



# **STUDENT HANDBOOK**

## **2018-2019**

### **Mission Statement**

The Mission of the Western Montgomery Career & Technology Center is to prepare quality citizens for lifelong productivity in a challenging and changing world by forming innovative partnerships among family, school and community.



August 3, 2018

Dear Students:

Welcome to the Western Montgomery Career & Technology Center!

The new school year is upon us and the entire staff looks forward to providing you with a unique, engaging, and challenging educational experience.

You will find that a technical education will provide you with lifelong skills to succeed in the workplace, post-secondary education or wherever your future lies. WMCTC will train you in competencies related to your chosen course of study and reinforce them with mathematics, reading, and writing topics. Opportunities to showcase your learning are around every corner! Take advantage of Career and Technical Student Organizations such as SkillsUSA, FCCLA, and HOSA.

Set goals for the upcoming school year; visualize where you want to go, what you want to do, and then work to your potential to achieve them.

On behalf of the entire faculty of WMCTC, we wish you the very best for the upcoming school year. Take advantage of everything a technical education can offer and strive to be the very best.

Good luck to all and have a great school year!

Sincerely,

Christopher E. Moritzen  
Administrative Director  
Western Montgomery Career & Technology Center



77 Graterford Road  
Limerick, PA 19468  
610-489-7272  
Fax: 610-489-8778  
[www.westerncenter.org](http://www.westerncenter.org)

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#### WMCTC's Administration Team

Administrative Director  
Mr. Chris Moritzen  
610-489-7272 ext. 200

PRINCIPAL  
Mr. Daniel Chominski  
610-489-7272 ext. 206

BUSINESS MANAGER  
Mrs. Donna Wilson  
610-489-7272 ext. 203

Director of Technology  
Ms. Rachel Hetzel  
610-489-7272 ext. 217

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## 2018-2019 Faculty Listing

### Professional Staff

Guidance Counselor	Mrs. Candice Landis
School-to-Work Coordinator	Mrs. Barbara Mueller

### Technical Staff

Automotive Technology	Mr. Donald Bray
PLTW/Biomedical Sciences	Mr. Howie Nonnemacher
Carpentry	Mrs. Lisa Cassidy-Lawler
Collision Repair	Mr. Steven Antrim
Commercial Art	Mr. Charles Smith
Computer Information Systems	Mr. David Batory
Cosmetology	Mr. Joseph Vecchio
Culinary Arts	Mrs. Barbara McGinnis
Dental Occupations	Mrs. Angela Reichert
Diesel Technology	Mr. Kenneth Kaufmann
Early Childhood Education	Mrs. Tina Arnt
Electrical Occupations	Mrs. Heather Zornek
Environmental Design	Mr. Russell Keller
Health Science Technology	Mrs. Stephanie German
Heating, Ventilation, and Air Conditioning	Mr. Evan Ducko
Metal Technology	Mrs. Barbara Mueller
Protective Services	Mrs. Patricia King
Sports Medicine	Mr. Phillip Mest
	Mr. Andrew Klein
	Mr. Diego Civello
	Mr. Jack Harris
	Mr. Grant Greisler

### Academic Staff

Health/Physical Education	Ms. Carisa Long
Student Success Coordinator	Mrs. Cathi Miller
Student Success Coordinator	Mrs. Cindy Prindle
Student Success Coordinator	Mrs. Katharine Blitzstein

### Support Staff

Business Office Secretary	Mrs. Mary Polinski
Cafeteria Manager	Mrs. Patricia Corbin
Instructional Assistant	Mrs. Cynthia McDaniel
Instructional Assistant	Mrs. Catarina Fuhrmeister
Instructional Assistant	Ms. Diane Gilette
Instructional Assistant (COS)	Miss Jenni King
Instructional Assistant (ECE)	Mrs. Dori-Ann Miles
Attendance/Data Assistant	Mrs. Lisa Berrodin
Maintenance Manager	Mr. Zachary Charles
Custodial Staff	Mr. Pedro Murras
	Mr. Edward Plowfield
	Mr. Dan Walker
School Nurse	Mrs. Cecilia Weber
Secretary to the Principal	Mrs. Anne Marie Yusko
Secretary to the Administrative Director	Ms. Kathleen Mullen-Lewis

## **JOINT OPERATING COMMITTEE MEMBERS**

### **Pottsgrove School District**

Ashley Custer

Patricia Grimm, (Chairperson)

Robert Lindgren

### **Spring-Ford Area School District**

Colleen Zasowski

Dawn R. Heine, (Vice-Chairperson)

Edward Dressler, (Secretary)

### **Upper Perkiomen School District**

James C. Glackin

John L. Farris, (Treasurer)

Steven Cunningham

### **Sending District Superintendents**

Pottsgrove School District:

Dr. William Shirk

Spring-Ford Area School District:  
& WMCTC Superintendent of Record

Dr. David R. Goodin

Upper Perkiomen School District:

Dr. Alexis McGloin



**School Calendar  
2018-2019**

**APPROVED 4-9-18**

**August 2018**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**September 2018**

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

**October 2018**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**November 2018**

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

**December 2018**

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

**January 2019**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August**

21-23	In-Service Days		
24	School Closed		
27	First Student Day		
31	School Closed		
		<b>4</b>	<b>7</b>

**September**

3	School Closed - Labor Day		
		<b>19</b>	<b>19</b>

**October**

**23**      **23**

**November**

6	In-Service		
19 & 20	In-Service		
21-23	School Closed - Thanksgiving Break		
		<b>16</b>	<b>19</b>

**December**

24-31	School Closed - Winter Break		
		<b>15</b>	<b>15</b>

**January**

1	School Closed - Winter Break		
21	School Closed - Martin Luther King Day		
		<b>21</b>	<b>21</b>

**February**

15	In-Service		
18	School Closed - President's Day		
		<b>18</b>	<b>19</b>

**March**

**21**      **21**

**April**

17-22	School Closed - Spring Break		
		<b>18</b>	<b>18</b>

**May**

21	In-Service		
27	School Closed - Memorial Day		
		<b>21</b>	<b>22</b>

**June**

13	Last Student Day		
14	Last Staff Day		
		<b>9</b>	<b>10</b>

Student Days      Teacher Days

**Total:      185      194**

**February 2019**

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

**March 2019**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**April 2019**

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

**May 2019**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June 2019**

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

☒ = School Closed  
☐ = In-Service Day

If schools are closed due to inclement weather or emergencies, days will not be rescheduled unless there are more than three (3) days of school closings. The calendar will be revised in April to reflect 182 pupil days and 191 teacher days.

## **STUDENT GRIEVANCE PROCEDURE**

A grievance is another name for a complaint. A student grievance exists when it is alleged that a student has been unfairly treated or has not been afforded due process. This procedure defines the due process procedure to be followed when filing a grievance.

- Step 1 Within ten (10) school days after the alleged violation, the grievant shall initiate an informal discussion with the teacher or person(s) who allegedly treated the student unfairly. If this informal discussion does not resolve the issue, the grievant shall initiate a discussion/conference with a Guidance Counselor, a home school advisor, or the supervisor in charge of student services about resolving the complaint.
- Step 2 If the grievance is not resolved under Step 1, the grievant shall submit the written complaint to the individual designated as Equal Rights and Opportunities Coordinator. The Coordinator has the authority to investigate the grievance and attempt a solution. If no solution to the grievance can be mutually agreed to at this point, then the Coordinator will set up a formal meeting with the Administrative Director. Also, at this time, the grievant letter shall be passed on to the Administrative Director, along with any back-up investigative information already collected. The Administrative Director shall respond within ten (10) working days.
- Step 3 If the grievance is not resolved in Step 2, the grievant shall refer the complaint (written letter) to the Chairperson of the Operating Committee within ten (10) calendar days. The Administrative Director shall respond within thirty (30) calendar days of receiving such correspondence.

### **Non-Discrimination Policy**

WMCTC, in accordance with Title IX of the Educational Amendments of 1972, will not discriminate in educational programs which it operates, or in admission or enrollment procedures on the basis of race, religion, sex, color, age, national origin, or handicap and provides equal access to the boy scouts and other designated youth groups. The Western Montgomery Career and Technology Center is an equal opportunity employer and educational institution. We assure that procedures and practices are followed to provide equal access to all programs. Any questions concerning the application of Title IX, compliance or complaints may be referred to Donna Wilson, Compliance Officer, at 77 Graterford Road, Limerick, PA 19468 610-489-7272, ext. 203



## **Absence/Call-In Procedures**

Parents are asked to call WMCTC's attendance office, 610-489-7272 ext. 209, when a student will be absent or tardy. This call will be listed and will be accepted as a **temporary excuse** and is to be followed by a written excuse.

A student who is absent from school must, upon his/her return, present a note to the Attendance Office stating the full name of the student, the reason for absence, the date(s) of such absence, and the signature of the parent, guardian, or other person in charge of the student. **The school must receive a written excuse within three (3) days of the student's return or the absence will be classified as unlawful or unexcused.**

Please see Attendance Policy for additional details.

## **Advisory Committee**

Each technical area has an active Advisory Committee composed of teachers, industrial/business representatives, former students, present students, and parents. The purpose of the Advisory Committee is to form a viable community, business, and educational partnership to promote the goals and objectives of the Western Montgomery Career & Technology Center. Please contact the School to Work Coordinator to join a committee.

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## **Attendance**

WMCTC Policy 204  
PDE Act 138

### **STUDENT RESPONSIBILITIES:**

Students are expected to attend school daily. Our attendance policy is based on the following:

- Improving the student's chances for acceptance in the work place.
- Helping the student to develop a sense of responsibility, discipline, and good work habits.
- Developing a sense of teamwork which fosters dependability and will benefit the work force.
- Establishing a rapport between home and school to encourage regular school attendance.

Frequent absences greatly affect student accumulation of competencies and are greatly discouraged. All regulations related to attendance and tardiness is also in effect when students are on co-op, work-site, or clinical assignments.

### **Additionally, students are responsible for:**

- Providing verifiable proof of excused absence by a parent/guardian, as required by the Commonwealth of PA.
- Make up work when absent from school.

### **Absence Procedures:**

- **All** students **must** submit to WMCTC a written excuse for any absence. The note must be signed by a parent/guardian and a valid reason for the absence must be given.

- The written excuse must be given to the Attendance Office within three (3) days after returning to school. After three (3) days, if a written excuse is not given to the Attendance Office, the absence remains “unexcused”.
- Report of an intended absence from school should be made by a parent/guardian to the Attendance Office at WMCTC by calling 610-489-7272 ext. 209. In addition, automated calls/emails are sent to parents who have not notified the Attendance Office of the absence.
- Students will be considered present if they participate in a sending school sponsored activity and are not able to attend WMCTC. Advanced notification of these activities is required. Participation in sending school activities will require sending school permission.
- Students who accumulate more than fifteen (15) non-consecutive days in total absences must have any subsequent days missed validated by a doctor’s note. Extenuating circumstances or extended illness may be a basis for creating exceptions to the guidelines. Exceptions can also be made if some of the previous days were validated by a doctor’s note. Administrative discretion may be invoked in this case.

Only the following are considered **EXCUSED** absences:

- An illness
- A doctor’s appointment
- A religious holiday
- A death in the family
- Special circumstances as approved by WMCTC Administration. This would include pre-approved trips with the required form (Notification of Advanced Absence).

#### **Unexcused Absences:**

Unexcused absences, include, but are not limited to the following:

- Oversleeping
- Car trouble
- Unauthorized trip or vacation
- Missing the bus
- Working on a day of absence from school

Parents/guardians and sending schools will be informed of a child’s unexcused absence accumulation, and subsequent disciplinary measures will result according to the following:

- **Three (3) days** accumulated unexcused absence: A warning letter will be sent to the parent/guardian.
- **Five (5) days** accumulated unexcused absence: The parent/guardian, technical teacher, and home school will receive written notification.
- **Eight (8) days** accumulated unexcused absence: The parent/guardian, technical teacher, and home school will receive written notification.
- **Fifteen (15) days** accumulated absence: The parent/guardian, technical teacher and home school will be notified that with any subsequent days of absence, the note must be in the form of a **doctor’s note** to be considered excused.
- **Ten (10) days** of consecutive unexcused absence that meets the guidelines of Pennsylvania School Code 11.24 shall result in disenrollment from WMCTC. The technical teacher, sending school principal and parent/guardian will be notified in writing after five (5) consecutive days have been accumulated and when the ten (10) consecutive days of unexcused absence have been accumulated.

**Early Dismissal:**

Students desiring an early dismissal from school for doctor appointments, college visitations or other urgent matters that cannot be conducted after school hours, must obtain permission from the Attendance Office. Employment is NOT an acceptable reason for an early dismissal. A note from the parent/guardian requesting permission for their child to leave school early is necessary. This note should be brought to school at least one day in advance, and include a telephone number where a parent can be reached. **No student will be permitted to leave early for any reason, without a written note from his/her parent/guardian. Parents will be required to arrange transportation to pick up their son/daughter for early dismissals due to the fact student driving to and from WMCTC is not permitted.**

**Please note: Students must be present a minimum of 1.5 hours to be considered ½ day present.**

Students being dismissed early must report to the attendance office in Student Services to get an early dismissal slip before leaving school.

Work missed due to an early dismissal must be made up to receive credit. **No student is permitted to leave the school grounds for any reason at any time without clearance from the Administration and written permission from a parent/guardian.**

**Tardiness to School and Class Policy:****Late to School:**

A student will be considered late to school if he/she is not in their scheduled area immediately after the district bus drop off at WMCTC. A student who arrives late should report to the Attendance Office. That student is considered tardy.

The following guidelines will apply regarding lateness to school:

1. **Two (2) unexcused late arrivals:** The parent/guardian, technical teacher, and home school will be notified.
2. **Three (3) unexcused late arrivals:** The parent/guardian, technical teacher, and home school will be notified. Student will receive 3 demerits.
3. **Four (4) unexcused late arrivals:** The parent/guardian, technical teacher, and home school will be notified. Student will receive 5 demerits.
4. **Five (5) or more late arrivals:** The parent/guardian, technical teacher, and home school will be notified. The student will receive 5 demerits. Student may also lose Co-Op and extra-curricular privileges.

Additionally, excessive tardiness to school may result in the delay of placement on the Cooperative Education Program.

**Written notes from parents may result in an excused tardy only if the student arrives with the note on the day of the tardiness. This note will be verified by the Attendance Office.**

Unacceptable reasons for tardiness include but are not limited to: oversleeping, car trouble, adverse weather conditions, missing the bus, work related reasons, responsibilities at home, or personal problems.

Students who are frequently late to school due to illness may be required to bring a medical excuse from the physician once the total amount of absences reaches fifteen (15) days or if a questionable pattern of attendance emerges. Waivers of this regulation will be considered for extended illness or extenuating circumstances.

**Students Signing Absentee Excuses and/or Other School Documents:**

The Division of Child Accounting, Department of Education in Harrisburg, has indicated that an eighteen (18) year old is no different than other students. They are still required to have their parent/guardian sign excuses if they are living with them. Emancipation must be proven to the school and is the burden of the student. To prove this would require a notarized statement from the parents absolving them of all legal responsibility and proof of a change of address (voting registration, license) or whatever other proof the school would consider appropriate. Marriage of an 18-year old is not, in itself, a criterion for emancipation. An 18-year old is treated differently only in the eyes of the law.

Students not living with parents/guardians, who are under the age of 18 and have not been emancipated, may not legally sign absence notes and/or other school documents. The school is obligated to speak to, and send school documentation to a student's legal guardian only.

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## **Badges/Identification**

WMCTC requires all students and staff to wear the appropriate WMCTC identification at all times. Therefore:

- An I.D. Badge is required to enter the school daily and must be worn all day.
- Any school personnel may request an I.D. Badge from a student at any time for a justifiable reason.
- A new I.D. Badge is issued, without charge, to each student each new school year.
- All students must have a current I.D. Badge in their possession.

**Replacement of a lost/broken/stolen I.D. Badge:**

Students needing a replacement I.D. Badge will be charged \$5.00 for each replacement. To replace a student I.D. Badge, the procedure is as follows:

- Report to your Instructor with the proper hall pass signed by your teacher.
- The student will be issued a new I.D. Badge.
- A \$5.00 replacement fee must be paid prior to the issuance of a replacement I.D. Badge.

## **Cafeteria Rules**

The school maintains a cafeteria for the enjoyment and convenience of the students. All students must go to the cafeteria during their assigned lunch session. Students are expected to be considerate of others in the cafeteria and should follow the guidelines listed below.

**To facilitate a more pleasant lunch period, please observe the following:**

- Enter and exit the cafeteria by the main entrance only.
- Stand quietly in the serving line to purchase food; do not move in front of other students.
- Select food and have money or your Upper Perkiomen lunch number available for the cashier.
- Take all trays, utensils, and trash to the designated disposal area when finished eating.
- Remain at assigned cafeteria table until the dismissal bell sounds. Do not stand at the doorway.
- Leave the cafeteria at the assigned time.
- No food or beverages may be taken from the cafeteria.
- Hats, headbands, bandanas, sweatbands, or any type of headgear may not be worn in the cafeteria.

### **Student Conduct in the Cafeteria:**

Good school citizenship demands that students refrain from:

- Shouting, making unnecessary noise, and obscene/vulgar language.
- Popping beverage cartons.
- Failing to clean up trash at their assigned table area.
- Destroying cafeteria equipment.
- Rocking, tilting, or dropping chairs.
- Taking food or beverages from the cafeteria.
- Throwing items!
- Combing hair.
- Using the lavatory requires permission from the teacher on cafeteria duty.

Students involved in **major** cafeteria disturbances may be **SUBJECT TO DISORDERLY CONDUCT CHARGES** enforced by Administration and the Limerick Township Police.

In cases where the student is a habitual disturbance in the cafeteria, the student may be required to eat in a designated area other than the cafeteria.

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## **Career & Technical Student Organizations (CTSO's)**

WMCTC is an active member of the following Career & Technical Student Organizations (CTSO's): Family Career and Community Leaders of America (FCCLA), Health Occupations Students of America (HOSA), National Technical Honor Society (NTHS) and SkillsUSA.

All students have the opportunity to participate in the organization that is directly related to their technical instructional area.

Students participating in any activities will be required to be in good standing in the areas of grades, attendance, and discipline. Students who receive OSS may not be able to attend out of the building activities and may lose CTSO membership.

The following is a brief description of the technical organizations offered at WMCTC.

### **Family Career and Community Leaders of America (FCCLA):**

Students enrolled in the Culinary Arts and Early Childhood Education programs, at WMCTC, may become members of FCCLA. “Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life, including planning, goal setting, problem solving, decision making, and interpersonal communication, which is necessary in the home and workplace. FCCLA promotes personal growth and leadership through family and consumer sciences education. Activities in this organization assist students in assuming their roles in society through home economics education in the areas of personal growth, family life, career preparation, and community involvement.”

- FCCLA colors: red and white.

Additional information available at: [www.fcclainc.org](http://www.fcclainc.org) or [www.pafcccla.org](http://www.pafcccla.org)

### **Health Occupations Students of America (HOSA)**

Founded in 1976, Health Occupations Students of America is the national technical organization for secondary, post-secondary, and collegiate students enrolled in Health Science and related programs. “HOSA’s mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people.” The organization also provides students opportunities to develop leadership responsibilities, professional competencies, citizenship responsibilities, personal growth, and health career awareness.

Students who participate in HOSA will develop an understanding of current health care issues, environmental concerns, and survival of the community, nation, and world. HOSA assists in building self-confidence and pride in one’s work, as well as helps with making realistic career choices and with seeking successful employment in the health care field.

- HOSA colors: navy blue, maroon and white.

Additional information available at: [www.hosa.org](http://www.hosa.org)

### **National Technical Honor Society (NTHS)**

The National Technical Honor Society is a nationally based, non-profit honor organization for outstanding students enrolled in occupational or technical programs. These include high schools, private occupational institutions, technical colleges, or colleges with technical majors.

The purpose of NTHS is to:

- “Reward excellence in workforce education”
- “Develop self-esteem, pride, and encourage students to reach for high levels of achievement”
- “Promote business and industry’s critical work-place values – honesty, responsibility, initiative, teamwork, productivity, leadership, and citizenship”
- “Help schools build and maintain effective partnerships with local business and industry”
- “Champion a stronger, more positive image for workforce education in America”

Membership is limited to students who exhibit good character and leadership, and who plan to pursue a career in their field of technical study. Candidates will be evaluated based on school involvement, a review of previous school records, and approval by Administration.

WMCTC criteria for NTHS’ induction, probation and expulsion of students are as follows:

**Induction:** Students are recognized by WMCTC and by the National Technical Honor Society for outstanding technical and academic achievement.

Grade Qualifications:

Nominee must have and maintain an “A” average in their technical program and a “B” average in their academic core courses.

Attendance Qualifications:

Nominee’s attendance rate must be 97% or higher

Nominee’s absences must be excused

Nominee’s absences must not exceed 5 days

**Probation:** A current member who has fallen below the established criteria for membership in NTHS and the standards of WMCTC will be placed on probation.

**Expulsion:** If a student’s expulsion from the society is warranted, he/she will be notified in writing and a letter will be sent to his/her sending district’s administration.

(Quotes retrieved from NTHS website)

Additional information available at: [www.nths.org](http://www.nths.org)

## SkillsUSA

“SkillsUSA, a national organization, is a partnership of students, teachers and industry representatives; working together to ensure America has a skilled work force.” Their mission is to “provide quality education experiences for students in leadership, teamwork, citizenship and character development, as well as build and reinforce self-confidence, work attitudes, and communication skills.”

SkillsUSA provides opportunities for students to develop their potential through hands-on activities in the classroom and the community, where they will gain a better understanding of their community, local industry and their peers.

All students at WMCTC are eligible for membership in SkillsUSA and will have the opportunity to better themselves, the school and their communities.

- SkillsUSA colors: red, white, blue, and gold
- SkillsUSA Motto: “Preparing for leadership in the world of work.”

(Quotes retrieved from SkillsUSA website)

Additional information available at: [www.skillsusa.org](http://www.skillsusa.org)

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## Certificate of Completion

A Certificate of Completion will be issued upon successful completion of the entire Program of Study (POS) task grid.

## Certificate of Participation

A Certificate of Participation will be issued for those students who have not completed the entire Program of Study (POS) task grid.

## Change of Address, Email, or Phone Number

Parents or guardians are responsible for maintaining accurate address, email, and phone number information on WMCTC’s Student Family Portal at [westerncenter.org](http://westerncenter.org).

## Closings and Delayed Openings

WMCTC announces closings and delays using an emergency message mass distribution system.

Such messages are sent only when absolutely necessary, and are delivered via phone, text, or email based on the account preferences selected by parents or guardians on the school messenger site/app. Emergency messages are sent to announce school closings, early dismissals, and other events that may have an imminent impact on the educational community, and may be sent at any time, but usually between the hours of 5:00 AM and midnight.

**IMPORTANT:** In order to receive these messages, you must keep your account information updated through WMCTC's Skyward. Visit [westerncenter.org/alerts](http://westerncenter.org/alerts) for details.

Closing and delay information is also made available on our school website and Facebook at the same time for those who are not subscribed, or those who are away from their email or phone at the time of the announcement.

Local media is also contacted in addition to the above methods.

## Cooperative Education

Cooperative Education is a structured method of instruction combining school based classroom learning with productive work-based learning in an occupation matching the student-learner's academic and career objective. Acceptance into the program is an honor and privilege. Therefore, students will be considered for this program upon recommendation.

Level 2 juniors in 4<sup>th</sup> quarter, Level 2 seniors in 2<sup>nd</sup> semester and Level 3 seniors are eligible for the Cooperative Education Program based on their grades, attendance, and technical instructors' and principal recommendations. **A student who has five (5) or more unexcused absences from school or more than ten (10) days excused absences from school may not be eligible for the Cooperative Education Program.**

*The only exception will be for students who have had an extended illness that has been documented by a physician. In the event of extenuating circumstances, the school administration will consider Cooperative Education placement for the students in this category.*

### **Application Procedure:**

- All students must complete a Student Information Card, have a current I.D., and transportation to and from place of employment.
- Applications for Cooperative Education are available in the School to Work Coordinator's office.
- Applications must be completed and returned to the School to Work Coordinator within two (2) school days. All required signatures must be on the application.
- Applications will not be accepted unless completed and signed by the parent/guardian, technical instructors, guidance counselor from the sending high school, and WMCTC director or principal.

### **Securing a Cooperative Education Position:**



- The School to Work Coordinator will attempt to secure employment for students in his/her specific technical trade area. All Cooperative Education employment must directly relate to the student's course of study. The student may assist in the search for a job by filing applications for employment with industries related to their course of study.
- Students may be terminated from the Cooperative Education Program due to poor grades, poor attendance, or disciplinary actions.
- All students must attend WMCTC at least once a week to meet with their instructors and submit weekly work reports.
- Students will be required to attend NOCTI preparation classes, as scheduled by their WMCTC instructor, beginning three weeks prior to the exam.

## **Corporal Punishment**

### WMCTC Board Policy 218

Corporal punishment is prohibited as a form of discipline. However, reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance; to obtain possession of weapons or other dangerous objects; for the purpose of self-defense; for the protection of persons or property.

## **Cosmetology Salon**

Students enrolled at WMCTC may receive services at the Salon provided they complete the required permission slip at least one day in advance and are in good standing at WMCTC. Academic, attendance, and discipline records will be reviewed before permission is granted by the technical instructor and principal. The salon days are designated as: Thursday and Friday from 11:15 AM to 2:00 PM. Additional days and hours may be available. Contact the Cosmetology department for more information.

## **Counseling Services**

WMCTC guidance counselor and sending district guidance counselors, in conjunction with classroom instructors, are available to assist students with post-secondary plans and personal concerns.

Located in the Guidance Office are college and technical school catalogs, applications and other pertinent information.

Appointments to meet with the WMCTC guidance counselor or sending district guidance counselor may be arranged through the Student Services office.

In addition, support can be obtained for personal concerns through the SAP (Student Assistance Program) team. See SAP for further information regarding this service.

### **Technical Program Changes:**

Any student who wishes to change their program must do the following:

- Notify the WMCTC Guidance Counselor to discuss the course change and obtain a referral for the technical course change.
- Must have a Parent/Guardian signature
- Changes must be completed by the end of the 1st quarter marking period. Exceptions to this are decided on an individual basis by Administration

Permission to change a technical program is also based on seating availability and if the Career Objective is better met through a different program.

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## Discipline

### WMCTC Joint Committee Policy 218

The purpose of American education is to produce an individual who, within his/her capacities, functions as a good citizen, lives a personally satisfying life in accordance with moral, ethical, and democratic standards, and engages in socially acceptable work.

In order to achieve these objectives, an orderly and sequential education system must be established. In our society, there are always those individuals who do not follow the accepted rules and regulations. In order to modify the behavior of these individuals, disciplinary action is mandated.

Most disciplinary problems will be resolved at the classroom level. The classroom teacher, through his/her relationship with the student and the learning conditions established in the classroom, exerts a powerful influence upon the attitude and behavior of the student. Recognizing the role of the teacher, this disciplinary code allows for most behavioral difficulties to be managed by the teacher. It is recognized, however, that at times it is necessary to make an immediate referral to the office.

To deal with minor disciplinary problems, a demerit system is used. Students, as well as adults, make mistakes during their lives. Learning from our mistakes is expected. This demerit system has consequences to those individuals who habitually disobey the accepted rules and regulations.

Student conduct is also a responsibility of the parent/guardian and is highly influenced by the parent/guardian. This disciplinary code stresses the importance of parental involvement and emphasizes home and school communication.

This School Disciplinary Code assures the fair and consistent treatment of all students. However, students must realize their responsibility toward the maintenance of an orderly school environment that provides an opportunity for learning. Students will be given a copy of this disciplinary code at the beginning of each school year. It is expected that each student will review this code with his/her teacher and parents and understand his/her responsibilities as a mature young adult.

### **Student Responsibilities Regarding Behavior**

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the students to conform with the following:
  - Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered or repealed in writing, it is in effect.
  - Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

- Dress and groom so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time to all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the course of study prescribed by the Commonwealth and local school authorities.
- Report accurately and not use indecent or obscene language in student newspapers or publications.

### **Bus Misconduct:**

The discipline guidelines established for student misconduct in school shall also apply to student misconduct on the school bus and any transportation vehicle provided for the student to and from school, field trip or off-campus activity. Student misconduct on a school bus may result in forfeiture of bus riding privileges in addition to any other discipline required by the guidelines.

### **Basic Principles (Policy 218):**

Teachers and administrators at WMCTC are encouraged by policy to adhere to the following basic principles regarding discipline:

1. Discipline is a form of instruction leading to constructive ends both for students as individuals and society as a whole.
2. Adults, parents and school professionals have a responsibility to establish and clearly explain rules of behavior to students.
3. Professional personnel administering discipline should be guided by fairness to all parties involved, consistency of application, avoidance of anger, and respect for students as human beings.
4. Parents of students who consistently misbehave should be involved in the administration of discipline through conferences with teachers, counselors, and building administrators.
5. The administration of discipline which constantly serves to humiliate the student, and which challenges students to retaliate, is both inconsistent with professional understanding of the psychology of child development and unproductive.
6. The use of grades as a disciplinary tool and misuse of homework, extra assignments, repetitive writing, etc., as a means of punishment is inappropriate and defeats the essential purposes of the educational process.
7. Group punishment is typically inequitable and fosters resentment.
8. An educational environment in which learning activities are varied, challenging, interesting and provide opportunities for success for students with differing abilities is less likely to provide opportunities for misbehavior than an environment which bores and frustrates.

### **Procedures involved with discipline offenses:**

Disciplinary referrals are to be used when all reasonable means of establishing and maintaining a safe and educationally sound atmosphere have been exhausted.

1. The teacher will complete the discipline referral form which includes a detailed statement describing the alleged incident.
2. The student will be informed, by the reporting person, of the specific violation(s) cited on the discipline referral form before the form is sent to an administrator for action. The student has the right to note his/her version of the alleged incident on the referral form.

3. The teacher is required to make every effort to contact the parent/guardian, especially in cases of major infractions or where there is chronic repetition of the infraction
4. The discipline referral form will be turned over to the building administrator for appropriate action.
5. Each student has the right to due process. After a review and action of the discipline case, the discipline referral form, with the appropriate administrative action taken, will become part of the student's record at WMCTC. Parent and the teacher(s) will have access to disciplinary information with its final action through WMCTC's Student and Family Access.

Students and parents should realize that the laws of the Commonwealth of Pennsylvania and local legal jurisdiction do not end at the property line of this or any other school. If a student's behavior warrants the involvement of the local or state police departments, those authorities will be called upon and the student subjected to their proceedings, as well as the school's disciplinary actions. If a conference involving the student, the student's parent/legal guardian and school representatives is considered necessary, this conference will be held at WMCTC in a timely fashion.

### **Weapons:**

#### WMCTC Joint Committee Policy 218.1

In July 1995, Governor Ridge signed into law a bill that mandates a one-year expulsion from school for students found in possession of a weapon while on school property or at a school related function. This legislation is one attempt to help reduce violence across the Commonwealth and keep our school safe for all students.

The WMCTC Joint Committee prohibits possession and bringing of weapons and replicas of weapons in any school building, on school property, at any school sponsored activity and in any public conveyance providing transportation to school or a school sponsored activity.

All incidents of possession of weapons or replicas/look-a-likes shall be reported to sending school principals. Students involved in this type of offense will be handled in accordance to WMCTC disciplinary guidelines (Level III Misconduct) which may include Out-of-School Suspension up to ten (10) days and referral to the sending schools for expulsion.

WMCTC may recommend to the student's sending school expulsion for a period of not less than one (1) year for any student who violates this weapons policy. Such expulsion will be given in conformance with formal due process proceedings required by the law. The Administrative Director or designee may recommend to the sending school Superintendent discipline short of expulsion on a case-by-case basis.

Weapons are not permitted to be in the possession of students during the school day or while participating on school-sponsored activities.

For the purpose of this policy a weapon is:

**"Weapon"** includes, but is not limited to, any knife, cutting instrument, cutting tool, numchuk stick, brass or metal knuckles, firearm, shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, laser pointers, electro-muscular disruption weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. Replica or look-a-like instruments will be treated as weapons.

**"Weapon" does not include instruments,** tools, implements and other devices being used as part of an approved school program by an individual participating in the program.

**"Possession"** includes, but is not limited to, a student who is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under a student's control while he/she is 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 on his/her way to or from school.

In the past, students may have innocently carried items such as a small pen knife or pocket knife to be utilized in a shop that were not intended or considered to be a weapon. Both the law and the new policy define weapons more completely, and pen knives and pocket knives would now be considered weapons. Immediate administrative action will occur for any violations of the weapons policy.

**Drug/Alcohol/Controlled Substances:**

WMCTC Joint Committee Policy 227

The Joint Committee recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical and social implications for the entire school community. As an educational institution, this school will strive to prevent abuse of controlled substances.

In all cases involving students and drugs, the need to protect the school community from undue harm and exposure to drugs will be recognized.

For purposes of this policy, controlled substances will mean:

- All controlled substances prohibited by law
- All illegal inhalants
- All look-alike drugs
- All alcoholic beverages
- Anabolic steroids
- Any drug paraphernalia
- Any prescription or patent drugs except those for which permission for use in school has been granted by the School Nurse to treat illness or injuries.

Any student in possession of or selling a controlled substance will be dealt with in accordance with the disciplinary code as established for Level III offenses. Consequences may include, but are not limited to: suspensions, police intervention and referral to the student's sending school for possible expulsion. The severity and frequency of the action will determine the extent of the discipline.

**IMPORTANT:** It should be noted that WMCTC is more concerned with controlling drug abuse than with punishing abusers. If a student desires assistance regarding a drug-related problem and voluntarily contacts either the school nurse or WMCTC administration with this information, every attempt will be extended to assist the student to resolve the situation and avoid punitive measures.

Students will also be referred to the Student Assistance Program (SAP), and must follow recommendations of the program.

Any student who has been suspended for Drug/Alcohol/Controlled Substances will be referred to our Student Assistant Program and require they complete six mandatory sessions of counseling. Upon completion of the counseling sessions the student and parent must attend a parent conference and produce documentation of the completion of services.

Any student who has been placed regarding a health care issue (e.g. Mental Health, Rehabilitation, etc.); must notify the WMCTC Guidance Counselor at 610-489-7272 ext. 214 of the date of admission, length of stay, and discharge. A parental conference is required for re-entry to school.

**Smoking Policy:**

## WMCTC Joint Committee Policy 222

WMCTC is governed by Act 145 of 1996 (the School Tobacco Control Act) which prohibits the possession or use of tobacco products in school buildings, on school buses, at school sponsored activities or on school property. Students who use or are in possession of these items will have them confiscated and be subject to the provision of the student disciplinary code which involves some form of suspension and fine.

To be in compliance with statutes governing use and/or possession of tobacco or tobacco related items, the following regulations will be in effect at all times at WMCTC.

- Tobacco use by students is prohibited in school buildings, on school buses, while participating in any activity sponsored by the school, and on school property.
- The definition of “smoking” also includes the use of electronic cigarettes, vaporizers, e-liquids, lighting of a cigar or pipe, the use of tobacco, and includes the use of smokeless tobacco in any form.
- Violation of the WMCTC smoking policy will result in disciplinary measures that include loss of educational activities or privileges through suspension in addition to a fine for violation of the Tobacco Control Act 145 of 1996.
- Any student in possession of tobacco products in school, on school property or at school approved job sites or activities will have those items confiscated and will face disciplinary action in accordance with the student disciplinary policy. Citations resulting in a minimum of a \$50.00 fine will be filed with the District Justice. (Act 145 of 1996).

### **Level I Misconduct (Minor)**

Much of what is considered a Level I offense is misconduct that occurs in the classroom or technical area. It is the instructor’s responsibility to administer discipline in the classroom. However, repetitious disruptive behavior may escalate to insubordination and require the involvement of an administrator (Level II). All violations should be documented. The following is a general list of misconduct with consequences. **Note that with each accumulation of 10 demerits a student may be suspended out of school.**

#### **Infraction**

1. No hall pass.
2. Inappropriate attire; no uniform; no school I.D. Inappropriate clothing includes but is not limited to, politically/sexually provocative wording/images, drug, alcohol, and tobacco logo related items; chains of inappropriate length and diameter, wearing of caps and headgear at any time.
3. Disruptive behavior including rough housing, horseplay, inappropriate

#### **Consequence**

**One (1) demerit** and notification of the teacher in charge of the student at that time.

**One (1) to three (3) demerits.** Parents will be notified if the clothing is drug related, constitutes a safety violation or student is consistently not wearing proper attire.

**Three (3) demerits.**

language not directed at a person, running in the halls, and talking excessively during instruction.

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| 4. Technical lab safety violations (minor).  | <b>Three (3) demerits.</b> This may vary with the incident, but must be documented in writing for each incident.  |
| 5. Possession and /or use of personal cell phones and other electronic devices in the classroom/labs/shops | <b>First violation:</b> Warning. <b>Second violation:</b> Three demerits. <b>Third violation:</b> Five demerits. <b>Fourth violation:</b> Five demerits/OSS |
| 6. Inappropriate public display of affection and/or physical contact between students.                     | <b>Three (3) demerits.</b> Parents may be notified.   |
| 7. Open containers of food or beverages outside the cafeteria.   | <b>One (1) to three (3) demerits.</b> Items will be confiscated and disposed of.  |
| 8. Unauthorized use of WMCTC's telephones during instructional time.                                       | <b>One (1) to three (3) demerits.</b>   |
| 9. Cheating on test/plagiarism   | Automatic failure of test, <b>5 demerits</b> and parent notified.   |

## **Level II Misconduct (Major)**

In general, conduct that can be classified as Level II is misconduct that causes a serious disruption to the educational environment of the class and/or school. At this level an administrator will be involved. Discipline may range from (5) demerits to Out-of-School Suspension. A student who is in chronic violation of Level II offenses may relinquish eligibility to attend WMCTC.

### **Infraction**

1. Smoking, tobacco violation, and/or possession of tobacco or tobacco products, including but not limited to, lighters, matches, and rolling papers.
2. Leaving school without permission.

### **Consequence**

Smoking on school property or use of smokeless tobacco is **punishable by monetary fine** in accordance with the Provisions of the Act 145 of 1996. Items will be confiscated and destroyed. **Five (5) demerits to Out of School Suspension.**

Leaving school grounds includes any location on a field trip or off campus activity. In this case the police will be notified of a possible runaway situation. In all cases, parents will be notified. Student will receive a minimum of **one (1) day Out of School Suspension.**

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| 3. Forgery, misrepresentation of oneself.   | Forging/falsifying any school-related facts materials, document, form or assignment, given false information, or lying is a serious offense and a <b>minimum one (1) day Out of School Suspension. Additional legal action may be necessary at the discretion of the Administrator.</b>   |
| 4. Illegal driving/vehicle parking lot.   | Students are required to take school district transportation to and from WMCTC. <b>One (1) day Out of School Suspension.</b>  |
| 5. Disruptive behavior including rough housing, horseplay, inappropriate language not directed at a person, running in the halls, and talking excessively during instruction. | <b>Five (5) demerits to Out of School Suspension.</b>   |
| 6. Insubordination and/or failure to comply with school personnel.  | Insubordination to school personnel or failure to comply with school rules will not be tolerated. Any subsequent offense will be dealt with at the discretion of the WMCTC administrator and may be considered disorderly conduct in which case the police will be called to remove the student from school. Involvement of legal authorities will invariably result in fines and/or adjudication. <b>Five (5) demerits to Out of School Suspension.</b>  |
| 7. Unsafe conduct.  | Safety and/or health violations including, but not limited to, unauthorized walking to/from WMCTC, horseplay, lighting of matches or lighters, use of laser pens, use of skateboards and/or water pistols, spitting within the school facility-floors, walls, ceilings, fountains, and windows. This reference to “spitting” is significant due to the rise in communicable illness which is possibly spread through “spitting”. These incidents will be treated in the same manner as insubordination. Involvement of legal authorities will invariably result in fines and/or adjudication. <b>Five (5) demerits to Out of School Suspension.</b> |
| 8. Unauthorized and/or unsafe use of  | <b>Five (5) demerits to Out of School</b>   |



property, materials, or equipment.

9. Bullying.  
The term “bullying” shall mean systematic harassment, attacks, or intentional electronic and/or written, verbal or physical acts, perpetrated by a student or group of students, on another student or students, which occurs during the school day, on school property, on a school bus, or at a school-sponsored activity. These behaviors include, but are not limited to, written-intimidating and/or threatening and/or demeaning messages, verbally intimidating and/or threatening comments, visual gestures, physical hitting, slapping, kicking, and punching, making threats of reprisal, engaging in implicit or explicit coercive behavior to control, influence, or affect the health and well-being of a student; any other behavior or acts which has the effect of substantially interfering with a student’s education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.

10. Violation of Acceptable Computer/  
Technology Use Policy

11. Cutting class

## **Suspension.**

**Five (5) demerits to Out of School Suspension and citation may be filed with the Limerick Police Department**

**Five (5) demerits** and loss of computer privileges at discretion of administration.

**Five (5) demerits** and parent notified.

## **Level III - Criminal Misconduct**

A Level III offense is an extremely serious offense. All Level III offenses require the intervention of the building Principal or Administrative Director, Superintendent, and/or the Police. **All Level III violations may require up to 10 days Out-of-School Suspension** and a parent conference. Additionally, a student found in violation of a Level III offense may relinquish eligibility to attend WMCTC.

**Infraction**

**Consequence**

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| 1. Possession and/or use of alcohol.<br>Possession and/or use of drugs.<br>Weapons violations.<br>Assault on school personnel.<br>Theft.  | Violations involving alcohol, drugs, theft, striking school personnel, or weapons will be reported to local police immediately. Charges will be filed. Student will be referred to the Student Assistance Program (SAP), and must follow recommendation of the program. |
| 2. Felonious activities directed against school or its staff and students. These include racial and/or gender “hate crimes,” harassment, stalking, terroristic threats, sexual harassment, and sexual misconduct. | Where appropriate, charges may be filed with Limerick Police Department.  |
| 3. Fighting.  | Disorderly conduct charges will be filed with the Limerick Police in cases of physical fighting.  |
| 4. Vandalism.   | Requisition or restoration of damaged property will be required. Institutional vandalism charges may be filed with the Limerick Police.   |
| 5. Illegal Gambling.  | Where appropriate, charges may be filed with the Limerick Police.   |
| 6. Prejudicial or inflammatory remarks concerning race, religion, or gender.  | Disorderly conduct charges may be filed.  |
| 7. Verbal and/or physical threat of school personnel.   | Disorderly conduct charges may be filed.  |
| 8. Other Criminal Acts.   | Where appropriate, charges may be filed with the Limerick Police Department.  |

**All Level III – Criminal Misconduct violations will require:**

- **Up to 10 days Out-of-School Suspension**
- **Notification to sending district administration**
- **Parent conference**
- **Possible police involvement**

Any student recommended for Out-of-School Suspension will be informed of the reasons for the suspension, except where a clear threat to the health, safety or welfare of the school community exists. The parent/guardian and sending school will be notified in writing when a student is suspended.

If the Out-of-School Suspension is to exceed three consecutive school days, the student and the parent/guardian will be offered an informal hearing with the Administrative Director and Principal prior to the sixth day as per the PA State Code 12-8. If an informal hearing is requested, the student

and parent/guardian will be provided written notification of the reasons for the suspension and sufficient notice of the time and place of the informal hearing. The student and parent/guardian have the right to speak, to produce witnesses on their behalf, and to question any witness present.

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## Dress and Grooming

Students are required to dress neatly and be well groomed. Extremes in dress and grooming that can be hazardous to school activities are not permitted. The following are guidelines regarding dress and grooming:

1. Dresses or skirts shorter than 3” above the knee are not permitted. Shorts must be loose fitting, near knee length and in good taste.
2. Hats, bandanas, scarves, and other head coverings are not allowed.
3. Clothing with rivets or other features that may damage furniture is not acceptable.
4. Sandals or open-toed shoes are prohibited in work areas.
5. Clothing or hairstyles that can be hazardous during school activities, interfere with vision, or improperly restrict movement are not allowed.
6. Slogans or symbols worn and designed to be provocative or offensive to others are unacceptable. If such clothing is worn, the student may be requested to contact his/her parent and ask that a change of clothing be brought to school.
7. Clothing describing or depicting references to alcohol, drugs, sex or violence is unacceptable. If such clothing is worn, the student may be requested to contact his/her parent and ask that a change of clothing be brought to school.
8. Outer jackets are not to be worn except in an emergency. Students must place coats, jackets, and hats in lockers upon arrival to school.
9. Pocket chains and chains of excessive length and/or gauge will not be permitted.
10. Bare midriff clothing or clothing that is too revealing is not allowed. Ragged or torn clothing is unacceptable. Undergarments may not be worn as outer garments.
11. Pants, jeans, and khakis must be worn at the waist. Pants worn lower than the waist and sliding down pose a serious safety risk. Undergarments **MUST NOT** be visible.
12. Sleeveless shirts (muscle-type), pajama pants, and bedroom slippers are not acceptable.

Disciplinary action will be taken against those students who habitually violate this dress code.

### ***Uniform Guidelines:***

In all areas of instruction, students are required to wear clothing commonly worn in their chosen technical program. **It is the student’s responsibility to purchase the needed clothing within the first two weeks of school.** It is recommended that each student have at least three sets of work clothing so that there is always one set kept in school ready for use. Students are asked to have their uniforms laundered frequently. Individual technical teachers will determine acceptable uniforms for their program. All students must conform to the dress standards for their particular technical area or face the consequences as specified in the student disciplinary policy.

Visit our website at [www.westerncenter.org](http://www.westerncenter.org) to find the specific uniform requirements for each program. NOTE: **9<sup>th</sup> grade uniform requirements are not the same as the 10-12 grade requirements.**

## **Electronic Devices in School**

### WMCTC Policy 237

Electronic devices are permitted for use during the school day for approved educational purposes and/or in approved locations under the supervision of professional staff. All use will be in line with the expectations set forth in the Student Code of Conduct and the Acceptable Use Policy. The Joint Committee expressly prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of electronic devices while on school property or while engaged in a school-sponsored activity.

Exceptions to prohibitions may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized educational program (IEP).

With prior administrative approval, exceptions can be made for the following:

- A student who is a member of a volunteer fire company, ambulance or rescue squad.
- A student who has a need for such a device due to the medical condition of an immediate family member.
- Other reasons determined appropriate by the building principal.

### **Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems Policy #815 (“Acceptable Use Policy”)**

All students must comply with WMCTC's Acceptable Use Policy (AUP). A copy of the AUP is available on the Technology website at [westerncenter.org/technology](http://westerncenter.org/technology). Students and parents/guardians are required to acknowledge they received, read, understood, and will comply with the AUP in the Skyward Student and Family Access. If you have any questions about any use of WMCTC's Internet, computer, e-mail, information technology, or other technology you are required to contact 610-489-7272 or email [technology@westerncenter.org](mailto:technology@westerncenter.org). You are responsible for fully complying with the AUP.

## **Fire Drills**

According to the Pennsylvania School Code, each school is required to hold one fire drill per month. It is very important to vacate students from the building as quickly as possible. To safely execute this procedure there are certain regulations that must be enforced.

- When the fire bell sounds, students are to follow the fire directions for exiting the building that are posted in each area.
- Students should remain silent so announcements or orders can be heard.
- Students should proceed quickly to the directed exit without running.
- When outside they will walk a distance of approximately 100 feet from the building.
- They will remain with their teacher/group at all times and will not reenter the building until a signal has been given.

## Food in Classrooms/Labs

Food and beverages are **not** permitted in the classrooms, halls or labs

Food and beverages are permitted for a special event with the permission from the administration. However, purchasing food from outside vendors must be approved by the administration prior to ordering. All food and drinks should remain in the location of the event at all times. No homemade food/drink items are permitted.

## Free or Reduced Lunch Program

A program of free or reduced lunch is available to students who are enrolled at WMCTC.

Guidelines for this program are as follows:

- All students must apply for and meet eligibility requirements set forth by the student's sending district.
- The cafeteria will provide a regular priced lunch free of charge for those on the "free" program list and will provide a reduced price lunch for the annual designated cost for those on the "reduced" program list.
- If a student receives free or reduced lunch and opts for "extras" or a higher priced meal, the student will pay the difference.

## Fundraising Guidelines

WMCTC permits fundraising activities with proper supervision and organization.

The following guidelines must be followed:

- The fundraising activity must be approved by the Principal.
- The advisor will establish guidelines for the students to follow while conducting the fundraiser. These guidelines must be printed and a copy distributed to each student.
- Class to class canvassing is not permitted during instructional time unless approved by Administration. It is permitted before school, during lunch and after school.
- All students who wish to participate in a fundraising event must complete the fundraising permission form and return it to their club advisor.
- Any student who owes money or fails to return unsold items may be referred to the District Justice for collection of debts.

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## Grade Scale

100 – 93	(A)	Excellent
92 – 85	(B)	Above Average
84 – 77	(C)	Average
76 – 70	(D)	Below Average
69 – 0	(F)	Failing

## Grading

Technical education involves more than academic work, therefore, it becomes necessary to consider other factors when grading students.

Attitude, knowledge and skills are prime factors in determining the grades of technical students. Students will have the opportunity to improve their performance rating in regards to competencies as determined by the technical instructor.

Teachers will gladly discuss a student's progress at any time. A grade record sheet and anecdotal record sheet are kept on every student. Grades are recorded as numerical grades. The school term is divided into two (2) semesters or four (4) marking periods.

Report cards give an objective measure of the pupil's performance and also give some indication of the following student attributes:

- Ability to compete with others.
- Academic growth.
- Predicted ability to succeed.
- Ability to extend or limit future educational plans.
- Self-concept.
- Student's reliability.

### Grading System:

Students' grades are reported to their respective high schools based on a numerical percentage. Students are expected to maintain a minimum grade of 70% in their technical program to return the following year.

### Incomplete Grades:

WMCTC Joint Committee Policy 213

An individual teacher may assign an incomplete grade in any marking period except the fourth. An incomplete grade may be assigned to allow a student additional time to complete specific work or assignments. All make-up work must be completed prior to the end of the second week of the next marking period. For example, an incomplete grade assigned in the first marking period must be satisfied by the second week of the second marking period. An incomplete grade cannot be assigned as a fourth marking period grade, final exam grade and/or final grade. Students who do not complete assigned work as scheduled will receive an "F".

### Make-up Work:

WMCTC Joint Committee Policy 213

A student who misses a class or classes for any valid or excused reason will be permitted to make up all work required within the curriculum. Work includes classroom, lab, shop, and homework assignments. However, it is the student's responsibility to make arrangements for make-up of work missed. Because of the nature of a vocational setting, the instructor will not be expected to provide exact duplicate instruction the student missed during his/her absence. **Students are expected to return any make-up work within three days without a late penalty.**

Days missed for suspension are considered as excused absences. Therefore, a student can make up work missed. **Days in which a student is truant or unexcused will result in forfeiture of any**

**right to make up work. Consistent lateness to class places no obligation on the part of the instructor to repeat a lesson the student may have missed.**

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## **Hall Passes**

Students are not permitted in the halls without an appropriate hall pass issued by their teacher. These passes must be shown to teachers, administrators, and staff members upon request. Only one student is permitted to leave a class at a time. Failure to possess the appropriate hall pass will result in disciplinary action. Students should have their WMCTC I.D. badge visible at all times.

## **Health Services**

A full time nurse is available during regular school hours to treat injuries and illnesses that occur on the way to school or during school. Students who wish to see the nurse must obtain a pass from their teacher. However, in emergencies the student can go directly to the nurse's suite.

All injuries must be reported to the nurse. An accident report must be completed and signed by the teacher and student.

If a student takes medication, either on a regular basis or for an occasional condition, it must be noted on his/her emergency card at the beginning of the school year.

Dispensing of any medication to the students is done by the school nurse. Any type of prescription or non-prescriptive drug can be dispensed during school hours when the following provisions are met:

- Written permission of a parent/guardian to dispense all medications must be on file.
- Any prescriptive medication must be in its original container and be clearly labeled with the students name, time of medication, daily dosage and type of medication. All medication will be stored in a secure area in the nursing suite.
- A written record of the time, date, and medication the student was administered will be maintained and filed in the nursing suite.
- Students are not to take any medication without the supervision of the school nurse or designee.

## **Lockers**

Lockers are provided to all students for the safe keeping of their personal articles. Student lockers are property of WMCTC, and consequently may be opened by school officials at any time.

Every effort should be made to keep locker combinations confidential to ensure security.

Students are responsible for keeping articles in their lockers, therefore the school is not liable for lost or stolen property.

Locks will be issued to all students by program specific instructors. Students are required to use the school assigned lock and locker and may not use a personal lock nor put the lock on any other locker but the one assigned to them. Any personal lock that is used will be cut off and removed from the locker. The locks are the property of the school and will be collected at the end of each school year. Each student is responsible for his or her lock and a replacement fee of six (\$6.00) dollars will be charged to any student who loses or damages the lock.

WMCTC is not responsible for lost or stolen items left unattended.

## **Lost & Found**

All articles found in and around school should be turned in to the lost and found located in Student Services. To claim a lost article, one must prove his/her ownership.

## **Lunch Accounts (Point of Sale)**

The computerized meal accountability system WMCTC uses in the cafeteria is called Fast Lane Point of Sale. This point of sale system eliminates the need for students to carry cash on a daily basis to make purchases; however, students can still use cash if they wish. The cost of a lunch (meal) is \$3.20.

Currently, Pottsgrove and Spring-Ford students who attend WMCTC in the AM session or Upper Perkiomen students who attend WMCTC in the PM session eat lunch at WMCTC. More information concerning the food service program at WMCTC can be found by visiting our website at:

<https://www.westerncenter.org/domain/85>

## **Medical Information**

WMCTC requires online completion of emergency forms asking parents for medical information or conditions that pertain to their child. It is of utmost importance that these forms are completed, and submitted to WMCTC prior to the start of any cooperative learning placements. These forms keep the technical school staff informed of any medical condition that could affect the health and safety of a student. Failure to submit these forms will result in curtailment of certain aspects of a student's educational program. All medical information will be distributed to teachers on a need to know basis. Otherwise, all medical information will be kept confidential.

## **Online Access for Parents/Guardians**

WMCTC's Student and Family Access allows students and parents the ability to view grades, attendance, and discipline information, and complete various forms online through our Skyward system. Parents will receive a letter which will contain a username and password for parents and students to access WMCTC's Skyward. We encourage you to log in and change your password to something you will remember. If any parent/guardian forgets his/her password they must contact student services to have their password reset. The Student and Family Access is accessible at [www.westerncenter.org](http://www.westerncenter.org)

Note: WMCTC's Skyward system is a different system with different login information than the system provided by the sending districts.



## Opening Exercises

Morning announcements will be done daily. They will include the following:

- Moment of silence
- Pledge of Allegiance to the Flag
- Daily announcements

If a student has a conscientious objection to reciting the Pledge of Allegiance to the Flag, the student will maintain a respectful attitude throughout the ceremony.

## Parking/Driving Regulations

WMCTC Joint Committee Policy 223

**DRIVING TO SCHOOL IS PROHIBITED.** All students are required to take district bus transportation to and from WMCTC. The only exception is for those students who are on WMCTC sponsored cooperative education placement or enrolled in the Biomedical Sciences clinical program. If a student has a need to drive, a Driving Request Form must be submitted to obtain prior approval from Administration.

The following rules must be observed when driving or parking on school property. Failure to abide by these rules will result in losing the privilege of bringing vehicles on the school grounds.

- All co-op and Biomedical students who wish to drive to WMCTC in a private vehicle **MUST HAVE** a completed Student Driving form signed by a parent/guardian on file in the WMCTC Student Services Office.
- All registered vehicles must display a proper WMCTC registration tag. There is no charge for the tag. WMCTC is not responsible for lost or stolen registration tags. Students are required to purchase a new tag if the issued tag is lost or stolen. The price of a replacement tag is \$25.
- All vehicles must be operated in a proper and safe manner in accordance with PA Dept. of Transportation regulations that includes driving to and from WMCTC and on school property.
- The speed limit is **ten (10) miles per hour on school property.**
- Vehicles shall not be used or entered during the lunch periods or during regular school hours, unless permission is given by the teacher and/or Administration.
- Loitering in cars before, after, or during school is prohibited.
- All highway signs on school property are to be obeyed at all times.
- Vehicles are to be locked at all times.
- Special care must be exercised by drivers of vehicles when buses are loading and unloading. **Driving in the bus area is prohibited.**
- All vehicles must enter and exit school property from Graterford Road.
- All vehicles are to be parked in the designated area. Parking in any other areas, public or private, is prohibited.
- The school cannot be held liable for any theft or damages to vehicles. Any incidents of this nature must be handled by the individual(s).
- Unauthorized vehicles on the school property are subject to prosecution and may be towed away at the owner's expense.
- Students are not permitted to have passengers in their cars without express written permission of WMCTC Administration and the Parent/Guardian of all parties in the vehicle including the driver.

- School authorities have the right to search a student's car while parked on school property if it is reasonably likely to produce tangible evidence of a violation of the law or the rules of the school.
- In accordance with the code of conduct listed in the student handbook, chronic lateness to school will affect the student's ability to drive to WMCTC by private vehicle and may result in removal from the cooperative education program.
- Any incident of reckless driving reported by a school bus driver or private citizen will be reported to the state and/or local police for disposition.

## **Paying of Bills**

All personal property coming to the school for repairs, and all items built by the students, using school material, must be paid in full before they can be taken from the school. Non-payment of bills may be referred to the District Justice for collection. Student records will be withheld pending payment of outstanding debts. This same rule applies to debts, including but not limited to, incurred for damages, failure to return textbooks, and fundraising activities, supervised and administered by WMCTC.

## **Progress Reports**

WMCTC Joint Committee Policy 212

Progress Reports are provided online four (4) times a year at the midpoint of each marking period. Their purpose is to inform parents of commendations or deficiencies. They are an assessment of work completed to date. The high schools are sent progress report grades electronically. Student progress can be accessed at any time through WMCTC's Skyward Student and Family Access. Progress reports will no longer be mailed home.

## **Prohibited Areas**

At no time should students enter the boiler room, sewer plant, fenced area around electrical transformers, or any other areas considered hazardous.

## **Refund Policy (Adult Students)**

No refunds of tuition will be made for any reason. The \$50.00 admission fee will be deducted from the last tuition payment if the course of instruction has been completed.

## **Release of Educational Records**

A student's education record at WMCTC will not be released to prospective employers without a signed release from the parents of the student or from the eligible student. Information Release forms are available in the Student Services Office.

Release of educational records to any other persons or agency will be done so in accordance with school policy as established by the Joint Committee.

## **Report Cards**

Report cards are provided online four (4) times a year on dates determined and published by WMCTC Student Services. Fourth quarter reports cards will be mailed home. They are a measure of a student's academic performance, skill development and attitude as each relates to the program of study. They are an objective form of assessment. Grades are sent to the sending high school each marking period.

## **School Insurance**

School insurance can be purchased through the student's sending district. This type of insurance covers the student while in attendance at WMCTC.

We recommend that each student carry school insurance or have another form of accident insurance.

## **Search & Seizure**

### WMCTC Joint Committee Policy 226

All parents/guardians should pay particular attention to what is brought to school in backpacks and jacket pockets. The administration has the right to search a student's personal property if, in its judgment, there is a reasonable suspicion that the student is in possession of something forbidden by policy or school regulations or which is illegal under the laws of the Commonwealth of PA. The administration may seize any unauthorized, evidential, illegal, or contraband materials as dictated by PA School Code section 12.14

1. A student will be searched who raises reasonable suspicion by action, speech, expression and behavior that he/she possesses evidential or illegal items.
2. Prior to any student's body search, a reasonable attempt will be made to contact parents for their consent or attendance at the search.
3. Hands-on searches will be conducted by a member of the same gender and only when another member of the professional or administrative staff is present.
4. The degree of intrusiveness of the search will depend upon the severity of the suspected behavior or danger to the student and/or other students. This process may include a thorough search of clothing, handbags, wallets, etc.
5. Students who do not cooperate with a reasonable search may be subject to further disciplinary action.

## **Student Assistance Program (SAP)**

The Student Assistance Program is designed to help identify students who are faced with personal problems, such as drug and alcohol abuse, depression, and suicidal ideation, which may interfere with educational success. Students may be referred by instructors, administrators, parents or other students.

Students seeking help for themselves or others for personal problems are encouraged to consult with professional staff members. WMCTC will make referrals to the Student Assistance Programs at the three sending high schools for possible assessments and interventions.

## Surveillance Cameras

The Board of School Directors recognizes the need to provide a safe learning environment for students and staff and to protect district property and equipment. Therefore, video surveillance cameras may be used as a security measure per WMCTC Board Policy No. 816.

## Telephone

School telephones are not public phones, therefore are not for student use. Incoming calls for students will be accepted only if there is an emergency and the caller states his/her name and the nature of the call.

During class time, emergency calls may be made through Student Services with prior teacher approval.

If a parent has an emergency and a student must be contacted immediately, parents may call the Student Services Office at 610-489-7272, Extension 208.

## Transportation

**School buses are provided to transport students to and from the sending districts and WMCTC.** Students must ride their assigned bus and are not allowed to ride another bus without permission from the student's sending district.

When students miss the bus to WMCTC, they are to report to their sending schools' office. If the reason for missing the bus is determined to be the students' fault, they will be marked in accordance with the guidelines of tardiness and absence. The student should then contact WMCTC immediately.

The discipline guidelines established for student misconduct in school will also apply to student misconduct on the school bus. This includes any transportation provided for the student to and from school, a field trip or an off campus activity. Student misconduct on a school bus may result in forfeiture of bus riding privileges.

## Visitors

Visitors are **NOT** allowed in the school without prior permission from the Student Services Office. Upon receiving this permission, visitors must sign the register in the Administration Office and receive a Visitor's Pass. Visitor passes must be worn at all times while in the building.

## Withdrawals

Students who withdraw from school must follow the procedure outlined by their sending school district. Students should make an appointment with the guidance counselor from his/her sending schools. In addition, the student must report to WMCTC to return all books and supplies. Failure to follow the required guidelines may affect the release of student's records for future reference. Any unsatisfied student debt shall be referred to the District Justice for dispositions.

## **Working Papers**

No student under 18 years of age may be employed without an employment certificate. These certificates must be obtained at the student's sending school district.



### ADVANCED NOTIFICATION OF EXTENDED ABSENCE

This form must be presented prior to the absence. Excused, unexcused, or present status shall be determined within the guidelines of the WMCTC and the Sending High School's attendance regulations. **Students must obtain written approval from their high school principal prior to submitting to WMCTC.**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Technical Shop: \_\_\_\_\_ High School: \_\_\_\_\_ Grade: \_\_\_\_\_

Dates Planned for Absence: \_\_\_\_\_

Reason for Planned Absence: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

WMCTC Instructor:  Approved  Not Approved (if Not Approved, provide reason)

Reason: \_\_\_\_\_

WMCTC Instructor Signature: \_\_\_\_\_

High School Principal Recommendation  Approved  Not Approved (if Not Approved, provide reason)

Reason: \_\_\_\_\_

High School Principal Signature: \_\_\_\_\_

Absence is recorded as:  Excused  Unexcused

**NOTE: You must have WMCTC Instructor and High School Principal signatures before obtaining approval from WMCTC Principal**

WMCTC Principal Recommendation:  Approved  Not Approved (if Not Approved, provide reason)

Reason: \_\_\_\_\_

WMCTC Principal Signature: \_\_\_\_\_

Absence is recorded as:  Excused  Unexcused



# AUTHORIZATION FOR STUDENT PICK-UP

If you advise us who may pick up your child in the event of an evacuation emergency, the School District Officials will be able to plan more effectively to implement emergency plans.  
Your child will remain under the supervision of school officials during an emergency.

.....  
In the event of an evacuation or early dismissal authorization during an incident, I hereby authorize that my child may be picked up at WMCTC or at Upper Perkiomen High School after evacuation by:

## PLEASE PRINT CLEARLY

\_\_\_\_\_  
Name Relation to Student

\_\_\_\_\_  
Name Relation to Student

\_\_\_\_\_  
Name Relation to Student

.....  
\_\_\_\_\_  
Student Name (PLEASE PRINT) Technical Area

\_\_\_\_\_  
Parent Signature Date

Parents/Guardians and Students:

The STUDENT HANDBOOK will answer many of the questions you may have about the rules and activities at WMCTC. We hope that this will be helpful to you throughout the school year. We are looking forward to helping you have a good school year.

You are to read the handbook so that you are familiar with the rules.

**This form MUST be signed and returned to the Student Services Office.**

Please give special attention to the following sections of the handbook:

- Page 9 and continuing pages regarding the Attendance Policy
- Page 18 and continuing pages regarding the Discipline Policy
- Page 25 regarding the Limerick Township Police Involvement and Level III Offenses
- Page 27 regarding Uniform Guidelines: Your instructional area will require a dress code or uniform that must be worn throughout the school year.



With my signature below, I affirm that I have read and understand the WMCTC Student Handbook and its policies I agree to comply with the policies and will abide by them.

\_\_\_\_\_  
**Student Name (*Please Print*)**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PLEASE RETURN THIS COPY TO STUDENT SERVICES FOR YOUR STUDENT FILE!**