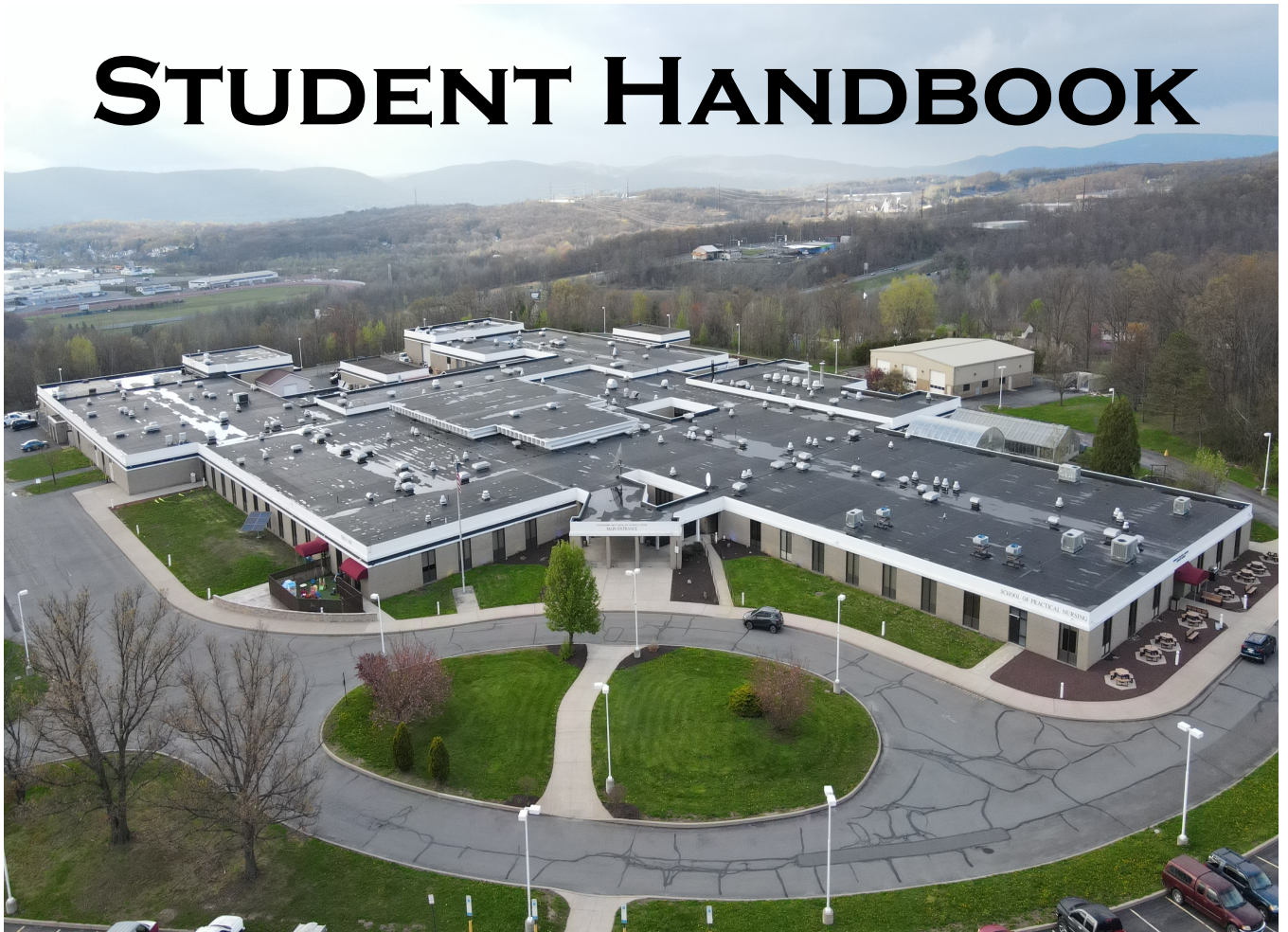


WILKES-BARRE AREA
CAREER AND TECHNICAL CENTER

STUDENT HANDBOOK



2025 - 2026

Medical Guidelines 2025-2026

THIS MAY CHANGE AT ANY TIME-Our Health & Safety Plan is located at www.wbactc.org.

The Wilkes-Barre Area Career and Technical Center wants our parents and stakeholders to know that we continue to take all viral and bacterial infections seriously and are committed to take all recommended precautions to comply with any and all mandates and recommendations from the CDC, DOH, CTE, and PDE guidelines.

Keep in mind that each shop is unique and each individual instructor may have additional safety rules which need to be followed in their classrooms and shop areas. Those rules will be clearly marked and followed by every student. Please understand any student not wishing to comply with any rule will be immediately removed and a parent meeting will be held to discuss the possibility of returning to the sending school.

SAFETY FIRST! It is imperative that each student and parent/guardian understand that there are rules and regulations throughout the student handbook that discuss expected positive interactions between students and staff. We expect all students to adhere to every rule and regulation. To this end, any student who appears to be unwilling or unable to adhere to WBACTC rules and regulations, including discipline related issues, will be immediately encouraged to return to the sending school.

... A note about flu/virus Screening & Prevention

The school nurse will isolate and, if necessary, remove anyone who displays symptoms.

According to the Pennsylvania Department of Health (DOH), a temperature of 100.4 or higher should be considered as symptomatic for diseases and that the positive and/or symptomatic student should be isolated. **Please do not send your student to school if he/she has a temperature of 100.4 or higher.**

Regardless of vaccination status, if your student is showing symptoms of a viral or bacterial infection, please contact your family doctor.

There is no quarantine virtual learning option for Wilkes-Barre Area CTC at this time, however, we will work closely with the student and parent to help the student's learning process continue.

JUST AS WITH ALL HEALTH RELATED ILLNESS issue which may arise, we will work with you and your student to help keep them on track and make up work missed.

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(PLEASE PRINT and FILL OUT COMPLETELY)

****POLICY ALERT****

AS PER STUDENT HANDBOOK IF YOUR STUDENT IS TO BE DISMISSED EARLY FROM SCHOOL THEY MUST HAND A NOTE INTO THE FRONT OFFICE OTHERWISE ALL EARLY DISMISSES WILL BE HANDLED THROUGH THE NURSE'S OFFICE. A PARENT/GUARDIAN WILL BE CALLED BEFORE STUDENT CAN LEAVE THE BUILDING

I.D. REQUIRED FOR STUDENT PICK-UP

CONFIDENTIAL (FOR PROFESSIONAL USE ONLY) PRINT ALL INFORMATION EXCEPT SIGNATURE. PLEASE USE BLUE OR BLACK INK. ALL QUESTIONS MUST BE ANSWERED COMPLETELY.

Student Name _____ CTC SHOP _____ GRADE _____
 Address _____ Home School _____
 AM/PM _____
 DOB _____ Age _____ Primary Phone Number _____
 Father/Guardian _____ Mother/Guardian _____
 Home Phone _____ Home Phone _____
 Work Phone _____ Work Phone _____
 Cell Phone _____ Cell Phone _____
 Email _____ Email _____

IF UNABLE TO CONTACT EITHER PARENT, whom do you desire we contact? (Someone who is available locally and has authority to assume responsibility for your child.) **It is mandatory that both contact sections be completed.**

Name _____ Relationship _____ Phone# _____

Does this student have any restrictions in physical activity? Yes _____ No _____

If so, to what degree? _____

ALLERGIES: Yes/No _____ If yes, please list _____

Tetanus Injection: Yes/No _____ Date _____

Any other major illness that school authorities should be aware: Yes/No _____ List: _____

IN CASE OF EMERGENCY CAN ANTIHISTIMINE (BENADRYL) BE ADMINISTERED TO STUDENT? YES OR NO

Please list Medications and Reason for Medication: _____

Physician's Name: _____ Phone# _____

It is the policy of this school to teach safety and safe use of all equipment, tools and power-driven machinery which may be part of his/her instructional programming and every precaution is taken to avoid accidents or injury. In case of an illness, accident, or injury, transportation of the student to home physician or hospital is the responsibility of the parents. In an emergency regarding the student with illness, accident, or injury we will make every attempt to contact you immediately. In the event we cannot contact you, we need your permission to send your child to the nearest hospital, Urgent Care or physician to be treated.

Hospital: Geisinger or Wilkes-Barre General (Please Circle One)

I/We have read all of the above information and I/We give permission to above mentioned student to participate and use all equipment, tools, and power-driven machinery which may be part of his/her instruction program at Wilkes-Barre Career & Technical Center and in case of emergency regarding illness, accident, or injury on direction of school nurse or school authorities, my child may be taken to the nearest hospital or available physician to be treated. I/We give permission for hospital or physician to arrange such emergency treatment as may be needed. I/We will assume responsibility for fees incurred by such emergency.

IF THIS INFORMATION CHANGES DURING THE SCHOOL YEAR; PLEASE NOTIFY THE SCHOOL IMMEDIATELY

Date _____ Signature _____

******ALERTA DE POLÍTICA******

SEGÚN EL MANUAL DEL ESTUDIANTE, SI SU ESTUDIANTE DEBE SALIR TEMPRANO DE LA ESCUELA, DEBE ENTREGAR UNA NOTA EN LA OFICINA PRINCIPAL DE LO CONTRARIO, TODAS LAS SALIDAS TEMPRANO SE TRATARÁN A TRAVÉS DE LA OFICINA DE ENFERMERÍA. SE LLAMARÁ A UN PADRE/TUTOR ANTES DE QUE EL ESTUDIANTE PUEDE ABANDONAR EL EDIFICIO

IDENTIFICACIÓN. REQUERIDO PARA RECOGER AL ESTUDIANTE

CONFIDENCIAL (SÓLO PARA USO PROFESIONAL) IMPRIMA TODA LA INFORMACIÓN EXCEPTO LA FIRMA. UTILICE TINTA AZUL O NEGRA. TODAS LAS PREGUNTAS DEBEN SER RESPONDIDAS COMPLETAMENTE.

Nombre del estudiante _____	CALIFICACIÓN _____
Dirección _____	la categoría CTC _____ AM/PM _____
Fecha de nacimiento _____ Edad _____	Escuela de origen _____
Padre/Tutor _____	Número de teléfono principal _____
Teléfono de casa _____	Madre/Tutor _____
Teléfono del trabajo _____	Teléfono de casa _____
Teléfono celular _____	Teléfono del trabajo _____
Correo electrónico _____	Teléfono celular _____
	Correo electrónico _____

SI NO PUEDE CONTACTAR A CUALQUIERA DE LOS PADRES, ¿a quién desea que contactemos? (Alguien que esté disponible localmente y tenga la autoridad para asumir la responsabilidad de su hijo). Es obligatorio completar ambas secciones de contacto.

Nombre _____ Relación _____ Número de teléfono _____

¿Tiene este estudiante alguna restricción en la actividad física? Sí No _____

Si es así, en qué grado? _____

ALERGIAS: Sí/No

En caso afirmativo, indique _____

Inyección de tétanos: Sí/No

Fecha _____

Cualquier otra enfermedad grave que las autoridades escolares deban tener en cuenta: Sí/No

Indique: _____

¿EN CASO DE EMERGENCIA SE PUEDE ADMINISTRAR ANTIHISTIMINA (BENADRYL) AL ESTUDIANTE? SÍ O NO

Enumere los medicamentos y el motivo de los medicamentos: _____

Nombre del médico: _____ Número de teléfono _____

Es política de esta escuela enseñar la seguridad y el uso seguro de todos los equipos, herramientas y maquinaria motorizada que pueden ser parte de su programación de instrucción y se toman todas las precauciones para evitar accidentes o lesiones. En caso de enfermedad, accidente o lesión, el transporte del estudiante al médico u hospital de la casa es responsabilidad de los padres. En una emergencia relacionada con el estudiante con enfermedad, accidente o lesión, haremos todo lo posible para comunicarnos con usted de inmediato. En caso de que no podamos comunicarnos con usted, necesitamos su permiso para enviar a su hijo al hospital, atención de urgencia o médico más cercano para recibir tratamiento.

Hospital: Geisinger o Wilkes-Barre General (marque uno con un círculo)

Yo/nosotros hemos leído toda la información anterior y 1/nosotros damos permiso al estudiante mencionado anteriormente para participar y usar todo el equipo, las herramientas y la maquinaria motorizada que pueden ser parte de su programa de instrucción en el Centro técnico y profesional de Wilkes-Barre y en caso de emergencia relacionada con una enfermedad, accidente o lesión bajo la dirección de la enfermera escolar o las autoridades escolares, mi hijo puede ser llevado al hospital más cercano o al médico disponible para recibir tratamiento. Yo/nosotros damos permiso para que el hospital o el médico organice el tratamiento de emergencia que pueda ser necesario. Yo/nosotros asumiremos la responsabilidad de los cargos incurridos por tal emergencia.

SI ESTA INFORMACIÓN CAMBIA DURANTE EL AÑO ESCOLAR, POR FAVOR NOTIFIQUE A LA ESCUELA INMEDIATAMENTE

Fecha _____ Firma _____

PLEASE BE ADVISED

Pick-Up Procedure

ALL persons who are coming to our school with the intent of picking up a student MUST be listed on the Student's Emergency Medical Form AND that person MUST call the school at 570-822-4131 PRIOR to arriving to pick up the student. The person picking up the student must show identification at the main entrance and wait where directed by security. **Calling ahead will insure that the student will be ready, that the proper paperwork and authorization of pick-up person is complete in a timely manner.**

If the parent is aware of a reason for the student needing to be excused from school early, that student MUST submit a note to be excused from the Wilkes-Barre Area CTC to their teacher at the time the teacher takes daily attendance.

PLEASE CALL BEFORE YOU PICK-UP YOUR STUDENT. DO NOT SIMPLY SHOW UP AT THE SCHOOL. THIS WILL DELAY THE PROCESS OF VERIFICATION AND THE AMOUNT OF TIME NEEDED TO RELEASE A STUDENT FROM OUR SCHOOL.

NO STUDENT WILL BE RELEASED WITH ANOTHER STUDENT FOR TRANSPORTATION HOME WITHOUT A NOTE FROM THE PARENT/GUARDIAN OF ALL STUDENTS INVOLVED.

Having a substitute teacher is not a valid excuse for being excused from WBACTC.

Thank you for your cooperation in this matter.

POR FAVOR TENGA EN CUENTA

Procedimiento de recogida

TODAS las personas que vienen a nuestra escuela con la intención de recoger a un estudiante **DEBEN** figurar en el **Formulario Médico de Emergencia del Estudiante** Y esa persona **DEBE** llamar a la escuela al

570-822-4131 **ANTES** de llegar a recoger al estudiante. La persona que recoja al estudiante **deberá** mostrar identificación en la entrada principal **y** esperar **donde** le indique seguridad. Llamar con anticipación **asegurar**á que el estudiante esté listo, que la **documentación adecuada** **y** la **autorización** de la persona que lo recogerá estén completas de manera oportuna.

Si el padre **conoce** una razón por la cual el estudiante necesita ser excusado de la escuela temprano, ese estudiante **DEBE** presentar una nota para ser excusado del CTC del área de Wilkes-Barre a su maestro en el momento en que el maestro toma asistencia diaria.

POR FAVOR LLAME ANTES DE RECOGER A SU ESTUDIANTE. NO SE PRESENTE SIMPLEMENTE EN LA ESCUELA. ESTO RETRASARÁ EL PROCESO DE VERIFICACIÓN Y LA CANTIDAD DE TIEMPO NECESARIO PARA SALIR A UN ESTUDIANTE DE NUESTRA ESCUELA.

NINGÚN ESTUDIANTE SERÁ LIBERADO CON OTRO ESTUDIANTE PARA TRANSPORTE A CASA SIN UNA NOTA DEL PADRE/TUTOR DE TODOS LOS ESTUDIANTES IMPLICADOS.

Tener un maestro sustituto no es una excusa válida para ser excusado de WBACTC.

GRACIAS POR SU COOPERACIÓN EN ESTE ASUNTO



Wilkes-Barre Area Career & Technical Center
P.O. Box 1699
Wilkes-Barre, PA 18705-0699
(570) 822-4131 Fax (570) 823-4304
www.wbactc.org

Brian Costello
Chief School Administrator

Megan Tennesen, Chairperson
Board of Education

Dr. Anthony Guariglia
Administrative Director

Mr. Frank Majikes
Principal

Mr. Anthony Cibello
Assistant Principal

August 21, 2025

Dear Parent or Guardian:

The purpose of this letter is to assure you of our concern for the safety and welfare of all students in the Wilkes-Barre Area Career & Technical Center, and to inform you of the procedures utilized and steps taken during an emergency evacuation. The Wilkes-Barre Area Career & Technical Center's emergency plan provides for response actions to be taken in all types of emergencies; therefore, several types of protective responses are planned as follows:

Condition

Response

Building Evacuation

Evacuation to a safe area on the school grounds in case of a fire.

Delayed Opening, Cancellation of Classes,
Early or Delayed Release of Students

These actions are normally taken in case of a winter storm.
Cancellation of classes may be necessary in case of disruption of
public utility services.

In-Place Sheltering

Sudden occurrences such as tornadoes and hazardous material
accidents may dictate taking cover in a safe place as designated
by school officials.

Evacuation

Total evacuation may become necessary if the school is in an
endangered area.

If a total evacuation becomes necessary, your children will be bussed to another location that is considered to be safe. You will be kept informed of the location where you can regain custody of your children through local radio and television announcements and our School Messenger system.

Properly authorized persons picking up students will require identification and sign a release form.

Mass media will be used to communicate status procedures and future considerations. I specifically urge that you refrain from phoning the school or attempt to make different arrangements. This will only create confusion, and divert staff and faculty members from their assigned emergency duties.

In order to ensure the safety of your children in the Wilkes-Barre Area Career & Technical Center and ensure the continuity of their education, I urgently request the cooperation of all parents.

Sincerely,

Dr. Anthony Guariglia
Administrative Director

The Wilkes-Barre Area Career & Technical Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. For information on services, activities, and/or accessibility, contact: Dr. Anthony Guariglia, Support Programs Coordinator Title IX and Section 504 Coordinator, (570) 822-4131, Wilkes-Barre Area Career and Technical Center, 350 Jumper Road, Wilkes-Barre, PA 18705-0699.

Equal Opportunity Education Institution

*** Institución igualdad de oportunidades de educación ***



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Principal

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Assistant Principal

August 21, 2025

Dear Parent/Guardian:

The Wilkes-Barre Area Career and Technical Center uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places.

We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect for pests. The pest monitoring team consists of administrators, teachers, our building superintendent, school nurse, support staff and office personnel. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest or other measures to eliminate the problem/concern.

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

Parents or guardians of students enrolled in the school may request prior notification of applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the school in writing and include your email address if you would like to be notified electronically. Telephone calls will not be accepted.

The Wilkes-Barre Area Career & Technical Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. For information on services, activities, and/or accessibility, contact: Dr. Anthony Guariglia, Support Programs Coordinator Title IX and Section 504 Coordinator, (570) 822-4131, Wilkes-Barre Area Career and Technical Center, 350 Jumper Road, Wilkes-Barre, PA 18705-0699.

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Assistant Principal

page 2 continued...

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

Each year the school will prepare a new notification registry. If you have any questions, please contact Dr. Anthony Guariglia at (570) 822-4131 Ext: 118 and return your written request to this office.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Guariglia".

Dr. Anthony Guariglia
Administrative Director

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ADMINISTRATIVE DIRECTOR'S MESSAGE

On behalf of our School Principal Mr. Majikes, our Assistant Principal, Mr. Cibello, myself, and our Faculty and our Staff, we want to welcome you (or welcome you back) to the Wilkes-Barre Area Career and Technical Center!

We are excited and prepared to meet your Career and Technical education needs! In fact, our school has been preparing students for Careers **for over a half century**.

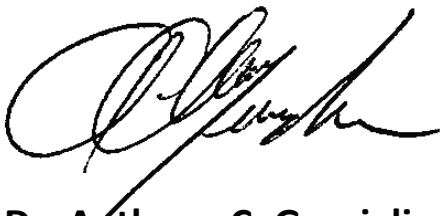
Keep in mind that **this is your school** and **you chose us**! We are proud of that trust! You are the reason we are here and you have every reason to be proud of it and respect it. Rest assured, individuals from education, labor, and industry have planned and developed outstanding and rewarding programs of study which, when successfully completed, will make you ready to continue your education, enter the workforce, or enlist in the military.

The Wilkes-Barre Area Career & Technical Center is a modern educational facility with state of the art equipment. Our instructors have the resources and education to prepare you. Remember, however, this is only half the picture. The other half is up to you. As a young adult, **you are responsible** for your actions and behaviors. Keep in mind that your dedication to your chosen program of study is directly related to your efforts. Simply put, the harder you work and the more you apply yourself, the greater your chances for personal and workplace success. We will set high expectations for you and help you meet them. Please respect our efforts, and the efforts of your fellow students, so **we can all achieve success**.

We have prepared this handbook for you to be informed and to understand the policies and procedures here at our school. Please take the time to become familiar with the handbook and sign and return all paperwork provided.

Thank you for trusting us with your education. We remain ready and proud to prepare you for your future.

My best wishes for a wonderful and rewarding 2025 - 2026 school year.

A handwritten signature in black ink, appearing to read 'Dr. Guariglia', with a stylized flourish at the end.

Dr. Anthony C. Guariglia

Administrative Director
Wilkes-Barre Area CTC

MISSION STATEMENT

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) establishes certain rights for students regarding the privacy of their educational record. While parents/guardians/spouses/ and others may have an interest in the student's record, access to or release of the educational record is only by written parent / student consent.

POLICY OF NONDISCRIMINATION

The Wilkes-Barre Area Career and Technical Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The Wilkes-Barre Area Career and Technical Center offers programs in Transportation Technology, Construction Trades, Food Industry, Health and Human Services and Manufacturing. For information on services, activities, and/or accessibility go to www.wbactc.org and/or contact:

Dr. Anthony Guariglia, Title IX Coordinator
(570) 822-4131
FAX (570) 823-4304
Wilkes-Barre Area Career & Technical Center
P.O. Box 1699
Wilkes-Barre, PA 18705-0699
School Website: www.wbactc.org

WILKES-BARRE AREA CAREER & TECHNICAL CENTER

**SCHOOL CALENDAR
2025-2026**

5T	AUGUST 2025					4S	21T	SEPTEMBER 2025					21S	22T	OCTOBER 2025					21S	17T	NOVEMBER 2025					17S	16T	DECEMBER 2025					16S
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>			<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>			<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>			<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>			
				1			1	2	3	4	5					1	2	3	4	5			3	4	5	6	7	1	2	3	4	5		
4	5	6	7	8			8	9	10	11	12			6	7	8	9	10	11	12			10	11	12	13	14	8	9	10	11	12		
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5T						4S	26T						25S	48T						46S	65T						63S	81T						79S
19T	JANUARY 2026					19S	19T	FEBRUARY 2026					18S	22T	MARCH 2026					22S	19T	APRIL 2026					19S	20T	MAY 2026					20S
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>			<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>			<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>			<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>			
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100T						98S	119T						116S	141T						138S	160T						157S	180T						177S
3T	JUNE 2026					3S	JULY 2026						Aug. 21 . . . In-Service Day						Feb. 16 . . . President's Day						Board of Education Meeting									
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>			<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>			Aug. 25 . . . School Opens						Apr. 2,3,6 . . Spring Vacation						Not in Session/Holidays/Make-up Days								
1	2	3	4	5					1	2	3			Aug. 29 . . . School Closed						May 25 . . . Memorial Day						In-Service Day—No Students								
8	9	10	11	12			6	7	8	9	10			Sept. 1 . . . Labor Day						June 3 . . . Last Day														
15	16	17	18	19			13	14	15	16	17			Oct. 10 . . . In-Service Day																				
22	23	24	25	26			20	21	22	23	24			Oct. 13 . . . Columbus Day																				
29	30						27	28	29	30	31			Nov. 11 . . . Veterans Day																				
														Nov. 27,28, & Dec. 1 Thanksgiving																				
														Dec. 24,25,26,29,30,31,																				
														Jan. 1, 2 . . . Christmas Vacation																				
														Jan. 19 . . . Martin L. King's Day																				
														Feb. 9 . . . In-Service Day																				
183T						180S																						End of Quarter (45-90-135-180)						
																												Oct. 30-Jan.20-Mar.26-June 3						

**WILKES-BARRE AREA
CAREER & TECHNICAL CENTER
JOINT OPERATING COMMITTEE**

CRESTWOOD

Denise Chaytor-Zugarek
Lauren McCurdy

GREATER NANTICOKE AREA

Megan Tennesen

HANOVER AREA

Jacob Hyder

PITTSTON AREA

John Adonizio
Martin Quinn

WILKES-BARRE AREA

Mark Atherton
Arthur Breese
Ned Evans
Beth Ann Harris
Warren Faust

WBACTC ADMINISTRATION

Dr. Anthony Guariglia, Administrative Director
Frank Majikes, Principal
Anthony Cibello, Assistant Principal
Deiza Rae Height, Administrative Assistant to the Administrative
Director and Joint Operating Committee Secretary
Amy Patton, Curriculum and Instruction Coordinator

POLICE CHIEF

Dave Parsnik

DEAN OF DISCIPLINE

Kelly Rowan

SCHOOL OF PRACTICAL NURSING AND HEALTH CAREERS

Gail Holby, PN Director/Coordinator
Annie Barsh, PN Assistant Director
Melissa Mahle, Administrative Assistant to the PN Director
THE CHILD CARE CENTER @ WILKES-BARRE AREA CTC
Ashley Simpson, Director
Samantha Elmy, Assistant Director

PARTICIPATING DISTRICTS

Crestwood Area
Greater Nanticoke Area
Hanover Area
Pittston Area
Wilkes-Barre Area

Also Serving:

Old Forge
Riverside

WILKES-BARRE AREA CAREER & TECHNICAL CENTER FACULTY

<u>Instructor</u>	<u>Program of Study</u>
Mark Thomas	Air Conditioning/Heating/Refrigeration
Joseph DeMuro	Audio Visual Communications
Jaymie Shuleski	Auto Body & Fender
Peter Holland	Auto Mechanics II
David Vnuk	Capstone/School-to-Work Coordinator
John Quinn	9th Grade (Headstart) Instructor
Chris George	Carpentry I
Nicole Barletta	Child Care and Support Services Management
Gina Walker	Computer Information Technology
David Joyce	Diversified Cooperative Education
Karen Montante	Cosmetology I
Michelle Oko	Cosmetology II
Dan Panaway (Jennifer Mills)	Culinary Arts I
Jamie Lisman	Culinary Arts II
David Zaykoski	Drafting
John DeLucca	Electrical Construction
Joseph Ladd	Graphic Arts
Dr. Paul Newhart	Health Assistant
Allen Bartoli	Heavy Equipment & Diesel Mechanics
Michael Pac	Machine Shop
Joseph R. Lakkis	Law Enforcement/Police Science
Kate Reynolds	Marketing
Anthony Ciliberto	Masonry
George Albright	Ornamental Horticulture
Kyle Evans	Plumbing
Megan Bartuska, BSN	Certified School Nurse
Phil Rodzon	Carpentry II
Christopher Slusser	Warehouse Management & Materials Handling
Kenneth Valaitis	Welding
John Kozerski	Guidance Counselor
Valerie Chittalia	Guidance Counselor
Alycia Stefanoski	9th Grade (Headstart) Instructor
Justin Wall	9th Grade (Headstart) Instructor
Allison Banks	Special Education
Jill King	Special Education
Nicole Lewis	Student Mental Health Professional

WILKES-BARRE AREA CAREER & TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING AND HEALTH CAREERS FACULTY

Donna Richmond, Full Time Instructor

Ruth Weiscarger, Full Time Instructor

Carl Pekol, Full Time Instructor

Denise Zacher, Part Time Instructor

WILKES-BARRE AREA CAREER AND TECHNICAL CENTER STAFF

MAIN OFFICE

Diane Spinozza, Assistant to the Principal
Arlene Hooper, Front Desk Attendant

BUSINESS OFFICE

Mark Kneeream, CPA, Business Manager (MK & Associates, PC)
Jennifer Haas, Business Office Manager
TBA, Accounts Payable
Matthew Piazza, Assistant Business Manager

DATA PROCESSING

Joseph Oliveri, Technology Director
Mary Martarano, Information Technology Assistant to IT Director
Rosemary Frati, Assistant to IT Director
Vannessa Buckley, Secretary

SCHOOL OF PRACTICAL NURSING

Melissa Mahle, PN Administrative Secretary
Annie Barsh, PN Assistant Director
Kim Quinn, PN Office Manager

TEACHER ASSOCIATES

Mark Baclasky, Michael Bantell, Amy Brady, Nadeen Federici,
Carmelina Oliveri, Sharon Hughes, Grace Sklanka

BUILDINGS AND GROUNDS

J. Kevin Elmy, Superintendent, Building and Grounds
Bruce Knick, Jr., Maintenance Supervisor

CAFETERIA PERSONNEL

The Nutrition Group

CUSTODIANS

Richard Bielenda, Edward Brunn, Brian Fisher, Gene Marley,
Edward Herron, Nicole Stella, Brian Toole

SPECIAL EDUCATION AIDE

Eileen Brislin

CHILD CARE CENTER

Preschool

Christina Torres, Justus Simpson, Maribel

Torres **Toddlers**

Lisbeth Ruiz

Infant

TBA

Anti-Bullying Policy

BULLYING

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

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

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



WILKES-BARRE AREA CAREER AND TECHNICAL CENTER

SECTION: PUPILS
TITLE: BULLYING/
CYBERBULLYING
ADOPTED: May 16, 2017
REVISED: August 18, 2025

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

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

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

References:

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

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

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

CONDUCT

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

DRUG-ABUSE

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

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

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

ALCOHOL USE

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

Readmission and continued enrollment in school shall be conditioned upon the continuance of the student and family unit in the rehabilitation program to the satisfaction of the school authorities. The proper judicial authorities shall be notified in an attempt to determine the source of alcohol.

CONTROLLED DRUG PROCEDURES

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

POLICY STATEMENT TOBACCO USE BY STUDENTS

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

For purposes of this policy, tobacco use shall mean:

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

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

Definitions -

- "Student" - A person between the ages of 6 and 21 years who is enrolled in school.
- "School" - A school operated by the joint board, board of directors or school board where students are enrolled in compliance with the Act of March 10, 1949 (P.L. 30, No. 14), known as the Public School Code of 1949, including area career & technical schools.
- "Tobacco" - A lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.
- All items referred to as either electronic Vapes, e-vap, "Vapping", and non-vapor inhalers and non-electronic "Vapor" and non-vapor inhalers are **prohibited** at the school unless it is for a medical condition (such as asthma) and the student has an Rx registered at the nurse's office.

Violation of this policy shall be punishable by civil penalty/fine enforceable by law. When a pupil is charged with violating this policy, the court may admit the offender to an adjudication alternative as authorized under 24 PA C.S. Section 1520 in lieu of imposing the fine.

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

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

DRUG VIOLATION PROCEDURES AND SUSPECTED DRUG VIOLATIONS

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

1. Immediately referred to the Dean of Discipline, Police Chief, and School Nurse (if applicable) for evaluation and a search of personal items.
2. Required to undergo a locker inspection in accordance with the guidelines of the Student's Rights and Responsibilities.
3. Informed that his or her parents or guardians and local police will be notified concerning the incident.
4. Such other discipline action deemed appropriate per school policies.

PROCEDURES FOR STUDENT SUSPECTED OF USING ILLEGAL DRUGS

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

SUSPECTED POSSESSING, DISPENSING, AND SELLING

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

MEDICATIONS / PRESCRIPTIONS

If it is necessary for a student to take any medication during the school day, it **MUST** be included on the Student Emergency Medical Form and must be signed by the parent. All medication must be in the proper container, appropriately labeled by the pharmacy or physician, and taken to the school nurse. **Additionally**, for the safety of the students: if a student has a Blood Sugar level greater than or equal to 400 or lower than or equal to 60, the student will **NOT BE PERMITTED IN CLASS** or **ALLOWED TO TAKE SCHOOL PROVIDED TRANSPORTATION**. A parent, guardian, or designated pick-up person **MUST** take the student home or he/she will be transported by ambulance to the hospital at the parent's expense.

Standing prescription orders and refills are the parent's responsibility. Parents must provide ample prescription amounts for their student. If the school feels that the health of the student is at risk in any way in relation to a prescription, the school will notify the parent, guardian, or designated pick-up person to take the student home or they will be transported by ambulance to the hospital at the parent's expense.

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

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

All medication, permission forms and orders must be renewed yearly and indicate all relative medical information as well as permission for the dispensing of Benedryl in case of an allergic reaction.

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

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

HALL TRAFFIC

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

LAVATORY

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

LOCKS AND HALL LOCKERS

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

LOST AND FOUND

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

POSSESSION OF CELL PHONES / ELECTRONIC DEVICES POLICY

Cell Phones

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

Electronic devices such as cell phones are to be turned off when entering a classroom.

Earbuds and headphones will not be permitted in school at any time.

Speakers (Bluetooth or otherwise) are prohibited and will be confiscated.

The use (out-going calls, in-coming calls, text messaging, camera use, game-playing, or any other uses) of cell phones or pagers in the school building during school hours is strictly prohibited. Each Instructor has the right to collect and hold cell phones while the student is in their classroom/shop. The student must comply.

Any student not willing to submit to this cell phone policy and/or the cell phone policy of the Instructor will be subject to a conference with parent/guardian to determine the student's ability to continue to attend our school.

Wilkes-Barre Area CTC is not responsible for lost or stolen items.

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

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

Electronic Devices

The use of "Vape" and other electronic "Vape" devices are strictly prohibited on campus and will be confiscated.

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

Any device confiscated will remain here at the school until parent/guardian is notified and arranges pick-up of the device.

ONCE AGAIN:

Any student not willing to submit to this cell phone policy and/or the cell phone policy of the Instructor will be subject to a conference with parent/guardian to determine the student's ability to continue to attend our school.

Note: As per Section 1317.1 of the PA School Code, the policy restricting beepers/pagers shall not apply in the following:

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

STUDENT MUST PROVIDE PROOF OF SUCH STATUS WITH THE PRINCIPAL

POLICY FOR FIELD TRIPS

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

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

STUDENT CHARGES

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

Any work that is brought in from the outside the school must be approved by the instructor and the administration. **All vehicles needing work will be subject to search prior to entry into the Shop areas.** The instructor may reject an outside project and has the right to do so.

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

COSMETOLOGY

The Pennsylvania State Board of Cosmetology conducts unannounced on-site inspections that may result in a student being fined \$50 (or more) by the State Board of Cosmetology. This may occur if the Cosmetology student's "kit", attire, etc., is found to be out of compliance upon review by the State.

DRESS CODE

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

CLEAR BACKPACKS ARE REQUIRED. ALL STUDENTS MUST USE A CLEAR BACKPACK.

Students are required to follow their sending school dress code policy.

Students will be permitted to change into appropriate shop attire if required by the particular Program of Study.

Modest and sensible dress is encouraged as established by the Administration and student organizations. Sloppy and untidy dress is not recommended because of safety. Any Instructor may add their own attire guidelines (ex: "Scrubs") as they deem necessary for their individual programs. In most cases, any required uniforms and work clothes will be provided by the school, however the student may be responsible for some or all of the cost or replacement cost. **Any student experiencing financial hardship may reach out to our guidance office for available options.**

The dress code will follow a zero tolerance policy for the following items:

1. No excessively tight pants
2. No crop tops/tank tops that reveal skin
3. No sheer/see through clothing
4. No sleeveless shirts without shirt underneath
5. No bandannas
6. No excessive rips/frays that reveal skin or undergarments
7. No garments with drug/alcohol/profanity or any other items deemed offensive
8. No hats / ball caps / skull caps
9. No pajamas/bedroom slippers/blankets
10. Hoods must remain down/entirely off the head

Non compliance with any of the previously noted offenses will result in a one day suspension.

A pre and post suspension in person parent conference will be mandatory. If the parent does not attend the mandatory pre or post suspension conference, the student will not be allowed to attend school and all days will be marked illegal.

STUDENT FUND RAISING

At various times during the school year, classes are in need of funds to help defray the cost of club expenses and other costs.

SUBSTITUTE TEACHERS

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

TEXTBOOKS

Textbooks and all materials issued to the student remain the property of the school. They must be in good condition at the end of the school year, less reasonable wear, or the student will pay for damages.

THEFT

Students apprehended for theft will be immediately reported to the Dean of Discipline and Chief of Police. Administration will be notified. Disciplinary action will follow.

USE OF TELEPHONE

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

VISITORS

Visitors seeking admission to District schools, school grounds and/or school facilities shall present a photo identification card prior to being granted access to the school/school facilities. Identity information may be recorded for District monitoring/record purposes. All parties seeking admission/entrance to school will be subject to the screening process at the discretion of security.

Refusal by any party to submit to the screening process shall result in the individual being denied access to the school building.

EXPECTED POSITIVE STUDENT BEHAVIOR

POLICY ON DISCIPLINE

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

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

Students are attending the Wilkes-Barre Area Career & Technical School in order to acquire the fundamental skills, knowledge, and work habits that are essential for employability. Rule infractions disrupt the educational process and the home school administration will be notified about serious disciplinary infractions. Continued infractions will result in a meeting to discuss the placement of the student at our school in conjunction with the student's sending district.

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

STUDENT MISCONDUCT-DISCIPLINARY RESPONSE STRUCTURE

SCHOOL OFFENSES

LEVEL I

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

Proper disposal of breakfast and lunch tray food items.

Classroom tardiness

Failure to complete assignment or carry out directions.

Dress code violation

Pushing or shoving

Out of assigned area without hall pass

Running through corridors

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

Intentionally missing school bus for return to the home school.

Use of Pagers cell phones and electronic media, such as cell phones, in the school building unless authorized.

Continuous unprepared/unwilling to participate in class

Disruptive classroom behavior

PROCEDURES

There is immediate intervention by the staff member who is supervising the student or who observes the behavior. Repeated misbehavior requires a parent-conference to be arranged by the either the Instructor and/or Administration. An accurate record of offenses and discipline action is maintained by the staff member and the school.

SCHOOL OFFENSES

LEVEL II

Continuation of Modified LEVEL I misbehavior
School Tardiness / Truancy first offense / Cutting class / Abusive language
Defiant failure to complete assignment or carry out directions (Insubordination) Leaving school grounds without administrative approval
Shop safety violations
Student disturbances and uprising
Littering
Cheating
Forged or falsified late, lav., hall and early dismissal passes
Violating cafetorium rules (Throwing food) Proper disposal of food tray in garbage cans.
No loud or boisterous behavior (this includes playing electric devices.) A.M. students may NOT leave the cafetorium before 11:15 a.m.

PROCEDURES

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

DISCIPLINARY OPTIONS-RESPONSES

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

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

SCHOOL OFFENSES

LEVEL III

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

SCHOOL OFFENSES

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

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

PROCEDURES

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

DISCIPLINARY OPTIONS RESPONSES

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

SCHOOL OFFENSES

LEVEL IV

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school or on the school bus.

These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Joint Operating Committee.

SCHOOL OFFENSES

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

PROCEDURES

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

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

DISCIPLINARY OPTIONS

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

Expulsion

Magistrate's Court

Juvenile Court

Other board action which results in appropriate placement.

STUDENT OBLIGATIONS

Since the educational system is designed for the betterment of the student body, the students share the responsibilities for maintaining an atmosphere that is conducive to learning and personal growth.

NO POLICY WILL BE EFFECTIVE UNLESS THE STUDENTS PERSONALLY STRIVE TO MAKE IT WORK.

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

SCHOOL VIOLENCE CAN CARRY SEVERE PENALTIES

The Luzerne County Juvenile Probation Office has warned students that any act of violence may result in a requirement to stand before the Luzerne County Youth Advisory Committee or more serious consequences such as detention in a juvenile detention facility.

Penalties may also include:

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

POSSESSION OF WEAPONS ON SCHOOL PROPERTY

It is the policy of The Wilkes-Barre Area Career & Technical Center to be committed to insuring that every student is provided a safe environment in which to learn. Therefore, the school will enforce a strict weapons policy. Metal Detectors and searches are a daily part of each students routine.

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

DEFINITION OF A WEAPON

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

POSSESSION OF WEAPONS:

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

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

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

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

EXPULSION FOR POSSESSION OF WEAPONS

Any student who is determined to have violated this Weapons Policy shall be expelled for a period of not less than one year as outlined in 24 PS 1317.2 of the Public School Code of 1949 (a). The Administrative Director may recommend modifications of such expulsion requirements for a student on a case-by-case basis as outlined in 24 PS 1317.2 of the Public School Code of 1949 (c).

VANDALISM

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

PROCEDURE FOR ENROLLMENT

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

Select courses wisely. Take ample time to consider your choices. Review any questions or concerns you may have with your home school counselor.

Make sure you are eligible for your course selections. Your home school counselor will be helpful. Courses are three years duration.

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

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

GUIDANCE AND COUNSELING

The Wilkes-Barre Area Career & Technical Center offers twenty five (23) different programs/career opportunities. The list of courses is available in sending districts administrative/guidance offices and is on the Wilkes-Barre Career and Technical Center's website at www.wbactc.org. They also maintain a close contact with business and industry to assist in placing students in employment or advanced schooling in conjunction with the school's Diversified and Capstone Cooperative Education programs.

RECORD KEEPING

A system of records will be kept by the guidance department for each student while she or he is enrolled at the Wilkes-Barre Area Career & Technical Center. These will include shop grades, tests, scores, attendance, discipline, Program of Study Perkins Statewide Articulation Agreement Documentation Coversheet, Program of Study Secondary Competency Task List Coversheet, Program of Study Task Grid, safety records, and hours of instruction. No final grade will be given until the student has completed all obligations to his/her instructor and to the school.

GRADE REPORTING POLICY

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

Each quarterly grade will be derived by the professional staff by means of examinations and project applications evaluations. No mid-year or final examinations are required, but may be administered in any program. Teachers will average quarter one and quarter two grades to arrive at the grade for the first semester; quarter three and quarter four will be averaged to arrive at the grade for the second semester; first semester and second semester grades will be averaged to arrive at the grade for the entire year. **PARENTS ARE ENCOURAGED TO USE WBACTC's SKYWARD SYSTEM TO VIEW STUDENT PROGRESS.** All parents received a username and password for the Skyward System via. U.S. Mail. Please call with any questions regarding this procedure at 570-822-4131 Ext: 216.

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

1st Quarter Grade

2nd Quarter Grade

3rd Quarter Grade

4th Quarter Grade

1st Semester Grade

2nd Semester Grade

Grade for the Year

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

Participation Point System

All instructors are mandated to allocate 10% of each student's quarterly grade to be utilized in the following manner:

Possible Points-

2 points= (1) participation + (1) prepared

1 point= (1) participation or made-up work from an absence

0 = absent

Students have the possibility of earning 90 points (45 days per marking period x 2). An additional 10 points is at the flexibility of the instructor. These 10 points can be used for possible extra credit points.

GRADING CRITERIA

Numeric: Nanticoke, Crestwood, Hanover, Riverside, Wilkes-Barre Area

Average: Holy Redeemer, Old Forge, Pittston Area

A 93-100

B+ 90-92

B 85-92

C+ 80-84

C 75-79

D 70-74

Below 70 constitutes a failure

WITHDRAWING FROM SCHOOL

Students planning to withdraw from WBACTC School shall ask their sending school to withdraw. The sending school guidance department will both contact the WBACTC guidance department and make arrangements for you to complete the necessary forms. All financial and material obligations must be met before leaving school.

COOPERATIVE EDUCATION PROGRAM

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

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

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

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

CAPSTONE CO-OP EDUCATION PROGRAM OBJECTIVES:

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

PROCEDURES:

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

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

REQUIREMENTS TO ENTER COOP PROGRAM **GENERAL REQUIREMENTS**

Students must be in grade twelve (12)

Student must not be absent more than 30 days of school for his/her entire 11th grade year.

Exception to these requirements will be reviewed and considered by the school administration. If the above requirements are not met, then the student must wait for the next quarter of his/her senior year to enroll in the Capstone Program.

Should be recommended by the Program area teacher.

Must maintain a satisfactory grade while enrolled in the program.

STUDENTS RECORD GUIDELINES

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

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

For details regarding: Access to Records, Collection of Data, Administration of Security, Classification of Data and Dissemination of Information, students are encouraged to confer with their instructors about general questions. For more specific details, students are encouraged to speak to the principal.

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

SPECIAL EDUCATION PROGRAMS

The Wilkes-Barre Area Career and Technical Center in conjunction with Luzerne Intermediate Unit 18 provides career and technical programs for special needs students. Students with IEP's from the sending districts are integrated in the career/technical classes. These students receive accommodations as per their Individual Education Plan. In addition, there are two full-time Special Education teachers on staff that work with these students in small groups and individually to help them become and remain successful in their integrated career/technical program of study.

The Wilkes-Barre Area Career and Technical Center also hosts a special needs life skill transition program operated by the Luzerne Intermediate Unit 18 for students as an alternative to the career/technical education. This program helps build confidence and prepare students for transition from school to the work force. The program is taught by certified special education teachers. For additional information concerning the IU18 Life Skills program hosted at WBACTC, please contact the IU18 life skills coordinator at (570) 208-2497.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSO)

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

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

POLICY ON ATTENDANCE RATIONALE

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

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

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

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

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

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

All communications between schools, parents and conferences with students are recorded and shared between the office, Administration, home school and teacher involved.

The attendance office is also responsible for recording all excuses into the Skyward attendance system.

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

ATTENDANCE

Absences

In compliance with Pennsylvania School Code, all students who are absent from school are REQUIRED to bring in an excuse the day of their return to school. Days that are NOT excused by a written note are considered ILLEGAL, UNEXCUSED ABSENCES and punishable by court imposed fines.

Responsibilities of the Student

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

Special Absences

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

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

Late or Tardy

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

WBACTC HAS THE RIGHT TO SUSPEND OR REVOKE THE DRIVING PRIVILEGE OF ANY STUDENT DRIVER AND ANY PASSENGERS IN A VEHICLE THAT ARRIVES LATE TO SCHOOL.

Home School Act 80 / In-Service Days

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

WILKES-BARRE AREA CTC DAILY SCHEDULE

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

EARLY DISMISSALS

Early dismissals are considered on a day-by-day request only and must be specifically related to a school learning experience or activity, governmental activity, emergency or for a reason approved by the school administration as being necessary and valid. **Students who would like to go home together in their own transportation must provide PRIOR notes from BOTH parties.**

Early Dismissal General

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

dismissal procedures and will also be subjected to loss of hours and participation time. The school needs to receive a note from the parent or guardian of the student on the day of early dismissal. If the student is to be picked up, the parent or guardian **MUST** be on the Emergency Pickup List and must call on the day of pick up **PRIOR** to coming to pick up the student. A driver's license or other identification must be provided at time of pick up. It will take a few minutes for the student to be notified of the pick up so please arrive for pick up early enough to allow for this process.

Early Dismissal Medical Appointments

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

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

5. IN ORDER TO CONTINUE TO PROVIDE A SAFE AND SECURE ENVIRONMENT FOR ALL STUDENTS AND STAFF, IT IS REQUIRED THAT THE PARENT/GUARDIAN CALL THE MAIN OFFICE (570-822-4131) PRIOR TO PICKING UP THE STUDENT.

Weather Emergency

SCHOOL CLOSING

All Day

The Wilkes-Barre Area CTC will announce an **AM ONLY** or **FULL DAY CANCELLATION** if either the Wilkes-Barre Area School District and any one of the other sending districts (Crestwood Area, Hanover Area, Greater Nanticoke Area, or Pittston Area) determine a delay or cancellation is necessary **or** if three (3) **Non- Wilkes-Barre Area** School Districts determine a delay or cancellation is necessary.

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

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

Weather Emergency

After the Start of A.M. Classes

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

Should it become necessary to delay or close the Wilkes-Barre Area Career & Technical Center because of snow or any other emergency, it will be delivered to all students via "robocall" as well as on WNEP-16, WBRE-28, WYOU -22, wnep.com, and pahomepage.com, all list delays and cancellations for the WBACTC.

Strikes

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

LOCKDOWN PROCEDURE

A LOCKDOWN will occur when both a crisis has occurred outside of the school and an evacuation would be dangerous for the students/staff, and/or there is a crisis inside the school and movement within the school would put the students/staff in jeopardy.

LEVEL 1 - OUTSIDE THREAT

In Level 1 lockdown, the following procedures will be utilized:

- Monitor movement of students particularly between classes
- Lock all exterior doors: lock and monitor main access door
- Students and staff will remain within the building and movement within the building should be limited

LEVEL 2 - INSIDE THREAT

In a Level 2 lockdown, the following procedures will be utilized:

- Maintain order and keep students calm
- Close classroom doors and keep doors locked
- Take attendance, listing missing and/or extra and late entering students
- Staff /students do not leave the classroom
- DO NOT attempt to contact office, unless you have pertinent information
- Wait for further instructions

LEVEL 3 - INSIDE THREAT (POSSIBLY INVOLVING A WEAPON)

In Level 3 lockdown, the following procedures will be utilized:

- All procedures from Level 2 lockdown listed above
- Close classroom doors and open windows
- Move students out of sight
- If someone in room requires medical attention or have a critical situation, call 911.

Give First Aid if possible

- Await Law Enforcement tactical entry

Metal/Weapon Detection/Security Screening Systems/Devices

The Wilkes-Barre Area Career and Technical Center is committed to maintaining a safe, orderly school in order to promote health and safety within the school setting and to provide a school environment conducive to education.

All parties seeking admission/entrance to schools, school facilities and/or other school events may be subject to the Wilkes-Barre Area Career and Technical Center Metal/Weapon Detection/Security Screening process.

Visitors seeking admission to District schools, school grounds and/or school facilities shall present a photo identification card prior to being granted access to the school/school facilities.

Identity information may be recorded for District monitoring/record purposes

All parties seeking admission/entrance to school, school events and/or other programs (Open House, Awards Night, etc.) may be subject to the screening process at the discretion of the administration.

Refusal by any party to submit to the screening process shall result in the individual being denied access to the school building/facilities/event and any such party shall be required to leave school property immediately.

SIGNS AND TAGS

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

ACCEPTABLE USE OF FORCE POLICY

Due to Pennsylvania School Code, Chapter 12, Sec. 5, the use of Corporal Punishment is prohibited as a form of student discipline. **However**, teachers and school authorities, including security, may still use reasonable force under the following circumstances:

- To quell a disturbance,
- To obtain possession of weapons or dangerous objects,
- For self-defense,
- For the protection of people or property.

WBACTC PROGRAM OF STUDY SELECTION / CONTINUATION PROCEDURE

State limits and shop size limitations exist and are subject to vary in each Program of Study, **therefore participation in the first year does not guarantee continuation in the program for the following year.**

At the end of the academic year, student performance, attendance, professionalism, discipline, and space availability will be reviewed.

Based on this review:

- The Student may be invited to continue in the Career and Technical Program for the next level/year.
- The student may be asked to select an alternative program of study to continue their education at the school.

This procedure ensures that students best suited for success in their Program of Study are able to continue their training, and that all students are placed in programs where they can thrive and meet graduation requirements.

BUILDING MAINTENANCE AND SAFETY

- Each area has an exit/s allowing for a quick and orderly departure in case of a fire or other emergency.
The school has adequate lavatory facilities and facilities in most Programs of Study
- All exits shall be clearly visible or the route to reach them shall be conspicuously indicated.
- All exits shall be marked by readily visible signs.
All areas of means of egress shall have minimum clearance of not less than seven feet.
- Every stairway, floor opening, loading dock, pit, or floor hole into which a person can accidentally walk, shall be equipped with standard stair railings.
- All flights of stairs having four or more risers shall be equipped with standard stair railings.
- Classrooms, offices and laboratories shall be lighted with not less than thirty (30) foot candles.
- Drafting rooms shall be lighted in not less than fifty (50) foot candles.
- An adequate number of waste receptacles shall be provided and maintained in a sanitary condition.
- Specific signs must be displayed to define specific hazards of nature that failure to designate them may lead to accidental injury to workers or to public.
- Corridors and storage areas shall be lighted in not less than ten (10) foot candles. Accidental prevention tags are a temporary means of warning and should be used until a positive means can be employed to eliminate the hazard.
- All corridors and walkways shall be kept clean and orderly and in a sanitary condition.
Cleaning and sweeping shall be done in a manner to minimize contamination of air.
All wall openings from which there is a drop of more than four feet shall be guarded. All outside areas shall be kept free of hazardous conditions.

STORAGE

1. All areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire explosion, or pest harborage.
2. Floor areas under material and storage racks should be kept free of stored materials as well as debris, refuse, scrap, and other foreign matter.

WORK AREAS

1. Safety zones should be marked off around every work area where there is a danger of possible injury.
2. Non-skid paint or abrasive material should be placed in the work areas of equipment where there is danger of slipping or of receiving injury.
3. Floors should be kept free of dangerous projections and obstructions and should be kept free from debris, refuse, scrap, oil, and other foreign matter.
4. Scrap boxes, strategically placed near scrap producing equipment or work areas, should be used to help keep scrap off the floor and the work area clean.

SCHOOL EMERGENCY RESPONSE PLAN

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

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

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

CAFETERIA

The Wilkes-Barre Area Career & Technical Center provides a free breakfast and lunch to every student each day. Be aware that à la carte items are also available at additional cost.

The following rules have been devised to assist in the safe and orderly operation of the cafeteria. No food will be consumed anywhere on the premises of the school except in the cafeteria. Please have proper change (no large bills) when purchasing any à la carte items. Students who wish to carry their lunches may do so, however, it must be eaten in the cafeteria. Normal conversations will be permitted in the cafeteria, although boisterousness, loudness, loud music, and improper conduct will not be tolerated. Upon finishing lunch, students will place food tray in trash and report to their buses or Shop lab. Permission must be granted by a teacher in charge to leave the cafeteria for any reason (Including rest room privileges). Food, soda, fruit juices, etc., are not allowed to be brought into the school building. This includes all types of plastic and/or glass containers.

ACCIDENTS

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

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

INSURANCE

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

STUDENT PARENTAL CONSENT

Student Medical Forms and Student Pick-up Authorization information data sheets will be addressed with all students. All student information and medical cards must be completed and returned to the school nurse ASAP. **Students who fail to fulfill this requirement will not be allowed to perform Shop work and use equipment.** This information is necessary in case of accident or serious injury.

TRANSPORTATION

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

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

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

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

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

P.M. Student - Upon arrival, students will proceed to their assigned area and remove outerwear, if necessary. For lunch, students will form in one of three serving lines designated by the administration.

VANS: If your child is transported to the CTC by a van, YOU MUST NOTIFY YOUR INSTRUCTOR of the van company name, the name of driver, and the contact phone number.

STUDENT DRIVING POLICY

AM Students are NOT permitted to drive to school

GUIDELINES

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

WBACTC HAS THE RIGHT TO SUSPEND OR REVOKE THE DRIVING PRIVILEGE OF ANY STUDENT DRIVER AND ANY PASSENGERS IN A VEHICLE THAT ARRIVES LATE TO SCHOOL. All driving students are held to the same start and dismissal times as students who ride the van/bus. **Buses leave first**, students who cut off buses or leave through the entrance will immediately lose their driving privilege.

GENERAL RULES

Student driving will be permitted for shop work involving a motor vehicle and for students enrolled in an approved CTC Cooperative Education Program. All other requests will be considered on an

individual basis with permission being given **only by the Administration** and all vehicles will be searched by security. Unauthorized vehicles will be towed at owners expense.

Other requests to be considered for a driver's permit:

- A. Shop Work: Student will receive a permit from Administration in conjunction with his/her teacher for the specific day or days driving will be permitted. The vehicle will be searched prior to entry. A duplicate will be forwarded to the Administration the day of issuance and a copy to the teacher.
- B. Approved Cooperative Education Programs: Upon verification of employment by the Placement Coordinator, driving permits will be issued by the Administration.
- C. All other requests for driving permits must be submitted to the Main Office for approval or disapproval.

OPEN HOUSE

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

ADULT EVENING SCHOOL

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

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

Certificates of achievements listing hours of class participation are given to students who complete course requirements. Such certificates may satisfy employer training requirements or help students find entry-level work. Course participation is not intended to meet all requirements for licensing. Brochures listing evening course offerings and tuition charges can be obtained by calling the school. Adults who are able to attend classes during the morning or afternoon hours may be allowed in high school programs if space is available. Contact the high school principal for information on tuition costs and other requirements.

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

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

CHILD CARE CENTER

The Child Care Center at Wilkes-Barre Area Career and Technical Center was established in 2015 to meet the needs of training students in the Child Care Management and Support Services program of study. The Child Care Center at Wilkes-Barre Area Career and Technical Center accepts children ages 0-4. Preference is given to students of the Wilkes-Barre Area School of Practical Nursing and Health Careers. To inquire about availability and cost, please contact Ashley Simpson, Child Center Director, at 570-822-4131 ext: 284.

COMPUTER AND INTERNET SAFETY POLICY

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

RESPONSIBILITIES

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

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

RESTRICTIONS

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

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

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

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

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

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

SECURITY

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

RIGHTS AND PRIVILEGES

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

SANCTIONS

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

DISCLAIMERS

Any COVID-19 Pandemic mandate and/or recommendation from various local, state, and federal agencies may alter this document at any time. It is strongly recommended you monitor your students sending school and CTC schedules for any and all updates. The Wilkes-Barre Area Career and Technical Center makes no warranties of any kind, either expressed or implied, for the provided access. The staff, school, and the WBACTC are not responsible for any damages incurred, including, but not limited to loss of data resulting from delays or interruption of service, the loss of data stored on WBACTC resources or for personal property used to access WBACTC resources, the accuracy, nature, or quality of information stored on WBACTC resources or gathered through corporation-provided access, or for unauthorized financial obligations incurred through WBACTC-provided access. Further, even though the WBACTC may use technical or manual means to limit user access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state, and federal statutes.