



**CODE OF STUDENT CONDUCT
2017-2018**

PERSONNEL

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NON-DISCRIMINATION POLICY **EQUAL RIGHTS AND OPPORTUNITIES POLICY**

The Mercer County Career Center does not discriminate on the basis of age, race, color, national or ethnic origin, sex, or disability in employment or in the administration of any of its educational programs and activities in accordance with applicable federal statutes and regulations. Inquiries should be directed to Title IX and Section 504 Coordinator, Mercer County Career Center, 776 Greenville Road, Mercer, PA 16137, 724-662 3000.

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INTRODUCTION**WELCOME TO THE MERCER COUNTY CAREER CENTER**

The information in this handbook has been carefully prepared to help you achieve success. This information is in compliance with school policies established by our Joint Operating Committee. The administration, faculty, and staff are here to assist you. If you have any questions or need more detailed information, please feel free to direct your questions to the administrative office, your program instructor, or student services personnel.

MISSION STATEMENT

Our mission is to equip students with marketable skills through effective career and technical education

- by offering a relevant curriculum in an interactive learning environment
- by implementing student-centered instructional practices
- by setting high standards and expectations
- by maintaining high levels of collaboration with school districts
- by establishing partnerships with the community to expand learning opportunities
- by providing students a safe and secure educational environment
- by promoting the development of leadership and workplace skills
- by communicating the value of career and technical preparation as an important component of the educational system

SENDING SCHOOL DISTRICTS

Commodore Perry	Farrell	Greenville	Grove City
Hermitage	Jamestown	Lakeview	Mercer
Reynolds	Sharon	Sharpsville	West Middlesex

STUDENTS RIGHTS AND RESPONSIBILITIES**BEHAVIOR PLAN: S.T.R.I.V.E.**

The Mercer County Career Center administration and staff have developed a behavior plan to be implemented building-wide. The behavior plan has goals, values, and a working set of expectations that students are to know and follow during their time here.

GOALS

- To define clear, building-wide behavior expectations.
- To enforce consistent consequences when expectations are not met/followed.
- To implement classroom/building-wide incentives when desired expectations are met.

VALUES

SAFETY is first.

TEAMWORK to accomplish goals.

RESPECT to everyone.

INSPIRATION to accomplish tasks.

VISION to learn.

EFFORT to do your very best.

STUDENT CODE OF CONDUCT

The Joint Operating Committee has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students. At the same time, no student shall be deprived of equal treatment and equal access to educational programs, due process, a presumption of innocence, and free expression and association, in accordance with Joint Operating Committee policy and Mercer County Career Center rules.

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. It is the responsibility of the students to STRIVE to the following:

- Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Report, on time, to school each day unless properly excused
- Not use or possess tobacco, alcohol, drugs, or look-alike drugs
- Not leave the building without properly being excused
- Complete assigned work
- Show respect to fellow students
- Show respect to faculty members, other adults, and all visitors
- Conduct themselves in a considerate and safe manner at all times
- Use appropriate verbal and written language at all times
- Follow all school rules and specific expectations in each class
- Limit display of affection
- Dress appropriately

ATTENDANCE GUIDELINES AND PROCEDURES

OVERVIEW

Career and technical training is a hands-on learning process so students need to be in attendance in order to master technical skills or their performance will suffer. Employers expect good attendance and students can demonstrate to prospective employers that they have acquired this work place skill by building a good attendance record while enrolled at the Mercer County Career Center.

INCENTIVES

Students who maintain good attendance are eligible to receive awards and recognition through our STRIVE program. Through this program we recognize students who follow expectations and reward them for their efforts.

CONSEQUENCES

In addition, Mercer County Career Center students who do not meet attendance guidelines may not be permitted to participate in extracurricular activities such as field trips, school competitions, or work based learning activities. Students who miss more than (16) sixteen days without doctor's excuses will not participate in our Awards Day Ceremony in May and will not be presented a Mercer County Career Center Certificate.

When a student misses (5) five unexcused days, we will meet with that student and a letter will be sent to the parent/guardian as well as the home school district. The intent of the letter is to inform the parent/guardian and home school personnel of the student's current attendance status. When a student misses (10) ten unexcused days, we will also meet with the student and a letter will be sent to the parent/guardian as well as the home school district. When a student misses (12) twelve or more days, he/she is required to provide a doctor's excuse for any future absences. A letter will be sent to inform the parent/guardian and home school personnel. Students are required to provide written excuses to the Mercer County Career Center when they are absent. Failure to do so could result in disciplinary action.

ATTENDANCE PROCEDURES

TARDY TO SCHOOL - Punctuality is a fundamental employment skill. Students are responsible for arriving at the Mercer County Career Center and classrooms on time. Students who are not punctual will be subject to disciplinary action. You should report to the Main Office for a tardy slip. Report directly to your classroom immediately upon obtaining an admittance slip.

EXCUSED LATE ARRIVAL- You should report directly to the Main Office for a tardy slip. Confirmation of a late arrival may be made a day in advance or by a written excuse from a parent/guardian. Reasons for excused, late arrivals include: medical appointments, court hearings, family emergencies, and other extenuating circumstances.

EARLY RELEASE - To request an early dismissal, the parent/guardian must put the request in writing and submit it to the Main Office at least one day in advance. Early dismissals will not be issued the day of the request unless it is deemed an emergency. In that event, a parent/guardian must report to the Main Office prior to picking up the student.

LEAVING SCHOOL WITHOUT AUTHORIZATION - Once you have arrived at school you cannot leave because of illness or any other reason without permission. Any student who leaves the school grounds without authorization will be subject to disciplinary action.

SUBMITTING ABSENCE EXCUSE – Drop your excuse off at the Main Office upon arrival to the Mercer County Career Center then immediately report to class. Students must submit an excuse within three (3) days.

TRANSPORTATION GUIDELINES**BUSING**

Each sending school district provides transportation by bus for you. Every effort is made to assure that buses do not leave early and you are released from class on time to board your bus. The Mercer County Career Center is not responsible for transportation if you miss your bus. Making sure that you do not miss your bus is your responsibility. In the event that you do miss your bus, you will be expected to find your own transportation to return to home school or to go home. If you do miss your bus, report immediately to the Main Office for assistance.

Students who do not behave appropriately on the bus will be removed temporarily or permanently. Students who are removed from the bus are risking their placement at the Mercer County Career Center and possibly graduation. Every student deserves a safe and pleasant bus ride. Help us achieve this goal.

DRIVING TO SCHOOL

You are required to ride designated buses to and from school. In some cases you may be granted permission to drive on a permanent basis or for just one day. Approval from the home school, the Mercer County Career Center, and your parent/guardian is required. The appropriate form is available from the Main Office. All completed forms must be submitted at least two (2) days prior to the requested date. Students park in the rear lot in the spaces marked by green and white signs "Student Parking Permit Required." Under no circumstances are you permitted to have riders/passengers in your vehicle. Violations of any driving rules risk temporary or full suspension of driving privileges as well as disciplinary action. Details of this procedure and driving rules are posted in all classrooms. If you want the privilege of driving, know the procedure and follow the rules.

In addition, students must meet the following attendance requirements to retain driving privileges.

A student must:

- have (4) four or less absences for the 1st nine weeks.
- have no more than (8) eight total absences for the 1st and 2nd nine weeks.
- have no more than (12) twelve total absences for the 1st, 2nd and 3rd nine weeks.
- have (16) sixteen or less absences for the entire school year.

School officials are authorized to search a student's motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Joint Operating Committee policy, school rules, or poses a threat to the student or the student population.

CANCELLATION OF SCHOOL

In the event the Mercer County Career Center closes for any type of emergency, an announcement will be made on the following radio stations and TV channels and posted on websites:

WWIZ (FM 103.9)
WHOT (FM 101.1)

WPIC (AM 790)
KDKA (AM 1020)

Y103 (FM 102.9)

WTAE (Channel 4 TV)
WFMJ (Channel 21 TV)
WPXI (Channel 11 TV)

WYTV (Channel 33 TV) www.wytv.com
WKBN (Channel 27 TV) www.wkbn.com

BLACKBOARD CONNECT

Announcements and emergency notifications, school closings, delays and other important information will be transmitted to students and their families through the “Blackboard Connect” notification system. Students are required to provide at least one primary contact number AND one secondary contact number which will be used by the system for notifications. Students are responsible for notifying the Career Center when contact information changes.

DISCIPLINE

This Student Code of Conduct manual has been provided to assist you in learning the procedures and policies of the Mercer County Career Center. Other important information is listed to aid in the use of resources available to all students. All students are responsible for the information contained herein and must make every effort to learn the contents of this Student Code of Conduct manual. It should also be noted that not everything or every situation can be covered by this manual.

TYPES OF INCIDENTS**TIER ONE INCIDENTS:**

- Teacher Managed
- Three (3) **Tier One** Incidents become a Tier Three referral.

TIER TWO INCIDENTS:

- Teacher Managed
- Two (2) **Tier Two** Incidents become a Tier Three referral.

TIER THREE INCIDENTS:

- Office Managed

DEFINITION OF MISCONDUCT**TIER ONE**

- **Cell Phone Violation** – Having your phone out or on during time in the classroom.
- **Classroom Disruption** – Noisy and/or off-task behavior.
- **Computer Violation** – Using the computer for anything other than school-related purposes.
- **Disrespect** – Rude or offensive language directed toward another.
- **Dress Code** – Willful disregard for school and/or shop dress requirements
- **Failure to complete class assignments** – Refusal to complete assigned work within required timelines
- **Failure to follow class rules** – Unwillingness to follow rules, procedures, and expectations of the school/classroom.
- **Non-directed profanity/offensive language** – Use of inappropriate, offensive, or vulgar language.
- **Out of assigned area** – When a student is in an area of the building without the authorization of a teacher.

TIER TWO

- **Cheating/Plagiarism** – Copying other's work or lack of citation of other's work
- **Horse Play** – Pushing, shoving, jumping, etc.
- **Obscene Gesture** – The use of hands and/or other body parts to make an offensive or lewd expression.
- **Safety Violation** – Disregarding the safety rules, requirements or procedures of the school or classroom.

TIER THREE

- **Insubordination**-Willful defiance or failure to obey a reasonable request/order given by an authorized school representative.
- **Disorderly Conduct**-Any behavior which is disruptive to the educational environment, including inappropriate language and gestures.
- **Bullying**-Bullying is a range of intimidating conducts that include verbal, physical, and/or emotional behaviors toward others and lead to anti-social and unlawful acts i.e. assault, extortion, menacing and sexual offenses and many other potential actions.
- **Verbal Abuse/Harassment**-Statements which intimidate or emotionally injure another.
- **Sexual Harassment**-Unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct.
- **Forgery**-Using the signature or initials of a parent/guardian or school official.
- **Theft**-Receiving, attempting to take, or taking property that does not belong to you.
- **Extortion/Robbery**-The solicitation of money, or something of value from another person, in return for protection, or in connection with a threat to inflict harm or robbing a person.
- **Physical Assault**-Physical attack of one person or of a group of persons upon another person who does not wish to engage in the conflict.
- **Hazing** - Initiation rites implemented by an individual or individuals which is expected of you to join a group, regardless of your willingness to participate.

TIER THREE...continued

- **Tobacco Use/Possession** - The use or possession of tobacco of any kind on school property or at school activities.
- **Destruction/Defacement of Property** - Attempt to damage or damaging the property of the school, school personnel, of other persons.
- **Arson** - Intentionally starting a fire in the building or on school property.
- **Weapons and Explosive Devices** - The possession, use, or sale of any object that may be constructed as a weapon including, but not limited to, pocket knives, weapons of martial arts, guns, ammo, fireworks or other explosives, and any look-alike while on school property or at a school-related activity.
- **Habitual Classroom Disruption** - Continued disruption in the classroom after warnings.
- **Alcohol** - The possession, use, consumption, sale or being under the influence of alcohol on school property or at a school-related event. Any student suspected of being under the influence of alcohol, while on school property, will be asked to submit to a test.
- **Drugs** - The possession, use, consumption, sale of drugs or look-a-likes, or being under the influence of any controlled substance. Also included are prescription and nonprescription drugs (caffeine pills, Tylenol, etc.) which have not been registered with the safety coordinator and distributed by the safety coordinator. In addition, the possession, use, or sale of drug paraphernalia which includes all equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. **Any prescribed and/or non-prescribed (over the counter) medication that a student brings to school must be registered with the safety coordinator and administered by the safety coordinator unless other approval is granted.**
- **Inhalants** - The introduction into the body of any chemical substance for the purpose of altering one's state of consciousness.
- **Fighting** - Engaging in or threatening physical contact for the purpose of inflicting harm on another person.
- **Threats** - Threats of any nature, including but not limited to, physical, written, phone, verbal or electronic mail.
- **Threatening a School Employee** - Including but not limited to, physical contact, written and verbal communication (including electronic mail) with the intent to place the official in reasonable fear or annoyance.
- **Bomb Threats** - Any written or verbal threat found or reported on school property.

DEFINITION OF INTERVENTIONS/CONSEQUENCES

It is expected that all students conduct themselves in a manner acceptable for young adults. Students should exhibit respect for themselves, others, and property. The rules established in this manual help provide a safe, purposeful learning environment conducive to the educational process.

The consequence is dependent upon the frequency and/or severity of the incident.

POSSIBLE TIER ONE AND TWO INTERVENTIONS/CONSEQUENCES

- Reteach and explain expectations
- Verbal redirection
- Student-Teacher conference
- Parent contact/conference
- Other faculty/staff determined interventions

POSSIBLE TIER THREE INTERVENTIONS/CONSEQUENCES

- **Written Warning** – The student receives a letter of warning for his/her behavior following an administrative conference with the student.
- **Suspension of Privileges** – These are assigned and carried out by the administration. A student may lose any or all privileges, as assigned by the administrator.
- **Reassignment** – This is assigned and carried out by the administration.
- **Temporary Out-Of-School Suspension** - A student may be suspended out of school from 1 to 3 days
- **Full Out-Of-School Suspension** – A student may be suspended out-of-school from 4 to 10 days
- **Dismissal** – Removal from the Career Center

STUDENT SERVICES

Our students have many needs and face many challenges. To assist our students, the Mercer County Career Center has a guidance counselor, special needs instructors, safety coordinator and cooperative education coordinator. Through various programs and services, the staff can assist students with their personal, educational, health, or career concerns.

GRADING

Grading will be broken into three categories each weighted equally at 33.33%.

Theory Grade:

- Worksheets (10 to 20 pts)
- Quizzes (5 to 10 pts)
- Tests (25 to 100 pts)
- Projects (25 to 100 pts)

Lab Grade: (10 to 20 pts)

- Job Sheet
- Competency Guide
- Learning Guide

Work Skill Grade/STRIVE Grade (6 pts/day = 30/week)**S – Safety (1 pt/day)**

- Wear safety glasses
- Follow dress regulations
- Operate equipment appropriately

T – Teamwork (1 pt/day)

- Completes assigned job
- Correctly cares for tools and equipment
- Keeps shop and work area clean

R – Respect (1 pt/day)

- Respects others
- Uses proper language
- Uses technology correctly

I – Inspired (1 pt/day)

- On Time
- Dressed
- Cell Phone is away

V – Vision: (1 pt/day)

- Positive attitude
- On Task
- Obeys class and school rules and safety guidelines

E – Excellence (1 pt/day)

- Completes work on time
- Does very best
- Meeting benchmarks

GRADE SCALE

Mercer County Career Center only issues a percentage grade to the home school.

Mercer County Career Center									
Grade Scale									
Per.	GPA	Per.	GPA	Per.	GPA	Per.	GPA	Per.	GPA
100	4.0	80	2.3	60	0.3	40	0.0	20	0.0
99	4.0	79	2.2	59	0.2	39	0.0	19	0.0
98	3.9	78	2.1	58	0.1	38	0.0	18	0.0
97	3.9	77	2.0	57	0.0	37	0.0	17	0.0
96	3.8	76	1.9	56	0.0	36	0.0	16	0.0
95	3.8	75	1.8	55	0.0	35	0.0	15	0.0
94	3.7	74	1.7	54	0.0	34	0.0	14	0.0
93	3.6	73	1.6	53	0.0	33	0.0	13	0.0
92	3.5	72	1.5	52	0.0	32	0.0	12	0.0
91	3.4	71	1.4	51	0.0	31	0.0	11	0.0
90	3.3	70	1.3	50	0.0	30	0.0	10	0.0
89	3.2	69	1.2	49	0.0	29	0.0	9	0.0
88	3.1	68	1.1	48	0.0	28	0.0	8	0.0
87	3.0	67	1.0	47	0.0	27	0.0	7	0.0
86	2.9	66	0.9	46	0.0	26	0.0	6	0.0
85	2.8	65	0.8	45	0.0	25	0.0	5	0.0
84	2.7	64	0.7	44	0.0	24	0.0	4	0.0
83	2.6	63	0.6	43	0.0	23	0.0	3	0.0
82	2.5	62	0.5	42	0.0	22	0.0	2	0.0
81	2.4	61	0.4	41	0.0	21	0.0	1	0.0

GRADE REPORTING

- A student grade report will be given to a student whose grade drops below 75%.
- A parent/guardian will receive notification if a student’s grade drops below 75%. (Phone call, Grade Report Sent Home)
- A referral to the Student Support Team will be made if a student’s grade drops below 75%.

REPORT CARDS

Grades are reported to the home schools at the end of MCCC’s quarters. Home schools report the MCCC program grade on their report card. MCCC does not issue a report card.

PASSING AND CREDIT

Students must follow their home school’s grading scale to ensure they receive credit. MCCC does not issue credit towards student graduation. Credit is issued by the home school.

MCCC PASSING

To stay enrolled in a MCCC program and to earn an MCCC Certificate, MCCC recognizes 65% as passing.

Grading Period Dates

Tuesday, October 31, 2017 – End of Grading Period 1

Wednesday, January 17, 2018 – End of Grading Period 2

Friday, March 23, 2018 – End of Grading Period 3

Friday, June 1, 2018 – End of Grading Period 4

Make-Up Work

When a student is absent, he/she is required to make up any missed work or assignments. A student has the same number of days to make up work as the number of days he/she was legally excused, i.e. if a student is absent two (2) days, he/she has two (2) days to make up the work. A student cannot make up any work on days he/she did not provide an excuse (was illegally absent). If outstanding work/assignments are not completed within the appropriate time frame, the student will receive a zero (0) for any outstanding work/assignments.

Nine-Week Grades/Incompletes

Students have ten (10) school days past the end of a grading period to change an (I), Incomplete, to a grade. This ten (10) day period is granted to students who have been legally excused or have other extenuating circumstances. If the outstanding work/assignments are not completed then zero's (0's) will be given and the nine-week grade calculated accordingly.

MCCC CERTIFICATE REQUIREMENTS

In order to receive your Mercer County Career Center Certificate you must do the following:

- Receive a passing grade for your Mercer County Career Center program of at least 65%
- Miss no more than sixteen (16) days without doctor's excuses
- Complete your Transition Portfolio
- Take the written and performance components of the NIMS or NOCTI test if eligible
- No outstanding obligations
- In addition to this all Health Care Career students must sit for the Nurse Aide Exam

MILITARY RECRUITERS

All activities conducted at the Mercer County Career Center with recruiters from the Armed Forces must have prior approval from our Guidance Counselor. No meetings or early dismissals will be granted unless this procedure is followed.

NOCTI/NIMS TESTING

The Mercer County Career Center administers a national test that enables students to measure the acquisition of knowledge and their ability to perform work skills against national standards. The National Occupational Competency Testing Institute (NOCTI) test is given every spring. Students who meet or exceed the established cut score receive a Pennsylvania Skills Certificate from the Pennsylvania Department of Education. These certificates are awarded to our students during the Awards Day Ceremony. All eligible students must take this test in order to graduate and participate in the Awards Day Ceremony

STUDENT REFERRAL SYSTEM

Located in every classroom are “Student Conference Request Cards.” Students experiencing any problems can complete this card and submit it to their instructor or deliver it directly to any staff member using our office mail. This enables our students to reach out to the support network available to them here at the Mercer County Career Center in a discrete and efficient manner.

STUDENT TRANSITION PORTFOLIOS

All students at the Mercer County Career Center compile a Transition Portfolio. The portfolio details student work and achievements accomplished during their technical training. Once completed, the portfolio serves as a tool to showcase the student’s skills and accomplishments. Transition Portfolio development includes job interview skills. Mercer County Career Center students are required to have professional attire for mock job interviews. **Seniors must complete their Transition Portfolio. Seniors who fail to do so will not participate in the Awards Day Ceremony and will not receive a Mercer County Career Center Certificate.**

PRACTICE INTERVIEWS

Our mission is to equip students with marketable skills through effective career and technical education. Equipping our students with the skills needed to get employment is one of the key components of developing a set of marketable skills for our students. One of our graduation requirements is completing a Practice Interview conducted by an area representative from business and industry. All seniors must complete this activity in order to graduate and must be properly attired to do so. The following articles of clothing are required to participate:

Boys

Black, navy, or khaki colored dress pants, white or blue dress shirt, tie, belt and black/brown dress shoes. All clothes should be neat, clean, of appropriate size, and fit neatly.

Girls

Business style suit/dress, dress skirt or dress slacks and dress blouse, and dress shoes. Dresses and skirts can be no more than two inches above the knee. Tight or revealing clothing is not acceptable attire for this activity.

Absolutely no flip-flops of any style or kind are permitted. Dress shoes are NOT work boots, cowboy boots or any type of running shoe, sneaker, basketball or tennis shoe. Absolutely no jeans or pants/skirts that look like jeans or jean material.

This is your son’s/daughter’s opportunity to demonstrate their professionalism and the skills they have acquired to local members of business and industry who may be their future employers. This activity is designed to develop their job seeking skills as well as to foster a positive image for our graduates within the community.

ACADEMIC DIFFICULTIES

Assistance is available if you are having trouble with your academic or technical training. By simply filling out a Student Conference Request Card, a Mercer County Career Center guidance counselor will meet with you to discuss your specific needs.

PROGRAM CHANGE

This should be discussed with the Mercer County Career Center counselor, your home school counselor, and your parent/guardian. The appropriate forms are available from the Mercer County Career Center guidance department. To be considered for a program change the student:

- should have a passing grade.
- cannot have any outstanding obligations to the current program.
- must demonstrate the ability to abide by program/school rules.
- must have program requirements met for the program he/she will be changing to

TRANSCRIPTS

Transcripts will be sent to employers, educational institutions, and the armed services upon your written request to the attendance secretary. If you are not 18 years of age, written parent/guardian permission is required.

WORK-BASED LEARNING OPPORTUNITIES

Job Shadowing is a career exploration activity in which a student “shadows” an employer for a period of one to three days to learn about a particular occupation. It is a non-paid experience.

Clinical Experience enables our students to practice what they have learned in a “work setting.” They assist with work activities while being supervised by a local employer who acts as their mentor. Clinicals are non-paid experiences that last from three to fifteen days.

Cooperative Education is provided to extend the curriculum beyond the walls of the classroom. A student is placed in an area business or industry so they can apply what they have learned in the classroom in a real work setting. It is a paid experience and provides an excellent opportunity to learn and earn.

Students who wish to participate in these activities must meet with the cooperative education coordinator to determine eligibility.

STUDENT ORGANIZATIONS**National Technical Honor Society**

National Technical Honor Society (NTHS) honors the achievements of top Career & Technical Education (CTE) students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today’s highly competitive, skilled workforce. The following is necessary for NTHS consideration:

- Complete an application
- Submit transcript
- 3.3 GPA or higher in CTE program
- 3.0 overall GPA or higher

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. SkillsUSA provides leadership development, educational programs, and competitions that support career and technical education. All students are welcome to participate in SkillsUSA.

SAFETY AND HEALTH SERVICES**SAFETY / SAFETY PLEDGE**

Safety is a vital part of our educational programs. Safety regulations are strictly enforced in all areas of the school. To ensure the safety of every student, all students are required to successfully complete a safety program. Students are not permitted to work in their technical program without an Emergency Card on file. It is imperative that students realize these rules are to protect them and their classmates. Safety must be taken very seriously.

As a student, I will endeavor at all times to practice the rules set forth within the technical programs at the Mercer County Career Center. If by neglect or willful intent I violate these rules, I will be subjecting myself to disciplinary action.

SECURITY

Every effort is made to ensure that Mercer County Career Center students have a safe and secure learning environment. Students need to be aware that the Mercer County Career Center utilizes an electronic surveillance system to safeguard their learning environment.

FIRE AND EMERGENCY DRILLS

Fire drills will be held without warning in accordance with state fire laws. Order, rather than speed, is most important. The instructor will show students the routes to be followed during these drills. Proper procedures for both fire and severe weather drills are posted in each shop area.

HALL PASSES

All students are required to have a Student Pass if they are not in their classroom. Students are responsible to get a pass from their teacher and legibly provide the information required. The teacher will read the pass, be sure it is legible, complete and then initial the pass. Upon return the student will give the pass to the teacher.

STUDENT PATROLS

The Protective Services program operates a school patrol. Students from the program patrol the building and school grounds utilizing the skills they have learned in class. If assistance is needed, do not hesitate to ask members of this unit. In addition, Student Patrol Officers are also posted in our locker rooms. They are there to assist us in providing you with safe and clean facilities. If you have any concerns or problems you can report them to the Student Patrol Officers.

STUDENT MEDICATION

See the safety coordinator and obtain a Medication Authorization form for your parent/guardian to sign and return it to the Main Office with your medication in an original pharmacy container with a printed prescription label attached. You will be responsible for taking the medication at the prescribed time.

POLICIES AND PROCEDURES**ACCIDENTS**

Every accident in the school building, on school grounds, or during an event sponsored by the school must be reported immediately to the person in charge, administrator, or safety coordinator.

BULLYING/CYBERBULLYING

The Mercer County Career Center is committed to providing a safe, positive learning environment for its students. In addition, every student is responsible to respect the rights of others to ensure an atmosphere free from bullying. There is no justification for any student to act in a manner that creates fear or an atmosphere of intimidation. Students who do are risking their enrollment at the Mercer County Career Center. Students who have been bullied or have witnessed such actions should report the incident to a Mercer County Career Center staff member who will inform the principal.

HARASSMENT

A student who has a complaint of harassment, abuse, or misconduct by anyone may complain directly to the principal, guidance counselor, or instructor. An investigation will be conducted and a resolution will be sought that is satisfactory to the complainant. Students who harass other students in any way or make reckless statements that could be construed as intimidating or threatening are risking serious disciplinary action as well as possible legal charges. These types of problems can be prevented if you use our student referral system to head off problems before they are out of hand. Each student shall be responsible to respect the rights of their fellow students and Mercer County Career Center employees and to ensure an atmosphere free from all forms of unlawful harassment.

HAZING

Any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any class or organization will be viewed as hazing. These activities are inconsistent with the educational goals of the Mercer County Career Center and are prohibited at all times.

SUICIDE AWARENESS, PREVENTION AND RESPONSE

Mercer County Career Center staff receives development to recognize and respond to situations where a student is expressing suicidal thoughts or intentions of self-harm on school property, at any school-sponsored activity, or on any public vehicle providing transportation to or from a school or school sponsored activity. Policy procedures also apply following a student's suicide threat or attempt that does not occur on school grounds or during a school-sponsored activity, but that is reported to any school personnel.

WEAPONS

Any instrument or implement capable of inflicting serious injury can be considered a weapon and is prohibited on school property; this includes buses and satellite locations. If a student brings any instrument that is considered a weapon on school property, the student is risking serious consequences. The student will be immediately referred to the home school for any legal charges and disciplinary action.

TECHNOLOGY EQUIPMENT PROCEDURES

All students (and parents) must have read the Mercer County Career Center Acceptable Usage Policy and have a signed Student User Agreement on file with the building administration.

- Students are not permitted to use the computers without faculty supervision, in both classrooms and labs.
- No food, drink or gum is permitted at the computer station.
- Music CD's are prohibited and will be confiscated.
- Games are not permitted unless approved by teacher and technology coordinator, and are curriculum related.
- Use of applications not assigned by the teacher is prohibited.
- Abuse and/or rough handling of equipment will not be tolerated.
- Printing of non-educational content is prohibited.
- Any student violating rules, damaging equipment, or tampering with files or programs will be referred to the office.
- Students are responsible for proper care and maintenance of computer equipment and peripherals. Students are also responsible for immediately reporting any problems with the equipment.
- Rules may be revised or new rules implemented at any time.

DISHONESTY IN COURSE WORK

All students are required to abide by the basic principles of honesty in fulfilling both out-of-class and in-class assignments. Violations of these principles will result in penalties ranging from a failure on a given assignment to failure for the course. Teachers are to notify parents.

1. Cheating—deliberately giving or receiving improper assistance on assignments or tests.
2. Plagiarism—using words, work, or ideas of another without giving credit.
 - 1st Offense—a zero on that test, quiz, or assignment.
 - 2nd Offense—(in any class) will result in a failure in that class for the year. No credit for that class will be awarded.

ELECTRONIC COMMUNICATION DEVICES

Cell phones and MP3 players need to be off and in student lockers during school hours.

FIELD TRIPS

During the course of the year students have opportunities to participate in activities that take place after school hours and off school grounds. In order to take advantage of these activities, students must meet attendance guidelines and currently not under disciplinary sanctions and possess a good disciplinary record. Since these are school-related events, all students are to follow the Mercer County Career Center student rules as if they are in attendance during a typical day.

RIGHT TO SEARCH

At no time does the Mercer County Career Center relinquish control of hallway, lockers, or any other part of the school building or property. School officials reserve the right to and will randomly search any and all school property at any time without specific cause. These searches will be done without student consent. These searches may encompass any and all items stored in lockers or in any other area of school property. In addition, school officials have the right to search students, their direct possessions and automobiles parked on school property if there is reasonable suspicion that the student is in violation of any school rule or policy, or poses a threat to self or others while on school property. Searches may include, but are not limited to, the utilization of a certified police drug detection dog, metal detection wands, or any other device deemed useful in protecting the health and welfare of the school population. Any contraband found will be seized. Administrative discipline and criminal penalties may be imposed. School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Joint Operating Committee policy, school rules, or poses a threat to the student or the student population.

SCHOOL LOCKERS

School lockers are the property of the school and not the student. Students shall have no expectation of privacy in their lockers. Lockers should be locked at all times. All students must purchase a combination lock available from the school. The instructor is required to have the combination. Students shall assume responsibility for maintaining the security of their lockers. The Mercer County Career Center is not responsible for the personal property of pupils. At the conclusion of the school year students should clean out their locker completely. Any remaining items will be discarded.

Lockers are the property of the school and remain under the direct control of the Mercer County Career Center at all times. In order to maintain a safe and healthy educational environment, lockers may be subject to search by school personnel without student permission at any time the Principal or Safety Coordinator has reasonable suspicion to believe that anything stored in the locker may be a threat to the health, safety, and welfare of other students or school personnel. The Mercer County Career Center reserves the right to enlist the services of trained dogs to search for drugs or weapons anywhere on school property including the parking lots and adjacent outdoor areas.

STUDENT ACCIDENT INSURANCE

All students of the school are urged to participate in the insurance program offered by the home school. The cost of this insurance is minimal. The administration strongly urges every student to consult his/her parents to determine if they have insurance, which would cover any injury sustained in or traveling to or from the Mercer County Career Center including satellite facilities and extended learning experiences.

STUDENT DRESS

Appearance requirements reflect what is expected in the work place. We strive to teach our students one of the core employability skills; how to dress to get and maintain employment. In addition to emphasizing the need to make a professional presentation, our requirements also include safety factors related to appearance. Our goal is to enhance the image of our students in the eyes of the community and by doing so create opportunities for every one of our graduates.

The following clothing is prohibited:

- Flip-flops or sandals.
- Midriff tops that leave the midsection or back exposed.
- Spaghetti string tops or sleeveless t-shirts.
- Clothing with graphics or slogans that contain references to alcohol, tobacco, violence, foul language, or sexual innuendos.
- Bottoms that permit exposure of underwear or droop to create a safety hazard.
- Hoods cannot be worn indoors at any time.
- Chains or other appliance hanging from clothing.
- Articles of clothing with excessive wear, tattered/frayed, or have holes.
- No skirts, dresses, or shorts shorter than two inches above the knee.
- Revealing or see-through clothes.
- Stretch knits, spandex or tightly fitting bottoms.
- Pajama tops, bottoms or pajama styled clothing of any kind.
- No hats outside of shop/lab areas.
- Sunglasses are not permitted.
- At no time can under garments be showing. Clothes must fit properly so this never occurs.

Requirements for all trousers/pants:

- All bottoms must be worn at the waist which is defined as the area between the bottom of the rib cage and the top of the hip. If the bottoms cannot be kept in this area without any assistance a belt must be worn. In some programs pants are required to have belt loops and a belt is required for safety purposes.
- No bottoms which expose skin or undergarments or wearing oversize/drooping baggy style pants to create a “sag” look.
- All bottoms must be hemmed, are not permitted to touch the floor, or have frayed or cut bottoms. Bottoms cannot have holes of any kind.

Other safety related requirements for some programs:

- No hoodies can be worn in the lab area.
- Shirts must be tucked in trousers.
- Pants with belt loops.
- Belts must be worn with trousers.
- No short pants of any kind.
- Jewelry of any kind that violates generally accepted safety or sanitation practices.

The following items are permitted depending on safety and sanitation practices required for that occupational area of study.

- Shorts which are not shorter than two inches from the top of the knee are permitted. In addition to these choices, Capri pants, skirts, skorts, and dresses.

All clothes should be neat, clean, of appropriate size, and fit neatly.

STUDENT ENROLLMENT

The process is complete when:

1. Application, Individualized Career Plan, Emergency Card and other required forms are on file.
2. Specific Program Requirements are met.
3. Purchase of a Mercer County Career Center lock.
4. Completion of the Principal's Orientation.

STUDENT RECORDS

A student record includes his/her educational and occupational objective(s), attendance information and program performance measurements.

Parents/guardians and eligible students have the following rights regarding student records:

1. The right to inspect and review the student's education record within thirty (30) days of the Mercer County Career Center's receipt of the request for access. Parents who wish to examine their child's record may arrange to do so by making an appointment with the Principal.
2. The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state laws authorize disclosure without consent.
4. The right to inspect documents showing school personnel accessing the student's file and the legitimate education interest for seeking the information.
5. The right to refuse to permit the designation of any or all categories of directory information.
6. The right to request that information not be provided to military recruiting officers.

VISITORS

Students who are not enrolled in the Mercer County Career Center as students are not permitted in the building during the school day.

ATTACHMENTS

**MERCER COUNTY CAREER CENTER
2017-2018 STUDENT CALENDAR**

August 28, 2017.....	First Day Of School for Students
September 4, 2017.....	Labor Day / No School
September 11-15, 2017	Principal’s Orientation
September 29, 2017	Program Requirements Deadline
October 2-13, 2017	NOCTI Pre-Testing
October 9, 2017	No School
October 25, 2017	Career Day
October 31, 2017	End of Grading Period 1
November 2, 2017	SkillsUSA Local Competitions
November 16,17, 20-22, 2017	Half Day Visits – School is in Session
November 23-27, 2017	Thanksgiving Vacation
December 25, 2017 – January 2, 2018	Christmas/New Year’s Break
January 12, 2018	SkillsUSA District Competition
January 15, 2018.....	No School for Students (In Service Day)
January 17, 2018.....	End of Grading Period 2
February 16, 2018.....	No School for Students (In Service Day)
February 19, 2018.....	No School
March 23, 2018.....	End of Grading Period 3
March 29-April 2, 2018.....	Easter Break
April 4 & 5, 2018.....	NOCTI Testing (Performance)
April 9-27, 2018	NOCTI Testing (Written)
April 18-20, 2018	SkillsUSA State Competition
May 3, 2018.....	Senior Portfolio Completion Deadline
May 3, 2018	Open House
May 4, 2018.....	No School for Students (In Service Day)
May 11, 2018.....	Senior Obligation Deadline
May 23, 2018.....	Awards Day Practice
May 24, 2018.....	Field Day
May 25, 2018.....	Awards Day
May 28, 2018.....	Memorial Day / No School
June 1, 2018.....	End of Grading Period 4
June 1, 2018.....	Last Day of School

MERCER COUNTY
CAREER CENTER

249

Joint Operating Committee
POLICY

Section: PUPILS

Title: Bullying / Cyberbullying

249 BULLYING / CYBERBULLYING

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

Definition
PA School Code
Article XIII, Section
1303.1-A

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 that is severe, persistent, or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school

Bullying, as defined in this policy, includes cyberbullying.

PA School Code
Section 1303.1A

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

Authority
PA School Code 1303.1A

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

The Joint Operating Committee encourages students who have been bullied to promptly report such incidents to the principal or designee.

The Joint Operating Committee directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be

Delegation of Responsibility	<p>maintained, consistent with the Career Center’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.</p> <p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.</p> <p>The Administrative Director or designee shall develop administrative regulations to implement this policy.</p>
PA School Code 1303.1A	The Administrative Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.
PA School Code 1303.1A	The Administrative Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Operating Committee.
PA School Code 1303.1A	<p>Mercer County Career Center administration shall annually provide the following information with the Safe School Report:</p> <ul style="list-style-type: none"> • Joint Operating Committee’s Bullying Policy • Report of bullying incidents • Information on the development and implementations of any bullying prevention, intervention, or education programs.
<p>Guidelines</p> <p>PA School Code 1303.1A</p> <p>Title 22, Section 12.3</p> <p>JOC Policy 218</p>	<p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</p> <p>This policy shall be accessible in every classroom. The policy shall be posted in a prominent location with the Career Center and on the website, if available.</p>
PA School Code 1302.A 1303.1A	<p><u>Education</u></p> <p>The Career Center may develop and implement bullying prevention and intervention programs. Such programs shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.</p>

Consequences of Violations

PA School Code 1303.1A A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include, but not limited to:

- Counseling within the Career Center
- Parental conference
- Suspension
- Dismissal

MERCER COUNTY
CAREER CENTER

815

Joint Operating Committee
POLICY

Section: OPERATIONS

Title: TECHNOLOGY USE

815 TECHNOLOGY USE

Purpose

The Joint Operating Committee recognizes the important role that technology plays in education and in achieving the educational goals of Mercer County Career Center. Therefore, the Joint Operating Committee supports the use of computers, networked information and other technology resources, such as the internet, for use by students, faculty, staff and community. These resources are intended solely for educational purposes and to carry out the legitimate business of Mercer County Career Center.

The use of Career Center technology shall be consistent with the curriculum adopted by the Career Center, as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The authorized use of Career Center technology resources by anyone is considered a privilege which may be denied for inappropriate and/or illegal use as set forth in this and related policies and/or federal and state laws. Violations of the guidelines set forth by Mercer County Career Center or other improper use of these resources may result in disciplinary action in accordance with established disciplinary procedures for students, faculty, staff, and others.

Unauthorized use of technology resources is expressly forbidden. Such use will result in disciplinary action in accordance with established disciplinary procedures for students, faculty, staff, and others and/or will be formally reported to the proper legal authorities.

The electronic information available to and prepared by anyone inside or outside the Career Center does not imply endorsement of the content by the Career Center nor does the Career Center guarantee the accuracy of information received on the internet or through any other technological means.

The Career Center reserves the right to log and monitor Career

Center technology use by all users. Accordingly, system users possess no privacy expectation in the content of their personal files or messages on the school resources and/or passed through the school resources. Specifically, routine maintenance and monitoring of the system may lead to discovery that a user has or is violating this or other policies of the Career Center and/or the law of the United States of America or the Commonwealth of Pennsylvania. Moreover, an individual search will be conducted if there is reasonable suspicion that a user has violated the law or the Career Center policies. Finally, all users should be aware that their personal files may be discoverable under state public record laws.

Use of Career Center technology resources as well as any information obtained through these resources is at the user's own risk. The Career Center makes no warranties of any kind, either expressed or implied, that the functions, services or data provided by or through the Career Center technologies will be error-free, virus-free or without defect. The Career Center will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The Career Center also will not be responsible for the accuracy or quality of information obtained through or stored on these resources. Finally, the Career Center will not be responsible for any financial obligation arising from the use of Career Center technologies.

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

P.L. 106-554
Sec 1732

The Joint Operating Committee establishes that the following materials, in addition to those stated in law, are inappropriate for access by minors:

- materials which promote or encourage illegal activity
- materials which promote, encourage or facilitate hate groups
- materials which instruct an individual in how to create destructive devices

Responsibility

The Career Center shall make every reasonable effort to ensure that the Career Center technology resources are used responsibly

JOINT OPERATING COMMITTEE
Policy 815 Technology Use

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Approved by Joint Operating Committee 10/23/01
Approved revision 06/26/12

by all users, including, but not limited to, taking every reasonable step to control access to material inappropriate to the educational mission of the Career Center. Hence, there are prohibitions against use of Career Center technology resources for such activities as:

- Illegal activity
- Unapproved advertising of any kind
- Non-work or non-school related work
- Personal or private commercial or financial gain usage
- Political campaigning/lobbying
- Hate mail, discriminatory remarks, and offensive or inflammatory communication
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
- Access to obscene or pornographic material or child pornography
- Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Joint Operating Committee policy
- Inappropriate language or profanity
- Transmission of material likely to be offensive or objectionable to recipients
- Intentional obtaining or modifying of files, passwords, and data belonging to other users
- Impersonation of another user, anonymity, and pseudonyms
- Fraudulent copying, communications, or modification of materials in violation of copyright laws
- Loading or using of unauthorized games, programs, files, or other electronic media
- Loading or using of violent interactive games
- Loading or using of gambling sites
- Disruption of the work of other users
- Destruction, modification, abuse or unauthorized access to network hardware, software, and files
- Quoting of personal communications in a public forum without the original author's prior consent
- Any other purpose inconsistent with the educational mission of the Career Center

Sec. 1711
1712

The Administrative Director in conjunction with selected persons will have the responsibility for developing guidelines, procedures and forms governing use of Career Center technology resources to include, but not to be limited to:

- a. the establishment of "Acceptable Use Policy Forms" and /or "User Contracts" and/or individual accounts
- b. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
- c. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities; unauthorized disclosure, use and dissemination of personal information regarding minors and restriction of minor's access to materials harmful to them.
- d. Procedures including technology to block/filter internet access, usage logging and other techniques to comply with appropriate use as identified by this document; and
- e. the establishment of guidelines regarding staff, volunteer, contractor and/or consultant responsibility while students under their supervision are using Career Center technology resources.

Administrators, supervisors, instructors, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

All users have the responsibility to respect and protect the rights of every other person in the Career Center and on the internet. All users are expected to act in a responsible, ethical and legal manner in accordance with Joint Operating Committee policies, accepted rules of network etiquette, and federal and state laws. The illegal use of copyrighted software is prohibited.

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or Career Center files. To

protect the integrity of the system, the following guidelines shall be followed:

- Employees and students shall not reveal their passwords to another individual
- Users are not to use a computer that has been logged in under another student's or employee's name,
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Consequences

The consequence for inappropriate use will result in disciplinary action in accordance with established disciplinary procedures for students, faculty, staff and others; and if the inappropriate use may violate federal and state laws, it will be formally reported to the proper legal authorities.

In addition, the network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage of files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet or other networks; this included but is not limited to uploading or creating computer viruses.

Education

The Career Center will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat room and cyberbullying awareness and response.



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ADMINISTRATION

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