Tobacco is defined as a lit or unlit cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco (including Juuls, e-cigarettes and vapes). Smokeless tobacco also includes flavored substitutes that have the same appearance and are packaged like tobacco products.
- Vape Detectors have been placed throughout the school. Violation of the school's Tobacco Policy will be enforced.

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

STEALING

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

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

STUDENT ASSISTANCE PROGRAM (SAP)

The Admiral Peary AVTS Student Assistance Team is a concerned group of school personnel, which includes Faculty Members, School Guidance Counselor, and Administration. These individuals are all trained to be able to identify students who are having problems outside of school that may affect school performance. Student assistance is an identification, intervention, and referral program. It is not a counseling, discipline, drug, or treatment program.

A student may be experiencing many situations which may prompt a referral to the S.A.P. Team. Students making references to chemical, alcohol, or drug abuse will be referred to the S.A.P. team. A friend, who could be a fellow student, an office worker, an Instructor, or even a parent/guardian who recognizes drastic changes in grades, behavior, or appearance, can refer someone to the S.A.P. Team. Referral forms can be obtained from any member of the S.A.P. Team.

It is very important that all students be made aware that a referral does not automatically subject the referred student to any discipline nor is it the function of the S.A.P. Team to attempt treatment. The basic purpose of the S.A.P. Team is to help students whose dysfunctional behavior is preventing them from reaching their full academic potential.

It should be noted that it is not the function of the S.A.P. Team to diagnose chemical dependency or to determine treatment programs. One function of the team is to identify patterns of behavior which are associated with high risk or usage situations. When such patterns are discovered, a referral is made to agency professionals for formal assessment, diagnosis, and possible treatment. Research and experience shows that perhaps as much as eighty percent of significant adolescent dysfunctional behavior is closely associated with the abuse of drugs and alcohol. For this reason, a great deal of the training the S.A.P. Team has undergone has focused on chemical dependency and identifying the behaviors most frequently associated with adolescent chemical use. Therefore it is, the goal of the S.A.P. Team to have appropriate agencies provide assistance to students before their problems become insurmountable.

The greatest concern of the S.A.P. Team is the assurance to referred students and those who refer them that strict rules of confidentiality apply at all times. No student's case is discussed irresponsibly, and only those involved in providing help at any level will have knowledge of the matter.

S.A.P. Team Members

Mr. Luther-Executive Director
Ms. Brodish-Faculty Member
Mr. Claycomb-Faculty Member
Ms. Hudak-Faculty Member
Mrs. Wurm-Guidance Counselor

STUDENT DRIVING

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

Rules/Expectations:

1. Parking at Admiral Peary AVTS is a privilege.
2. **Passengers are prohibited unless authorized!** Violation of this regulation will result in forfeiture of any future driving privileges. Passengers are also subject to disciplinary action.
3. Students may receive a citation from the School Police Officer for parking without a permit.
4. All Pennsylvania traffic code and laws apply on school property.
5. Students must park in the lower parking lots only. Students must enter the front of the main building. Students who do not park in the lower lot may lose their driving privileges.
6. All vehicles parked on school property are subject to search.
7. Any vehicle driven to school must be registered with the Receptionist. Information about the car such as make, model, color, year, and license plate number will be required.
8. A valid parking permit must be clearly displayed on the rear view mirror without the number being obstructed.

9. Parking permits are not transferable to other students.
10. Students are NOT permitted to go to their vehicle during the school day unless:
 - A. Student is leaving for an officially approved early dismissal.
 - B. Student has been granted permission from an Administrator or office staff.
11. No weapons (knives, guns, ammunition, etc.) are to be in the vehicle when it is parked on school property
12. Students who are getting vehicles serviced (Auto Technology, Auto Body, or other programs) must get approval from the Instructor and obtain a temporary pass from the Receptionist. The application form is not accepted as a parking permit and students will be subjected to parking fines if a temporary permit is not visible in the car.
13. NO LOITERING in the parking lot(s). Students must proceed to class immediately.
14. Students should arrive and leave the sending school and Admiral Peary AVTS at approximately the same time as school-provided transportation.
15. Admiral Peary AVTS is not responsible for vehicles that are damaged, stolen, or involved in a theft of contents while the vehicle is driven or parked on school property.
16. A PERMANENT PARKING PASS is provided for students needing to drive on a regular basis. Cost of permit is \$20 and student will receive \$5 refund when vehicle parking tag is returned in good condition at the end of the school year. Permanent Parking passes need to be renewed yearly.

Obtaining an Admiral Peary AVTS Driving/Parking Permit:

- Students must get an application from the Receptionist.
- Complete the necessary form with Parent/Guardian, Admiral Peary AVTS, and sending school signatures.
- Return completed form to Receptionist.
- Place parking pass on the rear view mirror while in the Admiral Peary AVTS lot.

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

STUDENT RECORDS/TRANSCRIPTS

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

1. The right to inspect and review a student's education records within 45 days of Admiral Peary AVTS receiving a written request.
2. All rights regarding a student's records are exercised by the student's parents/guardians until the student becomes 18 years of age, after which the student exercises all rights.

3. A student and their parents have the right only to see their own records and not those of another student.
4. Parents/Guardians or students have the right to see a list of everyone in the school who has access to the records.
5. Parents/Guardians of students are entitled to request changes or deletions of education records that they believe are inaccurate or misleading (or to add clarifying statements).
6. Parents/Guardians have the right to consent to disclosures of personally identifiable information except where FERPA authorizes disclosure without consent.
7. Parents/Guardians have the right to file a complaint with the U.S. Department of Education concerning failure of Admiral Peary AVTS to comply with provisions of FERPA.

TERRORISTIC THREATS/ACTS

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

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

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

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

UNPAID DEBTS

There will be a \$20.00 charge for **ALL** returned checks. Criminal complaints will be filed on uncollected checks not paid within **ten (10)** days of notice.

VIDEO SURVEILLANCE

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

WEAPONS POLICY

To provide a safe school environment and to comply with the provisions of Act 26 of 1995, Admiral Peary AVTS prohibits the possession of any dangerous weapons or replica of any dangerous weapons on school property, in school vehicles, in student vehicles on school property, and on school-sponsored activities on/or off school property.

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

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

As mandated in section 1317-2 of the Act of 1995, students who violate this policy could be expelled from school for a minimum of one year from the date the student was found guilty. Special Needs students found guilty of this policy will be disciplined in accordance with the provision of the individuals with Disabilities Education Act (IDEA) and the Basic Education Circular (BEC) 1-95. The Executive Director of Admiral Peary AVTS will review each alleged violation of this policy and will exercise discretion for expulsion on a case-by-case basis. All acts of violence and possession of weapons as defined in this policy shall be reported to parents of the violator, the sending district, the appropriate law enforcement agency and the Office of Safe Schools, PA Department of Education.

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

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

ACCEPTABLE USE POLICY/STUDENT SIGN-OFF SHEET

Student: _____
(Print Name)

This page must be signed by the parties listed below and turned into your course Instructor. This page will then be placed in your file in the office.

***Upon signing this page, I can assure that I have read and understand this handbook.**

Student's Signature: _____ Date: _____

Parent/Guardian

***Upon signing this page, I can assure you that I have read and understand this handbook**

Parent's Signature: _____ Date: _____

STUDENT PICTURE RELEASE FORM

Student Name: _____
(Print Name)

I understand that the school may wish to publish examples of student projects, photographs of students, livestream videos of students, and other work on the Internet. (Please check box below and sign)

I DO grant permission to publish my child's work, photograph and/or video on the internet

I DO NOT grant permission to publish my child's work, photograph and/or video on the internet

Parent's Signature: _____ **Date:** _____

ATTENDANCE SIGN-OFF

Student Name: _____
(Print Name)

This page must be signed by the parties listed below and turned into your course Instructor. This page will then be placed in your file in the office.

***Upon signing this page, I can assure that I have read and understand the attendance portion of this handbook.**

Student's Signature: _____ Date: _____

Parent/Guardian

***Upon signing this page, I can assure that I have read and understand the attendance portion of this handbook.**

Parent's Signature: _____ Date: _____