

**Columbia-Montour
Area Vocational-Technical School**



**STUDENT HANDBOOK
Revised Fall 2023**

5050 Sweppenheiser Drive
Bloomsburg, PA 17815
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www.cmvt.us



COLUMBIA-MONTOUR

Area Vocational-Technical School

Revised 8/01/23

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Student Handbook Acknowledgment Form and Audio, Video, and Photo Consent and Release 2023-2024

Please complete this form and return it to your homeroom teacher immediately.

Student name: _____ Grade: _____

By signing below, you agree that you have been made aware that the 2023-2024 Student Handbook is available online at <http://cmvt.us/docs/handbook.pdf>, and that you have read and understand the student handbook’s contents. (A printed handbook is available upon request.)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

By signing below, you authorize Columbia-Montour Area Vocational-Technical School the unqualified right and permission to reproduce, copy, publish, circulate, or otherwise use video, audio, or photographs of your child produced by the school or on its behalf by any other person. This authorization and release cover video, audio, or photos in any published form and any media in any part of the world for an unlimited time.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Mission Statement

The Columbia-Montour Area Vocational-Technical School, in partnership with Business, Industry, & Community, prepares students to meet the challenges of work and life in an ever-changing world. In order to accomplish our mission and vision, the CMAVTS Community has embraced the following Belief Statements and Values:

Shared Beliefs

- **We believe** in a quality education system; school and community are partners in collaborative decision-making.
- **We believe** education must be relevant, of high quality, and a lifelong pursuit.
- **We believe** all people have worth and need to be respected.
- **We believe** everyone can learn and achieve and has an equal right to quality education.
- **We believe** the education process must include constant evaluation, and all individuals must take responsibility and be accountable for their actions.
- **We believe** schools must provide a safe atmosphere conducive to learning, enable students to acquire the skills, knowledge, and productive behaviors necessary to live in society.

Shared Values

- **Professionalism:** Rams are on time, prepared and engaged.
- **Empathy:** Rams are kind, understanding, and supportive.
- **Innovation:** Rams are bold and creative problem-solvers.
- **Optimism:** Rams are positive, constructive, and helpful.
- **Integrity:** Rams are honest, trustworthy, and responsible.
- **Perseverance:** Rams are steadfast in the pursuit of success.

Vision

The Columbia-Montour Area Vocational-Technical School will be regarded as a high-quality secondary educational system that prepares students for a specific career, post-secondary education, and academic and employability skills necessary to succeed in the modern workplace and further education and training.

Positive School Climate

Columbia-Montour Vo-Tech has implemented a positive school climate program using R.A.M.S. (**R**espect, **A**ttitude, **M**otivation, **S**ervice). These positive character traits will be taught and reinforced with the goal of creating a strong sense of community and a positive climate within the school.

“An Educational Community Dedicated to Student Success”

CMAVTS Alma Mater

In the halls of Col-Mont Tech we will spend four years. Years of toil and strife together, filled with fun and tears. Here we learn our chosen trades, plying them with skill. Tools to carry us through life, all our dreams to fill.

Columbia-Montour Vo-Tech.

Soon we part and say goodbye, friends and Mater dear, Not without a touch of sadness, thoughts that bring a tear. Here's to you, our friends and classmates, wishing you the best. May your life be long and happy, one of great success.

Columbia-Montour Vo-Tech.

Words by Shirley Snavely

Arranged by Sharon Jones

Music from "Far Above Cayuga's Waters"



Foreword

Welcome to the new school year! New students, it is great to have you with us, and we welcome you to the Ram Community. We are glad to have you back with us if you are returning.

This handbook is for you. It contains the procedures for which you are responsible during your time at CMAVTS. This handbook was prepared with your needs and the school community's needs in mind. The guidelines for good school citizenship in this handbook are primarily matters of courtesy, respect, and common sense. They are meant for your benefit and that of your fellow students and CMAVTS employees.

Your conduct, at all times, should reflect good citizenship. You are expected to show respect for the property, rights, and privileges of others. In return, you may expect this respect from others. Positive school-wide behavior enhances the learning climate and assists in making your school life happy, dynamic, and rewarding!

Please pay careful attention to what is in your handbook and discuss it with your parents, teachers, and classmates. If you believe something you read in the student handbook is inconsistent with CMAVTS Policy, you should talk to the principal or assistant principal to help resolve the inconsistency. If you have any questions, we encourage you to speak with us. Together we can make this school year successful!



Administration

Curtis Funkhouser	Administrative Director
Suzanne Rentschler	Director of Student Services and Special Education
Cheyenne Hinkle	Principal
	Dean of Students

Participating Districts

Berwick	Danville
Bloomsburg	Millville
Central Columbia	Southern Columbia

Faculty/Staff Contact Information 22-23

Name	Title/Department	Contact Information	Name	Title/Department	Contact Information
Attendance		attendance@cmvt.us	Lylo, Tony	Business Manager	tlylo@cmvt.us
Beaver, Michael	Cooperative Education	mbeaver@cmvt.us	Martz, Caitlin	Counselor	cmartz@cmvt.us
Becker, Danielle	Physical Education	dbecker@cmvt.us	McBryan, Van	Building Trades	vmcbryan@cmvt.us
Beishline, Eric	Social Studies	ebeishline@cmvt.us	McCabe, Shane	Health Education	smccabe@cmvt.us
Bennett, Pamela	Math	pbennett@cmvt.us	Melito, Anthony	Social Studies/Athletic Director	amelito@cmvt.us
Billig, Jody	Cosmetology	jbilig@cmvt.us	Mersereau, Christina	Science	cmersereau@cmvt.us
Cagigas, Michael	Electricity	mcagigas@cmvt.us	Miles, Richard	Carpentry and Construction	rmiles@cmvt.us
DeMent, Shannon	Student Services	sdement@cmvt.us	Mrowku, Chris	Automotive Technology	cmrowka@cmvt.us
Devlin, Brock	Math	bdevlin@cmvt.us	Myers, Jamie	Health Professions	jmeyers@cmvt.us
Devlin, Shawn	Math	sdevlin@cmvt.us	Nestor, Julie	Health Sciences	jnestor@cmvt.us
Donnelly, Becky	Special Education	bdonnelly@cmvt.us	Noll, Renee	Agricultural Plant Systems and Tech.	rnoll@cmvt.us
Dressler, Jon	Math	jdressler@cmvt.us	Nugent, Nicole	English	nnugent@cmvt.us
Edmondson, Joe	Culinary Arts	jedmondson@cmvt.us	Phillips, Amy	Special Education	aphillips@cmvt.us
Funk, Ashley	English	afunk@cmvt.us	Postupack, Allision	English	apostupack@cmvt.us
Gillespie, Tracy	Director's Office	tgillespie@cmvt.us	Pursel, Don	Physical Education	dursel@cmvt.us
Gotschal, Scott	Social Studies	sgotschal@cmvt.us	Rentschler, Suzanne	Director of Student Services/Assist. Director	srentschler@cmvt.us
Greco, Charles	Computer Technology	cgreco@cmvt.us	Ridall, Bernie	Science	bridall@cmvt.us
Groblewski, Nicole	Special Education	ngroblewski@cmvt.us	Ridall, Kylie	Child Account./Transport.	kridall@cmvt.us
Groome, Andrew	HVACR	agroome@cmvt.us	Rine, Jonathan	Welding Technology	jrine@cmvt.us
Guyer, Ryan	Special Education	rguyer@cmvt.us	Rishel, Kim	School Nurse	krishel@cmvt.us
Heisner, Lori	Special Education	lheisner@cmvt.us	Sarnoski, Kristin	English	ksarnoski@cmvt.us
Heller, Amy	Business Office	aheller@cmvt.us	Saxton, Courtney	Social Studies	csaxton@cmvt.us
Hess, MaKayla	Special Education	mhess@cmvt.us	Shultz, Brenda	Special Ed. Secretary	badams@cmvt.us
Hiller, Bryan	Social Studies	bhiller@cmvt.us	Slusser, Pamela	Drafting and Design Technology	pslusser@cmvt.us
Hinkle, Cheyenne	Assistant Principal	chinkle@cmvt.us	Smith, Amanda	Special Education	asmith@cmvt.us
Hoyt, Susan	Principal's Office	shoyt@cmvt.us	Snyder, Nicole	Special Education	nsnyder@cmvt.us
Kaplafka, Joe	Auto.Repair/Technology	jkaplafka@cmvt.us	Stefanik, John	Printing and Graphics	jstefanik@cmvt.us
Kepner, Kim	Blended Counselor	kkepner@cmvt.us	Strickland, Lisa	Math	lstrickland@cmvt.us
Knorr, Frank	Machine Technology	fknorr@cmvt.us	Technology Support		support@cmvt.us
Kofskie, James	Science	jkofskie@cmvt.us	Valinsky, Eric	Mechatronics	evalinsky@cmvt.us
Lehman, Kevin	Science	klehman@cmvt.us	Verchimak, Karen	English	kverchimak@cmvt.us
LeVan, Steve	School Police Officer	slevan@cmvt.us	Walter, Diane	Science	dwalter@cmvt.us
Lonoconus, Al	Director, Interim	alonoconus@cmvt.us	Wenner, Nicole	Counselor	nwenner@cmvt.us
	Principal		Yost, Carrie	Principal's Office	cyost@cmvt.us

Bell Schedules

Schedule A

Period	Start	End
Arrival (Cafeteria or Gym)	7:45	8:05
Lockers	8:05	8:10
Homeroom/Enrichment	8:10 (8:15 Tardy)	8:57
2	9:00	9:40
3	9:43	10:23
4	10:26	11:06
Lunch A	11:06	11:36
5	11:39	12:19
6	12:22	1:02
7	1:05	1:45
8	1:48	2:28
9	2:31	3:11

Schedule B

Period	Start	End
Arrival (Cafeteria or Gym)	7:45	8:05
Lockers	8:05	8:10
Homeroom/Enrichment	8:10 (8:15 Tardy)	8:57
2	9:00	9:40
3	9:43	10:23
4	10:26	11:06
5	11:09	11:49
B Lunch	11:49	12:19
6	12:22	1:02
7	1:05	1:45
8	1:48	2:28
9	2:31	3:11

Schedule C

Period	Start	End
Arrival (Cafeteria or Gym)	7:45	8:05
Lockers	8:05	8:10
Homeroom/Enrichment	8:10 (8:15 Tardy)	8:57
2	9:00	9:40
3	9:43	10:23
4	10:26	11:06
5	11:09	11:49
6	11:52	12:32
C Lunch	12:32	1:02
7	1:05	1:45
8	1:48	2:28
9	2:31	3:11

2 Hour Delay Schedule

Period	Start	End
Arrival (Gym or Cafeteria)	-	10:05
Lockers/Homeroom	10:05	10:15
Lockers/Homeroom	10:10 (doors open)	10:15 (tardy)
2	10:19	10:47
3	10:50	11:20
4	11:23	11:53
Lunch A (5th Period if Lunch B or C)	11:56	12:26
Lunch B (5th Period if Lunch A; 6th Period if Lunch C)	12:29	12:59
Lunch C (6th Period if Lunch A or B)	1:02	1:32
7	1:35	2:05
8	2:08	2:38
9	2:41	3:11

Reverse Bell Schedule

Arrival (Cafeteria or Gym)	7:45	8:05
Lockers	8:05	8:10
Homeroom/Enrichment	8:10 (8:15 Tardy)	8:57
9	9:00	9:40
8	9:43	10:23
7	10:26	11:06
6C- 3rd Lunch	11:06	11:36
6B	11:09	11:49
6A	11:39	12:19
6- 2nd Lunch	11:49	12:19
5B	11:52	12:32
5A	12:22	1:02
5- 1st Lunch	12:32	1:02
4	1:05	1:45
3	1:48	2:28
2	2:31	3:11

Acceptable Use of Internet Policy (School Board Policy 237 linked)

Be sure to read the linked Acceptable Use of Internet Policy carefully. Your signature on the Student Handbook Acknowledge Form recognizes your awareness of this policy and all others included in the student handbook.

Accident Insurance (School Board Policy 211 linked)

The school does not provide medical coverage for students. A school accident insurance policy is available for purchase by all students. Insurance applications are given to students on the first day of school and should be returned to homeroom teachers as soon as possible. All students are urged to participate. When purchased, the insurance policy insures against expenses incurred as a result of accidental bodily injury. Coverages may vary from year to year so it is important to review the coverage section. Any student who has school insurance and has an accident must file an insurance claim with the Business Office within 48 hours. It is your responsibility to secure forms and process the claims. Claim forms may be obtained from the Business Office. In the event of an accident, the school nurse will make arrangements to get the injured student to a medical facility. In the event of an accident:

1. Notify a teacher.
2. Do not move the injured person.
3. Do not let the injured person get up.
4. Send for the School Nurse immediately and notify the Main Office.
5. The student's cell phone policy applies (in cases of student illness).

Alerts and Communication

Important school messages will be sent through the all-call system, the school website, and Facebook. Please be sure that your information is correct in the Skyward system.

Athletics (School Board Policies 123 linked)

CMAVTS adheres to all PIAA rules and regulations.

The following sports are part of the interscholastic athletic program:

- Football
- Baseball
- Soccer
- Wrestling
- Cross Country
- Softball
- Basketball
- Bowling
- Cheerleading

Any student absent for more than ½ day, because he/she was not feeling well, will be unable to participate that day in any extracurricular event, including practice. In the event of absence being on a Friday, it will preclude participating in a competition or performance on Saturday.

A student can have an excused absence and be permitted to participate in extracurricular activities for the following reasons:

- Health appointment (generally expected to be in school 1/2 day and note is required)
- Learners permit or driver's test (generally expected to be in school ½ day)
- Funeral or death in the family
- College visit (written verification required)
- Educational travel (by prior approval)
- Court appearance.

Eligibility Requirements (all PIAA rules apply)

A student is eligible to compete in interscholastic sports if:

1. A certificate of consent signed by a parent or guardian is on file with the principal. The student has been examined by the school physician or other regular physician and his/her condition is pronounced satisfactory before he/she begins to train or practice the sport in which he/she intends to participate a Physical must be dated after June 1st of the 2023 -2024 school year.
2. The student does not reach 19 before July 1st of the year of participation.
3. The student is an amateur.

4. If the student is regularly enrolled at the Columbia-Montour AVTS in full-time attendance.
5. The student has not been absent from school for more than twenty school days during a semester.
6. The student has not been enrolled in high school for more than eight semesters beyond 8th grade.
7. The student has not played four seasons beyond 8th grade in any form of athletics.
8. The student will not be eligible to participate if they are failing or have failed in the previous nine weeks: their training program and any academic course or more than any two academic courses.
9. A student may not be deficient in more than two credits.

While the CMAVTS encourages weightlifting as a tool to promote wellness and personal fitness, neither the school nor its staff and coaches encourage or endorse the use of any substances, legal or illegal in conjunction with a weight training regimen, any supplements should be used under the care of a physician.

Accident/Illness Procedures

Emergency forms are given to students on their first day of school and must be returned to homeroom teachers by the end of the first week of school. This information is kept on file in the Health Office. A student who is injured or becomes ill during the school day must report to the School Nurse. After an evaluation of the situation is made by the School Nurse, a decision will be made as to whether the student should be sent home or remain in school. **Please update the nurse's office with any changes to this information throughout the year.**

Immunizations

Exemption from Physical Education

No student will be excused from physical education class unless the family physician provides a written order. A form is available from the physical education teacher and/or nurse. A duplicate is kept in the Health Office and by the Physical Education Teacher. In case of illness during the day, the nurse will evaluate the situation, and only then will she excuse a student from gym class. Students who elect not to participate without the consent of the nurse or a doctor's excuse may receive a "0" for the day. **Students may be excused from physical activity; however, an alternate assignment will be provided.**

Arrival and Departure

Students may begin entering the school at 7:45 AM. Students riding the bus must go directly into the building. Upon entering the school, all students must report to the gymnasium or cafeteria. When the bell rings at 8:05 AM, students will proceed to their lockers and then homeroom. Any students eating breakfast or visiting the school coffee shop must stay in the cafeteria. All students must be in their homeroom at 8:15 AM, otherwise, they will be marked TARDY. Tardy students must report to the main office to check-in.

Students must depart school using the designated exits at the end of the school day. A parent or guardian must authorize early departures.

Attendance Regulations (School Board Policy 204 linked)

The compulsory attendance law was passed to make certain that all children would have equal opportunity to gain a public-school education. School officials and parents are responsible for educating our children, and the state may place fines and prison sentences or both for failure to observe the law.

CMAVTS adheres to the guidelines in JOC Policy 204 (linked above). Attendance is critical to our student's overall success. Instances of excessive absenteeism, tardiness, or unlawful absences will be pursued as outlined in the attendance policy.

Attendance Continued

Key Points:

- All students must be in their homeroom at 8:15 AM, otherwise they will be marked TARDY. Tardy students must report to the main office to check-in.
- Excuses for absences or tardiness must be brought to the main office or emailed to attendance@cmvt.us within three days of the absences.
- Students are allotted 10 excused absences before needing medical or other authorized documentation to excuse absences over that amount. Guidelines for excused absences are linked to the board policy.
- Students who exhibit truancy (3 or more unexcused absences) will be contacted by the administration. In these instances, the administration will follow the truancy process outlined in the above policy.
- When a student who is eighteen (18) years of age or older accumulates ten (10) or more consecutive days of unexcused absences, he/she shall be notified by certified mail to the parents or guardian that he/she is may be dropped from the roles of the school.
- Excessive tardiness may result in disciplinary action.
- Students are responsible for makeup work and for contacting teachers. Students have 1 day per excused absence to make up their work. Unexcused absences may result in no makeup/ or zero scores on assignments.

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six (6) years of age until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered, or approved high school.

Habitually truant shall mean six (6) or more school days of unexcused absences by a student subject to compulsory school attendance during the current school year.

Truant shall mean having incurred three (3) or more school days of unexcused absences by a student subject to compulsory school attendance during the current school year.

Person in parental relation shall mean:

Custodial biological or adoptive parent.

1. Noncustodial biological or adoptive parent.
2. Guardian of the person of a student.
3. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

The Administrative Director or designee shall develop administrative regulations for the attendance of students, which:

1. Govern the maintenance of attendance records in accordance with law.

2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

School staff shall coordinate with a student's school district of residence to ensure students comply with the requirements for compulsory school attendance.

A student shall be considered in attendance if present at any place where the school is in session by the authority of the Joint Operating Committee; the student is receiving approved tutorial instruction, or health or therapeutic services; the student

is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is in the home

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from the school:

1. Illness, including if a student is dismissed by designated school staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from an accident.
6. Required court attendance.
7. Death in the family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.
 - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, including the date, location, and time of the event or funeral.
 - b. The student shall furnish the signed excuse prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.
11. Non-School-sponsored educational tours or trips, if the following conditions are met:
 - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate time frame.
 - b. The student's participation has been approved by the Administrative Director and/or Superintendent of the student's district of residence, or their designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation, the Administrative Director and/or Superintendent of the student's district of residence, or their designee.
12. College or postsecondary institution visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care, and other forms of educational instability.

The school may limit the number and duration of nonschool-sponsored educational tours and trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals -

The following students may be temporarily excused from the requirements of attendance at the school:

1. Students receiving tutorial instruction in a field not offered in the school's curricula from a properly qualified tutor approved by the Administrative Director, when the excusal does not interfere with the student's regular program of studies.
2. Students participating in a religious instruction program, if the following conditions are met:
 - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School-age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

Parental Notice of Absence -

Absences shall be treated as unexcused until the school receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences that do not meet the criteria indicated above shall be permanently considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.

Parental Notification -

School staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, school staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, school staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference (SAIC) -

School staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.

The purpose of the SAIC is to examine the student's absences and reasons for the absences to improve attendance with or without additional services.

The following individuals shall be invited to the SAIC:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student, the sending school, and appropriate school staff.

The school may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, school staff:

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, school staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

School staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when school staff refer a habitually truant student to the local children and youth agency or file a citation with the magisterial district judge, school staff shall provide verification that the school held a SAIC.

Filing a Citation -

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Administrative Director shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Joint Operating Committee policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Joint Operating Committee policy.

The school shall not expel or impose out-of-school suspension or disciplinary reassignment for truant behavior.

Backpacks/Bookbags

To ensure the safety and well-being of all people in the building, **backpacks/book bags are not allowed to be carried throughout the school day.** Students may bring materials to and from school in a backpack/book bag, but the bag must be stored in the student's hallway locker. CMAVTS recommends that students keep locks on lockers and that they remain locked at all times. Outside locks may not be used and will be removed; school-authorized locks may be purchased in the business office for \$5.

Bullying/Cyberbullying (JOC Policy 249 linked)

The JOC is committed to providing district students with a safe, positive learning environment. The JOC recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the JOC prohibits bullying by district students.

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

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

Extortion is the action of one student or a group of students to obtain or withhold the property of another student by force, the threat of violence, or harm or intimidation. **School setting** means in the school, on the school grounds, in school vehicles, at a designated bus stop, or in any activity sponsored, supervised, or sanctioned by the school.

TYPES OF BULLYING MAY INCLUDE BUT ARE NOT LIMITED TO:

Direct bullying: A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), extortion, threatening, taunting, teasing, and calling names.

Indirect bullying: Repeated over a period of time: negative gestures, intentionally excluding someone from a group and spreading rumors.

Cyberbullying: Using electronic device mediums such as, but not limited to, computers, cell phones, and pagers to bully others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging, and e-mail.

Education: The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Relational Aggression: Describes behavior that can undermine or destroy relationships and can be either physical and/ or psychological in nature. This type of bullying may be carried out by a single individual or by a group. The target/ victim of bullying can be a single individual or a group of students. The JOC prohibits all forms of bullying by district students. The JOC encourages students who have been bullied to promptly report such incidents to the building principal or designee. The JOC directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken

when allegations are verified. The confidentiality of all parties will be maintained. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible for respecting the rights of others to ensure an atmosphere free from bullying. It shall be the responsibility of the students, parents/guardians, and all staff members who become aware of an act of bullying to report it to the building principal for further investigation. The Administrative Director or designee shall develop administrative regulations to implement his policy. The Administrative Director or designee shall ensure that this policy and administrative regulation are reviewed annually with students. In cooperation with other appropriate administrators, the Administrative Director or designee shall review this policy every three (3) years and recommend necessary revisions to the Board.

Bus Regulations

SAFETY IS OF THE UTMOST IMPORTANCE WHEN RIDING A SCHOOL BUS.

ALL STUDENTS SHALL FOLLOW THE FOLLOWING LIST OF RULES:

- Sit in assigned seats - do not stand, walk or move while the bus is in motion.
- No excessive noise, including music or sound from speakers or any other device.
- No food or drink is to be consumed on the bus.
- No fighting, pushing, or tripping.
- No yelling, abusive language, or profanity.
- Students boarding or leaving the bus should do so in an orderly fashion at their assigned stop.
- Students should not be rude or discourteous to the driver or other passengers.
- Be on time for the bus stop.
- Keep arms, hands, etc., away from windows and doors.
- Use of smoking, chewing tobacco, nicotine, or electronic nicotine devices or possession thereof is strictly prohibited.
- No littering, vandalism, or destruction.
- Do not block aisles or exits with musical instruments, projects, or other possessions.
- Getting off at a different stop on the same bus run requires a note from the parent, which has been approved, in advance, by the principal. In the case of an emergency, it may be necessary for a student to ride a different bus. This must be approved in writing by the principal. Students will only be dropped off at their authorized bus stops.
- No cross-district transportation due to insurance reasons. Students must ride the bus assigned to them within their sending district.
- For the safety and security of the student and driver, audio and video equipment may be used to record activity on the bus.
- Student use of photographic or video recording equipment is prohibited.
- All other relevant discipline policies and procedures apply to school transportation and time spent at the bus stop or exchange areas and are subject to those consequences.

*Infractions and possible consequences are noted under the Discipline portion of this handbook.

BUS DRIVERS WILL SUBMIT WRITTEN REPORTS FOR VIOLATIONS OF THE ABOVE GUIDELINES OR OTHER RELEVANT INFRACTIONS TO THE BUILDING PRINCIPAL.

ADDITIONAL BUS EXPECTATIONS

- Driver has full authority on the bus as to the enforcement of rules and seating arrangement.
- Students must still attend school by law even if suspended from the bus. The student/guardian must provide their transportation to and from school.
- Students are not permitted to ride any bus other than their assigned bus.
- Police will be notified if necessary. Citations may be issued.

Bus Evacuation Drills

Bus evacuation drills will take place throughout the year. Each bus evacuation drill will include instruction on the location and use of emergency exit doors and fire extinguishers and the proper bus evacuation.

Cafeteria/Lunch Rules

1. All students must report to the cafeteria area during the lunch period. This includes those students who carry their lunch and students who do not wish to eat lunch.
2. Students must remain in the cafeteria area for the duration of the lunch period.
3. Students authorized to leave the cafeteria area must have a hall pass approved by one of the teachers assigned to the cafeteria area.
4. Students purchasing food should move through the serving line. CUTTING IN LINE WILL NOT BE ALLOWED.
5. All food must be eaten in the cafeteria and not taken elsewhere.
6. Each student is responsible for cleaning their table spot, pushing in chairs, and returning uneaten food, utensils, and trays to the dish room.
7. Students will be billed for any damage to plates, utensils, trays, or tables.
8. Students will be permitted to leave the cafeteria when dismissed by lunch teachers on duty.
9. Only two male and two female students will be permitted at one time to sign out for restroom use. Students must also sign back in and carry a pass.
10. No lunch students are to linger in the lobby during the lunch period.
11. Students are not to bring items such as backpacks, bags, Chromebooks, or other items into the lunch room. They are also not permitted to store them in the lobby.

School Breakfast/Lunch Program (School Board Policy 246)

1. Cost of Student Breakfast: \$2.00 Cost of Student Lunch: \$3.35 Ala Carte price as indicated.
2. Applications should be submitted to the school Business Office to determine if students qualify for free or reduced-price lunches or online at the following URL after July 1: www.compass.state.pa.us, then click on apply for “benefits” and follow the instructions.
3. Students who receive free and reduced lunch must pay ala-carte prices for any extras not included in the initial meal.
4. Students who do not qualify for free or reduced lunches must pay for their meals.

*Infractions and possible consequences are noted under the Discipline portion of this handbook.

Calendar Linked

Cell Phone Policy and Electric Devices (JOC Policy 237 linked)

Please note that Columbia-Montour's Electronic Device Policy was updated on June 20, 2023.

Increased student cell phone usage in schools has created several problems, including text messaging during testing, unauthorized photo/video recording, and general classroom disruptions. These occurrences are all detrimental to the learning environment.

We realize by today's living standards, the use of personal electronic devices is commonplace. It is now the procedure of the School Board to prohibit the use of electronic devices by students, including, but not limited to, cellular telephones and/or any other personal electronic devices during regular school hours. These items must be turned off and stored out of sight between 8:05 am and 3:15 pm.

Key Points:

- **Bus and Lunch privileges of cell phone usage are permitted.**
- Parents and students are reminded that this policy intends not to limit contact among families. Telephones for student use are available before school, at lunch, and after school in the high school office, which eliminates the need for student cell phones during the school day. Parents that need to contact their child should call the high school office. Cell phone use during normal school hours will be allowed when the principal or designee declares a state of emergency (verbally or in writing).
- Columbia-Montour AVTS assumes no responsibility in any circumstances whatsoever for the loss, destruction, or theft of any cellular phones or similar electronic device brought to school at any time or to any extra-curricular or after-school activity.
- Electronic devices include but are not limited to cell phones, electronic music devices, speakers, iPads, personal laptops or gaming devices, and smartwatches.

Any violation of this policy is subject to the following schedule of consequences:

First Offense-Electronic device is removed from the student's possession and will remain in administrative custody for the remainder of the school day. The student may pick up the device after school hours. *Please note that the device will be turned off and stored securely during this time.*

Second Offense- Electronic device is removed from the student's possession. It will remain in administrative custody until a parent/legal guardian personally picks up the device at school during normal business hours. In addition, the student will serve one detention.

Third Offense- Electronic device is removed from the student's possession. It will remain in administrative custody until a parent/legal guardian personally picks up the device at school during normal business hours. Students will serve at least one (1) day of in-school suspension. Further discipline may be imposed at the discretion of the Administration.

Students who refuse to relinquish their phone to administrative custody or during in-school suspension when asked will be immediately suspended.

Change of Address or Information (School Board Policy 216 linked)

All changes of address or other information should be reported to the Student Services Office immediately. Students may be required to register in a new sending district based on his/her new address. Without proper address change documents, new transportation arrangements cannot be completed.

Child Abuse and Mandated Reporting

Mandated reporters are certain adults, who are legally required to report suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse. The law requires that the mandated reporter identify themselves and where they can be reached. School employees are considered mandated reporters and are required to report suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse

Chromebook Usage (School Board Policy 817 linked)

All students are expected to bring their Chromebook to school daily, charged and ready for the day of learning. All students and guardians will have to review and sign the Chromebook Agreement before receiving a Chromebook.

Students should protect their Chromebook and charger to the best of their ability from being dropped, broken, or damaged. Students must report any damages to Chromebook immediately. **All damages will be charged to the student.** Students with outstanding bills may be prohibited from participating in extracurricular events.

Chromebook violations will be subject to disciplinary action.

All Technology concerns can be addressed by emailing support@cmvt.us.

Closings and Delays

All buses transporting students to Vo-Tech will run on the same delay schedule as the sending district's buses. If a sending district closes for the day, buses from that district will not run. **Students are not required to attend if the sending district closes/does not provide transportation.**

The closing of the Vo-Tech school will be made on an independent basis. All relevant television and radio stations will be notified before 7:00 AM if school is to be canceled due to weather conditions. If the weather makes roads hazardous during school hours, early closing may be announced.

Co-Curricular Activities

Career and Technical Student Organizations

- FCCLA (Family, Career, and Community Leaders of America)
- Skills USA
- FFA-An Association of Agriculture Education Students

The Columbia-Montour Area Vocational-Technical School provides the following activities:

National Honor Society (NHS)	Yearbook- Rambler
National Technical Honor Society (NTHS)	Art Club
Rampage - School Newspaper	SADD
Envirothon	Varsity Club
Captains Club	Ski Club
Vo-Tech	TV (VTTV)

Students interested in participating in any of these activities should see the advisor or coach for more information.

Code of Conduct - Student Discipline (School Board Policy 218 linked)

Every effort shall be made to allow students to correct their behavior and succeed in their chosen career before being removed from class. Regulations about the infractions of rules will be printed in Appendix A of the school's Student Handbook.

A copy of the Student Handbook will be placed on file in the school's Main Office and available on the school website. Paper copies will be available upon request.

The Principal and/or Dean of Students will carry out the discipline assignment for major breaches of the discipline code. Administrators at CMAVTS will be practicing progressive discipline. Progressive discipline implements discipline measures at an increased level when students repeatedly display behavioral issues of similar characteristics. Discipline Infractions and Consequences can be found in the Appendix of this document.

The Principal may use discretion in assigning a disciplinary action greater than what is called for if the offense warrants it. If the Principal wishes to deviate from the established policy by initiating a less or more severe action than called for in the policy, he/she may do so. The local or state police will be notified in cases of major breaches of discipline for any violation of the law.

Instructors may handle discipline within the classroom using one or multiple of the following consequences:

1. Verbal reprimands.
2. Withdrawal of classroom privileges
3. Special assignments
4. Isolation within the shop or classroom
5. Other appropriate responses
6. Instructor/Parent Contact

Instructors and staff members will inform the students that they have made an infraction to the discipline policy whether it is referred to the administration or handled within the classroom.

Student Rights and Responsibilities (School Board Policy 235 linked)

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.

It shall be the responsibility of the student to:

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.
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.
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.
7. Attend school daily and be on time to all classes and other school functions.
8. Makeup 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. Not use obscene language in student media or on school property.

After and Before School Detention

Parents will be notified via phone of the discipline referral and establish a mutually agreed-upon date to serve the detention. Students will be given an explanation of the service process and the reason for receiving Detention. On the day the student is to serve Detention, he/she will report to the main office at the assigned time. Detention is assigned in one or half-hour increments. Parents/guardians of the student are responsible for transportation to or from the Detention. Before school, detention will begin no earlier than 7 AM. After-school detention will not exceed 4:30 PM.

In-School Suspension

If assigned, ISS procedures will be explained to the student and the reasons for the action. Students cannot possess cell phones or any other electronic devices besides their Chromebook in ISS. The student may only engage in schoolwork on Chromebooks during ISS. The parent/guardian will be contacted via phone, and a letter will be sent home detailing the action(s). Students will be provided an ISS assignment sheet and are responsible for collecting work before 9:00 am on the day of ISS. On the day of ISS, the student is to report to ISS with all books, assignments, materials, etc. The student is to report to ISS for Period 2 at 9:00 am.

[Suspension/Expulsion \(School Board Policy 233 linked\)](#)

The Principal may suspend any student for disobedience or misconduct for one to ten days. Suspended students will be given the reason for the suspension and an opportunity to state their position. When the suspension exceeds three days, the student and parent or guardian will be given, upon parental request, an informal hearing with the Principal. A student whose misconduct or disobedience warrants expulsion, will be given the opportunity for a formal hearing before a duly authorized committee of the Joint Operating Committee. The Joint Operating Committee may expel for ten days or permanently if the misconduct or disobedience warrants such action. Students suspended or expelled for weapons violations may require psychological evaluation before returning to school at the parent's expense. You will find more information on our Suspension and Expulsion policy linked above.

Law Enforcement

Law enforcement will be notified and involved when deemed necessary. **This must be done when mandated by law. This may be done for any violation of the law.**

[Communicable Diseases \(JOC Policy 203 linked\)](#)

Compound Area Use

1. Students cannot drive vehicles in the compound area at a speed of more than 5 M.P.H.
2. Students must drive their vehicles in the compound area to a predetermined bay in the Auto Tech or Auto Body programs.
3. All students must have an appointment in Auto Tech or Auto Body. **ABSOLUTELY NO SPUR-OF-THE-MOMENT FIXES WILL BE ALLOWED.**
4. Students cannot work on vehicles in the compound area. Vehicles must be worked on in the garage bay.
5. Students from other training programs cannot work on vehicles in Auto Tech or Auto Body if they are not enrolled in the training program.
6. Any student from another training program who enters the shop area must report to the instructor, not other students.
7. Students driving vehicles in the compound area must do so alone.
8. Other students cannot be transported with students moving vehicles.
9. Vehicles cannot be "Test-Driven" around school once fixed.
- 10. ANY BREACH OF THESE RULES WILL RESULT IN DISCIPLINARY CONSEQUENCES.**

Concussion Management (JOC Board Policy 123.1 linked)

Controlled Substance Regulations (School Board Policy 227 linked)

The possession, use, and condition of being under the influence of drugs or intoxicants (to include over-the-counter drugs), and the possession of paraphernalia related to the use thereof including ignition devices, on school property, buses, or in connection with any school-sponsored function is prohibited.

Key Points:

- [Link to JOC Policy 226: Searches](#)
- It is the responsibility of the school employees to notify the Principal or nurse immediately if a student appears to be in apparent need of medical attention, or if students allegedly are in possession or involved in the distribution or use of alcohol, illegal drugs or drug paraphernalia.
- Students judged to need immediate medical attention will be taken to the school nurse.
- The Principal shall give the Director immediate verbal notice of drug violations.
- Parents are to be informed at the earliest opportunity of a child's apprehension for the use, possession, or distribution of alcohol, illegal drugs, or drug paraphernalia. They will also be informed that evidence will be turned over to the police.
- The Principal must notify the police of all incidents in which students are apprehended for the possession, distribution, or use of alcohol, drugs, or drug paraphernalia on school premises. Any physical evidence will be turned over to the police by the school.
- Direct police questioning of the suspected violator will be done in the presence of the parent and a school administrator. The Principal will maintain an informal record of the interview.
- The CMAVTS can not endorse or support using any over-the-counter nutritional supplements or herbal remedies. All medications of this type are subject to the same regulations as prescription or over-the-counter medications. The school nurse will not administer medications of this type without a physician's note. Additionally, possession or use of any look-alike drugs or herbs will be treated as though the student violated this policy.
- A student apprehended by a school official for the use, possession, or distribution of alcohol, drugs, or drug paraphernalia, including ignition devices, shall be subject to disciplinary actions, including expulsion from school.
- Students seeking help with personal problems related to drug abuse are encouraged to confer with a guidance counselor, school nurse, or other individuals who may be of assistance to them.

Discrimination/Title IX Sexual Harassment Affecting Students (Board Policy 103 linked)

The Joint Operating Committee declares it to be the policy of this school to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the school without discrimination based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Joint Operating Committee also declares it to be the policy of this school to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination based on sex. This policy shall refer to such discrimination as Title IX sexual harassment. Inquiries regarding the application of Title IX to the school may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Please read the link above for further information on harassment and intimidation.

Dress Code (School Board Policy 221 linked)

Students are responsible for keeping themselves and their clothes neat and clean. School officials may intervene if the lack of cleanliness constitutes a health hazard or is distracting. **The administration has the authority to determine inappropriate clothing.** Students may be asked to change attire if it is deemed inappropriate. If the student is unable or unwilling to change, that student will remain in ISS for the remainder of the day.

Acceptable Dress Guidelines:

- Shoes must be worn at all times and comply with respective course requirements (i.e., steel-toed boots are necessary for certain technical areas for safety reasons).
- Shoe heels should be at a height that is easy for the student to walk in for safety.
- Head gear (i.e., hats, bandanas, hoods, headbands, wigs) will only be permitted in technical areas per the instructor's approval. Headgear is not permitted in hallways or academic classrooms at any time.
- Shorts and skirts must be at or longer than a student's fingertips when hands are placed AT their side.
- Shoulders must be covered with a minimum of 2 inches of material.
- Students must wear the required uniform for the vocational shop.
- Shirts and tops must be able to be tucked into the waistband.
- Any attire that causes a disruption will not be permitted.
- Prohibited: Clothing, accessories, or jewelry that presents a safety hazard or sanitary concern
- Prohibited: Any clothing or accessory that mocks, ridicules, or otherwise deliberately demeans, or provokes others because of race, religion, national origin, political, or individual views.
- Prohibited: Halter tops, tube tops, spaghetti strap tops, mesh tops are worn alone, and clothes that expose the midriff or undergarment (see-through).

Driving and Parking Privileges (School Board Policy 223 linked)

Students who drive to school must register their vehicle in the office. Parking will be on a first-come-first-served basis and the tag must be displayed in the vehicle, either on the mirror or dashboard. Parking pass forms can be obtained in the main office for \$5. Access to student parking on campus is subject to change throughout the school year.

Students who violate the rules or drive carelessly or recklessly will lose the privilege of driving. Violations may result in the car being ticketed or towed. Students who lose driving privileges will receive written notice and may be cited by local authorities if their vehicle is on the school property during a driving suspension.

Key Points:

- The speed limit on school grounds is 10 M.P.H.
- Students are not permitted to loiter in parking areas. After parking a vehicle, the student must proceed to his/ her destination in the school building.
- Students must park in parking areas designated by the administration.
- At the end of the day, dismissal, leaving to beat the buses is forbidden. When one bus has started to move, all vehicles will remain stationary until all buses have departed.
- **No student is allowed in any parking area during the school day without permission and/or escort from the office.**
- Students MUST have and maintain a valid license, tags, and registration.
- Parking applications must have a parent's signature to receive the tag.
- When parking on school grounds, students must pull vehicles into spots with the vehicle's front end first.
- CMAVTS is not responsible for motor vehicles that are lost, stolen, damaged, or for injuries arising from their use.
- 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 with reasonable suspicion focused on a particular student or students, to find or prevent entry onto school property or activities of controlled substances, weapons or other dangerous materials.

Events: Participation and Exclusion from Field Trips, Senior Trip, Courts, Dances, Co-Curricular, and Other Extracurricular Activities (School Board Policy 231 linked) and (School Board Policy 121 linked)

Students may be excluded from the above activities for one or more of the following reasons:

- Issues with attendance, grades, behavior, outstanding bills, detention, or a combination of these.
- Out of school suspension the day of or before an event.

Final decisions on exclusion from the above will be determined by hosting faculty in conjunction with the administration.

Rules for Dances

1. No guests over 21 will be allowed to attend school-sanctioned dances and must have authentic school or state identification.
2. Administration reserves the right to approve or deny any person not a student at CMAVTS to school dances. You are recommended not to make plans or purchase tuxedos or gowns without prior authorization to bring guests to a dance or prom.
3. All requests for guests must be turned in one week in advance of the date of the dance. No exceptions. One guest per student maximum.
4. Only students from CMAVTS will be admitted to dances and approved guests.
5. **Students serving an out-of-school suspension that includes the day before dance may not attend the dance.**
6. CMAVTS students must be in school at least half the day preceding a dance. (Unless on a school-sponsored trip.
7. CMAVTS students will only be admitted to dance with a valid picture ID.
8. The prom is for Juniors and Seniors only unless a Junior or Senior from CMAVTS brings a freshman or sophomore as their date, regardless of school. (Prom only)
9. Inappropriate behavior, dirty dancing, public display of affection (PDA), or other violations of the school handbook will not be tolerated. Students violating the policy will be asked to leave the dance, disciplined according to school policy, and may be cited.
10. Students are required to adhere to the school dress code policy at all school dances, with the exception being a prom or semi-formal. A suit and tie or formal attire will be required in these cases. Dress codes for dances, formal or semi-formal, will be posted before the dance.
11. Students and/or guests, may be subject to search and/or a breathalyzer test upon entrance to dance under applicable laws.
12. Students will not be allowed to enter the dance before its predetermined start time and must leave the building when the dance concludes.
13. Students will not be readmitted to the dance once they leave.

Emergency Regulations/Procedures

We will drill various emergencies. Teachers throughout the year will review the emergency procedure for their respective rooms. In an emergency, teachers will lead and inform students of where to go.

In the event of an armed intruder or other building threat, we will utilize closed building, lockdown, and/or ALICE procedures. Students and staff will be trained for each scenario.

FERPA

Under FERPA, a local educational agency must notify parents of the types of student information it releases publicly. This type of student information, commonly referred to as “directory information,” includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice explains a parent’s right to request that the information not be disclosed without prior written consent. Additionally, code 9528 requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent’s request not to disclose such information without written consent.

Fighting (School Board Policy 233 linked)

In the Columbia Montour AVTS learning environment, fighting will not be tolerated. Students who engage in fighting, instigate a fight, or engage in any act of violence, while in school, on school property, on the school bus, or on the way to or from school will be punished under the school discipline policy and may be subject to legal consequences.

Charges of harassment, disorderly conduct, simple assault, aggravated assault, and/or other appropriate charges may be filed in cases, which involve any of the following conditions:

1. A weapon or other potentially dangerous instrument is used in a fight or other act of violence.
2. Bodily injury is inflicted on another person in a fight or through an act of violence.
3. The fighting or violent behavior is chronic, evidenced by a second or subsequent offense in the school year or a history of inappropriate and aggressive behavior.

Students must make every effort to avoid fighting. Students should seek help from the nearest adult when confronted and challenged to fight. If assaulted, students have the right to self-defense by avoiding, blocking, or restraining the aggressor with reasonable physical force. Students actively fighting or attempting to inflict bodily injury will be disciplined and charged appropriately regardless of who started the fight.

Fines and Charges

Fines and charges based on incidents and infractions in alignment with school rules and policies will be based on current school board policy.

Food and Drink On Campus

Closed drink containers such as water bottles are permitted on school grounds. Glass containers are prohibited. Drinks will be permitted at the discretion of the instructor. The student may be asked to dispose of or put their drink container in their locker if the drink becomes a distraction. Bottle fill stations are available throughout the building.

Food or Other Deliveries on School Grounds

Food deliveries initiated by and for students from individual businesses or delivery services (including but not limited to GrubHub, DoorDash, and Instacart) are not permitted during school hours or on school property. If a student is caught receiving a food delivery unauthorized, it is considered a violation of school safety.

Freedom of Expression (School Board Policy 220 linked)

Students have the right to express themselves unless the expression materially and substantially interferes with the education process, threatens immediate harm to the welfare of the school or community, encourages unlawful activities, or interferes with another individual's rights.

Fundraising/Class Dues (School Board Policy 229 linked)

Students who participate in fundraising are expected to pay all of the money owed to the advisor upon completion of the sale. If the money is not returned by the deadline set, the student will be penalized in conjunction with stealing as per our policy, and parents and police will be notified. **Students who do not participate in fundraising must pay class dues each year.**

Grades and Graduation

The grading system reflects a student's progress concerning his/her capability. Each student should strive to perform to the limits of their capability. Interim reports may be sent to a parent or guardian to reflect low or high achievement. (School Board Policy 214)

The following grade scale is used:

- 100-94 EXCELLENT WORK
- 93- 85 SUPERIOR TO AVERAGE WORK
- 84-75 AVERAGE WORK
- 74-68 BELOW AVERAGE
- 67-0 FAILURE

Honors Classes

Honors classes are designed to exceed basic curriculum requirements. Students taking honors-level courses can expect to do more work regarding the breadth and depth of the curriculum. Honors classes offer a higher intensity of the subject matter, with shorter deadlines. Students who qualify for an honors class will receive 1.04 credits per course.

Honor Roll

At the close of each marking period, students with a grade average of 94 or higher will be placed on the **HIGH HONOR ROLL**. Students with a grade average of 88 to 93 will be placed on the **HONOR ROLL**.

Graduation Requirements (School Board Policy 217 linked)

FOUR-YEAR STUDENT:

- 9 credits: In the Vocational-Technical area, (3 credits possible each year) to be eligible to graduate, a student must maintain a yearly average of 68 or higher.
- 4 credits: In English; 1 each in grades 9, 10, 11, & 12.
- 4 credits: In Social Studies, Humanities, or Foreign Language 1 each in grades 9, 10, 11, & 12.
- 4 credits: In Science; 1 each in grades 9, 10, 11, & 12.
- 4 credits: In Mathematics; 1 each in grades 9, 10, 11, & 12.
- Pass cumulatively all Health, Phys. Ed. and assigned Remediation Courses. (minimum 1 Credit PA CODE)

THREE-YEAR STUDENT:

- 6.75 credits. In the Vocational-Technical area, (3 credits possible each year) to be eligible to graduate, a student must maintain a yearly average of 68 or higher.
- 4 credits: In English; 1 each in grades 10, 11, & 12.
Students must enter with 1 English credit.
- 4 credits: In Social Studies, Foreign Language, or Humanities; 1 each in grades 10, 11, & 12.
Students must enter with 1 credit in Social Studies or Humanities.
- 4 credits: In Science; 1 each in grades 10, 11, & 12.
- 4 credits: In Mathematics; 1 each in grades 10, 11, & 12.
- Pass cumulatively all Health, Phys. Ed. and assigned Remediation Courses.

TWO-YEAR STUDENT:

- 4.5 credits: In Vocational-Technical Area, (3 credits possible each year) to be eligible to graduate, a student must maintain a yearly average of 68 or higher.
- 4 credits: In English; 1 each in grades 11 & 12. Students must enter with 2 English credits.
- 4 credits: In Social Studies, Foreign Language, or Humanities; 1 each in grades 11 & 12. Students must enter with 2 credits in Social Studies or Arts Humanities.
- 4 credits: In Science; 1 each in grades 11 & 12.

- 4 credits: In Mathematics; 1 each in grades 11 & 12.
- Pass cumulatively all Health, Phys. Ed. and assigned Remediation Courses.

Grades Continued

ONE-YEAR STUDENT:

- 2.25 credits: In the Vocational-Technical Area (3 credits possible) to be eligible to graduate, a senior must maintain a yearly average of 68 or higher.
- 4 credits: In English; must enter with 3 English credits and complete senior project.
- 4 credits: In Social Studies, Foreign Language, or Humanities must enter with 3 credits.
- 4 credits: Mathematics.
- 4 credits: Science.
- Pass cumulatively all Health, Phys. Ed. and assigned Remediation Courses.

Participation in Graduation Ceremony

1. All bills must be paid in the business office.
2. Conduct Proficiency; all detention/suspensions made up before graduation.
3. Academic Proficient
 - All classes passed within two courses that will be completed in summer school.
 - Must be registered for summer school prior to commencement.
 - Students will receive their diplomas after successfully completing (paid) summer school courses.

Final Exam Procedures

All students are required to report to their scheduled exams. Failure to report at the scheduled time will result in a zero grade for the exam.

EXCEPTIONS:

1. A doctor's note excusing the exam due to illness.
2. School-related activity - students must contact each teacher personally to reschedule the exam prior to the exam date.
3. Conflict on the schedule - Students must contact teachers involved before the scheduled time of the exam to arrange the make-up of the exam.

Guidance Services (School Board Policy 112 linked)

In cooperation with the parents, staff, administration, and the community the guidance counselors of CMAVTS will provide educational, preventative, and responsive services that encourage and support students in the lifelong development of personal, social, academic, and career growth.

Guidance assistance is available to assist students with grades and problem-solving. Suppose a student needs to meet with a counselor for any reason. In that case, they should schedule an appointment using the Student Services Google Form for appointments or, in emergency cases, request a pass from their instructor to visit Student Services.

Students must have a pass to visit Student Services.

Hall Passes/Permits

There are valid reasons for a student to be in the halls while classes are in session, but a student is not allowed without a hall pass from a teacher. The student's name, class, destination, and departure time must be written on the pass. Students must have a hall pass to leave class, or permission may be denied. Before leaving the building, all students must sign out when leaving, indicating the time and destination. They must sign in upon returning.

Hazing Policy (School Board Policy 247 linked)

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 (center) and are prohibited at all times.

For purposes of this policy, any activity defined as hazing (as detailed in the link above), upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. For the purpose of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the school.

COMPLAINT PROCEDURE

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building administrator. The building administrator shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing. The building administrator shall prepare a written report summarizing the investigation and recommending the disposition of the complaint. The school (center) shall document the corrective action taken.

CONSEQUENCES FOR VIOLATIONS

If the investigation results in a substantiated finding of hazing, the building administrator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, under the Code of Student Conduct. Additionally, the student may be subject to disciplinary action by the coach, up to and including removal from the activity. If the investigation results in a substantiated finding that a coach, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he 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, or volunteer, and/or dismissal from school employment. Suppose a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable school rules. In that case, penalties may also include the rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the school. Anyone who causes or participates in hazing may also be subject to criminal prosecution.

Health Screenings & 11th Grade Physical Examinations (School Board Policy 209 linked)

Pennsylvania State-mandated screenings (height, weight, vision, and hearing) and junior-year physicals will be conducted during the school year. A parent/guardian must notify the school nurse by the second Friday in September if he/she would like to be present for the screening or physical or if he/she would like to have the screening or physical conducted privately at the parent’s/guardian’s expense. Otherwise, the screening and/or physical will be conducted at the school during the school year.

Students not compliant with the mandated physical will not be permitted to attend school until the mandated requirements are met.

Pennsylvania Department of Health Requirements

Under the regulation of the Pennsylvania Department of Health, ALL children entering school must have written proof of having received immunizations. The school nurse will contact families if a child’s record is incomplete. Students can be prevented from attending school if the proper documentation is not received.

HIPPA (Health Insurance Portability & Accountability Act) CMAVTS is HIPPA compliant.

Homebound Instruction (School Board Policy 117 linked)

Application for homebound instruction shall certify the nature of the illness or disability, state the probable duration of the confinement, and be approved by the Administrative Director.

The Administrative Director shall forward a recommendation for homebound instruction to the Joint Operating Committee for approval.

The Administrative Director shall develop procedures to safeguard the privacy of each student placed on homebound instruction.

The Administrative Director or designee may request approval from the Department of Education to extend the period of homebound instruction for an individual, which shall be re-evaluated every three (3) months.

The Joint Operating Committee shall provide homebound instruction only for those confinements expected to last at least two (2) weeks. The Administrative Director may recommend exceptions.

Lockers/Desks (School Board Policy 226 linked)

Lockers/desks are school property and are on loan to students. Students are responsible for the contents in their lockers and for any damage to the lockers/desks. Lockers are provided for the convenience of the students and should be kept **locked** at all times. **School-issue locks** can be purchased through the business office. **Personal locks found on lockers will be removed.** This applies to hall lockers and gym lockers, as well as shop lockers.

The school cannot assume responsibility for missing things or taken from lockers, desks, and backpacks. Therefore, all students are advised not to bring valuable items or large amounts of money to school. Lockers/desks are the property of CMAVTS and are subject to search by authorized school personnel at any time. Designated authorities may be involved at the request of the school district. The district also reserves the right to search jackets, backpacks, purses, etc.

Cleaning Procedures

Lockers are to remain free of debris, garbage, and any other perishable items at all times. Lockers are to be emptied of all items during finals week. Lockers must be emptied by the last day of school. Schoolwide locker cleaning sessions and checks will be done intermittently throughout the school year.

Lost and Found

The Lost and Found Department is located in the main office. Any student who misplaces an object should check in the office several times to determine if the article has been turned in. Any person finding items that have apparently been lost should turn them in immediately so that the owner may regain possession. Any remaining items will be disposed of at the end of the school year.

Medications (School Board Policy 210 and 210.1 linked)

All medication shall be brought to the nurse's office, or the main office if the nurse is unavailable, by the parent/guardian or by another adult designated in writing by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for medication storage. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The school shall not store more than a thirty-day supply of an individual student's medication.

McKinney-Vento Homeless Assistance Act Education Program (School Board Policy 251 linked)

The McKinney-Vento Act addresses the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and

youth has equal access to the same free, appropriate public education, including public preschool education, as other children and youths.

Homeless children and youths must have access to the educational and related services they need to meet the same challenging State academic standards to which all students are held.

Nuclear Disaster Plan

In the event of an incident at the Susquehanna Steam Electric Station requiring evacuation of the Emergency Protective Zone (EPZ). The Columbia-Montour Area Vocational-Technical School will adhere to the following: (EPZ is defined as an area covering a ten-mile radius from the plant in any direction).

BUS STUDENTS

Students who reside inside the EPZ with home schools outside the EPZ will be transported back to their home schools.

Students who reside inside the EPZ with home schools situated inside the EPZ (Berwick) will be retained for parent pickup. (If not picked up by 3:45 pm at the Columbia-Montour Area Vocational-Technical School, they will be transported to the host school (Danville High School).

STUDENT DRIVERS

Students who reside inside the EPZ with home schools situated outside the EPZ will be transported by bus back to their home school.

Students who reside inside the EPZ with home schools situated inside the EPZ will be retained for parent pickup. (If not picked up by 3:45 pm at the Columbia-Montour Area Vocational-Technical School, they will be transported to the host school (Danville High School).

Students who drive who live outside the EPZ will drive home.

Students who drive and live inside the EPZ will:

- A. If a Berwick student - stay at CMAVTS until picked up by a parent. After three hours, students not picked up will be bussed to Danville High School for parent pick-up.
- B. If a Central Columbia, Bloomsburg, or Benton student, you will be bussed back to your home school where parents may pick your child up.
- C. In either case, A or B, cars will stay parked at CMAVTS and be picked up once your child is secured.

Because Columbia-Montour Area Vocational-Technical School has been designated by the Columbia County Emergency Management Agency as a support facility for emergency functions, students who reside outside the EPZ will be dismissed at the General Emergency classification or sooner or at the discretion of the school's Administrative Director.

This plan will be followed only if an evacuation is ordered or imminent as a result of an incident at the Susquehanna Steam Electric Station while school is in session. The purpose is to avoid sending students into the EPZ when an evacuation is in progress. Retaining students in school under these circumstances is considered to be the safest course of action.

Parents or authorized persons will be required to present positive identification (Social Security Card, Driver's License, or Voter's Registration Card) to the faculty before the student can be picked up. After verification, that person will sign the release roster and depart.

I assure you the Columbia-Montour Area Vocational-Technical School is prepared to do all in its power, backed up by County and State resources, if necessary, to provide for the safety of our students. Your cooperation in this endeavor will be of great help.

Sincerely,

Administrative Director

Nursing Services

The Health/Nurse's Office is located beside the water fountain by the main office. The School Nurse is available to provide health services to students, emergency care for illness and injuries, health counseling, and follow-up of these services.

Parent Conferences

Parents/guardians are also encouraged to contact the school with any questions regarding their child's schoolwork. Parent Conferences can be arranged by contacting the instructor, administration, or Guidance office.

Plagiarism/Academic Dishonesty / Vocational Plagiarism

SUBMITTING ANOTHER PERSON'S (STUDENT OR TEACHER) AS YOUR OWN.

Throughout your secondary education, you will be asked to write a variety of papers for both academic and/or shop classes. Many of these papers will require you to complete academic research prior to writing. Your teachers will familiarize you with the research guidelines of the American Psychological Association (APA) to prepare you to give proper academic credit for your research sources. Webster's New World Dictionary defines plagiarism as "taking any idea, writing, or creative work and passing it off as one's own."

Your teachers will utilize class time to teach and review proper research techniques, and every effort will be made to present research writing as an ongoing educational process. However, when a student engages in what his or her instructor views as plagiarism, that student is guilty of cheating and will be subject to academic discipline from the classroom teacher, a building administrator, or both.

At the college level and in the professional world, plagiarism is considered a serious offense and is often punished with severe academic and/or financial penalties. By following your teachers' instructions and research guidelines closely, you will learn the proper techniques to avoid plagiarism and be able to complete your research honestly. However, should you choose to pass off someone else's work, including vocational projects, as your own (in other words, to cheat), you will face academic penalty, and/or disciplinary consequences.

Posters and Posted Notices

All posters must be approved and dated by the Principal. All notices or posters must be attached to a bulletin board or mounting strips on the hallways. No tape is permitted on the painted walls. All material must include the name of the student or REASONABLE PHYSICAL FORCE (Board Policy 218) organization involved in the posting, and the organization's contact person. All posted materials must be removed at the end of the approved period.

Public Displays of Affection

This school recognizes the relationships that develop between students while attending school. The school does not, however, accept certain conduct which is considered to be in poor taste in public. The following conduct will not be permitted in school; kissing, embracing, hugging, or holding another student, walking or standing with arms around the student, groping, or with hands-on another student.

Teachers and school authorities may use Reasonable Physical Force (Board Policy 218) Reasonable force under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for self-defense, and for the protection of persons or property.

Safe2Say Something (School Board Policy 800 linked)

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" before it is too late. To submit an anonymous tip, go to safe2saypa.org

Searches (School Board Policy 226 linked)

Pursuant to Act 26 of 1995, the administration may search a student, their personal effects or items that the student has come into contact with, their vehicle on school property, and their locker without prior warning when the administration has reasonable suspicion that the student, his or her belongings, vehicle, or locker may possess or contain items or substances that may violate school policy or legal codes. Searches will be conducted in the presence of an adult witness. Anything discovered in the school may be used for disciplinary action and/or as part of a criminal complaint. Refusal to be searched may result in disciplinary action.

Special Education Programs and Services (School Board Policy 113 linked)

Every student with a disability attending Columbia-Montour Area Vocational-Technical School shall be offered an educational program that meets his/her individual needs. All special education programs comply with regulations set forward in the Individuals with Disabilities Education Act, Pennsylvania School Code Chapter 14, and Section 504 of the Americans with Disabilities Act.

CMAVTS seeks to educate children with disabilities within the general education curriculum to the maximum extent possible. Students are offered educational programs which afford them the greatest opportunity for academic success and success in life after high school. All opportunities and extracurricular activities extended to the general population of students shall be provided for students with disabilities where feasible.

If your child qualifies for or needs special education programs and services, please contact Susan Rentschler, Director of Special Education, CMAVTS, at (570) 784-8040.

Staff Communication/Email

Students and families are advised to communicate with faculty/staff through school-sanctioned email or phone

Student Assistance Program (School Board Policy 236 linked)

A Student Assistance team is available for all students. This program is designed to:

1. Identify the high-risk student who is having problems in school due to alcohol, drug use, depression, or other mental health problems.
2. Intervene/refer these students for appropriate help. Once a student has been referred, a systematic process is used by specially trained school personnel to determine if the student needs help. Referrals may be made by parents, students, faculty, or other concerned individuals. Details of all referrals are confidential.

When to make a SAP referral...It may be time to refer yourself, a friend, or your child if you notice the following signals:

- Drop in grades
- Cutting school
- Change in personal appearance
- Erratic behavior
- Physical symptoms-runny nose, watery eyes, frequent illness, listlessness
- Illegal activities-theft, selling/buying drugs, extorting money, etc.
- Family problems
- Visible signs or talk of harming oneself or others

How to make a SAP referral

- Talk to a teacher.
- Contact a SAP team member (information on school website).
- Contact an administrator.

Student Government (School Board Policy 228 linked)

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 develop student leadership, provide a learning experience in democratic decision-making, and offer another avenue toward realizing goals.

Textbooks, Kits, and Calculators

1. The pupil is responsible for the book until it is returned to the teacher.
2. The student should write his/her name and homeroom number in pencil on the book's inside cover.

At the end of the course, the book number and condition will be checked with the teacher's record. If the book is lost, damaged, or unduly worn, the student must cover the cost of replacement or damages. Books should not be left lying in classrooms, halls, or homerooms. If books are found, they should be taken to the Main Office where they may be claimed.

Some vocational courses require students to purchase a book and/or a student kit. Those become the property of the student after purchase. For math courses, students may be required to purchase a specific calculator. This is dependent on the instructor. In vocational programs, students will be required to pay for materials used for personal projects, which are taken from the school upon completion. No charge will be made if the student does not wish to take the project home.

Student Identification

CMAVTS provides all students the opportunity to obtain a Student Identification Card. The photo IDs are taken in conjunction with student portraits.

Student Information System: Skyward Parent Portal

With a Skyward log-in and password, parents can access their student's grades at any time over the internet. Please contact the school office if you need a login and password during the school year. For questions or issues with Skyward, please contact support@cmvt.us.

Valedictorian and Salutatorian

The Valedictorian and Salutatorian will be chosen at the end of the **3rd marking period**. This will allow students time to prepare speeches and apply for scholarships in advance. Students who have earned this high honor will be notified once report cards are run for the 3rd marking period.

Vape Devices/Tobacco Regulations (School Board Policy 222 linked)

The JOC recognizes that tobacco and vaping products present a health and safety hazard that can have serious consequences for users, nonusers, and the school enviro Device Regulations (School Board Policy 222). These products are defined as

- 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.
- 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.
- Any product containing, made, or derived from either:
 - o Tobacco, whether in its natural or synthetic form; or
 - o Nicotine, whether in its natural or synthetic form, is regulated by the US Food and Drug Administration as a deemed tobacco product.
- Any component, part, or accessory of the product or electronic device listed in this definition.

A student who violates this policy shall be subject to prosecution initiated by CMAVTS and, if convicted, shall be required to pay a fine for the benefit of the school, plus court costs. Instead of the imposition of a fine, the court may admit the student to an adjudication alternative. Students are also subject to disciplinary action assigned by the administration.

Visitors / Classroom Visitations (School Board Policy 907 linked)

Columbia-Montour Area Vocational-Technical School is established to provide for its students, not those from other schools or communities, friends who are on vacation, relatives not in school, etc. Visitors will not be allowed to attend classes and/or visit at lunch.

Any visitor to our school must check into the school office before being escorted to other building areas. Parents coming to the school for teacher conferences must wait in the office for the teacher. Frequently during the school year, requests are made to visit our classrooms to observe a teacher or a child while class is in session. Every effort will be made to honor these requests, provided the classroom decorum is maintained, and student learning is not interrupted.

Visitors cannot visit academic or vocational classrooms during school hours without an appointment. Parents are encouraged to visit the school at any time after they have made an appointment, either through the Front Office or Student Services. If guests are brought to the school, they may be retained at the office until transportation is available to take them home. All guests must register at the Main Office when arriving at the school.

Raptor System

Building visitors must present a valid state ID and register with the Raptor System upon entering the building to receive an official visitor's badge.

Weapons (School Board Policy 218.1 linked)

Weapons and replicas of weapons are forbidden on school property. Act 26 of 1995 requires the expulsion of a student for at least one year for possession of a weapon on school property.

“Weapon” - the term shall include but not be limited to any knife, cutting tool, nunchaku stick, brass knuckles, firearm, shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

“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, under the student's control while he/she is on school property, on the property being used by the school at a 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.

Any weapon possessed on school property is subject to immediate seizure and forfeiture. Incidents of students possessing weapons will be reported to the student's parents and the police. Appropriate disciplinary and legal action will be taken against students who possess weapons and students who assist in possession in any way. Weapons under the control of law enforcement personnel are permitted. The Director may authorize other persons to possess weapons in school buildings. The Director may prescribe special conditions or procedures to be followed before giving such authorization.

Withdrawal Procedures (School Board Policy 208 linked)

Any student planning to withdraw from school should talk with a Guidance Counselor as early as possible. The student's parents must request a withdrawal by personal contact before permission is granted. On the last day, the student plans to be in the school, he/she should report to the Guidance Office to obtain a withdrawal form from the secretary.

After the necessary sections are completed, the student should proceed as follows:

1. Go to a Guidance Counselor for a final interview.
2. Check with the Business Office for any outstanding bills.
3. Turn in all books, equipment, money owed, etc.
4. Return the form to the Guidance Secretary and get a Guidance Counselor's signature indicating that permission is given for that student to withdraw on the date indicated.
5. Students who withdraw owing any outstanding bills may be directed to the local magistrate for compensation.

Working Papers

Pennsylvania and Federal Child Labor Laws require all persons under 18 to obtain working papers before starting a job. Working papers may be obtained in the Student Service's office before, during lunch, or after school. When applying for working papers, it is necessary to provide proof of age, such as a birth certificate or baptismal record. A parent or guardian must be present to sign the working paper application.

FORMS

The following relevant forms can be found on our school website or retrieved from the main office.

- Athlete Transportation Form
- Dance Request Form for Guest
- Educational Trip Form
- Facility Use
- Field Trip Permission Form
- OAC Member Application
- Parking Permit
- Student Travel/Field Trip Permission and Release Form
- Work Permit Procedure, Work Permit Application, Notice of Employment

Nurse's Office

- Medication Administration Form
- School Physical Form – Juniors
- PIAA Physical Form
- Medical Information Release Form
- Food Allergy Care Plan
- Seizure Action Plan
- Asthma Action Plan

Level 1 Infractions	Possible Consequences
<ul style="list-style-type: none"> ▪ Horseplay ▪ Indirect obscene language ▪ Tardiness to class ▪ Dress code violation* ▪ Food/drink violation ▪ Inappropriate hallway conduct ▪ Class disruption (minor) ▪ Sleeping in class ▪ Refusal to work or participate in class ▪ Inappropriate public display of affection ▪ Violation of classroom rules (minor) ▪ Unprepared for class or vocational shop ▪ Disrespect towards peers, faculty, or staff (minor) 	<p><i>Will Include:</i></p> <p style="padding-left: 40px;"><i>Verbal Reprimand</i></p> <p style="padding-left: 40px;"><i>Parent Contact (made by instructor)</i></p> <p>Before or After School Detention (1-3 hours)</p> <p>Lunch Detention (1-3 lunch periods)</p> <p>Referral to Student Services</p> <p>Loss of Privileges (may include parking/driving)</p> <p>Parent Conference</p> <p>½ day In-School Suspension</p> <p>Change of Attire*</p> <p>Confiscation</p>
Level 2 Infractions	Possible Consequences
<ul style="list-style-type: none"> ▪ <i>Multiple violations of Level 1 infractions</i> ▪ Other cell phone violations (minor) ▪ Insolence ▪ Dress code violation (major) ▪ Insubordination ▪ Violation of posted cafeteria rules ▪ Cutting class/misuse of hall pass ▪ Other hall pass violations/misuse ▪ Class disruption (major) ▪ Safety violation (minor) ▪ Refusal to attend detention assignment ▪ Possession of matches, lighters, or laser pointers ▪ Computer/network violations (minor) ▪ Litter/Vandalism/defacing of school property (minor) ▪ Violation of restroom rules ▪ Excessive unexcused tardiness to school 	<p><i>Will Include:</i></p> <p style="padding-left: 40px;"><i>Verbal Reprimand</i></p> <p style="padding-left: 40px;"><i>Parent Contact</i></p> <p>Before or After School Detention (1-3 hours)</p> <p>Lunch Detention (1-3 lunch periods)</p> <p>In-School Suspension (1-2 days)</p> <p>Referral to Student Services</p> <p>Confiscation</p> <p>Loss of privileges (may include parking/driving)</p> <p>Parent conference</p> <p>Attendance improvement plan</p> <p>½ day In-School Suspension</p> <p>Removal from Classroom</p> <p>Confiscation</p>

<p>Level 3 Infractions</p> <ul style="list-style-type: none"> ▪ <i>Multiple violations of Level 1 and/or Level 2 infractions</i> ▪ Obscene/abusive/profane language toward a faculty or staff member ▪ Obscene/abusive/profane language toward a peer ▪ Minor theft \$1-\$100 ▪ Intentional damage to Chromebook or other school tools ▪ Academic dishonesty/plagiarism ▪ Sexual harassment-verbal ▪ Harassment- verbal ▪ Bullying/Intimidation- verbal or digital ▪ Skipping school- partial or whole day ▪ Insensitive ethnic/racial/homophobic comments ▪ Safety Violation (major) ▪ Falsification of documents (notes, etc.) ▪ False alarm (fire or bomb scare) ▪ Refusal to attend in-school suspension assignment ▪ Computer network violations (major) ▪ Vandalism/defacing school property (major) ▪ Violation of school rules on a school-sanctioned ▪ Violation of school rules during an extracurricular event ▪ Verbal threats toward peers, faculty, or staff member ▪ Other cell phone violations (major) 	<p>Possible Consequences</p> <p><i>Will Include:</i></p> <ul style="list-style-type: none"> <i>Parent Contact</i> <i>Verbal Reprimand</i> In-School Suspension (1-5 days) Out of School Suspension (1-5 days) Alternative Placement Referral to Student Services Restitution Loss of Privileges (may include parking/driving) Attendance improvement plan Removal from classroom Confiscation Referral to Outside services Parent Conference
<p>Level 4 Infractions</p> <ul style="list-style-type: none"> ▪ <i>Multiple violations of Level 1, Level 2, and/or Level 3 infractions including situations listed in Violation Specific Infractions</i> ▪ Possession or use of controlled substances ▪ Possession or use of a weapon ▪ Major Theft \$100+ ▪ Physical Assault of a student, faculty, or staff member ▪ Sexual assault ▪ Indecent exposure ▪ Lewd or sexually inappropriate displays of public behavior ▪ Possession/distribution of sexually explicit material ▪ Terroristic threats ▪ Arson 	<p>Possible Consequences</p> <p><i>Will Include:</i></p> <ul style="list-style-type: none"> <i>Parent Contact</i> <i>Verbal Reprimand</i> <i>Parent Conference</i> Loss of Privileges (may include parking/driving) In-School Suspension (1-5 days) Out of School Suspension (1-10 days) Expulsion Alternative Placement Contact Local Authorities Referral to Student Services Referral to Outside Services Restitution Confiscation

<ul style="list-style-type: none"> ▪ Trespassing (criminal in nature) 	
<p>Violation-Specific Infractions (Varying Levels- Consequences to Levels 1-4 Infractions may also apply in accordance with the nature of the violation)</p>	<p>Possible Consequences</p>
<ul style="list-style-type: none"> ▪ Parking/driving violation on school grounds or near the property ▪ Bus violation or endangerment to the driver and/or students 	<p>Loss of Transportation Privileges Loss of Driving/Parking Privileges Restitution for Damages</p>
<ul style="list-style-type: none"> ▪ Possession of Tobacco/Nicotine products, vapes, or related devices ▪ Use of Tobacco/Nicotine products, vapes, or related devices ▪ Sales of Tobacco/Nicotine products, vapes, or related devices 	<p>Suspension Fine First Offense- 3 days OSS Second Offense- 5 days OSS Loss of Privileges</p>
<p>Cell Phone Violations:</p> <p>First Offense-Electronic device is removed from the student’s possession and will remain in administrative custody for the remainder of the school day. The student may pick up the device after school hours. <i>Please note that the device will be turned off and stored securely during this time.</i></p> <p>Second Offense- Electronic device is removed from the student’s possession. It will remain in administrative custody until a parent/legal guardian picks up the device at school during normal business hours. In addition, the student will serve one detention.</p> <p>Third Offense- Electronic device is removed from the student’s possession. It will remain in administrative custody until a parent/legal guardian personally picks up the device at school during normal business hours. Students will serve at least one (1) day of in-school suspension. Further discipline may be imposed at the discretion of the Administration.</p>	
<ul style="list-style-type: none"> ● The Principal and/or Dean of Students will carry out the discipline assignment for major breaches of the discipline code. Administrators at CMAVTS will be practicing progressive discipline. Progressive discipline implements discipline measures at an increased level when students repeatedly display behavioral issues of similar characteristics. ● Loss of privileges can include but are not limited to, exclusion from dances, field trips, or other extra-curricular activities. <p><u>Instructors may handle discipline within the classroom using one or multiple of the following consequences:</u></p> <ul style="list-style-type: none"> ● 1. Verbal reprimands. ● 2. Withdrawal of classroom privileges ● 3. Special assignments ● 4. Isolation within the shop or classroom ● 5. Other appropriate responses ● 6. Instructor/Parent Contact 	