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ADMINISTRATIVE DIRECTOR'S MESSAGE

This handbook has been prepared by the Administrative Staff to assist you in a transition to career/technical education. Prior to enrolling at The Wilkes-Barre Area Career & Technical Center, most of your training took place in the formal atmosphere of the classroom. At the Wilkes-Barre Area Career & Technical Center, you will learn in an atmosphere that more closely resembles industry and business. The instruction is programmed to make your time spent here serve as a transition from school to the world of work.

The objective of career technical education is to prepare you through a method of "learning by doing." The "learning by doing" emphasis can be applied not only to career technical education but to your home school training. It is important for you to recognize that success in the trades and technology requires the combined use of the mind, the body, and the hands.

The Wilkes-Barre Area Career & Technical Center is a modern school plant, with competent instructors, and excellent equipment to bolster your training. How well you apply yourself in learning the skills and knowledge available to you, and how you adjust to this transition from school to work, will depend upon your efforts.

My best wishes and the best wishes of the Administration, Faculty, and Staff are with you in the school year.

Pete Halesey
Administrative Director

MISSION STATEMENT

The mission of the Wilkes-Barre Area Career and Technical Center, in partnership with its sponsoring districts, is to provide a high quality, competency based education to its students who, upon graduation, are able to become responsible citizens, critical thinkers, and successful completers, in a world-wide economy, and possess the skills to be life-long learners.

POLICY OF NONDISCRIMINATION

The Wilkes-Barre Area Career and Technical Center 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. The Wilkes-Barre Area Career and Technical Center offers programs in Transportation Technology, Construction Trades, Food Industry, Health and Human Services and Manufacturing. For information on services, activities, and/or accessibility contact:

Frank Majikes, Support Programs Coordinator Title IX and Section 504 Coordinator
(570) 822-4131

FAX (570) 823-4304

Wilkes-Barre Area Career & Technical Center

P.O. Box 1699

Wilkes-Barre, PA 18705-0699

School Website: www.wbactc.org

2013-2014 SCHOOL CALENDAR

WILKES-BARRE AREA CAREER & TECHNICAL CENTER

SCHOOL CALENDAR 2013-2014

3T AUGUST 2013 2S	20T SEPTEMBER 2013 20S	22T OCTOBER 2013 22S	18T NOVEMBER 2013 18S	14T DECEMBER 2013 14S																																																																																																																																																																															
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**WILKES-BARRE AREA
CAREER & TECHNICAL CENTER
JOINT OPERATING COMMITTEE**

CRESTWOOD

Gene R. Mancini, Jr.

GREATER NANTICOKE AREA

Robert Raineri, Vice-Chairman
Gary Smith, Chairman

HANOVER AREA

David Evans, Secretary

PITTSTON AREA

Bruce Knick
Charles Sciandra

WILKES-BARRE AREA

Lou Elmy
Lynn Evans
Phillip B. Latinski
John Quinn, Treasurer
Dr. James Susek

WBACTC ADMINISTRATORS

Peter Halesey, Administrative Director
Frank Majikes, Assistant to the Administrative Director / Principal
Dr. Anthony Guariglia, Assistant Principal
Anthony Testa, Dean of Students & Security
Mary Beth Pacuska, Director, Practical Nursing
Laura Zdancewicz, Asst. Director
Diane Barush, Clinical Coordinator

WILKES-BARRE AREA

Lou Elmy, Board of Education
Lynn Evans, Board of Education
Phillip B. Latinski, Board of Education
John Quinn, Board of Education
Dr. James Susek, Board of Education
TBA, Superintendent
Pat Patte, Coughlin H.S., Principal
Colleen Robatin, G.A.R. H.S., Principal
Michael Elias, Meyers H.S., Principal
John Woloski, Solomon-Plains Jr. H.S., Principal
Anita Sirak, Holy Redeemer H.S., Principal

GUIDANCE COUNSELORS

Kathy Kownacki, Solomon-Plains Jr. H.S.
Jill Saporito, Coughlin H.S.
Kim Jones, G.A.R.
James Atherton, Meyers H.S.
Diane McFarlane, Meyers H.S.
Charles Salvo, Holy Redeemer

CRESTWOOD

Gene Mancini, Jr., Board of Education
David McLaughlin-Smith, Superintendent
Christopher Gegaris, Principal
Holly Hischak, Guidance Counselor
Carla Kringer, Guidance Counselor
Harry Zearfoss, Guidance Counselor

HANOVER AREA

David Evans, Secretary, Board of Education
Andrew Kuhl, Superintendent
Dan Malloy, Principal
Michelle Meier Zapotski, Guidance Counselor
Nicole Hummer, Guidance Counselor

GREATER NANTICOKE AREA

Robert Rainieri, Treasurer, Board of Education
Gary Smith, Chairman, Board of Education
John Gorham, Principal
Anthony Perrone, Superintendent
William Hischak, Guidance Counselor
Catherine Kaminski, Guidance Counselor

PITTSTON AREA

Bruce Knick, Board of Education
Charles Sciandra, Board of Education
Dr. Michael Garzella, Superintendent
John Haas, Principal
Jennifer Alaimo, Guidance Counselor
Tina Kayden, Guidance Counselor

OLD FORGE

Al Semenza, Superintendent
Chris Thomas, Jr. / Sr. High School Principal
Chris Guida, Guidance Counselor
Shawn Nee, Guidance Counselor

RIVERSIDE

Paul Brennan, Superintendent
Joseph Moceyunas, Principal
Abby Judge, Guidance Counselor
Laurie Mecca, Guidance Counselor

WILKES-BARRE AREA CAREER & TECHNICAL CENTER FACULTY

Robert Steininger	Heating/Air Conditioning/Refrigeration
Phil Schoener	Audio Visual Communications
Anthony Vestyck	Auto Body & Fender
Robert Carey	Auto Mechanics I
Peter Holland	Auto Mechanics II
David Vnuk	Building & Home Remodeling
Sean Moran	Capstone/School-to-Work Coordinator
Chris George	Carpentry & Millwork
Nicole Barletta	Computer Information Technology
TBA	Cooperative Education
Karen Maguire	Cosmetology I
Michelle Oko	Cosmetology II
Molly Miller	Culinary Arts
David Joyce	Culinary Arts
David Zaykoski	Drafting
David Namey	Electrical Construction
Joanne Latze	Fashion Design
Joseph Ladd	Graphic Arts
Tina LoBrutto	Health Assistant
Allen Bartoli	Heavy Equipment & Diesel Mechanics
Michael Pac	Machine Shop
Joe R. Lakkis	Law Enforcement/Police Science
Richard Dumond	Marketing
Anthony Chopyak	Masonry
Janice Leiby	Ornamental Horticulture
Chris Shrader	Plumbing
Kimberly McGinley	Primary Nurse
Phil Rodzon	Residential Construction
Amy Patton	In-School Detention
Robert Bertoni	Warehouse Management & Materials Handling
Leonard Valaitis	Welding
H. William White	Guidance Counselor
John Kozerski	Guidance Counselor
Carmen LoBrutto	Special Needs Program Coordinator
Gina Walker	Headstart Vocational Ed. Program
Anthony Cibello	Headstart Vocational Ed. Program
Junell Guarneri	Headstart Vocational Ed. Program

PRACTICAL NURSING INSTRUCTORS

Janet Frascella - Patricia Maloney - Sandy Miller - Cristen Walker
Rita Nita - Jodi Oleginski - Julie Ross – Joseph Pistack

WILKES-BARRE AREA CAREER AND TECHNICAL CENTER STAFF

CENTRAL OFFICE

Deiza Rae Height, Executive Secretary
Diane Spinozza, Secretary
Linda McGrath, Receptionist/Secretary

BUSINESS OFFICE

Chuck Yasinskas, C.P.A.
Dan Bierdziewski, Assistant Business/Office Manager
Cheryl Thomas, Secretary Guidance/Bus. Office
Teresa Rostock, Caf. Manager, Bulk Purchasing, Consort./Purchasing Director
Karen Jones, Asst. Cafeteria Manager, Bulk Purchasing, Bookkeeper, Asst. Payroll Clerk

DATA PROCESSING

Bill Christian, Technology Coordinator
Mary Mantarano, Programmer
Joseph Oliveri, Network Support Specialist/Programmer
Jennifer Haas, Technology Support Specialist
Thea Escarge, Computer Operator/Data Entry Clerk
Rosemary Frati, Data Entry Clerk

PRACTICAL NURSING

Valerie Griglock, Administrative Secretary
Joanne Juskiewicz, Practical Nursing Secretary

CAREER & WORKFORCE SPECIALIST

Linda Yurkoski

TEACHER ASSOCIATES

Michael Bantell, James Collins, Sharon Hughes, Ann Marie Namey,
Carmelina Oliveri, Mark Baclasky

BUILDINGS AND GROUNDS

J. Kevin Elmy, Superintendent, Building and Grounds
Joseph Salvo, Physical Plant Manager/Mechanic
James Brislin, Maintenance Technician

CAFETERIA PERSONNEL

The Nutrition Group

CUSTODIANS

Richard Bielenda, James Brennan, Edward Brunn, Brian Fisher, Kevin Flannery
Bernadine Zbegner, James Sikorski, Brian Toole, Eugene Wesley

POLICE RESOURCE OFFICER

Anthony George

HALL MONITOR

Arlene Hooper

SPECIAL EDUCATION AIDES

Geraldine Yenchak, Ruth Pieczynski, Richard Wolensky

Anti-Bullying Policy

BULLYING

Bullying is a cruel, harmful, physical, psychological, verbal, disruptive, demeaning, humiliating and/or coercive behavior towards another person. It is the position of the Wilkes-Barre Area Career & Technical School Joint Operating Committee that a safe learning environment for all students must be maintained and that a proper school climate be encouraged. Bullying activity should be reported to the Principal, Assistant Principal, and/or Dean of Students. Bullying matters will be dealt with on a timely, fair, firm, and just basis by the school. (See WBACTC Bullying / Cyber-bullying Policy pages 10-12)

Bullying means “an electronic, written, verbal, or physical act or series of acts directed at another student or students, or towards another person, and which occurs in a school setting (a school setting is “in the school, on school grounds, in school activities, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school”) and the act is severe, persistent, or persuasive and has the effect of doing any of the following:

- Substantially interfering with a student’s education
- Creating a threatening environment
- Substantially disrupting the orderly operation of the school
- Physically harming a student (e.g., hitting, kicking, spitting, pushing, and invading one’s personal space in an aggressive manner).
- Damaging, extorting or taking a student’s personal property.
- Placing a student in reasonable fear of physical harm.
- Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, and ridicule.
- Cyber-bullying: forms of verbal and psychological bullying may also occur on the internet through e-mail, instant messaging, text messaging, chat rooms, or personal profile websites such as Facebook.
- Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities. (cite reference: 24 §PS 13-1303.1.A)
- Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

WILKES-BARRE
 AREA CAREER AND
 TECHNICAL
 CENTER

SECTION: PUPILS
 TITLE: BULLYING/
 CYBERBULLYING
 ADOPTED: May 16, 2011
 REVISED: August 20, 2012

249. BULLYING/CYBERBULLYING	
1. Purpose	The Joint Operating Committee is committed to providing a safe, positive learning environment for its students. The Joint Operating Committee recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Joint Operating Committee prohibits bullying by students.
2. Definitions SC 1303.1-A	<p>Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:</p> <ol style="list-style-type: none"> 1. Substantial interference with a student’s education. 2. Creation of a threatening environment. 3. Substantial disruption of the orderly operation of the school. <p>Bullying, as defined in this policy, includes cyberbullying.</p>
SC 1303.1-A	School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.
3. Authority SC 1303.1-A	<p>The Joint Operating Committee prohibits all forms of bullying by students.</p> <p>The Joint Operating Committee encourages students who have been bullied to promptly report such incidents to the building administrator or designee.</p> <p>The Joint Operating Committee directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the center’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.</p>

<p>4. Delegation of Responsibility</p> <p>SC 1303.1-A</p> <p>SC 1303.1-A</p> <p>SC 1303.1-A</p>	<p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.</p> <p>The Administrative Director or designee shall develop administrative regulations to implement this policy.</p> <p>The Administrative Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.</p> <p>The Administrative Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Operating Committee.</p> <p>The administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> 1. Joint Operating Committee’s Bullying Policy. 2. Report of bullying incidents. 3. Information on the development and implementation of any bullying prevention intervention or education programs.
<p>5. Guidelines</p> <p>SC 1303.1-A</p> <p>Title 22</p> <p>Sec. 12.3</p> <p>Pol. 218</p> <p>SC 1302-A, 1303.1-A</p> <p>Pol. 236</p> <p>SC 1303.1-A</p> <p>Pol. 218, 233</p>	<p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</p> <p>This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the school building and on the web site, if available.</p> <p><u>Education</u></p> <p>The center may develop and implement bullying prevention and intervention programs. Such programs shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.</p> <p><u>Consequences For Violations</u></p> <p>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:</p> <ol style="list-style-type: none"> 1. Counseling within the center.

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

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Joint Operating Committee Policy – 000, 218, 233, 236, 248

CONDUCT

Each faculty member has the authority and responsibility to maintain good conduct and order of his/her shop or laboratory and all other areas of the school premises. Students are expected to respond to rules, regulations, and standards of behavior. Discipline is an important part of your training and failure to conform to rules and regulations of the school will result in disciplinary action. Discipline is necessary if learning is to take place.

DRUG-ABUSE

If any student is found to have been in the possession of, under the influence of, dispensing or in any way providing narcotics or any illegal drug in the school building or on school grounds, or at any time he/she is accountable to the school system for his/her conduct, the student will be immediately suspended from school for a minimum of ten school days. Additional disciplinary action will be taken by the administration. The circumstances of the situation will be reported to law enforcement authorities [the school's Police Resource Officer, and Juvenile Court authorities for appropriate action.] The incident will be reported to the Administrative Director who in turn will review the case with the Joint Operating Committee. The sale or the providing of narcotics or other illegal drugs is regarded as a grave matter by the J.O.C. The members of the J.O.C. regard any offense of this nature as extremely serious and will consider expulsion of the student in conjunction with the Board of Education from the student's home district if the nature of the offense warrants this action.

A student apprehended by law enforcement authorities and charged with the possession, use, sale or providing narcotics or other illegal drugs while off of school property, or at time when student is not directly accountable to the school system for his/her conduct, may be permitted to continue attending classes until some disposition is made of his/her case in court. The Administrative Director shall notify the Joint Operating Committee of the student's apprehension and charge. The school principal may determine that under circumstances, his/her presence in the school will be detrimental to other students or to the administrator of the system, in which event, the offender shall be suspended and the incident reported to the Administrative Director who, in turn, will review the case with the J.O.C. If the student is permitted to remain in school, his/her continuance will be on a probationary basis. After the case has been decided by the court or other legal authorities, the J.O.C. will determine what action might be required to serve the best interests of the students of the school system and in particular, the student involved. The J.O.C. will take into careful account the recommendation of the court authorities in its decision.

It should be noted that students involved with drugs cannot be recommended for a skilled cooperative assignment or employment. If applicable, rules and regulations from the sending school districts will be implemented in addition to the WBACTC policies.

ALCOHOL USE

Students found to possess, consume or to be under the influence of alcohol on school property or at any school function wherever held, will be suspended from five to ten school days, during which time a rehabilitation program will be established for the student and family unit.

Readmission and continued enrollment in school shall be conditioned upon the continuance of the student and family unit in the rehabilitation program to the satisfaction of the school authorities.

The proper judicial authorities shall be notified in an attempt to determine the source of alcohol.

CONTROLLED DRUG PROCEDURES

It is against the law to possess, use, or sell controlled drugs in accordance with the Controlled Drug and Cosmetic Act 64 of 1972. This policy is subject to amendment in accordance with any change in State-Federal Legislation.

POLICY STATEMENT TOBACCO USE BY STUDENTS

The Joint Operating Committee, in compliance with Act 168 of 1988 and federal policy regarding smoke free schools, hereby prohibits the use of tobacco by students in school buildings, indoor facilities, the school buses, and on school property owned, leased or under control of the school.

For purposes of this policy, tobacco use shall mean:

1. Smoking and/or the use of smokeless tobacco in any form, which includes chewing tobacco, snuff, and any products made from, or combined with tobacco.
2. "Smoking" as defined includes possession of a lighted cigarette, cigar, pipe, or other lighted smoking equipment.
3. School buildings include the confines of the Career & Technical Center, its storage buildings, sheds, greenhouses, and student-built houses. School property shall include the building, buses, campus grounds, parking lots, and roadways owned, leased or under control of the school.

Act 145 of 1996 clarifies the School Tobacco Control Act in 35 P.S. Section 1223.5 for schools and local district justices. Possession is now included, unlighted tobacco is added, and such possession or use is identified as a summary offense.

Definitions -

- "Student" - A person between the ages of 6 and 21 years who is enrolled in school.
- "School" - A school operated by the joint board, board of directors or school board where students are enrolled in compliance with the Act of March 10, 1949 (P.L. 30, No. 14), known as the Public School Code of 1949, including area career & technical schools.
- "Tobacco" - A lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.
- Violation of this policy shall be punishable by civil penalty/fine enforceable by law. When a pupil is charged with violating this policy, the court may admit the offender to an adjudication alternative as authorized under 24 PA C.S. Section 1520 in lieu of imposing the fine.

NOTE: Adults are governed by the rules and regulations of the above mentioned policy.

If applicable, rules and regulations from the sending school districts will be implemented in addition to the WBACTC policies.

DRUG VIOLATIONS PROCEDURES AND SUSPECTED DRUG VIOLATIONS

Any student (boy or girl) of The Wilkes-Barre Area Career & Technical Center who is suspected of possessing, using, or selling any of the wide range of controlled drugs and including paraphernalia (as defined in the Controlled Substance Drug Device and Cosmetic Act 6464 of 1972) shall be:

1. Immediately referred to the principal for a possible search of personal items.
2. Required to undergo a locker inspection in accordance with the guidelines of the Student's Rights and Responsibilities.
3. Informed that his or her parents or guardians and local police will be notified concerning the incident.
4. Such other discipline action deemed appropriate.

PROCEDURES FOR STUDENT USING

1. Inform the Principal/Assistant Principal/Dean of Students.
2. Accompany user to the nurse's office.
The school nurse, principal, assistant principal, and another member of the administrative staff will make an immediate decision as to the physical condition of the student to determine whether or not arrangements are to be made for ambulance transfer of student from school to hospital. If condition is determined that the wellbeing of the student is not in jeopardy the parents or guardian will be contacted by the Principal/Assistant Principal/Dean of Students for the student's removal from school with the recommendation that the student be taken for a medical examination.
3. The student's locker, automobile (if applicable), and personal items will be inspected by any member of the administrative staff.
4. The administrative staff will inform the Administrative Director of the incident.
5. The law enforcement agency (resource officer) will be notified by the Administration.
6. The home school principal and assistant principal will be notified by the Administration of the WBACTC.
7. A conference will be arranged by the administration for all involved individuals.

POSSESSING, DISPENSING AND SELLING

1. Inform the Administration immediately.
2. The student offender will undergo a locker inspection and a search of personal items and automobile (if applicable) by the principal or any member of the administrative staff.
 - a. Notify the parent(s) or guardian.
 - b. Notify the home school principal or assistant principal.
 - c. Notify the law enforcement agency (police resource officer).
 - d. A conference will be arranged by the administration for all individuals involved in the report.

MEDICATIONS / PRESCRIPTIONS

If it is necessary for a student to take any medication during the school day, a medication permission note must be signed by the parent and/or physician. Standing medication orders for non-aspirin, Pepto-Bismol, Benadryl, and Tums will be followed. All medication must be in the proper container, appropriately labeled by the pharmacy or physician, and taken to the school nurse.

Any student who needs to carry an inhaler must provide a physician's order that states the child will carry the medication on their person, the name of the medication, the dose, and the frequency of use. The student must notify the school nurse when the medication is administered.

The parent of a child with a known severe allergic reaction to stinging insects or food allergies must notify the school. Parents must supply the child's medication to treat such allergies and maintain current shelf life. EpiPen medication must be provided in the proper package with pharmacy label. A physician order and parent permission form must be completed.

All medication, permission forms, and orders must be renewed yearly.

Students in possession of unauthorized medication of any type will be dealt with according to the rules of the Drug and Alcohol Policy.

If there are any questions regarding the medication policy, please contact the school nurse.

HALL TRAFFIC

Keep to the right in corridors and pass quickly and quietly. Do not congregate in the halls and disrupt traffic. Boisterous activity is prohibited and only one student is permitted out of each shop at a time.

LAVATORY

Students wishing to go to the lavatory will get the permission pass from the instructor and will sign in and out by recording the time in a ledger. Congregating, loitering, and smoking in the lavatories are prohibited. Any student found damaging fixtures will be held responsible for payment of damage. One student out of each shop at a time.

LOCKS AND HALL LOCKERS

At times when appropriate, combination padlocks may be issued to a student who has been assigned a locker without an attached lock. If damaged or lost, the student will pay a \$5.00 fee for the lock. The school is not responsible for theft from student lockers. Students' personal locks cannot be placed on school lockers. Defacing lockers is a Level II offense and the student will pay restitution and disciplinary action will be taken.

LOST AND FOUND

Lost articles found on school property should be taken to the office. Any student who has lost anything should report his/her loss to his/her instructor and the office. Articles not recovered will be disposed of at the end of the school year.

POSSESSION OF CELL PHONES/PAGERS
AND OTHER ELECTRONIC DEVICES POLICY

Cell Phones/Pagers

The Board (JOC) prohibits the powering on and use of personal communication devices, including cell phone, and telephone paging devices/beeper devices by students during the school day while on school property, except as noted below.

All cell phones/pagers must be turned off at all times during the school day. The use (out-going calls, in-coming calls, text messaging, camera use, game-playing, or any other uses) of cell phones or pagers in the school building during school hours is strictly prohibited. The student may utilize these devices in the Cafetorium ***only*** during breakfast and lunch. The student must turn the device off before exiting the Cafetorium. Any prohibited use will result in suspension and confiscation of the cell phone/pager as listed below.

Cell phones/pagers are not to be visible at any time during the school day except in the Cafetorium and only during breakfast and lunch. Cell phones/pagers may be carried in the student's purse or pockets or placed in their locker but cannot be visible. Wilkes-Barre Area CTC is not responsible for lost or stolen cell phones/pagers.

In the event of an emergency, parents/guardians are instructed to contact the school at 570-822-4131. The school will then contact your son/daughter. We are asking all parents/guardians to refrain from contacting their children during the school day by their cell phone/pager.

The use of a camera phone is strictly forbidden in the school building. The use of camera phone in private areas, such as locker rooms, bathrooms, dressing areas, classrooms, and offices may be in violation of the criminal code and is strictly prohibited.

Electronic Devices

Electronic devices include but are not limited to: iPod's, MP3 Players, portable CD players, handheld gaming systems, ***cameras, video cameras and any device that provides for a wireless, unfiltered connection to the Internet.*** Electronic devices are prohibited in the school building during school hours.

1st offense -1 day in-school suspension*
 -Device confiscated for the remainder of the school day (student may pick up in the main office at the end of the day)
 *2 days In-School Suspension (if student refuses to turn over device)

2nd & subsequent offense(s) -1 day in-school suspension*
 -Device confiscated until parent/guardian picks it up from the school
 *2 days in-school suspension (if student refuses to turn over device)

Note: As per Section 1317.1 of the PA School Code, the policy restricting beepers/pagers shall not apply in the following cases, provided that the school authorities approve of the presence of the beeper/pager in each case:

- 1) A student who is a member of a volunteer fire company, ambulance or rescue squad.
- 2) A student who has a need for a beeper/pager due to the medical condition of an immediate family member.

POLICY FOR FIELD TRIPS

Field trips as a part of the instructional program will be made available at the discretion of the administration and instructor. Instructors and/or supervisory personnel will accompany students on field trips and will have complete authority concerning student conduct.

All students must complete a "Field Trip Permission Form" to participate in visits. It is imperative that all students observe established safety rules, regulations and practices during all class visitations. Students not having a completed form will not participate in visits. All signatures must appear on this form ONE WEEK prior to the day of the class visit. There will be no exceptions. Grooming, personal appearance, and good behavior are very important. Extremes in dress code and appearance when representing our school may be detrimental to favorable opinion toward the Wilkes-Barre Area Career & Technical Center and will not be permitted. Parental permission slips will be required for all field trips.

STUDENT CHARGES

In career & technical programs, students will be required to pay for all materials used for personal projects which are taken from the school upon completion. If the student does not wish to take the project home, no charge will be made.

Any work that is brought in from the outside the school must be approved by the instructor and the administration. The instructor may reject an outside project on the following basis:

1. Job is routine and has no learning value.
2. Job does not fit into course of study at the time it is requested.
3. Job interferes with the normal class function.

In no case will a student be denied the privilege of completing a project because of financial status, although the project may not be removed from the school without payment of material cost. The instructor must record payment of projects on a Project Sale of Material Form for each project purchased by a student.

DRESS CODE

The intent of this dress code is to ensure that our student's dress appropriately, are not disruptive to the educational process and do not compromise the safety and security of our school. While requiring a specific type of clothing, it is NOT our purpose to interfere with student decisions of freedom and expression. However, the safety of ALL students, the security of the building and the environment in which our students learn must be the foremost objectives of our school. (Cited Reference: PA School Code, Title 24, Section 13-1317.3)

Articles of clothing deemed inappropriate are as follows:

No sleepwear, including pajamas and slippers

No Half shirts, cut-off shirts, tank tops, halter tops or any clothing that reveals a bare midriff on any student.

No Boxer shorts

No shorts, skirts, or dresses that do not cover at least to 4 inches above the knee

No flip-flops (due to the possibility of injury resulting from heavy equipment present at the Career and Technical Center, as well as the possibility of injury resulting from an emergency exit from the building)

No loose fitting chains, bracelets or choker type collars of any type

Wearing of stockings, hats, or bandanas will not be tolerated in the building. This does NOT include

students who wear proper head gear for safety reasons in their respective shop areas.

Modest and sensible dress is encouraged as established by the Administration and student organizations. Sloppy and untidy dress is not recommended because of safety. Technology Instructors may add their own attire guidelines as they deem necessary for their individual programs. Uniforms and work clothes will be the responsibility of the student.

While modest and sensible dress is encouraged, any clothing or article deemed offensive, sexually suggestive (including the display of any undergarment), condoning violence, drug/alcohol/tobacco use, suicide or vulgar language will not be tolerated.

Failure to follow the dress code will be considered a Level I offense requiring immediate intervention by the staff member who observes the attire and reports it to Administration. In addition, a cover up of attire is required. If this is not possible, the student will be isolated for the remainder of the WBACTC session. A second offense will require a parent conference as stated in the handbook. If the situation is not corrected after the parent conference, it becomes a level II offense and is dealt with accordingly.

STUDENT FUND RAISING

At various times during the school year, classes are in need of funds to help defray the cost of student trips, club expenses and other costs regarding course related events. The Instructor must complete a "Request for Fund Raiser" form and submit it to the Administration for approval / disapproval.

SUBSTITUTE TEACHERS

Substitute teachers will have the same authority as any member of the faculty.

TEXTBOOKS

Textbooks issued to the student remain the property of the school. They must be in good condition at the end of the school year, less reasonable wear, or the student will pay for damages. Each student will be assigned a numbered text for his/her personal use in his/her program of study class.

THEFT

Students apprehended for theft will be immediately reported to the school Principal, Assistant Principal, and/or Dean of Students.

TEXTBOOKS

Textbooks issued to the student remain the property of the school. They must be in good condition at the end of the school year, less reasonable wear, or the student will pay for damages. Each student will be assigned a numbered text for his/her personal use in his/her shop program.

USE OF TELEPHONE

Students will not be called from class to accept telephone calls. If the message is urgent, it will be delivered immediately to the student. Students are urged to make their parents and friends acquainted with this regulation and with the cell phone policy. The phone in the office is a business phone and students should not ask permission to use it or to use the classroom telephone.

VISITORS

All guests visiting the school must register in the administrative office.

POLICY ON DISCIPLINE
WILKES-BARRE AREA CAREER & TECHNICAL SCHOOL

The discipline policy of the Career & Technical Center is designed to establish a code of behavior that will benefit the student, the school, and society in which the student will eventually live and work as an adult citizen.

Students at the Career & Technical Center are expected to exercise foresight and judgement in a manner in which they conduct their lives. All disciplinary action will be administered fairly and firmly for the good of the students and the school.

Students are attending the Wilkes-Barre Area Career & Technical School in order to acquire the fundamental skills, knowledge, and work habits that are essential for employability. Rule infractions disrupt the educational process and the home school administration will be notified about serious disciplinary infractions.

Out of school suspension resulting in disciplinary action may be implemented at the discretion of the administration according to the seriousness of the infraction. Since the discipline is a matter of degree, students should be aware that situations that are considered serious may result in referral to law enforcement authorities. (School Police Resource Officer, Magistrate, Juvenile Court.)

STUDENT MISCONDUCT-DISCIPLINARY RESPONSE STRUCTURE

SCHOOL OFFENSES
LEVEL I

Minor misbehavior on the part of the student which impedes orderly classroom procedures, busing procedures, or interferes with the orderly operation of the school.

Classroom tardiness

Failure to complete assignment or carry out directions.

Dress code violation

Pushing or shoving

Out of assigned area without hall pass

Running through corridors

Refusing to return absence excuse form or other school forms to instructor.

Intentionally missing school bus for return to the home school.

Use of Pagers cell phones and electronic media: Such as MP3 players and iPods in the school building unless authorized.

Unprepared for class

Disruptive classroom behavior

PROCEDURES

There is immediate intervention by the staff member who is supervising the student or who observes the behavior. Repeated misbehavior requires a parent-conference to be arranged by the Dean of Students. A proper and accurate record of offenses and discipline action is maintained by the staff member.

SCHOOL OFFENSES
LEVEL II

Continuation of Modified LEVEL I misbehavior
School Tardiness / Truancy first offense / Cutting class / Abusive language
Defiant failure to complete assignment or carry out directions (Insubordination) Leaving school grounds without administrative approval
Shop safety violations
Student disturbances and uprising
Littering
Cheating
Forged or falsified late, lav., hall and early dismissal passes
Violating cafetorium rules (Throwing food) Serving trays not being returned to proper areas.
No loud or boisterous behavior (this includes playing electric devices.) A.M. students may NOT leave the cafetorium before 11:15 a.m.
All food and drink purchased from the cafeteria or school store must be eaten in the cafetorium.

PROCEDURES

The student is referred to the Principal/Assistant Principal/Dean of Students for appropriate disciplinary action. The Principal/Dean of Students meets with the student and/or teacher and decision is made. The teacher is informed of the decision and a parent conference is scheduled.

DISCIPLINARY OPTIONS-RESPONSES

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school or occurs on the school bus.

These infractions, which result from the constitution of LEVEL I misbehaviors, requires the intervention of the Dean of Students on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level, are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the Administration.

SCHOOL OFFENSES
LEVEL III

Acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school or on the school bus.
These acts might be considered criminal but most frequently can be handled by disciplinary actions in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of the students.

SCHOOL OFFENSES

Continuation of unmodified LEVEL - II behavior
Bullying / Fighting / Vandalism / Stealing / Threats to others
Exceeding 15 mph speed limit / Driving a vehicle on the school lawn
Reckless driving on school grounds / Defacing school lockers
Defiant Insubordinate behavior

Illegal entry into a vehicle owned by another person
Passing a school bus on school grounds
Molestation
Student Disturbance and uprisings
Possession or detonation of explosive or smoke producing devices
Tampering or removing fire extinguisher
Lying to school official
Forgery
Impersonation
Excessive illegal absences
Pushing and shoving

PROCEDURES

The Principal/Assistant Principal/Dean of Students initiates disciplinary action by investigating the infractions and conferring with staff on the extent of the consequences. The principal meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. A proper and accurate record of offenses and disciplinary actions is maintained by the Principal/ Assistant Principal/Dean of Students. There is restitution of property and damages.

DISCIPLINARY OPTIONS RESPONSES

Magistrate's Court
Juvenile Court
Temporary out-of-school suspension

SCHOOL OFFENSES **LEVEL IV**

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school or on the school bus.
These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Joint Operating Committee.

SCHOOL OFFENSES

Bullying / Fighting / Extortion / Bomb threat
Possession, use or transfer of dangerous weapons
Assault/battery
Vandalism
Theft, Possession or sale of stolen property
Arson
Consumption
Furnishing, selling or possession of unauthorized substances including alcohol
Setting off false fire alarms
Throwing objects in school or on school grounds likely to cause personal injury or property damage
Serious threats to others
Indecent exposure
Molestation

PROCEDURES

The Principal/Assistant Principal/Dean of Students verifies the offenses, confers with staff involved and meets with the students.

The student is immediately removed from the school environment and parents are notified. School officials contact law enforcement agency and assist in the prosecution process. A complete and accurate report is submitted to the Administrative Director for J.O.C. action. There is restitution of property and damage. The student is given a full due process hearing before the Joint Operating Committee and the sending school district's Board of Education.

DISCIPLINARY OPTIONS

Full out-of-school suspension - 5 or more days suspension

Expulsion

Magistrate's Court

Juvenile Court

Other board action which results in appropriate placement.

STUDENT OBLIGATIONS

Since the educational system is designed for the betterment of the student body, the students share the responsibilities for maintaining an atmosphere that is conducive to learning and personal growth. ***NO POLICY WILL BE EFFECTIVE UNLESS THE STUDENTS PERSONALLY STRIVE TO MAKE IT WORK.***

Obligations are geared towards self, fellow student and the school in general. Students should try to evaluate themselves objectively. If they individually feel they have a problem, they owe it to themselves to get help, it is hoped that he or she will personally try to help or refer him or her to someone who can help.

SCHOOL VIOLENCE CAN CARRY SEVERE PENALTIES

The Luzerne County Juvenile Probation Office has warned students that any act of violence may result in serious consequences that provide from 30 to 180 days or longer in a juvenile detention facility.

Penalties of persons found guilty are as follows:

- *Loss of driver's license for an indefinite period of time.
- *Placement away from family and friends up to 180 days or longer at a detention facility.
- *Placement on probation for an indefinite period of time which could be until you reach the age of 21.
- *You will be subjected to drug and alcohol testing that could result in another detention placement if you used an illegal substance.
- *Upon release from placement, you will be placed on an electronic monitor, subject to strict curfew, drug and alcohol testing, no driver's license and participation in community treatment programs.
- *You will be required to pay supervision fees, court costs, placement costs and fines.

The Pennsylvania Juvenile Law states that you cannot ask the Juvenile Court to erase your record for five years from the date of release from probation status. If you have more charges as a juvenile or an adult, the court may not ever erase your juvenile record.

POSSESSION OF WEAPONS ON SCHOOL PROPERTY

It is the policy of The Wilkes-Barre Area Career & Technical Center to be committed to insuring that every student is provided a safe environment in which to learn. Therefore, the school will enforce a strict weapons policy.

1. The Wilkes-Barre Area Career & Technical Center recognizes that the possession of weapons, facsimile or look-alike on school premises threatens the safety of our entire school community.
2. It is therefore, the schools policy to prevent and prohibit the possession, transmission, handling, use, or storage of any weapon, facsimile or look-alike on school property, school sponsored events, or in any conveyance providing transportation to or from any school, school event, or function by any student. This policy shall apply with equal force to vehicles parked on school property.
3. Weapon offenses shall be reported to the principal or his designee who shall in turn report such offenses to the Administrative Director.
4. Any person discovering the possession, transmission, handling or use of a weapon will result in the immediate suspension and recommendation for expulsion.
5. If applicable, rules and regulations from the sending school districts will be implemented in addition to the WBACTC policies.
6. In addition to the school discipline outlined above, the Administrative Director has the ultimate discretion to refer such offenses for the filing of criminal charges against the person.

DEFINITION OF A WEAPON

Anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have. In addition, the term includes a firearm which is not loaded or lacks a clip or other component to render it immediately operable or components which can be readily be assembled into a weapon. The term "weapon", as used in this policy, shall also include but not limited to, any knife, cutting instruments, cutting tool, nun-chuck stick, firearm, shotgun, rifle, bomb, grenade, machine gun, sawed off shotgun, firearm specially made or specially adapted for concealment of silent discharge, any blackjack, sandbag metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push button, spring mechanism, any facsimile or look-alike, and any other tool, instrument or capable of inflicting serious bodily injury. In addition, tear gas, pepper spray, smoke bombs, or an explosive device, including firworks, and other pyrotechnic devices are further constructed as a weapon.

POSSESSION OF WEAPONS:

No weapons shall be permitted on any of The Wilkes-Barre Area Career & Technical Center's property unless in connection with an instructional or student activity program under the supervision of a staff member. For the purpose of this policy, the term "weapon" is defined above.

This policy shall apply to all persons who, for whatever reasons, are on school property, whether or not during regular school hours or days. This policy shall be and remain in effect twenty four(24) hours a day, seven(7) days a week.

The fact that a federal, state or local license or permit may have been issued authorizing a person to own, possess or operate a weapon does not constitute an exception to this policy or otherwise constitute permission for such a person to bring such a weapon upon Wilkes-Barre Area Career & Technical Center's property. The intent of this policy is to prohibit all weapons on school property, whether or not a permit or license has been issued with respect to such a weapon, and with respect to all persons, except as discussed below.

This policy shall not include sworn school police officers, police or other law enforcement officers who enter the school property in response to call for assistance, in response to another emergency, or as part of their official duties as police or law enforcement officers. School police officers are exempt from this policy only with prior approval from the Joint Operating Committee.

EXPULSION FOR POSSESSION OF WEAPONS

Any student who is determined to have violated this Weapons Policy shall be expelled for a period of not less than one year as outlined in Section 1317.2 of the Public School Code of 1949.

VANDALISM

Any member of the administrative, professional, or non-professional staff apprehending students damaging school property or property of fellow students, either inside or outside of the building, will report such infractions to the school Principal and/or Dean of Students.

PROCEDURE FOR ENROLLMENT

Secure an "Application for Admission" from your guidance counselor at your home school. Arrange to visit the Wilkes-Barre Area Career & Technical Center when your visitation date is scheduled.

Select the three courses wisely. Take ample time to consider your first, second, and third choices. Review any questions or concerns you may have with your home school counselor. Make sure you are eligible for your course selections. Your home school counselor will be helpful. Courses are of three years duration.

Complete the final application and return it to your home school counselor. (Make sure the application is signed by you and your parents or guardian.)

Your home school counselor will discuss your application with the Wilkes-Barre Area Career & Technical Center counselor and you will then be notified if you have the aptitude, interest, and ability to enroll at the WBACTC.

GUIDANCE AND COUNSELING

The Wilkes-Barre Area Career & Technical Center offers twenty four (24) different programs/career opportunities. The list of courses is available in sending districts administrative/guidance offices and is on the Wilkes-Barre Career and Technical Center's website at www.wbactc.org. They also maintain a close contact with business and industry to assist in placing students in employment or advanced schooling in conjunction with the school's Diversified and Capstone Cooperative Education programs.

RECORD KEEPING

A system of records will be kept by the guidance department for each student while she or he is enrolled at the Wilkes-Barre Area Career & Technical Center. These will include shop grades, test scores, attitude evaluations, attendance, personal characteristics, safety records and hours of instruction. No final grade will be given until the student has completed all obligations to his/her instructor and to the school.

GRADE REPORTING POLICY

Grades will be submitted four times during the school year at intervals to be derived in conjunction with a uniform schedule of the five participating school districts.

Each quarterly grade will be derived by the professional staff by means of examinations and project applications evaluations. No mid-year or final examinations are required, but may be administered in any program. Teachers will average quarter one and quarter two grades to arrive at the grade for the first semester; quarter three and quarter four will be averaged to arrive at the grade for the second semester; first semester and second semester grades will be averaged to arrive at the grade for the entire year.

All WBACTC grades are computed numerically and, if necessary, converted according to the attached scale to an alphabetical system as required by the home district.



Students who do not perform the necessary work due to extenuating circumstances, may be given a grade of “Incomplete.” In such cases, the student will be allowed up to the end of the next quarter following the “Incomplete” to make up the work, otherwise the “Incomplete” shall be converted to a failure with the exceptions of the fourth quarter. Teachers submitting an incomplete grade must accompany it with a report explaining the reason and requirements specified to make up the necessary work. Incomplete grades should be treated with much discretion and utilized only when absolutely necessary. The extenuating circumstances will be discussed by the administration and the teacher.

GRADING CRITERIA

Numeric: Nanticoke, Crestwood, Hanover, Wilkes-Barre Area
Average: Holy Redeemer, Old Forge, Pittston Area

A 93-100

B+ 90-92

B 85-92

C+ 80-84

C 75-79

D 70-74

Below 70 constitutes a failure

WITHDRAWING FROM SCHOOL

Students planning to withdraw from WBACTC School shall ask their instructors to contact the Guidance Department and arrange for a personal interview where arrangements will be made for you to complete the necessary forms. All financial and material obligations must be met before leaving school.

COOPERATIVE EDUCATION PROGRAM

Cooperative Education is offered to students from all participating districts. Supervision, Instruction, Placement and Evaluation will be provided by the Cooperative Education Staff of the Career & Technical Center.

Students enrolled in Diversified Cooperative Education will attend a related theory course offered by WBACTC on one designated afternoon each week from 11:54 a.m. to 2:42 p.m. depending upon the home school time table. On days other than theory class days, Co-Op students will be permitted to leave the home school around 11:15 a.m. to go to their training stations.

The purpose of Diversified Cooperative Education is to provide students before graduation a real opportunity to acquaint themselves with the inevitable "World of Work." Learning on the Training Station, wage-earning responsibilities, direction, and constructive criticism and being a truly representative member of our nation's work force are important elements of the program. The program offers to the successful student one credit for the theory course "Succeeding in the World of Work." Students desiring admission to Co-Op must be at least 16 years of age and have "working papers" obtained from the home school district office. The prospective Co-Op student must be able to furnish his or her own transportation to and from the training stations and must purchase accident insurance available through the home school. If the student's parents or guardian carry insurance on the student, the student must furnish proof of such coverage to his Co-Op instructor.

Students will not be allowed to work at their training stations on days that they are absent from the home school or the theory class at WBACTC. **If you are too ill to go to school, you are too ill to go to work.**

CAPSTONE CO-OP EDUCATION PROGRAM OBJECTIVES:

The Capstone Cooperative Education Program has as its main objective that of providing the senior students with knowledge and skills which are necessary before entering the labor market on a full time basis. The career & technical training which the individual student receives is suited to his or her abilities, interests, and needs. The Capstone Cooperative Education Program at the Wilkes-Barre Area Career & Technical Center works with the guidance services and provides close planning and cooperation between three major groups: students and parents, the school, and business and industry.

PROCEDURES:

Senior students who are selected for the Capstone Cooperative Education Program are recommended by their individual instructors after exhibiting initiative in their desire to become skilled tradespeople, technicians, or craftspeople. These students have also displayed good work habits as well as regular and dependable attendance in their chosen course of training at the Wilkes-Barre Area Career & Technical Center.

Students who are placed on the Capstone Co-Op Education Program attend their home school in the morning. In the afternoon, the student works with an employer who has agreed to provide training and work experience related to the student's career & technical course at the Wilkes-Barre Area Career & Technical Center. Employers also pay the student at a wage rate no less than the Federal minimum standards. Evaluation of the pupil's program and work habits are made continually and regular contact is maintained with each employer.

REQUIREMENTS TO ENTER COOP PROGRAM **GENERAL REQUIREMENTS**

Students must be in grade twelve (12)

Student must not be absent more than 30 days of school for his/her entire 11th grade year. Exception to these requirements will be reviewed and considered by the school administration. If the above requirements are not met, then the student must wait for the next quarter of his/her senior year to enroll in the Capstone Program.

Should be recommended by the Program area teacher.

Must maintain a satisfactory grade while enrolled in the program.

SECOND, THIRD, AND FOURTH QUARTER PLACEMENTS:

Student must not be absent more than eight (8) days of school in the previous quarter. Exception to these requirements will be reviewed and considered by the school administration.

Must have achieved a satisfactory grade.

Should be recommended by the program area teacher.

STUDENTS RECORD GUIDELINES

The Student Record Policy, [Guideline for Collection, Maintenance and Dissemination of Pupil Records,] of the Wilkes-Barre Area Career & Technical School, has been approved by the Pennsylvania Department of Education.

Students and parents do have access to their records under provisions established by this approved policy.

For details regarding: Access to Records, Collection of Data, Administration of Security,

Classification of Data and Dissemination of Information, students are encouraged to confer with their instructors about general questions. For more specific details, students are encouraged to speak to the principal.

Copies of the student record policy are on file in the Guidance Office and are available for review by the public, as well as interested citizens upon request.

SPECIAL EDUCATION PROGRAMS

The Wilkes-Barre Area Career and Technical Center in conjunction with Luzerne Intermediate Unit 18 provides career and technical programs for special needs students.

Students with IEP's from the sending districts are integrated in the career/technical classes. These students receive accommodations as per their Individual Education Plan. In addition, there is a Luzerne Intermediate Unit Special Education teacher that works with these students in small groups in reading texts and tests and on math concepts to help them be successful in their integrated career/technical class area.

The WBACTC also hosts special needs transition programs operated by the Luzerne Intermediate Unit 18 for students as an alternative to the career/technical education:

These programs help build confidence and prepare students for transition from school to the work force. Both programs are taught by certified special education teachers employed by the Luzerne Intermediate Unit. There are also life skills classes at the WBACTC.

For additional information, please contact the coordinator at (570) 208-2497.

STUDENT ORGANIZATIONS

Student organizations at the Wilkes-Barre Area Career & Technical Center are recognized as an integral part of every program as well as an important co-curricular outlet. The eight student organizations are DECA (Distributive Education Clubs of America), FFA (Future Farmers of America), HOSA (Health Occupation Students of America), SKILLS USA , SADD (Students Against Destructive Decisions), FBLA (Future Business Leaders of America, National Technical Honor Society, School Newspaper, foster leadership abilities through participation in educational, career and technical, civic, recreational, and social activities.

All eight clubs participate in regularly scheduled meetings, skill and leadership competitions, and district and state leadership conferences. Students are encouraged to join and be active members in the student organizations at the Career & Technical Center.

POLICY ON ATTENDANCE RATIONALE

Frequent absences of pupils from regular classroom and laboratory learning experiences disrupt the continuity of the instructional process. The benefit of regular, continuous instruction is lost and cannot be entirely regained. Consequently, pupils who are absent frequently experience great difficulty in achieving the maximum benefits of The Wilkes-Barre Area Career & Technical Center schooling.

Compulsory school attendance is mandated by the state law. It is the duty of every school district to see that every child within its jurisdiction shall receive a secondary school education. If the parents will not insist that their child take advantage of the free educational opportunities offered, it becomes the duty of the school district to require that this be done.

The Wilkes-Barre Area Career & Technical Center has, as its primary goal, the preparation of youth for employment. This goal is quite comprehensive given the variety of employer expectations, as well as the needs of the individual. Success on the job is dependent on many factors, one of which is the need for regular attendance. In recent years, employee absenteeism has become one of the most prevalent reasons for dismissal of young employees.

The attendance policy and procedures of the Wilkes-Barre Area Career & Technical Center are designed to prepare youth for the rules which will be enforced on the job. Without such school attendance rules, young employees may receive a rude awakening upon entering the labor market. Students are expected to attend all classes on a regular basis unless legally excused.

The goal of the attendance officers at WBACTC is to ensure that all students abide by the Pennsylvania State Law concerning truancy which states that all children of compulsory school age must attend school.

To ensure that this happens, the attendance officers send a mailing to each parent at the beginning of the school year explaining the Pennsylvania State Laws and our requirements for the school. We ask all teachers to complete a discipline referral form for each truant student. We at the WBACTC are permitted to enforce truancy through citations and removal of privileges to drive to school through our school police officer and local district magistrate. These measures are in compliance with the Pennsylvania Department of Education's Truancy Elimination Plan.

All communications between schools, parents and conferences with students are recorded and shared between the office, dean of students, home school and teacher involved. The attendance office is also responsible for recording all excuses into the Skyward attendance system.

The principal has the authority to amend any grade from the first (1st) thru the fourth (4th) marking periods in regards to a student's attendance, providing he/she deems appropriate.

ATTENDANCE

Absences

The Pennsylvania Department of Education requires all students to receive a minimum to two hours and forty-five minutes daily of career/technical instruction. In compliance with Pennsylvania School Code all students who are absent from school are REQUIRED to bring in an excuse the day of their return to school. Days that are NOT excused by a written note are considered ILLEGAL, UNEXCUSED ABSENCES and punishable by court imposed fines.

Responsibilities of the Student

1. Return to school the next day with a written excuse stating the date and reason for the absence.
2. If an excuse is not presented on the day of return, a warning will be given.
3. If the student fails to submit the excuse within 3 days, he/she is to be sent to the Dean of Students.

Special Absences

On certain absence days students may be marked *PRESENT* because their absence is caused external factors.

1. **Students Attendance at Home School** - On occasions, when students must remain at the home school and the proper paperwork is completed, no absence will be charged against the student.
2. **Emergency Weather Days** - On the days covered by the weather emergency and sending school closing policy, no official absence will be charged against the student and a special symbol will be used in the attendance register.

Late or Tardy

Students who arrive to school or class late must report to the Main Office for a Late Slip. Three or more Lates in a marking period will result in a phone call to the parent. Persistent late arrivals will be subject to disciplinary action.

Home School Act 80 / In-Service Days

On occasions where the home school has scheduled an Act 80 or Teacher in-Service day PM *CTC students are required to attend the CTC if the CTC is in session.*

WILKES-BARRE AREA CTC DAILY SCHEDULE

7:45.....Faculty on Duty
8:05.....Classrooms Open
8:09.....AM Session Begins
10:54.....1st Lunch
11:15.....AM Lunch Dismissed
11:24.....2nd Lunch Begins
11:54.....PM Sessions Begins
2:42.....All Students Dismissed
3:00.....Faculty Dismissed

EARLY DISMISSALS

Early dismissals are considered on a day-by-day request only and must be specifically related to a school learning experience or activity, governmental activity, emergency or for a reason approved by the school administration as being necessary and valid.

Early Dismissal General

Early dismissal may be permitted for home school activities or learning experiences which cannot be performed after school hours and shall be regarded as a privilege. Permission can and will be revoked at the request of the teacher or other school personnel when such action is warranted. In order to be granted an early dismissal, the students shop progress and attendance must be satisfactory. All students, regardless of age, must conform to the early dismissal procedures and will also be subjected to loss of hours and participation time.

Early dismissals are permitted providing the following procedures are adhered to:

1. Obtain proper form from the Dean of Students office.
2. Complete top portion completely.
3. Obtain necessary signatures from home school principal, parent or both as required.
4. Return completed form to the Dean of Students office no later than one day prior to the activity. Forms returned after this deadline will not be honored.
5. Incomplete forms will not be honored.

Early Dismissal Medical Appointments

Early dismissals are permitted for medical appointments that cannot be arranged for after school hours, providing the following procedure are adhered to:

1. Written permission from parent or guardian containing name and phone number of doctor, dentist or other authorized medical person with whom the student has the appointment must be provided for the purpose of school nurse verification.
2. Permission form must be accompanied by appointment card, in such cases where appointments are made by telephone; it is the responsibility of the parent, guardian or student to get the appointment card for the school authorities before the time of scheduled appointment.
3. No student will be permitted an early dismissal for medical appointments without the required parental permission and appointment card.
4. The school nurse and Dean of Students must verify all early medical dismissals.

SCHOOL CLOSING

Weather Emergency

All Day

The Wilkes-Barre Area CTC will remain open if districts comprising 50 percent of the pupil enrollment will be in attendance. This will require attendance by the Wilkes-Barre Area School District and one other district, or attendance by the Crestwood, Hanover Area, Greater Nanticoke and Pittston Area School Districts.

When the CTC remains open for classes, students from all districts, whether their district is in session or not, is required to attend their career & technical classes and will be marked absent if not in attendance. Cancellation of the home school classes does not automatically cancel classes at the WBACTC School.

For weather emergency only, when a district makes an attempt to provide transportation and is physically prohibited to do so because of road conditions, these students will be marked with a special symbol which will indicate a physical absence from class but will not count as an illegal absence since there was no fault by the student for the absence.

Weather Emergency

After the Start of A.M. Classes

Weather conditions may arise during the school day that may necessitate cancelling classes in order to safely transport students back to their home school districts. Such emergencies will be handled through the public address system in a cooperative effort of all administrators of all schools.

Should it become necessary to close the Wilkes-Barre Area Career & Technical Center because of snow or any other emergency, it will be displayed on the website as well as on local radio and TV stations. Currently, WNEP TV 16, WBRE TV 28, WYOU TV 22, WILK AM 980, WBAX AM 1240, WARM AM 590, WMGS FM 93, WEZX FM 107, WKRZ FM 98.5

Strikes

When a participating district is closed due to a strike situation, students enrolled in the WBACTC are required to attend classes at the WBACTC as normal. Transportation will be provided by the home district even though such district may not be in session. If a strike closes the WBACTC, districts have the option of attempting to provide a full day for their students enrolled in the WBACTC or provide only that half of the curriculum relating to their own schools. Days missed will be made up following the settlement of the strike situation.

CLASSROOM AND SHOP SAFETY INSPECTION

Committee:

Administration and Staff Members

Inspection Schedule

1. Each shop teacher should make an inspection during each school year. The results of this inspection should be submitted to the Safety Committee for review. The Safety Committee will attempt to assist the teacher in correcting any unsafe condition that exist.
2. The Safety Committee has the right to conduct an inspection of any program area for the following reasons:
 - A. correcting any unsafe conditions that exist
 - B. if a written request is submitted by a teacher(Note: Administrative approval is required for any inspection)

Procedure

1. Inspection Committee and teacher will evaluate according to Classroom and Shop Safety Checklist.
2. Finding will be reviewed by the General Safety Committee, and recommendations will follow this review.
3. The Inspection Committee will then conduct a follow-up inspection for safety corrections.
4. If no action is taken after these recommendations are made, a written statement will be given to the Director. Action will be taken at the discretion of the Director.

Guidelines for Inspections

The Committee and teacher will use the following guidelines for their inspection:

1. Basic shop safety rules
2. Eye glasses and cabinet
3. First-aid kits
4. Fire extinguisher
5. Fire exit routes and alternates
6. Standard instruction on how to use all machinery and equipment
7. Proper safety procedures and color coding posted on or near machinery and equipment
8. Emergency telephone numbers listed by telephone in shops

COLORING CODE

The following safety color codes shall be used for making physical hazards:

1. **RED:** Red shall be used as a basic color for the identification of fire protection equipment and apparatus. If painting the extinguisher is impractical or undesirable, color should be used on the housing, wall or support to identify the location of such equipment.

(II) DANGER

- (III) **STOP.** Emergency stop bars, buttons, or electrical switches on hazardous machines shall be red.

2. **ORANGE:** Orange shall be used as the basic color for designating dangerous parts of machines or energized equipment. Orange shall be used to emphasize hazards when enclosure doors are open, when gear bolts or other guards around moving equipment are open or removed, exposing unguarded hazards.

3. **YELLOW:** Yellow shall be the basic color for designating caution and for marking physical hazards. Solid yellow, yellow and black stripes, or checkers or yellow with suitable contrasting background should be used inter-changeable using the combination which will attract the most attention.

4. **GREEN:** Green shall be used to designate safety and the location of the first-aid equipment [other than fire-fighting equipment.]

5. **BLUE:** BLUE shall be the basic color for designation of caution, limited to warning against the starting, use of, or the movement of equipment under repair or being worked upon.

6. **PURPLE:** Purple shall designate radiation hazards.

7. **BLACK AND WHITE:** Black, White, or a combination of these two shall be the basic colors for designating housekeeping and housekeeping markings.

8. Colors shall meet the test specified in Section 3, color definition, of ANSI 253. 1-1967 Safety Color Code for marking physical hazards.

SIGNS AND TAGS

1. Signs and symbols shall be visible at all times when work is being performed, and shall be removed or covered promptly when the hazards no longer exist.
2. Danger signs shall be used only where immediate hazard exist. Danger signs shall have red as the predominating color or for the upper panel for additional sign wording.
3. Caution sign shall be used only to warn against potential hazards or to caution against unsafe practices. Caution signs shall have yellow as the predominating color; black upper panel and borders; yellow lettering of "caution" on the black panel; and lower yellow panel for additional sign wording. Black lettering shall be used for additional wording.
4. Exit signs, when required, shall be lettered in legible red letters, not less than 6 inches high, on white field, and the principal stroke of the letters shall be at least three-fourths inch in width.
5. Safety instruction signs, when used, shall be white with green upper panel with white letters to convey the principal message. Any additional wording on the sign shall be black letters on the white background.
7. Blue shall be the standard color for information signs. It may be used as the background color for the complete sign or as a panel at the top of such types of "notice" signs, which have a white background.
8. There shall be no variation in the type of design of signs posted to warn of specific dangers and radiation hazards.
9. All personnel shall be instructed that danger signs indicate immediate danger and that special precautions are necessary.
10. Accident prevention tags shall be used as temporary means of warning personnel of an existing hazard, such as defective tools, equipment, etc. They shall be used in place of, or as a substitute for, accident prevention signs.

DUTIES OF SECTION LEADER

1. Take roll for your own shop.
2. Compile reports from all shops in your section that have reported.
3. When all shops in your section have reported, section leaders will report, via portable radio, to the control point when requested by the administrator in charge.

The all clear signal will not be announced until all five section leaders have reported to the control point. Section leaders are to meet with all instructors in their section to explain their role in the evacuations.

BUILDING SECTIONS

Section-1

Linda McGrath

Faculty Room
Conference Room
Main Office
Lobby
Data Processing
Guidance Department
Business Office
Cosmetology I & II
Diversified Co-Op

Section-2

TBA

Health Assistance
Residential Construction
Capstone Co-Op
LIU Special Needs Center
Air Cond. & Refrigeration
Welding
Plumbing & Pipe Fitting
Building & Home Remodeling
Head Start Career and Tech
Machine Shop

Section-5

TBA

Custodians
Ornamental Horticulture
Kitchen
Culinary Arts
Marketing
LIU Classroom

Section-3

Dave Namey

Cafetorium
Fashion Design
Graphic Arts
Electrical Construction
Drafting
Law Enforcement / Police Science
Audio Visual Communications
Multi Media Center / Computer
Resource ISD
Computer Information Technology

Section-4

Allen Bartoli

Heavy Equipment & Diesel Technology
Auto Body
Auto Mechanics I
Auto Mechanics II
Warehouse Management
Masonry
Carpentry & Millwork

Section-6

Valerie Griglock

LPN Area

BUILDING MAINTENANCE AND SAFETY

Each area has an exit/s allowing for a quick and orderly departure in case of a fire or other emergency.

The school has adequate lavatory facilities which are separated for separate sexes.

All exits shall be clearly visible or the route to reach them shall be conspicuously indicated. All exits shall be marked by readily visible signs.

All areas of means of egress shall have minimum clearance of not less than seven feet.

Every stairway, floor opening, loading dock, pit, or floor hole into which a person can accidentally walk, shall be equipped with standard stair railings.

All flights of stairs having four or more risers shall be equipped with standard stair railings.

Classrooms, offices and laboratories shall be lighted with not less than thirty (30) foot candles.

Drafting rooms shall be lighted in not less than fifty (50) foot candles.

An adequate number of waste receptacles shall be provided and maintained in a sanitary condition.

Specific signs must be displayed to define specific hazards of nature that failure to designate them may lead to accidental injury to workers or to public.

Corridors and storage areas shall be lighted in not less than ten (10) foot candles. Accidental prevention tags are a temporary means of warning and should be used until a positive means can be employed to eliminate the hazard.

All corridors and walkways shall be kept clean and orderly and in a sanitary condition. Cleaning and sweeping shall be done in a manner to minimize contamination of air.

All wall openings from which there is a drop of more than four feet shall be guarded. All outside areas shall be kept free of hazardous conditions.

STORAGE AREAS

1. All areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire explosion, or pest harborage.

2. Floor areas under material and storage racks should be kept free of stored materials as well as debris, refuse, scrap, and other foreign matter.

WORK AREAS

1. Safety zones should be marked off around every work area where there is a danger of possible injury.

2. Non-skid paint or abrasive material should be placed in the work areas of equipment where there is danger of slipping or of receiving injury.

3. Floors should be kept free of dangerous projections and obstructions and should be kept free from debris, refuse, scrap, oil, and other foreign matter.

4. Scrap boxes, strategically placed near scrap producing equipment or work areas, should be used to help keep scrap off the floor and the work area clean.

SCHOOL EMERGENCY RESPONSE PLAN

Senate Bill No. 1167 amended Title 35 (Health and Safety) of the Pennsylvania Consolidate Statutes. Commonly known as the Emergency Management Service Code (35 PA-C.S. Section 7101 et seq.) as amended, requires every public funded school within the commonwealth to have a disaster response plan, and to exercise that plan annually. This law authorizes the governor to utilize all public funded universities, colleges, and elementary and secondary schools for emergency planning and disaster exercise purposes, and to utilize such mass care centers in the event of an actual emergency evacuation. Finally, the amendment provides that school buses and transportation

vehicles owned by universities, colleges, and school districts are to be made available to local and county and state officials for emergency planning and exercise purposes, and to utilize in the event of an emergency evacuation.

The Wilkes-Barre Area Career & Technical School Emergency Response Plan is on file with the Wilkes-Barre Chapter of the American Red Cross and Luzerne County EMA office. A copy of the student Pick-Up Authorization is enclosed.

CAFETERIA

The Wilkes-Barre Area Career & Technical Center has two lunch periods. The morning session lunch period begins at 10:54 a.m. and students leave the cafeteria for reporting to their bus station at 11:20 a.m. Breakfast is also provided between 7:30 and 8:05 a.m.

The following rules have been devised to assist in the safe and orderly operation of the cafeteria. No food will be consumed anywhere on the premises of the school except in the cafeteria. The school will provide a hot lunch at a nominal cost. Please have proper change.

Students who wish to carry their lunches may do so, however, it must be eaten in the cafeteria. Normal conversations will be permitted in the cafeteria, although boisterousness, loudness, and improper conduct will not be tolerated. Upon finishing lunch, students will take trays to dish washing area and report to their buses (AM) or Shop lab (PM). Permission must be granted by the teacher in charge to leave the cafeteria for any reason (Including rest room privileges). Food, soda, fruit juices, etc., are not allowed to be brought into the school building. This includes all types of plastic and/or glass containers.

ACCIDENTS

Minor and major accidents must be reported to the instructor immediately. In every case, the instructor will notify the school nurse and /or an administrator. In the event of a major accident, the instructor will first notify the school nurse and then the administrative office. If the injured student requires hospital treatment, the nurse will telephone the parents or guardian and make a call for an ambulance.

Student Medical Permits will be completed by parents or student's guardian during the first week of school in order that school authorities are aware of the student's family physician for the purpose of accident notification.

INSURANCE

All students participating in the career & technical program are urged to participate in the insurance program offered by the home district. The cost of the insurance is minimal. Bodily injury and financial loss may occur through accidents. The administration strongly urges every student to participate in their home school insurance program. The school will not be liable for any bill resulting from student accidents. Students enrolled in Diversified Cooperative Education Program or Capstone Cooperative Work Experience Program must have insurance as a prerequisite for entry into either of these school-sponsored programs. Students should confer with the instructor or coordinator of either program regarding this requirement.

STUDENT PARENTAL CONSENT

“Student Medical Permit” and “Student Pick-up Authorization” information data sheets will be issued to all students. These cards must be completed and returned to the school nurse. Students who fail to fulfill this requirement will not be allowed to operate power equipment. This information is necessary in case of accident or serious injury.

TRANSPORTATION

Transportation to the Wilkes-Barre Career & Technical Center is the responsibility of the home school districts.

The bus driver is in charge and is responsible for the safety of passengers. Seating arrangements and rules of the driver must be obeyed and poor conduct will not be tolerated. The driver may deny bus riding privileges to any pupil for improper conduct.

School regulations and the Laws of the Commonwealth of Pennsylvania governing bus transportation of students prohibit smoking and eating on the bus.

A.M. Students - Students will proceed to the cafeteria and remain until 8:05 a.m. If the shop is not open when the instructor has been detained by other duties, students should wait near the entrance until their instructor arrives.

Upon dismissal from the shop or laboratory area, students will proceed to the cafeteria or report to the designated bus area. Students should be at the assigned boarding area five minutes before arrival of their bus.

P.M. Student - Upon arrival, students will proceed to their assigned lockers and remove outerwear, if necessary, and proceed to the cafeteria in an orderly manner. Students will form in one of three serving lines designated by the administration. Following the 11:54 bell, students will proceed to their assigned shop areas.

STUDENT DRIVING POLICY

GUIDELINES

In accordance with the rules and regulations of the Pennsylvania Department of Education, all school districts are providing transportation to and from the WBACTC for all students enrolled therein. Students will be allowed to drive to the WBACTC for the most part, on an individual day request basis and must be specifically related to a school learning experience or activity, governmental activity, emergency, or for a reason approved by the school administration as being necessary or valid. Applications are available through the Office of the Dean of Students and must be completed and returned to this office for approval/disapproval. If approved, students are not permitted to transport students to the Career & Technical Center, or to transport students after dismissal. Driving privileges will be revoked if you do not comply with these guidelines. Also, an assigned parking space will be issued to each student with a driving permit and students are not allowed to park in the Main Entrance parking lot.

GENERAL RULES

Student driving will be permitted for shop work involving a motor vehicle and for students enrolled in an approved CTC Cooperative Education Program. All other requests will be considered on an individual basis with permission being given only when necessary by the Dean of Students.

PROCEDURE

A. Shop Work: Student will receive a permit from the Dean of Students in conjunction with his/her

teacher for the specific day or days driving will be permitted. A duplicate will be forwarded to the Dean of Students the day of issuance and a copy to the teacher.

B. Approved Cooperative Education Programs: Upon verification of employment by the Placement Coordinator, driving permits will be issued by the Dean of Students.

C. All other requests for driving permits must be submitted to the Dean of Students for approval/disapproval.

OPEN HOUSE

Open House is an annual event at Wilkes-Barre Area Career & Technical Center and is open to the public. Parents, friends, and relatives of students are welcome.

ADULT EVENING SCHOOL

The evening program helps community adults update their career & technical skills or prepare for new occupations. Classes emphasize hands-on experience. In addition, some community service courses are offered.

Most evening courses begin in mid-September or late January, meeting 3 hours once or twice each week. Some courses last for 144 hours, continuing from fall through spring; others may last only 18-72 hours. Enrollment is open to all adults and youth who are eighteen years of age or older.

Certificates of achievements listing hours of class participation are given to students who complete course requirements. Such certificates may satisfy employer training requirements or help students find entry-level work. Course participation is not intended to meet all requirements for licensing.

Brochures listing evening course offerings and tuition charges can be obtained by calling the school. Adults who are able to attend classes during the morning or afternoon hours may be allowed in high school programs if space is available. Contact the high school principal for information on tuition costs and other requirements.

In addition, a post-secondary practical nursing program (LPN) is offered at the CTC School.

Students attend for 12 months in a 15 month period and begin in either the fall or spring term. Call 822-6539 for more information on tuition, financial aid, and admission procedures.

COMPUTER AND INTERNET SAFETY POLICY

All authorized users shall adhere to the provisions of this policy as a condition for continued use of the Wilkes-Barre Area Career and Technical Center's network. It is a general policy of the school to promote the use of computers in a manner that is responsible, legal and appropriate. This policy is enacted anytime there is a connection to the school's hardwired or wireless network. This policy applies to not only the computer network but also to Smart Phones, Tablets, and any other personal electronic devices. This policy will be amended as the technology changes. All students and staff must attend in-servicing regarding procedures, ethics, and security involving internet usage.

RESPONSIBILITIES

The Wilkes-Barre Area Career and Technical Center will provide access to and integrate a thoughtful use of such information throughout the curriculum and will provide guidance and instruction in the appropriate use of such materials in a community setting. Parents/guardians are responsible for agreements their children make or actions they take in and outside of school setting and conveying the standards their children should follow when using any media or information service. Users are responsible for proper behavior on these electronic resources. Appropriate access is the shared responsibility of the school and its users.

Communication on networked information resources is often public. People receiving messages have the ability to redistribute them for many others to read. It is very important that users understand the importance of appropriate and polite behavior and of avoiding the sharing, transmission or distribution of personal information that you would not want any stranger to have such as, but not limited to addresses, telephone and Social Security numbers.

RESTRICTIONS

Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.

Engaging in any type of inappropriate online behavior; including Cyber-Bullying, abusive language, or vulgarities.

Damaging computers, computer systems or networks, vandalizing, damaging or disabling the property of another person or organization; disabling computers, systems or networks through the intentional misuse or overuse of electronic distribution or storage space, the spreading of computer viruses, or unauthorized access including "hacking" and other unlawful activities.

Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work or files. The using of network resources for non-academic purposes is not permitted. Non-educational uses of the school's network includes, but not limited to games, wagering, gambling, junk e-mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying. Additionally, the network cannot be used for financial gain or for transaction of any business or commercial activities.

Breaching the Internet filtering system by trying to bypass the filtering system to gain access to sites that have been blocked.

When violating local, state or federal statutes, please refer to the Pennsylvania Crimes Code.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If a user identifies a security problem on the Internet or the Wilkes-Barre Area Career and Technical Center network, he/she is responsible to notify the teacher, principal or the system administrator. Users should not demonstrate the problem to other users. Additionally, users cannot use another individual's account. This will result in loss of network privileges. Tampering with computer security systems and/or applications will be considered vandalism, destruction, and defacement of school property.

RIGHTS AND PRIVILEGES

The user has full rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional network resources provided by the Wilkes-Barre Area Career and Technical Center. The user's network account provides for personal storage space on WBACTC's resources, which may be treated as any other storage space and should be cleared periodically. It is important that the users keep passwords secure and private. However, users should not expect that files would always remain private. WBACTC network administrators have the right to monitor use and review files to maintain system integrity and to be sure that the system is being used within the stated limits.

SANCTIONS

Violations of school and Wilkes-Barre Area Career and Technical Center network information resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined at the school and/or classroom level. If appropriate, law enforcement agencies will be involved. A violator must understand that if he/she is removed from the school network, there shall be no obligation to provide any substitute equipment or subsequent opportunity to access the school's network.

DISCLAIMERS

The Wilkes-Barre Area Career and Technical Center makes no warranties of any kind, either expressed or implied, for the provided access. The staff, school, and the WBACTC are not responsible for any damages incurred, including, but not limited to loss of data resulting from delays or interruption of service, the loss of data stored on WBACTC resources or for personal property used to access WBACTC resources, the accuracy, nature, or quality of information stored on WBACTC resources or gathered through corporation-provided access, or for unauthorized financial obligations incurred through WBACTC-provided access. Further, even though the WBACTC may use technical or manual means to limit user access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state, and federal statutes.