

JOINT OPERATING COMMITTEE

DIRECTOR'S REPORT

FEBRUARY 2, 2022

- ITEM 1: Recommend continuation of the Carl D. Perkins plan for 2021-2022. The plan generates \$319,908.00.
- The administration recommends approval for the 2021-2022 Carl D. Perkins Career and Technical Education Grant. This grant is the source of federal funding for career and technical education.**
- ITEM 2: Recommend supplemental contracts in accordance with the Professional Negotiations Agreement for the following faculty for dual enrollment:
- Eileen Lawler, Gerald Damon and Debora Broderick
- ITEM 3: Recommend attendance of Kendall Wilson at the Train the Trainer – Safe and Positive Approaches in Villanova on December 21 and 22, 2021 at a cost not to exceed \$1700.00. (Attachment #1)
- ITEM 4: Recommend attendance of Karen Mabry at “School Security Personnel Basic Training” on-line course on January 24, 2022 at a cost not to exceed \$425.00. (Attachment #2)
- ITEM 5: Recommend employment of the following individual: (resume attached)
- | | |
|----------------------|---|
| Name: | Jenelle Gaines |
| Position: | Emergency Medical Nurse |
| Effective Date: | January 3, 2022 |
| Terms of Employment: | 221 days/year |
| Annual Salary: | \$53,000 (pro-rated for 21-22 sy) |
| Benefits: | As stated in the current Project Staff Memorandum of Meet and Discuss |
- ITEM 6: Recommend acceptance of resignation of Robert Porter, Automotive Technology instructor, effective June 10, 2022. (Attachment #3)
- ITEM 7: Recommend acceptance of resignation of Lawrence Byron, Supervisor of Technology, Facilities and Special Projects, effective March 14, 2022. (Attachment #4)
- ITEM 8: Recommend transfer of Joseph Dagney, full-time School Counselor, to .5 Social-Emotional Counselor effective February 1, 2022.
- ITEM 9: Recommend reapproval of the Health and Safety Plan Summary. (Attachment #5)
- ITEM 10: Recommend change in job title for Kendall Wilson to Coordinator of Student and Behavioral Supports with placement in Project Staff effective February 1, 2022 at an annual salary of \$55,000.00

ITEM 11: Recommend adoption of the following policies that had their first reading on December 15, 2021: (Attachment #6)

- Policy #215 (Promotion and Retention)
- Policy #216 (Student Records)
- Policy #217 (Skills Certification)
- Policy #218 (Student Discipline)
- Policy #218.1 (Weapons)
- Policy #218.2 (Terroristic Threats)
- Policy #218.3 (Discipline of student convicted/adjudicated of Sexual Assault)
- Policy #219 (Student Complaint Process)
- Policy #220 (Student Expression/Distribution and Posting of Materials)
- Policy #221 (Dress and Grooming)
- Policy #222 (Tobacco and Vaping Products)
- Policy #223 (Use of Motor Vehicles)
- Policy #224 (Care of School Property)
- Policy #226 (Searches)
- Policy #227 (Controlled Substances/Paraphernalia)

ITEM 12: Recommend first reading of the following policies that were reviewed by the Policy Committee on January 27, 2022: (Attachment #7)

- Policy #228 (Student Governance)
- Policy #229 (Student Fundraising)
- Policy #230 (Public Performances by Students)
- Policy #231 (Social Events and Class Trips)
- Policy #232 (Student Involvement/Decision Making)
- Policy #233 (Suspensions and Expulsions)
- Policy #234 (Pregnant/Married Students)
- Policy #235 (Student Rights and Responsibilities)
- Policy #235.1 (Surveys)
- Policy #247 (Hazing)
- Policy #249 (Bullying/Cyberbullying)
- Policy #252 (Dating Violence)

ITEM 13: Recommend approval of the following student youth club activities:

(Att. #8)	Program:	SkillsUSA
	Destination:	Delaware County Technical School Aston and Folcroft
	Purpose:	SkillsUSA District 2 competitions
	Date:	January 25 and 26, 2022 and various dates for other competition locations
	Time:	7:30 a.m. to 2:30 p.m.
	No. of Students:	38
	Chaperones:	CTSO Coord. Sandy Brower and advisors
	Transportation/Cost:	School Bus and school vans/\$950.00

(Att. #9) Program: HOSA
 Destination: Valley Forge Convention Center
 Purpose: State Conference
 Date: March 30 – April 1
 Time: 7:30 a.m. to 2:30 p.m.
 No. of Students: 16
 Chaperones: Noelle Pumo and Kelly Williams
 Transportation/Cost: School bus/\$350.00
 Approximate Cost: \$6,250.00

(Att. #10) Attendance of two advisors and two students at SkillsUSA
Candidate Training at Eastern Center for Technology in
Willow Grove on February 10th.

The SkillsUSA District II Competitions are hosted this year by Delaware County Technical School (Aston and Folcroft). The District II is comprised of eight technical schools from Bucks, Delaware and Montgomery Counties. More than four hundred students will compete in forty-six different competitions for a chance to represent the District II at the Pennsylvania State competitions in April. There will be over one hundred twenty-five volunteer judges from local business and industry who officiate the contests. Students from Central Montco Technical High School are selected to attend the District II Competition through their performance in class-wide competitions held at CMTHS. The administration supports this activity.

The PENN HOSA State National Leadership Conferences is an opportunity for our students to learn from and share with fellow HOSA members from across the state. This is the time when secondary and post-secondary members gather to network, learn, compete, and have fun. The objectives of the Leadership Conference are to provide a variety of education and social learning activities, provide the opportunity to share common leadership experiences and participation in skill development through competitive learning activities, and to conduct the necessary annual business of the state student organization of PENN HOSA.

**DR. ANGELA KING
EXECUTIVE DIRECTOR**



Professional Improvement Conference/Workshop Request Form

Name of Conference/Workshop

Place and Date of Conference/Workshop

Program/
Purpose:

Attendees:

Cost not to exceed:

Registration:	<input type="text" value="\$1600.00"/>
Lodging:	<input type="text"/>
Transportation:	<input type="text"/>
Meals:	<input type="text" value="\$100.00"/>
Other (Describe):	<input type="text"/>
Total:	<input type="text" value="\$1700."/>

Source of Funding: Budgeted General Funds: \$

Grant: Amount: \$

Submitted by:

Supervisor's Approval:

Director's Approval:



Professional Improvement Conference/Workshop Request Form

Name of Conference/Workshop SCHOOL SECURITY PERSONNEL BASIC TRAINING

Place and Date of Conference/Workshop ONLINE / JAN 24, 2022

Program/
Purpose:

This program is specifically designed to satisfy the requirements for the PA Act 67 of 2019. The successful completion of this program will satisfy the graduate to work in schools.

Attendees:

KAREN MABRY

Cost not to exceed:

Registration:

\$425.00

Lodging:

N/A

Transportation:

N/A

Meals:

N/A

Other (Describe):

Total:

Source of Funding:

Budgeted General Funds:

\$ 425.00

Grant:

Amount: \$

Submitted by:

KAREN MABRY

Supervisor's Approval:

Director's Approval:

December 22, 2021

Seth Schram, Administrative Director
Dr Angela King, Assistant Director

Central Montco Technical High School
821 Plymouth Road
Plymouth Meeting PA

Dear Seth and Angie:

Please accept this letter as notice of my retirement from the position of Automotive Technology instructor at Central Montco Technical High School. As per the terms of my employment contract that requires six months-notice of intent to retire. I am retiring effective June 2022.

I have enjoyed working for Central Montco Technical High School. I consider my time working here extremely rewarding and productive. I shall never forget the great learning opportunities my 20 years at Central Montco has given me.

I gained irreplaceable experience both in my professional and personal growth. I have collaborated and interacted with so many people. It has been an honor to have worked here in the commitment of helping students succeed.

Seth, you are the only one left now that was part of the hiring team back in 2002 and now I am ready to move on and explore the next journey of my life.

I wish you, Angie, Central Montco Technical High School and all its employees much success in your vision and continued commitment to the students in Montgomery County.

Sincerely,



Robert Porter
Automotive Technology Instructor

Lawrence J. Byron
32 Rosy Ridge Ct.
Telford, PA 18969
610-659-6661
ljbyron@gmail.com

1/11/2022

Dr. Angela King
Administrative Director
Central Montco Technical High School
821 Plymouth Rd.
Plymouth Meeting, PA 19462

Dear Dr. King,

Please accept this letter as formal notice of my resignation from my position as Supervisor of Technology, Facilities, and Special Projects for Central Montco Technical High School. My last day of employment will be on or before Monday, March 14, 2022.

I owe many fond memories to you and the staff of CMTHS. I have grown in so many ways over the 19 ½ years I have been a member of the Central Montco family. Working with the students of CMTHS has given me immeasurable joy. To see them transition from new 10th graders to adults and professionals proves the importance of what we do.

I wish you and everyone here all the best for many wonderful years to come. Please let me know how I can assist during this transition to facilitate the seamless passing of my responsibilities. I would be glad to help however I can.

Sincerely,


Lawrence J. Byron

Health and Safety Plan Summary: Central Montco Technical High School (CMTHS)

Initial Effective Date: June 28, 2021

Date of Last Revision: January 18, 2022

How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

CMTHS receives recommendations and regulations from the Centers for Disease Control (CDC), the Pennsylvania Department of Education (PDE), the Pennsylvania Department of Health (PA DOH), and the Montgomery County Office of Public Health (MCOPH). CMTHS will follow the recommendations made by the Montgomery County Office of Public Health Center for Disease Control regarding masking, distancing, and other preventive and mitigation policies and adhere to any mandates issued by the PA DOH or PDE. Due to the anticipated number of changes to recommendations or requirements that may occur through the 2021-2022 school year, CMTHS will develop a communications document that will be posted on the school's website and communicated to students, parents, staff, and other stakeholders each time it is updated (See Appendix A: CMTHS's Safety Policies and Procedures).

How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

CMTHS serves students from at least three districts. Districts provide many of these resources. In events of Covid-related school closures and student absences, CMTHS is prepared to provide instruction virtually to allow for continuity of learning.

1. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of masks ;	CMTHS will follow the recommendation of the MCOPH regarding masking requirements of staff and students. When recommendations provide an opportunity for schools to choose between multiple options, CMTHS's

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p>decision will be made in conjunction with feedback from the member districts.</p> <p>When masks are required, signs teaching how to correctly wear a mask will be posted.</p>
<p>b. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding);</p>	<p>Students at CMTHS function in a cohort/pod for half a day, learning with the same students within their cohort. CMTHS will maintain physical distancing as recommended by the MCOPH. When recommendations provide an opportunity for schools to choose between multiple options, CMTHS's decision will be made in conjunction with feedback from the member districts.</p>
<p>c. Handwashing and respiratory etiquette;</p>	<p>Sanitizing stations will be positioned at each entrance of the school and within each classroom/office area. Signs will be posted reminding staff and students of the importance of handwashing and respiratory etiquette.</p>
<p>d. Cleaning and maintaining healthy facilities, including improving ventilation;</p>	<p>Ventilation was improved in preparation for the 2020-2021 school year. CMTHS will continue to implement cleaning protocols which include disinfecting program spaces after each session, high-touch areas, and offices.</p>
<p>e. Contact tracing in combination with isolation and quarantine, in collaboration with the State and local health departments;</p>	<p>CMTHS will continue to assist the MCOPH with contact tracing, using their recommendations to assist families and staff with understanding isolation and quarantine requirements.</p>
<p>f. Diagnostic and screening testing;</p>	<p>CMTHS may, pending access to free testing, administer antigen testing for scenarios as deemed appropriate.</p>
<p>g. Efforts to provide vaccinations to school communities;</p>	<p>CMTHS's member districts and the MCOPH have provided information, resources, or space to administer vaccinations to school communities.</p>
<p>h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and</p>	<p>CMTHS shall ensure that all students with disabilities receive appropriate accommodations as outlined in their Individual Education Plan.</p>

ARPESSER Requirement	Strategies, Policies, and Procedures
i. Coordination with state and local health officials.	CMTHS will work collaboratively with the MCOPH, PDE, and districts to monitor COVID data, recommendations, and to coordinate contact tracing.

APPENDIX A: CMTHS's Safety Policies and Procedures SAMPLE

CMTHS's Safety Policies and Procedures

Implementation Date: June 21, 2021

Safety Strategy	CMTHS Policy/Procedure
Masks	<p>Masks will now be required indoors for all staff, students, and visitors vaccinated or unvaccinated as of 8/20/2021.</p> <p>Masks are optional outdoors as long as either vaccinated or unvaccinated individuals socially distanced 6' or more. CMTHS will adjust masking regulations as recommended by the MCOPH, CDC and PDE.</p>
Social Distancing	<ul style="list-style-type: none"> • At least 3 feet between all staff, students, and visitors during indoor activities. • At least 6 feet while eating and drinking without a mask indoors.

This plan was written provisionally and approved as directed by the CMTHS JOC per the February 2, 2022 meeting.

Book	Policy Manual
Section	200 Pupils
Title	Promotion and Retention
Code	215
Status	Second Reading

Purpose

The Joint Operating Committee recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The Joint Operating Committee will establish and maintain high standards for each program and monitor student achievement in a continuous and systematic manner.

Authority

The Joint Operating Committee establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of program levels, and the academic standards and student competencies established for each level.[1][2]

A student shall be promoted when s/he has successfully achieved the academic standards and student competencies established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall advance to the next level by demonstrating mastery of the required skills and knowledge.

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.

The recommendation of the program instructor shall be required for promotion or retention of a student.

The building administrator shall be assigned the final responsibility for determining the promotion or retention of each student.

Guidelines

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance.

The school shall utilize multiple measures of performance as determinants in promotion and retention decisions.[3]

Legal

1. 24 P.S. 1531
 2. 22 PA Code 4.42
 3. Pol. 212
- 22 PA Code 4.12
- Pol. 217

Book	Policy Manual
Section	200 Pupils
Title	Student Records
Code	216 - NEW
Status	Second Reading

Authority

The Joint Operating Committee recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Joint Operating Committee also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records. [1][2][3][4][5][6][7][8][9][10][11][12][13]

The Joint Operating Committee shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the school and revised as required by changes in federal or state law and regulations.

Copies of the student records plan shall be submitted to the Department of Education, upon request.

Definitions

Attendance - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.[14]

Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.[11][14]

Directory information does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.[14]

Education records - records that are directly related to a student, maintained by the school or by a party acting for the school.[11][14]

The term does not include:

1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.
2. Records created or received by the school after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. Grades on peer-graded papers before they are collected and recorded by a teacher.
4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

Eligible student - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the school shall make the education records accessible to the parent of said student.[14][15]

Parent - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The school shall give full rights to either parent unless the school has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.[14][16]

Personally identifiable information - includes, but is not limited to:[14]

1. The name of a student, the student's parents or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the school reasonably believes knows the identity of the student to whom the education record relates.

Student - includes any individual who is or has been in attendance at the school and regarding whom the school maintains education records.[14]

Delegation of Responsibility

The Administrative Director or designee shall be responsible for developing, implementing, and monitoring the student records plan.

All school personnel having access to student education records shall receive training in the requirements of Joint Operating Committee policy, student records plan, and applicable federal and state laws and regulations as directed by the Administrative Director.

Each teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.[17][18]

Guidelines

The school's plan for the collection, retention, disclosure and protection of student records shall provide for the following:

1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information.
2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.[19]
3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The school may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The school shall not charge a fee to search for or to retrieve information in response to a parental request.[20][21][22]
4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.[23]
5. Procedures for requesting and conducting hearings to challenge the content of the student's education records.[24][25]
6. Enumerating and defining the types, locations and persons responsible for education records maintained by the school.
7. Determining the types of personally identifiable information designated as directory information.[14][26]
8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.[27]
9. Reasonable methods to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.[19][28]
10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.[29]
11. Ensuring appropriate review, retention, disposal and protection of student records.
12. Transferring education records and appropriate disciplinary records to other school entities.[1]

Student Recruitment

Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Joint Operating Committee policy.[30]

Missing Child Registration

A missing child notation shall be placed on records of a student under the age of eighteen (18) reported as missing to school officials by a law enforcement agency. Such notation shall be removed when the school is notified by the appropriate law enforcement agency that a missing child has been recovered.[31]

In the event the school receives a request for information from the school records of a missing child, the school shall:[32]

1. Attempt to obtain information on the identity of the requester.

2. Contact the appropriate law enforcement agency to coordinate a response.

No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.

NOTE: Family Policy Compliance Office
U.S. Dept. of Education
400 Maryland Avenue SW
Washington D.C. 20202-5920

Legal

1. 24 P.S. 1305-A
2. 24 P.S. 1306-A
3. 24 P.S. 1402
4. 24 P.S. 1409
5. 24 P.S. 1532
6. 24 P.S. 1533
7. 22 PA Code 4.52
8. 22 PA Code 12.31
9. 22 PA Code 12.32
10. 22 PA Code 15.9
11. 20 U.S.C. 1232g
12. 34 CFR Part 99
13. 34 CFR Part 300
14. 34 CFR 99.3
15. 34 CFR 99.5
16. 34 CFR 99.4
17. Pol. 215
18. Pol. 212
19. 34 CFR 99.7
20. 34 CFR 99.10
21. 34 CFR 99.11
22. 34 CFR 99.12
23. 34 CFR 99.20
24. 34 CFR 99.21
25. 34 CFR 99.22
26. 34 CFR 99.37
27. 34 CFR 99.30-99.39
28. 34 CFR 99.31
29. 34 CFR 99.32
30. Pol. 250
31. 35 P.S. 450.403-A
32. 35 P.S. 450.404-A
- 35 P.S. 450.401 et seq
- 22 PA Code 16.65
- Pol. 113
- Pol. 113.1
- Pol. 113.3
- Pol. 216.1

Book	Policy Manual
Section	200 Pupils
Title	Skills Certification
Code	217
Status	Second Reading

Purpose

The Joint Operating Committee shall acknowledge each student's successful completion of the vocational technical program by awarding a certificate at appropriate ceremonies.

Authority

The Joint Operating Committee shall not issue a diploma at the conclusion of a student's vocational technical program at the school. The Joint Operating Committee shall recognize the student's achievement by awarding an appropriate certificate.[1][2]

The Joint Operating Committee shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in ceremonies with his/her graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school.[3][4][5][6][7]

The Joint Operating Committee shall provide documents by which a student may indicate to an employer or postsecondary institution the completion of a vocational technical program and attainment of skills.

Delegation of Responsibility

The Administrative Director or designee shall be responsible for:

1. Communicating to students and parents/guardians the requirements to qualify for a certificate.[8]
2. Accurate recording and reporting of each student's progress toward fulfilling certification requirements.[8][9]
3. **Planning and executing ceremonies that appropriately recognize this important achievement.**

Guidelines

Students who complete approved vocational technical education programs shall have their occupational competency assessed by completion of the appropriate assessment under the Pennsylvania Skills Certificate Program or another approved occupational competency assessment.[10]

In addition to the certificate awarded by the Joint Operating Committee, a student's program may offer certificates of participation, proficiency, or licenses, issued by state and national organizations.

Legal

1. 24 P.S. 1613
 2. 24 P.S. 1850.1
 3. 24 P.S. 1614
 4. 22 PA Code 11.27
 5. 34 CFR 300.102
 6. 34 CFR 300.305
 7. Pol. 113
 8. Pol. 212
 9. Pol. 216
 10. 22 PA Code 4.31
- 34 CFR Part 300

Book	Policy Manual
Section	200 Pupils
Title	Student Discipline
Code	218
Status	Second Reading

Purpose

The Joint Operating Committee finds that student conduct is closely related to learning. An effective vocational education program requires a safe and orderly school environment.

Authority

The Joint Operating Committee shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.[1][2][3][4][5]

The Joint Operating Committee shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Joint Operating Committee policies and the Code of Student Conduct governing student discipline.[2][3][4][5][6][7]

The Joint Operating Committee prohibits the use of corporal punishment to discipline students for violations of Joint Operating Committee policies and school rules or regulations.[8]

Any student disciplined by a school employee shall have the right to notice of the infraction.[9]

Suspensions and expulsions shall be carried out in accordance with Joint Operating Committee policy.[9]

In the case of a student with a disability, including a student for whom an evaluation is pending, the school shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.[5][10][11][12][13][14]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or a school-sponsored activity, whether or not via school furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[15]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Administrative Director or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Joint Operating Committee policy governing student conduct.

The Administrative Director or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office.[2][7]

The building administrator shall have the authority to assign discipline to students, subject to Joint Operating Committee policies and school rules and regulations and to the student's due process right to notice, hearing, and appeal.[16][17]

Teaching staff and other school employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of the Joint Operating Committee, and when such conduct interferes with the educational program of the school or threatens the health and safety of others.[16]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[8]

Guidelines

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[18][19][20]

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from school or a school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.[14][18][19][21][22][23]

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified

of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian.[14][19][24]

In accordance with state law, the Administrative Director shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[14][18][25][26][27][28]

Legal

1. 24 P.S. 1850.1
2. 22 PA Code 12.3
3. 22 PA Code 12.4
4. Pol. 103
5. Pol. 103.1
6. 22 PA Code 12.2
7. Pol. 235
8. 22 PA Code 12.5
9. Pol. 233
10. 22 PA Code 10.23
11. 20 U.S.C. 1400 et seq
12. Pol. 113.1
13. Pol. 113.2
14. Pol. 805.1
15. Pol. 122
16. 24 P.S. 1317
17. 24 P.S. 1318
18. 24 P.S. 1303-A
19. 22 PA Code 10.2
20. 35 P.S. 780-102
21. 24 P.S. 1302.1-A
22. 22 PA Code 10.21
23. 22 PA Code 10.22
24. 22 PA Code 10.25
25. Pol. 218.1
26. Pol. 218.2
27. Pol. 222
28. Pol. 227
- 24 P.S. 510
- 22 PA Code 12.1 et seq
- 22 PA Code 403.1
- 20 U.S.C. 7114
- 34 CFR Part 300
- Pol. 805

Book	Policy Manual
Section	200 Pupils
Title	Weapons
Code	218.1
Status	Second Reading

Purpose

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

Definitions

Weapon - the term shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[1][2]

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

Authority

The Joint Operating Committee prohibits students from possessing and bringing weapons and replicas of weapons into any school buildings, onto school property, to any school-sponsored activity, and onto any vehicle providing transportation to or from the school or a school-sponsored activity, or while the student is coming to or from the school.[2][3][4]

The Joint Operating Committee shall, in coordination with the school district of residence, **expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Joint Operating Committee policy.[2][5][6]**

The Administrative Director may recommend modifications of such expulsion requirement on a case-by-case basis.[2]

In the case of a student with a disability, including a student for whom an evaluation is pending, the school shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.[2][5][7][8][9][10][11]

Delegation of Responsibility

The Administrative Director or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the school's emergency preparedness plan.[11][12][13]

When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report

the student to the threat assessment team, in accordance with applicable law and Joint Operating Committee policy.[14][15]

Guidelines

The Administrative Director or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from the school or a school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, **the procedures set forth in the memorandum of understanding with local law enforcement** and Joint Operating Committee policies.[2][11][12][16][17][18]

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over school property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian.[11][16][19]

In accordance with state law, the Administrative Director shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[11][18]

The building administrator **shall annually inform staff, students and parents/guardians** about the Joint Operating Committee policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Administrative Director, who shall prescribe special conditions or procedures to be followed.[2]

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.[20][21]

Transfer Students

When the school receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the school may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[2]

Legal

1. 24 P.S. 1301-A
2. 24 P.S. 1317.2
3. 24 P.S. 1850.1
4. Pol. 218
5. Pol. 113.1
6. Pol. 233
7. 20 U.S.C. 1400 et seq
8. 22 PA Code 10.23
9. Pol. 103.1
10. Pol. 113.2
11. Pol. 805.1
12. 24 P.S. 1302.1-A
13. Pol. 805
14. 24 P.S. 1302-E
15. Pol. 236.1
16. 22 PA Code 10.2
17. 22 PA Code 10.21
18. 24 P.S. 1303-A
19. 22 PA Code 10.25
20. 18 U.S.C. 921
21. 18 U.S.C. 922
- 22 PA Code 403.1
- 20 U.S.C. 7114
- 20 U.S.C. 7961
- 34 CFR Part 300
- 18 Pa. C.S.A. 912

Book	Policy Manual
Section	200 Pupils
Title	Terroristic Threats
Code	218.2
Status	Second Reading

Purpose

The Joint Operating Committee recognizes the danger that terroristic threats by students present to the safety and welfare of students, staff and community. The Joint Operating Committee acknowledges the need for an immediate and effective response to a situation involving a terroristic threat.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.[1]

Terroristic threat - shall mean a threat, communicated either directly or indirectly, to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.[1]

Authority

The Joint Operating Committee prohibits any student from communicating terroristic threats directed at any student, employee, Joint Operating Committee member, community member or property owned, leased or being used by the school.[2]

Delegation of Responsibility

The Administrative Director or designee, in coordination with the threat assessment team, shall **react promptly to information and knowledge concerning a possible or actual terroristic threat.** Such action shall be in compliance with state law and regulations, Joint Operating Committee policy and administrative regulations, the procedures set forth in the memorandum of understanding with local law enforcement officials and the school's emergency preparedness plan.[3][4][5][6][7]

The Administrative Director or designee shall be responsible for developing administrative regulations to implement this policy.

Guidelines

In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the Threat Assessment Team, in accordance with applicable law and Joint Operating Committee policy.[3][5]

Staff members and students shall be made aware of their responsibility to inform the threat assessment team regarding any information or knowledge relevant to a possible or actual terroristic threat.[5][8]

The threat assessment team **shall immediately inform the** Administrative Director or designee, **Superintendent of Record**, School Safety and Security Coordinator and building administrator of a terroristic threat, in accordance with Joint Operating Committee policy and administrative regulations. [5]

The Administrative Director or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from school or a school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies. [4][7][9][10][11]

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over school property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian. [7][9][12]

In accordance with state law, the Administrative Director shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form. [7][11]

In the case of a student with a disability, including a student for whom an evaluation is pending, **the school shall take all steps required to comply with** state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and **Joint Operating Committee policies.** [7][13][14][15][16][17]

If a student is expelled for making terroristic threats, the Joint Operating Committee may require, prior to readmission, that the student provide competent and credible evidence from a behavioral service provider **that the student does not pose a risk of harm to others.** [5][16][18]

- Legal
1. 18 Pa. C.S.A. 2706
 2. 24 P.S. 1850.1
 3. 24 P.S. 1302-E
 4. 24 P.S. 1302.1-A
 5. Pol. 236.1
 6. Pol. 805
 7. Pol. 805.1
 8. 22 PA Code 12.2
 9. 22 PA Code 10.2
 10. 22 PA Code 10.22
 11. 24 P.S. 1303-A
 12. 22 PA Code 10.25
 13. 20 U.S.C. 1400 et seq
 14. 22 PA Code 10.23
 15. Pol. 103.1
 16. Pol. 113.1
 17. Pol. 113.2
 18. Pol. 233
 - 34 CFR Part 300

Book	Policy Manual
Section	200 Pupils
Title	Discipline of Student Convicted/Adjudicated of Sexual Assault
Code	218.3 - NEW
Status	Second Reading

Purpose

The Joint Operating Committee recognizes the importance of a safe school environment for students who are victims of sexual assault. This policy addresses disciplinary requirements for a student convicted or adjudicated delinquent of sexual assault upon another student attending this school or participating in a school program.[1]

Definitions

Conviction – means the finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.[1]

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.[1]

School-sponsored activity – means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the school.[1]

Sexual assault – means any of the following offenses:[1]

1. Rape.[2]
2. Statutory sexual assault.[3]
3. Involuntary deviate sexual intercourse.[4]
4. Sexual assault.[5]
5. Aggravated indecent assault.[6]
6. Indecent assault.[7]

Authority

The Joint Operating Committee shall comply with the disciplinary requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student attending this school or participating in a school program, regardless of whether the sexual assault took place inside or outside of the school setting.[1][8][9]

Delegation of Responsibility

A student who is convicted of sexual assault upon another student attending this school or participating in a school program shall be required to notify the Administrative Director or designee of the conviction no later than seventy-two (72) hours after the conviction.[1]

Upon report of a conviction or adjudication of sexual assault upon a student attending this school or participating in a school program, the Administrative Director or designee, in coordination with the

appropriate participating school entity, shall take one (1) of the following actions against the convicted or adjudicated student:[1]

1. Recommend that the Joint Operating Committee expel the student from the school, in accordance with law and Joint Operating Committee policy.[9]
2. Transfer the student to an alternative education program.
3. Reassign the student to another school or educational program.

If the convicted or adjudicated student has already been expelled, transferred or reassigned, or if the victim does not attend the same school or program, no additional action regarding expulsion, transfer or reassignment is required by the school. Although action is not required, the school, in coordination with the appropriate participating school entity, maintains the authority to make an alternative assignment or provide alternative educational services during or after an expulsion at the discretion of the Administrative Director or designee.[1]

Upon report of a conviction or adjudication of sexual assault upon a student that occurred in the school setting, the Administrative Director or designee shall notify the Title IX Coordinator to determine whether the incident has been addressed in accordance with applicable Joint Operating Committee policy.[10][11]

Guidelines

In the case of a student with a disability, including a student for whom an evaluation is pending, prior to implementing any disciplinary removal or considering a change of placement for the student, the school shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Joint Operating Committee policies. [1][12][13][14][15][16]

The school shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:[1]

1. Being educated in the same school building.
2. Being transported on the same school vehicle.
3. Participating in the same school-sponsored activity.

Return of Student to School

The school, in coordination with the appropriate participating school entity, may return the student who is expelled, transferred or reassigned, to the student's originally assigned school if one (1) of the following circumstances occur:[1]

1. The victim is no longer attending the school or participating in a school program.
2. The conviction or adjudication has been reversed and is not pending appeal.

Transfer Students

When the school receives a student who transfers from a public or private school during an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the school may assign that student to an alternative assignment or may provide alternative education services, consistent with federal and state laws and regulations.[1][17]

Legal

1. 24 P.S. 1318.1
2. 18 Pa. C.S.A. 3121
3. 18 Pa. C.S.A. 3122.1
4. 18 Pa. C.S.A. 3123
5. 18 Pa. C.S.A. 3124.1
6. 18 Pa. C.S.A. 3125
7. 18 Pa. C.S.A. 3126
8. Pol. 218
9. Pol. 233
10. Pol. 103
11. Pol. 252
12. 20 U.S.C. 1400 et seq
13. 34 CFR Part 300
14. Pol. 103.1
15. Pol. 113.1
16. Pol. 113.2
17. Pol. 201

Book	Policy Manual
Section	200 Pupils
Title	Student Complaint Process
Code	219
Status	Second Reading

Purpose

The Joint Operating Committee recognizes that students have the right to request redress of complaints. In addition, the Joint Operating Committee believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

Definition

For purposes of this policy, a student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program.

Authority

The Joint Operating Committee and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Joint Operating Committee policy.

Guidelines

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a ~~guidance~~ school counselor; and both shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:

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

The complaint may then be submitted, in turn, to the building administrator, the Administrative Director and the Joint Operating Committee, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.

At each level the student shall be afforded the opportunity to be heard personally by the school official.

At each step the school official hearing the complaint may call in the student's parent/guardian.

The student may seek the help of a parent/guardian at any step.

Legal

24 P.S. 1850.1

Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Distribution and Posting of Materials
Code	220
Status	Second Reading

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Joint Operating Committee respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Joint Operating Committee also recognizes that exercise of that right must be limited by the school's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.[1]

This policy addresses student expression in general and distribution and posting of materials that are not part of school-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the school shall be regulated as part of the educational program.

Definitions

Distribution means students issuing nonschool materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Expression means verbal, written, technological or symbolic representation or communication.

Nonschool materials means any printed, technological or written materials meant for posting or general distribution that are not prepared as part of the curricular or approved extracurricular program of the school. This includes, but is not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

Posting means publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on school-sponsored or student websites; through other school-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school

property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Authority

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[1]

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. [1][2][3]

The Joint Operating Committee requires that distribution and posting of nonschool materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of the school, while recognizing the rights of students to engage in protected expression.[1][4]

Unprotected Student Expression

The Joint Operating Committee reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, **such expression** shall not be protected if it:

- 1. Violates federal, state or local laws, Joint Operating Committee policy or school rules or procedures.**
- 2. Is libelous, defamatory, obscene, lewd, vulgar or profane.[3]**
- 3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco products, alcohol or illegal drugs.**
- 4. Incites violence, advocates use of force or threatens serious harm to the school or community.**
- 5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.**
- 6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the school and school programs.**
- 7. Violates written procedures on time, place and manner for posting and distribution of otherwise protected expression.**

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Discipline for Engaging in Unprotected Expression

The Joint Operating Committee reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Joint Operating Committee reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a material and substantial disruption of the school program must be established.

Distribution of Nonschool Materials

The Joint Operating Committee requires that students who wish to distribute or post nonschool materials on school property shall submit them two (2) school days in advance of planned distribution or posting to the Administrative Director or designee.[1]

If the nonschool materials contain unprotected expression as stated in this policy, the Administrative Director or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Joint Operating Committee policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written procedures on time, place and manner of posting or distribution of nonschool materials.

Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Posting of Nonschool Materials

If a school building has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the school may remove the materials within ten (10) days of the posting or other reasonable time as stated in the procedures relating to posting.

Review of Student Expression

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision shall be permitted in accordance with Joint Operating Committee policy and procedures.[5]

Delegation of Responsibility

The Administrative Director or designee shall determine the designation of the places and times nonschool materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of nonschool materials to noninstructional times.

The Administrative Director or designee may determine disciplinary action for students who distribute or post nonschool materials in violation of this policy and school procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the Code of Student Conduct.[6]

This Joint Operating Committee policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

Legal

1. 22 PA Code 12.9
2. 24 P.S. 511
3. 22 PA Code 12.2
4. 24 P.S. 1850.1
5. Pol. 219
6. Pol. 218

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Book	Policy Manual
Section	200 Pupils
Title	Dress and Grooming
Code	221
Status	Second Reading

Purpose

The Joint Operating Committee recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Joint Operating Committee has the authority to impose limitations on students' dress in school. The Joint Operating Committee will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the school or constitute a health or safety hazard.[1][2]

Students shall wear standard dress or uniforms, as required by the individual program.[1][2]

Students may be required to wear certain types of clothing while participating in technical education programs, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.[2]

Delegation of Responsibility

The building administrator or designee shall be responsible to monitor student dress and grooming, and to enforce Joint Operating Committee policy and school rules governing student dress and grooming.

The Administrative Director or designee shall **ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.[2]**

Staff members shall be instructed to demonstrate, by example, positive attitudes toward safety, neatness, cleanliness, propriety, modesty, and good sense in attire and appearance. [3]

Legal	1. 24 P.S. 1317.3
	2. 22 PA Code 12.11
	3. Pol. 325
	24 P.S. 5301
	24 P.S. 5304

Book	Policy Manual
Section	200 Pupils
Title	Tobacco and Vaping Products
Code	222
Status	Second Reading

Purpose

The Joint Operating Committee recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, **present a health and safety hazard that can have serious consequences for users, nonusers and** the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

Definition

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:[1][2]

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:[1][2]

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Joint Operating Committee policy relating to Medications.* [3]
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Joint Operating Committee policy relating to Controlled Substances/Paraphernalia.* [4]

Authority

The Joint Operating Committee prohibits possession, use, purchase or sale of **tobacco** and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such

products contain tobacco or nicotine, by or to **students at any time in a school building; on school buses** or other vehicles that are owned, leased or controlled by the school; **on property** owned, leased or controlled by **the school**; or at school-sponsored activities that are held off school property.[1][2][5]

The Joint Operating Committee prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Joint Operating Committee's Medication policy.[3]

The Joint Operating Committee prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school; on property owned, leased or controlled by the school; or at school-sponsored activities that are held off school property.[4]

The Joint Operating Committee authorizes the confiscation and disposal of products prohibited by this policy.

Delegation of Responsibility

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

The Administrative Director or designee shall notify students, parents/guardians and staff about the Joint Operating Committee's tobacco and vaping products policy by publishing information in student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the school website.[2]

Reporting

Parental Report –

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether the local police department that has jurisdiction over school property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian.[6][7][8]

Office for Safe Schools Report -

The Administrative Director shall annually, by July 31, report all incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students to the Office for Safe Schools on the required form.[8][9]

Law Enforcement Incident Report –

The Administrative Director or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from the school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.[1][2][6][8][9][10][11]

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the school and, if convicted, shall be required to pay a fine for the benefit of the school, plus court costs. In lieu of the imposition of a fine, the court may **admit** the student to an **adjudication alternative.**[2]

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action.[12]

Students with Disabilities

In the case of a student with a disability, including a student for whom an evaluation is pending, the school shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.[8][13][14][15][16][17]

Legal

1. 18 Pa. C.S.A. 6305
2. 18 Pa. C.S.A. 6306.1
3. Pol. 210
4. Pol. 227
5. 20 U.S.C. 7973
6. 22 PA Code 10.2
7. 22 PA Code 10.25
8. Pol. 805.1
9. 24 P.S. 1303-A
10. 22 PA Code 10.22
11. 24 P.S. 1302.1-A
12. Pol. 218
13. 20 U.S.C. 1400 et seq
14. 22 PA Code 10.23
15. Pol. 103.1
16. Pol. 113.1
17. Pol. 113.2
- 24 P.S. 1850.1
- 20 U.S.C. 7114
- 20 U.S.C. 7118
- 20 U.S.C. 7971 et seq
- 34 CFR Part 300

Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts

Book	Policy Manual
Section	200 Pupils
Title	Use of Motor Vehicles
Code	223
Status	Second Reading

Purpose

The Joint Operating Committee regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility by parents/guardians and students.

Authority

The Joint Operating Committee shall permit the use of motor vehicles by students in accordance with school rules and administrative regulations, provided that such students are licensed drivers and have followed established procedures and obtained the required permit.[1]

The Joint Operating Committee prohibits the use of mini-bikes, motorcycles, ATV's and unauthorized vehicles on school property.

The Joint Operating Committee shall not be responsible for motor vehicles that are lost, stolen, or damaged, or for injuries arising from their use.

Delegation of Responsibility

The building administrator or designee shall disseminate administrative regulations for the operating and parking of authorized motor vehicles to affected students.

The building administrator or designee shall establish standards for granting permits, which contain the warning that infraction of rules may result in revocation of the permit.

Legal	1. 24 P.S. 779
	24 P.S. 1519
	24 P.S. 1850.1

Book	Policy Manual
Section	200 Pupils
Title	Care of School Property
Code	224
Status	Second Reading

Purpose

The Joint Operating Committee believes that the school should **help students learn to respect property and develop feelings of pride in community institutions.**

Authority

The Joint Operating Committee charges each student in the school with responsibility for the proper care of the school property, supplies and equipment entrusted to his/her use.

It is the policy of the Joint Operating Committee that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of the student.[1][2][3]

The Joint Operating Committee may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.[4]

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations to implement this policy, including rules for safekeeping and accounting of textbooks, supplies and equipment and a schedule of fines for lost or damaged textbooks, supplies and equipment.[5][6]

The Administrative Director shall submit a report on incidences of vandalism to the Joint Operating Committee on each occurrence. **Vandalism reports shall include the number and kind of incident, cost to the school, and related information** the Administrative Director deems necessary.

Legal	1. 24 P.S. 777
	2. Pol. 218
	3. Pol. 233
	4. 24 P.S. 1338
	5. 24 P.S. 109
	6. 24 P.S. 801

Book	Policy Manual
Section	200 Pupils
Title	Searches
Code	226 - NEW
Status	Second Reading

Purpose

The Joint Operating Committee acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the school's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

Authority

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in the school, on school grounds or when otherwise under supervision of the school, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Joint Operating Committee policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[1][2][3][4]

The Joint Operating Committee has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.[5][6][7]

Delegation of Responsibility

The Joint Operating Committee authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Administrative Director or designee, in consultation with the school's solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.[3]

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

Guidelines

Individualized Suspicion Searches

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in the school, on school

grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Joint Operating Committee policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[3]

In determining whether reasonable suspicion exists, the building administrator or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, Joint Operating Committee policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of the school, which threatens to spill over into the school, into a school-sponsored activity, or into other times and places that students are under supervision of the school.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in the school.

Random or general searches not based on individualized suspicion must be approved in advance by the Administrative Director or designee, in consultation with the school's solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.[8]

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.[6]

Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.[8]

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from the school. Such lockers are and shall remain the property of the school, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Joint Operating Committee policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the school, or if the school does not provide locks, personal combination locks for which the combination has been provided to designated staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The building administrator or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The building administrator or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Searches Involving Removal of Clothing or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,
2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the school's solicitor.

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, Joint Operating Committee policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The building administrator shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

Legal

1. PA Const. Art. I Sec. 8
 2. 24 P.S. 1850.1
 3. 22 PA Code 12.14
 4. U.S. Const. Amend. IV
 5. Pol. 218.1
 6. Pol. 223
 7. Pol. 227
 8. Pol. 805.1
- Inre F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)
Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)
Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009)

Book	Policy Manual
Section	200 Pupils
Title	Controlled Substances/Paraphernalia
Code	227
Status	Second Reading

Purpose

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

Definitions

For purposes of this policy, controlled substances shall mean all:[1][2]

- 1. Controlled substances prohibited by federal and state law.**
- 2. Look-alike drugs.**
- 3. Alcoholic beverages.**
- 4. Anabolic steroids.**
- 5. Drug paraphernalia.**
- 6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.**
- 7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.**
- 8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Joint Operating Committee policy.**
[3][4]

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

For purposes of this policy, **look-alike drugs** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Joint Operating Committee prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.[5][6]

The Joint Operating Committee may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational or

extracurricular programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the school shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.[Z][8][9][10][11][12]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:
[13]

1. **The conduct occurs during the time the student is traveling to and from school or a school-sponsored activity, whether or not via school furnished transportation.**
2. **The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.**[14]
3. **Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.**
4. **The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.**
5. **The conduct involves the theft or vandalism of school property.**
6. **There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.**

Delegation of Responsibility

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

1. **Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.**[15]
[16][17]
2. Disseminate to students, parents/guardians and staff the Joint Operating Committee policy and administrative regulations governing student use of controlled substances.
3. Provide education concerning the dangers of **abusing controlled substances.**
4. **Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.**

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[13][18]

A student's home school policy may be applied in place of or in addition to this policy.

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from the school or a school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of

understanding with local law enforcement and Joint Operating Committee policies.[12][15][16][19][20][21]

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian.[12][19][22]

In accordance with state law, the Administrative Director **shall annually, by July 31, report** all **incidents of possession, use or sale of controlled substances to the Office for Safe Schools** on the required form.[12][16]

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

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

Reasonable Suspicion/Testing

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

Legal

1. 35 P.S. 780-102
2. 21 U.S.C. 812
3. Pol. 210
4. Pol. 210.1
5. 24 P.S. 1850.1
6. 22 PA Code 12.3
7. 22 PA Code 10.23
8. 20 U.S.C. 1400 et seq
9. Pol. 103.1
10. Pol. 113.1
11. Pol. 113.2
12. Pol. 805.1
13. Pol. 218
14. Pol. 122
15. 24 P.S. 1302.1-A
16. 24 P.S. 1303-A
17. 42 Pa. C.S.A. 8337
18. Pol. 233
19. 22 PA Code 10.2
20. 22 PA Code 10.21
21. 22 PA Code 10.22
22. 22 PA Code 10.25
- 22 PA Code 403.1
- 35 P.S. 780-101 et seq
- 35 P.S. 807.1 et seq
- 21 U.S.C. 801 et seq
- 34 CFR Part 300
- Pol. 805

227-Attach.doc (32 KB)

Book	Policy Manual
Section	200 Pupils
Title	Student Government
Code	228
Status	First Reading

Purpose

The Joint Operating Committee acknowledges the importance of offering students the opportunity to participate in self government within the school.

The purpose of student government shall be to:

- 1. Develop student leadership.**
- 2. Provide a learning experience in democratic decision-making.**
- 3. Offer another avenue toward the realization of goals.**

Authority

The Joint Operating Committee establishes that students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Joint Operating Committee.[1][2]

The charter, constitution or bylaws of the organization for student government shall be duly adopted by the members of the student body it represents and approved by the Joint Operating Committee

Guidelines

The Joint Operating Committee shall appoint a qualified member of the faculty to serve as an advisor for student government activities.[1]

Council of Presidents

Since Skills USA is the largest career and technical organization in which all students are members, it represents the total student body and serves as the Central Montco Technical High School student government. Lab presidents representing every instructional program, or their designated representatives, shall meet at least once a month to discuss career and technical organizations and school-related issues.

Delegation of Responsibility

The Administrative Director or designee shall establish rules and administrative regulations to implement this policy which:

1. Assure that all students have equal access to the student government and an equal opportunity to vote and hold office.
2. Require fiscal accountability and adherence to Joint Operating Committee policy for all financial aspects of student government activity.[1][3]
3. Require that decisions made and actions taken by the student government organization, in accordance with and within the scope of its constitution, shall not be voided or vetoed by any staff

member.

Legal

1. 24 P.S. 511
2. 24 P.S. 1850.1
3. Pol. 618

Book	Policy Manual
Section	200 Pupils
Title	Student Fundraising
Code	229
Status	First Reading

Purpose

The Joint Operating Committee acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the school.

Definition

For purposes of this policy, student fundraising shall include solicitation and collection of money by students in exchange for goods or services.

Authority

The Joint Operating Committee prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.

Delegation of Responsibility

Collection of money by approved **school organizations, classes, societies, clubs or groups** may be **permitted with prior approval** from **the Administrative Director**.^[1]

Collections by students on behalf of school organizations outside the school may be permitted only by the Joint Operating Committee.

The Administrative Director or designee shall establish rules and administrative regulations to implement this policy which:

1. Limit the number of fundraisers in a year for any group.
2. Specify times and places in which funds may be collected.
3. Describe permitted methods of solicitation that do not place undue pressure on students or patrons.
4. Limit the kind and amount of advertising for solicitation.

The building administrator shall distribute this policy and relevant procedures to each student organization granted permission to solicit funds.

Funds solicited shall be controlled by Policy 618.^[2]

Legal	1. 24 P.S. 511
	2. Pol. 618

Book	Policy Manual
Section	200 Pupils
Title	Public Performances by Students
Code	230
Status	First Reading

Purpose

The Joint Operating Committee recognizes the value of students sharing their talents and skills with the community through student participation and performances in public events.

Authority

The Joint Operating Committee endorses public performances by students when they constitute a learning experience that contributes to the educational program; they do not interfere with other scheduled activities; and the circumstances of the event do not pose a threat to the health, safety or well-being of the students who are involved.[1]

All requests for public performances by student groups require the approval of the Joint Operating Committee.

Delegation of Responsibility

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

Guidelines

Parental permission shall be sought and received before students may participate in any public performance.

No student shall be compelled to participate in a public performance or be penalized in any way for failure to do so.

No student, group of students, or employees of this Joint Operating Committee may receive compensation for a public performance of students organized as school representatives.

The interests of students shall be protected and guarded against exploitation.

Book	Policy Manual
Section	200 Pupils
Title	Social Events and Class Trips
Code	231
Status	First Reading

Purpose

The Joint Operating Committee recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.

Authority

The Joint Operating Committee shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the Administrative Director.[1]

Social events that take place outside of school facilities and class trips require approval by the Joint Operating Committee.

Guidelines

Parental permission must be obtained for students attending social events outside of school and class trips.

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with Joint Operating Committee policies and school rules. Infractions of those policies and rules will be subject to the same disciplinary measures applied during the regular school program.[2]

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the school.

Delegation of Responsibility

The Administrative Director shall develop administrative regulations for the conduct of student social events and class trips which include the following:

1. Designation of a staff member who shall be the Joint Operating Committee employee responsible for the event.[1]
2. Provision of adequate adult supervision or police protection, as required by the circumstances of the event.
3. Formulation of rules and regulations governing the conduct and safety of all participants and distribution of such rules and regulations to all students and adults involved.

Legal	1. 24 P.S. 511
	2. 24 P.S. 1850.1
	24 P.S. 517

Book	Policy Manual
Section	200 Pupils
Title	Student Involvement in Decision-Making
Code	232
Status	First Reading

Purpose

The Joint Operating Committee believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies because as an institution fundamental to the operation of a democratic society, the school should strive to exemplify the democratic ideal of citizen participation in decision-making, and students are a valuable resource whose contributions can aid and benefit the programs of the school.

Authority

The Joint Operating Committee directs that students be invited to participate in activities appropriate to their maturity and competency, leading to administrative decision-making.

Suggestions for improvement of the school may be offered by any student, provided they are of a constructive nature and contribute toward the realization of the school's educational goals.

Delegation of Responsibility

The Administrative Director or designee shall develop rules to implement this policy which:

- 1. Provide for submission, consideration, and response to constructive student suggestions.**
- 2. Designate the manner by which students shall be selected for participation in school matters.**
- 3. Ensure that student participation is fairly representational of the whole student body.**

Book	Policy Manual
Section	200 Pupils
Title	Suspension and Expulsion
Code	233
Status	First Reading

Purpose

The Joint Operating Committee recognizes that exclusion from the instructional program of the school, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Joint Operating Committee shall define and publish the types of offenses that would lead to exclusion from the school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.[1][2][3][4][5]

Authority

The Joint Operating Committee, in coordination with the sending school district, may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.[1][6][7]

Every administrator or teacher in charge of the school may temporarily suspend any student for disobedience or misconduct.

Guidelines

Exclusion From School - Suspension

The building administrator may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Administrative Director in writing when the student is suspended.[1][6]

No student may be suspended without notice of the reasons for which s/he/**they** is suspended and an opportunity to be heard on his/her/**their** own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.[1]

When **a student is suspended by the sending school district or CMTHS**, the student shall **not be permitted to attend classes or** attend extracurricular activities/events at **either the school during the period of time the suspension is in effect**

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the building administrator. Such hearing shall take place as soon as possible after the suspension, and the school shall offer to hold it within the first five (5) days of the suspension. [7]

Informal hearings under this provision shall be conducted by the building administrator, ~~who will make effort to hold the informal hearing within three days of the suspension.~~

Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[Z]

Due Process Requirements for Informal Hearing[Z]

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The school shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[2]

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building administrator. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.[2][Z]

The school shall provide for the student's education during the period of in-school suspension.

Expulsion

Expulsion is exclusion from school by the Joint Operating Committee for a period exceeding ten (10) consecutive school days. The Joint Operating Committee, in coordination with the sending school district, may permanently expel from the school's rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Joint Operating Committee, a duly authorized committee of the Joint Operating Committee, or a qualified hearing examiner appointed by the Joint Operating Committee, and upon action taken by the Joint Operating Committee after the hearing.[1][6][Z]

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.[1][6][Z][8]

The formal hearing shall observe the due process requirements of:[Z]

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.

5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - a. The need for laboratory reports from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
 - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Joint Operating Committee has acted to expel a student. The adjudication may include additional conditions or sanctions.[9]

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.[1][10]

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, in coordination with the sending school district, which may include home study.

Attendance/School Work After Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education, in coordination with the sending school district and in accordance with applicable law and regulations. Beginning with the academic year 2020-2021, **compulsory school age** shall mean no later than age six (6) until age eighteen (18); at that time, students under eighteen (18) years of age shall be subject to compulsory school attendance, and even though expelled, shall be provided an education.[1][10][11]

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or

that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Joint Operating Committee policies.[12][13]

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Joint Operating Committee policy on student discipline.[14]
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Joint Operating Committee policy on student records.[15]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Joint Operating Committee. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to the school upon such conditions as may be imposed by the Joint Operating Committee.

Legal

1. 22 PA Code 12.6
2. 22 PA Code 12.7
3. 22 PA Code 14.143
4. 20 U.S.C. 1400 et seq
5. 34 CFR Part 300
6. 24 P.S. 1318
7. 22 PA Code 12.8
8. 2 Pa. C.S.A. 101 et seq
9. 2 Pa. C.S.A. 101
10. Pol. 204
11. 24 P.S. 1326
12. Pol. 113
13. Pol. 113.1
14. Pol. 218
15. Pol. 216
- 22 PA Code 12.3

Book	Policy Manual
Section	200 Pupils
Title	Pregnant/Married Students
Code	234
Status	First Reading

Purpose

A student who is eligible to attend programs in **the school shall not be denied an educational or vocational program solely because of marital status, pregnancy, pregnancy-related disabilities, parenthood or potential parenthood.**[1][2]

Authority

The Joint Operating Committee reserves the right to require as a prerequisite for attendance in the regular classes and participation in the extracurricular program of the school that each pregnant student present to the Administrative Director or designee a licensed physician's written statement that such activity will not be injurious to ~~her~~their health nor jeopardize ~~her~~their pregnancy.[3]

Guidelines

A pregnant student whose mental or physical condition prevents ~~her~~them from attending regular classes, when such condition is certified by a licensed physician, may be assigned to an alternate educational program.

A student who has received an alternate educational program for reasons associated with ~~her~~their pregnancy shall be readmitted to the regular school program upon ~~her~~their request and the written statement of a licensed physician that ~~she~~they are ~~is~~ physically fit to do so.

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations for implementing this policy.

Legal	1. 24 P.S. 1326
	2. 22 PA Code 12.1
	3. 24 P.S. 1850.1

Book	Policy Manual
Section	200 Pupils
Title	Student Rights and Responsibilities
Code	235
Status	First Reading

Purpose

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

Authority

The Joint Operating Committee has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of school students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Joint Operating Committee policy and school rules.[1][2][3][4][5][6]

Guidelines

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Joint Operating Committee policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.[4][7][8][9][10][11]

It shall be the responsibility of the student to:[7]

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.[10]
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.[12]
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using school facilities, instructional materials and equipment.[13]
7. Attend school daily and be on time to all classes and other school functions.[9]
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.

10. Report accurately in student media.[11]

11. Not use obscene language in student media or on school property.[11]

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Joint Operating Committee policy.[10][14]

A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.[4][10]

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations consistent with law and Joint Operating Committee policy to ensure that student rights under specific conditions are properly recognized and maintained.

Legal

1. 24 P.S. 1850.1
2. 22 PA Code 4.4
3. 22 PA Code 12.1
4. 22 PA Code 12.3
5. 22 PA Code 12.4
6. 22 PA Code 12.9
7. 22 PA Code 12.2
8. Pol. 130
9. Pol. 204
10. Pol. 218
11. Pol. 220
12. Pol. 221
13. Pol. 224
14. Pol. 233
- Pol. 103
- Pol. 218.1
- Pol. 218.2
- Pol. 249
- Pol. 705

Book	Policy Manual
Section	200 Pupils
Title	Surveys
Code	235.1 - NEW
Status	First Reading

Purpose

This policy sets forth guidelines regarding the conduct of surveys and collection and use of information for marketing purposes, **consistent with law and regulations.**

Definitions

Personal information means individually identifiable information, including a student's or parent's/guardian's first and last name; home or physical address, including street name and the name of the city or town; telephone number; or social security number.[1]

For purposes of this policy, **protected information**, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:[1]

1. **Political affiliations** or beliefs of the student or student's parent/guardian.
2. **Mental or psychological problems of the student or student's family.**
3. **Sex behavior or attitudes.**
4. **Illegal, anti-social, self-incriminating or demeaning behavior.**
5. **Critical appraisals of other individuals with whom respondents have close family relationships.**
6. **Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.**
7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.
8. **Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.**

Authority

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Joint Operating Committee, based on the Administrative Director's recommendation, prior to administration to students.

Guidelines

All surveys and instruments used to collect information from students shall relate to the school's educational objectives.[2]

U.S. Department of Education Funded Surveys

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, **to submit to a survey, analysis or evaluation that reveals protected information without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.**[1]

All instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education **shall be made available for inspection by the parent(s)/guardian(s) of the student.**[1][3]

Surveys Funded by Other Sources

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building administrator.[2][1]

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent.[4][2][1]

Collection of Information for Marketing, Sales or Other Distribution Purposes

The school shall notify parents/guardians of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose.[1]

The parent/guardian has the right to inspect the instrument used in collection of personal information for the purpose of marketing or selling that information and opt the student out of participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.[1]

This provision does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: recruiters, book clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education-related activities, or student recognition programs.[1]

Privacy

The school shall implement procedures to protect student identity and privacy when a survey containing one or more of the items listed under protected information is administered or distributed to a student and in the event of the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.[1]

Student and Parent/Guardian Rights

Under federal law, the rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to receive notice and to inspect.[4][2][1]

Delegation of Responsibility

The Administrative Director or designee shall notify parents/guardians and students of:[1]

1. This policy and its availability.

2. The specific or approximate dates during the school year when activities described above are scheduled, or expected to be scheduled.
 3. How to opt their child out of participation in activities as provided in this policy.
 4. How to request access to any survey or other material described in this policy.
- This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

The Administrative Director or designee shall establish administrative regulations for protecting student identity and privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

Legal

1. 20 U.S.C. 1232h
2. 22 PA Code 12.41
3. Pol. 105.1
4. 22 PA Code 4.4

Book	Policy Manual
Section	200 Pupils
Title	Hazing
Code	247 - NEW
Status	First Reading

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following: [1]

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:[2]

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.[3][4]

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[5]

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the school, whose members are primarily students or alumni of the organization.[6][7]

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.[8]

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[8]

Authority

The Joint Operating Committee prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[4][5][7][9]

No student, parent/guardian, coach, sponsor, volunteer or school employee shall engage in, condone or ignore any form of hazing.

The Joint Operating Committee encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building administrator or designee.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[10][11]

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and school employees shall be alert to incidents of hazing and shall report such conduct to the building administrator or designee.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the threat assessment team, in accordance with applicable law and Joint Operating Committee policy.[12][13]

Guidelines

In addition to posting this policy on the school's publicly accessible website, the school shall inform students, parents/guardians, sponsors, volunteers and school employees of the school's policy prohibiting hazing, including school rules, penalties for violations of the policy, and the program established by the school for enforcement of the policy by means of distribution of written policy, publication in handbooks, verbal instructions by the coach or sponsor at the start of the season or program and posting of notice/signs.[4]

This policy, along with other applicable school policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.[7]

Complaint Procedure

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building administrator or designee.

Students are encouraged to use the school's report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside

personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Joint Operating Committee directs that verbal and written complaints of hazing shall be provided to the building administrator or designee, who shall promptly notify the Administrative Director or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Joint Operating Committee directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Joint Operating Committee policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building administrator or designee, in consultation with the Administrative Director or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with school practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by school personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[14]

Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[15][16][17]

The Administrative Director or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.[15][16][18][19][20][21]

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian.[15][21][22]

In accordance with state law, the Administrative Director shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[16][21]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the school's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[14]

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[4][7][14][23][24]

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Joint Operating Committee policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from school employment.[25]

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the school.

Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[4]

Legal

1. 18 Pa. C.S.A. 2802
2. 18 Pa. C.S.A. 2803
3. 18 Pa. C.S.A. 2804
4. 18 Pa. C.S.A. 2808
5. 18 Pa. C.S.A. 2806
6. 18 Pa. C.S.A. 2801
7. 24 P.S. 1850.1
8. 18 Pa. C.S.A. 2301
9. Pol. 122
10. Pol. 103
11. Pol. 103.1
12. 24 P.S. 1302-E
13. Pol. 236.1
14. 18 Pa. C.S.A. 2810
15. 22 PA Code 10.2
16. 24 P.S. 1303-A
17. 35 P.S. 780-102
18. 22 PA Code 10.21
19. 22 PA Code 10.22
20. 24 P.S. 1302.1-A
21. Pol. 805.1
22. 22 PA Code 10.25
23. Pol. 218
24. Pol. 233
25. Pol. 317
- 18 Pa. C.S.A. 2801 et seq
- 22 PA Code 10.23
- Pol. 113.1
- Pol. 916

Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	First Reading

Purpose

The Joint Operating Committee is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. The Joint Operating Committee recognizes that **bullying** creates an atmosphere of fear and intimidation, **disrupts both a student's ability to learn and a school's ability to educate its students**, and may lead to more serious violence. **Therefore, it shall be the policy of this school to maintain an educational environment that is intolerant of bullying in any form.**

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

- 1. Substantially interfering with a student's education.**
 - 2. Creating a threatening environment.**
 - 3. Substantially disrupting the orderly operation of the school.**
- Bullying, as defined in this policy, includes cyberbullying.**

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

Authority

The Joint Operating Committee prohibits all forms of bullying by students.[1]

The Joint Operating Committee encourages **students** who believe they or others **have been bullied** to promptly **report** such incidents to the building administrator or designee.

Students are encouraged to use the school's report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Joint Operating Committee directs that verbal and written **complaints of bullying shall be investigated promptly**, and appropriate **corrective** or preventative **action shall be taken when allegations are substantiated**. The Joint Operating Committee directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Joint Operating Committee policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the threat assessment team, in accordance with applicable law and Joint Operating Committee policy.[2][3]

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the school's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to **reports of bullying** or participation in an investigation of allegations of bullying **is prohibited** and shall be subject to **disciplinary action**.

Delegation of Responsibility

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

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

The Administrative Director or designee **shall ensure that this policy** and administrative regulations **are reviewed annually with students**.^[1]

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.^[1]

The administration shall annually provide the following information with the Safe School Report:^[1]

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.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.^{[1][6][7]}

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the school building and **on the school's website**, if available.^[1]

Education

The school may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.^{[1][8][9][10]}

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, **which may include:**^{[1][7][11]}

1. **Parental conference.**
2. **Detention.**
3. **Suspension.**
4. **Removal from the technical school program.**
5. Referral to law enforcement officials.

Legal

1. 24 P.S. 1303.1-A
2. 24 P.S. 1302-E
3. Pol. 236.1
4. Pol. 103
5. Pol. 103.1
6. 22 PA Code 12.3
7. Pol. 218
8. 24 P.S. 1302-A
9. Pol. 236
10. 20 U.S.C. 7118
11. Pol. 233
- Pol. 113.1

Book	Policy Manual
Section	200 Pupils
Title	Dating Violence
Code	252 - NEW
Status	First Reading

Purpose

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the school and is prohibited at all times.

Definitions

Dating partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.[1]

Dating violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.[1]

Authority

The Joint Operating Committee encourages students who have been subjected to dating violence to promptly report such incidents.

The school shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.[2]

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the threat assessment team, in accordance with applicable law and Joint Operating Committee policy.[3][4]

Title IX Sexual Harassment and Other Discrimination

Every report of alleged dating violence that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a dating violence investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged dating violence.[5][6]

Discipline of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student for sexual assault against another student attending the school or participating in a school program, the school shall coordinate actions with the appropriate participating school entity and comply with the disciplinary requirements established by state law and Joint Operating Committee policy.[7][8]

Guidelines

Complaint Procedure

When a student believes that they have been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building administrator, guidance counselor or a classroom teacher.

The building administrator shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building administrator shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.[1]

If the investigation results in a substantiated finding of dating violence, the building administrator shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.[1][2]

The school shall document the corrective action taken and, where not prohibited by law, inform the complainant.

This policy on dating violence shall be:[1]

1. Published in the Code of Student Conduct.
2. Published in the Student Handbook.
3. Made available on the school's website, if available.
4. Provided to parents/guardians.

Dating Violence Training

The school may provide dating violence training to guidance counselors, nurses, and mental health staff as deemed necessary. At the discretion of the Administrative Director, parents/guardians and other staff may also receive training on dating violence.[1]

Legal

1. 24 P.S. 1553
2. Pol. 218
3. 24 P.S. 1302-E
4. Pol. 236.1
5. Pol. 103
6. Pol. 103.1
7. 24 P.S. 1318.1
8. Pol. 218.3
- 71 P.S. 611.13
- 22 PA Code 12.12
- 20 U.S.C. 1232g



FIELD TRIP REQUEST FORM

Return completed form to the Director's Office. **All Field Trips require J.O.C. approval.**
Request form must be submitted four (4) weeks prior to the event.

Today's Date: 12/16/21 Date of Trip: 1/25/22 ^{1/24/22} Instructor making request: Sandra Brower

Destination: Delaware County Technical High School - Aston Campus and Folcroft campus

Destination address: 100 Crozerville Road, Aston PA 19014 / 701 Henderson Blvd. Folcroft, PA 19032

Destination Telephone # and Contact Person: 610-459-3050

Names of Chaperones: _____ Substitute Needed? _____ No. students participating:

Sandra Brower /Gerald Damon Yes No Session: A.M. P.M. Both

Joseph Renzi /David Ayres Yes No

Troy Madden /Jarrett Young Yes No Leave Return

Transportation: School Van School Bus Chartered Bus Airline

Describe how students are selected for participation:

Skills USA district competition. Students are chosen by their instructor to be the best competitor to represent CMTHS at district 2 competition

Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

SkillsUSA Pennsylvania - District 2 offers competitive activities in which students strive to achieve in a variety of job skill and leadership areas. Competitions begin at the district level and continue through state and national levels. Competitions develop an enthusiasm for learning and a sense of accomplishment.

Source of Funding:

Budgeted General Funds \$ Youth Club Fund Raising \$
Grant \$ Individual Class Account \$

Sandra Brower
Instructor's Signature

[Signature]
Supervisor's Signature

[Signature]
Director's Signature

J.O.C. Approval Date

Permission Slips Given to Instructor: _____ Date: 12-21-21 Date Returned: _____

Bus: 1212 Date Ordered: 12-21-21

Contact Person: Tilson Cost: \$475.00 + \$475.00 = \$950.



FIELD TRIP REQUEST FORM

Return completed form to the Director's Office. All Field Trips require J.O.C. approval. Request form must be submitted four (4) weeks prior to the event.

Today's Date: 1/28/2022 Date of Trip: 3/30, 3/31, 4/1/2022 Instructor making request: Noelle Pumo, Kelly Williams
Destination: Valley Forge Convention Center
Destination address: 1160 1st Ave KOP, PA 191406
Destination Telephone # and Contact Person: waet Slouch - (484) 854-0047

Names of Chaperones: Noelle Pumo, Kelly Williams
Substitute Needed? [checked] Yes [] No
No. students participating: 18
Session: [] A.M. [] P.M. [checked] Both
Leave: 3/30/22 7:30 Return: 4/1/22 12 noon

Transportation: [] School Van [checked] School Bus [] Chartered Bus [] Airline

Describe how students are selected for participation:

PENN HOSA Competition - Affiliated and Registered @ Beginning of School Year. Based on clinical performance in skills lab, class participation and test performance on written material.

Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

Students compete in various health care related competitions against other PA TECH SCHOOLS. meant to enhance professionalism, learn group responsibility, resume build & enhance health care skills.

Source of Funding:

Budgeted General Funds \$ [] Youth Club Fund Raising \$ []
Grant \$ [] Individual Class Account \$ 6250.00

Instructor's Signature: Kelly Williams
Director's Signature: []

Supervisor's Signature: []
J.O.C. Approval Date: []

Permission Slips Given to Instructor: [] Date: [] Date Returned: []

Bus: [] Date Ordered: 1-28-22

Contact Person: Wilson Cost: \$350.00



FIELD TRIP REQUEST FORM

Return completed form to the Director's Office. **All Field Trips require J.O.C. approval.**
 Request form must be submitted four (4) weeks prior to the event.

Today's Date: 01/27/22 Date of Trip: 02/10/22 Instructor making request: Sandra Brower

Destination: Eastern Center for Arts & Technology

Destination address: 3075 Terwood Rd #1436, Willow Grove, PA 19090

Destination Telephone # and Contact Person: (215)784-4800

Names of Chaperones:	Substitute Needed?	No. students participating: <input type="text" value="2"/>
Sandra Brower	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Session: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. <input checked="" type="checkbox"/> Both
Troy Madden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Leave <input type="text" value="8:15"/> Return <input type="text" value="2:15"/>
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Transportation: School Van School Bus Chartered Bus Airline

Describe how students are selected for participation:

Students are nominated by teachers as potential candidates for a state officer position. CMTHS Skills advisors talk with prospective students about this opportunity to make sure that they are interested and that they would be able to fulfill all the duties and requirements of running for state officer.


Please Provide a detailed description of the trip including its purpose, relevance to your curriculum and the expected outcomes for the students.

Skills USA state officer candidate training. The purpose of this training is to go through all the paperwork and planning to run a successful campaign to get elected as a state officer. This will assure that students are informed about the roles and responsibilities of running for state officer as well as assure that they can fulfill these duties successfully. The cost is \$5 per student and advisor.

Source of Funding:

Budgeted General Funds \$ <input type="text" value="20.00"/>	Youth Club Fund Raising \$ <input type="text"/>
Grant \$ <input type="text"/>	Individual Class Account \$ <input type="text"/>


 Instructor's Signature


 Supervisor's Signature


 Director's Signature

J.O.C. Approval Date

Permission Slips Given to Instructor: _____ Date: _____ Date Returned: _____

Bus: _____ Date Ordered: _____

Contact Person: _____ Cost: _____

Jenelle Gaines

Skilled, dedicated, and compassionate Licensed Practical Nurse eager to utilize my great interpersonal and communication skills, and continue my passion in Nursing while providing impeccable care to all of my patients. I am excited to expand my knowledge and experience, while using my current skill set and experiences to positively enhance the lives of others.

Authorized to work in the US for any employer

Work Experience

Licensed Practical Nurse

Children's Dental Surgery Center - Malvern, PA
December 2018 to January 2020

Individualized care for each surgical patient by soothing anxieties, checking vital signs and explaining procedures.

Delivered key information to patients and caregivers to prepare for operations, side effects and expected recovery process.

Assessed patient conditions, monitored behaviors and updated supervising physicians with observations and concerns.

Observed strict safety measures, including checking medication dosages before administration to patients.

Administered pain medication and implemented management techniques to assist patients experiencing discomfort.

Helped patients and families feel comfortable during challenging and stressful situations, promoting recovery and reducing compliance issues.

Built relationships with pre- and post-surgical patients with compassion and positive attitude.

Maintained strict patient data procedures to comply with HIPAA laws and prevent information breaches.

Coordinated with healthcare team to establish, enact and evaluate patient care plans.

Utilized computerized Resource and Patient Management System (RPMS) and Electronic Health Record (EHR) system.

Executed appropriate steps for patient treatment following careful review of physician medical regimen.

Delivered information regarding care and medications to patients and caregivers in comprehensible terminology.

Stocked clinical workstations and procedure rooms with necessary supplies.

Licensed Practical Nurse

Firely Pediatrics - Harleysville, PA
May 2017 to December 2018

Collected and documented vital signs to track current patient conditions.

Monitored patient's respiration activity, blood pressure and blood glucose levels in response to medical administration.

Communicated concerns regarding clients' status, care and environment to nursing supervisors, clinical care supervisors and case managers.

Documented patient intake and dietary requirements and aided with feeding and monitoring.

Promoted patient satisfaction by assisting with daily living needs such as bathing, dressing, toileting and exercising.

Assisted physicians with examinations and patient scans during diagnostic processes.

Prevented drug interactions and contributed to correct diagnosis by recording patient health information, monitoring vitals and updating patient files.

Collected biological specimens and packaged for laboratory transport to complete diagnostic tests.

Examined and addressed lacerations, contusions and physical symptoms to assess and prioritize need for further attention.

Addressed patient care needs, collected vitals, dressed wounds and managed catheters.

Cared for patients' acute and chronic wounds by changing dressings and applying medicated compounds.

Managed patients' hygiene with comprehensive care for toileting, bathing and grooming needs.

Kept EHR updated with patients' vital statistics, tracking metrics and observations about behaviors or responses.

Responded to patient alarms and needs-assessment requests to identify course of treatment.

Answered patient and family questions to educate on optimal treatment procedures.

Followed rehabilitation and treatment care plans to accelerate patient recovery, minimize pain and optimize patient outcomes.

Charted changes in patient conditions and discussed concerns with supervising healthcare provider.

Administered pain medication and implemented management techniques to assist patients experiencing discomfort.

Responded to emergency situations with speed, expertise and level-headed approaches to provide optimal care, support and life-saving interventions.

Assessed patient conditions, monitored behaviors and updated supervising physicians with observations and concerns.

Helped patients and families feel comfortable during challenging and stressful situations, promoting recovery and reducing compliance issues.

Maintained strict patient data procedures to comply with HIPAA laws and prevent information breaches.

Advocated for patient needs with interdisciplinary team and implemented outlined treatment plans.

Observed strict safety measures, including checking medication dosages before administration to patients.

Administered oral, IV and intra-muscular medications and monitored patient reactions.

Monitored diet, physical activity, behaviors and other patient factors to assess conditions and adjust treatment plans.

Delivered information regarding care and medications to patients and caregivers in comprehensible terminology.

Stocked clinical workstations and procedure rooms with necessary supplies.

Certified Nursing Assistant

Powerback Rehabilitation - Norristown, PA

November 2015 to February 2016

Facilitated activities of daily living, including personal hygiene management, feeding and ambulation.

Assisted patients with shaving, bathing and oral hygiene to promote healthy habits and overall wellness.

Responded to patient alarms and needs-assessment requests to identify course of treatment.

Rendered hands-on nursing care under direct RN supervision, adhering to medical center policies and procedures.
Maintained accurate, timely flow of information by completing thorough patient records and updating healthcare team on patient status.
Used mobility devices to transport patients.
Provided basic patient care by bathing and grooming patients, changing bedding and assisting in feeding activities.
Collected and documented vital signs to track current patient conditions.
Recognized and reported abnormalities or changes in patients' health status to nursing staff for immediate assessment.
Answered signal lights, bells and requests-for-service to assist patient services fulfillment.
Turned or re-positioned bedridden patients to promote blood flow and prevent bedsores.
Assisted patients during ambulation and moved from one place to another by pushing wheelchairs.
Protected and promoted patient rights and assisted individuals to achieve maximum independence.
Managed and maintained patient rooms, shared-living areas and nursing stations.
Fostered relationships with patients, caregivers and healthcare teams to achieve individual care plan targets.
Documented activities and recorded information in EMR system.
Delivered high level of care to every patient.
Documented patient intake and dietary requirements and aided with feeding and monitoring.
Comforted patients and provided each with reassurance and encouragement.
Followed safe lifting techniques and individual resident lifting instructions.
Answered patient and family questions to educate on optimal treatment procedures.
Documented information in patient charts and communicated status updates to interdisciplinary care team.
Assessed vitals and noted medical information to report changes to nursing staff and physicians.
Managed supplies and restocked inventory to promote optimal availability for patient care.

Education

Practical Nursing Program Nursing

Delaware County Technical School Broomall - Broomall, PA
January 2017

Nursing Licenses

PN

Expires: June 2022

State: PA

Skills

- Empathetic and Compassionate
Friendly, positive attitude
Multi-tasking and prioritization
Organization
Team Player

Reliable
Computer/technical literacy
Analytical
Stress Management
Interpersonal Effectiveness

Dedication and Patience
Detail Oriented
Critical Thinker
Alert and Observant
Physical and Mental Endurance
Decision-making
Supportive
Reliable
Adaptability
Strong Work Ethic
Calm and level-headed under duress

- Critical care experience
- Experience administering injections
- Laboratory experience
- Medication administration
- Patient monitoring
- Tube feeding
- Care plans
- Basic IV
- Trach & Vent experience
- Tube feeding
- G-tube trained
- J-tube trained
- Pediatrics
- Special needs
- Critical care experience
- Strong Interpersonal Skills
- Preoperative Experience
- Post-Op Experience
- Specimen collection / processing
- Patient care
- Nursing
- Vital signs
- Trach (4 years)
- Customer service

Languages

- English - Expert

Awards

Clinical Excellence Award & Star Performer Award for being Caring and Compassionate.

February 2017

Certifications and Licenses

CNA

LPN

Assessments

Customer focus & orientation — Expert

September 2021

Responding to customer situations with sensitivity

Full results: Expert

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

CPR/AED

First Aid

BLS

ACLS

Program	Student Name	Competition	Sending School	Results	Grade
Baking & Pastry	Karlie Picard	Commercial Baking	Colonial	1st	11
Culinary Arts	Shane Curtis	Action Skills	Upper Merion	2nd	10
Building Trades	Timothy Murphy	Cabinetmaking	Colonial	2nd	10
Culinary Arts	Eva Gubberman	Customer Service	Hamilton	2nd	11
Baking & Pastry	Dylan Stimmler	Job Skill Demo (A)	Colonial	2nd	12
Collision Repair	Damien Maga	Automotive Refinishing	Colonial	3rd	12
Networking Technology	Camillo Ciccipio	Cybersecurity (2)	Norristown	3rd	12
Networking Technology	William Hillman	Cybersecurity (2)	Lower Merion	3rd	12
Culinary Arts	Aniket Annapragada	Extemporaneous Speaking	Lower Merion	3rd	12
Networking	Dylan McKeown	Information Technology Services	Colonial	3rd	11
Baking & Pastry	Carlyn Sanchious	Job Interview	Norristown	3rd	11
Public Safety	Dylan Venezia	Crime Scene Investigator (3)	Colonial	4th	12
Public Safety	Bridget Renninger	Crime Scene Investigator (3)	Colonial	4th	10
Public Safety	Emily Whaling	Crime Scene Investigator (3)	Upper Merion	4th	11
Exercise Science	Sara Zelaya	Health Occupations Knowledge Bowl (4)	Colonial	4th	11
Health Care Sciences	Anthonesha Anguin	Health Occupations Knowledge Bowl (4)	Norristown	4th	12
Health Care Sciences	Jamaiya Williams	Health Occupations Knowledge Bowl (4)	Norristown	4th	10
Health Care Sciences	Rochelle Bellmon	Health Occupations Knowledge Bowl (4)	Norristown	4th	12
Networking Technology	David Moreno	Internetworking	Norristown	4th	12
Culinary Arts	Leah Odorn	Restaurant Services	Colonial	4th	11
Collision Repair	Josie Day	Collision Repair Technology	Norristown	5th	10
Healthcare Sciences	Miranda Cervantes-Picil	Medical Assisting	Norristown	5th	12
Healthcare Sciences	Nancy Tellez Ojeda	Medical Terminology	Norristown	5th	12
Automotive Technology	Axel Carbajal	Auto Service Technology	Colonial	6th	11
Automotive Technology	Felix Lopez Jr	Automotive Maintenance and Light Repair	Norristown	6th	10

Building Trades	Jamillynn Kenna	Prepared Speech	Colonial	6th	12
Cosmetology	Olivia Wellman	Cosmetology	Colonial	7th	11
Early Childhood Ed	Makayla Hill	Early Childhood	Norristown	7th	11
Building Trades	Walter Hartnett	Electrical Constuction Wiring	Upper Merion	7th	10
Culinary Arts	Katherine Cherelli	Culinary Arts	Upper Merion	Did not compete-covid	12
Visual Communications	Jordyn McKannan	Advertising Design	Upper Merion	Did not compete-ill	12
Building Trades	Nicholas Brenner	TeamWorks (4)	Colonial	02/03/22 &02/04/22	11
Building Trades	James Toth	TeamWorks (4)	Colonial	02/03/22 &02/04/22	11
Building Trades	Michael Petruska	TeamWorks (4)	Upper Merion	02/03/22 &02/04/22	11
Building Trades	Augustine Costello	TeamWorks (4)	Upper Merion	02/03/22 &02/04/22	12