

STUDENT–PARENT HANDBOOK



**210 CAMPUS LANE
BUTLER, PA 16001**

724-282-0735

WWW.BUTLERTEC.US

2023-2024

The policies and procedures outlined in this handbook are subject to change by the administration of the Butler County Area Vocational-Technical School pending approval by the Joint Operating Committee.

Scan Me



MISSION STATEMENT

*The mission of the Butler County Area
Vocational – Technical School is empowering
students with the skills necessary for the
continuous development, education
and employment.*

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Introduction

The information in the Student/ Parent Handbook is presented to familiarize you with the procedures that are in effect at the Butler County AVTS. Our policies overall reflect those of your high school; however, they have been adapted to suit our setting and provide for differences from school to school. While attending BCAVTS, we will expect you to follow the guidelines outlined in this handbook

Much like a manual provided by an employer, this information will be of great value to you during your time at our school. Please become familiar with the student guidelines for conduct and comply with the regulations at all times. As young adults, you are accountable for your actions and behavior.

We want your education at Butler County AVTS to be a positive and enjoyable experience that will contribute to your personal and professional success.

Good luck to you with all you do at Butler County AVTS and in your future endeavors.

***BUTLER COUNTY AREA
VOCATIONAL-TECHNICAL SCHOOL
INFORMATION***

PARTICIPATING SCHOOL DISTRICTS

Butler Area School District
Karns City Area School District
Knoch School District
Mars Area School District
Moniteau School District
Seneca Valley School District
Slippery Rock Area School District

ADMINISTRATION

Executive Director

Dr. Regina Hiler

Principal/Assistant Director

Mr. Jared Ryan

Business Manager

Mrs. Rebekah Davis

SUPPORT STAFF

Mrs. Allison Brumbaugh	Mr. Scott McCandless
Mr. Nicholas Colonello	Mr. John Rausch
Mrs. Paula Everton	Mrs. Tyanna Rausch
Mrs. Suzanne Freund	Mr. Lucas Rearick
Mrs. Regina Green	Mr. Keith Schweinegruber
Mrs. Ashlee Lamenza	

SUPPLEMENTAL SCHOOL NURSE

Mrs. Judy Frederick

Student Health Officer

Mrs. Jennifer Carlson

INFORMATION TECHNOLOGY DEPARTMENT

Questeq Technology

Technology Manager: Mr. Stephen Leslie

Technology Specialist: Mr. Nathan Smith

Instructional Staff

Air Conditioning/Heating/Electrical	Mr. Eric Collins Mr. David Hinchberger
Automotive Technology	Mr. Tim McLaughlin
Building Construction Trades	Mr. Ronald Sankey
Carpentry	Mr. Scott McKee
Collision Repair	Mr. David Peters
Computer Networking & Security	Mr. Daniel Zulick
Cosmetology	Mrs. Amy Ellison Mrs. Ashley Rocco
Culinary Arts	Mr. Michael Barczak Mrs. Katie Collins
Graphic Design	Mrs. Lee Ann Clutter
Health Assistant	Mrs. Tonya Blank Dr. Andrea Celender
Heavy Equipment	Mr. William Rearick
Machine Technology	Mr. Aaron Clouse
Protective Services	Mr. Jeffrey Celender
Sports Medicine	Dr. Jennifer Hindman
Welding	Mr. George Petronelis Mr. Jacob Hughes
Assistant Principal/Support Services Coordinator	Mr. Clark Morton
Dean of Pupil Services	Mr. Ernest Orelli
School Counselor	Ms. Taylor Gall-Ruggiero
Workforce Development/Cooperative Education Coordinator	Mr. Blake Beatrice
Special Education Teachers	Mrs. Amy Dittman Ms. Angela Smarto
MAPS (Making Adjustments for Productive Students) Coordinator	Mrs. Jill Sarnese
Instructional Aides	Mrs. Georgia Krause, Mrs. Denise McDonald



Butler County Area Vocational-Technical School
210 Campus Lane • Butler • PA 16001
724-282-0735 • www.butlertec.us
School Year 2023-2024

180 Student Days • 186 Instructor Days

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	IS	IS	17	18	19
20	21	A 80	Δ	24	25	26
27	28	29	30	31		
First Day: August 23						
Teachers: 10				Students: 8		

September 2023						
S	M	T	W	T	F	S
					1	2
3	V	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Teachers: 20						
Students: 20						

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	A 80	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Teachers: 22						
Students: 22						

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	V	11
12	13	14	15	16	17	18
19	20	21	V	V	V	25
26	V	28	29	30		
Teachers: 17						
Students: 17						

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	A 80	23
24	V	V	V	V	V	30
31						
Teachers: 16						
Students: 16						

January 2024						
S	M	T	W	T	F	S
	V	V	3	4	5	6
7	8	9	10	11	IS	13
14	V	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Semester Ends: January 11 (Day 90)						
Teachers: 20				Students: 19		

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	IS	17
18	V	20	21	22	23	24
25	26	27	28	29		
Teachers: 20						
Students: 19						

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	V	V	30
31						
Teachers: 19						
Students: 19						

April 2024						
S	M	T	W	T	F	S
	V	V	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Teachers: 20						
Students: 20						

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	IS	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	V	28	29	Δ	IS	
Last Day: May 30						
Teachers: 22				Students: 20		

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
Teachers: 19						
Students: 19						

V = Vacation Day	
September 4	November 10, 22, 23, 24, 27
December 25, 26, 27, 28, 29	
January 1, 2, 15	February 19
March 28, 29	April 1, 2
May 27	

IS = In Service Day (No Students)	
August 15, 16	January 12
February 16	May 10, 31

A 80 = Act 80 Day (No Students)		
August 22	October 9	December 22

Δ = First & Last Day of School

First Day: August 23

Last Day: May 30

All Inclement Weather days will utilize FIDS/Remote Learning Days.

JOC Approval: April 6, 2023

DAILY SCHOOL SCHEDULE

7:55 a.m. to 9:55 a.m.	First Session - Butler, Karns City, Moniteau, and Seneca Valley Students
9:55 a.m.	Students Dismissed to Report to Buses or Butler Senior High
10:00 a.m. to 12:00 p.m.	Second Session - Butler Students
12:00 p.m.	Students Dismissed to Report to Butler Senior High
12:45 p.m. to 2:45 p.m.	Third Session - Butler, Knoch, Mars, and Slippery Rock Students
2:45 p.m.	Students Dismissed to Report to Buses

(This schedule is subject to change.)

CANCELLATION OF SCHOOL

Hazardous conditions due to inclement weather that may threaten the health and safety of students would cause school sessions to be canceled. However, closing of one or more of the participating home schools would not necessarily close the Butler County AVTS.

In the event a sending school is on a delay or closed, students from that sending school are not required to attend Butler County AVTS. Provided the delay or cancellation occurs during their normal Butler County AVTS session. This is due to the fact that sending school transportation would not be provided. If Butler County AVTS is open to accommodate other school districts not on, a delay or closed, all regularly scheduled students are welcome to attend BCAVTS.

If for any reason it becomes necessary to close or delay the opening of the Butler County AVTS, announcements will be made over WBUT/WLER 1050 AM/97.7 FM, WISR 680 AM, KDKA 1020 AM, KDKA TV, WTAE 1250 AM, WTAE TV, and WPXI TV. We will also post to our social media accounts.

Please see the current school calendar for inclement weather make up days. Other adjustments to the calendar will be made as necessary.

For further information, please check the following websites:

Butler County AVTS	www.butlertec.us
Butler Area SD	www.butler.k12.pa.us
Karns City Area SD	www.karnscity.k12.pa.us
Knoch Area SD	www.knoch.org
Mars Area SD	www.marsk12.org
Moniteau SD	www.moniteau.k12.pa.us
Seneca Valley SD	www.SVSD.net
Slippery Rock Area SD	www.slipperyrock.k12.pa.us

Program of Instruction

Certification/Licensure/Accreditation

Many Career and Technical Programs at BCAVTS prepare learners to participate in state exams for certification or licensure. Other programs offer trade related certifications to better meet industry standards.

Program	Certifications Industry Recognized/Providers	Certifications Additional and/or Details to Industry Recognized/Providers	Accreditations
Air Conditioning/ Heating/Electrical Occupations <i>CIP Code: 47.0201</i> Architecture & Construction	<ul style="list-style-type: none"> EPA 608 Refrigerant Recovery/ESCO Group Student Outcome Assessment/HVAC Excellence S/P2 Construction/S/P2 	<ul style="list-style-type: none"> ESCO Group <ul style="list-style-type: none"> 609 Automotive Mainstream Engineering <ul style="list-style-type: none"> 410A Safety Certification Preventive Maintenance CSST Certification S/P2 Soft Skills 	
Automotive Technology <i>CIP Code: 47.0604</i> Transportation, Distribution & Logistics	<ul style="list-style-type: none"> Section 609 Cert for Refrigerant Recycling and Recovery/Mobile Air Conditioning Society Worldwide NC3 Electronics/Electrical Certification/National Coalition of Certification Centers Automotive Service Excellence Cert (ASE)/Nat'l Automotive Technicians Education Foundation Certified Safety Inspector, Cat I/PA Department of Transportation Certified Safety Inspector, Cat II/PA Department of Transportation Certified Safety Inspector, Cat III/PA Department of Transportation S/P2 Automotive Service Safety/S/P2 S/P2 Automotive Service Pollution Prevention/S/P2 Meter Certification/Snap-On Motor Oil Certification/Valvoline 	<ul style="list-style-type: none"> A1-A8 & G1 under Automotive Service Excellence (ASE) S/P2 Soft Skills S/P2 Supervisor's Course New Ford Tech Service Training 	<ul style="list-style-type: none"> ASE Education Foundation PennDOT
Program	Certifications Industry Recognized/Providers	Certifications Additional and/or Details to Industry Recognized/Providers	Accreditations
Building Construction <i>CIP Code: 46.9999</i> Architecture & Construction	<ul style="list-style-type: none"> Fork Lift Operator/National Safety Council S/P2-Construction/S/P2 	<ul style="list-style-type: none"> AWPT in Arial Work Platforms All Terrain Telehandler Power Actuated Fasteners Certification S/P2 Soft Skills 	
Carpentry <i>CIP Code: 46.0201</i> Architecture & Construction	<ul style="list-style-type: none"> Fork Lift Operator/National Safety Council S/P2 Construction/S/P2 	<ul style="list-style-type: none"> S/P2 Soft Skills 	
Collision Repair <i>CIP Code: 47.0603</i> Transportation, Distribution & Logistics	<ul style="list-style-type: none"> Automotive Lighting/I-CAR Bolted-On Exterior Panels-Part 1/I-CAR Bolted-On Exterior Panels-Part 2/I-CAR Hazardous Airborne Pollutant Reduction/I-CAR Hazardous Material Storage and Disposal/I-CAR I-CAR Certification(s)/I-CAR Intro to Collision Repair Process Overview/I-CAR Intro to Mechanical Repair Terms and Vehicle Protection/I-CAR Intro to Refinishing and Corrosion Protection-Part 1/I-CAR Intro to Refinishing and Corrosion Protection-Part 2/I-CAR Intro to Safety Systems/I-CAR Intro to Tools, Equipment and Attachment Methods-Part 2/I-CAR Intro to Tools, Equipment and Attachment Methods-Part 1/I-CAR Intro to Vehicle Construction Materials/I-CAR Intro to Vehicle Parts Terminology-Part 1/I-CAR Refinishing Equipment/I-CAR Removing and Installing Exterior Trim, Pinstrips and Decals/I-CAR Removing and Installing Hardware Interior Trim/I-CAR Surface Preparation and Masking/I-CAR Vehicle Construction Material Types/I-CAR Section 609 Certification for Refrigeration Recycling and Recovery/National Institute for Automotive Service Excellence S/P2 Automotive Service Safety/S/P2 S/P2 Automotive Service Pollution Prevention/S/P2 S/P2 Collision Repair & Refinish Safety/S/P2 	<ul style="list-style-type: none"> ALLVIS (Laser frame measuring system) EPA Refrigerant Recovery (auto a/c) LORD Fusor® Bumper Repair S/P2 Soft Skills S/P2 Supervisor's Course 	

Program	Certifications Industry Recognized/Providers	Certifications Additional and/or Details to Industry Recognized/Providers	Accreditations
Computer Networking & Security <i>CIP Code: 11.0901</i> Information Technology	<ul style="list-style-type: none"> A+/Computer Technology Industry Association IT Fundamentals/Computer Technology Industry Association Network Pro/Test Out Network+/Computing Technology Industry Association PC Pro/Test Out Security Pro/Test Out Security+/Computing Technology Industry Association 	<ul style="list-style-type: none"> Server+ S/P2 Soft Skills 	
Cosmetology *PA Cosmetology State Board Licensure <i>CIP Code: 12.0401</i> Human Services	<ul style="list-style-type: none"> Cosmetologist/PA Dept of State, State Board of Cosmetology S/P2-Cosmetology/S/P2 	<ul style="list-style-type: none"> Academy Pro <ul style="list-style-type: none"> Air Brush Makeup Hair Extensions S/P2 Soft Skills 	

Program	Certifications Industry Recognized/Providers	Certifications Additional and/or Details to Industry Recognized/Providers	Accreditations
Culinary Arts *Retail Food Facility License <i>CIP Code: 12.0508</i> Hospitality & Tourism	<ul style="list-style-type: none"> Certified Culinarian (CC)/American Culinary Federation Certified Fundamental Cook (CFC)/American Culinary Federation S/P2 Culinary/S/P2 ServSafe/Manager Food Safety Certification/National Restaurant Association 	<ul style="list-style-type: none"> American Culinary Federation <ul style="list-style-type: none"> Intro to Hospitality-Food Service Industry Intro to Hospitality-Baking & Pastry Business & Math Skills Food Prep Garde Manager Basic Baking Bakery Planning & Preparation Advanced Baking & Pastry Basic Dining Room Service Menu Planning Purchasing & Receiving Nutrition Human Relations Management Environmental Sustainability National Restaurant Association <ul style="list-style-type: none"> On Cooking On Baking S/P2 Culinary-Food Safety S/P2 Soft Skills 	<ul style="list-style-type: none"> American Culinary Federation
Diversified Occupations <i>CIP Code: 32.0105</i> Human Services	<ul style="list-style-type: none"> S/P2 Soft Skills/S/P2 S/P2 Human Resources/S/P2 		

Program	Certifications Industry Recognized/Providers	Certifications Additional and/or Details to Industry Recognized/Providers	Accreditations
Graphic Design <i>CIP Code: 50.0402</i> Arts, A/V Technology & Communications	<ul style="list-style-type: none"> Adobe Certified Associate-Graphic Design & Illustration Using Adobe Illustration/Certiport Adobe Certified Associate-Print & Design Media Publication Using Adobe Indesign/Certiport Adobe Certified Associate-Visual Communication Using Adobe Illustrator/Certiport Adobe Certified Associate-Visual Communication Using Adobe Photoshop/Certiport 	<ul style="list-style-type: none"> S/P2 Soft Skills 	
Health Assistant/Health Occupations <i>CIP Code: 51.0899</i> Health Science	<ul style="list-style-type: none"> BLS Healthcare Provider/American Heart Association Certified Clinical Medical Assistant (CCMA)/National Healthcareer Association Certified Patient Care Technician (CPCT)/National Healthcareer Association Certified Pharmacy Technician (CPhT)/National Healthcareer Association Heartsaver First Aid/American Heart Association Medical Assisting Clinical and Clerical/American Medical Certification Association Patient Care Technician/American Medical Certification Association Personal Care Home Direct Care Staff Certificate/Pennsylvania Department of Human Services Stop the Bleed/StoptheBleed 	<ul style="list-style-type: none"> American Medical Certification Association <ul style="list-style-type: none"> Nursing Assistant Medical Administrative Assistant Dean Vaughn <ul style="list-style-type: none"> Medical Terminology Department of Health <ul style="list-style-type: none"> Feeding Assistant Educational Foundation <ul style="list-style-type: none"> Nutrition National Restaurant Association S/P2 Soft Skills 	

Program	Certifications Industry Recognized/Providers	Certifications Additional and/or Details to Industry Recognized/Providers	Accreditations
Heavy Equipment <i>CIP Code: 47.0613</i> Transportation, Distribution & Logistics	<ul style="list-style-type: none"> • Certified Safety Inspector, Cat I/PA Department of Transportation • Certified Safety Inspector, Cat III/PA Department of Transportation • Meter Certification/Snap-On • S/P2 Automotive Service Pollution Prevention/S/P2 • S/P2 Heavy Duty/S/P2 • Section 609 Certification for Refrigerant Recycling and Recovery/Mobile Air Conditioning Society Worldwide 	<ul style="list-style-type: none"> • ASE Entry-Level Tests MEDIUM/HEAVY TRUCK • Basic Commercial Truck Tire Service • Brakes • Diesel Engines • Electrical/Electronic Systems • Forklift Operator • New Ford Tech Service Training • S/P2 Soft Skills • Suspension & Steering 	
Machine Technology <i>CIP Code: 48.0501</i> Manufacturing	<ul style="list-style-type: none"> • NIMS CNC Milling: Programming Setup & Operations/National Institute for Metalworking Skills, Inc • NIMS CNC Turning: Programming Setup & Operations/ National Institute for Metalworking Skills, Inc • NIMS Machining Level I/ National Institute for Metalworking Skills, Inc • NIMS Machining Level I CNC Milling/ National Institute for Metalworking Skills, Inc • NIMS Machining Level I CNC Turning/ National Institute for Metalworking Skills, Inc • NIMS Machining Level I Manual Drill Press Operations/ National Institute for Metalworking Skills, Inc • NIMS Machining Level I Manual Milling/ National Institute for Metalworking Skills, Inc • NIMS Machining Level I Manual Surface Grinding/ National Institute for Metalworking Skills, Inc • NIMS Machining Level I Manual Turning Between Centers/ National Institute for Metalworking Skills, Inc • NIMS Machining Level I Manual Turning with Chucking/ National Institute for Metalworking Skills, Inc • NIMS Machining Level I Measurement, Materials and Safety/ National Institute for Metalworking Skills, Inc • NIMS Machining Level I Planning, Benchwork, Layout/ National Institute for Metalworking Skills, Inc. 	<ul style="list-style-type: none"> • S/P2 Soft Skills 	<ul style="list-style-type: none"> • NIMS (National Institute of Metalworking Skills)
Program	Certifications Industry Recognized/Providers	Certifications Additional and/or Details to Industry Recognized/Providers	Accreditations
Protective Services <i>CIP Code: 43.9999</i> Law, Public Safety & Security	<ul style="list-style-type: none"> • BLS Healthcare Provider/ American Heart Association • Certificate of Training-Basic Rigging for Rope Rescue/Pennsylvania State Fire Academy • Certificate of Training-Basic Vehicle Rescue Awareness/ Pennsylvania State Fire Academy • Certificate of Training-Basic Vehicle Rescue Operations/ Pennsylvania State Fire Academy • Certificate of Training-Hazardous Materials First Responder Awareness/ Pennsylvania State Fire Academy • Certificate of Training-Incident Command System/Pennsylvania State Fire Academy • Certificate of Training-PA Essentials of Firefighting/ Pennsylvania State Fire Academy • Certificate of Training-Rope Rescue I/ Pennsylvania State Fire Academy • Certificate of Training-Rope Rescue II/ Pennsylvania State Fire Academy • EMT/Pennsylvania Department of Health • NIMS IS 100 Series/Emergency Management Institute • NIMS IS 200 Series/Emergency Management Institute • NIMS IS 700 Series/Emergency Management Institute • NIMS IS 800 Series/Emergency Management Institute • OCAT-Oleoresin Capsicum Aerosol Training/Personal Protection Consultants Inc. • OSHA Occ Safety and Health Admin(OSHA) • PATH-Practical and Tactical Handcuffing/Personal Protection Consultants, Inc. • PPBT-Personal Protection Baton Tactics/Personal Protection Consultants, Inc. 	<ul style="list-style-type: none"> • S/P2 Soft Skills 	
Sports Medicine <i>CIP Code: 51.2604</i> Health Science	<ul style="list-style-type: none"> • Bloodborne and Airborne Pathogens/National Safety Council • CPR and AED/National Safety Council • First Aid/National Safety Council 	<ul style="list-style-type: none"> • ACSM Personal Trainer • AMCA Physical Therapy Aide • CDC-Heads Up Concussion Training • S/P2 Soft Skills 	

Program	Certifications Industry Recognized/Providers	Certifications Additional and/or Details to Industry Recognized/Providers	Accreditations
Welding CIP Code: 48.0508 Manufacturing	<ul style="list-style-type: none"> • Certified Welder/American Welding Society • FCAW 1G D1.1 Code/American Welding Society • FCAW 2G D1.1 Code/American Welding Society • FCAW 3G D1.1 Code/American Welding Society • FCAW 4G D1.1 Code/American Welding Society • GMAW-Globular Transfer 1G D1.1 Code/American Welding Society • GMAW-Globular Transfer 2G D1.1 Code/American Welding Society • GMAW-Globular Transfer 3G D1.1 Code/American Welding Society • GMAW-Globular Transfer 4G D1.1 Code/American Welding Society • GMAW-Spray Transfer 1G D1.1 Code/American Welding Society • Level I-Entry Welder/American Welding Society • Level II-Advanced Welder/American Welding Society • Multi Process 1G Plate P1 Section IX BPV Code/American Society of Mechanical Engineers • Multi Process 2G Plate P1 Section IX BPV Code/American Society of Mechanical Engineers • Multi Process 3G Plate P1 Section IX BPV Code/American Society of Mechanical Engineers • Multi Process 4G Plate P1 Section IX BPV Code/American Society of Mechanical Engineers • Multi Process 6G Pipe P1 Section IX BPV Code/American Society of Mechanical Engineers • S/P2 Welding/S/P2 • Single Process 1G Plate P1 Section IX BPV Code/American Society of Mechanical Engineers • Single Process 2G Plate P1 Section IX BPV Code/American Society of Mechanical Engineers • Single Process 3G Plate P1 Section IX BPV Code/American Society of Mechanical Engineers • Single Process 4G Plate P1 Section IX BPV Code/American Society of Mechanical Engineers 	<ul style="list-style-type: none"> • API (American Petroleum Institute) 1104 Schedule 40 (Advanced) <ul style="list-style-type: none"> ❖ SMAW Process • D1.5 Bridge <ul style="list-style-type: none"> ❖ FCAW Process ❖ SMAW Process • S/P2 Soft Skills 	
	<ul style="list-style-type: none"> • Single Process 6G Pipe P1 Section IX BPV Code/American Society of Mechanical Engineers • SMAW 1G 7018 D1.1 Code/American Welding Society • SMAW 2G 7018 D1.1 Code/American Welding Society • SMAW 3G 7018 D1.1 Code/American Welding Society • SMAW 4G 7018 D1.1 Code/American Welding Society 		

BCAVTS CERTIFICATION OF COMPLETION

Students who complete four successful semesters of study in one program will receive a certificate of completion.

Successful semester includes the following:

- Passing grade
- No more than 10 days absent

SEAL OF EXCELLENCE

Students can earn a seal of excellence on their certificate of completion. Students who score advanced on the NOCTI exam, have no more than 10 excused absences for any year and have a 90% final grade average each year in their program of completion are eligible.

College Credit

College in the high school allows students to earn college credit while still in high school. Courses such as Speech, Psychology etc. may be offered after regular school hours through participating post-secondary institutions

Articulation agreements with post-secondary institutions are available in all of our programs. These provide the student with the opportunity of receiving college credit for attending the Butler County AVTS. Furthermore, students may enter post-secondary training with advanced standing due to these credits.

Length of Programs

All programs with the exception of Cosmetology operate for 181 days each school year. Cosmetology students generally attend summer and/or evening sessions to complete the hourly requirements for the State Board of Cosmetology.

Occupational Competency Assessment

The Pennsylvania Department of Education has mandated that all Career and Technical schools across the state participate in the Occupational Competency Assessment examinations. Students are exempt only when their parent/guardian requests in writing, an exclusion form testing for religious reason.

Career Training Experience Document

All Butler County AVTS students will be required to compile a Career Training Experience Document.

School Policies and Procedures

(Policies are subject to change without notice based on Joint Operating Committee approval).

ADMISSION

The Butler County AVTS offers vocational programs in health, technical, trade and industrial occupations. Admission to these programs is based on student interest, academic qualifications, and abilities to safely participate in and benefit from a vocational course of study.

Students who are not enrolled in one of the seven participation school districts must receive the Administration's written approval prior to enrollment. The Butler County AVTS complies with all applicable Pennsylvania laws and regulations regarding the admission of students who are not enrolled in one of the seven participating schools.

All students upon entering the Butler County AVTS will be required to complete the following forms. Students will not be permitted to work in the shop areas unless these forms are completed.

1. Student Application
2. Acknowledgement of Receipt of Student/Parent Handbook
3. Emergency Contact Information Form
4. Student Information/Media Disclosure
5. Career Objective Form

Parents and/or students needing special assistance or information to admission and/or enrollment in a vocational program may contact the Butler County AVTS. Guidance Office. An appointment with the appropriate faculty member or support staff will be arranged.

The Butler County AVTS will not discriminate on the basis of race, age, color, national origin, sex, or handicap in its admission procedures, educational programs, and activities or employment practices as required by Title VI, Title IX, Section 504 and ADA.

For information regarding civil rights or grievance procedures, contact the Title VI Coordinator, Title XI Coordinator, and Section 504 Coordinator—Principal/Assistant Director.

For information regarding services, activities, and facilities that are accessible to and useable by handicapped persons, contact the Support Services Coordinator.

Change of Address/Information

Any change in student address/telephone number or other pertinent information such as emergency contact persons that enable the Butler County AVTS to provide services and/or provide for the safety of the learner should be reported to the Guidance Office immediately

Withdrawing from School

Students who wish to withdraw from Butler County AVTS must notify the Butler County AVTS. School Counselor as well as the home school guidance counselor. The forms for withdrawing from the Butler County AVTS are available in the Guidance Office.

GRIEVANCE PROCEDURE

Bullying/Cyberbullying, Harassment or Discrimination Complaint Procedure

Definitions

- A. **“Academic”** is defined to include any school-sponsored activity, whether as a participant or as a spectator, including clubs or special events.
- B. **“Academic Environment”** is defined as any area used by a student while participating in a school-sponsored activity, including the transportation to and from said activity.
- C. **“Bullying / Cyberbullying”** is defined as 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. (Bullying / Cyberbullying is fully defined on page 30.)
- D. **“Discrimination”** is defined as adverse educational or employment decision and /or conduct based upon an individual’s race, color, religion, ancestry, sex, national origin, age or handicap/disability.
- E. **“Ethnic group”** is defined as people who share distinctive cultural characteristics originating from a common national, linguistic, or racial heritage.
- F. **“Explicit”** is defined as so plain and distinct in expression that there is no reason for ambiguity or difficulty in interpretation.
- G. **“Harassment”** shall consist of inappropriate or unwelcome slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, religion ancestry, sex, national origin, age, handicap / disability, which creates and intimidating, hostile, or offensive academic or work environment for the individual.
- H. **“Implicit”** is defined as a meaning which may be derived from actions or statements, although such meaning is not directly expressed in the action or statement.
- I. **“Racial or Ethnic Harassment”** is defined as :
 - i. Racial or ethnic comments or conduct which unreasonably interfered with and individual personal, professional, work or academic performance;
 - ii. Racial or ethnic comments or conduct which create or intends to create and offensive , hostile, or intimidating work or academic environment
 - iii. Actual or threatened retaliation against a person who complains or intends to complain of racial or ethnic intimidation.

- J. **“Sexual Harassment”** shall consist of inappropriate or unwelcome sexual advances, requests for sexual favors, and other verbal comments or conduct of a sexual nature when:
- i. Submission to or rejection of such conduct by an individual is used as a basis of academic or work related decisions affecting the individual, including but not limited to, the individual’s academic or work evaluations; or
 - ii. Such conduct has the purpose or effect of interfering with an individual’s academic or work performance by creating an intimidating, hostile, or offensive environment; or
 - iii. Such conduct has the purpose or effect of interfering with an individual’s academic or work environment, including any and all school-related activities, by creating an intimidating, hostile, or offensive environment for the individual.
- K. **“Work Environment”** the area in which an individual performs any part of his or her assigned work duties, including any area occupied by the individual while coming to or from his or her assigned work duties.

Procedures

Step 1: Any student who believes he or she has been subject to harassment or discrimination by an Administrator, faculty member, staff member, full or part – time employees, contracted service employee, volunteer or student, shall report all incidents to the principal within ten (10) calendar days of the occurrence of the incident and complete a Harassment/Discrimination Complaint form.

The Principal shall investigate the complaint thoroughly. Said investigation shall include an informal meeting with the student and the accused. The principal is charged with the responsibility of notifying the Director of every allegation or rumor of improper employee / student harassment or discrimination. The principal will conduct the investigation with confidentiality and impartiality, and evaluate complaints which might be irresponsible, unfounded, or involve misperceptions of fact or intent. After notification to the parent (s) / guardian (s), the principal shall attempt to resolve the matter to the satisfaction of the parties involved by meeting with both parties.

Step2: If the complaint is not resolved to the satisfaction of the parties at Step 1, the student and the accused will each submit a detailed written statement of account to the principal within ten (10) calendar days of the Step 1 informal meeting. Upon receiving such written statement, the principal will inform the student and his or her parent(s)/guardian(s) and the accused of an administrative conference. Such notice shall be made to each party at least five (5) working days prior to the date of the administrative conference. The notice shall include the time, date and place of the administrative conference and shall notify the student and the accused that they gave the right to be represented by counsel.

If the administrative conference is resolved in favor of the accused, no further action will be necessary, unless a hearing before the Joint Operating Committee (JOC) is requested in writing by the student or his/her parent(s)/Guardian(s) within ten (10) calendar days of the administrative conference. If the administrative conference is resolved against the accused, appropriate disciplinary action will be taken by the administration and the matter will be referred to the student’s home district for potential further action. Both parties shall receive written notice of the decision rendered within five (5) days of the administrative conference.

Step 3: If the accused administrator, faculty member, staff member full or part-time employee, contracted service employee, volunteer, or student so requests, or, if the director determined that an accused administrator, faculty member, staff member full or part-time employee, contracted service employee, volunteer, or student should be disciplined, dismissed, or in the case of an employee, suspended without pay, then a hearing shall be scheduled before the Joint Operating Committee (JOC) within thirty (30) calendar days.

If it's determined that an individual has filed a false claim, then that individual will be subject to appropriate disciplinary action,

In the event that the accused is the Principal, the step 1 report shall be made directly to the Director. In the event that the accused is the Director, the Principal shall immediately notify the Joint Operating Committee (JOC) upon receipt of a report or rumor or harassment or discrimination.

NOTICE TO PARENTS AND ELIGIBLE STUDENTS IN THE CONFIDENTIALITY AND DISCLOSURE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) calendar days of the day the Butler County A.V.T.S. receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Butler County A.V.T.S. to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Butler County AVTS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the Butler County AVTS has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee.

A final exception is if a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Butler County AVTS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Butler County AVTS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

PUBLIC NOTICE

*Directory information includes but is not limited to the following:

Public notice is hereby given that the Butler County Area Vocational-Technical School intends to make publicly available directory information regarding its students. Directory information includes the following: The student's name, address, and telephone listing, e-mail address, photographs and video tape recordings of the student, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Any parent or student that objects to the disclosure of said information must file a written objection on or before October 1 of the current school year. Objections should be mailed to the Butler County AVTS, 210 Campus Lane, Butler, Pennsylvania 16001.

CODE OF STUDENT CONDUCT

The Code of Student Conduct shall be disseminated annually to students and will be posted on the website within the Student-Parent Handbook.

Butler County AVTS students are expected to conduct themselves in a responsible manner and to maintain a high standard of personal conduct.

Butler County AVTS students are expected to manifest attributes required of good citizens: respect for order, personal integrity, and the rights of others.

It is understood that students who are enrolled at Butler County AVTS will assume all responsibilities and regulations set forth by Butler County AVTS.

ATTENDANCE

Absences from school are recorded as "excused" and "unexcused". The only permissible reasons for excused absences are (1) illness, (2) quarantine, (3) death, (4) impassable roads, (5) inclement weather, (6) exceptionally urgent reasons. Other absences however reasonable they may seem, are listed as unexcused absences. Absences covered by explanation marked "parental neglect", "illegal employment", "truancy" are called unexcused absences. The fact that a parent has sent a written explanation to the school does not necessarily mean that the absences excused. Reasons such as "overslept", "missed the bus", "hunting", "had to go to the store", "visiting", "needed to work at home", "needed to drive the car", are due to parental neglect and will be classified as "unexcused".

Any claims of continued or repeated illness justifies the school to ask for a statement from the family physician. Parents/Guardians of students who are absent from the Butler County Area Vocational-Technical School will be notified daily by telephone by the Butler County AVTS. According to Pennsylvania's Truancy Law, "Truancy is defined as three (3) or more school days of unexcused absence during the current school year by a child subject to the compulsory school certificate law. Habitual truancy is defined as six (6) or more school days of unexcused absences during the current school year by a child subject to the compulsory school attendance." After three (3) unexcused absences, a letter from the Butler County AVTS' Attendance Office will be mailed home. After six (6) unexcused absences, the child will be considered habitually truant and a second letter from the Butler County AVTS. Attendance Office will be mailed home. Excessive unexcused absences from the Butler County Area Vocational-Technical School will result in consequences consistent with the PA School Code, Section 1333, which states, "Every Parent/Guardian or person in parental relation in the Commonwealth of Pennsylvania, having control or charge of any child or children between the ages of eight (8) and seventeen (17) years old who fail to comply with compulsory attendance regulations, can be fined (1) up to \$300 per offense for the first offense, (2) up to \$500 for the second offense and (3) up to \$750 for a third and all subsequent offenses, all with court costs. Parents or Guardians who fail to pay these fines shall be sentenced to a County jail for a period not exceeding three (3) days."

Absences classified as "unexcused" will result in the student losing his/her make-up privileges for class work missed. Unexcused absences will also be given to students who fail to present a written excuse from their parent or guardian within three (3) days of their return. If the written excuses are not turned in by the end of the week, the absences will be marked "unexcused".

ATTENDANCE POLICY

Because the vocational experience is comprised of many performance skills, attendance is an essential part of the vocational curriculum. Therefore, students enrolled at the Butler County Area Vocational-Technical School may not miss more than ten (10) school days per semester. This includes excused and unexcused absences. Once a student exceeds ten (10) excused and/or unexcused absences, the student will no longer be eligible to earn credit and as a result will not earn a Certificate of Completion for his/her career and technical education program.

Should a student exceed the limit of absences in any semester, he/she will not be removed from the class. The student will continue to have the opportunity to make up any work missed in accordance with existing school policies. Any student may request that the Principal/Assistant Director meet with the student (or also the parent) to review the student's attendance record. This meeting must take place during the regularly scheduled attendance appeal process. This process generally occurs the second week of February for first semester appeals and the second to last week of May for 2nd semester appeals.

If the parent(s) or student is dissatisfied with the Principal/Assistant Director's decision, the parent(s) or student may request that the Executive Director review the student's attendance record. If the parent(s) or student is dissatisfied with the Executive Director's decision, the parent(s) or student may file a written request for the Joint Operating Committee to review the same. All written requests should be submitted to the Executive Director within seven (7) calendar days of the decision.

Absences that will not count toward the ten (10) day limit include in-school or out-of-school suspensions, days missed because of a death in the immediate family (father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, or any near relative who resides in the same household), or religious holidays missed by students as a basic tenet of their recognized faith. School related activities, as defined by the Butler County Area Vocational-Technical School administration are also excluded from this policy.

ATTENDANCE PROCEDURES

When students arrive at the Butler County AVTS, they must report to their shop/lab area. Students who are found in other areas will receive a one-day in-school suspension/detention.

ABSENCE

If a student is absent from Butler County AVTS, the student must bring a signed excuse to the Butler County AVTS Guidance Office from their parents or guardian indicating the date(s) and reasons for the absence the day they return to school. Failure to bring an excuse within three (3) days will result in an unexcused absence. You may fax your excuse to 724-431-0502.

EARLY DISMISSALS

If a student requires an early dismissal, they must bring an excuse signed by the parent indicating the reason for the need to leave school early to the Butler County AVTS Guidance Office. The parents will be contacted to verify the excuse, and an early dismissal permit will be issued. Any other request will be judged individually. If the parents cannot be contacted, no early dismissal will be granted.

Students who complete their sending school classes, but who will not be attending Butler County AVTS, must sign out as per their home school policy, and/or call the Butler County AVTS Attendance Office.

In case of illness, the student should report to the Butler County AVTS Health Aide Office. Authorized personnel will decide what action should be taken. Leaving the school because of illness without the proper authorization will be considered a class cut.

TARDINESS/LATE ARRIVAL

If a student is tardy to school, the student must report to the Butler County AVTS Guidance Office immediately upon arrival and pick up a late arrival slip that is to be presented to their classroom instructor. A student must be in attendance at least 90 minutes to receive any credit for the day. When a student has amassed thirty cumulative minutes of late time he/she will be assessed a day of absence for credit purposes. Excessive tardiness will not be tolerated and will result in assignments of in/out-of-school suspension/ detention, parental conference and/or dismissal from the Butler County AVTS.


Attendance will be checked at the home school and at the Butler County AVTS. The attendance for the day will be reported to the home school.

MAKE UP WORK

Students with an excused absence from school have the opportunity to make up their assignment; however, it is the student's responsibility to make arrangements with the instructor to make up work missed during an excused absence. Students who are absent, with an excused absence, will have a maximum of five (5) school days from the day they return to make up work as determined by the instructor. Upon the student's return, he/she should be prepared to submit work or complete exams assigned prior to the excused absence.

GRADING POLICY

The Vo-Tech School will use the following percentages:

100—90	A	69—60	D
89—80	B	59— 	F
79—70	C		

The nine (9) week evaluation will be determined by percentage and the final grade will be based on the total percentages divided by four (4) to determine the final grade.

PERFORMANCE REPORTS

Performance Reports outlining the problem areas of students may be issued midpoint within the grading period and/or in conjunction with the report cards and will be mailed to both the home school and the parents.

TRANSCRIPTS

Transcripts are available at no charge through the Butler County AVTS Guidance Office. A few extra days may be needed to process the transcripts during the months of June, July and August.

GUIDANCE PROGRAM

COUNSELING/POST-SECONDARY EDUCATION

Students are encouraged to stop by the Butler County AVTS Guidance Office for education, occupational, or vocational information. Appointments can also be arranged by the instructor.

Representatives from trade, technical schools and two/four year colleges regularly visit the Butler County AVTS. An announcement will be made stating the location of the meeting date and time. Those interested can sign up for individual or group sessions in the Butler County AVTS Guidance Office as directed. Assistance for those qualifying for the Office of Vocational Rehabilitation will be provided through the School Counselor or Support Services.

CO-OPERATIVE EDUCATION

The Co-operative Education Program is available for learners who qualify. Information is available at the Butler County AVTS Guidance Office or through the Co-op Coordinator. The employment experience is incorporated into the curriculum, and therefore, must be directly related to the trade in which the learner is being trained.

PLACEMENT SERVICES

Job placement assistance is provided for Butler County AVTS students during and following their training. Assistance developing employment related skills is integrated into the vocational curriculum. For more information, contact the Butler County AVTS Guidance Office.

REMEDIATION

Special services for students needing academic assistance can be requested through our Butler County AVTS Guidance Office or Support Services Personnel.

PARENTAL INVOLVEMENT

Parents actively support vocational programs through their children's activities and special projects. Many parents have contributed through service on formal and informal committees. Education is a team effort.

PARENTAL CONFERENCE

Parents are always welcome to visit with the administration, school counselor and faculty of the Butler County AVTS. An appointment is preferred and can generally be made through the Butler County AVTS Office or with a specific person.

SCHOOL PROPERTY

Butler County AVTS premises are under video surveillance.

BULLETINS AND BULLETIN BOARDS

All bulletins or notices must be approved and dated by the office before they are posted. General announcements will be given when they are needed, otherwise the shop instructor will make any announcements that are relative to the shop area. Each shop area also has available a bulletin board that will be used for posting information.

FOOD/BEVERAGE

No food or beverage is to be brought into the Butler County AVTS without prior approval. Items purchased at the Butler County AVTS should be consumed in the student's specified shop area.

IDENTIFICATION BADGES

The Butler County AVTS requires students to wear our school's identification badge at all times. Identification badges are the property of the Butler County AVTS and, as such, should remain stored in the program area at the end of each program period. Students will be subject to disciplinary action for noncompliance with this procedure. Students will be assessed a fee of \$5.00 for lost, destroyed and/or altered identification badges, or for any other reason the badge should need to be replaced. It shall be the responsibility of the classroom instructor to enforce this policy and monitor the wearing of identification badges, and to take appropriate disciplinary action when necessary. Instructors, at their discretion, may require students to wear their identification badges for off-site experiences.

LOCKERS

In shop areas, students may be assigned locks/lockers for storage of personal shop clothing, books and/or equipment. Access to lockers is controlled by the instructor/administration. It is the responsibility of the student to secure the locker. The lockers remain the property of the school and, as such, the school retains the right to search the locker where "reasonable suspicion exists" or where the health, safety or welfare of the students or staff warrant the searching of lockers. Students do not have an expectation of privacy with respect to the lockers provided by the Butler County AVTS.

STUDENT EXPECTATIONS

- Students are expected to enter the locker room only when directed and under the supervision of the instructor.
- Students are expected to respect the privacy of fellow classmates (be aware of opening and closing of door).
- Students are not permitted to loiter in the locker room. Students are expected to change, secure belongings in locker, exit and report to the instructor immediately.
- Students are not permitted electronic devices including but not limited to cell phones for use and/or recording in the locker room.
- Fighting, horseplay or verbal altercations are prohibited. Students are expected to report any inappropriate behavior to their instructor and/or BCAVTS Administration immediately.
- Students are expected to maintain a clean, obstruction free, safe locker room area.

- FOOD AND/OR DRINKS are prohibited in the locker room.
- Students are responsible for locking their belongings in their locker before they depart the locker room.
- Students are expected to report any BCAVTS policy violations and or inappropriate behavior to the instructor immediately.

All applicable BCAVTS policies and associated disciplinary action apply.

TELEPHONES

The teachers will supervise the use of classroom phones and are responsible for determining the basis of student use. Abuse of this privilege may result in disciplinary action

TEXTBOOKS, TOOLS, ETC.

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who intentionally cause damage to school or private property will be required to pay for the damage.

VISITORS

Visitors must make an appointment at the Butler County AVTS main office prior to visit. Upon arrival, visitors must sign in at the office, obtain, and display a Visitor's Pass while on Butler Vo-Tech premises. Visitors who have not gained permission are subject to disciplinary measures. All visitors must conduct themselves in an appropriate manner so as not to interfere with the efficient operation of the school. Visitors are required to produce photo identification before admittance.

WORK ORDERS

SHOP/STUDENT PROJECTS

A student must earn the right to work on his/her own projects. Criteria for this will be based on attendance, grades and disciplinary actions. Students must secure proper instructor, parental and administrative permission prior to beginning any work project. If a project requires a student to drive, appropriate temporary driving forms must be completed and approved in advance.

STUDENT ACTIVITIES/ORGANIZATIONS

NTHS - National Technical Honor Society

NTHS is an organization open to high school students who are enrolled in career and technical programs. To be eligible, students must maintain academic excellence at both their sending school as well as in their Butler County AVTS program as determined by the local NTHS leadership committee. The goal of NTHS is to honor student achievement and leadership, cultivate a desire for personal excellence, and enhance career opportunities for the NTHS membership.

Participating members will be involved in personal and career development activities as well as leadership opportunities. Membership benefits include eligibility for national scholarships, official NTHS custom certificate, and general letter of recommendation for the student's career portfolio.

Questions regarding NTHS should be directed to the Butler County AVTS guidance office.

SkillsUSA

SkillsUSA is an organization for young men and women enrolled in vocational courses in trade, industrial, technical and health occupations education. The purpose of SkillsUSA is to develop leadership abilities through participation in educational, vocational, civic, recreational and social activities; to foster a deep respect for the dignity of work; to promote high standards in trade ethics, workmanship, scholarship, and safety; and to create enthusiasm for learning. Students, working closely with advisors, attend competitions at the local, district, state and national levels. SkillsUSA also strives to build communication between the various members of the community in order to enhance the opportunities available at the Butler County AVTS.

Students participating in student activities, field trips, community projects, or other activities sponsored or approved by the Butler County AVTS are subject to all Butler County AVTS rules and policies. Any student violating the rules and policies while attending or participating in any of the above activities shall be subject to discipline.

Participation in vocational student organizations such as SkillsUSA is at the discretion of the program instructors and facilitated by staff advisors. These organizations provide occupational as well as leadership skill

FIELD TRIPS

Vocational students are encouraged to participate in field trips sponsored by program instructors and student organizations. It is imperative that a parental permission slip be submitted containing all required information by the due date. During such trips, the rules of conduct are applicable. In some cases, the student may be responsible for costs depending on the nature of the trip. The administration retains the right to limit student participation.

STUDENT SAFETY

Every effort has been made by the school and the instructors to safeguard all equipment; however, an element of danger exists when moving equipment and machines are present. "Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations where special attire may be required to insure the health or safety of the student." (22 PA Code 12.11) It is important to follow the safety guidelines as established by the instructor. Students must follow all school and shop safety rules and regulations. Failure to do so will result in disciplinary action. Multiple offenses may result in removal from the program. It is also mandatory for all students, teachers, administrators, visitors and spectators in any shop, laboratory or known danger area to wear industrial quality eye protective devices at all times while engaged in or exposed to known danger.

ACCIDENTS/ILLNESS

All accidents regardless of the severity must be reported to the instructor immediately. Strict adherence to all safety regulations as outlined by the instructor will be expected of all persons in the shop area. All students are urged to carry school insurance which is available at each of the home schools. Willful disregard of established safety procedures may result in dismissal from the Butler County AVTS. Any student who requires first aid or the services of the nurse's office due to injuries sustained in the shop or personal illness while at the Butler County AVTS should report to their instructor.

The extent of the injury or illness will be evaluated by an authorized person. The student's parent/guardian or emergency contact person will be contacted if the student is to be dismissed and/or transported to a doctor or hospital. The school is not responsible for charges related to transportation and/or treatment of injured or ill students.

DRESS CODE

Extreme styles of clothing, accessories, hair and/or fingernails are considered safety hazards in the Butler County AVTS and are discouraged. Students are required to wear recommended protective clothing while in the shop areas. Each instructor will advise students of the protective clothing, appropriate shoes as well as other requirements needed to insure students' safety. When the safety or well-being of the student is in question due to inappropriate dress, the student will be referred to the Administrative Office. **Loose clothing will not be tolerated in shops where a potential danger exists (i.e.: Auto Technology, Collision Repair, Air Conditioning, Building Construction, Carpentry, Culinary Arts, Graphic Design, Heavy Equipment, Machine Technology, and Welding). Shirts must be tucked in. No loose or baggy pants are permissible in these shops.** Appropriate shoes must be worn in all trade areas.

Because students are representatives of the school, appearance as well

as safety are very important. Therefore, it is imperative that students maintain their appearance with clean uniforms as designated by the instructor.

Inappropriate clothing, as well as clothing with sexually related, gang related or drug/alcohol related logos, iron-ons, emblems, decorations and/or words or any clothing that is offensive to the rights of other students and staff will not be permitted. This includes clothing worn in such a manner that a student's undergarment is exposed.

The Butler County AVTS discourages the wearing of hats while participating in Butler County AVTS programs with the exception of having shop permission. Uniforms must be worn at all times in those shops that require uniform.

SAFETY DRILLS

To provide for student safety the Butler County AVTS has an Emergency Operations Plan in conjunction with local emergency management personnel. Regular fire drills, hazardous weather drills and school safety drills are scheduled throughout the school year.

STUDENT TRANSPORTATION

Bus Transportation - The home school districts that participate in Butler County AVTS provide bus transportation for their students. When Butler County AVTS is in session, but the home school is closed, transportation is still provided by the home school district. When Butler County AVTS is in session but the sending school is closed, it is the student/parent's responsibility to contact the sending school for a possible change in bus transportation procedures.

The bus driver is in full charge of the bus and the pupils. Negative behavior is a safety hazard and will not be tolerated. Upon arrival at the Butler County AVTS, students should report directly to their program. At dismissal, buses must be boarded promptly.

Proper bus behavior includes and is not limited to:

1. No smoking or use of tobacco like products
2. No shouting out the windows
3. No food or drinks are to be consumed on the bus
4. No use of abusive language or profanity
5. Sit in the seats - do not stand
6. Keep arms, hands, etc. away from windows and doors
7. Students boarding/leaving buses should do so in an orderly fashion
8. There is to be no misconduct, disobedience, harassment or obnoxious behavior on the bus.

Failure to follow school policy will result in the following:

1. First offense - one-day in-school suspension/detention and parental notification.
2. Second offense - one-day out-of-school suspension/detention, possible loss of future bus privileges, and parental conference.
3. Third offense - termination of bus privileges for the remainder of the school year.
4. Continued excessive disciplinary infractions will result in recommendation for expulsion to the Joint Operating Committee.

DRIVING TO BUTLER COUNTY AVTS/PASSENGERS

Driving and/or riding to the Butler County AVTS in personal vehicles is a privilege. BCAVTS has a limited number of spots available for student parking. Students who elect to do so assume their own risk. The school is not responsible for damage or theft of any vehicle on school property.

Student driving permits will be issued on a first come first serve basis. Students who are participating in a cyber-school program, working before or after school or are involved in after-school athletic programs will be given priority for driving permits. Cyber-school enrollment will be verified with the student's home district. Written documentation from the student's place of employment or athletic director or principal must accompany student driving permit request in order to be considered for a student driving permit. All requests for student driving permits must be submitted to the main office on or prior to the tenth day of school. No student driving permits will be issued prior to the tenth day of school. There will be no student parking prior to student driving permits being issued on day 10.

Students who wish to drive to school must obtain a permanent or temporary Driving Permit which requires the permission of the parent, home school principal and vocational school principal. Permission to drive to Butler County AVTS will be at the discretion of the Butler County AVTS Principal/Assistant Director:

Cyber students attending BCAVTS from, Karns City, Knoch, Mars, Moniteau, Seneca Valley or Slippery Rock cyber programs are to speak with the administration at their school respective school district concerning parking arrangements for you to utilize the provided bus transportation from your school, to and from BCAVTS.

Seneca Valley Intermediate High School students will not be permitted to drive or ride to or from Butler County AVTS as per Seneca Valley Administration. Butler High School students must obtain a parking permit from their home school and use Butler High School facilities for parking. BCAVTS and Butler Area School District are two separate entities. BCAVTS does not have access to BASD parking lots. Students driving to BCAVTS are not permitted to park on BASD property. Violators may be towed at the vehicle owner's expense.

A fee is required to cover the costs associated with parking. (Please see the last page of this booklet for a Permanent Driving Pass.) A parking hangtag must be displayed on the vehicle while on school property. Permanent driving passes must be approved each school year.

For a student to be eligible for a permanent driving permit, he/she must have no discipline referrals for the previous semester. If a student with a permanent driving pass receives a discipline referral, he/she may lose driving privileges for the remainder of the school year.

Students who wish to obtain a permanent Butler County AVTS driving permit must first obtain a permanent parking permit from their sending school. If a student loses their sending school driving/parking privilege, the student will automatically lose their Butler County AVTS privilege.

Inappropriate specialty plates that are offensive to the rights of other students and staff including the display of the Confederate flag, sexually related items, or drug/alcohol related items will not be permitted.

Periodically, the Butler County AVTS parking lot may be closed due to school related activities. Announcements will be made prior to closing date.

Students needing to drive to the Butler County AVTS for a limited time must secure a temporary driver's pass from the Butler County AVTS Main Office. Parental, home school and BCAVTS approval is required. Completion of the pass must occur prior to the driving date. There will be a \$5.00 charge associated with

temporary driving permits. Intention to transport passengers must be indicated, only siblings of the driver, with parental and administrative permission will be permitted.

During the time to and from the school, student drivers and student passengers are required to comply with all school policies, including, but not limited to the school's tobacco, alcohol and weapons policies.

Failure to follow school policies is potentially more dangerous while in a vehicle than in a school building. Therefore, in addition to the student control policy the following shall apply:

1. First offense - one-day in-school suspension/detention, parental notification and may result in loss of driving privileges.
2. Second offense - one-day out-of-school suspension/detention, parental conference and may result in loss of driving privileges.
3. Subsequent infractions will result in further suspensions, loss of driving privileges and possible recommendation for expulsion to the Joint Operating Committee.

Any violation of the Butler County AVTS driving policies may result in loss of driving privileges.

Transportation other than parental, bus or approved driving is not permissible.

STUDENT RESPONSIBILITIES

The student is responsible for regular school attendance, except when excused; punctual arrival; and completion of assignments related to his/her program and activities conducted by that program or the school.

The student must respect the religious beliefs of other learners.

The student must express him/herself in a manner that does not "materially or substantially" disrupt the operation of the school.

While expressing him/herself, the student may not violate another person's rights by being offensive or using slanderous speech.

Students must have a note from their parent/guardian to opt out of the Pledge of Allegiance. If a student does not participate in the Pledge of Allegiance or salute to the flag, he/she shall remain silent and respectful.

It is the responsibility of the student to respect the rights of school officials, administrators, teachers, personnel, other students, parents and patrons and/or all others who are involved in the educational process. Students do not have the right to interfere with the education of other learners at the school.

Students are responsible to be aware of school policies and procedures regarding student behavior and conduct themselves accordingly.

It is the student's responsibility to volunteer information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property.

The student has the responsibility to dress and groom themselves to meet fair standards of safety and health, not causing disruption to the educational process.

It is the student's responsibility to assume that until a rule is waived, altered or repealed it is in full effect.

The student is responsible for assisting the staff in operating a safe school.

The student is responsible for personal awareness of Federal, State and Local Laws.

It is the responsibility of the learner to exercise proper care when using school facilities and equipment.

Students are responsible for completion of all make-up work and assignments incurred during absence.

It is the learner's responsibility to complete satisfactorily the program of studies prescribed by the school.

The student is responsible for avoidance of the use of indecent or obscene language or gestures.

STUDENT CONTROL POLICY DEFINITIONS

CONDUCT/CONSEQUENCES

Students are reminded that the Butler County AVTS program is an extension of the home school curriculum. The administration of the Butler County AVTS and your High School may impose joint disciplinary measures when appropriate to the infraction committed and/or the frequency of occurrence. A violation of the Butler County AVTS rules, regulations and policies will result in disciplinary action, up to and potentially including expulsion from school depending upon the severity of the conduct. Disciplinary action will not be progressive in nature for serious violations.

- A. "In-school suspension" shall mean exclusion from the shop/lab program at the Vo-Tech school for a period of one to three days by the administrator without a hearing.
- B. "Detention" shall mean 2 hours either before or after the regular Vo-Tech school day.

- C. **"Suspension"** shall mean exclusion from the Vo-Tech school by the administration for an offense for a period of one to ten days.
- D. When the suspension exceeds three school days, the student and parent shall be given the opportunity to have an informal hearing.
- E. **"Expulsion"** shall mean exclusion from the Vo-Tech school for an offense for a period exceeding ten school days and may be permanent expulsion from the Vo-Tech school.
- F. **"Recommendation for Expulsion Hearings"** - In many instances of incorrigibility, directors may recommend a hearing before the Joint Operating Committee for possible expulsion.
- G. The school reserves the right to seek an expulsion hearing for any combination of disciplinary offenses or a single disciplinary infraction depending upon the severity of the student's disciplinary record and/or the disciplinary incident(s). The "expulsion hearing" may be held before the Joint Operating Committee or the Board of School Directors of the student's home district. This determination will be made by the student's home district.
- H. **"Out-of-School Suspension"** - Students suspended from their home school will also be subject to suspension from the Butler County Area Vocational-Technical School. This practice may be reciprocated with the home district. A suspended student and the student's parents will be scheduled for a conference prior to the student returning to class.

****Students who fail to complete an assigned detention will be assigned out-of-school suspension.**

Students receiving "Out-of-School Suspension" may be provided with an assignment related to the disciplinary infraction by the Principal/Assistant Director of Vocational Education. The assignment will be submitted to the Principal/Assistant Director upon the learner's return to the Vo-Tech school. Failure to submit an assignment completed as directed may result in the suspension being extended.

STUDENT CONTROL POLICIES (DISCIPLINE)

The Butler County AVTS Administration reserves the right to modify discipline as deemed necessary.

Student behavior that is deemed inappropriate and/or detrimental to the school by jeopardizing the health, safety, welfare and/or learning environment of others that may not be explicitly listed in this handbook shall be punishable.

ALCOHOL/DRUGS

- A. A student involved in the possession or use of a suspected controlled substance, to include counterfeit drugs and the possession or use of alcoholic beverages no matter how low the alcoholic content, will receive a ten day out-of-school suspension, be reported to the local law enforcement officials, home school principal, and a parental conference will take place before the student is re-admitted to the Vo-Tech school.

- B. Upon a second offense, the student will receive a ten day out-of-school suspension, be reported to the local law enforcement officials, home school principal, and a parental conference will take place to inform the student and parent that the student will be recommended to the Chief School Administrator for a hearing before the Joint Operating Committee for expulsion from the Vo-Tech school.
- C. Student selling or distributing drugs on the Vo-Tech premises will receive a ten day out-of-school suspension, be reported to the local law enforcement officials, home school principal, and a parental conference will take place to inform the student and parent that the student will be recommended to the Chief School Administrator for a hearing before the Joint Operating Committee for expulsion from the Vo-Tech school.
- D. Students possessing drug paraphernalia will receive a ten day out-of-school suspension, be reported to the local law enforcement officials, home school principal, and a parental conference will take place before the student is re-admitted to the Butler County AVTS school.
- E. In all drug and alcohol incidents, the parents will immediately be notified of the situation. The parent will also be informed of the involvement of the local law enforcement officials.
- F. In all drug and alcohol matters, the student will be required to undertake a complete drug and alcohol assessment at the expense of the student/family before returning to school. The student/family has the right to select the agency of their choice to conduct the assessment. NOTE: Parent and student will sign a form at the time of suspension stipulating that the student will have a complete drug and alcohol assessment.
- G. Written notification of the assessment is to be submitted to the Butler County AVTS Administration prior to the end of the tenth day of suspension. The student may not return to school until the assessment is completed.
- H. Failure to follow the procedures stated in F and G will subject the student to suspension until the assessment is completed.
- I. Students involved in drug and alcohol matters at the Butler County AVTS are also subject to drug and alcohol policies at their home schools.
- J. Confidentiality of student information will be limited to the student, teacher, vocational director, disciplinarian, superintendent, parent, home school principal, counselor and the local law enforcement officials.

- K. In all drug related matters, the appropriate law enforcement officials will be notified.
- L. To the parents and students of the Butler County Area Vocational-Technical School: Compliance with the standards of conduct as stated in the Student Control Policy in all drug and alcohol matters is mandatory at the Butler County Area Vocational-Technical School.

BULLYING/CYBERBULLYING

The Joint Operating Committee is committed to providing a safe and 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.

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

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

Bullying, as defined in this policy, includes cyberbullying.

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.

The Joint Operating Committee prohibits all forms of bullying by students.

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

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

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

The Executive 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.

The administration shall annually provide the following information with the Safe School Report:

1. Joint Operating Committee's Bullying Policy.
2. Report of bullying incidents.
3. Information of the development and implementation of any bullying prevention, intervention or education programs.

EDUCATION

The school 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.

CONSEQUENCES FOR VIOLATIONS

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

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

CHEATING

- A. Any student who is caught cheating on a test or assignment will be assigned in -school suspension/detention and asked to complete a make-up test/ assignment as prescribed by the instructor.
- B. A second offense of cheating on a test or assignment will be cause for out-of-school suspension and the student will be asked to complete a make-up test/ assignment as prescribed by the instructor.
- C. Any further cheating in the course will result in a parental conference and further disciplinary action.

CLASS CUT

- A. A class cut will result in a one-day in-school suspension/detention.
- B. The second offense will result in one-day out-of-school suspension/detention and notification of the parents.
- C. The third offense will result in two-day out-of-school suspension and a parental conference.

- D. The fourth offense will result in a three day out-of-school suspension and parental conference and recommendation for expulsion.
- E. A fifth class cut will result in a ten-day out-of-school suspension and parental conference and recommendation for expulsion.

When a student is truant or cuts class, the student is not permitted to make up any work missed or take any test administered during the period of truancy or class cuts.

If a student is in attendance at the home school, the student must also be in attendance at Butler County AVTS.

DESTRUCTION OF SCHOOL OR STUDENT PROPERTY

- A. Student involved in the destruction of school or student property will be required to pay for damages. Also a parental conference will be held to discuss the matter. However, if the damage is severe, a penalty ranging from a three-day out-of-school suspension to a permanent expulsion will be given.

DISRUPTIVE BEHAVIOR

- A. Disruptive behavior has a negative impact on the educational environment. Those students who become disruptive will be suspended for one to three days.

HORSEPLAY

- A. Because the safety of all students is paramount to the function of the educational process, students who engage in any unsafe act will be suspended for three days.

ELECTRONIC DEVICES

- A. The possession of most electronic devices by students is not a vital part of the educational process. Such items, under most circumstances, serve as a distraction to the educational process and some can be used in the furtherance of inappropriate and unsafe activities.
- B. Students are not permitted to use electronic devices such as cell phones, digital cameras, audio, video listening or recording devices, personal headsets, wireless speakers, handheld games, and/or laser pointers etc. during instructional time, 7:55 a.m. to 2:45 p.m.; however, usage of electronic devices does not constitute a violation of this policy if the students have permission from a staff member to do so as part of a classroom activity.
- C. The distribution, emailing, or posting on an internet/social media site of any unauthorized photograph, audio recording, or video recording taken at Butler County AVTS and/or at a school-sponsored activity or school vehicle is strictly prohibited.

Butler County AVTS reserves the right to define the educational value and to place restrictions or prohibitions on the possession or use of any electronic device currently available, or that may become available in the future, whether or not it is addressed in this policy. Butler County AVTS assumes no responsibility for the loss, theft, damage, or misuse of any electronic device that is brought to school, to a school-sponsored activity, or any school vehicle. The student bears total responsibility for safeguarding this and any other device in his/her possession.

Violation of any part of this policy may result in the following consequences:

1. First offense – One day in-school suspension/detention and confiscation until the end of the session.
2. Second offense – One day out-of-school suspension/detention and confiscation until the end of the session.
3. Third offense - Up to three days out of school suspension and a mandatory parental conference.

FALSIFYING ANY SCHOOL FORMS

- A. Any alteration or misuse of a Butler County AVTS form is considered a distortion of the person whose signature appears on the pass. Violations of this regulation will result in a one to three day suspension.

FIGHTING

- A. If proof can be obtained concerning the blame or cause of an incident, that individual will receive a three to ten day out-of-school suspension. If no proof can be established, all students will receive a one to three day out-of-school suspension. Law Enforcement authorities will be notified and charges filed.
- B. Any student who threatens to harm any student, teacher, or school official or intends to cause harm in any way to any person or school property will be disciplined as follows:
 1. First offense - Three to ten days out-of-school suspension, parental conference and possible recommendation for expulsion to the Joint Operating Committee.
 2. Second offense – Ten day suspension and recommendation for expulsion to the Joint Operating Committee.

FIREWORKS

- A. Any student who uses "firecrackers" or caught possessing "firecrackers" or any type of "fireworks" will receive a three to ten day suspension, parental conference, and the matter will be reported to the police for further investigation.

GAMBLING

- A. Gambling will not be permitted at the Butler County AVTS. The student will receive a one-day out-of-school suspension plus a parental conference. NOTE: Gambling devices and/or money will be confiscated.

HARASSMENT/SEXUAL HARASSMENT

As per PA School Code, Section 248 in part, “Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual’s race, color, ancestry, creed, national origin/ethnicity, sex, age, marital status, pregnancy, handicap/disability, sexual orientation or religion when such conduct, creates an intimidating hostile, or offensive academic or work environment for the individual. Sexual harassment shall consist of inappropriate or unwelcome sexual advances, request for sexual favors, and other verbal comments or conduct of a sexual nature.”

- A. If proof can be obtained concerning the blame or cause of an incident, that individual will receive a three to ten day out-of-school suspension. If no proof can be established, all students will receive a one to three day out-of-school suspension. Law Enforcement authorities will be notified and charges filed.
- B. Any student who threatens to harm any student, teacher, or school official or intends to cause harm in any way to any person or school property will be disciplined as follows:
 - 1. First offense - Three to ten days out-of-school suspension, parental conference and possible recommendation for expulsion to the Joint Operating Committee.
 - 2. Second offense - Ten-day suspension and recommendation for expulsion to the Joint Operating Committee.

IDENTIFICATION

- A. Any student who gives a false name or refuses to identify herself/himself to a member of the staff is subject to a one-day out-of-school suspension.

INSUBORDINATION

- A. Any student showing defiance and or disrespect to school personnel, students, or guests could receive an in-school suspension/detention assignment or one to three days out-of-school suspension dependent on the offense. Parental notification and/or conference will be held.

Examples of Insubordination include and are not limited to:

- Failure to follow reasonable staff member request
- Disrespect/excessive rudeness
- Defiant attitude/behavior
- Class disruption
- Refusing to do assigned work
- Leaving class without permission

The Administration reserves the right to expand this definition at any time.

- B. A second offense may warrant up to a ten-day suspension.

INTERNET USE (See school website for Policy #815)

- A. The electronic information available to students and staff does not imply endorsement of the content by the school, nor does the school guarantee the accuracy of information received on the Internet. The school shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet

The school reserves the right to log network use and to monitor fileserver space utilization by school users, while respecting the privacy rights of both school users and outside users.

The Joint Operating Committee establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

1. Use of network to facilitate illegal activity
2. Use of the network for commercial or for-profit purposes
3. Use of the network for non-work or non-school related work
4. Use of the network for product advertisement or political lobbying
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
7. Use of the network to access obscene or pornographic material
8. Use of inappropriate language or profanity on the network
9. Use of the network to transmit material likely to be offensive or objectionable to recipients
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users
11. Impersonation of another user, anonymity and pseudonyms
12. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws
13. Loading or usage of unauthorized programs, unauthorized files, or other unauthorized electronic media
14. Use of the network to disrupt the work of other users
15. Destruction, modification, or abuse of network hardware and software
16. Quoting personal communications in a public forum without the original author's prior consent.

Violations to Internet policy and/or school rules will be, but not limited to, as follows: suspension of the use of the Internet; in-school suspension/detention from school; revocation of Internet use; expulsion from school; and/or prosecution by legal authorities, dependent on offense.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.

The illegal use of copyrighted software by students is prohibited. Any data uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

LEAVING BUTLER CO. AVTS CAMPUS WITHOUT PERMISSION

- A. No student will be permitted to leave campus without clearing it through the Butler County AVTS Office. Failure to follow this procedure will result in a one to three day out-of-school suspension from the Butler County AVTS. Further infractions will result in a three-day out-of-school suspension and parental conference.

LEAVING THE CLASSROOM

- A. Students are not to leave the classroom unless they have a hall pass. Students being out of class without a hall pass will be given a one-day in-school suspension/detention for the first offense. Additional occurrences will result in a one to three day out-of-school suspension.

OBLIGATION

- A. An obligation is an amount of money, assignments or retribution owed to the Butler County AVTS. The Joint Operating Committee directs that student fulfills obligations by the end of each grading period. Collection of obligations will be enforced by the Vocational Director or designee. Students who fail to pay off debts by the end of the grading period will be subject to discipline up to and including a ten (10) day out-of-school suspension and hearing before the Joint Operating Committee. Students who fail to take care of student obligations such as lost textbooks, damage to school or student property, etc. will have their certificates, and transcripts withheld from the Butler County AVTS as well as the sending school. If the obligation is not resolved by the above procedure, the matter will then be turned over to the local magistrate for prosecution.

PROFANITY/OBSCENE GESTURES

- A. Students are not permitted to use profanity/obscene gestures at the Butler County AVTS Those students who use and direct profanity/obscene gestures towards students, instructors, administrators, or other individuals will receive a one to three day suspension/detention.
- B. Further infractions will result in further out-of-school suspension and parental conference.

PUBLIC DISPLAY OF AFFECTION

- A. Overzealous public displays of affection are not considered appropriate behavior and will result in a conference.
- B. A second offense will result in an assignment to in-school suspension/detention for both parties involved.
- C. Additional offenses will result in an out-of-school suspension assignment and a parental conference.

SAFETY GLASSES/EYE PROTECTION

- A. Any student caught working without safety glasses, specific eye protection, and/or appropriate clothing protection as per instructor will be subject to a one-day in-school suspension/detention for the first offense.
- B. The second offense will result in a one-day out-of-school suspension and a parental conference.
- C. The third offense could result in the student being recommended to the Chief School Administrator for a hearing before the Joint Operating Committee for expulsion from the Vo-Tech School.

SMOKING/TOBACCO CONTROL ACT

In accordance with the Pennsylvania School Tobacco Control Act of 1988, (Act 168) possession or use of tobacco products by secondary students is prohibited in school buildings, in school buses, on school grounds, and at school-sponsored activities. Possession of tobacco products shall include having on one's person or personal property smoking or smokeless tobacco in any form. Use of tobacco products includes the use of smoking or smokeless tobacco, electronic cigarettes or cigarette substitutes in any form. School Grounds are defined as property owned by, leased by, or under the control of the school board including sidewalks, roadways, parking lots, courtyards, school buildings and other campus areas not located in school buildings.

Effective February 3, 1997, Governor Ridge signed into law Act 145, an amendment to Act 168. The law defines Tobacco as a “lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form”.

A student convicted of possessing or using tobacco, including electronic cigarettes or cigarette/tobacco substitutes/devices of any kind, including but not limited to JUULs or vape-pens, in a school building or on a school bus or school property shall be cited by police and shall be fined up to \$50 plus courts costs or admitted to alternative adjudication.

The following penalties shall also apply:

1. A student found in violation of this policy will on the first offense receive a one (1) day in-school suspension/detention.
2. The second/third offense will result in a one to three (1-3) day out-of-school detention suspension.
3. Any offenses thereafter will result in additional out-of-school suspension and parental conference.
4. Students who do not actively participate in assigned alternative adjudication will receive one to three days out-of-school suspension in addition to any discipline incurred for the violation (s).

STEALING

- A. Any student caught stealing tools, instruments, books, etc. will receive a three to ten day out-of-school suspension from the Butler County AVTS. The incident will be reported to the police for further investigation.
- B. The student will be responsible for the return or payment for the item taken from the Butler County AVTS.
- C. Before the student returns to school, there will be a parental conference.
- D. The student will be recommended to the Chief School Administrator for a hearing before the Joint Operating Committee for expulsion from the Butler County AVTS.

WEAPONS

Act 167 - The General Assembly of the Commonwealth of Pennsylvania enacted Act 167 in December 1980. The Act provides CRIMINAL PENALTIES FOR CARRYING WEAPONS ON SCHOOL PROPERTY and defines aggravated assault as it relates to a school board member, faculty member, other employee or student of any elementary or secondary public school.

"Weapon" means any weapon, firearm, explosive device, fireworks, knife, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture. For the purpose of this policy, "serious physical injury" is defined to include injury that could result in temporary and permanent loss or impairment of any of the human senses, scarring, disfigurement, and/or prolonged or severe pain."

Weapons and replicas of weapons are forbidden on school grounds, in school buildings, in any school vehicles or at any school sponsored activity. Such weapons include but are not limited to firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, school officials, parents or patrons.

Policy: Any incident of a student making, possessing, storing, transporting a weapon on school grounds, in school buildings, in any school vehicle, or at a school sponsored activity will lead to the following:

1. Notification of law enforcement officials (Butler Township Police)
2. Notification of parents/guardians
3. Notification of home school personnel
4. Appropriate disciplinary action, up to ten-day out-of-school suspension, and be referred to the home school Board of Directors for expulsion from school for a period of one year as mandated by Act 26, the Safe Schools Act.
5. Legal action

Weapons under the control of law enforcement personnel are permitted. The administration may authorize other persons to possess weapons in school buildings. The administration may prescribe special conditions or procedures to be followed before giving such authorization.

Aggravated Assault Definition: A person is guilty of aggravated assault if he/she attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, other employee or student of any elementary or secondary publicly funded educational institution.

Policy: Any student who attempts to cause or intentionally or knowingly causes bodily injury to a school official, faculty member, other employee, student, parent or patron, on school vehicles or at a school sponsored activity is subject to any or all of the following:

1. Notification of law enforcement officials
2. Notification of parents/guardians
3. Notification of home school personnel
4. Appropriate disciplinary action, up to ten-day out-of-school suspension, and be referred to the home school Board of Directors for expulsion from school
5. Legal action

SEARCHES

Freedom from Unreasonable Searches and Seizures: The Butler County AVTS may conduct reasonable searches and seizures when the school has reasonable suspicion to warrant the search and/or when there is a threat to the health, safety, or welfare of the students or others. An Administrator may seize any evidence indicating that a student is violating or has violated the law or a school rule, that the administrator may find as a result of a search of a student's property, clothed body or areas designated for a student's use if the search is proper and reasonable. A student who refuses the request for a search by an Administrator that is proper and reasonable may be disciplined under the district's discipline policy. Action may include suspension or referral to the Joint Operating Committee for an expulsion hearing. The School may utilize metal detectors and/or canine detection units.

PROHIBITED ARTICLES

Anything that the Administration deems inappropriate and/or

Alcohol	Health Endangering Compounds
Confederate Flag Items	Obscene Materials
Counterfeit Drugs	Stolen Property
Drugs	Tobacco
Drug Paraphernalia	Tobacco-like Products
Fireworks	Weapons

LOCKER SEARCH POLICY

- A. The lock/locker is the property of the Butler County AVTS and is provided to the student for storing school related items and clothing. Students do not have an expectation of privacy with respect to the lockers provided by the Butler County AVTS. The school has an obligation to insure that the locker is properly used and that no item placed in the locker jeopardizes the protection of the health, safety and welfare of the students, faculty, school property, and the educational process. To fulfill this obligation, school officials have the right to conduct locker searches for the following reasons:
1. General Locker Search - Searches can be conducted for administrative purposes such as cleanliness, finding missing library books, textbooks, tools, other school related items, and for any other necessary reason as determined by the Administration.
 2. Search Based on Reasonable Suspicion - This search of the locker will be made on the basis of reasonable suspicion that the student is concealing something, possession of which is either in violation of the law or of school rules. The student shall be given all reasonable opportunity to be present when a search of a locker is conducted. In circumstances where the suspected item is of such a nature that there is a likelihood of harm to persons or property or a reasonable likelihood that the evidence will be removed or destroyed, the requirement of the student's presence at the locker will be dispensed with.
 3. Items Not Permitted in Locker: Should any of the following items be found in a locker, appropriate disciplinary and criminal proceedings would be instituted against the student in accordance with the Butler County AVTS Discipline Policy and State and Federal Laws.

Examples include: **i.** Knives, firearms, ammunition, firecrackers, smoke bombs or any other incendiary and explosive device, or dangerous weapons. **ii.** Tobacco products in any form. **iii.** Drugs (controlled substances) in any form. **iv.** Alcohol in any form. **v.** Obscene materials. **vi.** Stolen property. **vii.** Paraphernalia (drug related).

4. No decals or pictures are permitted on any part of the locker. Every student is cautioned against leaving large sums of money or valuable items in the locker. Students shouldn't give their locker combinations to another student. Any student who is having any mechanical problem with their locker should notify the office. The Butler County A.V.T.S. will not be responsible for articles stolen from lockers. The proper use of locks will serve to deter theft.

VEHICLE SEARCHES

Students are granted a permit to park on school grounds as a matter of privilege, not of right. The school retains the authority to conduct routine checks of student vehicles. Interior inspections will be conducted when the administration has a REASONABLE SUSPICION that there are illegal or unauthorized materials contained inside the vehicle, or a school rule has been violated.

When school authorities have exhausted all reasonable alternatives and still have reason to believe that contraband or proceeds of a crime are upon the pupil's person, police may be called and presented with the facts. School personnel shall then leave the issue of any further investigation of the pupil's person to the discretion of the police. Cooperation by providing, at police request, a private area to conduct any further investigation is authorized, but school personnel shall refrain from any further physical or verbal participation, including coercion of the pupil to cooperate with the police.

STUDENT SEARCH

The deterrence of the possession of weapons or other dangerous objects as defined in this policy is necessary to promote health and safety within the school setting and provide a school environment conducive to education. When the administration has reasonable suspicion to believe that a weapon or dangerous object/substance is in the possession of unidentified students, the administration is authorized to use the following procedures:

1. A student may be asked by school officials to remove his/her outer coat, sweater or jacket.
2. A student may be asked by school officials to loosen a belt or sash.
3. A student may be asked by school officials to remove shoes, hats or clothing below the knee or above the neck.

4. A student may be asked to empty his/her pockets and/or book bag and/or other bags, purses, etc. or school personnel may search these belongings.
5. Should these searches not produce any substance, a further search will proceed with appropriate gender present only.

Every attempt will be made to notify the parent/guardian.

USE OF METAL DETECTORS

The deterrence of the possession of weapons or other dangerous objects as defined in this policy is necessary to promote health and safety within the school setting and to provide a school environment conducive to education. When the administration in any school has reasonable suspicion to believe that weapons or dangerous objects are in the possession of unidentified students; when there has been a pattern of weapons or dangerous objects found at a school, on school property, at a school function or in the vicinity of a school; or when violence involving weapons has occurred at a school or on school property, at school functions or in the vicinity of a school, the administration is authorized to use stationary or mobile metal detectors. School personnel operating the metal detectors must comply with the rules and regulations for the use of such devices as adopted by the Butler County AVTS Joint Operating Committee.

Rules and Regulations as to the Use of Metal Detectors for Student Safety:

If a metal detector is to be used in a particular school, the students will be notified via the loudspeaker, at an assembly, or by similar means, of its use. On the day of its use, signs will be posted to warn the students that each student will be required to submit to a screening for metal as a condition of entering or continuing attendance at school or other activity. The screening will be conducted by Butler County AVTS administration or staff.

When a metal detector is being used, students will be allowed to use only the entries designated. If a metal detector activates on a student, the student should be asked to remove metal objects from his or her person and walk through or be scanned again. After the removal of other metal objects and third activation by the metal detector on the student, the student will be taken to a room out of view from the other students and subject to a "pat down" search under the procedures set forth in successive paragraphs.

An individual will be given notification that a scanning device may be used to detect prohibited articles in specific situations.

School personnel may inspect the contents of any briefcase, knapsack, purse or parcel which activates the metal detector for the limited purpose of determining whether a weapon is concealed therein. School personnel may not inspect briefcases, knapsacks, purses or parcels in which a weapon could not be concealed and may not examine written materials.

A "pat down" search conducted by school personnel shall be a limited feeling of the student's outer clothing for the purpose of discovering only items which may have activated the metal detector device.

If the school personnel conducting a "pat down" search feels an object which may have activated the metal detecting device, the student will be asked to remove such object. If the student declines to remove the object, it may then be removed by school personnel.

If the object removed from the student could have activated the metal detector, the school personnel must cease performing the "pat down" search. In such event, the student will again pass through the metal detector and the "pat down" search will be continued only if the device again yields a positive reading. Under all circumstances, the "pat down" search will be conducted by school personnel of the same sex as that of the student.

All property removed from the student as a result of the above procedure which may be legitimately brought onto school premises will be returned to the student.

Property removed from the student, possession of which is a violation of the Policy on Discipline and Student Rights, shall be confiscated and the student shall be disciplined in accordance with the Code of Student Conduct.

Students who fail to cooperate with school personnel performing their duties under these procedures may be subject to discipline for insubordination.

Nothing in the procedures set forth above shall limit the authority of school officials to search a student when there is reasonable suspicion to believe that a particular student is in possession of an article, possession of which constitutes illegal behavior under this policy.

Any student of the Butler County AVTS is not permitted to possess any of the prohibited articles while on school property, off school property during a school-sponsored activity, function or event, or on a school bus to or from school or a school-sponsored activity, function or event. Any student suspected of concealing any of these articles will be accompanied to the office of the Principal/ Assistant Director where the student will be subject to the procedures outlined under the Butler County AVTS Student Search Policy.

THIS STUDENT-PARENT HANDBOOK BELONGS TO:

NAME: _____

PROGRAM: _____

GRADE: _____

SENDING SCHOOL: _____

This is a sample. Copies are available on our website or at the main office.



**BUTLER COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL
PERMANENT STUDENT DRIVING PERMIT APPLICATION**

PERMIT # _____
Spot # _____
Date Issued: _____
<i>Office Use Only</i>

Student Information (Please Print) Name: _____	
Home School: _____	
BCAVTS Course: _____	
Grade: _____	Session: 1 / 2 / 3
Do you work after school? Yes No (3 rd session)	

Vehicle Information (Please Print)	
Make: _____	
Model: _____	Color: _____
Plate#: _____	
Insurance Company: _____	
Policy #: _____	

**Transporting passengers without permission will result in the loss of parking privileges.
3rd session student drivers are not permitted on campus prior to 12:35 pm.**

Below to Be Completed by Parent/Guardian

Passenger Name	BCAVTS Course	Parent of Passenger - Signature

Student Driver Parent Signature: _____ Date: _____

Student Driver: I accept the responsibility involved in driving to Butler County AVTS and agree to comply with regulations as prescribed relevant to driving and parking.

Student Driver Signature: _____ Date: _____

HS Principal Signature: _____ Date: _____

BCAVTS Principal Signature: _____ Date: _____

Details:

- Permit cost is \$75.00
 - Seniors with after school activities and/or employment will be given first consideration.
 - Student is not permitted to drive until parking pass is issued.
 - Permission to drive your vehicle to school is a privilege given to you by the Butler County AVTS with understanding that you will drive responsibly and obey all driving rules and regulations as stated in the Student Handbook. Failure to do so will result in suspension and loss of driving privileges. No refunds will be made due to disciplinary infractions.
 - Driving privileges may be revoked at the discretion of the home school or Vo-Tech with just cause.
 - 15 mile per hour speed limit on campus at all times. No cruising on campus.
 - All student vehicles must have a parking pass clearly displayed in rearview mirror.
 - Students are not permitted to access vehicle during sessions without permission.
 - Parking Permits are non-transferable.
- PROCEDURE TO LEAVE THE PARKING LOT:**
Students are **NOT** permitted to leave the parking lot until the buses have gone. The parking lot attendant will direct students when and how to leave the parking lot.

<input type="checkbox"/> Paid: \$75.00 - Cash / Check# _____
Completed by Office Initials: _____