



BAVTS



Student Handbook

2023-2024



BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

3300 Chester Avenue
Bethlehem, PA 18020-2895
610-866-8013

Equal Rights and Opportunities Policy

The Bethlehem Area Vocational-Technical School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Bethlehem Area Vocational Technical School's Business Administrator, Title IX and Section 504 Coordinator, at 3300 Chester Avenue, Bethlehem, PA 18020, via e-mail at complianceofficer@bavts.org or by phone at 610-866-8013, ext. 105.

Visit us at:

www.bethlehemavts.org

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Student Handbook

2023-2024

ADMINISTRATION

Adam Lazarchak

Executive Director

Debra Miller

Business Administrator

Mike Galler

Supervisor of Curriculum

Jeff Bower

Supervisor of Building & Grounds

Dennis Nolen

Supervisor of Technology

Dana Huber

Supervisor of Life Long Learning

Joint Committee

David Gogel

Chairperson

Emily Schenkel

Vice-Chairperson

Sue Fahrenkopf

Secretary/Treasurer

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Shannon Patrick

Silagh White

Ross Makary

Bryan Eichfeld

Cedric Dettmar

Joseph Kovalchik

Superintendent of Record

Donald Spry

Esq. Solicitor



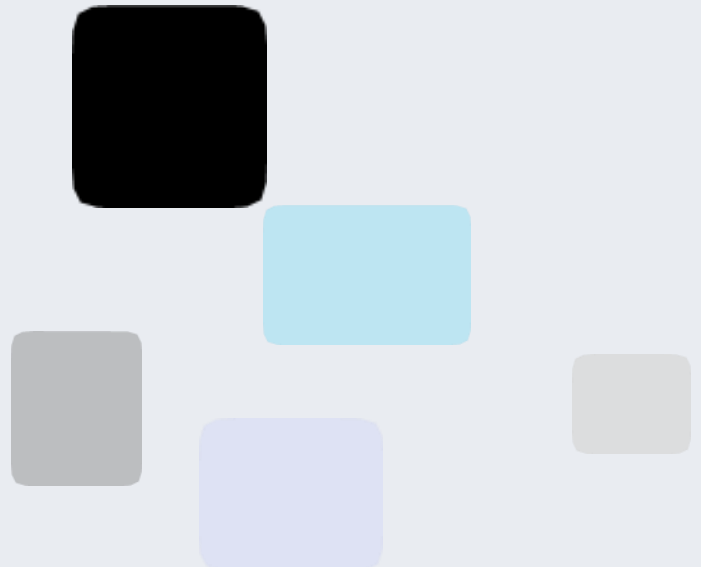
Daily Schedule

AM Session (7:50am - 10:45am)

	Start	End
Block 1	7:50 am	9:03 am
Block 2	9:09 am	10:45 am
Lunch A	10:45 am	11:15 am
Lunch B	11:15 am	11:45 am

PM Session (11:45am - 2:35pm)

Block 3	11:45 am	12:52 pm
Block 4	12:57 pm	2:35 pm



OUR MISSION STATEMENT:



Providing Opportunities to Build Careers

What do you believe?

WE BELIEVE

A positive learning environment will encourage and support students in their efforts towards lifelong learning.

Every student benefits when engaged in active learning, which increases time on task and ability to transfer knowledge.

Assessment and curriculum development are an ongoing process.

Quality career and technical curriculum reflects current business and industry standards.

Every community member will be afforded equal opportunity and access to educational services.

Students should receive a relevant, application-based education in which there is an integration of technical skills with academic instruction as well as an emphasis on developing pathways to career goals.

Students should have access to a structured system of school-based and work-based learning planned cooperatively by educators, employers, employees, parent/guardians, and students.

Students benefit from career guidance which enable them to meet higher expectations and standards.

Students benefit by participating in career and technical student organizations which build goal-setting, teamwork, and leadership skills, and link them to employers.

Employability Skills for Everyone!

- Practices time management
- Dresses appropriately for work environment
- Works cooperatively and participates as a team member
- Organizes and schedules work and maintains information
- Demonstrates pride and confidence in quality of work
- Communicates information effectively
- Works effectively with diverse populations
- Demonstrates awareness of community needs
- Demonstrates understanding of business/industry
- Arrives prepared for class
- Works independently
- Accepts constructive criticism
- Makes informed decisions
- Demonstrates leadership
- Follows directions
- Exhibits honesty/integrity
- Works enthusiastically



BAVTS - Policy on Admissions

The Bethlehem Area Vocational-Technical School endorses the principle of equal education and employment opportunities for all people and does not discriminate on the basis of race, color, national origin, religion, age, sex, marital status, or non-related handicaps or disabilities.

All students will be admitted in accordance with the Articles of Agreement of the Bethlehem Area Vocational-Technical School.

No admission procedure will violate legislation or regulation intended to protect the rights of any individual. All high school students in the approved service area shall be given the opportunity for admission to the Bethlehem Area Vocational-Technical School.

Out-of-school youth and adults will be considered for placement in undersubscribed daytime training programs. Out-of-school youth and adults may enroll in continuing education programs as approved through Joint Committee Policy and Procedures. There are no residency requirements for admission to adult daytime or evening programs.

Students with disabilities who have Individualized Education Plans (IEP's) developed under Section (614)(A)(5) of the Education of the Handicapped Act, shall, with respect to career and technical education programs, be afforded the rights and protection guaranteed such students under sections 612, 614, and 615 of such Act.

A completed application form is required for all students requesting admission to Bethlehem Area Vocational-Technical School.

Admissions to specific career and technical programs will be determined by individual student and/or parent/guardian choice. Any conflict resulting from these procedures will be resolved through an established appeals process. In cases of program oversubscription, student placement will be based on multiple factors such as grades, attendance, and standardized test scores established by full-time equivalent (FTE) district percentage allocation.

Your Presence is Required. . .

180days

STUDENT ATTENDANCE

Upon returning to school from an absence, the student has three (3) days to present a satisfactory, written excuse to the school before the school is obligated to change the student's absence to excused. Failure to submit a written excuse within the "grace period" will result in the absence remaining unexcused. Excuses must be signed by a parent/guardian or doctor. If a student is absent four (4) consecutive days because of illness, a doctor's excuse is required. Students who are returning from an excused absence are to submit their excuse to their instructor who will forward it to the First Aid office. The instructor will complete the "Excuse for Absence from School" form to accompany the student's excuse. The First Aid Officer will verify excuses and report absences as either excused or unexcused/unlawful.

Excused & UNEXCUSED

The mere fact that a parent/guardian has sent a written excuse to the school does not necessarily mean the student absence is “excused.”

Excused absences are given only for such reasons as the Commonwealth terms as lawful, namely: personal illness, doctor and dental appointments, quarantine, death in the family, impassible roads, and school related. Absence on the part of the student not within the permissible absences noted above is unexcused. A car problem is not a legally excused absence/tardy.

ATTENDANCE POLICY REGULATIONS

1. The following days of absence are classified as “non-cumulative” and are not subject to Attendance Policy Regulations related to the Student Code of Conduct:
 - a. Suspensions from school.
 - b. Illness verified by a physician’s note submitted within three days of a student’s return to school.
 - c. Death in the family, from the date of death until two days after the funeral, unless otherwise authorized by BAVTS Administration. A signed parent/guardian note must be submitted within three days of the student’s return to school.
 - d. Designated religious holidays provided that a signed parent/guardian request is submitted prior to the holiday.
 - e. School-sponsored activities.
 - f. College visits for up to three total days per school year provided that a signed parent/guardian request is submitted prior to the visit(s).

2. The following days of legal excused absence are classified as “cumulative” and are not subject to Attendance Policy Regulations:

- a. Pre-approved family vacation(s) while school is in session for up to five total days or two separate occasions within a school year.
- b. Pre-approved college visits beyond three days within a school year.
- c. Any permissible absence for which a written parent/guardian excuse is submitted within three days of the student’s return to school.
 - i. For school students, a maximum of ten days of cumulative absence verified by parent/guardian notes will be permitted during a school year. Beginning with the eleventh day of secondary school student’s absence, a physician’s note will be required unless authorized otherwise by BAVTS Administration.

VACATION REQUESTS

Parent/guardians requesting release from school for family vacation or personal matters must notify the sending school ten days prior to the date of release. The approved papers must be presented to the Student Service Center at BAVTS to request other necessary forms. Failure to do so can result in the absence being recorded as unexcused or unlawful.

ATTENDANCE POLICY REGULATIONS, *continued from page 8*

3. The following cumulative absences are classified as “unexcused/unauthorized” and are subject to Attendance Policy Regulations related to the Student Code of Conduct:
 - a. Any day of absence for which neither a written parent/guardian or physician’s note is submitted within three school days of a student’s return from absence.
 - b. Any day of absence not excused by a physician’s note after ten days of secondary school absence unless authorized otherwise by administration.
 - c. School truancy, which includes any unexcused or unlawful absence by students aged sixteen and under.
 - d. Three unlawful absences will result in sending district and parent/guardian receipt of a written notice of violation of the Compulsory Attendance Law and may result in prosecution by the sending district before a district justice in accordance with Section 1333 of the Pennsylvania School Code (Purdon’s Statutes). A written notice to both parents and sending district will also occur for all subsequent absences. Parent/Guardians are subject to fines of up to \$300 and possible arrest. Student may also have their driving privileges delayed or suspended as a result of unlawful absences from school.
 - e. Unlawful class absences exceeding 50% or more of any school day will be classified as an unexcused/unlawful absence for the day.

Tardiness

Time management is an employability skill emphasized at BAVTS. Instructors expect students to arrive to class on time. Continual lateness to class/lab causes delays in instructional time and shows a lack of concern toward other students who want to learn.

All students, including Academy students, who arrive late to class/lab are required to scan the QR Code that is located at the entrance of their program area. Students who fail to check-in using the QR Code will remain absent for attendance recording.

Student’s tardiness will be recorded with a “TE” for tardy excused or “TU” for tardy unexcused and the time of the tardy. Students who miss more than 50% of class will be marked absent for that training day. Being late will also impact a student’s Daily Work Ethic grade and depending on the length of missed time, a zero could result for the Daily Work Ethic grade.

Make-Up Work Due to Absence

Students who miss assignments because of an excused absence will be able to make up those class assignments upon their return to class. The student has two days to complete assignments for each day absent. Additional time may be granted by the instructor. Long-term assignments given two weeks or more in advance are due on the date assigned by the instructor; however, the instructor has the option to extend a due date for a student. Parent/Guardians should contact the instructor to determine assignments and deadlines for long-term absences of four days or more. Arrangements to make up missed class assignments are the responsibility of the student.

GRADING

The grading system at BAVTS is unlike the traditional grading that takes place within high schools.

BAVTS has a school-wide Grading Policy where students are graded in three specific areas: Knowledge, Skills/Tasks and Work Ethic.

25% KNOWLEDGE: Students will be learning a new career field and will be completing tests, quizzes, exams and homework. This area of grading focuses on the student's **"HEAD"**

25% SKILLS/TASKS: Students will be learning in lab environments where they will be completing hands-on training. This area of grading focuses on the student's **"HANDS"**

50% WORK ETHIC: From beginning to completion of training at BAVTS, students are evaluated daily on their performance within the program. Their ability to stay on task, be punctual, be in uniform, etc. are crucial in the development of sought after employees. This area of grading focuses on the student's **"HEART"**

FIELD TRIPS

Field trips are viewed as an extension of the classroom, and a vital part of career and technical education as well as the academic curricula. As such, they are designed to include all students. However, student behavior can determine eligibility for participation in field trips.

Because field trips are an extension of the classroom, all school code of conduct guidelines and classroom regulations are enforced and students are expected to behave accordingly.

As per school policy field trips are not scheduled in September or after the Memorial Day holiday (exceptions can be made based on administrative discretion and extenuating circumstances).



Let's take a trip!

The Fantastic Voyage



STUDENTS WHO RIDE ON THE SCHOOL BUS

Staff will be notified of late bus arrivals or situations that may cause students to be late. Students who arrive to class/lab after 7:50 A.M. without an approved written excused tardy from the attendance office are considered late.

Students driving to school should allow sufficient time to arrive to school on time. Bus transportation is provided to all students from their sending schools. Driving to school is a choice made by the student. Car problems that occur while driving to school are not considered a valid excuse for being tardy. A student driving to school, or who is a passenger, is considered tardy if they are late arriving to class/lab; unless notification is received by the administration in advance from a parent/guardian. However, it is at the discretion of the administration to determine if the tardy, due to unusual circumstances, will be excused or unexcused.

BUSING

Each sending school district provides transportation by bus for all students; BAVTS recommends use of this service.

Every effort is made at each sending high school and at BAVTS to see that buses do not leave early and consequently cause students to miss their bus. Students are expected to follow the bus schedule and arrive on time for the bus.

BAVTS is not responsible for transportation of students who miss their afternoon buses. Missing the bus is not considered an excusable absence from school.

Bus Conduct and Safety Code



1. Ride only assigned bus.
2. Board and get off at assigned bus stop.
3. Never stick hands, arms, or any other part of the body, or scream out of the windows or doors.
4. Never tamper with the bus or any of its equipment.
5. Be careful not to leave anything in the bus such as lunches, clothing, books, etc.
6. Noise in the bus must be kept to a minimum. Loud talking, laughing, or other ways creating a disturbance is not allowed.
7. Roughhousing or throwing objects in or from the bus is prohibited.
8. Playing music without headphones (A radio) is not permitted on the bus.
9. The use of obscene language is not permitted.
10. **SMOKING IS NOT PERMITTED BY THE STUDENTS OR THE DRIVER.**
11. **THE DRIVER IS IN COMPLETE CHARGE OF THE BUS.** Students who risk the safety of others by their misbehavior may lose the privilege of riding the bus.



12. If a student intentionally damages seats or other parts of the bus, he/she will be required to pay for repairs or replacement.
13. Students are to remain in their seats while the bus is in motion.
14. Except for student lunches, no food or beverages are permitted on the school bus without prior approval from administration.

HEALTH SERVICES

The BAVTS First Aid Office is located in “C” wing near the stairwell. If students become ill or injured while at BAVTS, they should first report to their shop instructor. A pass will be given to the student by the shop instructor.

If a student is on any prescription medications the medication needs to be dispersed by the First Aid Officer.

Seriously ill students will be sent home by the First Aid Officer. The officer will call their parent/guardians to pick them up. Students are not permitted to leave the school building and grounds without permission from the administration.



ACTION & CONSEQUENCE

Bethlehem Area Vocational-Technical School

Code of Conduct

BAVTS, like sending districts, is bound by the Commonwealth of Pennsylvania Regulations and Guidelines on Student Rights and Responsibilities, Pennsylvania Code, Title 22, Education. The policy statement on Student Rights and Responsibilities is available in the Student Service Center. To further summarize the rights, as well as the responsibilities of the students, the following guidelines have been established.



THE OBJECTIVE OF DISCIPLINE

At the heart of effective discipline is the development of attitudes, ideas, and understanding by the students that will eventually result in self-discipline as an adult. Discipline is also character education in that it develops worthy standards and habits of conduct. It is an integral and important component of all the school's programs. As the student grows in character, he/she comes to understand more fully the consequences of his/her decisions and acts in accordance with that understanding. BAVTS challenges students to achieve the highest attainable academic, technical, and employability skills to meet the changing needs of today's society. If students are expected to function in a competitive society, they must be given an opportunity to make decisions.

Within any decision-making process, mistakes will be made. Students are expected to make these mistakes, and also to learn from them. Any action taken to correct the behavior is intended to improve attitude and sub-sequent behavior, not to be vindictive.

The most effective education takes place where there is a proper balance between regulation and freedom. By regulation, we do not mean rules arbitrarily conceived and summarily administered, but rather a well-reasoned approach built on the experience of a professionally trained staff capable of utilizing responsible student participation. This, however, does not mean that there are no absolutes.

BAVTS insists upon courtesy, honesty, and respect for the rights and feelings of others--not only with students, but the professional staff. If these absolutes are violated or other rules and procedures are willfully disregarded, it becomes necessary to correct such action or behavior. The school's corrective or disciplinary alternatives are limited not only by the law, but more importantly by the degree of communication and cooperation between the home and school. BAVTS will try, in every instance, to seek the most appropriate action and the school will always act in the best interest of the student.

The purpose of discipline at BAVTS is to ensure that a safe and conducive learning environment is provided to all students. BAVTS is committed to instilling in all students a belief in their self, an understanding of their personal responsibilities, and respect for the rights of others. Confrontation, harassment, intimidation, and fighting are not tolerated at this school regardless of who initiates the action. Physical or verbal retaliation towards another student or staff member will not be tolerated. All students involved will be held accountable for their actions. Therefore, we expect students will resolve their issues or concerns with other students in a nonviolent and dignified manner.

CLASSIFICATION OF STUDENT MISCONDUCT

The following is a list of student misconduct and the subsequent consequences for that misconduct. The list is divided into 4 levels of misconduct, from minor infractions to very serious infractions. Since it is impossible to list every possible incident of misconduct, this listing is not all inclusive; instead, it should be viewed as a listing of examples and subsequent consequences. It should be noted that a continuation of a behavior violating the code of conduct will elicit stricter consequences and that certain infractions (or repeated infractions) will lead to exclusion from school in the form of in-school detention, out of school suspension, or expulsion.

CLASSROOM MANAGEMENT PLANS

1. Each classroom instructor or team of instructors will involve students in the development of a Classroom Management Plan. The plan will include a list or description of expected student behaviors and/or prohibited student behaviors within the class, and consequences for failing to adhere to the procedures. shared with parent/guardians.
 - a. Consequences implemented by the instructor in the Classroom Management Plan may include but are not limited to:
 - i. Conference with student
 - ii. Conference with parent/guardian
 - iii. Conference with guidance staff
 - iv. Student detentions
 - v. Student contract
 - vi. Modified instructional programming
 - vii. Specially-designed assignments
 - b. The Classroom Management Plan will be reviewed in advance and endorsed by a building administrator.
 - c. All special education students who exhibit behavioral problems which violate aspects of the Student Code of Conduct will have a revision of their Individualized Education Plan (IEP), which will include a Behavior Management Plan prepared by district staff with the involvement and agreement of the parent/guardian. Special education students identified as “Emotionally Disturbed” must have an IEP that includes a Behavior Management Plan. This plan is developed at the initial IEP conference and is revised as needed.

Level 1 Misconduct:

Much of what is considered a Level 1 offense is misconduct that occurs in the classroom. It is the instructor's responsibility to administer discipline in the classroom. However, repetitious disruptive behavior may escalate to insubordination and require the involvement of an administrator. Other incidents of misconduct may occur when students are not under the direct supervision of their regular teacher. As a guideline, any conduct that interferes with the orderly operation of the class or school will be considered a Level 1 offense. Repetition of similar offense may escalate it to a Level 2 offense. All violations should be documented. The following is the list for Level 1 infractions and their consequences.

Level1 Misconduct

Level I Infractions	Warning	ISD (1-3)	OSS (1-3)	OSS (3-5)	OSS (5-10)	Police In-volved
L-100. Absent from Class 10min or less			-----	-----	-----	-----
L-105 Cause a Disturbance/Horseplay						
L-110. Disruptive Behavior			-----	-----	-----	-----
L-115. Dress Code Violation			-----	-----	-----	-----
L-120. Electronic Device Usage			-----	-----	-----	-----
L-125. Inappropriate Language			-----	-----	-----	-----
L-130. Littering			-----	-----	-----	-----
L-135. No Hall Pass/ Misconduct			-----	-----	-----	-----
L-140. Public Display of Affection			-----	-----	-----	-----
L-145. Safety Violation (Minor)			-----	-----	-----	-----
L-150. Unauthorized Areas			-----	-----	-----	-----
L-155. Violation of Acceptable Use Policy (technology, internet, etc.)			-----	-----	-----	-----
L-160. Other (Specify)			-----	-----	-----	-----

Level II Misconduct:

In general, conduct that can be classified as Level II is a misconduct that causes a serious disruption to the learning environment of the class or school. At this level an administrator will be involved. Discipline may range from a warning to in-school detention or suspension of instructional privilege. Students will be provided the opportunity to complete class assignments related to their program while assigned to in-school detention. Student must complete assigned work because they receive a class grade for that work. Failure or refusal to complete assigned work shall result in more serious disciplinary action.

Level II Misconduct

Level II Infractions	Warning	ISD (1-3)	OSS (1-3)	OSS (3-5)	OSS (5-10)	Police Involved
L-200. Absence During Class more than 10min	-----					-----
L-205. Chronic Level 1 Infractions	-----	-----				-----
L-210. Continued Classroom Misconduct	-----	-----				-----
L-215. Confrontational Towards Other(s)/ Unprofessional Behavior	-----					-----
L-220. Defiance	-----					-----
L-225. Disrespectful Speech/Behavior	-----	-----				
L-230. Forgery/Fraud/Cheating	-----	-----				-----
L-235. Illegal driving/parking violations	-----			-----	-----	
L-240. Vandalism of Property Belonging to Others (Valued at \$10/less)	-----			-----	-----	
L-245. Insubordination in Detention	-----	-----				-----
L-250. Insubordination Towards Staff	-----	-----				-----
L-255. Promoting/Provoking Violence	-----	-----				
L-265. Safety Violation (Major)	-----	-----				
L-270. Theft (Minor) \$10/Less	-----	-----				
L-275. Unauthorized Items	-----	-----				
L-280. Verbal Altercation	-----	-----				
L-285. Other (Specify)	-----					
PDE-18 Minor Altercation	-----					
PDE-50 Tobacco: Posses/Use/Sale	-----	-----				
PDE-53 Vaping: Posses/Use/Sale	-----	-----				

Level III Misconduct:

A Level III offense is an extremely serious offense. Most Level III offenses require the intervention of an Administrator, Superintendent and/or the Police. Most Level III violations may require up to 10 days of school suspension and a parent conference. Additionally, a student found in violation of repetitious Level III infractions may relinquish eligibility to attend BAVTS.

Level III Misconduct

Level III Infractions	Warning	ISD (1-3)	OSS (1-3)	OSS (3-5)	OSS (5-10)	Police Involved
L-300 Activating False Alarm	-----	-----	-----			
L-305 Chronic Level II Offenses	-----	-----	-----			
L-310 Dangerous Objects	-----	-----	-----	-----		
L-315 Exceeding Level 2 Consequences	-----	-----	-----	-----		
L-320 Gambling/Extortion	-----	-----	-----			
L-335 Defiance During Crisis/Emergency Situation	-----	-----	-----			
L-340 Other (Specify)	-----	-----				
PDE-1 Simple Assault on Student	-----	-----	-----			
PDE-2 Aggravated Assault on Student	-----	-----	-----	-----		
PDE-3 Simple Assault on Staff	-----	-----	-----			
PDE-4 Aggravated Assault on Staff	-----	-----	-----	-----		
PDE-5 Rape	-----	-----	-----	-----	-----	
PDE-8 Sexual Assault	-----	-----	-----	-----		
PDE-11 Indecent Exposure	-----	-----	-----	-----		
PDE-13 Obscene and Other Sexual Materials or Performances	-----	-----	-----	-----		
PDE-14 Sexual Harassment	-----	-----				
PDE-15 Racial/Ethnic Intimidation	-----	-----				
PDE-16 Other forms of Harassment/Intimidation	-----	-----				
PDE -17 Fighting	-----	-----	-----			
PDE- 19 Stalking	-----	-----				
PDE-22 Threatening School Official/Student	-----	-----	-----			
PDE-23 Reckless Endangering Another Person	-----	-----	-----			
PDE-24 Robbery	-----	-----	-----			
PDE-25 Theft and Related Offenses	-----	-----	-----			
PDE-27 Bullying	-----	-----				
PDE-31 Arson & Related Offenses	-----	-----	-----	-----		
PDE-32 Institutional Vandalism	-----	-----	-----		and/or the student's disciplinary record**	
PDE-33 Criminal Trespass	-----	-----	-----			
PDE-36 Terroristic Threats	-----	-----	-----	-----		
PDE-38 Disorderly Conduct	-----	-----	-----			
PDE-47 Possession/Use of Controlled Substance	-----	-----	-----	-----		
PDE-48 Sale/Distribution of Controlled Substance	-----	-----	-----	-----		
PDE-49 Sale, Possession, Use of Alcohol	-----	-----	-----	-----		
PDE-51 Cyber Harassment of a Child	-----	-----				
PDE-54 Possession of Weapon	-----	-----	-----	-----	-----	

In-School Detention

In-school detention (ISD) may be assigned by the Dean of Students or BAVTS administrators for infractions of the code of conduct. Students may be assigned for a period ranging from one to two blocks of instruction and include multiple days of assignment to ISD. The ISD monitors will also have assignments related to work ethics and job readiness skills for students to complete. Sleeping, talking, eating, and use of cell phones are not permitted in detention. Regularly scheduled lavatory breaks will be provided to the students.

Work assignments given to student by the ISD monitor are expected to be completed before the student leaves ISD. If the student refuses to complete these assignments he/she will be reassigned to ISD until the work is done. It is the expectation of BAVTS that a student assigned to ISD will behave in a respectful manner and make an effort to complete the assignments given to them by the monitor as well as work given to them by their instructor.

Out-of-School Suspension

A violation of school rules and regulations may result in out-of-school suspension. A student who has received an out-of-school suspension at BAVTS will not be permitted to attend his/her sending school on the suspension dates. Any student suspended from his/her sending school will also be suspended from BAVTS. Sending schools are notified of a student assigned to an out-of-school suspension by the Dean of Students. Suspensions from lab/classroom are assigned by the Dean of Students or acting administrator. Arrangements for make-up work are the responsibility of the student. Lab projects must be completed within the time required by the instructor upon return from suspension. In order to return to the lab/classroom, the student must have a conference with their parent/guardian and the Dean of Students. Parent(s)/Guardian(s) are encouraged to discuss disciplinary concerns with the Dean of Students. A parent/guardian can schedule a conference with the Dean of Students prior to the suspension. After meeting with the Dean of Students, a parent/guardian or student has the option to meet with administration if he/she believes the punishment is unfair or too severe. BAVTS Administration can request other interested parties to be present at the meeting (counselor, staff member, student, parent/guardian, police officer, or sending school administrator).

Sending School Suspension

Students assigned in-school or out-of-school suspension from the sending school will NOT be excused from suspension to attend BAVTS. It is the responsibility of the student to complete assignment sheets prior to the suspension date. Credit will be given by instructors for all assigned work during the period of suspension. However, failure to satisfactorily complete assignments within the time specified by the instructor will result in a "0" for those daily assignments.

EDUCATION IS EVERYONE'S BUSINESS!

It starts with the student:

- Being prepared for class is the student's responsibility.
- Completion and submission of assignments and/or projects is the student's responsibility.
- Putting forth effort on a project to the required specifications is the student's responsibility.



Continues with the faculty and staff at BAVTS:

All instructors have the "responsibility" to engage the student in the classroom, and to motivate the student to succeed. Administrators, in turn, have the responsibility to support instructors in their efforts, and to administer appropriate assistance to encourage a change in negative student behavior. Not meeting the expectations above can result in student failure. These signs of failure should first be addressed by the instructor. Once methods such as student conferences, calling home, and the revoking of classroom privileges have been exhausted, the issue should be addressed through the student's guidance counselor. When student achievement is affected by discipline the instructor will follow the code of conduct. This will continue until such a time as the student either is willing to change their behavior, or reaches the level of a habitual offender and is recommended for removal from BAVTS and if warranted, expulsion.

Supported by family, friends, and community:

It is the responsibility of the parent or guardian to support the student with educational goals and to make sure that they are following through with district expectations. Family, friends, and community needs to stress the importance of education and career goals to ensure future success for all students at BAVTS.



ALCOHOL AND DRUGS

Drugs, drug-related paraphernalia, look-alike drugs, and/or alcohol are not permitted on school property. Any student suspected of being under the influence of drugs or alcohol during school hours or at any BAVTS sponsored activity will be referred to the school First Aid Officer. If the student is found to exhibit vital signs that would indicate he/she is a potential safety threat to himself/herself or others, the parent/guardian will be notified. (Tort Claim, Act 64 of 1984 provides immunity for school district officers, and employees who, in good faith, report students, for drug and/or alcohol abuse)

BAVTS reserves the right to refer any drug-related problem to the Bethlehem Township Police Department. It is a felony crime for an adult (18 years or older) to be caught selling drugs to a minor (under 18 years of age). BAVTS further reserves the right to have unannounced sweeps of the buildings by the Northampton County Drug Task Force or Bethlehem Township Drug Enforcement Dogs.

Style Guide

Tell me, you didn't wear that to school!

Dress Code

The first violation of the student dress code is classified as a Level I infractions. Subsequent infractions may lead to In School Detention or suspension. Student dress regulations are to ensure safety and/or to avoid disruption of the educational process.

Students shall not wear clothing, symbols, pins, or other garments which; advertises alcohol, tobacco, and other controlled substances; displays inappropriate words or pictures; is derogatory to any ethnic group; may cause a disruption to any school, class, or activity.

Students shall not wear any clothing items or accessories which represents a safety hazard. Examples include but are not limited to pajamas, lounge or night wear. Again, because we are a Vocational school, we are training you for the work environment and its standards of attire.

Students will be informed of any special dress regulations which exist in specialized school programs or activities and will be expected to abide by such regulations.



• LAB SAFETY •

A good worker is a safe worker. Industry places a premium on safe workers. Students must develop the necessary safety habits while in this school. Students will be acquainted with the safety rules and regulations for each trade by their instructor. General safety rules follow:

1. Do not operate machines unless instructed by the instructor.
2. Obey all warning and danger signs.
3. Horseplay and practical jokes will not be tolerated in the lab/classroom.
4. Do not take chances. If a student is un- sure of what to do, they should immediately see their instructor.
5. Safety devices that are found on a machine must be used.
6. Wear safety goggles, glasses, and other safety apparel required by the instructor in the learning area.
7. Clothing must fit properly. No extremes will be tolerated.
8. At no time should tools or other materials be left on the floor.
9. Keep aisles clear at all times.
10. Keep arrangement of tools in storage areas as originally planned and designed.
11. At no time should students handle any project that does not belong to them.
12. Never make any adjustments to tools or ma- chines unless familiar with the procedures.
13. Report all damaged tools and equipment to the instructor when damage occurs or when it is recognized.

Driving & Parking Regulations



Students are permitted the privilege of driving licensed vehicles to school. By law, the school does not have to provide parking for students driving onto school property, but BAVTS recommends that students park on school property. BAVTS assumes no liability regarding student driving.

Any student found abusing the Driving and Parking Regulations will have their driving privileges on school grounds revoked. Should students choose to use their own transportation, they will be responsible for getting to school on time. Students who make the decision to drive to school must find their own transportation to and from school should their vehicle break down for any reason. This also applies to students who ride along with a student who drives to school. **The Bethlehem Area Vocational-Technical School will tow vehicles that are parked illegally on campus grounds. All towing expenses are the responsibility of the vehicle owner.**

While on the school grounds, the following rules are to be followed:

1. Observe the 15 MPH speed limit on school grounds.
2. All drivers are to yield the right-of-way to school buses and pedestrians when entering or exiting the property.
3. Students are required to park in the Student Parking Lot in front of the school (beside the Visitor's Lot). Should the lot become full, overflow parking is available at Freedom HS Upper Lot.
4. Students are not permitted to park in the following areas:
 - a. Sides or back of the Main Building and Annex
 - b. Driveways and entrances to parking lots
 - c. On Hecktown Road or Chester Avenue
 - d. Front of the school
 - e. Bus areas or safety zones
 - f. Visitor's Parking Lot
 - g. Grassy areas
5. Use of tobacco, drugs or alcohol is not permitted in the car while on school property, and subject to Code of Conduct and/or legal action.
6. Possession of tobacco, drugs or alcohol in your car while on school property is prohibited, and subject to Code of Conduct and/or legal action.
7. Students must exit their vehicles and enter the building immediately upon arrival to school. Congregating in or around vehicles before school, at lunch or after school is not permitted.
8. No student is permitted in the parking lot area or in his/her vehicle during scheduled lab/classroom time without proper authorization from the student's instructor or administration.
9. **All vehicles parked on BAVTS property are subject to all school regulations and may be searched if reasonable suspicion of illegal activity involving the vehicle exists.**
10. Parking permits are non-transferable and become null and void at the end of the school year.
11. Students must complete and submit a student parking permit and have their parking tag displayed at all times while parked on BAVTS property.
12. Student shall enter/exit from the Chester Ave access only.



ENFORCEMENT OF SAFETY REGULATIONS

Instructors are asked to firmly enforce safety regulations at all times and with all students. In the interest of all students' personal safety and the safety of their peers, all students are required to obey all safety regulations at all times.

An instructor who notices a safety violation committed in the lab/classroom should immediately call the safety violation to the attention of the offender. The offender will be expected to comply with the instructor's request and make every effort not to repeat the violation. Students who commit repeated violations will be recommended for withdrawal from BAVTS.

EYE SAFETY

Eye safety considerations are important in the operation of an institution such as BAVTS. With this in mind, the school has furnished every lab with eye protective equipment. To address safety concerns, each

student is required to use the proper protective eye equipment when performing such tasks as: welding, cutting, chipping, grinding, drilling, turning, milling, etc.

SCHOOL SAFETY AND SECURITY

Video cameras have been installed in various locations throughout the building to secure the safety of staff and students. Exterior doors will also be monitored through-out the school day for security purposes.

RANDOM SEARCHES

BAVTS promotes a safe, positive learning environment for everyone. Periodic searches are conducted throughout the school year at various locations within the school. Along with searches, students/visitors may be required to pass through metal detectors upon entering the school.

STUDENT ORGANIZATIONS

SkillsUSA

The SkillsUSA organization is composed of students from the different trade, industrial and health occupation labs in our school. The various programs help students develop leadership qualities through educational, career and technical, civic, recreational and social activities. Excellence in scholarship, craftsmanship, and personal development are encountered through a national achievement program and national competitive activities. BAVTS offers local, district, and state competition opportunities. The SkillsUSA Championships is the national level competition, and is part of the annual SkillsUSA National Leadership Conference. In the competition, students demonstrate the occupational and leadership skills they have learned in the lab and in the classroom.

NTHS (National Technical Honor Society)

NTHS is an honor society for career and technical students who have distinguished themselves in both academic pursuits and career and technical excellence. Membership is by invitation and eligibility is based upon grades at the sending high school, BAVTS and student activities and involvement in the community. Students also need a recommendation from their sending school and their career and technical instructor. Students completing grades 10 and 11 are eligible to be considered for membership.

HOSA (Future Health Professionals) is open to students enrolled in the Health-Related Technology Program. HOSA promotes career opportunities in the health care industry and enhances the delivery of quality health care to all people. Students complete in health-related competitions, community awareness projects, and leadership conferences.

ROAMING

PASSING TIME

PERMISSION TO LEAVES CLASS

Students who arrive at BAVTS before 7:40 A.M. are to report to the cafeteria until the first bell rings, signaling the time to begin training.

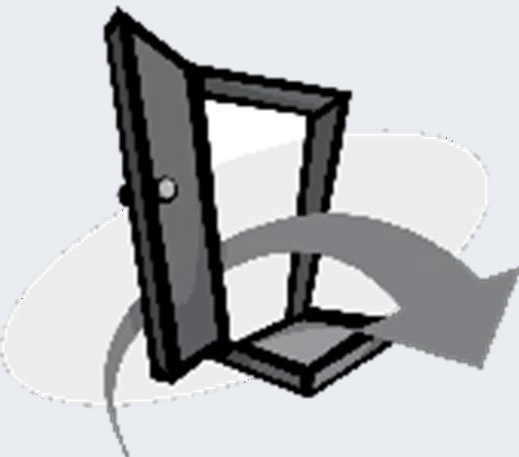
After attendance is taken, a student may request to leave the room (use lavatory, student services, nurse, etc.). Only one person is permitted to leave the lab/classroom at a time to use the lavatory

or see the nurse. Each student is to follow lab/classroom sign-out procedures and have a valid pass from the instructor. As students move through the hallways, many classes are in session. It is imperative that students meet the following guidelines:

- Avoid running and horseplay
- Refrain from loud talking, yelling
- Use trash cans to avoid littering
- Report directly to class; do not socialize

You are being watched!

NOTE: Surveillance cameras are continuously monitoring hallway activity throughout the building and premises.



STUDENTS LEAVING & ENTERING SCHOOL PROPERTY

BAVTS staff members have duty assignments to monitor areas where potential conflicts could develop among students. BAVTS provides students with a visible designated parking area that instructors monitor. So, they can more easily be identified. Staff maintains constant communication with the sending schools and local law enforcement. These efforts are made so a safe school environment is provided for all students. Rules and procedures on entering and leaving school property are part of this process.

1. Students are not permitted to leave school grounds without permission from administration. Any student leaving school property during normal class time must first report to the Attendance Office. Students need to have a signed BAVTS form to be released from school.
2. No student is permitted in the parking lot area or at his/her vehicle during scheduled class/lab time without proper authorization from the student's instructor or administration.
3. Students are not permitted to leave school property and then return, nor are they permitted to roam the building or grounds. Students from other schools are not permitted on Freedom High School property. This includes congregating by the Freedom tennis courts. Freedom considers this trespassing and arrests can be made for defiant trespass. The BAVTS property line is the drive-way between BAVTS and Freedom.
4. By law, the school does not have to provide parking for students driving on school property. It is considered a privilege by this school, therefore, please follow the rules and park in designated areas for student parking.

HARASSMENT/BULLYING POLICY

The Bethlehem Area Vocational-Technical School seeks to establish and maintain an educational climate for students free from harassment and/or intimidation, as well as a system of review of any such allegation.

DEFINITION:

Harassment is defined as, but not limited to any deliberate or repeated unsolicited verbal comments, gestures or physical contact that is unwelcomed. It may take the form of teasing, bullying, direct or indirect intimidation.

Sexual Harassment is defined as, but not limited to any deliberate or repeated unsolicited verbal comment, gesture, or physical contact of a sexual nature which is unwelcomed.

Harassment is any denial of the benefits of an educational program or exclusion from participation in an educational program by the following:

1. Submission to such is made, either explicitly or implicitly, a term or condition providing educational services.
2. Submission to or rejection of such conduct is used as a basis for advancement classroom/lab both by services and by grades.
3. Such conduct has the purpose or effect of unreasonably interfering with one's performance or creating an intimidating or offensive classroom/lab environment.
4. It is unacceptable behavior for students to harass other students or school personnel, sexually or otherwise, and such behavior on the part of any student is subject to appropriate discipline.
5. An offensive public display of affection shall be deemed unacceptable behavior. Extreme or persistent unacceptable behavior may result in the suspension or expulsion of the offending student.

These guidelines are intended to be in compliance with Title VII of the Civil Rights Act of 1964, with the guidelines adopted by the Pennsylvania Human Rights Commission, and current law. These guidelines include protecting the rights of students who may be the subject of harassment. The Bethlehem Area Vocational-Technical School has developed the following system to address, investigate, and resolve complaints involving harassment:

- Any student who believes that he/she has been the subject of harassment may have his/her parent/guardian or other representative in attendance at all meetings with school personnel and may have that person's assistance at all stages of these proceedings.
- Any student who believes that he/she has been subjected to harassment shall report all incidents of such conduct verbally to his/her instructor/counselor/or Principal within fifteen (15) days of the occurrence of the incident.

HARASSMENT/BULLYING POLICY, Continued



BULLYING/CYBERBULLYING

BAVTS is committed to providing a safe, positive learning environment for its students. We recognize 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, Bethlehem Area Vocational-Technical School prohibits bullying by students.

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, 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 the school.

Bullying, as defined in this policy, includes cyberbullying

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. All forms of bullying are prohibited!

BAVTS encourages students who have been bullied to promptly report such incidents to the principal or designee. Complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Executive Director or designee shall develop administrative regulations to implement this policy. The Executive Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students. The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the school building and on the web site, if available. The school 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.

Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion (Referral to sending districts).
8. Counseling/Therapy outside of the school.
9. Referral to law enforcement officials.

Technology is our friend?

Student Computer/Internet Use Policy



Acceptable Use: The Bethlehem Area Vocational-Technical School (BAVTS) supports the use of the Internet and other computer networks in the school's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

The use of the network facilities shall be consistent with and enhance the curriculum adopted by BAVTS as well as the varied instructional needs, learning styles, abilities, and development levels of students.

Authority: BAVTS reserves the right to determine which network services will be provided through the school's resources. The school reserves the right to view and monitor all applications provided through the network, including e-mail, and to log Internet use by students and staff, and to monitor fileserver space utilization. BAVTS establishes that use of the Internet is a privilege, not a right. Inappropriate, unauthorized, and illegal use may result in cancellation of those privileges and appropriate disciplinary action. The electronic information available to students and staff does not imply endorsement of the content by the school, nor does the school guarantee the accuracy of information received on the Internet. The school shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet. The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.



Responsibility: BAVTS shall make every effort to ensure that students and staff use this educational resource responsibly. Administrators, 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. Students have the responsibility to respect and protect the rights of every other user in the school and on the Internet. Changes on the Internet are occurring rapidly; therefore, additional rules and restrictions may be added at any time. Users are responsible for reading and following the rules. BAVTS Administration shall have the authority to determine what inappropriate use is, and his/her decision is final.

Guidelines: Computer/Internet accounts will be used only by the authorized user of the account for its authorized purpose.

Student Computer/Internet Policy, continued

Level 1 Infraction:

- Use of the network and/or Internet for commercial and/or profit purposes.
- Use of the network, e-mail, and/or Internet for product advertisement and/or political lobbying.
- Use of inappropriate language and/or profanity on the network and/or Internet Quoting personal communications in a public forum without the original author's prior consent.
- Use of the network and/or Internet for non-work and/or non-school related communications.
- Use of the network and/or Internet for non-work and/or non-school related activities (i.e. game playing).
- Use of the network and/or Internet to communicate through e-mail for non-educational purposes and/or activities.
- Use of the network and/or Internet to participate in Internet Relay chats (on-line real-time conversations, forums, and message boards).
- There will be NO food and/or drink within close proximity of any computers (laptops/PC's).

Level 2 Infraction:

- Unauthorized installation, distribution, reproduction, downloading, storing and/or use of copyrighted materials (i.e. software, games).
- Use of the network and/or Internet to access obscene and/or pornographic material.
- Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Downloading, Loading or use of unauthorized games, programs, files, and/or other electronic media.
- Use of the network to disrupt the work of other users.
- Unauthorized modification of any hardware equipment (i.e. decals, stickers).
- Vandalism to any technology hardware (i.e. towers, monitors, keyboards, laptops).
- Downloading, storing, distribution, and/or reproduction of digital music, video, and photos that hold a copyright without the written consent of the owner.
- Habitual level 1 infractions.

Level 3 Infraction:

- Use of the network and/or to transmit material likely to be offensive and/or objectionable to recipients.
- Modification, abuse, and/or vandalism of any technology hardware (i.e. towers, monitors, keyboards, mice).
- Destruction, modification, and/or abuse of network hardware and software.
- Unauthorized use of wireless or networking equipment, or attaching unauthorized equipment to the network.
- Attempt to bypass network and/or Internet security, filtering, and any other restrictions.
- Habitual level 2 infractions.

Level 4 Infraction:

- Use of the network and/or Internet to facilitate illegal activity (i.e., hacking).
- Use of the network and/or Internet for hate mail, discriminatory remarks, terrorist threats, and/or offensive or inflammatory communication.
- Use of the network and/or Internet to intentionally obtain and/or modify files, passwords, and data belonging to other users.
- Impersonation of another user, anonymity, and pseudonyms.
- Use of the network and/or Internet for unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Habitual level 3 infractions.

Student Computer/Internet Policy, continued

Security: System security is protected through the use of passwords. The following guidelines shall be followed:

- 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 name.
- Users are not to use a computer that has been logged in under a teacher's name.
- At no time should any student be using an instructor computer.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Safety: BAVTS is in compliance with the Children's Internet Protection Act (CIPA). To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication.

Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of the teacher or administration. Network users shall not reveal personal addresses or telephone numbers to other users on the network.

Copyright: The illegal use of copyrighted software by students is prohibited. Any data uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

Consequences for Inappropriate Use: 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 to files of data belonging to others, copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Computer/Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in immediate cancellation of privileges and/or legal actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or hardware or software associated with the computer system. This also includes the creation or transmission of computer viruses. BAVTS reserves the right to expect monetary reimbursement for any and all damages incurred through inappropriate use of the system by the user(s).

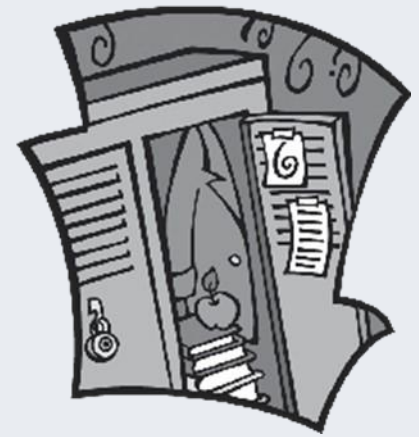


Computers and Pennsylvania Law: Under Pennsylvania Law, it is a felony punishable by a fine of up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software or database, or any part thereof, with the intent to interrupt the normal functioning of an organization. (18 Pa. C.S. 3933(z)(1)).

Disclosing a password to a computer system network, etc. knowingly or without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software. (18 Pa. C.S. 3933(a)(2) and (3)).

Note: BAVTS recognizes that its students and staff have a wide range of needs and requirements. Internet access provides a relatively unrestricted and flexible means to meet those needs and requirements. To this end, the school relies on the integrity of the user to follow the guidelines of this policy.

SCHOOL LOCKERS



SCHOOL LOCKERS ARE THE PROPERTY OF THE SCHOOL AND NOT THE STUDENT

Therefore, the student should hold no expectation of privacy. School lockers are used to change into lab clothes and storage of lab supplies. Administration has the right to inspect any student locker(s) at any time without student permission. **The school is not responsible for personal property lost or stolen from the student.**

ELECTRONIC DEVICES

Students are not authorized to use electronic devices during instructional time while at BAVTS. Students who neglect to follow this rule will be subjected to lower Work Ethic grades and possible discipline action within the Student Code of Conduct. **The school is not responsible for lost or stolen electronic devices while in attendance at BAVTS.**

USE OF TOBACCO / VAPING PRODUCTS

For the welfare and safety of all, the Bethlehem Area Vocational-Technical School is a smoke-free environment. The smoke-free environment shall mean the elimination of all tobacco products. Therefore, the possession or use of tobacco in any form is prohibited in any part of the building grounds and paved areas of Bethlehem Area Vocational-Technical School. Also included as smoke-free are vehicles owned, leased, used, or operated by the school. This policy is in effect for anyone who is on our property.

Students with tobacco dependency are encouraged to seek counseling through our Student Service Center. Efforts will be made by our counseling staff to help students become more aware of the consequences resulting from tobacco use. Violation of the non-smoking law will be handled by citations referred to the local district justice as prescribed by the law. See the following:

Senate Bill 1315 became Act 145 of 1996 when signed into law by Governor Ridge on December 4, 1996. This new law amends Title 10 (Crimes and Offenses). The law clarifies the School Tobacco Control Act in 35 P.S. Section 1223.5 for school districts and local district justices. The major changes are: possession is now included, unlighted tobacco is added and such possession or use is identified as a summary offense. The definitions differ from the School Tobacco Control Act by adding "pupil" and changing the definition of tobacco to include lighted or unlighted material and smoke-less tobacco. These new definitions supersede the definitions in 35 P.S. Section 1223.5.

Hooray for Food!

BAVTS Lunch Program

Student ID cards are used for lunch and all students must swipe their ID card or enter their student ID number on a pin pad. The selling of any food during lunch time hours must be approved according to National School Lunch Program (NSLP) rules and regulations. Lunch and ala carte are only available during scheduled lunch sessions. Students may also bring a lunch from home.

Free/Reduced Lunch Program Eligibility

Free/reduced lunch eligibility is associated with the student ID card. Students eligible for free meals through the direct certification process will receive a Notice of Direct Certification mailed to their parent/guardian. If your parent/guardian does not receive a Notice of Direct Certification, an Application for Free and Reduced Meals may be completed (but is not required) and returned to the Business Office at BAVTS.

Approved Lunch Status

For returning BAVTS students receiving free/reduced lunch at the end of the previous school year, your free or reduced lunch status expires thirty (30) serving days after the beginning of the new school year. All students must either be on the Direct Certification list or have an approved paper application filed with BAVTS to receive a free or reduced lunch after that date. No student will receive a free/reduced lunch without this paperwork on file after the date set by the NSLP.

Students transferring from other districts may provide eligibility documentation from their previous school to the BAVTS Business Office. The Business Office will review and process the documentation.

Purchasing Procedures and Guidelines

Students must swipe their BAVTS ID or input their ID number when purchasing food and/or receiving their one lunch each school day. It is the responsibility of each student to know their ID number. The Point of Sale system maintains an account for each student. Students may put money on their account in advance and draw down this balance as food (second lunches and/or a la carte items) is purchased. At the end of the school year, account balances will be rolled to the new school year for all non-graduating students. Account balances of graduating and withdrawn students will be refunded provided the balance is greater than \$5.00. Students who do not have cash or sufficient funds on their account will only receive the school meal offered that day. Students that do not maintain an account balance must pay for a la carte food purchases with cash at the time of service. Notifications of negative account balances will be sent to the student's parent/guardian. Inappropriate behavior or misuse of the ID card may result in loss of lunchroom privileges.

Cafeteria Rules

The following rules apply to the use of the cafeteria:

1. Students are not to throw food, paper, or anything else at other students, walls, or on the floors.
2. Students must remain in single file while in the lunch line.
3. Students may not jump ahead or cut into line.
4. Students must use ID cards to purchase lunch.
5. Remove tray to proper area.
6. Place eating utensils in the proper container.
7. Clean your area and dispose of all trash.

Student Services

BAVTS has a Student Service Center in order to meet the various needs of its students.

All guidance services, such as career, personal and group counseling; interest testing; and scheduling issues; are dealt with by counselors and support personnel located in the center.

Except for an emergency (abuse, pregnancy, suicide, drugs, AIDS, etc.) students need to schedule an appointment in order to see their assigned BAVTS guidance counselor. It is the responsibility of the student to inform his/her instructor of a scheduled appointment in advance. In the case of an emergency situation, the appropriate instructor(s) will be contacted in order to provide the necessary awareness of a student's absence from his/her class(es).

Crisis Intervention Procedures

In the event that there is an unexpected death of a student or a staff member, BAVTS will activate its emergency response procedure. This process will involve all administrators in addition to counselors, instructors, and supportive help from sending schools, if necessary.

Any student needing support will be referred to a designated area of the building where trained counselors will be available to assist them as they work their grief.

Grade Reporting System

BAVTS utilizes a computerized grading system to report the student's grades to their parent/guardian and sending school. This system reports each student's quarterly lab grade, attendance, work ethic grade and tardiness record, as well as appropriate comments selected by the instructor.

CAREER CENTER

Our Career Center is located in the Student Services Center. Information and applications for financial aid and career research software are available.

In addition, there is information on various career opportunities in books and on the computer. Students and parent/guardians may utilize the CAREER CRUISING program to assess their abilities and aptitudes and to explore career options.

Current and updated information is available in Helping students select their future pathways.

The Ladder to Success



SCHOOL-TO-CAREER PROGRAM

Working Papers

PA State Law requires every person less than 18 years of age to obtain an employment certificate before working in any establishment or occupation. The required papers can be secured through the Pupil Service or Guidance Office at the sending school district. Working papers are required for every individual under 18 years of age with a job.

Job Shadowing

During job shadowing, a student follows and observes for one or more days (no more than 3) to learn about a particular occupation or industry. A student is placed in a business or organization in which he/she has expressed an interest or shown an aptitude. This activity allows a student to receive firsthand career information, educational requirements, and experience day-to-day activities involved in the occupation being observed. (Students may not do any activity which may result in an “immediate advantage” to the employer; it is an “observation only” activity)

Internship

An internship includes training at a business/industry worksite for a specific period of time to learn about a particular industry or occupation without compensation. The workplace permits internship students to work under direct supervision to gain exposure to a particular occupation. The state of Pennsylvania allows a student a maximum of sixty hours of unpaid, hands-on training as an extension of the classroom in each individual placement. Students’ workplace activities may include special projects, a sample of tasks from different jobs, or tasks from a single occupation.

PENNSYLVANIA SKILLS CERTIFICATE INDUSTRY SKILL CERTIFICATES

Students in most departments are given the opportunity to participate in the Pennsylvania Skills Certificate Program sponsored by the Pennsylvania Department of Education. However, many programs at BAVTS have Industry Certifications that are offered in lieu of the National Occupational Competency Testing Institutes program and offer certificates unique to their industry.

The PA Skills Certificate program recognizes outstanding students by awarding the Pennsylvania Skills Certificate to 12th grade students and outstanding underclassmen who demonstrate mastery of National Occupational Competency Testing Institute or other State recognized and accepted Industry-Based assessment.

ARTICULATION AGREEMENTS

BAVTS has articulation agreements with several colleges which permits students who complete their course work to receive advanced standing regarding enrollment in related courses. Prior to their acceptance of advanced standing, students will be required to demonstrate their mastery of competencies in their chosen field.

The Pennsylvania Department of Education has also developed programs of study for most of our courses that have state-wide articulation agreements. This includes opportunities for our students to participate in dual or concurrent enrollment programs. These credits could lead to an industry-recognized credential or certificate at the postsecondary level or an associate or baccalaureate degree.

The Ladder to Success, continued

Cooperative Education

This program is offered to qualifying students from all participating districts. The School-to-Career staff will provide supervision, instruction, placement, and evaluation. Participation in the program is a privilege; therefore, an acceptable attendance record must be maintained.



The purpose of this program is to provide students, before graduation, a real opportunity to acquaint themselves with the “World of Work.” They will be given the opportunity to learn at a training station and earn a wage; accept responsibilities, direction and constructive criticism; and to be a truly responsible member of our nation’s workforce. This program is designed to be an extension of the classroom and is not for the purpose of paying bills or insurance.

Recommendations for employment will be based upon the student’s cumulative records. Therefore, only those students who have maintained satisfactory grades in their career and technical course, 80% or higher, and who have been approved by the instructor and high school Principal as having made adequate progress in learning and adjustment would be considered eligible for placement.

In order to receive school credit and to be excused from attending career and technical classes, a student must work a minimum of fifteen hours per week. If it is mutually acceptable, the employer and student may enter into an agreement for part-time work in addition to the School-to-Career hours of placement. However, if the additional work interferes with the student’s school performance, by lowering grades or establishing an irregular attendance pattern, the student will be withdrawn from the program.

Procedures for Placement on Cooperative Education

1. Student placement on Co-op involves both the School-to-Career Coordinator and the student’s instructor.
2. Students will be rated as ready for Co-op placement by maintaining good grades, low absences and by skills and attitude development rated by their instructors. This rating system favors seniors over juniors or sophomores. Students must complete a minimum of six (6) quarters in the occupational area for which they seek a Co-op position.
3. Students themselves may request Co-op placement but should do so through their instructor. If students approach the School-to-Career Coordinator, they will not be placed until the instructor is consulted.
4. Necessary forms, which can be obtained from the School-to-Career Coordinator, will have to be processed between the student, his/her family, employer, and the sending high school before a student may begin work. A resume, driver’s license and insurance card are also required. A student may only be placed where the employer is subject to the provisions of the Fair Labor Standards Act, the Pennsylvania Minimum Wage laws and the Workers Compensation Act.
5. Poor attendance and punctuality make students ineligible to participate in the School-to-Career program.
Business and industry require that students have a good record before they will consider hiring.
6. On the first and third Wednesday of each month, or every two weeks, all School-to-Career students must report to the scheduled meeting area. The sessions will be conducted by the School-to-Career Coordinator. The program uses the Capstone Curriculum for Cooperative and enhances and refines student’s skills as a worker. Following the session, the student will report to the worksite. Failure to meet the requirements may result in termination from School-to-Career placement.
7. Working papers are not issued by BAVTS. They must be obtained through the student’s sending school. A parent/guardian must be present to obtain the application.

The Ladder to Success, *continued*

8. If a student is absent from his/her home school, they are unable to attend work. Students who are absent from their School-to-Career job are required to call the Attendance Office at 610-866-8013, Ext. 100. This information will be recorded on each student's lab record and a note will be placed in their School-to-Career folder. BAVTS will follow-up with the sending school to determine the student's attendance pattern. Failure to turn in an excuse after three (3) days results in an unexcused absence.
9. Students and parent/guardians are responsible for transportation to and from the School-to-Career work locations.
10. In the event of a student suspension from the sending school or BAVTS, the student is not eligible to attend work.
11. If a student quits a job placement or is fired, they must report to school immediately following the Incident (the same day).
12. In the event of inclement weather or extended layoff, the student must report to the work-related lab. The student must report the circumstance to the School-to-Career office on the same day .
13. School-to-Career students must complete the Career Research project to remain in the program. If a student does not complete a segment of the project, he/she will be removed from the job until that segment is completed.
14. **The student must return to school and participate in the National Certification Testing.**
15. Students are required to take a test regarding the rules of the program.

Students are required by the School-to-Career contract to attend the Annual Appreciation Banquet. Failure to participate in this event will result with a "zero" being averaged into the fourth quarter grade. Student and parent/guardian will be required to sign the School-to-Career contract indicating they have been notified of this policy. There will be no exceptions unless prior authorization has been given by the School-to-Career Coordinator. A three-hour, in-school makeup assignment must be completed in order to receive any credit.

SCHOOL CLOSING

The Bethlehem Area Vocational-Technical School and its cooperative school districts operate on a common calendar. Special closings in the event of snow or other emergencies will be announced by the sending school. Students are urged to listen to local radio stations, television and internet and observe only the school closings of their own school districts. If the student's sending school closes, that student will not report to BAVTS. If the student's sending school is open, that student will report to BAVTS as scheduled unless the local radio stations report that BAVTS is closed. If there is a one/two hour delay, Freedom and Liberty High School students report to BAVTS. Northampton High School or Saucon Valley High School students will not be in attendance for the A.M. session at BAVTS. School closing is considered a school-related absence. School closings are the responsibility of the sending school districts. BAVTS has no jurisdiction over the closing of school.

Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parent/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are: The right to inspect and review the student’s:

1. Education records within 45 days of the day the school received a request for access. Parent/Guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate or misleading. The parent/guardians or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school Principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school official decides not to amend the record as requested by the parent/guardian or eligible student, the school official will notify the parent/guardian or eligible student when notified of the right of a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom school has contract to perform a special task (such as an attorney, auditor, medical consultant, or therapist); a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his other professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
5. As required by Federal law, parent/guardian consent is not required for the release of Directory Information, which is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Bethlehem Area Vocational-Technical School designates the following as directory information: the student’s name, address, telephone number (with the exception of unlisted telephone numbers), date and place of birth. A parent/guardian or eligible student may notify the district in writing of their refusal to allow the District to release Directory Information without prior consent. Except for Directory Information, all personally identifiable records directly related to the student shall be kept confidential unless the parent/guardian signs a consent form releasing such information.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parent/guardians certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected area (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student’s parent/guardian;
2. Mental or psychological problems of the student to student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parent/guardians; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screening, or any physical exam or screen permitted or re- quired under State Law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or sales or otherwise distributing the information to others.

Inspect upon request and before administration or use:

1. Protected information surveys of the students
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and



July 1, 2023

Dear BAVTS Staff:

BAVTS uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building 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 building 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 chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. (Applications will be made only after normal school hours.) Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parent or guardians of students enrolled in the school and BAVTS staff may request prior notification of specific pesticide applications made at the school. To receive notification you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the district *in writing* by providing your *name, address, phone number, subject, and the building you serve in*. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an **emergency** pest problem (Ex. stinging insects), notice will be provided by telephone to any staff members who have requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

Each year the district will prepare a new notification registry. You may contact Dawn Sutter at 610-866-8013, ext 106 with any questions or concerns.

Sincerely,

Jeffrey P. Bower
Supervisor of Building & Grounds

JB/dms

610.866.8013 • Fax 610.866.6124 • www.bethlehemavts.org

The Bethlehem Area Vocational-Technical School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Bethlehem Area Vocational-Technical School's Title IX Coordinator or the Section 504 Coordinator at 3300 Chester Avenue, Bethlehem, PA 18020.

Notification of Rights, continued

These rights transfer from the parent/guardians to the student who is 18 years old or an emancipated minor under State Law.

Bethlehem Area Vocational-Technical School will develop and adopt policies, in consultation with parent/ guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. BAVTS will directly notify parent/guardians of these policies at least annually at the start of each school year and after any substantive changes. BAVTS will also directly notify through U.S. mail or e-mail, parent/guardians of students who are scheduled to participate in the specific activities or survey. BAVTS will make this notification to parent/guardians at the beginning of the school year if the School has identified the specific or approximate dates of the activities or survey at that time. For surveys and activities after the start, parent/guardians will be provided reasonable notification of the scheduled planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parent/ Guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parent/guardians who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW Washington, DC 20202-5901

STUDENT WORK PROJECTS

All work done at BAVTS is undertaken solely on the basis of the educational value involved. It shall be understood that all work is performed by students in a learning situation. No guarantee or warranty by the Bethlehem Area Vocational-Technical School exists. Neither BAVTS nor the instructors will assume any responsibility for damage or theft of personal property while on the premises of BAVTS.

LOST AND FOUND

The BAVTS lost and found department is maintained at the main lobby desk. Students are responsible for the security and safety of their personal property (i.e., purses, wallets, money, tools, etc.). The school is not responsible for reimbursement or replacement of any personal property.

FIRE/EVACUATION DRILLS

Fire drills must be held in order to ensure that every student is aware of the purpose of drills and to know what staging area to report to when evacuating the building.

- All doors are to be closed and lights are to be turned off.
- All panic switches are to be turned off.
- All students are to leave the lab areas.
- Instructors will inform all students of the procedures and regulations governing fire drills.

VISITORS

BAVTS welcomes visitors as long as appropriate procedures are followed. Secondary students who wish to visit a BAVTS program must have prior approval from his/her sending school counselor. Former students are asked to call and schedule an appointment after school hours to visit.

All persons who enter BAVTS must register with the security desk located in the main lobby. They will be given a visitor's pass that must be worn while they are in the building. A log book is provided for the person to state his/her reason for visiting.



School Insurance for Students

All students participating in a career and technical program are urged to participate in the insurance program offered by the home school. The cost of this insurance is minimal. Bodily injury and financial loss may occur through accidents. Insurance brochures, which thoroughly explain the policy, are given to each student early in the school year at the home school. The Administration at BAVTS strongly recommends that every student participate in their home school insurance program. BAVTS does not provide coverage for students. Insurance is the responsibility of the student and/or parent/guardian whichever is appropriate.

Title IX Notice

Title IX Coordinator: Debra Miller, Business Manager Office
address: 3300 Chester Ave, Bethlehem PA 18020 Email:
millerd@bavts.org
Telephone number: 610-866-8013

Bethlehem Area Vocational-Technical School is committed to complying fully with all Federal and state laws banning discrimination on the basis of gender, sexual orientation, gender identity/expression with regard to instructional programs, extracurricular activities, and employment practices. Any person who believes himself or herself to be a victim of sex discrimination by the Bethlehem Area Vocational-Technical School or its employees or students should contact the Title IX Coordinator.

By clicking on a link below you will be forwarded to the current policy. Policies are reviewed and revised as needed by our Joint Operating Committee.

<https://www.bethlehemavts.org/bavts-operation>

