

2017-2018

*Technical College  
High School  
Pennocks Bridge  
Campus*



*Student Handbook*

*designed to enrich your high school experience*

# Technical College High School

## Pennocks Bridge Campus

280 Pennocks Bridge Road, West Grove,

PA 19390 Phone: 610-345-1800

Fax: 610-345-1803

<http://www.tchspennocks.com/>

### Mission Statement

*The mission of TCHS Pennocks Bridge, as a partner for economic and workforce development in Chester County, is to engage students in the academic and technical preparation necessary to continue their education, launch their careers and become lifelong learners.*

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Dr. Joseph J. O'Brien  
Executive Director

Dr. Kirk Williard  
Career, Technical & Customized Education Assistant Director

Dr. Brian Hughes  
Principal

Mr. Paul Siever  
Assistant Principal

Mrs. Michelle MacLuckie  
Supervisor of Special Education

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**Welcome**

September, 2017

Dear Student,

It is with great pleasure that we welcome you to the TCHS Pennocks Bridge family. This should prove to be a very exciting time. With so many new and exciting initiatives, we are anticipating a great school year.

Hopefully, the summer has given you the opportunity to relax and prepare yourself for the challenges of the upcoming school year. Our goal is to provide each student with the opportunity to attain success.

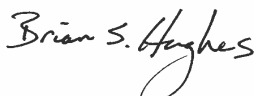
This goal will be accomplished through the combined team efforts of you, your teachers and your parents. We encourage you to take full advantage of these opportunities and accept the responsibilities of being a successful TCHS Pennocks Bridge student. You control your own destiny.

We are very fortunate in that TCHS Pennocks Bridge provides a unique educational opportunity for a myriad of students throughout Chester County. The result is that there are various programs operating within the TCHS Pennocks Bridge community and this handbook is applicable to all of our school-aged students. This handbook is designed to be a guide for the procedures and some of the policies of TCHS Pennocks Bridge. Please read through this handbook thoroughly, review with your parents/guardians.

Each student will be asked to sign off electronically that they have read and understand as well as be required to pass a test on the information in this handbook.

Have a happy, healthy, safe and successful 2017-2018 school year.

Sincerely,



Dr. Brian Hughes  
Principal



Mr. Paul Siever  
Assistant Principal



Mrs. Michelle MacLuckie  
Special Education Supervisor

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## **CHESTER COUNTY TECHNICAL COLLEGE HIGH SCHOOL**

### **Policies and Procedures**

Policies and procedures contained within this handbook were adopted and approved by the Chester County Intermediate Unit Board of School Directors (CCIU) or its management. Unless specifically incorporated in a collective bargaining agreement or other approved by CCIU, these policies and procedures are not contractual. Such policies and procedures may be revised or deleted without notice when deemed in the best interest of CCIU. Changes in policies or procedures will be done in accordance with the bylaws and other governing policies of the CCIU.

The Chester County Intermediate Unit is an educational service agency that exists to provide quality, cost-effective services to the community and its residents. The Chester County Intermediate Unit administers instructional, enrichment and administrative programs and services to Chester County's 12 public school districts and to over 45 remedial and enrichment services for regular and special education students. Other IU services support teachers, school administrators and school directors. The diversity of CCIU programs enables IU staff to interact with school district personnel at all levels and to maintain a cohesive educational network throughout Chester County.

The Chester County Intermediate Unit will not discriminate in employment, educational programs or activities based on race, religion, color, national origin, age, sex, disability, handicap, marital status or because a person is disabled veteran or a veteran of the Vietnam era. Reasonable accommodations will be provided for employees and program participants who are disabled. No preschool, elementary or secondary school pupil enrolled in an intermediate unit program shall be denied equal opportunity to color, disability, handicap, national origin, marital status, limited English proficiency or financial hardship. Participation in instruction and activities for a student identified as exceptional may be modified according to the student's individualized education plan (IEP) developed for the student. Reasonable accommodations will be provided for pupils who are disabled.

**TCHS Pennocks Bridge  
2017-2018  
Holiday / In Service / Marking Period Dates**

August 28.....	First Student Day
September 1-4 .....	Labor Day Holiday
September 21.....	In Service
October 9 .....	School Closed
November 2.....	End of First Marking Period
November 7 .....	In Service
November 22 .....	In Service
November 23 - 24 .....	Thanksgiving Recess
December 4 – 15.....	Winter Wave 2 – Keystone’s
December 23 - 31.....	Winter Recess
January 1.....	New Year’s Day
January 8 - 22.....	Winter Wave 2 – Keystone’s
January 15 .....	Martin Luther King Day
January 19.....	End of Second Marking Period
January 22 .....	In Service
February 16 .....	In Service
February 19.....	Presidents’ Day
March 28 .....	End of Third Marking Period
March 29 – April 2.....	Spring Recess
May 14-25.....	Spring – Keystone’s
May 15 .....	In Service
May 28.....	Memorial Day
Jun 6.....	Last Student Day

**\*NOTE: Some dates may change due to emergency school closings and other circumstances. All days will be made up at the end of the school year.**

**School Closing Number: 1269**

**Radio Stations**

KYW 1060 AM Philadelphia

**Television Stations**

KYW Channel 3 Philadelphia

WPVI Channel 6 Philadelphia

WCAU Channel 10 Philadelphia

WGAL Channel 8 Lancaster

Automated phone calls will also be used to communicate school closings and other essential information. Please make sure the TCHS Pennocks Bridge Guidance Office is aware of any change in contact information.

Check the TCHS Pennocks Bridge website for school closings and school events.

<http://www.cciu.org/tchspennocksbridge>

## I. ATTENDANCE

Students at TCHS Pennocks Bridge are expected to maintain excellent attendance practices to help develop the skills, knowledge, attitude and behavior necessary to succeed in post-secondary education and employment. Students enrolled at TCHS Pennocks Bridge are expected to maintain an attendance record of at least 95% (no more than ten (10) school days absent per school year). This rate of attendance is expected for all TCHS Pennocks Bridge classes in which a student is enrolled.

Absences due to school-sponsored activities, school-imposed suspension, religious observations and funerals will not be counted toward this policy. Long-term sicknesses greater than two weeks, accompanied by a physician's note, will not count toward the ten-day limit. All other absences will be counted for the purposes of this policy. In addition, students are expected to arrive on time for classes, **and four unexcused late arrivals will be considered an unexcused absence.**

**Ten Percent Rule** – Students who miss more than 10% of the total number of school days, may not be permitted to:

- Attend school related conferences and workshops
- Participate in field trips
- Participate in work-based studies

If a student has been absent from school for any reason, an absence note signed by the parent/guardian is to be submitted to the receptionist by the third day of school following the absence. Absence notes are the responsibility of the student. Students must submit an absence note to TCHS and the sending school. Attendance data (absences and lateness) are included in permanent records.

Students shall be permitted to make up, without penalty, exams and class work missed during any excused absence. Teachers are required to supply make-up work only if a student's absence is excused. It is the student's responsibility to make all necessary arrangements for making up missed work and/or exams. The school administration reserves the right to determine if any absence is excused or unexcused.

An excused absence may allow the student to make up missed work within the prescribed period of time:

- 1 -3 days absence..... three days to make up work
- 4 –10 days absence. ....five days to make up work
- 11 – 30 days absence .....ten days to make up work
- More than 30 days absence ... .to be determined

Parents/guardians will be notified in writing when students have missed three (3) and six (6) unexcused days of school. After ten (10) absences a parent conference will be held to discuss the student's absences. In addition, the administration and guidance staff at the student's sending school will be notified in writing of the attendance problems.

Failure to attend 90% of scheduled classes in each course may result in failure for the marking period, semester or school year. Students involved in parallel programs will be

exempt from this requirement. Parallel programs include: (1) in-school suspension; (2) alternate education programs including homebound instruction; (3) institutional placement; (4) educational activities or programs of the sending school; and (5) other similar education related functions required by the sending school or approved by TCHS Pennocks Bridge.

A student who is in violation of the attendance policy may not receive credit for the courses in which he/she is enrolled, and may be denied the opportunity to continue his/her program during the next school year.

**All absence notes must be turned into the receptionist at front office at TCHS within three days of when the student returns to school. Students will be given a reasonable amount of time to complete any work missed during an absence.**

**False Notes** - In the event that a student falsifies a note for absence or lateness that absence/lateness will be considered unexcused, and the attendance policies established for these offenses will apply. In the event that a student presents a falsified note for an early dismissal, the early dismissal will not be granted.

If the student is absent from class due to a falsified note, the procedures for class cutting and forgery will be followed.

**Lateness** - Lateness to school can become a serious problem because it disrupts the orderly routine of the school. It often interferes with a student's success and negatively impacts the educational environment.

1. Late arrivals, depending on their nature, may be excused when a written explanation of the lateness is provided by the parent/guardian or sending school, and is approved by TCHS Pennocks Bridge. However, oversleeping or missing the bus, are never valid excuses for lateness. Notes that do not state a clear or specific reason for lateness will not be accepted and will result in an unexcused lateness.

2. Parents will be contacted when habitual lateness occurs. In instances where a student repeatedly arrives late to school with notes stating that he or she is generally ill or not feeling well, the school may request a doctor's statement justifying that lateness. Four unexcused late arrivals will be considered an unexcused absence.

**Truancy/Legal Action** - Parents of students with cumulative unexcused lateness or failure to attend assigned classes (cuts), and/or unlawful absences totaling more than three school days are in violation of the compulsory attendance laws of the Commonwealth of Pennsylvania. The appropriate high school will be informed, and the matter may be referred to the District Magistrate for disposition.

**Early Dismissal** - Under no circumstances is any student permitted to leave school grounds without proper approval. Only the principal, assistant principal, school nurse or attendance office may grant approval for early dismissals. No student will be permitted to leave unless a written request from home is presented and approved. **Early dismissal notes must be presented to the receptionist in the**

**main office before class, and will be verified by phone.** The early dismissal request must have the following information: **student's full name, parent's signature, reason for request, home phone number and time of dismissal.** Prior to pick up, the driver is expected to come into the front office and show ID to office staff. The administration reserves the right to revoke early dismissals not submitted at the proper time and will check on the legitimacy of any early dismissal notes when deemed necessary. Early dismissals should be limited to four (4) per marking period.

## II. GRADING

Grading is done on an individual basis and reflects student growth and development. Grading incorporates assessment of student attitudes, skills and knowledge in proportions appropriate for each course.

### Definitions:

Citizenship (Daily Grade) (30%) includes (a) manners, behavior and professional ethics; (b) clean up and organization; (c) personal and uniform cleanliness; (d) safety; and (e) reliability and attendance. An unexcused absence will result in a "zero" for the day of the unexcused absence. All students will receive a grade out of "10" daily in this category based on the following:

Four (4) points will be awarded to the student for being in the proper program uniform. The program instructor will detail program uniform expectations.

6 – Fully engaged. Following program expectations. Demonstrating safe work practices. Collaborating.

5 – Fully engaged. Following program expectations. Demonstrating safe work

practices. 4 – Following program expectations. Demonstrating safe work practices.

3 – Mostly engaged. Following expectations with reminders. Minor safety violation.

2 – Redirection requiring staying engaged. Following expectations with reminders. Minor safety violation.

1 – Frequent redirection requiring staying engaged. Following expectations with reminders. Minor safety violation.

0 – Major behavior/safety infraction or unexcused absence.

Skills/Competencies (40%) are the ability to apply the knowledge gained in the course including (a) mechanical ability; (b) use of time; (c) use of materials; and (d) working procedures.

Knowledge/Assessments (30%) is the understanding of the concepts, processes and application of the body of knowledge

### Grading Scale

Letter Grade	Numerical Average
A+	96 – 100
A	90 - 95
B+	85 - 89
B	80 - 84
C+	77 - 79
C	73 - 76
D	70 - 72
F	69 & below
I	Incomplete

### Marking Period Weights

MP1	20%
MP2	20%
Mid-term Exam	10%
MP3	20%
MP4	20%
Final Exam	10%

### Grading Information

A - Outstanding Achievement

B - Above Average Achievement

C - Average Achievement

D - Below Average Achievement

F - Little or No Achievement

No Credit Earned

- A Excellent - Indicates outstanding achievement. The “A” student demonstrates superior achievement and mastery of the subject matter; scores highly on classroom tests; demonstrates excellence in understanding the concept of the subject; and exhibits a high degree of effort in class/program work.
- B Good - Indicates above average achievement. The “B” student demonstrates good understanding of concepts and content of the subject and good mastery of skills and their application; scores better than average on almost all tests, and achieves at times the same quality work as the “A” student.
- C Average - Indicates average achievement. The “C” student demonstrates satisfactory and average understanding of the concepts and contents of the subject; satisfactory or average mastery of the skills and their application; does more than the minimum requirement for the course.
- D Passing - Indicates below average achievement. The “D” student demonstrates below average but acceptable understanding of the concepts and content of the subject; has a limited mastery of only the minimum amount of the subject matter of the course, and performs below the average expected of a student in the subject.
- F Unconditional Failure - Indicates unsatisfactory achievement. The “F” student demonstrates little or no achievement in the subject area and displays no initiative in class work or tests. The academic subject must be repeated. No credit is earned. Students who fail their program area may not return to that program the following year unless approved by the program teacher and administration.

- I Incomplete - Incomplete work in a subject is to be completed within a specified time after returning to school, or the grade becomes a failing grade. Upon approval of the administration, exceptions due to long term excused absences may be made at the discretion of the instructor.

**Drop/Add Policy** - Students must have written permission from parent/guardian and sending school district.

**Midterm & Final Exams** - All students will take midterms and final exams in their career and technical program. Exams will make up ten percent (10%) of a student's grade for the entire year. Seniors that have been in a career and technical program for one and one half years, or more, will take the NOCTI exam as their final exam in twelfth grade. Seniors' final exam grades will be averaged with their portfolio project grades.

**Portfolio Project** - The senior portfolio is a requirement for graduation. The portfolio not only meets TCHS Pennocks Bridge's requirement for graduation, but with some modification, also satisfies the portfolio requirement at the student's high school. Work on the portfolio is started in the 10th grade and is to be completed no later than the third marking period of the student's senior year. The final grade for this project is averaged with the student's senior year final exam grade.

**National Technical Honor Society** - TCHS Pennocks Bridge students are eligible for induction into the National Technical Honor Society, an honor organization for outstanding students enrolled in occupational, vocational, or technical programs. Candidates for NTHS are students who have demonstrated scholastic achievement, skill development, good character, leadership, honesty, and responsibility. All candidates for membership in the society must meet local and national membership standards.

#### Selection Criteria

Students must:

1. Have completed a minimum of five quarters at TCHS Pennocks Bridge.
2. Have at least a 3.5 grade point average at both TCHS Pennocks Bridge and their sending school.
3. Participate in extracurricular activities at TCHS Pennocks Bridge and sending school as well as community activities.
4. Have excellent attendance and discipline records.
5. Have recommendations from TCHS Pennocks Bridge staff.
6. Demonstrate good citizenship, leadership, dependability, responsibility and an excellent attitude.

Members who fail to maintain the required record of scholastic achievement and whose conduct is unbecoming to the Society and its stated purposes may be placed on probation or removed from the Society.

**SkillsUSA** - is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel by providing educational programs, events and competitions that support career and technical education

(CTE) in the classroom. Membership in SkillsUSA is a requirement of all students at TCHS Pennocks Bridge. Yearly dues are \$10.00.

### **Certificate of Competency List**

All students at TCHS Pennocks Bridge have their program competencies recorded in CTE Task Tracker.

1. Seniors who have met Pennsylvania Department of Education and district graduation requirements while enrolled in a career and technical education program will receive their high school diploma.
2. Seniors who are eligible to receive a high school diploma will be issued a copy of their “Competency Certificate” from TCHS Pennocks Bridge indicating the skills learned by the student.
3. All Seniors who have successfully completed at least one entire school year in an occupational program will be eligible to receive a “Certificate of Completion” upon graduation.

### **Student Schedules**

Students will receive a copy of their schedules on the first day of school and should keep these with them at all times.

### **Textbooks**

Each textbook will be stamped and numbered. When issued a book, the student should check it with extreme care and complete the requested information as directed by the teacher. Students are to bring books to each class, and are responsible for the textbooks issued to them. Obligations for damaged or lost books are the student’s responsibility and must be paid before that student can receive report cards, diplomas, transcripts, etc. Credit will only be given if the student returns the same book that was issued at the beginning of the year.

### **Locks/Locker Procedures**

Locker usage is a privilege at TCHS and abuses of this privilege will result in the loss of locker usage. Only school issued combination locks will be permitted on lockers. Each student will be assigned a locker in the program area or hallway. The instructor will maintain a list of locker assignments and combinations of locks and will check new locks. Locks are to be returned at the end of the school year or when a student is withdrawn from TCHS. A \$5.00 fee will be charged for lost or damaged locks.

Lockers are considered school property and may be inspected at any time.

### **Lost and Found**

Items found by students not belonging to them should be turned in to the main office. Students who have lost personal items may contact the main office for their recovery.

## **III. STUDENT RIGHTS & RESPONSIBILITIES**

Students elect to attend TCHS Pennocks Bridge to fulfill their potential. With this goal in

mind, students are extended rights and assume responsibilities.

### **Student Rights**

TCHS Pennocks Bridge encourages students to be cognizant of their rights as citizens and as students.

Students attending TCHS Pennocks Bridge have the right to:

Be welcomed to TCHS Pennocks Bridge and to be informed of school procedures.

Be informed about curriculum, materials and assessment utilized in their programs and classes.

Achieve their maximum potential through appropriate educational programming offered regardless of race, color, creed, religion, gender, sexual orientation, marital status, pregnancy or disability.

Express concerns regarding their education in an appropriate and respectful manner to administration and/or guidance.

### **Student Responsibilities**

Students at TCHS Pennocks Bridge are expected to accept responsibilities in order to maximize their education and that of others. Students attending TCHS Pennocks Bridge are expected to:

Accept responsibility for their own action

Respect the rights and property of others, including their right to an education that is orderly and disciplined

Attend school on a regular basis

Be punctual at all times

Maintain habits of personal cleanliness

Respect school property and help to keep it damage free

Recognize that teachers assume the role of "In Loco Parentis" in matters of behavior and discipline

Make an earnest effort to do their best work on a daily basis

Contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all

Obey school rules and regulations made by school authorities

Read this handbook and seek interpretation of parts not understood

**\*\* In Loco Parentis** - "Every teacher, vice-principal, and principal in the public schools shall have the right to exercise the same authority as to the conduct and behavior over the students attending his/her school during the time they are in attendance, including the time required in going to and from their homes and sending districts, as the parents/guardians, or persons in parental relations to such pupils may exercise over them".

### **Regulations on Student Discipline**

#### **Student Discipline Philosophy**

TCHS Pennocks Bridge believes in a safe school environment, one that fosters an atmosphere of mutual respect and trust, and allows all students to develop to their fullest potential. An orderly school environment requires a code of conduct that clearly defines the individual

responsibilities, classifies unacceptable behaviors and provides appropriate disciplinary responses. The student code of conduct:

- Is preventive in nature
- Promotes self-discipline
- Concerns itself with the welfare of the individual as well as that of the school community as a whole
- Promotes a close working relationship between parents and the school staff
- Discriminates between minor and serious offenses, as well as between first time and repeated offenses
- Promotes disciplinary responses that are appropriate and timely to the misbehavior
- Is cumulative in progression. This means that each time there is an additional disciplinary infraction, the offense is considered to be a higher-level offense, resulting in more stringent consequences. This is known as progressive intervention.
- Is administered by all in a way that is fair, firm, reasonable and consistent
- Complies with the provisions of federal, state, and local laws

### **Discipline Procedures**

The discipline code shall be interpreted by the principals and their designees in a manner, which they deem just, given the circumstances of the individual case. In addition, students and parents must understand that administrators shall have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not covered.

Student discipline at TCHS Pennocks Bridge will be assessed as falling into one of four levels of inappropriateness. Each level is explained below along with examples. Each level also contains progressive intervention methods to address continued inappropriate behavior.

**Level I** - Level I offenses represent misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school and any other offense considered to be Level I by the administration. These offenses will typically be handled by individual staff members, but may require the intervention of other school support personnel, such as: school counselors, BIG Team designees, or school administrators. Repeated violations will elevate to a Level II offense. Examples include, but are not limited to:

- Electronic device violation
- Dress code violations
- Lateness
- Profanity
- Infringing on the educational rights of others
- Sleeping in class
- Inappropriate display of affection
- Unpreparedness for class

**Possible Interventions** – Verbal reprimand, special assignment, counseling, withdrawal of class/school privileges, confiscation of electronic device(s), parent/guardian notification and/or behavior support.

Repeated violations will elevate to a Level II violation.

**Level II** - Level II offenses are misbehaviors on part of the student whose frequency or seriousness tends to disrupt the learning climate of the school. Also, any other offense considered being Level II by administration. These infractions, which may be a result from the continuation of Level I offenses, require the intervention of the school administration. Examples include, but are not limited to:

- Insubordination
- Repeated electronic device violation
- Forgery/dishonesty
- Obscene conduct
- Cutting school
- Minor riding/parking violations
- In unauthorized area
- Horseplay
- Misuse of the Internet

**Possible Interventions** - Behavior support, counseling, parent/guardian notification, special assignment and/or behavior contract. Repeated violations will elevate to a Level III offense.

**Level III** - Level III offenses are acts directed against persons or property that endanger the health or safety of the student him/herself or others in the school. Also, any other offense considered being Level III by administration. Some of these acts are considered criminal and may involve local law enforcement. Examples include, but are not limited to:

- Theft
- Repeated electronic device violation
- Fighting
- Tobacco/Nicotine violation
- Threatening/intimidation
- Harassment
- Hazing
- Jeopardizing the safety of self or others
- Ethnic/racial intimidation
- Reckless use of automobile
- Inciting a level III behavior of another student
- Major misuse of Internet
- Computer use violation
- Simple assault
- Leaving school property without permission
- Making false accusations

**Possible Interventions** - 1 to 10 day(s) out of school suspension, behavior contract, determined by the severity of the violation, parent/guardian notification, police involvement/report and/or recommendation for removal from TCHS Pennocks Bridge. Repeated violations will elevate to a level IV offense.

**Level IV** - Level IV offenses often represent acts of intentional violence to another person or property, or which pose a threat to the health, safety and welfare of others in the school. Also, any other offense considered being Level IV by administration. These actions necessitate immediate action by the school administration. Examples include, but are not limited to:

- Sexual assault
- Assault resulting in serious injury
- Possession, use, sale, or distribution of alcohol or controlled substances or paraphernalia
- Directly striking, pushing or threatening an employee
- Arson
- Possession of an explosive device
- False fire alarm
- Terroristic Threats/Acts
- Risking a catastrophe
- Inciting a Level IV behavior of another student
- Possession and/or use of tobacco on school grounds
- Theft/possession of stolen property (major)
- Commission of any other act punishable under the PA Crimes Codes
- Possession of deadly/offensive weapons
- Any attempt to compromise or attack the IU server or network

**Possible Interventions** - Out of school suspension, recommendation for removal from TCHS Pennocks Bridge, police involvement/report and parent/guardian notification.

### **Disciplinary Actions**

**Out-of-School Suspension (OSS)** - Out of school suspension is the removal of a student from the school for a period of 1 to 10 consecutive school days. When a TCHS Pennocks Bridge student is suspended out of school, an administrator will immediately notify the parents/guardians of the student and inform them of the reason for, and duration of, the suspension. The sending school will then be notified.

A student suspended from TCHS Pennocks Bridge may not attend classes at their sending school. The same rule applies if a student is suspended at their sending school. Students that are suspended are excluded from extra-curricular activities at both schools and are not permitted on sending school property or TCHS Pennocks Bridge property for the duration of the suspension.

In all suspension cases, students must be permitted, and are responsible for making up assignments and exams under the guidelines established by the teacher and/or administrator.

Students that are suspended for three consecutive days or more are required to attend an informal reinstatement hearing with their parents/guardians and an administrator from TCHS Pennocks Bridge to determine the students' future.

**Expulsion** - Is defined as exclusion from school for a period exceeding ten (10) days up to a permanent expulsion from school rolls. All expulsions require a formal hearing with either the Chester County Intermediate Unit Board or with the student's home district school board. Either board may designate a committee of the board or a duly qualified hearing examiner to conduct the hearing. All due process requirements of Chapter 12, Section 8 of the Pennsylvania School Code will be adhered to.

**Re-admittance Following Expulsion** - The parent/guardian of any student who has been expelled from school must appear before a committee of the TCHS Pennocks Bridge administrators and seek formal re-admittance to the school. Unless this is done and approved by that committee, no expelled student will be readmitted.

**Appeal Process** - Students and parents have the right to appeal any disciplinary action through the building principal or his designee.

### **Definitions**

**Possession of a weapon** is defined as a weapon being found on the person of a student, or under a student's control, in a student's possession, on school property or at any school activity, or when the student is traveling to or from school property or a school sponsored activity or when the student is on a school bus or vehicle or other transportation service sponsored by the school.

**"Weapon"** includes, but is not limited to:

- \* Any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
- \* Any firearm, which is not loaded or lacks a clip or other component to render it immediately operable, and components which can readily be assembled into a weapon.
- \* Any destructive device, including any explosive, incendiary or poison gas bomb, grenade, rocket, missile ammunition or similar device.
- \* Any "look-alike" of any items listed above.
- \* Any item intended to be used or being used, offensively or defensively, to harm or threaten or harass students, staff members, parents or patrons.

**"Weapon"** includes instruments, tools, implements and other devices being used as part of an approved school program by an individual participating in the program if used to threaten or inflict serious bodily injury.

**Arson** - Arson is defined as Intentionally starting a fire or causing an explosion or aiding/counseling/paying another to cause a fire or explosion.

**Aggravated Assault** - An unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease) by biting,

spitting, etc.

**Simple assault:** Is the unlawful physical attack by one student upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Fighting (Mutual Altercation)** - A student confrontation with another student in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage. If the incident does not rise to that level, the incident should be classified as minor disruptive behavior or a minor infraction.

Mutual participation in a fight involving physical violence, where there is no one main offender and no major injury. This does not include verbal confrontations, tussles or other minor confrontations. Law enforcement officers may refer this offense as simple assault.

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of an Intermediate Unit school, class or program.
4. Bullying, as defined in this policy, includes cyber bullying.

**Cyber Bullying** - Defined as the use of any electronic communications devices to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses, insults or humiliates another student or students in a severe, persistent or pervasive manner that results in any of the bullying effects enumerated in this policy.

**Harassment** - Consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities

**Sexual Harassment** - Consists of unwelcome sexual advances; request for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.

3. Such conduct deprives a student of education aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's academic performance or creating an intimidating, hostile or offensive educational environment.

**Hazing** - Is defined as any intentional, knowing, or reckless act direct against a student that endangers the mental or physical safety OR causes willful destruction or removal of property with the purpose of gaining or maintaining membership into an organization.

**Electronic Devices** - In accordance with IU board policy, TCHS Pennocks Bridge prohibits use of electronic devices (cell phones, iPods, etc.) by students during the school day outside of approved areas. Students are permitted to utilize approved electronic devices (cell phones, iPods/MP3 players and tablets approved by administration and CCIU IT staff) in the cafetorium during lunch and in the hallways before and between classes. Students are permitted to have only one ear bud in while listening to their device for safety purposes. Electronic Devices must be turned off and stored safely while class is in session. Students are prohibited from videotaping, audiotaping or photographing others without their consent. Students who do not acknowledge reasonable requests by staff members to put their device away may have their device confiscated by TCHS/PB staff. TCHS Pennocks Bridge shall not be liable for the loss, damage or misuse of any electronic device, nor shall the administration conduct investigations resulting from loss of electronic devices. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.

**Controlled Substances** - Students are prohibited from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on Intermediate Unit property, at any program or activity sponsored by the Intermediate Unit, and during the time spent traveling to and from programs and activities sponsored by the Intermediate Unit. For the purpose of this policy, controlled substances are defined as: all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy. For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

A student who must take a prescription or nonprescription medicine during the school day must bring a written request from the parent and the medicine, in its properly labeled bottle, to the school nurse. The nurse will validate prescriptions and dispense the medicine at the proper time(s). Students who are prescribed an asthma inhaler and an epinephrine auto-injector must present written statement from the parent/guardian and order from the medical professional.

Violations of the controlled substance policy will be reported to the local police authorities. It is mandatory that any student violating this policy be referred to the Student Assistance Program, Bridge team at TCHS Pennocks Bridge, and be evaluated by the drug and alcohol assessor. That student must follow the assessor's recommendation for treatment. Failure to comply with the assessor's recommendations may result in a recommendation for

removal from the school. The following action will be taken for violation of the controlled substance policy:

**Consequence** - Minimum of three to ten days' suspension plus a hearing to determine whether circumstances warrant (a) additional days suspension, (b) a recommendation for the student to return to their sending school, (c) filing of criminal charges as deemed appropriate by the school.

**Tobacco** - Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form or look-alike of any of the above. This shall also include e-cigarettes and/or any product designed to deliver nicotine. The school prohibits tobacco use and possession by students at any time in a school building and on any property or school transportation. Students are prohibited from possessing tobacco in personal vehicles when on school property. The school prohibits tobacco use and possession by students at school sponsored activities that are held off school property. Disciplinary measures include issuing citations for which conviction could result in fines plus court costs and/or out of school suspension.

**Theft** - All crimes in which a person intentionally and fraudulently takes personal property of another without permission or consent. Robbery (taking by force), burglary (taken by entering unlawfully), and embezzlement (stealing from an employer or organization) are all commonly thought of as theft, they are distinguished by the means and methods used, and are separately designated as those types of crimes in criminal charges and statutory punishments.

to take or appropriate without right or leave and with intent to keep or make use of wrongfully

**Extortion** - Extortion is the act or practice of obtaining or attempting to obtain money or property from a person by intimidation, threat or force.

**Intimidation** - Intimidation is, in most cases, any attempt to influence the behavior of another by threat or by the appearance of a threat.

**Vandalism** - Vandalism means any act of intentional or reckless damage to the property of another or an attempt to damage the property of another or the causing of damage while committing an act contrary to this code or to the law. Graffiti is considered vandalism. Each person using school property, equipment or supplies is responsible for its proper use and care. Those charged with vandalism may be subject to legal action beyond that indicated here. For the purpose of this code, "property" means all school property, whether on or off school premises, and all personal property, either on or off school premises while the owner is engaged in school business.

**Terroristic Threat** - shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

**Terroristic Act** - shall mean an offense against property or involving danger to another person.

#### **IV. STUDENT DRIVING, RIDING & PARKING**

Student driving, riding and parking at TCHS Pennocks Bridge is a privilege and is permissible only when approved by the sending School, TCHS Pennocks Bridge, and parents. **The cost of a parking tag is**

**\$10.00.** The parking sticker is to be visibly displayed on the driver's side windshield or rear window. Under no circumstances are parking tags transferable from student to student.

Student drivers are not permitted to have a passenger without express written consent by both students' guardians and the sending schools. All vehicles must have a current state safety inspection sticker. **Riding and driving passes must be renewed annually.** Periodic seatbelt checks will be held. Violators will be subject to disciplinary action and or revocation of driving/riding privileges.

The permission requires the submission of an application and listing of the rider on the student driver's card and parking tag. **The cost for the rider's permit is \$5.00.** Only the following individuals may be issued permits to drive:

1. Allied Health and Teacher Academy students, Cooperative Education students
2. Students with the following special situations with prior administrative approval:
  - Health reasons
  - Emergencies
  - Special School Functions
3. Seniors (first come, first served)

Juniors may apply for driving/riding privileges at the end of the first semester (January) provided their attendance is 95% or better and they have a cumulative average of at least 2.5.

Campus parking is a privilege and not a right. It is understood that when students drive their vehicles on school property, they agree to abide by campus rules and authorize school officials to search their vehicles when reasonable suspicion exists.

The speed limit on school property is ten miles per hour. Students must follow all "one way" signs in the parking lot. Students are not permitted to loiter in the parking lot. All parking on school property is at the risk of the owner/operator. The school assumes no responsibility for any damage or loss of property. All cars must be locked at all times. Unauthorized or illegally parked vehicles are subject to towing and/or booting at the owner's expense.

All student drivers must park on school property. Students who illegally drive to school and park off of school property are in violation of this policy and subject to disciplinary action.

Students may not go to their vehicles during the day without a valid written pass. Violators of any provision of the driving/riding policy are subject to having the "boot", a wheel immobilization device, placed on their vehicle.

All **riders** must have an approved pass for the vehicle they are traveling in. No student is permitted to ride with a driver without express written permission from his or her parent/guardian and sending school.

\*For safety reasons, only one passenger/rider will be permitted per vehicle. Vehicles with more than one passenger will be stopped and passengers will be made to exit the vehicle and

seek alternate transportation back to their sending school or home. All riders must have an approved pass for the vehicle they are traveling in.

Parking Permit applications and Riding Permit applications can be obtained at the front office.

**Temporary Driving Permit Policy** - If a student needs to drive to TCHS Pennocks Bridge for a special reason (i.e. bringing vehicle in to be serviced, etc.), the student must request permission from TCHS administration and have expressed written permission. If the application is approved, a temporary parking pass will be issued at that time. Permits are to be displayed so that it is easily viewable from the front of the vehicle by staff checking the parking lot.

**Student Parking Enforcement** - Parking lots are patrolled on a regular basis. Students owning vehicles that are not registered, or that do not have their parking pass clearly visible from the front of the vehicle, but are still parked on school property will face the following disciplinary actions:

- a. First Offense – Warning issued, vehicle information documented and reported to Administration. Parent/guardian notified.
- b. Second Offense – Vehicle information documented and reported to administration. Behavior modification assigned and parent/guardian notified.
- c. Third Offense – Vehicle information documented and reported to administration. Out of school suspension assigned.

**Revocation of Driving Privileges** - Loss of driving/riding privileges for the remainder of the year may result any time students violate, abuse or attempt to circumvent the driving policy. Repeated or serious violations of this policy will result in additional days of suspension and revocation of all student driving/riding privileges.

**Transportation** - Sending schools are responsible to provide transportation to and from TCHS Pennocks Bridge. Students are responsible for checking with their sending school concerning all transportation arrangements. Please cooperate with the bus driver and conduct yourself in an orderly manner at all times. It is very important that students go to their buses immediately after dismissal. There is no scheduled emergency transportation back to their home school for those students who miss the bus. Students who miss the bus for any reason must report directly to the office and call their parents to arrange for their own transportation. Students who miss their bus TCHS Pennocks Bridge must report to their home school main office to arrange for alternate transportation to TCHS Pennocks Bridge.

**Students must take their assigned bus to and from school unless permission is granted by TCHS administration and the parent/guardian.**

## **V. VIDEO SURVEILLANCE**

To assist school personnel in maintaining a safe school environment, the school building and grounds are electronically monitored at all times.

## **VI. ELECTRONIC DEVICES**

In accordance with IU board policy, TCHS-Pennocks Bridge prohibits use of electronic devices (cell phones, iPods, etc.) by students during the school day unless students are directed by school staff to utilize them for educational purposes. Electronic Devices must be turned off and stored safely in your locker while school is in session.

Students are prohibited from videotaping, audiotaping or photographing others without their consent. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.

TCHS - Pennocks Bridge shall not be liable for the loss, damage or misuse of any electronic device, nor shall the administration conduct investigations resulting from loss of electronic devices.

## **VII. SEARCH & SEIZURE**

- A. Students who cause reasonable suspicion that they possess illegal items will be searched for evidence. The degree of intrusiveness of the search will depend upon the suspected danger to the student, student body, staff or school.
- B. Reasonable suspicion shall be based upon action, speech, expression and behavior or activities that indicate possession of something which school regulations forbid a student to bring upon school grounds or which the laws of the Commonwealth of Pennsylvania forbid him/her to have at any time or place.
- C. School lockers, desks, cabinets, etc. are the property of TCHS Pennocks Bridge, and are subject to search for at any time based upon reasonable suspicion. Random general searches will also be conducted when there is a compelling interest in protecting the welfare of the school population.
- D. School authorities may search the student's person and possessions upon reasonable suspicion that the student is hiding evidence of an illegal act. These searches include a search of student vehicles parked on school property. Such searches are a reasonable exercise of Board power in the interests of the health, welfare and safety of all school students. Materials, which are seized in this manner, may be used as evidence against the student in disciplinary proceedings.
- E. Testing for the presence of alcohol using a Breathalyzer is also covered under this policy.
- F. Students who refuse to be searched or checked for the presence of any prohibited items as described in this policy will be immediately suspended from school for up to ten days and may not return to school until after a parental conference is held.

## **VIII. DRESS CODE**

Students are expected to dress in an appropriate manner. Any attire that is unsafe, disruptive, offensive, and/or obscene, is prohibited. The following items are unacceptable:

- Ripped, torn, unsuitably short, tight, transparent, immodest clothing
- Slippers
- Pajamas
- Clothing with offensive language, provocative symbols and or references to alcohol, gangs, drugs, violence, sex, tobacco, or ethnic prejudice
- Clothing or accessories, which could cause injury to self or others
- Clothing with exposed midriffs, mesh shirts without undershirts, tube tops, and halter tops
- Tank tops must be 2” wide at the shoulder
- Hats, headbands, bandanas, and other head coverings
- Uniforms that have been defaced

Other clothing deemed inappropriate by the administration

### **Program Attire & Student ID**

In order to promote a professional workplace environment, all students are expected to be in proper program attire while at TCHS. Uniforms vary by program and can be ordered by accessing the “Wearable Web Store” link at [www.tchsPennocks Bridge.org](http://www.tchsPennocksBridge.org). Students will be expected to dress in proper program attire and wear student IDs while in the building. Students are also expected to wear their program uniform to their academic classes, unless that class ends with the final bell.

## **IX. INTERNET POLICY**

The internet is a useful educational tool available for student use providing that both the student and their parent/guardian sign and return the CCIU Acceptable Use Policy User Contract to the school administrator or their designee.

Violations of this policy will result in the loss of Internet privileges for a period of time dependent upon the seriousness of the policy violation. In addition to suspension of privileges, other disciplinary actions may be taken. These include, but are not limited to, parental conferences, suspension, restitution, and referral to the appropriate law enforcement agencies.

## **X. LAPTOP**

In order to maintain the security and integrity of TCHS Pennocks Bridge and CCIU networks and systems, student-owned laptops are not to be brought to and used in school. If a student requests an exception to this policy for an educationally necessary reason, the following steps must be take:

1. The student shall first seek approval from their teacher stating the reason for making the request.
2. Once approved by the teacher, the request shall be submitted to a building administrator for approval.
3. Once administrative approval is obtained, the IT department must also review the request.

4. Once all approvals have been granted, Help Desk must check the computer to ensure it is virus free and protected and that its use will not adversely affect the school's system and networks.
5. The student must finally agree to keep all virus protections up to date and agree to do nothing that would compromise the school's network or systems. Violation of this policy may result in disciplinary action and the loss of computer privileges.

## **XI. NURSE'S OFFICE**

Students who become ill or receive an injury during the day are to report to the School nurse's office. If the School nurse is unavailable, students are to report to the Main Office. Students are not to leave the school because of illness unless authorized to do so by the Nurse or a building administrator. Students must sign out before leaving. Students sent to the Nurse's Office require passes unless time is an important factor in obtaining aid. All accidents, no matter how minor, must be reported to the instructor and then to the nurse.

In accordance with the Nurse Practice Act and the TCHS health room procedures, the nurse provides health care and first aid. Health room procedures and standing order medications are approved annually by the CCIU physician consultant. Parents may opt out of any of the standing order medications as noted on the Health Form. However, to opt out of epinephrine administration, the parent/guardian should make an appointment with the nurse in order to discuss the decision and sign the opt-out form.

“The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.”

### **Medications**

When necessary to take medication during the school day, the following procedures must be adhered to, and are non-negotiable:

Medication must be in the original pharmacy container

The original container, written directions from the doctor, and a permission note from a parent must be brought to the school nurse at the beginning of the student's day

Students will then report to the nurse's office at appropriate time to take medication  
Students are not permitted to keep medication of any kind in pockets, purses or lockers. Medication must not be given to, or taken from, one student to another.

Medications should be given at home whenever possible. Most medications can be given before or after school hours. Medications given less than four times each day should be given at home, unless otherwise ordered by a physician.

All controlled medications must be transported to school by a parent, or responsible adult, and given directly to the School Nurse. Students are not permitted to carry controlled substances on the bus or in school at any time.

## **Student Health Summary and Emergency Contact Information**

Students are required to return their Student Health Summary and Emergency Contact Information with accurate information and parent/guardian signature within ten days of the start of the school year. Failure to do so may result in exclusion from program participation and disciplinary action.

### **Accidents**

Accidents resulting in injury, whether major or minor, must be reported to the instructor and the student must be sent to the School Nurse. The School Nurse will take whatever measures appear to necessary. If a student requires medical attention, his/her parent/guardian will be contacted so that they may pick up their child and take them to a doctor or hospital. If the parent/guardian is unable or not available to pick the student up, TCHS Pennocks Bridge reserves the right to send that student to a doctor/hospital by other means of transportation.

## **XII. FIRE/EMERGENCY DRILLS**

Fire drills are an important part of the school's safety program and will be held monthly. At the sound of the fire signal, (a steady ringing of bell), everyone is to leave the building in a quiet and orderly manner. Students are not to take books, supplies or coats unless instructed to do so. Girls may take their handbags. Directions for exits are posted in each program area and throughout the building.

## **XIII. LOCKDOWN PROCEDURES**

There may be times when it is necessary to employ Lockdown procedures for safety purposes. When an announcement that the Lockdown procedures are to be activated, teachers will bring all students into their nearest classroom, lock the door, and turn off the lights, record attendance, and await further instructions. During a Lockdown, no cell phones may be used or calls made to the office. Lockdown procedures will be tested at least once annually.

## **XIV. VISITATION POLICY**

Parents and legal guardians are welcome to visit TCHS Pennocks Bridge as a way of fostering positive and effective communications between the home and the school. It is important, however, that certain procedures be followed in order to insure the continuity of the instructional program. The recommended steps are as follows:

- a. If possible, contact the school administrator at least 24 hours prior to the requested visit expressing your desire to visit and stating which classes you would like to observe.
- b. When arriving at TCHS Pennocks Bridge, please register at the front office to receive a visitor's pass.
- c. During the visitation you may observe classes, take notes and follow your child's schedule. Discussions with the teacher regarding specific academic and behavioral issues should be reserved for a parent/teacher conference so as not to interfere with the teacher's classroom responsibilities.

## **XV. GUIDANCE SERVICES**

Students seeking guidance for job counseling, post-secondary school applications, program or class changes, or for personal problems may request an appointment in the Guidance Office. Students should have a pass from their instructor in order to go to the office except in the case of an emergency.

### **Bridge Team**

TCHS Pennocks Bridge has a Student Assistance Team known as the Bridge team. The purpose of this team is to assist students who may be at risk of not completing their education because of a wide range of problems that affect their lives and education. These problems include but are not limited to anger, drugs, alcohol abuse, health, depression, and mental health issues. Students, friends of the student, teachers, parents and school officials may refer an individual for confidential help. All referrals are confidential. The Bridge Team is comprised of the Principal, Assistant Principal, School Nurse, Guidance Counselors, Drug and Alcohol/Mental Health Specialist, teachers, and other staff who have been specially trained to work with **Limited English Proficiency Students. (LEP)** Assistance for students with limited English proficiency is provided at TCHS Pennocks Bridge will be provided. The ultimate goal, however, is for all students to be proficient in the English language, both written and oral. To meet this goal, all regular instruction will be in English.

### **Career And Technical Cooperative Education**

The Co-op program is usually limited to 12th-grade students and is designed to supplement the instructional program. Selected juniors may qualify during the second semester. Students may receive experience not available at TCHS Pennocks Bridge through an on-the-job experience. Career and Technical Cooperative Education will be made available for qualified students on an individual basis to gain instructional benefits while working with actual employers for pay. The administrative staff and program teachers, in cooperation with the home school, reserve the right to place students on Cooperative Education. This on-the-job training will be limited to students who have mastered basic skills and attitudes in their respective instructional area. Previous year's grades, attendance and the instructor's approval are considered before a student is selected for this work experience program.

### **Field Trips**

The same rules of conduct that are in effect while at school also apply on school-sponsored trips. This includes but is not limited to drugs, alcohol, smoking and tobacco possession, language, dress code, and behavior. All driving/riding policies must be followed. On some trips you may be asked to dress more formally than is required at the school. Neat and appropriate attire is a must for all field trips. It will be necessary for students to have a Parent Permission Slip signed and returned two weeks before leaving on any trip. Remember, whenever you go on a school sponsored trip, the entire school will be judged by the way in which you conduct yourself. Students not attending a field trip are expected to follow their schedule.

### **Career And Technical Student Organizations (CTSO)**

A number of CTSO's and other activities are available to students at TCHS Pennocks Bridge. Students in these activities have an opportunity to participate in skill competitions, professional development activities, community service projects or service to their school. Students are required to join Skills USA (a career and technical student organization) and encouraged to join one or more of the following Career and Technical Student Organizations (CTSOs):

<b>FCCLA</b>	<b>Family Career and Community Leaders of America</b>
<b>FFA</b>	<b>Future Farmers of America</b>
<b>HOSA</b>	<b>Health Occupations Students of America</b>

### **Services For Students**

Due to the nature of our school, there are many services that students have available to them or their families as students at TCHS-Pennocks Bridge. These services include, but are not limited to the following programs:

- Cosmetology
- Automotive Service
- Automotive Collision
- Veterinary Sciences

If you have questions regarding these services, please ask your teacher or the front office staff.

### **XVI. PERSONAL PROPERTY**

All students are expected to respect the rights and personal property of other students and staff members, as well as that of the school. Items of value should not be brought to school. The school cannot be responsible for items that are lost or stolen.

#### **Lost And Found**

Items either lost or found should be reported or taken to the Main Office.

#### **Locks And Locker Procedures**

Students are expected to place all valuables in their locker and lock them up while in school. **All lockers must be locked!** Combination locks for use on student lockers are required and are available for loan from the main office. Only school issued combination locks will be permitted on lockers. Each student will be assigned a locker in the program area. The instructor will maintain a list of locker assignments and combinations of locks and will check new locks. Locks are to be returned at the end of the school year or when a student is withdrawn from TCHS Pennocks Bridge. A \$5.00 fee will be charged for lost or damaged locks. Lockers are considered school property and may be inspected at any time.

### **XVII. USE OF THE TELEPHONE**

During the school day, student usage of the telephone will be limited to necessary calls as determined by administration.

### **XVIII. ASSEMBLIES**

Assemblies will be held in the cafetorium area. Students are to enter and exit in a quiet and orderly manner. Students will sit in their assigned areas as designated by school personnel. Students are required to sit with their class. All students are expected to be respectful. In the event of a violation, consequences will be determined by the seriousness of the offense.

## **XIX. ADVERTISING FLYERS**

Any student or organization wishing to distribute flyers or other promotional material on school premises should submit the material for review and approval by the school administration prior to distribution.

## **XX. STUDENT OBLIGATIONS**

All unpaid monies for such things as program fees, repair bills, materials, lost books or tools, unpaid fines or other assessments shall become a student obligation that must be paid. The following apply to unpaid student obligations:

- a. A student may not graduate unless all obligations are paid in full.
- b. If a student returns to their high school, the obligation will follow the student and become an obligation at the high school
- c. No student will be approved to transfer to another career and technical program until all obligations are paid in full.
- d. No student records, grades, transcripts, etc., will be sent to another school, employer, etc. until all obligations are paid in full.
- e. Any student who has an outstanding financial obligation and who has not made any arrangement or who is not following a prescribed payment plan may not participate in any extracurricular school.

## **Integrated Pest Management Policy**

The Chester County Intermediated Unit (CCIU) uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every CCIU student

and staff member from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making our facilities and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school buildings and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff, and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

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

Staff and parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the CCIU’s notification registry. If you would like to be placed on this registry, please notify your building manager or principal in writing. Please include your email address if you would like to be notified electronically.

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

### **CCIU Board Policies**

This handbook incorporates a multitude of CCIU board policies, including those pertaining to:

Non-discrimination  
Non-discrimination – Qualified students with disabilities  
Curriculum review by parents/guardians and students  
Attendance  
Possession/use of asthma inhalers & epinephrine auto-injectors  
Student discipline  
Weapons  
Terroristic threats/acts  
Tobacco use  
Searches  
Controlled substances/paraphernalia  
Suspension and expulsion  
Electronic devices  
Hazing  
Unlawful harassment  
Bullying/Cyber bullying  
Safety  
Integrated pest management  
Acceptable use of internet, computers and network resources  
Student expression/distribution and posting of materials  
Student complaint process  
Dress and grooming

In keeping with the CCIU's *green* initiative these policies in their entirety are available in our electronic student handbook, which can be found at [www.cciu.org/tchspennocksbridge](http://www.cciu.org/tchspennocksbridge) under the "Our School" tab. You can also request a copy of the policy you are seeking at the main office.

### TCHS Bell Schedule 2017- 2018

7:50 AM	Warning bell
7:55 AM	Homeroom (Oxford, Octorara)
8:00 AM	AM program bell
8:25 AM	Unionville Arrival
10:20 AM	Oxford dismissal to bus (Bell)
10:15 - 10:40 AM	Octorara dismissal to lunch
10:40 AM	Octorara bus departs
10:40 AM	Unionville dismissal to lunch
10:55 AM	Unionville bus departs
11:10 - 11:40 AM	Avon Grove & Avon Grove Charter - Arrive/PM lunch
11:20 - 11:40 AM	Kennett - Arrive/PM lunch
11:40 AM	Lunch dismissal
11:45 AM	PM program bell
1:50 PM	Avon Grove Charter School dismissal
2:10 PM	Kennett dismissal (Bell)
2:13 PM	Avon Grove - PM dismissal
2:40 PM	Teacher Academy / Allied Health dismissal

**\*Avon Grove 2017/18 -6-day schedule cycle**

~ 2 days arriving early ~ 4 days leaving AG 11:10am & arriving at TCHS 11:20

# Career, Technical & Customized Education

## TCHS - Brandywine, Pennock's Bridge and Pickering Campuses

### 2017-2018

### Events

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

Student Days 4  
Teacher Days 7

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

Student Days 18  
Teacher Days 19

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

Student Days 21  
Teacher Days 21

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

Student Days 18  
Teacher Days 20

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

Student Days 16  
Teacher Days 16

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

Student Days 20  
Teacher Days 21

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

Student Days 18  
Teacher Days 19

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

Student Days 20  
Teacher Days 20

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

Student Days 20  
Teacher Days 20

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

Student Days 21  
Teacher Days 22

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

Student Days 4  
Teacher Days 5

Student Days = 180  
Teacher Days = 190  
New Teacher Days = 194 (1st yr. - 8/15; 8/16 + evening sessions TBD)  
191 (2nd yr. - 8/17)  
Snow Make-up Days = 6/7; 6/8; 6/11; 6/12

<span style="background-color: #00b0f0; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> New Employee Orientation
<span style="background-color: #d9ead3; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Professional Inductee Days
<span style="background-color: #ffeb3b; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> First/Last Teacher Day
<span style="background-color: #8bc34a; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> First/Last Student Day
<span style="background-color: #2196f3; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Inservice Day
<span style="background-color: #f4cccc; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> School Closed
<span style="background-color: #fce4ec; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Testing Window
<span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Marking Period Ends

- Aug 15 New Employee Orientation
- Aug 16-17 Professional Inductee Days
- Aug 21 First Teacher Day
- Aug 22-23 Inservice Days
- Aug 24-25 School Closed
- Aug 28 First Student Day
- Sep 1 School Closed
- Sep 4 School Closed - Labor Day
- Sep 21 Inservice Day
- Oct 9 School Closed
- Nov 2 End of 1st Marking Period
- Nov 7 Inservice Day
- Nov 22 Inservice Day
- Nov 23-24 School Closed - Thanksgiving
- Dec 4-15 Winter Wave 1 - Keystone's
- Dec 23-31 School Closed - Winter Break
- Jan 1 School Closed - New Year's Day
- Jan 8-22 Winter Wave 2 - Keystone's
- Jan 15 School Closed - MLK Day
- Jan 19 End of 2nd Marking Period
- Jan 22 Inservice Day
- Feb 16 Inservice Day
- Feb 19 School Closed - Presidents Day
- Mar 28 End of 3rd Marking Period
- Mar 29-30 School Closed - Spring Break
- Apr 2 School Closed - Spring Break
- May 14-25 Spring - Keystone's
- May 15 Inservice Day
- May 28 School Closed - Memorial Day
- Jun 6 Last Student Day
- Jun 7 Last Teacher Day

BOARD APPROVED: 2/15/17



**Chester County Intermediate Unit**

TO: Guardians/Parents of Chester County Intermediate Unit Students, Visitors  
and  
School Staff

FROM: John Cramp,  
Director of  
Facilities M Know  
Program Manager

DATE: June 5, 2017

RE: Annual Right to Know Material Safety Data Sheet Program Notifications

School Districts and Intermediate Units are required to comply with Pennsylvania Act 159-1984; also known as "The Worker and Community Right to Know Law".

The following information is presented as an annual update of the Chester County Intermediate Unit's on going Right to Know activities:

As required by law, Material Safety Data Sheet (MSDS) books or binders have been updated for calendar year 2017. The MSDS books contain a listing of chemicals used or stored in specified areas of the building. The books/binders are available for inspection by any interested individual by appointment made through the school's Building and Grounds supervisor at least two working days in advance. A complete building set of MSDS books are located in the Main Office with location specific binders in designated areas such as custodial closets and kitchen areas. You should familiarize yourself with where books and/or binders are located.

Inspections and the collection of data on chemicals used and located throughout the building are part of our continuing effort to maintain a safe environment for all students and staff.

Thank you.

Educational Service Center, 455 Boot Road, Downingtown, PA  
19335  
Phone: 610-383-5439 • TOLL: 484-237-5528 • FAX: 610-  
383-8896 • www.cciu.org

### **AHERA Notification**

In 1987 the U.S. Environmental Protection Agency (EPA) promulgated the Asbestos Hazard Emergency Response Act (AHERA) under Title 40 Part 763, Subpart E of the Code of Federal Regulations. This rule required local education agencies (LEAs) to identify friable and non-friable asbestos-containing material (ACM) in public and private elementary and secondary schools by visually inspecting school buildings for such materials, sampling such materials if they are assumed to be ACM, and having samples analyzed by appropriate techniques referred to in this rule.

In keeping with this legislation, the Chester County Intermediate Unit was inspected by EPA accredited inspectors and a comprehensive management plan was developed for handling asbestos containing building material in a safe and responsible manner. This plan was originally developed and submitted to the Commonwealth in 1989.

This year, we conducted the following actions with respect to its asbestos containing building materials: Performance of periodic inspections of ACM by building engineering/maintenance staff. A copy of the asbestos management plan is available for review in the district's Maintenance Office.

Questions related to the plan should be directed to John Cramp, Director of Facilities Management for the Chester County Intermediate Unit.