

Regular JOC Meeting

Tuesday, August 18, 2026 6:30 PM

Training Center, 5050 Sweppenheiser Drive, Bloomsburg, PA 17815

1.	Call to Order	Speaker (s) : Derl Reichard
2.	Executive Session	
3.	Agenda Hearing Period	
4.	Approval of Minutes	
5.	Acceptance of Treasurer's Report	
6.	Approval of Bills	
7.	Acceptance of Interim Business Manager's Report	
8.	Consent Agenda Items	
9.	Reports	
9.A.	Interim Administrative Director's Report	
9.B.	Interim Special Education/Student Services Director Report	
9.C.	Principal and Assistant Principal Report	
9.D.	Director of Technology Report	
9.E.	Custodial/Maintenance Supervisor Report	
9.F.	Enrollment Report	
9.G.	Cooperative Education Report	
9.H.	Adult Education Coordinator Report	
9.I.	Superintendent of Record Report	
10.	Committees	
10.A.	Policy Committee	Speaker (s) : Bob Fogarty
10.B.	Negotiation/Grievance Committee	Speaker (s) : Charley Chyko
10.C.	Disciplinary Committee	Speaker (s) : Charley Chyko
10.D.	Curriculum Committee	Speaker (s) : Bob Fogarty and Cindy Brassington
10.E.	Budget and Finance Committee	Speaker (s) : Keith Hess
10.F.	Steering Committee	Speaker (s) : Eve Ralston
10.G.	Personnel Committee	Speaker (s) : Eve

Ralston

11. **Board Comment**

12. **Recognition of the Public**

13. **Upcoming Events**

14. **Adjournment**

Speaker(s) : Derl
Reichard

Joint Operating Committee - SPECIAL MEETING (Tuesday, June 30, 2026)

Generated by Jennifer Cerreta on Wednesday, July 1, 2026

1. Call to Order

The special June 30 meeting of the CMAVTS Joint Operating Committee was held on the above date in the CMAVTS Learning Center. Co-Chairperson Cindy Brassington called the meeting to order at 6:06 p.m.

Procedural: A. Pledge to the Flag

Procedural: B. Roll Call

Ms. Cynthia Brassington (Southern) - Present
Mr. Charles Chyko (Central) - Present
Mr. Bob Fogarty (Central) - Present
Ms. Toni Phillips (Berwick) - Present
Mr. Greg Hemsarh (Millville) - Present, Remote via Teams
Mr. Alexander Cavallini (Millville) - Present
Mr. Adam Gregg (Danville) - Absent
Mr. Keith Hess (Berwick) - Present
Mr. James Levan (Southern) - Present
Dr. Eric Miller (Bloomsburg) - Present, Remote via Teams
Ms. Eve Ralston (Bloomsburg) - Present
Mr. Derl Reichard (Danville) - Absent
Mr. Jonathan Cleaver (Superintendent of Record, Bloomsburg) - Present

Others Present:

Alexis Gundrum, CMAVTS Principal
Max Sitler, CMAVTS Custodial/Maintenance Supervisor
Jeremy Adams, CMAVTS Director of Technology
Jennifer Cerreta, CMAVTS Admin Assistant to Director
Eric Valinsky, CMAVTS Faculty
Danielle Becker, CMAVTS Faculty
James Kofskie, CMAVTS Faculty
Joseph Edmondson, CMAVTS Faculty
Jennifer Edmondson, CMAVTS Staff
Chris Mrowka, CMAVTS Faculty
Jon Dressler, CMAVTS Faculty
Donna Dressler
Butch Melito, CMAVTS Faculty
Kristin Sarnoski, CMAVTS Faculty
Alison Postupack, CMAVTS Faculty
Marla Conklin
Steve Dolak
Pamela Bennett, CMAVTS Faculty
Mark Varner, CMAVTS Coach
David Wolinsky
Sheri Valencik, Parent
Tom Allen, Former CMAVTS Director
Jessica Allen, Alumni
Pamela Slusser, Former CMAVTS Faculty
Mike Heon
Terri Lawton, Parent
Payton Lawton, Student
Cindy Bankes
Jody Seltzer
Jim Henrie
Steve Moyer
Dan Carr
Carrey Massey
Iva Massey
Patricia Gearhart
Donald Strausser, Alumni
Delaineey Muscato, Press-Enterprise Reporter

2. Executive Session

Information: A. Executive Session

An Executive Session was held in the CMAVTS Training Center before the special public JOC meeting to share safety and security information and updates as required by Section 1301 of the school code, and to discuss personnel matters.

3. Agenda Hearing Period

Procedural: A. Agenda Hearing Period

Mr. Tom Allen spoke regarding the updated job description for Adult, Industry & Work-Based Learning Coordinator, noting that he feels it is too many combined job requirements and duties for one person to effectively do alone (4 jobs in total). He feels this position hasn't been well thought out and should require the person to also be already Co-Op certified with 3-5 years experience. Also noted that one day per week for Pamela Kramer being paid (through Next Century) doesn't seem like enough considering all the people who are reporting to this person. Lastly, noted that he feels we should hire a long-term dedicated Business Manager as soon as possible in order to avoid potential conflicts of interest with the shared services agreement with Central Columbia.

4. Budget and Finance Committee

Action, Budget and Finance: A. Approve school to act on 2026-2027 budget approved by majority of sending schools.

Recommended Action: Motion to approve the school to act on the 2026-2027 budget approved by the majority of the sending schools, tally presented here:

SCHOOL DISTRICT	YES	NO
Berwick	9	0
Bloomsburg	8	0
Danville	3	5
Central Columbia	7	0
Millville	0	9
Southern Columbia	9	0
TOTALS	36	14

Motion by Mr. Levan and seconded by Ms. Ralston to approve school administration to act on the 2026-2027 budget approved by the majority of the sending schools. A roll call vote was taken with 10 yes and 0 no.

5. Consent Agenda Items for Vote

Action, Action (Consent): A. Consent Agenda Items for Vote

Recommended Action: Approval/acceptance of the items listed below, both new and tabled from June 16, 2026 regular JOC meeting. Mr. Fogarty asked to separate the items into three groups - Items tabled from 6/16/26 meeting minus the removal of the approval of Saxton and Stump for school legal services; this item as a stand-alone vote; and the new items as a third group, as grouped below:

Group 1 items:

- Approve updated job description for Adult, Industry, and Work-Based Learning Coordinator position (attached).
- Approve Letter of Agreement with Next Century, Inc. to renew Director of Student Services/Special Education services with Pamela Kramer for the 2026-2027 School Year at a cost not to exceed \$45,000 total (attached).
- Approve the proposal for shared Business Administrator services between Central Columbia and CMAVTS (attached).

Group 2 items:

- Approve hiring the firm of Saxton and Stump, with Mr. Benjamin Pratt as the school's solicitor and for labor relations issues for the 2026-2027 School Year with rates as indicated in the attached re-engagement letter (attached).

Group 3 items:

- Approve updated 2026-2027 School Year Calendar (attached).
- Approve updated job description for Special Education Liaison position (attached).
- Approve updated Act 93 Administrative Compensation Agreement for 7/1/26 through 6/30/31 (attached).
- Approve hiring the firm of Sweet, Stevens, Katz, and Williams for special education legal services for the 2026-2027 school year with rates as indicated in the attached re-engagement letter (attached).

Mr. Fogarty commented that he feels it is time for a change with our legal services vendor, since we have been having personnel and administrative issues recently. Ms. Brassington and Ms. Phillips noted that they do not feel now is the right time for such a big change with all of the other big changes and work ahead.

Motion by Mr. Fogarty and seconded by Ms. Phillips to approve the initial three items tabled from the 6/16/26 meeting (Group 1). A roll call vote was taken with 10 yes and 0 no.

Motion by Mr. Hess and seconded by Mr. Cavellini to approve the Group 2 stand-alone item concerning re-engagement of Saxton and Stump, attorney Benjamin Pratt, as school solicitor and labor relations issues, 2026-2027 school year as indicated above. A roll call vote was taken with 8 yes and 2 no. The approval passed.

Motion by Mr. Fogarty and seconded by Mr. Chyko to approve the new Group 3 items as indicated above. A roll call vote was taken with 10 yes and 0 no.

6. Board Comments

Discussion: A. Board Comments

Mr. Cleaver stressed the importance of clear communication and positive collaboration with the six sending districts, including for filling open positions and enrollments. He stated that unfilled seats at CMAVTS are missed opportunities. He also discussed a new PIAA approved rule change whereby students may now participate in a sport in their home district if it is not offered as a varsity

sport or co-op arrangement here at CMAVTS. This will apply to swimming, track and field, tennis, and several other sports. More information will be forthcoming on these details before the beginning of the 2026-2027 school year.

Ms. Brassington stated that the work starts now, after the budget has been passed. Let's all contribute in a positive way to move CMAVTS forward. We are all here to improve the school.

7. Recognition of the Public - Max 3 Minutes

Discussion: A. Time reserved for public comments and questions.

Mr. Anthony "Butch" Melito (CMAVTS faculty) commented that he is opposing the decision to reduce the CMAVTS Athletic Director salary by 50% without any notice or input requested. It was presented as non-negotiable and the decision was made without hearing his side or a clear understanding of everything that position entails. Employees should be treated better than this.

Mr. Tom Allen (former CMAVTS director) handed out sheets showing comparative statistics in standardized testing scores between CMAVTS, our sending school districts, and other comprehensive CTC's in PA. Noted a strong correlation between test scores and percentages of special education students in a school. Said this should be explored more.

Mr. David Wolinsky (former CMAVTS faculty) asked whether there has been any movement regarding the proposed committees to review next steps and needs after the comprehensive model study. There has not been but Ms. Brassington said it will be forthcoming.

Mr. Eric Valinsky (CMAVTS faculty) thanked the JOC for agreeing to move Open House on the school calendar and asked a question clarifying is the ruling on PIAA sports for ALL sending school districts. Mr. Cleaver indicated it is.

Mr. Dan Carr (CMAVTS alumni) stated he and his siblings got a high quality education at CMAVTS. He has also hired many graduates and had very positive experiences with them. Vocational and academic programs should stay fit together here in the comprehensive model for the best results.

Ms. Sherry Valencik (CMAVTS parent) asked whether the JOC will consider reaching out to the former Director of Special Education and Student Services who is now certified to serve as Administrative Director, to see if she would come back to CMAVTS in this role.

Mr. Donald Strausser (CMAVTS alumni) Asked if Danville and Millville were still going to pay their share towards the CMAVTS budget for 2026-2027 after voting "No." Mr. Cavallini clarified that both districts will still be obligated to pay. Mr. Strausser then asked why there has been no 5-year plan put forward, why instead it is only being looked at on a year to year basis. Mr. Cavallini responded that this lack of planning is why he and other voted no on the budget.

8. Adjournment

Action: A. Adjourn Meeting

Recommended Action: Motion to adjourn the June 30, 2026 special meeting.

Motion by Mr. Levan and seconded by Mr. Cavallini to adjourn the June 30, 2026 special meeting. An affirmative voice vote was taken.

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2026 - 07/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000049455	07/01/2026	HEATHER KISHBAUGH	JULY PIMS SERVICES		800.00
0000049456	07/07/2026	AMERICAN PAPER AND SUPPLY INC	Supplemental Grant		11,458.17 #
0000049457	07/07/2026	BLOOMSBURG AREA SCHOOL DISTRICT	Stipend - Superintendent of Records - Xtra Duty		0.00 #
0000049458	07/07/2026	FEESERS FOOD DISTRIBUTORS	General Supplies-Food Preparat		978.80 #
0000049459	07/07/2026	PPL ELECTRIC UTILITIES	Equipment Rental-Oper/Maintena		9,761.61 #
0000049460	07/07/2026	PA TURNPIKE	General Supplies-Horticulture		49.12 #
0000049461	07/07/2026	SKYWARD ACCOUNTING DEPT	Purchased Prof. & Tech. Servic		700.00 #
0000049462	07/07/2026	VEOLIA WATER PENNSYLVANIA	Water-Operation/Maintenance		385.08 #
0000049463	07/07/2026	BLOOMSBURG AREA SCHOOL DISTRICT	Stipend - Superintendent of Records - Xtra Duty		2,416.50 #
0000049464	07/08/2026	AHOLD DELHAIZE USA	June Food Supplies - Career Camp		275.57 #
0000049465	07/08/2026	AMERICAN PAPER AND SUPPLY INC	Chemical Detergent for Dishwasher		104.43 #
0000049466	07/08/2026	BEAVER VALLEY ENVIROMENTAL LLC	Restroom Rental 5/01/26-5/31/26		170.00 #
0000049467	07/08/2026	PAMELA BENNETT	Summer Session 1 - (May 13 - June 23)		2,850.00 #
0000049468	07/08/2026	Bodnar	June Lease 35/60 - Teacher Work Room		1,417.95 #
0000049469	07/08/2026	BRIAR CREEK FARMS INC	Career Camp Produce		65.50 #
0000049470	07/08/2026	EDUCATIONAL CONSORTIUM	Services 25/26		1,080.00 #
0000049471	07/08/2026	FISHINGCREEK TRANSPORTATION	Graduation Practice		214.47 #
0000049472	07/08/2026	AMERICAN WELDING & GAS INC	Machine Torch		158.70 #
0000049473	07/08/2026	JOSTENS INC	Missing Diploma		36.75 #
0000049474	07/08/2026	L J C JANITORIAL DISTRIBUTORS LLC	Floor Sealer, TP, Liners, Towels	Swiffer Refills, Wipes & Comet	2,139.75 #

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2026 - 07/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000049475	07/08/2026	MYERS ENVIRONMENTAL SERVICES	June O&M		3,247.00 #
0000049476	07/08/2026	PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC	April - July - Mailer	Mail Sealer	626.35 #
0000049477	07/08/2026	POINT PARK UNIVERSITY	Spring Term II - Jason Shotwell - 441539	LATE FEE - Spring Term II - Jason Shotwell - 441539	1,659.00 #
0000049478	07/08/2026	PRESS ENTERPRISE INC	General Supplies-Business Offi		811.60 #
0000049479	07/08/2026	PV BUSINESS SOLUTIONS	OSHA Journal		298.50 #
0000049480	07/08/2026	SAXTON & STUMP	Other Professional Services-Le		7,466.00 #
0000049481	07/08/2026	SCOTT ELECTRIC	Supplies		163.00 #
0000049482	07/08/2026	SWEET, STEVENS, KATZ & WILLIAMS LLP	May		120.00 #
0000049483	07/08/2026	UGI UTILITIES, INC.	June Gas		363.12 #
0000049484	07/08/2026	UNIFIRST CORPORATION	Mops & Bags		120.94 #
0000049485	07/08/2026	UNITED PLATE GLASS	Repair & Maintenance-Oper/Main		20,850.00 #
0000049486	07/08/2026	US SUPPLY COMPANY	Lav Faucets		358.76 #
0000049487	07/22/2026	AIRGAS USA LLC	Gas		418.62 #
0000049488	07/22/2026	AMERICAN PAPER AND SUPPLY INC	Floor Pads & Pad Driver		139.06 #
0000049489	07/22/2026	BEAVER VALLEY ENVIROMENTAL LLC	Restroom Rental 6/01/26-6/30/26		170.00 #
0000049490	07/22/2026	BURMAX COMPANY INC	Enc Transfer from FY2025-2026 Metal Manikin Holder	Enc Transfer from FY2025-2026 Nail Drill, Towel Warmer, Towels	2,291.88 #
0000049491	07/22/2026	EASTERN LIFT TRUCK CO. INC	Feb. Lease 2/12/26 to 3/01/26	March Lease 3/02/26 to 3/29/26	6,932.34 #
0000049492	07/22/2026	MOHAWK LIFTS, LLC	Enc Transfer from FY2025-2026 Wheel Alignment System		85,104.52 #
0000049493	07/22/2026	NEFCO Construction Supply LLC	Enc Transfer from FY2025-2026 PERKINS GRANT	Enc Transfer from FY2025-2026 HORT	18,588.52 #

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2026 - 07/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000049494	07/22/2026	NEXT CENTURY, INC.	Pamela Kramer Services - Through 6/13/2026		9,799.81 #
0000049495	07/22/2026	NELSON INSTALLATION LLC	Field House Security - Wiring & Hardware		2,555.00 #
0000049496	07/22/2026	RENCO ACE HARDWARE	Nuts & Bolts & Fasneners & Tape	Thin Brush, Rollers, & Tray	253.55 #
0000049497	07/22/2026	SHERWIN WILLIAMS	Paint		646.89 #
0000049498	07/22/2026	ERIC VALINSKY	Career Camp Supplies - Paper Clip		6.10 #
0000049499	07/22/2026	WEX BANK	June Gas		41.63 #
0000049500	07/29/2026	ALLDATA CORPORATION	Purchased Prof & Tech Serv-Tra		975.00
0000049501	07/29/2026	AMERICAN PAPER AND SUPPLY INC	General Supplies-Operation/Mai		106.50
0000049502	07/29/2026	BIO-HAZ SOLUTIONS, INC.	Repair & Maintenance-Oper/Main		134.00 #
0000049503	07/29/2026	Marc Daniel Enterprises, INC DBA Buy Rite Beauty	Enc Transfer from FY2025-2026 Eclipse Backwash - Black Chair & Bowl		2,325.42 #
0000049504	07/29/2026	ELAN FINANCIAL SERVICES	June Charges	July 2026 Charges	20,937.86 #
0000049505	07/29/2026	CHAPIN SEWAGE DISPOSAL	Repair & Maintenance-Oper/Main		450.00
0000049506	07/29/2026	CENTRAL SUSQUEHANNA IU	Purchased Prof. & Tech. Servic		750.00
0000049507	07/29/2026	DE LAGE LANDEN FINANCIAL SERVICES INC	Equipment Rental-Oper/Maintena		563.77
0000049508	07/29/2026	FOUGHT'S DISPOSAL SERVICE, INC.	Repair & Maintenance-Oper/Main		892.89
0000049509	07/29/2026	FISHINGCREEK TRANSPORTATION	Contracted Carriers-Athletics		782.74 #
0000049510	07/29/2026	COOPER ELECTRIC	OMNI 1813 Shield PVC	General Supplies-Operation/Mai	2,282.48
0000049511	07/29/2026	FRONTLINE TECHNOLOGIES GROUP LLC	Purchased Tech & Prof Services		19,465.22
0000049512	07/29/2026	HSLC	Academic-Purchased Tech & Prof		325.00
0000049513	07/29/2026	JAMES KOFSKIE	General Supplies-Athletics		51.92

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2026 - 07/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000049514	07/29/2026	L J C JANITORIAL DISTRIBUTORS LLC	General Supplies-Operation/Mai		482.00
0000049515	07/29/2026	84 LUMBER	General Supplies-Building Trad		153.09 #
0000049516	07/29/2026	DEVIN MEZA-RUSHANAN	Travel Expenses-PPS		76.85
0000049517	07/29/2026	MID-PENN ATHLETIC CONFERENCE	Dues & Fees-Athletics		1,306.00
0000049518	07/29/2026	PARENT SQUARE, INC.	Purchased Tech & Prof Services		2,640.00
0000049519	07/29/2026	PENTELEDATA	Purchased Tech & Prof Services		300.00
0000049520	07/29/2026	PRESS ENTERPRISE INC	General Supplies-PPS		345.00
0000049521	07/29/2026	PENNSYLVANIA SCHOOL BOARDS ASSOCIATION	Purchased Prof. & Tech. Servic		6,160.00
0000049522	07/29/2026	PSBA INSURANCE	Purchased Prof. & Tech. Servic		4,590.51
0000049523	07/29/2026	RIDDELL ALL AMERICAN SPORTS CORP	General Supplies-Athletics		7,166.24
0000049524	07/29/2026	BRENDA SHULTZ	General Supplies-Special Educa		67.97
0000049525	07/29/2026	SMARTPASS, INC.	Purchased Tech & Prof Services		4,886.63
0000049526	07/29/2026	Kyle Steward	General Supplies-Operation/Mai		211.50
0000049527	07/29/2026	TRUGREEN	Repair & Maintenance-Oper/Main		876.46
0000049528	07/29/2026	UNIFIRST CORPORATION	General Supplies-Operation/Mai		241.88
0000049529	07/29/2026	US SUPPLY COMPANY	General Supplies-Operation/Mai		236.00
0000049530	07/29/2026	ERIC VELEZ	Tuition Reimbursement-Special E		3,204.00
0000049531	07/29/2026	VERIZON WIRELESS	Communications-Operation/Maint		465.42
0000049532	07/29/2026	WGL ENERGY SERVICES	Natural Gas-Operation/Maintena		694.51
0000049533	07/29/2026	EasyGroup	Enc Transfer from FY2025-2026 Colored -Pigment Textile Ink		397.34
0000049534	07/29/2026	Jack Devine Gym Floor Restorations	Purchased Prof. & Tech. Servic		4,940.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND **Payment Dates:** 07/01/2026 - 07/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000049535	07/29/2026	Donald E. Kocher, Inc	General Supplies-Operation/Mai		3,300.00
0000049536	07/29/2026	PSBA INSURANCE	Unemployment Comp.-Trade & Ind		330.64 #
0000049537	07/29/2026	VEOLIA WATER PENNSYLVANIA	Water-Operation/Maintenance		331.32
0000049538	07/30/2026	HEATHER KISHBAUGH	PIMS Services August 26'		800.00

10 - GENERAL FUND

292,340.75

Grand Total All Funds

292,340.75

Grand Total Credit Cards

0.00

Grand Total Direct Deposits

0.00

Grand Total Manual Checks

(2,416.50)

Grand Total Other Disbursement Non-negotiables

0.00

Grand Total Procurement Card Other Disbursement Non-negotiables

0.00

Grand Total Regular Checks

294,757.25

Grand Total Virtual Payments

0.00

Grand Total All Payments

292,340.75

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

PDE Reports

We quickly learned that getting access to accounts is not an easy process when no one currently on site has access. I have spent a lot of time reaching out to various departments ranging from our local banks to PDE to gain access. We have been slowly getting through to the departments and gaining access.

The Perkins grant application was submitted, but returned for some edits, which is common. These will be taken care of and the report re-submitted. Quarterly payroll reports have been filed as well. Any other needs that we are made aware of we are getting resolved as quickly as possible.

The school received the facility improvement grant to replace the generator and make some roof repairs. The generator replacement was completed in the spring of 2026, so I have been working with that department to get reimbursed nearly \$166,000 for the work done. Last week Jeremy was able to get me the contact information for the engineer to get some of the reports that I was missing. I am hoping to get that wrapped up this week.

Audit Update

I set up a call with the auditors to put a plan together to get our audit reports up to date. They provided me access to the system that they use for me to upload the reports and I have uploaded most of the requested files for the 2023-24 fiscal year. The reports that are still outstanding I am trying to locate or get access to them. Once I receive them they will be uploaded.

Financial System Update

I was not planning on making many changes to the way the business office operated immediately, but I have noticed that we need to change some things to be more efficient. I have been working with the CSIU computer support team on setting up the Financial Information System (FIS) so that it can be utilized to its potential. I am currently focusing on the Fund Accounting and Payroll modules as they will have the most positive impact.

I have inherited many spreadsheets which require duplicate work and allow for a greater risk of errors. I am planning on migrating these spreadsheets into FIS. I have already started using the salary wage module which will allow employees to see what their salary is for the current year and in the future will show the history. We are updating the absences module so it will communicate with Frontline more effectively. The payroll module will now automatically create the entries in fund accounting as soon as payroll is processed, rather than creating manual entries retroactively. I plan on using the budgeting module which will allow for an easier transfer of information into PDE's system. Completing the bank reconciliations in FIS will begin with the month of July.

There are more things that will be utilized within the system, but those are the areas that we are starting with. All of these enhancements will allow for us to pull reports quicker and have a less margin for error.

Misc. Updates

I realize that typically there are treasurer reports each month. Due to the limited access I have had, I am still working on getting the June reports completed. Once I am finished with the June reports, I will begin working with the CSIU team to update information in FIS so I can start utilizing the system to

complete the treasurer's reports. I am hoping to have this completed by the meeting in September. I put a priority on getting the reports needed for the 2023-24 audit report. If you have any questions on anything at anytime, please don't hesitate to reach out to me.

**COLUMBIA-MONTOUR AREA
VOCATIONAL-TECHNICAL SCHOOL
SUGGESTED ADMINISTRATIVE GUIDELINES
RANKING SYSTEM**

(To be reviewed annually, dates are subject to change based on the CMAVTS school calendar)

Proposed Timeline

- November: 8th Grade Presentations Conducted in Home Schools
- December/ January: Tours of CMAVTS conducted for students in the 8th grade.
Career Description Guides updated and distributed.
- February: Last School Day in February of each school year, all applications are due in at sending schools guidance offices by 1:00 pm, and will be picked up by CMAVTS that afternoon. Any applications submitted after this date, shall not be considered for admissions until open enrollment. Hardcopy of applicable student IEPs and Section 504 Plans are due at CMAVTS no later than the second Friday in March.
- First Two Weeks of March
Applications reviewed and scored by the CMAVTS selected administrators/guidance staff.
- Third Week of March
A list sent by CMAVTS to the sending school district guidance counselor of students who have met the minimum score requirement and students who do not (the latter permitted to access the appeal process)

CMAVTS sends a letter to each applicant notifying whether he/she has met the entry requirement or not (based upon preliminary review and rubric scoring and notification of the appeal process).
- April 5 Formal Requests for Appeal due at CMAVTS. Parents can communicate the desire for an appeal directly to CMAVTS
- April 9 -13: Formal Appeals Meetings held at CMAVTS
April 16-20
- Last Week April: CMAVTS will separate the applicants based on their sending districts. Students will then be ranked in descending order in accordance with their point total earned on the Student Rating Sheet.
- First Week May: CMAVTS sends letters to the accepted applicants of each sending district who have secured one of the sending school district's seats. CMAVTS notifies sending schools which applicants have been offered seats. The sending school district shall coordinate with CMAVTS to schedule an IEP meeting for each student who has an IEP. The IEP meeting shall be held at the sending school district with a representative from CMAVTS in attendance.

May 15 Acknowledgement and acceptance/rejection of an offer of admission due back at CMAVTS.

May/June: IEP meetings held (based on incoming student availability).

Last Week May: Registration Nights held at CMAVTS

First week in June: Open Enrollment

Application and Selection Process

- In November and December of each school year, CMAVTS and the guidance counselors from each sending school district shall work collaboratively to schedule tours for the sending school district 8th grade classes. The tours of CMAVTS shall be held and completed no later than the end of January of each school year.
- CMAVTS will hold an open house in February of each school year so the students and their families have the option to tour CMAVTS.
- Following their scheduled tour, students may obtain application packets from their middle school guidance counselors or from CMAVTS.
- Students from homeschool, Cyber School or Private School may receive application from CMAVTS Guidance Department beginning the first week in January.
- The packet will include the application and a release of records form which authorizes CMAVTS to obtain necessary information from the sending school districts.
- The application, release of records form, and required documentation must be completed by the student and the sending school district guidance counselor and submitted to the guidance offices of the sending school districts by 1:00 pm on the last school day in February.
- Any applications not submitted by the deadline will not be considered until the open enrollment period begins.
- Any application packets that are missing any of the required information will be returned to the applicant and not considered during the application process if not re-submitted by the deadline. Students may reapply and will be considered for admissions during open enrollment.
- The applications will be picked up by CMAVTS personnel on the last school day in February.

Selection Process

- The CMAVTS selected administrators/guidance staff will review and score all of the applications according to the selection criteria which are as follows: The CMAVTS selected administrators will review and score all of the applications according to the Student Rating Sheet. Areas of inquiry:
 - Responsibility
 - Team Player
 - Initiative
 - Grades (Grades will be averaged together and ranked). *Note: Grades will be based on previous and current school year.
 - Attendance (One point off Unexcused Days Absent and 0.5 points off for each day Tardy)

*Note: Attendance will be based on previous and current school year.

- Behavior (One point off per one day of OSS and ISS.) These days are not to be reflected in Attendance. (0.5 point for each lunch detention and or after school detention). *Note: Behavior will be based on previous and current school year.
 - Teacher, Counselor, Evaluator, Other (Other would be someone other than school staff or an evaluator that is an adult not related to the student and who can evaluate the student's attendance, discipline record, and behavior) recommendations.
- Each special education student application, IEP, and ER/RR, regardless of initial scoring, will be reviewed by the CMAVTS Special Education Supervisor, a Special Education Teacher and the Principal to determine if any scores assigned in any or all criteria areas on the Student Rating Sheet need to be adjusted due to disability status.
 - The CMAVTS Director will perform a final oversight of the application process.
 - The application review and scoring process will conclude by the end of the second week in March ~~15~~ of each school year.

Notice to Students/Admission or Appeal

- By the end of the 3rd week in March of each school year, CMAVTS will provide written notice through individual letter to each student who submitted an application to the school:
- A student with an approved application will be notified that he/she has met the entry requirement (the entry requirement of 65 points).
- A student who does not meet the entry requirement will be notified of the preliminary decline of the application and provided information on the appeals process.
- CMAVTS will send to each sending school district guidance counselor a list of the students who have met the minimum score requirement, a list of those students who did not meet the minimum score requirement and who have the option to appeal the decision of CMAVTS.

Appeal Process

- Students who did not meet entry requirements have the opportunity to appear before an Application Appeals Board which will consist of a Guidance Counselor, the Administrative Director and **at large** members selected from within the community on ~~a~~ designated days in mid-April.
- Requests to appear before the Board must be received in writing from the parent of the declined student, or, the sending school district, on behalf of a declined student applicant on or by April 5th.
- Each sending school district is invited to attend and present new information regarding each denied applicant.
- The Application Appeals Board will review the information provided by the applicant and sending school district representative to determine if the score assigned to that student's application should and will be adjusted.
- Those students whose scores, after being adjusted, meet the minimum score requirement of 65 points, shall be included in the ranking of applicants.
- CMAVTS will send a letter to all applicants indicating the outcome of the appeal.

Ranking System

- CMAVTS will separate the applicants based on their sending school districts.
- Students will be ranked in descending order in accordance with the point total earned on the Student Rating Sheet.
- The order in which names are ranked for each sending district will be the order in which seats shall be assigned. Ranked applicants who are outside of the allotted number of seats for each sending district will be placed on a wait list for that school district.
- Definitions:
 - Ranked List: The list of students who have applied and qualified for enrollment will be ranked and added to the list of applicants by sending school district. Vacant slots will be filled by students from the ranked list until the District has no more remaining applicants, who have met the cut score, on their list.
 - Open Enrollment List: All “ranked students” who were not offered admission will be ranked against one another and listed on a separate spreadsheet. These students will be offered “open enrollment slots” in the event that a school district does not utilize its entire allotment.

Acceptance Letters

- By the end of the first week in May of each school year, CMAVTS will send acceptance letters to all students who secured one of the seats allotted for each sending school district.
- The Acceptance letter will indicate a date and time the student must appear for a mandatory registration night at CMAVTS. Along with the acceptance letter, Student shall receive a pre-posted mailer which requires the Student to provide a response by **May 15th of the current school year**. Registration will be held Wednesday and Thursday of the last week in May. CMAVTS will then provide written registration confirmation.

IEP Meetings

- Upon acceptance of a student with a disability to CMAVTS, the IEP team meeting shall occur at the sending school district and the CMAVTS Director of Special Education or designee shall be in attendance at the meeting. The purpose of the meeting will be to construct the Individualized Educational Program (IEP) of the incoming student for implementation at CMAVTS. Additional meetings may be necessary to answer and address questions as to supplementary aids and related services for a student presenting unique challenges to placement and programming within CMAVTS.

Open Enrollment

- Any opening not used by students residing in a specific district will be offered to students in other districts. Open enrollment will begin the first week in June 3rd and continue throughout the school year.

COLUMBIA-MONTOUR AREA
VOCATIONAL-TECHNICAL SCHOOL

ADMINISTRATIVE
GUIDELINE

STUDENT ADMISSION – CRITERIA AND REVIEW

I. Application process and criteria: (Incoming Freshmen) In the fall of each school year, students may obtain an application packet from their middle school guidance counselors or from the Columbia-Montour Area Vocational-Technical School. The packet will include the application and a release of record form which authorizes Columbia-Montour Area Vocational-Technical School to obtain necessary information from the sending school districts. The application, release of record form, and required documentation must be completed and returned to the sending school guidance office no later than 1:00 pm on the last day of school in February of each school year. Applications will be picked up by personnel from the Columbia-Montour Area Vocational-Technical School on the afternoon of the last school day in February and date and time stamped by CMAVTS that school day or the following school day. **Hardcopy of applicable student IEPs and Section 504 Plans are due at CMAVTS no later than the second Friday in March**

(10th-12th Grade Students) Students may obtain applications for admission from their high school guidance counselor or from the Columbia-Montour Area Vocational-Technical School. The packet will include the application which allows for a release of records. This release authorizes the Columbia-Montour Area Vocational School to obtain the necessary information from the student's sending school. The application, release of records and required documentation must be completed and submitted to the home school counselor within the same timeframes as those listed for incoming freshmen students. All other admission and review criteria will remain the same, including IEP review prior to ranking. The CMAVTS handbook will list the obtained credit requirements for incoming students by grade. Students who are credit deficient may be offered admission but must participate in and complete a credit recovery program prior to the first day of school.

All upper class positions are considered “at-large” slots. Districts will not be allocated upper class slots. The number of available slots are determined by CMAVTS administration once freshmen have scheduled into their tenth grade training program. Administration will determine which training programs are not scheduled to capacity. Students making application will be asked to declare their first, second and third choice of training program as part of the application process.

The philosophy of the Columbia-Montour Area Vocational-Technical School is that attendance, punctuality, and appropriate behavior are important to employers and to successful entrance to post-secondary education. As a result, the criteria for acceptance will be determined by attendance, a student's discipline record, grades, behavior, recommendations from sending school staff, evaluators, and other and review of student's IEP, if applicable.

The applications received will be reviewed by the School Principal, Director of Special Education and a Special Education Teacher and scored in accordance with the Student Rating Sheet. Those applications that meet the minimum score requirement on the Student Rating Sheet will be considered for admissions. The participating school district will be provided the name(s) of any applicant preliminarily determined not to meet the admission criteria.

II. Appeal Review: Students whose applications have been preliminarily declined for not meeting the minimum score requirement as outlined on the Student Rating Sheet shall have the opportunity to appear before an Application Appeals Board consisting of a Guidance Counselor, the Administrative Director, and a third member selected from within the community on a designated day in April and in June. Students attempting to enroll in 10-12 grade will enjoy the same right to the appeal process as incoming Freshmen. The sending school district is invited to attend and present information regarding each denied applicant. Requests by incoming students to appear before the Applications Appeals Board must be received in writing on behalf of a student applicant on or by April 5th of each school year

III. Ranking: (Incoming Freshmen) At the conclusion of the appeals review period, all the applicants who have met the minimum score requirement for admission will be separated based on the sending school district and ranked in descending order in accordance with the total points earned on the Student Rating Sheet. The purpose of the ranking is to determine which of the students who have met the admission criteria will secure an enrollment slot of each sending school district. Applicants remaining in each sending district are assigned to a ranked waiting list in accordance with the point total.

(10th-12th Grade Students) Students who have met the cut score and are capable of being ranked will be sorted based upon choice of training program. Students will be ranked into separate lists created by the prospective student's choice of training program. CMAVTS will fill available spaces by comparing ranked student's first choice against ranked students who have also selected that program as a first choice. Additional slots which remain will then be filled by second choice and so on.

IV. Notification of Acceptance: (Incoming Freshmen) Acceptance letters will be sent at the end out the first week in May of each school year. The student must respond no later than May 15 of that school year. The student must also attend the registration night which will be held on Wednesday or Thursday of the last week in May.

(10th-12th Grade Students) Acceptance letters will be sent out by the final work day of the third week in June. Students must accept the offer of enrollment by responding no later than the 2nd Friday in July. Students will be required to set up a meeting with a member of CMAVTS's administrative staff in order to register for the upcoming school year prior to the student's first day at the CMAVTS.

V. Open Enrollment: Open enrollment will begin the first week of June and continue throughout each school year. Any opening not used by students residing in a specific district will be offered to students in other districts.

VI. Current Freshmen Acceptance into training programs for 10th grade: In April/May current students will be asked to schedule classes for the upcoming school year. As part of this process, students will select a training program based upon vocational interest. They will be asked to list their top four choices in order, choice one being the most desired course. Each training program has interior limits set by CMAVTS Administration. In situations where the requests for a vocational training program exceeds the program's capacity, CMAVTS will utilize the "Recommendation Form" and

“CMAVTS Student Rating Sheet” to score/rank students who wish to enroll in that program. The process will be modified from the process employed to admit students to the school in that only current school year data will be utilized. One of the two teacher recommendations shall come from the instructor of the training program whose enrollment request exceeds capacity. As with the process for incoming students, an IEP review will be conducted prior to finalization of student scores. Students transitioning from 9th to 10th grade at CMAVTS will be placed into available training program openings prior to opening those slots to students enrolled at schools other than CMAVTS for the 9th grade year.

VII. Home School/Cyber School student applications: From time to time, a student wishing to apply from home/cyber school has trouble obtaining the materials requested in the complete application. The following are suggestions to replace some of the items which need to be obtained as part of the application process:

Student Recommendation sheets: Relatives may not fill out recommendation sheets. In a home/cyber school situation where it is impossible to have the sheets completed by a teacher, the student must have an adult who spends significant time – 3.5hrs a week or more – with the student. Examples include: Scout Leaders, Church Youth Group Leaders, employers, Sports team coaches, etc. Respondents will receive, at their request, a SASE from CMAVTS to help maintain a confidential response.

Attendance/Behavior: While Cyber charters track attendance, most home school situations do not. The responsible party will be asked to determine and submit how many instructional days were lost due to illness. The responsible adult will also be asked to report how many times instruction required significant interruption due to a disciplinary concern.

Grades: CMAVTS will ask to review the “home school binder/portfolio” and utilize the data found within to make a decision regarding the “grades” category. Additionally, all students who apply from home/cyber school will interview before a panel comprised of CMAVTS Administration and guidance staff. Rubrics will be developed for both the portfolio review and interview.

VIII. Policy Revisions: CMAVTS reserves the right to amend Admissions Policy No.201-AG if there is a change in the comprehensive programming currently offered by CMAVTS.

Approved November 21, 2017



Book	Policy Manual
Section	200 Pupils
Title	Threat Assessment
Code	236.1 Vol I 2026
Status	Final Reading

Purpose

The Joint Operating Committee is committed to protecting the health, safety and welfare of its students and the community and providing the resources and support to address identified student needs. The Joint Operating Committee adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

Authority

The Joint Operating Committee directs the Administrative Director or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

The established procedures must include protocols for the timely consultation between the team and law enforcement, juvenile justice agencies, county agencies, health care providers or behavioral service providers, as appropriate, to refer students whose behavior indicates a potential threat for additional interventions or supports, including the exchange of relevant information in accordance with federal and state law.[\[1\]](#)[\[2\]](#)
[\[3\]](#)

Definitions

Behavioral service providers – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[\[4\]](#)

Bias – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.

Individualized Management Plan – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team's attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

Threat assessment – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

Delegation of Responsibility

The Administrative Director or designee, in consultation with the School Safety and Security Coordinator, shall appoint [\[1\]](#)

[Note: school entities should only select one of the appropriate options if the designated team is made up of required personnel under 24 P.S. 1302-E]

~~{ } individuals to a center (school) threat assessment team.~~

{X} individuals to a threat assessment team at each school building or campus in the center (school).

~~{ } the center (school)'s Student Assistance Program team to serve as the threat assessment team.~~

~~{ } the center (school)'s Safe2Say Something crisis team to serve as the threat assessment team.~~

~~{ } the center (school)'s suicide prevention crisis response/crisis intervention team to serve as the threat assessment team.~~

~~{ } the center (school)'s _____ to serve as the threat assessment team.~~

The Administrative Director or designee shall designate a member of the team as team leader for the threat assessment team.[\[1\]](#)

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education; and school administration.[\[1\]](#)

{X} members of the Student Assistance Program team.[\[5\]](#)

{X} school security personnel.[\[6\]](#)

{X} law enforcement agency representatives.

{X} behavioral health professionals.

{X} members of the Safe2Say Something crisis team.[\[7\]](#)

{X} suicide prevention coordinators and/or members of the crisis response/crisis intervention team.[\[8\]](#)

{X} juvenile probation professionals.

~~{ } an individual who serves on a local or county threat assessment team, if applicable.~~

~~{ } The Administrative Director or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.~~

The Administrative Director or designee shall develop and implement administrative regulations to support the threat assessment process.

Guidelines

Training

The

{X} Administrative Director or designee

{ } School Safety and Security Coordinator

shall ensure that threat assessment team members are provided individual and/or group training annually on: [\[1\]](#)

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias. [\[9\]](#)[\[10\]](#)
4. Confidentiality requirements under state and federal laws and regulations, and Joint Operating Committee policies. [\[5\]](#)[\[7\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)
5. {X} Student Assistance Program process. [\[5\]](#)
6. {X} Youth suicide awareness, prevention and response. [\[8\]](#)
7. {X} Trauma-informed approach. [\[14\]](#)
8. {X} Safe2Say Something procedures. [\[7\]](#)
9. {X} Multi-tiered systems of support.
10. {X} Positive Behavioral Intervention and Support.

Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Joint Operating Committee policy. [\[1\]](#)[\[7\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

Information for Students, Parents/Guardians and Staff

The center (school) shall annually notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the center (school) website, publishing in handbooks and through other appropriate methods. [\[1\]](#)

The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other center (school) reporting hotlines or methods. Informational materials shall be available for review by parents/guardians. [\[1\]](#)[\[8\]](#)[\[9\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

The threat assessment team shall make available informational materials for employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other center (school) reporting hotlines or methods. Information for employees shall include a list of the staff members who have been appointed to the threat assessment team. [\[1\]](#)[\[8\]](#)[\[9\]](#)[\[19\]](#)[\[21\]](#)

The center (school) shall annually provide mandatory training for center (school) staff on identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, center (school) employees, other individuals, center (school) facilities or the community, in accordance with law, Joint Operating Committee policy and the standards specified by the state's School Safety and Security Committee.[7][17]

Reporting and Identification

The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.[1]

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.[1][7]

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Joint Operating Committee policy.[1][8]

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:[1]

1. Notify the Administrative Director or designee and School Safety and Security Coordinator of the reported threat.
2. Notify the building administrator of the school building the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and center (school) administration.[1][6][7][22]

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Joint Operating Committee policy.[1][23][24]

Inquiry and Assessment

In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Joint Operating Committee policies or administrative regulations, based on the subject matter of the report and the requirements of law, regulations and Joint Operating Committee policy, including, but not limited to, reports involving:

1. Discrimination/Harassment.[9][19]
2. Bullying/Cyberbullying.[21]
3. Suicide Awareness, Prevention and Response.[8]
4. Hazing.[25]
5. Dating Violence.[26]

Members of the threat assessment team, in coordination with the student's school district of residence, shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:

1. {X} Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. {X} Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. {X} Conducting searches of lockers, storage spaces and other possessions on center (school) property as applicable, in accordance with applicable law, regulations and Joint Operating Committee policy.[27]
4. {X} Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Joint Operating Committee policies.
5. {X} Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team or others.[5][10][28][29][30]

The threat assessment team shall establish and implement procedures, in accordance with the center (school)'s memorandum of understanding with each law enforcement agency having jurisdiction over center (school) property, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.[6][22]

The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat.[1]

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as the Student Assistance Program team, an IEP or Section 504 Team or other center (school) supports and services.

Response and Intervention

The threat assessment team, in coordination with the student's school district of residence, shall develop an Individualized Management Plan for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention.

Following notification to the student's parent/guardian, the threat assessment team, in coordination with the student's school district of residence, may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Joint Operating Committee policy, which may include, but is not limited to:[1]

1. A referral to the Student Assistance Program.[5]

2. A referral to the appropriate law enforcement agency.[6][7][22]
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Joint Operating Committee policy.[10][28]
4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Joint Operating Committee policy.[28][29][30]
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.[10]
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.[31]
7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.[32][33][34][35]
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat.[7][36]

School Safety and Security Incident Reporting –

For reporting purposes, the term **incident** means an instance involving an act of violence; the possession of a weapon; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco products; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.[22][37][38][39]

When a reported threat also meets the definition of an incident, in accordance with reporting requirements, the Administrative Director or designee shall immediately report required incidents, if not previously reported by center (school) staff, and may report discretionary incidents committed by students on center (school) property, at any center (school)-sponsored activity or on a conveyance providing transportation to or from the center (school) or a center (school)-sponsored activity to the law enforcement agency that has jurisdiction over the center (school)'s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Joint Operating Committee policies.[22][32][37][39][40][41][42]

The Administrative Director or designee shall notify the parent/guardian, if not previously notified by center (school) staff, of any student directly involved in an incident on center (school) property, at any center (school)-sponsored activity or on a conveyance providing transportation to or from the center (school) or a center (school)-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Administrative Director or designee will inform the parent/guardian whether or not the law enforcement agency that has jurisdiction over the center (school) property has been or may be notified of the incident. The Administrative Director or designee will document attempts made to reach the parent/guardian.[22][37][43]

Students With Disabilities –

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, the center (school) shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The center (school) shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[2][3][11][13][44][45]

Monitoring and Management

If a student has an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student's Individualized Management Plan.

The threat assessment team, in coordination with the student's school district of residence, other appropriate teams and supports, shall determine when the student's Individualized Management Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Joint Operating Committee policy. [5][8][10][11][13][28]

Records Access and Confidentiality

In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations: [1]

1. Student health records.[46][47]
2. Prior school disciplinary records.[11][13][48]
3. Records related to adjudication under applicable law and regulations.[48][49][50][51][52][53]
4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the center (school).
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the center (school).

The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.[1]

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Joint Operating Committee policy, the Student Records Plan and the center (school)'s legal and investigative obligations.[2][3][5][8][11][12][13][21][48][54]

Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Joint Operating Committee policy and administrative regulations.[12][55][56][57][58]

Annual Joint Operating Committee Report

The threat assessment team shall provide the required information to the Administrative Director, in consultation with the School Safety and Security Coordinator, to annually develop and present to the Joint Operating Committee, at an executive session, a report outlining the center (school)'s approach to threat assessment, which shall include:^[1]

1. Verification that the center (school)'s threat assessment team and process complies with applicable law and regulations.
2. The number of threat assessment teams assigned in the center (school), and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of the center (school)'s threat assessment team(s) operation.
6. Recommendations for improvement of the center (school)'s threat assessment processes.
7. Any additional information required by the Administrative Director or designee.

~~{ } The annual threat assessment report shall be presented as part of the annual report to the Joint Operating Committee by the School Safety and Security Coordinator on school safety and security practices.^[1][6]~~

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the center (school) and their composition, the total number of threats assessed that year, and additional information required by the Administrative Director or designee shall be included in the School Safety and Security Coordinator's annual report on school safety and security practices that is submitted to the state's School Safety and Security Committee.^[1][6]^[59]

PSBA Revision 3/26 © 2026 PSBA

Legal

- [1. 24 P.S. 1302-E](#)
- [2. 20 U.S.C. 1232g](#)
- [3. 34 CFR Part 99](#)
- [4. 24 P.S. 1301-E](#)
5. Pol. 236
6. Pol. 805.2
7. Pol. 805
8. Pol. 819
9. Pol. 103
10. Pol. 103.1
11. Pol. 113.3
12. Pol. 207
13. Pol. 216

14. Pol. 146.1
[15. 24 P.S. 1205.2](#)
[16. 24 P.S. 1205.5](#)
[17. 24 P.S. 1310-B](#)
18. Pol. 333
19. Pol. 104
20. Pol. 105.1
21. Pol. 249
22. Pol. 805.1
[23. 23 Pa. C.S.A. 6311](#)
24. Pol. 806
25. Pol. 247
26. Pol. 252
27. Pol. 226
28. Pol. 113
29. Pol. 113.1
30. Pol. 113.2
31. Pol. 146
32. Pol. 218
33. Pol. 218.1
34. Pol. 218.2
35. Pol. 233
36. Pol. 709
[37. 22 PA Code 10.2](#)
[38. 35 P.S. 780-102](#)
[39. 24 P.S. 1319-B](#)
[40. 22 PA Code 10.21](#)
[41. 22 PA Code 10.22](#)
[42. 24 P.S. 1306.2-B](#)
[43. 22 PA Code 10.25](#)
[44. 20 U.S.C. 1415](#)
[45. 34 CFR Part 300](#)
[46. 24 P.S. 1409](#)
47. Pol. 209
48. Pol. 216.1
[49. 24 P.S. 1304-A](#)
[50. 24 P.S. 1305-A](#)
[51. 24 P.S. 1307-A](#)
[52. 42 Pa. C.S.A. 6341](#)
53. Pol. 218.3

[54. 24 P.S. 1304-D](#)

[55. 22 PA Code 12.12](#)

[56. 42 CFR Part 2](#)

[57. 42 Pa. C.S.A. 5945](#)

[58. 42 Pa. C.S.A. 8337](#)

[59. 24 P.S. 1309-B](#)

[20 U.S.C. 1400 et seq](#)

[35 P.S. 7601 et seq](#)

Pol. 203.1

[PA Commission on Crime and Delinquency, School Safety and Security Committee
Model K-12 Threat Assessment Procedures and Guidelines](#)



Book	Policy Manual
Section	700 Property
Title	Integrated Pest Management - Vol II 2026
Code	716
Status	First Reading

PURPOSE

The center (school) shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

DEFINITIONS

Integrated Pest Management (IPM) is the **managed use of combined pest control alternatives, including cultural, mechanical, biological and chemical to most effectively prevent or reduce to acceptable levels damage caused by pests.**[\[1\]](#)

Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.[\[2\]](#)

AUTHORITY

The Joint Operating Committee establishes that the center (school) shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.[\[3\]](#)[\[4\]](#)

The Joint Operating Committee shall adopt an **IPM Plan** for the **center (school)** buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.[\[2\]](#)[\[4\]](#)

The Joint Operating Committee shall designate an employee to **facilitate IPM for the district. The designated employee will be referred to as the center's (school's) IPM Coordinator or as otherwise specified at** the center (school).

DELEGATION OF RESPONSIBILITY

The IPM Coordinator shall be responsible to implement **the IPM Plan** and to coordinate communications between the center (school) and the approved contractor.

The IPM Coordinator shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in the **center (school)** buildings and on center (school) grounds.[\[5\]](#)

The IPM Coordinator shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the administrative office.[5]

{X} Appropriate personnel involved in making decisions relative to pest management shall participate in **periodic** training, **as needed**.

GUIDELINES

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

{X} An **IPM** Plan shall include the education of staff, students and the public about IPM policies and procedures.

When pesticide applications are scheduled **for center (school)** buildings and grounds, the center (school) shall provide notification **at least seventy-two (72) hours in advance** in accordance with law, including:[5]

1. Posting a pest control sign in an appropriate area, **at the place to be treated. The sign shall remain in place for at least two (2) days following each planned treatment.**
2. Providing the pest control information sheet to all individuals working in the **affected** building.
3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the center (school) may authorize an emergency pesticide application and shall notify by telephone any parent/guardian who has requested such notification.[5]

PSBA Revision 5/26 © 2016 PSBA

Legal

[1. 7 PA Code 128.2](#)

[2. 24 P.S. 772.1](#)

[3. 3 P.S. 111.21 et seq](#)

[4. 7 PA Code 128.1 et seq](#)

[5. 24 P.S. 772.2](#)

[7 U.S.C. 136 et seq](#)

Columbia-Montour Area Vocational-Technical School



STUDENT-ATHLETE HANDBOOK 2026-2027 School Year

5050 Sweppenheiser Drive
Bloomsburg, PA 17815
Phone: (570) 784- 8040
Fax: (570) 784-3565
www.cmv.t.us



COLUMBIA-MONTOUR

Area Vocational-Technical School

5050 Sweppenheiser Dr. • Bloomsburg, PA 17815-8920 • www.cmvf.us • Ph: (570) 784-8040 • Fax: (570) 784-3565

Student-Athlete Handbook Acknowledgement Form 2026-2027

Please complete this form and return it to your designated coach.

The signature of this agreement form indicates that you have read and understand the contents of the Student-Athlete's Handbook.

Student Name: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Statement of Philosophy

The Columbia Montour Area Vocational Technical School believes a dynamic program of student activities is vital to the student's educational development. The athletic program should provide various experiences to aid in the development of favorable habits and attitudes in the students that will prepare them for adult life in a democratic society. Emphasis should be placed on each participant's physical, mental, and social development. The athlete comes before winning. Athletics should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, assist in developing fellowship, promote self-realization and overall growth, and encourage learning the qualities of good citizenship. Student activities are considered a supplement to the school's education program, which strives to provide experiences that will help students in their overall development. The interscholastic athletic program shall be conducted by existing Joint Operating Committee policies, rules, and regulations. The athletic program must be completed in such a way as to justify it as an educational activity.

Athletic Chain of Command

1. Joint Operating Committee
2. CMAVTS Director (TBA)
3. CMAVTS Principal, Ms. Alexis Gundrum (agundrum@cmvt.us)
4. Athletic Director, Mr. Devin Meza-Rushanan (drushanan@cmvt.us)
5. Head Coach
6. Assistant Coach

CMAVTS Athletic Objectives

- 1. To prepare students for the future**
Students who participate in sports learn a sense of responsibility, self-discipline, motivation, and leadership skills that will contribute to a purposeful life in the community and career skills.
- 2. To increase academic achievement**
Students who participate in high school athletics are more connected to school and community life, which results in stronger engagement in academics and achievement.
- 3. To increase and strengthen time management skills**
Student-athletes develop time management skills by balancing academics, athletics, family, leisure, and social obligations.
- 4. To support a life of health and wellness**
Participation in high school athletics teaches students the importance of physical and mental wellness. It promotes healthy habits that normally last beyond grade school.
- 5. To teach teamwork, collaboration, and compromise**
Participating in team athletics teaches students the skills needed to peacefully, productively, and effectively collaborate with teammates, coaches, and their competition.

Parent/Guardian and Coach Communication

Welcome to the Interscholastic Athletic Program offered in the CMAVTS. This Handbook provides important information associated with participation in the School District's Athletic Program. PLEASE READ IT CAREFULLY AND SAVE FOR LATER REFERENCE. Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach(es) of your child's program.

Parent/Guardian Expectations:

1. Parents are expected to be punctual when picking up/dropping off players for practices, games, or events.
2. Participation in fundraising, concessions, or other team-related activities is encouraged and appreciated.
3. Family members and/or friends are NOT permitted to be behind the bench at any time during a game unless approved by the coaching staff.
4. Fans are encouraged to cheer and observe from the designated bleachers/seating during events.
5. Positive observations, encouragement, and positive displays of sportsmanship are encouraged and beneficial to the team's well-being.

Communication Coaches Expect from Parents

1. Concerns about student-athletes
2. Notification of scheduling conflicts
3. Concerns regarding coaching philosophies or expectations
4. Direct and prompt communication to coaches regarding the concerns listed above
5. Parents are not permitted to approach any member of the coaching staff before, during, or after a game for any reason.

Appropriate Concerns to Discuss with Coaches

1. The mental and physical treatment and well-being of your child
2. Ways to help your child improve
3. What Concerns of you have about your child's behavior

Issues Not Appropriate to Discuss with Coaches

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

Communication You Should Expect from Your Child's Coach:

1. Coaching philosophy and expectations (in writing)
2. Locations and times of practices, scrimmages, and contests
3. Team requirements (fees, equipment, off-season conditioning schedules)
4. Accident procedures
5. Disciplinary issues and/or actions
6. **Direct and prompt communication to parents/guardians regarding concerns listed above**

There are situations that may require a conference between the coach and the parent. These are to be encouraged, but it is important that both parties have a clear understanding of the other's position. If you have a concern to discuss with a coach please call Athletic Director, Devin Meza-Rushanan (drushanan@cmvt.us), at CMAVTS to set up an appointment. Please do NOT attempt to confront a coach before or after practice or games. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

The presence and/or the use of balloons, whistles, and/or portable listening devices (without earphones) are PROHIBITED! The Principal and Athletic Director of each school will be requested to confiscate these items from their cheerleaders and/or the spectators from their school and community. The use of pom-poms by cheerleaders and small portable listening devices with earphones is permitted. Spectators are prohibited from removing their shirts and/or using body paint while in attendance at District and Inter-District Championship Contests. Principals and Athletic Directors of competing schools shall announce and publicize these regulations. The principal, athletic director, coaches, team physician, team trainer, players in uniform, managers, ball holders, and statisticians will be the only persons permitted in the team box.

Article I. Definitions and Construction.

§1.1 When capitalized in this Handbook, the following terms shall have the following definitions unless the context clearly indicates otherwise:

§1.1.1 “Applicable Law” means any applicable federal, state or local law, regulation, ordinance, policy or the holding of any court decision that is applicable to the situation and Services being provided under this Agreement.

§1.1.2 “Crime(s)” means any crime as defined in Pennsylvania or Federal law, other than summary offenses relating to driving. The term includes any “Delinquent Act” as defined in the Juvenile Act. *See* 42 Pa.C.S.A. § 6302.

§1.1.3 “Parent” means (a) a biological or adoptive parent of a child; (b) a foster parent, unless State law, regulations, or contractual obligations with a State or local entity prohibit a foster parent from acting as a parent; (c) a guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the child (but not the State if the child is a ward of the State); (d) an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; or (e) a surrogate parent who has been appointed in accordance with 34 CFR §300.519.

§1.1.4 Policy” means any policy as adopted by the Board of School Directors of the School District and that is contained either in the policy manual as published on the School District's website or that is contained in or approved by any action of the School Board at a public meeting.

§1.1.5 “School District” means the CMAVTS and its administrators and officials when acting for or on behalf of the School District.

§1.1.6 “Season” means: (a) in the case of a sport or activity that has a set schedule of games, tournaments or contests, it means that a number of games, tournaments, or contests scheduled during the regular season or the equivalent of a regular season; (b) in the case of an activity that does not have a set schedule of games, tournaments or contests, it means that amount of time between when the activity is scheduled to begin in any school year and when the activity is expected to end in any school year; or © in the case where the foregoing definitions would not be applicable or equitable, the coach and/or Principal may determine an appropriate time

period for that is meant by the word "Season."

§1.2 For purposes of this Handbook: (a) the words "include," "includes," and "including" shall be deemed to be followed by the words "without limitation;" (b) the word "or" is not exclusive; and (c) the words "herein," "hereof," "hereby," "hereto," and "hereunder" refer to this Handbook as a whole. Unless the context otherwise requires, references to a statute means such statute as amended from time to time and includes any successor legislation thereto and any regulations promulgated thereunder.

§1.3 Unless the context otherwise requires, references herein to Articles and Sections refer to the Articles of and Sections of this Handbook. The headings in this Handbook are for reference only and shall not affect the interpretation of this Handbook

§1.4 Whenever an administrator is referenced herein, the reference shall Include the administrator's designee, substitute, acting or interim administrator.

Article II. Registration and Physical Examination Form

Registration for sports, regardless of season, may be completed during the summer, prior to the first day of Fall sports practice.

§2.2 Physical Examination. Before an athlete is permitted to participate in practice, a valid physical examination form must be on file with the athletic trainer. See Article XXXII for more information.

Article III. Philosophy.

The primary purpose of the School District's Athletic is to promote the physical, mental, social, emotional, and moral well-being of the participants. The Athletic Program offers significant lifetime learning experiences that cannot be duplicated in other educational settings. The Athletic Program is an important and integral part of the total school program and is open to participation by all students. Through voluntary participation, an athlete gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities that are unique to each team. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations.

Article IV. Specific Objectives For the Athletic Program.

§4.1 To promote character development in student-athletes;

§4.2 To enhance student development in the specific areas of integrity, discipline, commitment, and work ethic;

§4.3 To promote physical fitness and desirable habits in health, wellness and safety

§4.4 To learn that teamwork and cooperation with others are necessary for experiencing success;

§4.5 To provide opportunities to observe and exemplify good sportsmanship;

§4.6 To foster the realization that athletic competition is a privilege that carries with it responsibilities;

§4.7 To provide a chance to enjoy the opportunity to learn games and improve athletic skills;

§4.8 To learn that rules in sports must be followed or penalties will result and that this same sequence applies in

life;

§4.9 To develop a program with an atmosphere that results in positive interaction between the team, the school, and the community; and

§4.10 To ensure athletics are an integral part of the education program through a focus on educating the student-athlete as the primary purpose of the program.

Article V. Procedures For Reporting Concerns and Problems.

If an athlete or parent/guardian has a problem, the following procedures should be followed:

§5.1 Level 1: Make an appointment to discuss your concern with the coach. Do NOT attempt to discuss concerns just before or after a game, do it privately.

§5.2 Level 2: If not satisfactorily resolved at Level 1, contact the Athletic Director. Set up an appointment for Athletic Director, Coach, and you to discuss concerns. Do NOT contact the Athletic Director until Level 1 has been completed.

§5.3 Level 3: If not resolved at Level 2, contact the Principal. Schedule an appointment with the Principal, Athletic Director, Coach, and you to discuss the concern. Do NOT contact the Principal until Levels 1 and 2 have been completed.

§5.4 Level 4: If not resolved at Level 3, contact the Superintendent. Schedule a meeting with the Director, Principal, Athletic Director, Coach, and you to discuss the concern. Do NOT contact the Director until you have gone through Levels 1, 2, and 3.

§5.5 Level 5: If not resolved at Level 4, a meeting with the Activity Committee of the School Board will be scheduled to discuss the concern. Do NOT contact the Board until Levels 1, 2, 3 and 4 have been completed.

Article VI. Pennsylvania Interscholastic Athletic Association (“PIAA”)

PIAA rules will be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility to know and enforce the applicable PIAA rules and to inform team members and parents.

Article VIII. Participation in Extracurricular Activities Is a Privilege.

Participation in Extracurricular Activities and Interscholastic Sports is a privilege and not a right. Nothing in this Handbook shall be construed as establishing any legal right to participate in Extracurricular Activities or Interscholastic Sports. Because participation in Extracurricular Activities and Interscholastic Sports is a privilege and not a right, the School District has broader authority to impose Extracurricular Discipline than it does regarding School Discipline. Consequently, the Student Code of Conduct will be enforced with all students in Grades 9-12 participating in extracurricular activities:

§8.1 regardless whether school is in session

§8.2 regardless whether the offense occurs on or off school property or at a school-related event

§8.3 regardless whether the student is directly involved with the activity at the time the prohibited conduct occurs;

§8.4 regardless whether the conduct occurs online or through electronic means;

§8.5 regardless whether the activity is in-season; and

§8.6 regardless of where or when the conduct occurs.

Article IX. Coordination of School Discipline and Extracurricular Activity Discipline.

A student's violation of the Student Code of Conduct or the rules contained in this Handbook may lead to both School Discipline and Extracurricular Discipline. Consequently, it is possible that a student who violates the Student Code of Conduct or this Handbook will incur consequences from both the appropriate school administrator and from his/her coach or advisor for the same violation. It is also possible that a student participating in Extracurricular Activities could violate the Code of Conduct or this Handbook and be subject to discipline by a coach or advisor without receiving School Discipline.

Article X. Academic Eligibility.

§10.1 To be academically eligible, a student may not be failing 2 or more credits. Academic eligibility will be reviewed on a weekly cumulative basis. A student who is determined academically ineligible at the end of a given week of school will be ineligible for a period of one (1) week starting on the following Sunday to the next Saturday.

§10.2 Students must schedule at least 6.33 credits and must not have failed 2 or more full credit subjects or the equivalent during the previous grading period. Eligibility for the first grading period is based on a student's final grades for the preceding school year. Students who fail to meet this requirement will lose eligibility for at least 15 school days of the next grading period, beginning on the first day that report cards are posted.

Article XI. Attendance Eligibility.

§11.1 Any student arriving after 11:06 will receive a full day's absence. Students arriving between 9:00 AM and 11:06 will receive ½ day absence. Any student absent for ½ day or more without an appropriate excuse will be unable to participate that day in any extracurricular event, including practice. In the event of the absence being on a Friday, it would preclude participating in a competition or performance on Saturday.

§11.2 A student can have an excused absence and be permitted to participate in athletic events for the following reasons:

§11.2.1 Doctor or dentist appointment (generally expected to be in school for ½ day, note from the doctor or dentist is required);

§11.2.2 Learner's permit or driver's test (generally expected to be in school ½ day);

§11.2.3 Funeral or death in family;

§11.2.4 College visit (written verification required); and

§11.2.5 Principal's discretion (by prior approval).

§11.3 Any student who has a half or full-day unexcused absence is ineligible for any athletic/extracurricular events that day, including practice. If this unexcused absence is on Friday, the student is also ineligible to participate on Saturday.

§11.4 If a student is absent 15 or more days, or has 4 illegal absences, the student will not be able to participate in athletics. Exceptions may be granted by the Principal.

Article XII. Conduct Expectations.

§12.1 The School District provides comprehensive athletics programs for the benefit of students. The underlying belief is that participation in interscholastic sports can provide students the opportunity to learn responsibility, dedication, leadership, hard work, respect for rules, respect for authority, and many other positive qualities. Regulations are established to promote these qualities and to help build and maintain strong programs. It is recognized that some of the expectations for students involved in athletics exceed the expectations for the general student body.

§12.2 These students are expected to follow School District policies and rules and all program-specific rules set by the School District and the school. Violations of the rules will result in corrective and/or disciplinary action. The facts and circumstances will be taken into consideration when determining consequences for rule violations.

§12.3 The following conduct is required of all participants. Failure to meet these expectations can result in disciplinary action by the coach, Principal, Athletic Director, or Superintendent:

§12.3.1 Student commitment to a team is expected for the entire season. No athlete may quit one sport and join another after the season has begun without the mutual consent of both coaches.

§12.3.2 Students who participate in activities that involve competition among schools and school districts will conduct themselves in a sportsmanlike manner at all times. This includes behavior toward visiting teams or hosting teams as well as the opponent's fans.

§12.3.3 Students must arrive at practices (including workouts), meetings, and events on time and prepared.

§12.3.4 Students who cannot be present for practice (including workouts), meetings, or events must call the coach or team captain as soon as they are aware that they will be absent. Each team will decide when missed practices, meetings, or workouts will be made up and disciplinary action may be taken as outlined in each team's rules.

§12.3.5 Injured or ill students who are unable to participate but are able to attend a practice (including workouts), meeting, or event are required to dress appropriately and sit or stand with the rest of the group.

§12.3.6 Students are required to show respect at all times to coaches.

§12.3.7 Student-athletes must respect and not damage school property or equipment. This includes home and away contests.

§12.3.8 Students are required to follow the rules in the Student Code of Conduct. Failure to do so may result in additional disciplinary measures related to the student's participation with the team as determined by the coach.

§12.3.9 The student must exhibit good behavior in the classroom and on the athletic team. School Administration/Athletic Director/Coach have the authority to deny a student athlete from trying out or participating on a CMAVTS athletic team if the student athlete has exhibited behavior that is detrimental to the management and/or cohesion of the team. Student athletes should commit themselves to academic excellence in the classroom and not use athletics as an excuse for not studying. Excessive absenteeism, not completing work, leaving class for excessive amounts of time, and other disciplinary issues can result in disciplinary actions up to and including game suspension(s) or being denied participation in school athletics. Student athletes are expected to complete all work in a timely manner, be in class for the duration of the class period, meet the school's grading standard and curricular requirements, and have minimal disciplinary incidents.

Article XIII. Prohibited Conduct.

Students who participate in extracurricular activities are prohibited at all times from:

§13.1 Engaging in conduct prohibited by the Student Code of Conduct;

§13.2 Possessing, smoking, selling, or using tobacco products;

§13.3 Possessing or using electronic cigarettes or other non-tobacco nicotine-delivery products or accessories;

§13.4 Possessing or using drug paraphernalia;

§13.5 Possessing, selling, or delivering to another person look-alike drugs or items represented to be drugs or contraband of any kind;

§13.6 Possessing, selling, giving, delivering to another person, using, or being under the influence of marijuana, alcohol, a controlled substance, or any dangerous drug;

§13.7 Engaging in conduct that contains the elements of an offense relating to glue, aerosol paint, or volatile, mood-altering chemicals.

§13.8 Engaging in Level II and Level III violations as described in the Student Code of Conduct;

§13.9 Engaging in sexual harassment as defined in 34 C.F.R. §106.30;

§13.10 Attending any event at which underage drinking, smoking, or drug use is occurring (students will be allowed a slight concession for an amount of time long enough to determine that a violation is occurring and to leave the premises and area);

§13.11 riding in a vehicle containing alcohol unless a Parent(s), guardian, or other responsible adult is present and aware of the presence of the alcohol;

§13.12 Stealing;

§13.13 Conduct that causes injury or harm to persons or property including bullying and hazing;

§13.14 Fighting;

§13.15 Assault intending to cause or resulting in bodily injury;

§13.16 Engaging in conduct resulting in arrest and/or citations from law enforcement officers other than a summary offense; and

§13.17 conduct that constitutes a crime or a violation of the Code of Student Conduct;

§13.18 Social media conduct that constitutes a crime, racism, or a violation of the code of student conduct.

Article XIV. Duty of Cooperation.

Students have a duty of cooperation with the School District, including the duty to cooperate with investigations and to answer questions truthfully that are asked by coaches, principals, the Athletic Director, and other agents of the School District. The failure or refusal of a student to answer any questions asked shall itself be a violation of the requirements and shall result in the removal of the student from the team or activity until the questions are answered.

HAZING POLICY (School Board Policy 247)

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school (center) and are prohibited at all times.

DEFINITIONS

For purposes of this policy, hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:[1]

- *Any brutality of a physical nature, such as whipping, beating, branding;*
- *Forced calisthenics;*
- *Exposure to the elements;*
- *Forced consumption of any food, liquor, drug, or other substance;*
- *Any other forced physical activity that could adversely affect the physical health and safety of the individual and shall include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or*
- *Any willful destruction or removal of public or private property.*

COMPLAINT PROCEDURE

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

Article XV. Violations of the Student Code of Conduct.

The Principal, Athletic Director, or Director may declare an athlete ineligible to participate in a sport if the athlete has violated the Student Code of Conduct. Temporary or permanent suspension from participation, probation, and successful completion of an educational component may be required.

Article XVI. Minor Violations.

A coach shall be responsible for assessing penalties for violation of group and attendance rules. Such penalties may range from a verbal warning to removal from the activity for repeat offenses. Coaches shall generally practice progressive discipline, depending on the facts and circumstances, except that progressive discipline is not required for offenses or conduct deemed serious or egregious. Whether progressive discipline will be applied in any given case is up to the discretion of the applicable authorities. A coach's or advisor's decision to remove a student from an activity will be approved by the Principal prior to the imposition of the penalty. The coach shall notify the Parent(s) of the imposition of any sanction including the nature of the offense and the reason(s) for the disciplinary action.

Article XVII. Tobacco.

No athlete shall, while on or off school premises, use, possess, or distribute tobacco. In the absence of any reason to impose a higher level of discipline, the minimum disciplinary penalties will be as follows:

§17.1 A first offense will result in a 10-calendar-day suspension of the student from game competition. If there are not 10 calendar days remaining in the particular sports season, the balance will be fulfilled in a subsequent sports season. A contract may be required.

§17.2 A second offense will result in the dismissal of the student from the Athletic Program for the remainder of the school year in which the infraction occurred. Another contract may be required.

§17.3 A third offense will result in the dismissal of the student from interscholastic athletics for one calendar year.

§17.4 A fourth will result in the student being suspended from participating in interscholastic athletics for the remainder of his/her enrollment as a student in the School District.

Article XVIII. Tobacco and Nicotine Products, Alcohol, Controlled Substances, and Paraphernalia.

No student shall, while on or off campus, sell, give, deliver, use, or possess alcohol, controlled substances or drug paraphernalia or be under the influence of alcohol or controlled substances. In the absence of any reason to impose a higher level of discipline, the minimum disciplinary penalties will be as follows:

§18.1 All violations which occur while under the jurisdiction of the School District will be subject to consequences stated in Policy 227.

§18.2 A first violation, either on-campus or off-campus, will result in a suspension from Extracurricular Activities for 25% of the games or Season of the current or upcoming Season in which the student is involved including the next school year. For example, if a season has 20 games on its original schedule the student would be excluded from 5 games (either regular season or post-season). When a suspension is not satisfied by Season's end, the remaining balance will carry over and be applied to the next Season in which the student participates. A contract may be required.

§18.3 A second violation, either on-campus or off-campus, will result in a suspension from Extracurricular Activities for 50% of the games or Season of the current or upcoming Season in which the student is involved including the next school year. For example, if a season has 20 games on its original schedule the student would be excluded from 10 games (either regular season or post-season). When a suspension is not satisfied by the Season's end, the remaining balance will carry over and be applied to the next Season in which the student participates. A contract may be required.

§18.4 If a suspension carries over to the next Season, the Principal will determine the proportion of the Season that the student must serve to fulfill the suspension.

§18.5 A third violation, either on-campus or off-campus, will result in a suspension from Extracurricular Activities for one (1) full calendar year.

§18.6 A fourth violation, either on-campus or off-campus, will result in permanent exclusion from participating in Extracurricular Activities for the remainder of the student's enrollment in the School District.

§18.7 No student shall knowingly attend any party or other social gathering where underage drinking and drug use occurs. This rule applies to gatherings of two or more students or student-aged individuals where underage drinking or drug use is occurring. It shall not be a defense to this rule that a gathering of students at which alcohol and drugs are consumed was sanctioned by any Parent(s) or held with Parental consent. It is the attendance at such gatherings that is prohibited by this rule. Actual consumption of alcohol or use of drugs is not a prerequisite to establishing a violation of this rule. Any student who is found to have voluntarily remained in the vicinity of a gathering prohibited by this section shall be guilty of a violation of this rule whether or not he or she consumes or uses any prohibited substance. Notwithstanding anything herein to the contrary;

§18.8 The foregoing §18.7 shall not apply to events such as a wedding, family reunion, or the like, unless the student was engaged in underage alcohol use or drug use; and

§18.9 No student will be found to have violated the foregoing §18.7 if he or she can show to the satisfaction of the Principal that immediately upon becoming aware that underage drinking and/or drug use was occurring at the party or gathering, he/she promptly left and was not merely "outside."

Article XIX. Self-Referral

§19.1 A student who is self-referred or who is voluntarily referred by a Parent(s) and who seeks assistance from the School District with controlled substance use, abuse, or dependency, and who is not at the time of referral under the influence or in possession of a controlled substance shall not be subject to the minimum penalties and may be referred to the SAP Team for assistance. All self-referrals by students must begin by informing a staff member, coach, Athletic Director/Administration, or Advisor.

§19.2 A self-referral/Parental referral, however, is not to be used by students and Parent(s) as a method to avoid consequences once an alcohol and/or drug policy violation has occurred. Voluntarily reporting a violation that has occurred shall not constitute "self-referral" as defined herein even if the report is part of a request for assistance.

Article XX. Theft.

Any student guilty of theft will face the following minimum consequences:

§20.1 A first offense will result in a 15-30 calendar day suspension of the student from game competition or activity determined by the circumstances involved in the theft. If there are not 15-30 calendar days left in the Season, the balance will be fulfilled in the subsequent season. A contract may be required.

§20.2 A second offense will result in the exclusion of the student from extracurricular participation for the remainder of the school year. Another contract may be required.

§20.3 A third offense will result in exclusion of the student from middle school or high school athletics or activities permanently.

Article XXI. Crimes.

§21.1 Any student who is charged with or convicted of any Crime(s) shall be suspended from participation in Extracurricular Activities, including practices and meetings, until the case has been adjudicated after which a review will be conducted to determine eligibility. If a student is found guilty of a Crime(s) or determined to be a Delinquent Child as defined in the Juvenile Act, he/she will be permanently excluded from Extracurricular Activities for the duration of his/her enrollment in the School District.

§21.2 If the administration receives notice from an appropriate law enforcement agency that the student was found not guilty of the felony offense and the case was dismissed with prejudice, or that the student was not prosecuted and no formal proceedings, deferred adjudication, or deferred prosecution was initiated, the administration will review the student's suspension from Extracurricular Activities. The student will remain on suspension pending the review, which will take place reasonably promptly. The Parent(s) may be provided an opportunity for input. However, if after the review the administration believes that the presence of the student in an extra-curricular program will threaten the safety of other students or coaches or staff or will be detrimental to the programs and/or educational process, the suspension will continue indefinitely.

Article XXII. Citations or Arrests.

§22.1 Citations or arrests on or off campus for smoking, using, selling, or possession of illegal drugs, drug paraphernalia, drinking alcoholic beverages, vandalism, or any behavior that causes embarrassment to the team, organization, or the School District may result in suspension or dismissal from Extracurricular Activities.

§22.2 Any student must notify the head coach, Athletic Director, Advisor, or Principal upon his/her arrest or issuance of a citation. The student's failure to notify the staff member responsible for the program (*or the failure of their Parent(s) to do the same*) may result in suspension or dismissal from Extracurricular Activities.

Article XXIII. Electronic Communications.

Students are responsible for their electronic communications delivered through devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Maintaining a higher standard of conduct also includes ensuring that the School District's student personal electronic communication is appropriate. The areas of appropriateness will include, but are not limited to, language (abbreviated or alluding to negative, lewd, vulgar, or obscene comments about any individuals), pictures, suggestive poses, and references to alcohol, drugs, and tobacco. Communication on the internet or by electronic means by students that are posted/sent and cause disruption or damage to School District property or another school district are also inappropriate. Incidents of inappropriate electronic communication, including cyberbullying, may result in suspension or dismissal from Extracurricular Activities. Additional disciplinary consequences can also be imposed by the appropriate school officials for conduct or behavior that violates the Student Code of Conduct.

Article XXIV. Procedures.

Due process does not apply to Extracurricular Discipline. The coach, Principal, Athletic Director or Superintendent will determine whether Extracurricular Discipline will be imposed using such procedures as deemed appropriate.

§24.1 Timing of Extracurricular Discipline. The School District shall determine the timing when Extracurricular Discipline shall be served. Generally, if the offense occurs during the summer, the suspension

from activities will begin with the first day of practice, competition, or activity, as applicable. If the offense occurs during the season, the suspension will begin on a designated date as determined by the Principal.

§24.2 School Discipline. Notwithstanding anything herein to the contrary, a student who is suspended or expelled from school shall be ineligible to participate in any Extracurricular Activities for a period of time not less than the duration of the suspension or expulsion. In addition, students who have been suspended from school because of misconduct may be dismissed from the team or activity.

§24.3 An objective of these rules is to instill in students a respect for good citizenship in the form of positive peer pressure. A student's failure to maintain good conduct, regardless of whether the behavior is school-related, will be grounds for disciplinary action ranging from counseling to immediate suspension or removal from the team depending on the severity of the misconduct.

Article XXV. Expulsion & Suspension.

§25.1 A student who is expelled from school shall be ineligible to participate in any sport that is under the jurisdiction of the Pennsylvania Interscholastic Athletic Association (PIAA) for a period of time not to exceed the duration of the expulsion.

§25.2 Athletes who have received a school suspension may not participate in practice or compete in contests until the suspension has been completed; provided, however, that Students who have been suspended from school may be removed from the team permanently for such time as deemed appropriate.

Article XXVI. Team Rules.

Each coach will submit a set of rules to the team for athletes to follow.

Article XXVII. Transportation.

§27.1 Athletes must travel to and from all contests in district provided transportation. While on the bus all athletes must follow the bus regulations as stated in the student handbook.

§27.2 After the contest, an athlete may be released to his/her parent or guardian in person by informing the coach. If an athlete is to go home with another athlete's parent or guardian, permission must be requested by the parent in writing before the upcoming contest. Any athlete who does not return from a contest with the team without proper authorization will be suspended from the team for the next contest. If a second offense occurs the athlete will be removed from the team and forfeit any and all awards.

§27.3 The student is responsible for ensuring that any permission request from the parent is given to the coach in advance.

Article XXVIII. Trying Out, Quitting, and Removal.

§28.1 Any student wishing to try out for a team may do so and quit without consequence during the first two weeks of practice. Any athlete who is removed from a team or voluntarily quits after the first 2 weeks of practice must have consent from the coach of the program they are leaving to participate in another sport during that season.

§28.2 Athletes who have been removed from a team have a right of appeal, in writing, to the Athletic Director. The Athletic Director and Principal will adjudicate the problem. If players are participating in the playoffs, mutual agreement among the coaches will be reached before a player can play the next sport. Suspension or termination of the participation privilege is within the sole discretion of the administration.

Article XXIX. Uniforms and Equipment.

§29.1 Athletes are responsible for all uniforms or equipment loaned to them by the school for practices or contests. Equipment or uniforms that are purposely destroyed or not returned upon request will be paid for by the Parent(s) at current replacement cost. School records, awards, etc., will be withheld until the debt is settled. Students will not be allowed to participate in another sport or extra-curricular activity until the uniform or equipment problem has been resolved and all athletic obligations have been cleared.

§29.2 Game uniforms are only to be worn for the contest or during that school day of the contest and not at any other time.

§29.3 Athletic equipment must be returned within one week after the last game. All equipment must be returned only to the person who issued it. (Example: head coach or equipment manager.)

Article XXX. Insurance for Students in Interscholastic Sports.

§30.1 The School District does NOT provide student accident insurance; however, it does provide parent(s) the opportunity to purchase insurance to cover a student's participation in practice or competition. More information can be obtained by calling Mr. Joseph Alshefski in the Business Office, at 570-784-8040 Ext. 3327.

Article XXXI. Physicals.

§31.1 The PIAA requires that every athlete that wants to participate in a school-sponsored Junior High or Varsity sport must receive a yearly physical before they can practice or compete. This physical must be dated on or after May 1 of the prior year of competition - (i.e. for the 2024-2025 school year the physical must be dated June 1, 2024 or later.

§31.2 The PIAA requires that sections 1 - 5 of the CIPPE (Comprehensive Initial Pre-Participation Exam) be filled out completely by the parent and that section 6 be completed by a licensed health professional (DO, MD, PAC, CRNP, SNP). These forms must be completed before the athlete can participate.

§31.3 The School District requires that the Athletic Training Room Medical Information Sheet be completed by the parent(s) before participation. This form includes the acknowledgment of the policies in the Athletic Handbook and permission to participate in athletics.

§31.4 School Sport Physicals. The school district will provide a free physical once per school year. These physicals are open to any student in grades 9 – 12 who wants to participate in athletics the next school year. Sports physicals will be held on or after May 1st. The School Physician (through Geisinger) will perform all sports physicals at the school accompanied by a Physician Assistant.

§31.5 Procedure For Sports Physicals. All school and PIAA permission forms will be filled out in Family ID and signed electronically. The only exceptions are the CIPPE Form 5, CIPPE Form 6 and the Geisinger Authorization to Release Athletic Medical Information. A packet of these forms is located in the high school

office and outside the Athletic Training Room. The forms may also be downloaded from the FamilyID registration site.

§31.5.1 All papers must be completed and signed prior to receiving a physical. No exceptions will be made.

§31.5.2 Students who miss the set physical dates or wish to get a private physical will need to make an appointment with their family doctor. The School District is not responsible to pay for private physicals. Also, it is the responsibility of the student to have all completed information turned into the Athletic Trainer and be registered on Family ID before the first day of practices.

§31.5.3 Completed paperwork can only be turned into the Head Coach or the Athletic Trainer. The high school, middle school or nurse's office will not accept any sports paperwork. There are bins on the wall outside the athletic training room door to turn in completed paperwork.

§31.5.4 The Athletic Trainer will keep a complete list of all information turned in and will keep it on file in the Athletic Training Room.

§31.6 IMPACT TESTING (Grades 9 – 12). The National Federation of State High School Associations (NFHS), the PIAA, and the Pennsylvania state legislature have all recently made statements about the importance of recognizing and properly treating the signs and symptoms of head injuries in youth sports. The School District has implemented mandatory IMPACT testing in grades 9 – 12 in collision sports to help healthcare professionals better diagnose and treat concussions. An IMPACT baseline test will aid medical professionals in determining when an athlete is fit to return after a head injury. A baseline test will need to be taken before an athlete can participate in their Freshman and Junior seasons, or if a baseline has not been recorded for more than two years. Athletes cannot practice until a baseline test is taken.

§31.7 Medical Excuses

§31.7.1 If student-athletes become ill or injured during the course of the sports season and they need to see a physician, a note must be provided to the Athletic Trainer from that physician before they can return to play.

§31.7.2 The arrangement between Geisinger Sports Medicine and the School District allows athletes quick access to the orthopedic doctors at Geisinger Sports Medicine. In most cases an athlete can be seen in 24 hours or less for non-emergency medical care. The Athletic Trainer can assist you in scheduling an appointment and can be reached at 570-784-8040 Ext. 3336.

Article XXXII. Awards

Letters shall be awarded for Varsity sports for students in grades 9-12 who participate on a Varsity team in a PIAA-sanctioned sport. The qualifications for earning a letter in each of the several interscholastic sports are as follows:

§32.1 Football—(a) regular starters on offense or defense for 2/3 of season; or (b) Starters on 2 or more special teams for 2/3 of season.”

§32.3 Cross Country—finish as one of the top seven SCA runners in at least 40% of the scheduled contests for the season.

§32.4 Soccer— 50% of games.

§32.5 Basketball (boys & girls)—30% of quarters.

§32.6 Wrestling—wins 3 varsity matches.

§32.7 Baseball—must appear in 50% of total games.

§32.8 Softball - must appear in 50% of total games.

§32.10 Managers—2 years.

§32.11 Competitive Spirit - Must appear in 50% of total competitions.

§32.12 The coach in all the above sports has the final determination and discretion whether an athlete has qualified for a letter. If the athlete makes a squad, all three years, even though he or she does not participate in the required amount of quarters or has not earned enough points in the sport, the athlete can be awarded a letter.

§32.13 Each athlete will receive one Varsity letter and sports pin their first year and a bar for second, third, etc., letter won. Managers and statisticians' awards will be decided upon by the Head Coach.

PARTICIPATION IN ALL SPORTS REQUIRES AN ACCEPTANCE OF THE RISK OF POSSIBLE INJURY. YOUR CHILD AS A PLAYER CAN HELP MAKE THE GAME SAFER BY FOLLOWING THE COACHING GUIDELINES IN REGARD TO TECHNIQUES AND RULES.

School Accident Insurance (School Board Policy 211)

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

Accident/Injury Procedures

Participation in interscholastic athletic competitions is intended to develop and strengthen the body and character of the participant. Participation can also be and often is expected to be demanding and stressful. Participation in contact sports may further provide heightened exposure of the athlete to communicable diseases, illnesses, and/or injuries. While injuries are an inherent risk of any physical activity, and the avoidance of all illnesses is not realistic, PIAA believes that the risk of such injuries and illnesses can be minimized through proper coaching, training, and supervision. PIAA further believes that all students should have a thorough pre-participation physical evaluation, by an Authorized Medical Examiner, to ensure that there are no present or obvious illnesses and/or injuries, which would place the student or others at enhanced risk or injury through the student's participation in interscholastic athletics. Finally, PIAA believes that a review and re-certification of some students is necessary prior to their participation in their next sports season.

Out-of-Season Participation

Almost all PIAA sports have a defined season. If your team conducts practice and/or plays a contest after the concluding date for the PIAA season in a sport, you will lose your eligibility for one (1) year in that sport.

Period of Attendance, Participation, and Grade Repetition

1. You will lose your eligibility when you have been in attendance for more than eight (8) semesters beyond the eighth (8th) grade. If you repeat a grade after eighth (8th), you will be ineligible as a senior.
2. You may participate only one season in each sport during each school year.
3. A junior high/middle school student may not participate in any sport for more seasons than there are grades in school above sixth (6th) grade.

Transfers

You are treated as having transferred whenever you change schools, even if you are out of school for a period of time before entering the new school. If you transfer from one school district to another, you are eligible immediately at the new school:

- When you live with your natural or adoptive parents in the new school district.
- When you live with a court-appointed legal guardian in the new school district, upon approval by the PIAA District Committee.
- When you transfer from a public junior high/middle school to a private high school, or private school districts overlap, and the transfer occurs upon your completion of the highest grade in the junior high/middle school. If you transfer from one school to another in whole or part for athletic purposes, or you were recruited, you will lose your athletic eligibility for one (1) year. This requirement applies even if you would otherwise be eligible at the school to which you transferred.
- Most students who are not eligible immediately will be ineligible for one (1) year from the date of transfer.

Student Transportation

1. All athletes driving themselves to and from events will need a signed permission slip from a parent or guardian for each event.
2. Permission slips must be presented to the coach or assistant coach (in person) the day of the event.
3. The athlete will only be allowed to drive if they will not be traveling back to the school after the event.
4. Athletes cannot under any circumstances transport another student/teammate TO the event.
5. Departing from away events athletes who wish to ride home with another student or parent, and not ride the bus will need a signed permission slip from their parent or guardian stating who they will be riding with.
6. All student-athletes departing from away events with parents will also have to present a signed permission slip before being allowed to leave.
7. Students and parents can find permission slips online, in the main office, or in the A.D.'s office.

Permission slips must be in hand and properly completed for students to use any of the alternative transportation scenarios listed above. Once turned in, all slips should be kept for the remainder of the season.

Outside Participation

You will lose your eligibility in a sport for the remainder of the season if, while a member of your high school team, you participate in an athletic contest as an individual or a member of another team in the same sport during the same season, unless your school Principal waives this rule by sending an appropriate letter to the PIAA Executive Director. If you participate as an individual or a member of a team in a non-school athletic program, while enrolled at a school that has a team in that sport, you will be eligible for the playoffs in that sport only if you are a bona fide member of your school team for at least 75% of its regular season.

Additional Applicable JOC Board Policies

Interscholastic Athletics Code 123

Extracurricular Activities Code 122

Sudden Cardiac Arrest Code 123.2

Concussion Management Code 123.1

Nondiscrimination in School and Classroom Practices Code 103

Extracurricular Participation by Charter/Cyber Charter Students Code 140.1

Controlled Substances/Paraphernalia Code 227

Tobacco Code 222

Student Discipline Code 218

Hazing Code 247

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



**EMERGENCY HANDBOOK
2026-2027**

5050 Sweppenheiser Drive
Bloomsburg, PA 17815
Phone: (570) 784- 8040
Fax: (570) 784-3565
www.cmvt.us

Dear Faculty and Staff,

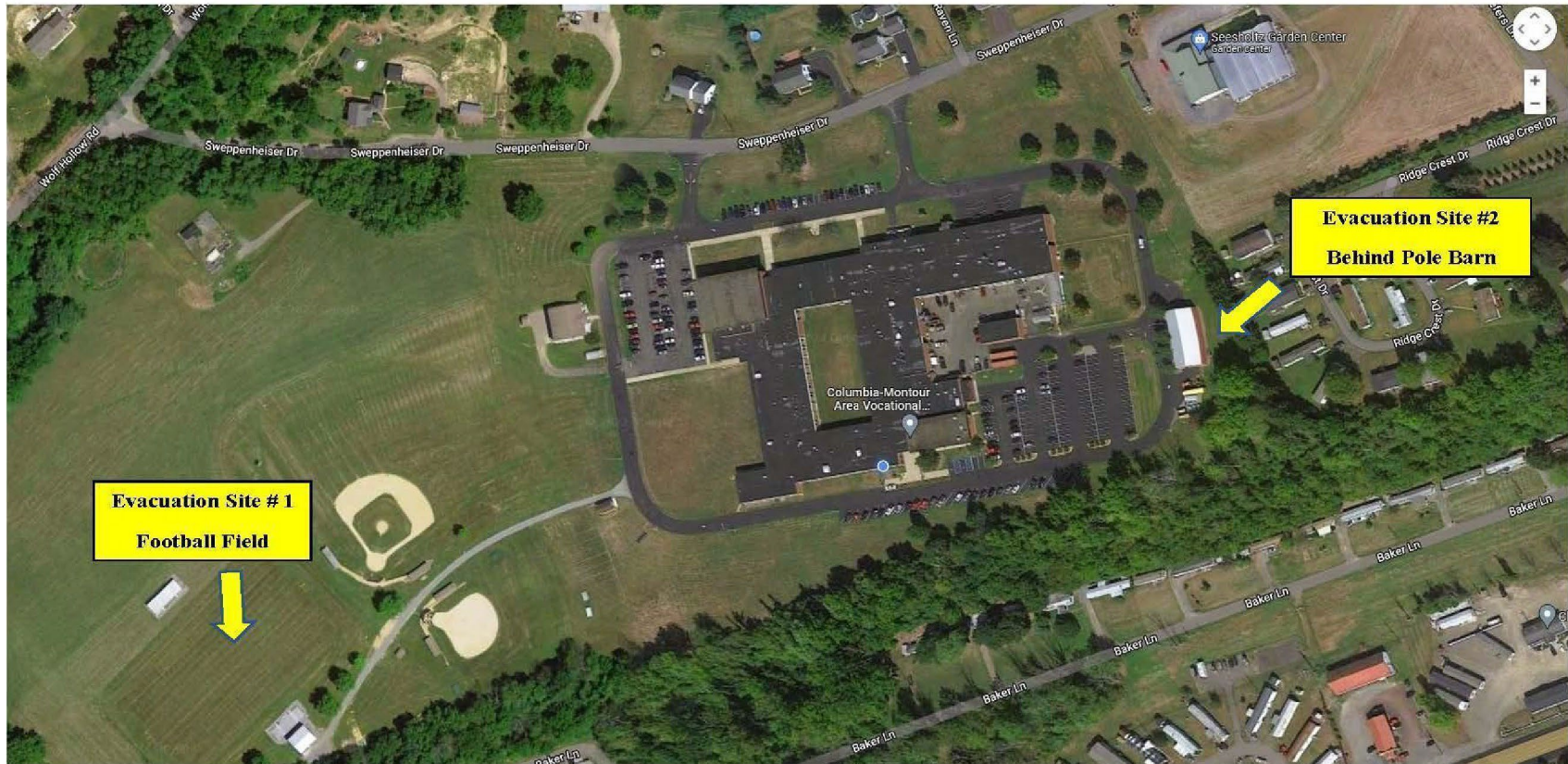
This manual has been created to provide a base level of procedures to follow in an emergency at school. Every situation will be unique, but the goal is to provide a framework of procedures to follow to manage these situations as best we can. One of the key takeaways of this manual is that it does not replace your ability to think and act. If you feel you or your students are in an unsafe situation, use the information around you and keep yourself and the students safe. This manual should be kept in every classroom for reference by any staff, substitute or student that may be in a room at a given point in time. Always keep this manual accessible! If you have any questions, please contact your supervisor for clarification. Hopefully, we will never have to use anything described in this manual, but if we do, we hope this will provide a detailed explanation of how to proceed.

Sincerely,

CMAVTS Administrative Team and Joint Operating Committee
William Richendrfer – Chief South Centre Township Police

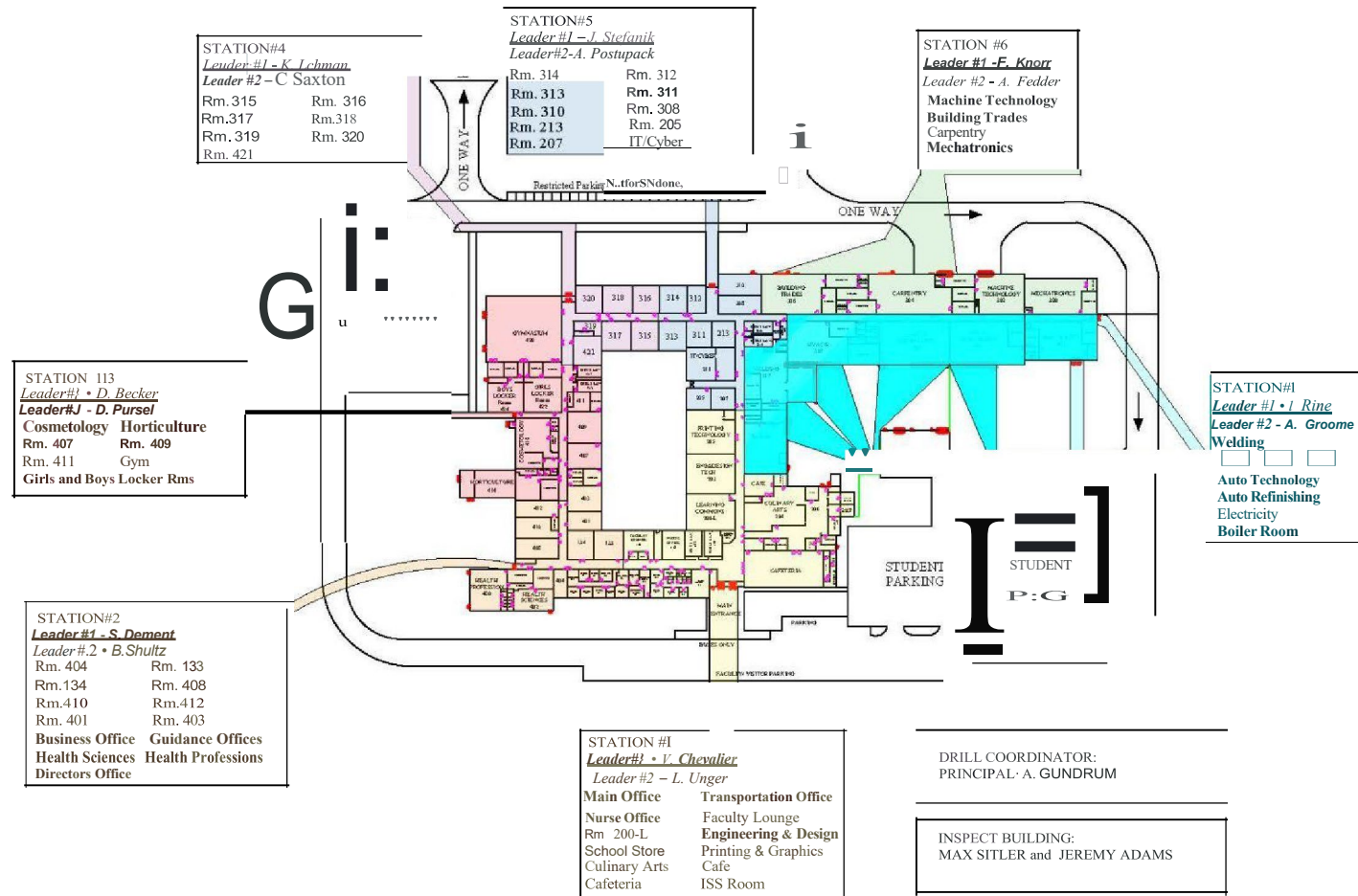
Updated: August 2026

Evacuation Site Map



FIRE DRILL STATION ASSIGNMENTS

REVISED 8-6-2026



Evacuation - Football Field Layout

South End Zone

Wenner

Kepner

P
R
E
S
S
B
O
X

0	Hiller	0
5	Kofskie	Gotschal 5
10	Lytle	Valinsky 10
15	Ryman	Dressler 15
20	Mrowka	Joe/Jenn Edmondson 20
25	Guyer	S. Devlin 25
30	Shotwell	Nestor 30
35	Phillips/Heisner	Bennett 35
40	Fedder	Groome 40
45	Smith/Donnelly	Lehman 45
50	Altunel	Noll 50
45	Snyder/Velez	Melito 45
40	Billig	Knorr 40
35	Pursel/Becker	Sarnoski 35
30	M. Ridall	Stefanik 30
25	Saxton	B. Ridall 25
20	Cagigas	Myers 20
15	Postupack	Nugent 15
10	Groblewski	Rine 10
5		Priestman 5
0		B. Devlin 0

Martz

Walter

North End Zone

School

CRISIS TEAM

Upon announcement of a **critical incident**, the following people will report to the Principal's Office, which will be the active command post.

- **Administrative Director**
- **Principal**
- **Director of Special Education/Assistant Director**
- **Assistant Principal**
- **Business Manager**
- **Maintenance Supervisor**
- **School Nurse**
- **School Police Officer-unless responding to active shooter**
- **School Social Worker**

The Crisis Team will assist with the following:

1. Control students/staff
2. Check for locked doors
3. Help evacuation
4. Escort police
5. Handle media (Administrative Director)
6. Respond to a classroom with out-of-control student/parent (Administration)
7. Communicating with staff and student contacts

A FEW THOUGHTS ON BUILDING SAFETY: BE PROACTIVE!

- 1. Supervise all students. Never leave students unattended.**
2. Be visible outside classrooms.
3. Report all threats or inappropriate comments to the office.
4. Know your students.
5. Trust your instincts and intervene when necessary.
6. Report ALL visitors without a nametag to the office immediately. If comfortable, politely ask them if you can be of assistance and/or be of help explaining our procedures for signing into the building.
- 7. Keep your door/room locked when not in it.**
8. When having students outside, watch the grounds for unusual events or people not generally around.
9. Students must have passed while in the hallways.
10. Always have accurate rosters in your subfolders. Print out seating charts with pictures from Skyward.

REMEMBER, WE ARE ALL RESPONSIBLE FOR SAFETY.

CRISIS TEAM CONTACT INFORMATION

Cheryl Latorre

Administrative Director (Interim) 784-8040 ext. 3324

Alexis Gundrum

Principal 784-8040 ext. 3325 (570) 452-5473

Devin Meza-Rushanan

Assistant Principal 784-8040 ext. 3332

Max Sitler

Maintenance Supervisor 784-8040 ext. 3330

Kim Rishel

School Nurse 784-8040 ext. 3328 (570) 394-2200

Jeremy Adams

Director of Technology 784-8040 ext. 3358 (570) 218-9119

EMERGENCY NUMBERS

Ambulance, Fire, and Police	911
Poison Control Center	1-800-222-1222
Columbia-Montour A.V.T.S.	(570) 784-8040
South Centre Twp. Police Department	(570) 784-8552
South Centre Twp. Police Chief – Cell	(570) 336-8155
School Police Officer – Cell	(570) 336-6569
UGI (Gas Company)	1-800-228-1110
Espy Fire Company	(570) 784-1357
Lime Ridge Fire Company	(570) 784-5935
Bloomsburg Fire Department	(570) 784-1951

Telephones are in offices and classrooms.

Radios are in the Main Office, Administrative Director's Office, Student Services Office, Nurse's Office, Physical Education Offices, and Fire Drill Assignment Stations radios should be on Channel "2".

911 PROCEDURE

In an emergency, every effort should be made to contact the main office or principal; however, in a critical incident (shooting, stabbing, immediate life-threatening situation), all staff are authorized to call 9-1-1 and then, if possible, contact the main office.

If you call 9-1-1, be sure to give:

1. Your Name
2. The location, "Columbia Montour Area Vocational Technical School"
5050 Sweppenheiser Drive
Bloomsburg, PA 17815
(570) 784-8040
3. Nature of Crisis

CLOSED BUILDING

Audio announcement, **"MAY I HAVE YOUR ATTENTION. THE BUILDING IS CLOSED. ACTIVITIES SHOULD CONTINUE AS NORMAL WITHIN THE BUILDING. NO ONE MAY EXIT THE BUILDING UNDER ANY CIRCUMSTANCES. PLEASE DO NOT ALLOW ANYONE ENTRY INTO THE BUILDING UNDER ANY CIRCUMSTANCES."** This indicates a possible problem outside the building. All exterior doors should be closed and locked. Locked doors to the building will be **double checked** and people entering the front doors will be screened. Business inside the building should continue as usual. **(Crisis Team Responds to the Principal's Office or Appropriate Area)**

An audio announcement will be made when the status returns to normal, **"THE BUILDING IS OPEN. EVERYONE MAY RESUME NORMAL ACTIVITY."**

CLOSED CLASSROOM

Audio announcement, **"MAY I HAVE YOUR ATTENTION. CLASSROOMS ARE CLOSED. CLASSROOM ACTIVITIES SHOULD CONTINUE AS NORMAL. STUDENTS MAY NOT EXIT CLASSROOMS AT THIS TIME. ALL STUDENTS SHOULD REPORT TO THEIR ASSIGNED CLASSROOM IMMEDIATELY."** This indicates a possible problem inside the building. Students are to be in classrooms or shops and the classroom/shop doors locked. Students are not permitted to leave the classrooms/shops. **(Crisis Team Responds to applicable room)**

- Classroom doors should be closed and locked
- Window blinds should be drawn
- Students in the hallway or restroom should report to the closest classroom.

An audio announcement will be made when the status returns to normal, **"CLASSROOMS ARE OPEN. EVERYONE MAY RESUME NORMAL ACTIVITY."**

LOCKDOWN

Audio announcement, **"MAY I HAVE YOUR ATTENTION. THE BUILDING IS LOCKED DOWN. THE BUILDING IS LOCKED DOWN"**. Keep students/take students in your room **immediately** away from the door, until notified by P.A. or office staff. Make sure your room is locked and the blinds are drawn. Teachers with students in open areas should immediately move students to a secure classroom. **(Crisis Team responds to Principal's Office or Appropriate Area)**

Teachers' responsibilities to:

- Remain with students who are in their class.
- Close and lock the classroom door and move students away from the visibility of the door.
- Window blinds should be drawn
- Be flexible and prepare for the unexpected.
- Take attendance and immediately report missing students through email, if possible, to the front office.
- Listen to the intercom...the situation could elevate to ALICE or de-escalate to closed classroom.

At the conclusion of a lockdown event, a crisis team member or emergency services member will unlock and open each classroom and explain that the building's situation is now safe.

ALICE

ALICE is an acronym used to follow in response to an active shooter/crisis in the building. The audio announcement will be **"ALICE, we are ALICE, we are ALICE"**. Teachers, at this point, you are to act on instinct and the information around you following the ALICE directives. If you see an armed intruder in the building, immediately respond with ALICE. Alert the entire building, we are ALICE.

A – Alert. When you first become aware of the threat, alert the entire building of the information. Dial 1000, wait for the dial tone, enter #1 and wait for the tone, speak the message clearly into the handset, then replace the handset to inform the entire building of the threat, any information such as the location of the offender, description of the offender, and movement of the offender. Use common language and hallway numbers. The more information, the better.

L- Lockdown. Barricade the room. Prepare to evacuate or counter if needed. Barricade your students and yourself in your room and gather items to use as weapons should the situation warrant itself. Plan your barricade position to escape easily if the intruder enters your room. Prepare students to defend themselves.

I- Inform. Inform as many people as possible of the situation at hand. Use the intercom, by dialing 1000, have students call 911 and inform first responders of any information. Information should be clear, direct and in plain language.

C-Counter. The counter is your last resort. Create noise, movement, distance, and distraction. Your goal here is to reduce the shooter's ability to shoot accurately. As a last resort, engage the shooter using any and all objects as weapons.

E- Evacuate. When it is safe to do so, remove yourself from the building. Use the information around you, such as the notifications from the intercom, and your own senses to determine if it is safe to move your classroom to the evacuation sites. If it is safe, move all students to the evacuation sites and take attendance when you have arrived.

EVACUATION SITES:

1. Football field on the west end of campus
2. Behind the pole barn building on the east end of the campus

After such an event, an administrator and/or emergency services member will unlock and open each classroom and explain that the building's situation is now safe.

In the Case of ACTIVE SHOOTER / ARMED INTRUDER

Upon recognizing a sign of danger or threat to the school, one must communicate the danger and necessary action in plain language. Shout or yell (wherever you are in the building). "Gun! Run Away!!" or what the threat is. If/when possible, notify the rest of the building using the intercom by dialing 1000, and stating "ALICE, we are ALICE, we are ALICE." Recognize if the intruder is armed with a gun, explosive, fire, etc. STATE ANY DETAILS THAT YOU CAN. These details help teachers and students make informed decisions that could save lives.

Details include:

- Location of the armed intruder/active shooter
- Number of shooters
- Physical description of shooters
- Type of weapons (handgun/long gun)

At this time, a member of the Crisis Team will contact Emergency Services (9-1-1)

If a weapon is suspected but not visible:

1. **STOP!** Do not approach armed suspects. Do not attempt to confiscate the weapon.
2. Notify the SCHOOL POLICE OFFICER immediately, if unable to reach call the front office. If off-site, call 911.
3. Do not alert the suspect that you are aware he/she has a weapon.
4. If possible, without alerting the suspect, clear the area.
5. Wait until the police arrive.
6. When the police arrive, do as instructed.

When law enforcement arrives:

- Remain calm and follow instructions.
- Put down any items in your hands if present on the scene (i.e., bags, jackets).
- Raise hands and spread fingers.
- Always keep your hands visible.
- Avoid quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming, or yelling.
- Do not stop to ask officers for help or directions when evacuating.

CAUTION: DO NOT divulge any information to anyone other than school officials, police or emergency personnel! Refer inquiries to the Principal's office.

EMERGENCY EVACUATIONS FOR BUILDING THREATS

COMMUNICATIONS FROM THE MAIN OFFICE

If a threat is received via phone call, note, e-mail, etc., IMMEDIATELY, call the front office and report it. Do NOT touch any items. If evidence is present such as a note, try to preserve it in its original state as best as possible. **The administration and/or the school police officer will make the determination to move forward with procedures.**

If the building is to be evacuated because of any threat, the following announcement should be made: **"All students and staff, your attention, please. It is necessary to clear the building. Please follow the procedure for evacuation and move QUICKLY to the exit. Thank You."**

BUILDING THREAT/EMERGENCY EVACUATION PROCEDURES

1. The Crisis Team will decide whether to make a preliminary search or evacuate the building.
2. The Crisis Team will decide to contact additional Emergency Services.
3. **When a decision and an announcement are made, all individuals should know they might be walking to the football field or another location until the building is cleared or school dismissal occurs unless directed otherwise.**
4. Move to the football field for bomb threat locations or to other locations if the crisis team deems the football field unsafe. The location will be announced with the notification to evacuate.
5. Bring Go-Bags with information available to take attendance.
6. Do NOT allow students to take book bags, coats, or other items normally stored in lockers.
7. **Do not touch electrical and electronic devices, and do not turn them off or on. All transmissions out of the building will be over the hard-wired telephone.**
8. Follow the evacuation locations and report to the football field or other locations.
9. Check the attendance list and account for all students.
10. When the building is reported to be safe, resume whatever schedule is needed for the rest of the day and debrief staff and students.
11. If you receive a written threat, protect the article and turn it over to a Crisis Team member or the police.
12. If a vehicle is suspected of containing a bomb, immediately notify the administration, stop traffic, and establish a safety perimeter. (Evacuation distances: Car – 200 meters; Van – 400 meters)

EVACUATION SITES:

1. Football field on the west end of campus
(TYPICALLY USED FOR EMERGENCY EVACUATION)
2. Behind the pole barn building on the east end of the campus
(ALICE SITUATION SITE)

FIRES AND EXPLOSIONS

In the event of a fire or explosion:

1. Set off the nearest fire alarm to begin evacuation of the building.
2. Notify the main office of the exact location of the fire or damage.
3. Have trained personnel attend to the injured.
4. Assist in the evacuation of students according to fire drill procedure.

In response to a fire alarm:

1. Quickly remind students of the designated exit route in the fire exit plan.
2. Instruct students to walk quietly and as rapidly as possible out of the building to the designated area. Assist non-ambulatory students to safety.
3. Before leaving the classroom:
 - Close all windows.
 - Turn off all lights, equipment, and other fuel sources.
 - Close classroom doors.
4. Do not evacuate toward smoke-filled areas.
5. Take attendance in the designated area.
6. Immediately alert the administration of any missing students.

If a person's clothes catch on fire:

1. Yell to the victim, **"STOP, DROP, ROLL on the ground."**
2. **Do NOT allow the victim to run.**
3. Roll the victim to put out the fire or throw a blanket over the victim to smother the fire.
4. Direct someone to call the school nurse (if off-site, call 911).
5. Direct someone to call the main office (office personnel call 911).
6. **Do NOT remove clothing.**
7. Soothe the victim with clean, cold water. Go to an emergency shower, if close.
8. Submit an incident report to the principal's office and the Administrative Director's office.

FIRE REGULATIONS AND PROCEDURES

1. Fire drills and evacuation of the building will occur at irregular intervals, approximately once per month during the school year.
2. When the alarm sounds, teachers, students, and all personnel are to leave the building by the appropriate route for their room to the designated location (refer to **“Fire Station Assignment”**). Teachers will remain at the classroom door until all students have left. Then teachers should leave the building and stay with their class.
3. Steps to be taken before exiting:
 - a. Take grade/attendance book.
 - b. Take Go-Bags.
 - c. Close windows and doors.
 - d. Turn off classroom and shop lights.
 - e. Lock the hallway door.
 - f. Science Labs – turn off the gas.
 - g. Station Supervisors – take radios and emergency buckets.
4. Students in the hall should exit the building by the nearest exit and join the closest group. The student will be considered an “add-on” for the person taking attendance in the group. List the student’s name and class on the attendance sheet.
5. If an exit is blocked, proceed to the next closest exit.
6. During a fire drill, each teacher must take a class roster of all students in attendance at the time of the drill. This will determine whether all students have been evacuated from the building.
7. All students should cross the roadway into grassy areas to designated stations. Attendance should be taken and given to the Station Supervisor.

Students and personnel will be called to re-enter the building after the fire drill by designated school personnel. (Principal or Administrative Director)

NUCLEAR DISASTER PLAN

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

BUS STUDENTS:

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

STUDENT DRIVERS:

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

STUDENTS HAVING THEIR OWN TRANSPORTATION WILL BE HANDLED AS FOLLOWS:

1. Students who drive who reside outside the EPZ will drive home.
2. Students who drive and live inside the EPZ will:
 - A. If you are a Berwick student, stay at CMAVTS until you are picked up by a parent. After three hours, students who are not picked up will be bussed to Danville High School for parent pick-up.
 - B. If you are a Central Columbia, Bloomsburg or Benton student, you will be bussed back to your home school where parents may pick their child up.
 - C. In either case A or B, cars will stay parked at CMAVTS and be picked up once your child is secured. Since the Columbia-Montour Area Vocational-Technical School has been designated by the Columbia County Emergency Management Agency as a support facility for emergency functions, students who reside outside will be dismissed at the General Emergency classification or sooner at the discretion of the school's Administrative Director.

FACULTY:

Teachers are to maintain order in the classroom. Make and safeguard a roster of current students at the time of the emergency.

ACCIDENTS, INJURIES, AND MEDICAL EMERGENCIES

1. Comfort and reassure the victim.
2. If a student has a minor injury, assign someone to escort the person to the nurse's office.
3. If a student has a major injury, direct someone to notify the nurse's office. (Call on the telephone EXT:3328) (if off-site, call 911 and then contact a first responder).
 - Do not move the victim.
 - Have trained personnel apply appropriate first aid or life-sustaining techniques.
4. If a nurse is unavailable, direct someone to notify the main office (use the telephone in classroom EXT:3321 or 3320 (Office personnel call 911 and contact the School Police Officer.))
5. If necessary, move other students to another area.

CAUTION: DO NOT divulge any information to anyone other than school officials, police, or emergency personnel. Refer inquiries to the Principal's office.

CHILD ABUSE

If you suspect a child is a victim of abuse:

1. Notify student service immediately. If there is immediate concern for the child's safety, or you feel intervention needs to be done urgently, contact emergency services, or the School Police Officer. (ext. 3349)
2. If there are physical injuries/markings on the child, report this to the principal or student services.
3. Contact the principal immediately via email or phone call, (ext. 3325) to report the child abuse and include all necessary information.
4. The staff member to which the information was provided is required to file the ChildLine report.
5. Using the ChildLine website, make a new referral and answer the required questions. Search "CHILDLINE PA" and go to the Child Welfare Portal to complete the report.

Website: <http://www.dhs.pa.gov/provider/childwelfareservices/childlineandabuseregistry/index.htm>

For any person making a Childline referral:

- May seek assistance from a counselor on how to file a report.
- Print a copy of the report for your records (a verification email that the report was submitted will be sent to you)
- In the event, you are not able to utilize the internet portal, call 1-800-932-0313. Get the name of the worker you spoke with. In this case, you will also want to contact the county agency of that child's residence to see if more information is needed. (CY-47 form)
- Document your calls.
- Staff must participate in mandated reporter training as required.
- For reference, here are local CYS numbers (according to the child's county of residence):
 - o Columbia County (570) 389-5700
 - o Montour County (570) 271-3050
 - o Luzerne County (570) 826-8710
 - o Northumberland County (570) 988-4237
 - o Lycoming County (570) 323-6467

KIDNAPPING AND REQUEST TO RELEASE STUDENT

If a kidnapping is witnessed:

1. Notify the main office immediately. **If off-site, call 911** immediately (office personnel call 911).
2. Provide full name, age, and description of the child, and if known, a detailed description of abductor(s), vehicle, and license plate number.
3. Make every effort to obtain additional information from witnesses, and other students and staff.
4. Reassure and calm other students.
5. Plan to be with school officials and local authorities as needed.

Response to a request for a student release by telephone:

1. If the request is made by telephone, identify the caller and forward it to the main office. Do NOT release the student.
2. Wait for the main office to request the student.
3. Send the student to the office when requested.

Response to someone coming into class requesting the release of a student:

1. Ask the person to report to the main office. Do NOT release the student.
2. Immediately notify the main office that someone is coming to the office that has requested the release of a student.
3. Wait for the main office to request the student.
4. Send the student to the office when requested.

CAUTION: DO NOT divulge any information to anyone other than official school, police or emergency personnel. Refer inquiries to the Principal's office.

SUICIDE AND DEATH

Attempted suicide:

1. If a suicidal person is uninjured, remain calm and continue talking to distract the person's attention and delay further harmful action.
2. Immediately direct someone to notify the main office (if off-site call 911) (office personnel, call 911).
3. Immediately direct someone to notify the nurse's office.
4. Have students and unnecessary personnel removed from the area.
5. Have trained personnel administer any first-aid.
6. Do not leave the victim until instructed to do so by emergency personnel or school officials.

Death/suicide on school grounds:

1. Have students and unnecessary personnel removed from the area.
2. Immediately direct someone to notify the main office (if off-site, call 911) (office personnel, call 911).
3. Do not move or touch the victim's body.
4. Secure area to prevent any evidence from being destroyed.
5. Do not leave the scene until instructed to do so by the authorities.

CAUTION: DO NOT divulge information to anyone other than the official school, police, or emergency personnel. Refer inquiries to the Principal's office.

SUICIDE PROCEDURES

The Columbia-Montour Area Vocational-Technical School recognizes the increase in threatened and successful teenage suicides to be of utmost importance to both the district and the community. The following procedures have been developed for all district employees to follow when dealing with at-risk students. The procedures have been developed as part of the student assistance program. The procedures will address both district and outside agency involvement. In the case of suicidal intent, the student and staff members involved must understand that confidentiality no longer applies.

Procedural guidelines:

I. Responsibility of the CMAVTS Personnel:

- a. Any CMAVTS employee, professional, and paraprofessional must report any suicidal student to the student's counselor, the nurse, a member of the Student Assistance Team, or a building administrator.
- b. The counselor should be notified and involved in the interview process immediately.

The following steps will be initiated and documented:

- a. The counselor will interview the student to develop a professional opinion concerning the problem.
- b. Question the student about any feelings of hopelessness and the duration of such feelings.
- c. Question the student about any thoughts about harming himself/herself and how persistent and strong the thoughts are. Have they ever had these thoughts before? If so, when and how often? Has he/she ever harmed himself/herself before or attempted to do so?
- d. Question the student regarding any plans that have been made, what the plans are, and any preliminary actions that have been taken.
- e. Do they have access to carry out their plan?

II. Team members involved shall determine whether the student is at risk:

- a. If the student is determined at risk through characteristics that might include feelings of helplessness, a detailed suicide plan, written or verbal statements, history of a previous attempt, chronically self-destructive lifestyle combined with a severe loss or threat of loss, inability to accept help, paucity of resources and/or method of suicide is available, the team or designee:
 - Will provide supervision and supportive assistance to the student until a primary referral for intervention has been made.
 - Will notify the parent/guardian. If the parent/guardian is not available, proceed to Step 3.
 - Immediately contact the appropriate mental health resource.
 - a. CMSU (Columbia, Montour, Snyder, and Union Mental Health) at 570-275-4962.
 - Provide TAPLINE phone number: 1-800-222-9016.
 - Meet with the parent/guardian appropriately to provide support, recommendations, follow-up, and proper documentation.
- b. If the student does not manifest behaviors in the above categories but does exhibit vague feelings of hopelessness, no suicidal plans, or no explicit written or verbal threats, the team or designee will:
 - Set up a contract with the student by which the student agrees not to harm himself/herself while the staff member works with him/her.
 - Notify the parent.
 - Meet with the parent/guardian at an appropriate time to provide support (including the following phone numbers, follow-up, and proper documentation).
 1. CMSU (Columbia, Montour, Snyder, and Union Mental Health) at 570-275-4962.
 2. TAPLINE at 1-800-222-9016.

VIOLENT ACTS AND BEHAVIOR/STUDENT FIGHTS

1. Make verbal contact in a calm, low-toned voice.
2. If behavior does not cease, shout **“STOP”** and then lower your voice and try to get the person(s) to be calm.
3. Make every effort to summon the School Police Officer.
4. Try to separate the combatants.
5. Do NOT leave the violent student(s).
6. Discuss the student(s) behavior calmly with the student(s).
7. Never grab or touch the student unless they are causing harm to others or themselves.
8. Escort the student to the principal’s office immediately following the incident.
9. Ask a colleague to cover your classroom until you return from the office. Do NOT turn the student(s) over to a member of the secretarial staff. Wait with them until you are relieved by an Administrator or the School Police Officer.
10. Complete a discipline referral in Skyward.

SAFE2SAY SOMETHING PROCEDURES

School Code (24 P.S. 1303-D) requires that school entities implement procedures to assess and respond to Safe2Say Something Program reports. CMAVTS Safe2Say Something procedures were board-approved on February 19, 2019. The procedures document can be found on the CMAVTS website under JOC policies section 800. These procedures establish a framework within which school administrators and staff will operate and coordinate with the county emergency dispatch center and local law enforcement agencies.

Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff, and others as a secure and anonymous report about unsafe, potentially harmful, dangerous, violent, or criminal activities in a school entity or threat of such activities in a school entity through:

1. A twenty-four (24) hours a day, seven (7) days a week telephone hotline maintained by the office of the Attorney General's Safe2Say Something Crisis Center
2. A Safe2Say Something program secure website
3. A Safe2 Say Something Program application or "app" accessed through a mobile electronic device.

Anonymous reports will be triaged by the Safe2Say Something Crisis Center and delivered to the appropriate school entity and law enforcement. The CMAVTS Crisis team will determine if handling the report should be done under one or more specific JOC policies, administrative regulations, or school procedures based on the report's subject matter. Policies that may address Safe2Say Something Report subjects include but are not limited to:

1. Bullying/Cyberbullying. (JOC Policy 249)
2. Suicide Awareness, Prevention, and Response. (JOC Policy 819)
3. Child Abuse. (JOC Policy 806)
4. Student Assistance Program. (JOC Policy 236)
5. Student Discipline. (JOC Policy 218)
6. Weapons. (JOC Policy 218.1)
7. Terroristic Threats. (JOC Policy 218.2)
8. Controlled Substances/Paraphernalia. (JOC Policy. 227)
9. Tobacco/Nicotine. (JOC Policies 222, 323, 904)
10. Searches. (JOC Policy 226)
11. Hazing. (JOC Policy 247)
12. Nondiscrimination/Discriminatory Harassment. (JOC Policies 103, 104)
13. Dating Violence. (JOC Policy 252)
14. Emergency Preparedness. (JOC Policy 805)
15. Employee Conduct/Disciplinary Procedures and/or Educator Misconduct. (JOC Policies 317, 317.1)
16. Maintaining Professional Adult Student Boundaries. (JOC Policy 824)

Additional policies related to assessment, response, reporting, students with disabilities, school safety, and documentation also apply and are outlined in each section of the Safe2 Say procedure document.

BUS ACCIDENTS AND DISABLED VEHICLES

At the accident scene: The **Transportation Coordinator will arrive with Bus Rosters.**

1. Calm down and reassure passengers.
2. Assess the severity of the situation. Check for injuries.
3. Call **911**.
4. Direct someone to notify the Principal's Office at 784-8040 x3325.
5. Have certified personnel administer first aid if necessary.
6. **DO NOT REMOVE** severely injured passengers with head/neck/back injuries.
7. Keep all students on the bus unless it is unsafe. If students are evacuated, direct them to a safe area at least 100 feet from the bus, and maintain supervision.
8. Account for all students. (Get roster from the bus)
9. Wait for emergency personnel to arrive. **DO NOT transport injured passengers or staff to the hospital! Wait for the ambulance.**
10. Complete an incident report at the main office.
11. Inform school personnel what hospitals students are transported to.
12. Go to the hospital and assist in identifying students/staff who are injured or killed.

CAUTION: DO NOT divulge information to anyone other than the official school, Police, or emergency personnel. Refer inquiries to the Principal's Office.

****Building nurse and guidance will proceed to the hospital for identification purposes if required. The transportation supervisor will communicate with the Principal's office. Parents arriving at school will report to the gymnasium to be briefed by the Principal.**

BUS ACCIDENTS AND STUCK/DISABLED BUS PROCEDURES

1. In the event of a bus accident or a stuck bus, the bus driver will call:
 - Law enforcement – 911
 - Bus Contractor
 - Transportation Office at 784-8040, ext. 3361 (Bus dispatched to pick up non-injured students, continue bus route)

Transportation Office contacts:

 - Administrative Director at 784-8040, ext. 3324
 - Principal at 784-8040, ext. 3325; Director of Student Services, ext. 3334; or Business Manager, ext. 3326.

Principal contacts:

 - Appropriate family member(s)—Use the bus/student list or Emergency Information Cards. The transportation coordinator can be reached at 784-8040, Ext 3361, or the school nurse at 784-8040, Ext 3328.
 - Neighboring Schools – Ask for counseling support for students/staff if needed.
2. The Director/Principal and the police will go to the scene of the accident, depending on the severity and location of the accident.
3. Sit on the bus with students until someone shows up to help.
4. **No child should be removed from the scene of an accident by his/her parent.**
5. Students on a stuck or disabled bus may only be picked up by parents, the contractor, or his/her designee (maybe another contractor).
6. If the bus is unsafe, the driver should evacuate the students to a new location with a reasonably prudent person.
7. If a student complains of an injury, he/she should be taken to the hospital. Depending on the severity of the accident, all children may be taken to the hospital in which case all parents would be notified. Get information on the location of the hospital(s) where the student(s) went. A Crisis Team Member will notify the parents by phone.
8. Appoint an administrator/staff member(s) to go to the hospital(s) as a liaison between the district or parents and the hospital.
9. When any school employee receives information about a bus accident or stuck/disabled bus, follow the guidelines indicated below:
 - Record any location, time of day, bus number, route, and student/adult injuries (number/names).
 - Contact a school administrator.

POWER FAILURES

1. Have students remain in seats. They are NOT to leave the classroom or shop for any reason.
2. Do NOT leave students unattended.
3. Await directives from the main office, as directed by an administrator.
4. Stay calm and reassure students.
5. Account for students who were out of the room.
6. If you see students in the hallway, tell them to immediately go to their assigned rooms.

GAS LEAKS

If the odor of natural gas is detected in or near the building:

1. Immediately notify the main office.
2. After proper direction from the principal/director, office staff will begin evacuating the building and contacting the director of maintenance and the gas company (UGI: 1-800-228-1110).
3. Listen for announcements. You may be asked to open classroom windows and/or doors.
4. Maintenance staff will shut off the main gas valve (location: Boiler Room).
5. Evacuate to fire drill locations and be prepared to move to bomb drill/ threat location.
6. Wait for instructions from the administration.

SHUT OFF PROCEDURES

Water Shut Off Procedure:

1. Go into the Boiler Room and walk toward the roll-up door.
2. Turn to the right and proceed to the personnel door on the far wall.
3. Straight ahead you will see blue pipes and the water main into the building.
4. Go to the right of the blue water tank and locate the gray NECO electrical box.
5. On the right side of the electrical box are 2 switches for the water pumps in the school, turn both pumps OFF.
6. Proceed toward the personnel door and locate the shut-off valve (Circular) which is the first valve on top of the water main coming from the floor.
7. Turn that valve opposite of open until the auger goes all the way down, the water entering the school will then be stopped.

Electrical Power Shut-Off Procedure:

1. Go into the Boiler Room and walk toward the roll-up door.
2. Use the last door on the left to enter the electrical room.
3. Go to the main panel slightly to the right, locate the main power switch, and push the red off button. That will kill all power in the building.

Gas Shut-Off Procedure:

1. Go into the Boiler Room and walk toward the roll-up door. The gas main is located to the right of this door.
2. The gas line is yellow and is turned on and off with a wrench which is located above the shut-off valve.
3. This is only to be done by maintenance personnel or a Crisis Team Member.

FLOODS

Severe thunderstorms and heavy rains may cause flooding in low-lying areas, power failure, and transportation delays.

1. If an early dismissal is announced, follow procedures under "Early Dismissal."
2. If school remains in session, tell students of any known weather conditions and caution older students who drive of any road hazards and safety precautions.
3. Inform students of bus number changes or route changes.
4. Keep students calm and in the classroom.
5. Remind students to check the school's website or local news outlets for delays or cancellations for the following day.
6. If the district or parental transportation is delayed, the teacher or designated school personnel should remain with students until all are picked up.
7. Only release a student to a parent or authorized person.

TORNADOES

If you are inside:

1. Move everyone away from the windows, shelves, and heavy objects.
2. Have everyone take cover under a desk, a table in a corner, under a strong doorway, or along an interior wall such as a hallway.
3. Avoid auditoriums, gymnasiums, cafeterias, and/or other rooms with free-span roofs.
4. Stay with students inside the building until “all clear” is given by the administration.
5. Follow the administration’s instructions.

If you are outside:

1. Move students away from the tornado’s path at a right angle.
2. Do NOT remain in or get into a vehicle.
3. Do NOT get under stadium bleachers.
4. Have everyone lie face down in the nearest depression, such as a ditch or ravine, with their hands covering the backs of their heads.
5. Remain with students until the tornado has passed.

Immediately following the tornado:

1. Account for all students and staff.
2. Attend to the injured. Seek emergency medical assistance if required.
3. Calm down and reassure students.
4. Establish contact with the main office.
5. Only release students once authorized.
6. Follow the administration’s instructions.

EARLY DISMISSAL

Snow, ice storms, severe thunderstorms, severe inclement weather, and other environmental conditions may result in early dismissal and or delays in school opening and student transportation.

Under such circumstances:

- The director will receive dismissal times as dictated by the consortium districts and communicate that information to the administration and transportation directors.
- The administration will email or announce to faculty and staff listing dismissal times by district.
- Administration prepares a robocall listing dismissal times – sends ASAP.
- All drivers are dismissed concurrently with the district that is dismissing earliest.
- Bussed students are dismissed via announcement as buses arrive.
- Every effort will be made to provide lunch for students who are being dismissed before their regularly scheduled lunch.

Reminders:

1. Encourage students to drive defensively when going home.
2. Remind students to check local apps or TV for information about possible delayed school openings and/or transportation schedules the next day.
3. If district or parental transportation is delayed, the teacher or other staff member will remain with the students until all are picked up.
4. Only release a student to an authorized person.
5. In the event of early dismissal, all extra-curricular activities are canceled.

Emergency Announcements:

The following radio and TV stations are contracted to announce school closings, delayed openings, and early dismissals:

WHLM, 106.5 FM
WQKX, 94.1 FM
WILK, 98.5 FM

WKAB, 103.5 FM
WCNR, 930AM
WPGM, 96.7 FM

WNEP-TV, CHANNEL 16
WYOU-TV, CHANNEL 22
WBRE-TV, CHANNEL 28

THREAT ASSESSMENT

Purpose

The Joint Operating Committee recognizes the danger that terroristic threats by students present to the safety and welfare of students, staff and community. The Joint Operating Committee acknowledges the need for an immediate and effective response to a situation involving a terroristic threat.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Authority

The Joint Operating Committee prohibits any student from communicating terroristic threats directed at any student, employee, Joint Operating Committee member, community member or property owned, leased or being used by the school.

In the case of a student with a disability, including a student for whom an evaluation is pending, the school shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.

Delegation of Responsibility

The Administrative Director or designee, in coordination with the threat assessment team, shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, Joint Operating Committee policy and administrative regulations, the procedures set forth in the memorandum of understanding with law enforcement agencies having jurisdiction over school property and the school's emergency preparedness plan.

Guidelines

In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the threat assessment team, in accordance with applicable law and Joint Operating Committee policy.

Staff members and students shall be made aware of their responsibility to inform the threat assessment team regarding any information or knowledge relevant to a possible or actual terroristic threat.

The threat assessment team shall immediately inform the Principal or designee, School Safety and Security Coordinator and building administrator of a terroristic threat, in accordance with Joint Operating Committee policy and administrative regulations.

The Principal or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from the school or a school-sponsored activity to the law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Joint Operating Committee policies.

The Principal or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Principal or designee shall inform the parent/guardian whether or not the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Principal or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Principal shall annually, by July 31, report all incidents of terroristic threats to the PA Department of Education on the required form.

If a student is expelled for making terroristic threats, the Joint Operating Committee may require, prior to readmission, that the student provide competent and credible evidence from a behavioral service provider that the student does not pose a risk of harm to others.

Other Applicable Procedural Safeguards are available on our [PSBA Policy Portal](#) under Policy 236.1 Threat Assessment and accompanying Intake Form and Checklist.

Columbia-Montour Area Vocational-Technical School



FACULTY HANDBOOK

2026–2027

5050 Sweppenheiser Drive
Bloomsburg, PA 17815
Phone: (570) 784-8040
Fax: (570) 784-3565
www.cmvt.us



Columbia–Montour AVTS has prepared this handbook to provide an overview of the school’s policies, benefits, and rules. It is intended to familiarize you with important information about the school. This handbook is your first source of information when you have questions.

The Joint Operating Committee and Administration would like to take this opportunity to welcome you to the Columbia-Montour AVTS. If you are a returning faculty, we are glad you are back for the start of a new school year.

You are important to us, and we want you to feel welcome. If you have any questions about your role, contract, benefits packages, etc., please contact the appropriate personnel for assistance. Also, if you believe something in the Faculty Handbook needs to be consistent with CMAVTS Policy, you should ask the principal or a member of the administrative team to assist you in resolving the inconsistency.

These guidelines foster a spirit of collaboration and respect within the school community. Setting clear expectations for staff and students contributes to a safe, secure, and supportive environment that promotes a collaborative learning community and cultivates student success.

We hope that the Faculty Handbook will serve as a basis for open communication and cooperation as we work together to provide our students with the best education possible and foster a safe and healthy work environment for all.

Equal Employment Opportunity

It is the policy of Columbia-Montour AVTS to provide equal employment opportunities to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status, or veteran status. Our intent and desire are that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination, and all other terms and conditions of employment. The Joint Operating Committee of CMAVTS and all administrative personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of the Administration of CMAVTS. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

Mission Statement

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

Shared Beliefs

We believe in a quality education system; school and community are partners in collaborative decision-making.

We believe education must be relevant, of high quality, and a lifelong pursuit.

We believe all people have worth and need to be respected.

We believe everyone can learn and achieve and has an equal right to quality education.

We believe the education process must include constant evaluation, and all individuals must take responsibility and be accountable for their actions.

We believe schools must provide a safe atmosphere conducive to learning, and enable students to acquire the skills, knowledge, and productive behaviors necessary to live in society.

Shared Values

Professionalism: Rams are on time, prepared and engaged.

Empathy: Rams are kind, understanding, and supportive.

Innovation: Rams are bold and creative problem-solvers.

Optimism: Rams are positive, constructive, and helpful.

Integrity: Rams are honest, trustworthy, and responsible.

Perseverance: Rams are steadfast in the pursuit of success.

POSITIVE STUDENT CLIMATE

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

“An Educational Community Dedicated to Student Success”

JOINT OPERATING COMMITTEE

The Joint Operating Committee (JOC) of CMAVTS is composed of school board members from each of the six (6) sending school districts.

- Regular Joint Operating Committee (JOC) meetings are held on the third Tuesday of each month/ Dates

can be found on the CMAVTS website. Committee of the Whole (COW) work sessions are held on the second Tuesday of each month/ Dates can be found on the CMAVTS website.

- The Administrative Director shall prepare and disseminate the agenda and related data before the scheduled meeting. Items to be placed on the agenda must be submitted to the Administrative Director no later than ten (10) working days before the scheduled meetings.
- The JOC official meeting minutes will be posted on the CMAVTS website once approved the following month.
- Updated information for JOC members can be found at www.cmvts.us

LOCAL ADVISORY COMMITTEE (LAC)

The Columbia- Montour AVTS is composed of representatives of education, local trades, industry, business, joint apprenticeship councils, labor, management, students, and parents.

- This council aims to assist in developing and maintaining the total CTE education program.
- The CMAVTS Council on CTE meets once each year in the Spring.

PROFESSIONAL ADVISORY COMMITTEE (PAC)

A Professional Advisory Committee (PAC) comprises the Administrative Director of the CMAVTS, the Superintendent of Record, and the Superintendents of selected participating school districts. Regular PAC meetings will be conducted throughout the school year.

- The purpose of the PAC is to advise the Administrative Director regarding the educational programs, policies, and financial plan at CMAVTS.
- The Administrative Director of CMAVTS and the PAC shall prepare and submit a proposed annual budget and personnel policies and plans for operating procedures to the CMAVTS Joint Operating Committee (JOC).

Call-Off Procedures

All call-offs prior to 7:00 AM the day of leave should be entered into Frontline. If an extreme emergency occurs that warrants a late call-off (after 7:00 AM), please call or text **your immediate supervisor/building principal as well as Substitute Coordinator Jennifer Cerreta at (570) 764-0818.** If you don't get acknowledgement of received text within 15 minutes, please call.

Requests to leave before the contracted 3:15 PM end of day time (same day) must be made directly to the Principal or Director of Student Services if the Principal is not available. Half-day call offs should follow the normal guidelines noted above.

All teachers should have ample (enough to fill the period(s) or beyond) student work ready on Google Classroom or other online platforms used for instruction. Another option is to have emergency lesson plan(s) uploaded into Google Classroom that you can release to students if needed.

All materials for substitutes should be left on the teacher's desk and labeled. **These items should include: updated rosters for each section, including homeroom, seating charts (if necessary for your class), teacher schedule important information regarding the day, and plans.** If you are unable to have plans on your

desk/in the substitute folder (which should describe classroom routine, rules, and directions for students to access their online assignment- lesson title, etc.), please reach out to a colleague in your department or elsewhere to print and provide the plans to your substitute. The front office cannot be responsible for printing or providing plans, rosters, etc.

The need for large group coverage will likely increase this year. Please refrain from giving assessments on days you are absent.

In the case that classes need to be combined due to lack of coverage, substitutes or administration will retrieve sub folders from your classroom or multiple classrooms to supervise multiple groups. Sub folders will all be returned to your mailbox at the conclusion of the day.

All substitutes will be given a Substitute Handbook and key at the beginning of each day. This handbook will contain building emergency procedures, map of the school, bell schedules, phone extensions, and other important procedures and policies.

CLASSROOM AND INSTRUCTIONAL RESPONSIBILITIES

Classrooms should be kept in the best possible physical condition to create an atmosphere of learning and a professional appearance.

Teachers shall have lesson plans for each day's classes. The plans should contain clearly defined objectives and procedures for each lesson. Lesson plans should be available upon request. (JOC Policy 111)

Teachers should have sub plans or emergency ones available and easily accessible in their classrooms. This folder must include your daily schedule, class rosters, seating charts, adequate plans and materials for at least one day, and a list of your general classroom expectations. The Emergency Handbook should also be easily accessible.

Each classroom teacher will take accurate attendance (in Skyward) at the beginning of every period of every day, and after comparing class attendance, staff will report any discrepancies to the office. Students should not leave the room without the teacher's permission. Issue a pass utilizing the pass system.

Teachers are responsible for supervising students at all times. No classes or students should be left unattended. In an emergency, please seek a colleague to cover or contact the front office to arrange coverage.

Teachers should make every effort to be in doorways/visible in the hallways between classes to supervise hall traffic and student behavior.

The enrichment Period is for additional instruction and remediation activities. Teachers should be working with students who require remediation, supplemental instruction, or who need to make up work, tests, assignments, etc. Students should be given a pass from the teacher providing the enrichment activity if it requires students to move from assigned classrooms to different classrooms.

All students will be dismissed from their last-period classes at 3:11 p.m. (unless otherwise announced), not earlier. The only exceptions are scheduled early dismissals, dismissals for individual students with permission, school activities, weather, and emergency-related dismissals or school holidays.

All teachers should establish and maintain professional relationships with students (JOC Policy 824).

Assess and evaluate student work fairly and consistently. Interim and report card grading timelines, established by the administration, should be adhered to.

Please keep students engaged and in their seats until the bell rings.

Every technical instructor is responsible for having the area swept and cleaned at the end of the school day. All tools and equipment must be secured.

Prep Periods are to consult with students, parents, other teachers, staff, and administration or to prepare for future teaching duties. Teachers must be available and in the building during that time.

Permission to leave the building during working hours may only be granted by the administration, *except for your duty-free lunch*. When leaving the building, you must sign out in the Main Office, indicating the departure time, destination, and reason for absence. Teachers must sign in upon returning to the building.

Immediately report the loss of any keys and/or fobs to the Main Office. At no time should students be given keys/fobs. All keys and/or fobs must be turned in upon retirement or sabbatical leaves.

Maintain complete and accurate records as required by law, school policy, and administrative regulation.

Promote the integration of Academic and Career and Technical education.

Collaborate with other teachers, counselors, administrators, students, and/or parents as needed to implement the school's educational objectives and meet the academic needs of each student.

Attend and participate in department and faculty meetings and serve on staff committees as requested.

Participate in professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced degree work at institutions of higher learning to meet Act 48 requirements.

Do not use any cleaner on the whiteboards or interactive whiteboards except the solution supplied by the school.

Before leaving the classroom or vocational area at the end of the school day, ensure the room is accessible to maintenance and tidy, the lights are off, and the windows are shut and locked.

Do not use any tape or adhesive on any surface in the building without the building and grounds supervisor's approval. This includes desks, walls, whiteboards, doors, and floors.

No alterations to the physical structure or condition of the classroom/theory/technical area should be made (purposely or as the result of hanging or adhering something to the wall-i.e., nails in walls, installing bookcases, damaging adhesive, etc.).

Assist department coordinators and administrators in selecting and requisitioning books; requests for department/ program equipment; curriculum development and revisions; budgetary inputs, and/or recommendations for advanced study and professional development.

Report to work as outlined in the contract and adhere to all other job-related responsibilities and

guidelines as required by the Collective Bargaining Agreement and JOC Policy.

Review the handbook and its contents. Paper copies can be provided upon request.

PERSONAL PROPERTY

Columbia - Montour AVTS assumes no responsibility or liability for the theft or vandalism of personal property on school property. Due to insurance and liability purposes, personal items (such as vehicles, equipment, tools, etc.) should not be stored in a classroom or school over weekends, vacations, or the summer.

GRADING POLICIES AND PROCEDURES

ELECTRONIC GRADE BOOK AND ATTENDANCE

Grade books in Skyward should be updated weekly at a minimum. Parent access to Skyward is active and widely used by parents and students. Parents should be able to check on grades and assignments with the expectation of them being up to date. In addition, eligibility for sports depends on grade books being current. Eligibility reports are run weekly on Friday mornings. Please do your best to have updated grades posted by the end of day Thursday. This helps us avoid the last-minute rush to get a grade submitted for eligibility purposes.

GRADING SYSTEM

Columbia-Montour AVTS operates on a four-marking-period system, each marking period lasting nine (9) weeks. Numerical grades will be used in all subjects.

Numerical grades and equivalent letter grades are as follows:

A	94-100	Excellent
B	85-93	Good
C	75-84	Average
D	68-74	Poor
E	Below 67	Failing

FLEXIBLE INSTRUCTION DAYS

FID days will run on a 2-hour delay schedule. All asynchronous assignments will be posted by 10:10 AM. CMAVTS is sensitive to the fact that severe weather could potentially impede a student's ability to complete assignments within the normal school hours of a FID day. Therefore, students are expected to complete the assignments within 2 school days of the inclement weather event. Please make your best effort to post assignments relevant to current learning. Students who do not complete their work within those days will be marked absent and assignments will be graded accordingly. Teachers will be available via email to communicate with students during school hours.

REPORT CARDS AND INTERIM REPORTS

Report cards are distributed four times a year. Each marking period is approximately nine weeks in length. Interim Reports will inform parents of a student's progress at the midpoint of the marking period. Report cards and interim grades should be completed by the appointed date/time. A minimum of quarterly contact should be made to the parent/guardian if a student is failing a course or exhibiting inappropriate behavior that is affecting their ability to learn.

FINAL EXAMINATIONS

Each teacher will give a final examination/project at the end of each course. The final exam/project format is up to the individual teacher. Cumulative finals are permitted. How the final exam is graded and counted in the grade book is up to the individual teacher. All students are required to report to their scheduled exams. Failure to report at the scheduled time will result in a zero grade for the exam. Finals week will be full-length days. A final exam schedule will be distributed ahead of time.

EXCEPTIONS:

1. A doctor's note excusing the exam due to illness.
2. School-related activity or conflicted schedule-students must contact each teacher personally to reschedule the exam before the exam date.

KEYSTONES

Keystone exams will be given after the trigger courses. Keystone Alg. Mod 2, English 10, and Biology are the trigger courses for our school. Keystone exams will take place during the state-determined Winter and Spring windows. CMAVTS test dates will be announced and released by the administration.

OBSERVATIONS

All teachers will be observed and evaluated yearly. Observations and evaluations will be managed through the PaETEP program. If a teacher has questions or concerns about PaETEP contact the building principal. Observations may happen multiple times throughout the year at the administration's discretion.

Columbia-Montour AVTS will utilize the Differentiated Supervision Model set forth by PDE, with teachers being formally observed/evaluated at minimum once every three years. Teachers can always be formally observed/evaluated instead of completing another differentiated mode.

CERTIFICATION AND TENURE

Maintaining proper certification is the teacher's responsibility. Teachers should determine course requirements, the time expended, and their effect on teaching commitments. A valid certificate is required for continued employment. All certification applications are completed online through the PDE TIMS system. Work completed as a long-term substitute is not counted toward tenure. Teachers who marry are reminded that they must apply for a new certificate to reflect any name changes.

Tenure will follow the general regulations outlined in the Pennsylvania Public School Code. Questions

regarding certification on tenure can be directed to the Administrative Director. The following are requirements for gaining tenure in Pennsylvania.

- Must have 3 years of continuous service in the same LEA and 6 consecutive Satisfactory ratings
- Time counted toward tenure MUST be at the same institution
- Can be granted to part-time or full-time employees
- Must be working during the entire duration of the three-year probationary period to be granted tenure
- Substitute teaching (in any capacity) does not count toward tenure
- Tenure will be granted after 6 consecutive Satisfactory rating have been documented in PAETEP and the candidate has submitted documentation indicating completion of Educator Induction Plan established by CMAVTS

NEW TEACHER INDUCTION PROGRAM

The Columbia-Montour Area Vocational Technical School delivers an induction program for beginning teachers. As prescribed in Chapter 49 of the PA School Code, the induction program includes establishing a mentor relationship for all new teachers.

Each beginning teacher is assigned a mentor teacher and is expected to participate in the induction program unless they have previously participated in an induction program in Pennsylvania or hold an Instructional II or Vocational II certificate. Participation in the induction program would qualify the mentor teacher for a set stipend per the CBA.

PERSONNEL FILES

Employee personnel files are CMAVTS property and do not belong to the employee. CMAVTS will provide employees with access to review the contents of his/her file and copies of performance evaluations and other performance-related documents contained within the file upon request.

MAINTAINING YOUR PERSONNEL RECORDS

You are responsible for providing current information regarding your address, telephone number, insurance beneficiaries, change in dependents, marital status, etc. Please see the Business Office or the Administrative Director's office for the appropriate forms to note any changes in your address, phone number, emergency contact information, marital status, number of dependents, etc.

COLLECTIVE BARGAINING AGREEMENT (CBA)

Columbia Montour Area Vocational Technical School and Columbia-Montour Area Vocational Technical School Education Association have entered into a Collective Bargaining Agreement effective July 1, 2020, until June 30, 2025. If any employee has what they feel is a contract violation, they are encouraged to reach out to administration or association leadership as soon as possible. All contract grievances will be handled according to the CBA.

PAYROLL

Columbia - Montour AVTS issues paychecks on Wednesdays on a bi-weekly basis. Pay periods start on

Monday morning and end on Friday afternoon. Advisor/Dept. Team Leader and health insurance opt-out payments will be distributed in December and May of each school year. Columbia – Montour AVTS offers direct deposit. You may choose direct deposit through the Business Office. Please refer to the Collective Bargaining Agreement or Visit the Business Manager for further compensation and fringe benefits information. The Business Office should be notified of any change which may affect your status as far as payroll is concerned. Changes in exemptions for tax purposes will only be made upon receiving a completed W-4 form. The W-4 Form is achieved through the Business Office.

EMPLOYEE INJURIES/CLAIMS

Any employee injured while working within the scope and course of their employment shall report the accident if s/he wishes to be eligible for Worker's compensation (JOC policy No. 346). This report should be in the office of the Director or designee within twelve (12) hours after the accident. If the injured employee cannot report the accident, s/he should seek the assistance of another employee to make the required report. (Legal 77 P.S. 1 et seq)

DRESS CODE (JOC POLICY 325)

A professional dress standard requires that staff members be readily distinguishable from students. Positive role modeling is part of the employee's professional responsibilities. These guidelines are designed to have employees project a professional image while taking advantage of more casual and relaxing clothing such as "Business Casual"—Charlotte Danielson's FRAMEWORK FOR TEACHING - 4f Showing Professionalism. A teacher's appearance plays a role in conveying professionalism.

Men - Pants: Dress pants and khakis, chinos, dress jeans (not faded light blue), or Docker's type pants, are acceptable. Short pants are allowed during days when students are not present in the building and/or at other times as requested by staff and approved by the administration due to excessive heat in the building. Gym shorts, mesh shorts, or biker shorts are not acceptable. Shirts: Polos, golf, buttoned and/or collared shirts, sweaters, pullovers. T-shirts, sweatshirts, and hooded sweatshirts, even with the Vo-Tech logo or muscle shirts, are inappropriate.

Women - Skirts/dresses: Must be of modest length. Slacks: Dress slacks or dress jeans and capris are acceptable. Leggings can be part of a new picture of what a professional looks like while remaining in line with office expectations and modesty. Blouses or tops: The following would be considered inappropriate - low cut tops that expose cleavage, shirts or tops with cut-backs, tank tops, spaghetti straps, midriff tops, tube tops, and transparent, or revealing clothing that exposes personal body parts. T-shirts, sweatshirts, and hooded sweatshirts, even with Vo-Tech logos, are inappropriate.

Short pants are allowed during days when students are not present in the building and/or at other times as requested by staff and approved by the administration due to excessive heat in the building. Gym shorts, mesh shorts, or biker shorts are not acceptable.

Casual Dress Days, Field Days, Spirit Days, Theme Days, In-Service Days with Directive of Administration It is expected that the apparel may be casual but not sloppy. Jeans may be worn provided they are not ripped or torn or have holes in them. T-shirts and sweatshirts are acceptable, provided they are not ripped, torn, soiled, or have inappropriate images or slogans.

ACCEPTABLE USE POLICY (JOC POLICY 815)

Please take time to review JOC Policy 815 carefully. Acknowledgment of this handbook acknowledges your recognition and receipt of the Acceptable Use Policy approved by the CMAVTS Joint Operating Committee. **All JOC Policies can be found on our Policy Portal (<https://policymain.org/columbia-montour-area-vocational-technical-school>).** Please review and become familiar with all relevant student and employee policies under the 200 and 300 sections.

MANDATED REPORTING

If you suspect a child is a victim of abuse:

1. Notify student services immediately. If there is immediate concern for the child's safety, or you feel intervention needs to be done urgently, contact emergency services, or the School Police Officer. (ext. 3349)
2. If there are physical injuries/markings on the child, report this to the principal or student services. 3. Contact the principal immediately via email or phone (ext. 3332) to report the child abuse and include all necessary information.
4. The staff member to which the information was provided is required to file the ChildLine report. 5. Use the ChildLine website to make a new referral and answer the required questions. Search "CHILDLINE PA" and go to the Child Welfare Portal to complete the report.

Website: <http://www.dhs.pa.gov/provider/childwelfareservices/childlineandabuseregistry/index.htm>

- If needed, seek assistance from a counselor on how to file a report.
- Print a copy of the report for your records (a verification email that the report was submitted will be sent to you)
- In the event, you need help to utilize the internet portal, call 1-800-932-0313. Get the name of the worker you spoke with. In this case, you will also want to contact the county agency of that child's residence to see if more information is needed. (CY-47 form)
- Document your calls.
- Staff must participate in mandated reporter training as required.

STUDENT ASSISTANCE PROGRAM

A student assistance team is available for all students. This program helps to identify high-risk students having problems in school. Students can be referred, so they receive appropriate help. Referrals may be made by parents, students, faculty, or concerned individuals. Details of the referrals are confidential.

VOCATIONAL TEACHERS AND SHOP USAGE

If a vocational teacher is absent from school, sub plans should not include students using machines/tools for any reason. The only acceptable situation for this will be if plans are made ahead of time, with a certified substitute approved by the teacher. Students should only be permitted to use machines/tools if a certified teacher in that content area, or a substitute approved by the program instructor is present. This is due to insurance liability.

CONFERENCES/TRAVEL

In keeping with a general philosophy for improving instruction for our teachers through an in-service program and professional development program. The ability and talents of our instructional staff will be broadened and challenged through various professional development activities.

1. Teachers who desire to attend a conference, workshop, etc., must complete a “Conference Request” online.
2. **The Joint Operating Committee must approve the conference if it requires overnight accommodations. This will require notification at least 30 days prior notice.**
3. Please submit the Conference Request form at least 30 days before the conference date.
4. Conferences and travel should be pre-planned and budgeted. Conferences, seminars, workshops, training, and off-campus travel should be related to their areas of academic or technical instruction and should enhance the instructional program in the opinion of the administration.
5. **All conferences will require pre-approval.** Consideration will be given to the budget, the usefulness of topics covered in the curriculum, availability of substitutes, and time of year of workshops or clinics. Approval or denial of conference requests is at the discretion of the administration.
6. **Job-related expenses, including traveling expenses, which are incurred in the course of performing services for the school, shall be reimbursed in accordance with *JOC Policy 331 Job-Related Expenses and JOC Policy 626.1 Travel Reimbursement as a Federal Grant Recipient.***
 - a. Blue Personal Expense Reimbursement forms can also be found in the business office.
 - b. Reimbursement items can include but are not limited to travel expenses, mileage, reimbursable supplies, etc.
7. **Itemized bills or verification of your expenses MUST BE returned with your payment request.** Lodging and meals, excluding alcohol, will be reimbursed if the cost does not exceed the maximum allowances set by the JOC.
8. If you have overnight accommodations, make sure that you return with a “zero” balance on your hotel receipt.
9. **No expense shall be reimbursed without a receipt.**

OCCUPATIONAL ADVISORY COMMITTEE

Each vocational education program offered by an area technical school must have an active Occupational Advisory Committee (OAC). The committee shall meet at least twice yearly to advise on curriculum, equipment, and other related matters. The annual required Occupational Advisory Committee function date and time will be determined by the principal and announced at least sixty days before the event.

All technical teachers must attend the Occupational Advisory Committee Meeting in the fall scheduled for **OCTOBER 22, 2026.** If a teacher cannot attend his/her designated Occupational Advisory Committee meeting, the teacher must inform the principal before the meeting day and discuss other arrangements.

A second OAC meeting is required in Spring 2027. It is suggested that each cluster hold an advisory meeting

night. The technical teacher must contact the OAC members for their program, schedule, and hold the meeting.

The following procedure will be used to obtain Occupational Advisory Committee members.

1. The technical teacher will recruit new members.
2. The new member's name, address, telephone number, employer title, and years of experience will be submitted to the principal on an Occupational Advisory Committee New Member Application form.
3. New members will be submitted to the principal's office for Joint Operating Committee approval.

The following procedure will be used in scheduling Occupational Advisory Committee meetings. 1. The administration and Department Leader will approve the time and date and send correspondence to all committee members.

2. Teachers are requested to make personal phone calls to each committee member regarding meeting participation.
3. Teachers are required to follow all OAC Meeting Guidelines.
4. The teacher will submit an electronic version of the meeting minutes to the principal's office and the Assistant Director's office to be distributed to all members.
5. An electronic version of the meeting minutes must also be submitted to the Administrative Director to meet CH339 and Perkins Funding Requirements.

CAREER OBJECTIVES DECLARATION FORMS

Each technical teacher needs to work with Student Services to ensure that every student completes and returns a Career Objective Declaration form during the school year's first quarter. Technical teachers must have a copy of their student's Career Objective Declaration forms each year to ensure they are complete and apply to the CIP code of the technical area. The student's Guidance Counselor will monitor other requirements per Chapter 339

NOCTI

NOCTI exams are given as a culminating evaluation of the vocational program. Pre-NOCTI and NOCTI dates will be posted and shared by the administration promptly.

TASK TRACKING

Vocational teachers are expected to track the students' completion of tasks continuously throughout the year. Students should be aware of their progress in completing the tasks, and their performance on each task. It is advised to use the Guides 4 Learning software; however, it is not required. Students, parents, and administration should be able to quickly retrieve the student's progress in the task list, at any given time.

LIABILITY RELEASE FOR STUDENT-COMPLETED WORK

All technical programs performing work/services for any individual must complete and have on file a "Liability Release" form with required signatures before performing any work/services. The form is available on forms.com

OUTSIDE WORK PROJECTS-GUIDELINES

The Columbia - Montour AVTS emphasizes outside work projects as a method of instruction while providing hands-on experience and community service. On-the-job activities, including organization and student conduct, reflect on the school's image. Therefore, the following guidelines must always be considered:

1. The administrative director or designee **MUST** approve all outside work projects involving on-site work. An Outside Work Project Packet must be completed for each project and submitted to the principal 30 days before the trip.
2. An Outside Work Project packet and permission slips for each student must be completed and on file in the main office before the trip.
3. All students must be transported by approved school vehicles. A teacher/administrator must accompany students on the bus.
4. Cancellation of transportation must be submitted to the transportation office by one day before the initially scheduled date. Please note that it is also the teacher's responsibility to notify the principal's office.
5. The teacher is responsible for seeing that all school rules and regulations are in effect on the job site. Specific job site safety concerns must be addressed. The following rules will always be in effect:
 - a. Construction standards – i.e., hard hats must be worn.
 - b. Safety glasses must be worn at all times.
 - c. Leather work shoes must be worn on the job site.
 - d. Shirts must be worn at all times.
6. Students are to always remain at the worksite under the teacher's direct supervision.
7. The teacher will identify and control restroom/washroom facilities for student use.
8. Students not actively working on the project must be given an assignment to complete and will receive credit for completing the assignment.
9. Students will receive credit for specific competencies completed on the job site.
10. Security of tools, equipment, and supplies must always be maintained.
11. Failure to follow these guidelines or behavior that negatively reflects the school should be considered unacceptable and reported on a discipline referral form.
- 12. Forms can be found on the school website.**

COPYRIGHT CONSIDERATIONS

The following is to guide you on the fair use provision of the New Copyright Law, P.L. 94-553.

For Teacher Use:

A single copy may be made of any of the following by a teacher for his/her scholarly research or use in teaching or preparation to teach a class:

1. A chapter from a book;
2. An article from a periodical or newspaper;
3. A short story, short essay, or short poem, whether or not from a collective work;
4. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

For Student Use:

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by the teacher giving the system for classroom use or discussion, provided that:

1. The copying meets the tests of brevity and spontaneity as defined below, and,
2. Meets the cumulative effect test as defined below; and,
3. Each copy includes a notice of copyright.

Definitions:

1. **Poetry:** (a) A complete poem of less than 250 words and, if printed or not more than two pages or, (b) from a longer poem, an excerpt of 250 words or less.
2. **Prose:** (a) Either a complete article, story, or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.
(Each of the numerical limits stated in "1" and "2" above may be expanded to permit the completion of an unfinished line of a poem or an unfinished prose paragraph.)
3. **Illustration:** One chart, graph, diagram, drawing, cartoon, picture per book, or periodical issue.
4. **"Special" works:** Certain works in poetry, prose, or "poetic prose," which often combine language with illustrations and are intended sometimes for children and at other times for a more general audience, fall short of 2,500 words in their entirety. Prose notwithstanding, such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.
5. **Spontaneity:** The copying is at the instance and inspiration of the individual teacher, and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to request permission.
6. **Cumulative Effect:** Copying the material is for only one course in the school in which the copies are made.

351-AR-0. DRUG-FREE WORKPLACE NOTICE

Drug use in the workplace is a danger to all students and employees. Vocational technical schools and school property are designated by federal and state laws and Joint Operating Committee policy, and school administrative regulations as drug-free workplaces.

All school employees shall receive this notice in accordance with applicable law and Joint Operating Committee policy.

You are hereby notified that Joint Operating Committee policy prohibits all school employees from the unlawful manufacture, distribution, dispensing, possessing, and/or use of controlled substances in schools, facilities, and property.

The school shall take appropriate disciplinary action, up to and including termination of employment and referral for prosecution, of an employee who is in violation of this policy. An employee who is convicted of delivery of a controlled substance or of possession of a controlled substance with the intent to deliver or sell shall be terminated from employment.

You are further notified that you must comply with Joint Operating Committee policy as a condition of employment and notify your building principal, immediate supervisor, or Director of any arrest related to a criminal drug statute no later than seventy-two (72) hours after such arrest.

HOMEBOUND INSTRUCTION (JOC Policy 117)

Students can apply to be put on homebound instruction for an approved medical illness or disability. Once approved, the student will be provided with a homebound instructor. The homebound instructor is allotted 5 hours per week to work with the homebound student. Teachers should coordinate assignments and assessments

with the homebound teacher to ensure these tasks are completed. If a student needs to complete the work promptly, please notify the principal so that contact can be made with the family. Students on homebound instruction are still required and expected to complete school assignments and assessments; however, due dates may need to be adjusted to facilitate meetings with the homebound instructor.

USE OF MEDICATIONS (JOC Policy 210)

Before a student can use any medication (prescription or non-prescription) during school hours or functions, a written request from the parent is required in addition to a written order from a physician. The written order must include the name and purpose of the medication, dosage, the time, or circumstances under which the medication shall be administered, the time it is to be given, and possible side effects. Medications and supplies must be stored in the nurse's office.

Students are NOT permitted to carry ANY medication, including over-the-counter medications, vitamins, and/or herbal supplements, without specific written instruction from a physician on file in the nurse's office. The parent MUST send the physician's written order for use to be kept in the nurse's office if the student has a severe allergy that may require an Epi-Pen, inhaler, nebulizer, or diabetic equipment. (See JOC Policy 210 - Use of Medications on file in the nurses' office)

PHONES/CELL PHONES/ELECTRONICS (JOC Policy 237)

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

We realize by today's living standards, personal electronic devices are commonplace. It is the procedure of the School Board to prohibit the use of electronic devices by students, including, but not limited to, cellular telephones and/or any other personal electronic devices from bell to bell (8:10 AM - 3:11 PM). All personal electronic devices must be powered off and stored in a student's locker or backpack. Students may not keep cell phones in their pockets. Devices may only be removed after the final dismissal bell.

Key Points:

- Parents and students are reminded that this policy intends not to limit contact among families. Parents/guardians may contact students during the school day by calling the school's main office at 570-784-8040. Students needing to communicate with parents during the day may request permission and use the school phone located in the main office.
- Columbia-Montour AVTS assumes no responsibility whatsoever for the loss, destruction, or theft of any cellular phone or similar electronic device brought to school at any time or to any extra-curricular or after-school activity.
- Electronic devices include but are not limited to cell phones, electronic music devices, speakers, iPads, personal laptops or gaming devices, and smartwatches.

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

First Offense-Electronic device is removed from the student's possession and will remain in administrative custody for the remainder of the school day. The student may pick up the device after school hours. *Please*

note that the device will be turned off and stored securely during this time.

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

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

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

STUDENT DISCIPLINE

Disciplinary action by the teacher should not extend beyond that set up by school regulations as outlined in this section. If a student is referred to the administration, the teacher must notify the student of this decision.

Each teacher in their classroom should handle student behavior problems of a minor nature at their discretion. Teachers are encouraged to implement minor interventions to curb student behavior. Attempt interventions such as temporarily moving students' seats or removing them from the classroom. Teachers should not involve other students or make a display or show of disciplinary measures. If a student is referred to the office for a level 1 offense, the teacher should contact the student's parent to explain the situation.

Behavior problems of a severe nature should be referred to the assistant principal or principal.

All discipline referrals for students should be entered into Skyward. If a teacher cannot access a given student (i.e., hallway incident), please utilize a paper discipline form (please give directly to the Assistant Principal, Principal, or front office assistants) or email the Assistant Principal and Principal directly about the incident.

If a student must be removed from the classroom, e.g., fighting, cursing directed at the teacher, tobacco, etc., the teacher should contact the main office, or the school police officer to remove the student. If no one can come, have a neighboring teacher observe your classroom and personally escort the student to the office. Give the office staff a brief description of the incident and return to your classroom as quickly as possible.

In regards to completing a discipline referral:

- 1. Evaluative statements regarding the student and the choices he or she has made should not be included on referral forms. Stick to the facts regarding the incident.**
- 2. In an instance involving more than one student, a form for each student must be submitted. Students should only appear on a referral if the specific student is being written up.**

Teachers will not, under any circumstances, punish an entire class for offenses committed by a few class members.

Every effort shall be made to allow students to correct their behavior and succeed in their chosen careers before

being removed from class. Regulations of the infractions of rules will be printed in Appendix A of the school's Student Handbook.

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

The Principal and/or Assistant Principal will carry out the discipline assignment for significant breaches of the discipline code. Administrators at CMAVTS will be practicing progressive discipline. Progressive discipline implements discipline measures at an increased level when students repeatedly display behavioral issues of similar characteristics.

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

Discipline Infractions and Consequences can be found in the Appendix of this document. Instructors may handle discipline within the classroom using one or multiple of the following consequences:

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

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

CLASSROOM/SHOP PARTIES

Classroom and shop parties must abide by the following rules:

- Must be approved by the principal ahead of time.
- Must be limited to only the students in that classroom, at that period. Students not assigned to that period should be returned to their assigned classroom.
- Food should be kept to a minimum.
- Energy drinks are no longer allowed in school.
- Parties should conclude within the length of 1 period.
- The trash from the party should be taken directly to the dumpster.

HALL PASSES AND DOCUMENTATION OF STUDENT MOVEMENT

As school employees, we are responsible for the safety of our students, which includes knowing their whereabouts at all times. **ALL students traveling in the halls during class times MUST have a pass from faculty or staff or a designated bathroom pass. ALL students leaving classrooms MUST sign out and**

back in on a sign-out sheet.

All passes must have a time written on them as to when the student leaves the teacher's classroom.

Teachers are responsible for maintaining sign-out sheets for documentation of student movement.

Students should rarely, if ever, be given passes to go to their locker during class time. Students need to be responsible and go between periods.

It is the teacher's responsibility to be aware of student movement while assigned to their class. If a student asks to leave for a destination and has not returned in an appropriate amount of time, please check with the student's destination or call the front office for assistance in locating the student.

Teachers should inform their students that no student is to report to the Nurse's Office without a written pass. In addition, teachers should not excuse any students from school for medical reasons. If a student requests a medical excuse, that student should be sent to the nurse's office, and if the school nurse approves the dismissal, a written verification will be issued to the teacher.

PARAPROFESSIONALS

Paraprofessionals are employed to assist instructional staff. Paraprofessionals serve under the direction of the Director of Student Services, and his/her designee shall make their assignments. If a para does not report for a specifically assigned responsibility, immediately notify the Principal's office. Likewise, if you are assigned a para and do not need his/her services during a particular period, please immediately notify the Principal's office.

RAPTOR

All visitors to the school will be required to sign in/out using the Raptor system. The Raptor system is designed to run every visitor's ID through a background check to ensure we allow safe people into the building. The Raptor system also produces a visitor badge for each person, with their picture on it and the purpose of them being in the building. Everyone should have a visitor badge while moving throughout the building. ** Add more information on front office procedures.

VISITORS / CLASSROOM VISITATIONS

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

Requests generally come from three sources:

1. Parents or guardians
2. College education students, education officials, or teachers from other districts
3. Agencies or non-educational groups or individuals.

Requests from parents or guardians for classroom visits will be scheduled as follows:

1. Obtain and complete a visitation request.
2. Return this form to the principal of the building.
3. Receive confirmation from the principal that visitation has been scheduled.
4. Report to the front office before a classroom visit.
5. Return the visitation form to the front upon completion of the holiday.

Requests from college education students, education officials, or teachers from other districts will be arranged through the building principal as follows:

1. The principal will coordinate visitation requests.
2. Teachers who are to be observed will be notified of a scheduled visitation.
3. Upon arrival, visitors will report to the front office to receive instructions and return there to check out after their visitations.

Requests from agencies or non-educational groups or individuals will be set up according to the following procedure:

1. Student Services will screen all requests.
2. Upon arrival, visitors will report to the front office to receive visitor passes and sign in. They will report to the front office to sign out at the end of the visit.
3. Teachers involved will be notified of the scheduled visit(s).

All visitors must respect the rights of the individual student's confidentiality. The school office will maintain a sign-in and sign-out log for visitors.

Visitors cannot visit academic or vocational classrooms during school hours without an appointment. 20

SAFETY AND HEALTH GUIDELINES

Teachers should inform the students at the beginning of the school year of the importance of school insurance. In addition, students should be advised that the school will not pay for any cost of treatment due to an accident but is the responsibility of the parent/guardian.

Technical classes should review all Lab safety rules with students at the start of the school year. Safety rules should be visible and posted in the Lab area. **Teachers and students should follow all guidelines and procedures related to safety and personal protective equipment (PPE)** (e.g., safety glasses and hearing protection). **If a student is not dressed in the proper shop uniform/safety attire, they should be deducted points from participation and given alternate assignments to complete in the theory room. Do not send students to the office for improper attire.**

REQUISITIONS

Forms.com may be utilized on our school servers to request delivery of general office supplies and report maintenance issues.

Please do not request immediate delivery - PLAN AHEAD!

1. Purchase requests should be part of your department budget.
2. Requests must be approved by the principal, business manager, and administrative director.
3. To make a purchase, the teacher must request classroom or vocational supplies by submitting a purchase order request form, which can be found in the business office or on Forms.com.
4. The requisition **MUST BE COMPLETE** and include:
 - Equipment description (as much information as possible)
 - Correct quantities
 - Catalog numbers
 - Correct price
 - Name and address of the supplier

IF THIS INFORMATION IS NOT ON THE FORM, THE REQUISITION WILL NOT BE PROCESSED.

SUPPLIES-BUDGET

Teachers will submit a yearly budget for supplies needed for the upcoming school year. This budget process will ensure the department team leader, principal, and director approve the necessary materials. Follow CMAVTS guidelines for the purchasing process.

TEXTBOOKS

The JOC adopts textbooks on the recommendation of the subject teacher, the department, the curriculum committee, and the administration.

Each teacher will keep an accurate record of the books assigned to each student. A replacement book will only be issued with adequate records showing this. Students who lose textbooks or deface or damage them will be assessed the book's value or the prorated cost of the damage.

FIELD TRIPS

A field trip shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or employee of the school or any planned travel activity that supplements or enriches the classroom curriculum (See JOC Policy 121).

When planning field trips, consider the following:

1. Field trips require Joint Operating Committee approval for out-of-state or overnight field trips before the field trip.
2. Students on field trips remain under the supervision and responsibility of the Joint Operating Committee and are subject to its rules and regulations.
3. Field trips **MUST** be budgeted for every year and submitted through Comply one calendar month prior to the trip. There will be no exceptions.
4. **Teachers and club advisors should avoid scheduling field trips during NOCTI and Keystone Exam testing periods. Any requests for trips during this time should be approved by the Principal prior to scheduling the trip. Please reference the shared Google Calendar when organizing field trips to avoid major conflicts.**
5. **Teachers must submit an absence request form for the day of the trip as soon as their trip is approved so coverage can be provided. Teachers must also follow the substitute procedure to provide work for students not attending the field trip.**
6. Teachers must furnish the office with an accurate list of students and teachers attending the field trip, the exact time and place of departure, and an approximate return time two weeks prior to the trip.

7. Teachers must obtain parent/guardian permission before any student may participate. In addition, students must have a signed permission slip before departure. All permission slips and emergency forms should be submitted through Comply to the school nurse two weeks prior to the trip.
8. **If any emergencies occur during a field trip, the supervisor should notify a member of the administration as soon as possible.**

CHAPERONES

Teachers, staff, parents, etc., who serve as chaperones for school-sponsored activities must adhere to school policies at all times:

1. Chaperones must have proper clearances as required by state laws.
2. Chaperones must report promptly to their assignment.
3. Chaperones may only bring their child if they are part of the student group participating in the event.
4. All chaperones are responsible for the general conduct of all students.
5. School rules during the school day apply to events after school hours or non-school days and apply to students and chaperones.
6. A chaperone will only provide students with items that are legal in Pennsylvania.
7. All chaperones will be given a list of duties that must be completed as assigned.
8. Chaperones should not engage in inappropriate conduct with students at these events.
9. Chaperones must be dressed appropriately and appropriately conduct themselves.
10. Chaperones are only permitted to transport students if prior approval has been obtained from the administration.

SCHOOL VEHICLES

The Transportation Secretary oversees the use of school vehicles. Staff members who wish to use school vehicles must fill out the Field Trip Travel Request Form. This form should be submitted two weeks in advance when possible.

Keys for vehicles will be kept in the transportation office and will only be released to the person responsible for the vehicle and not to a student. Therefore, arrangements must be made ahead of time if a van is to be used when the office is closed.

The vehicle must be returned in the same condition it is received. The vehicle must also be returned full of gas.

All paper and litter must be removed, and the vehicle must be placed appropriately. Any major vehicle performance problems should be reported to the transportation secretary.

FUNDRAISING

The teacher must complete and submit a School Activity request (and Facilities Use if needed) form(s). The Principal's Secretary maintains a calendar of fundraising activities. Every effort should be made to avoid overlapping fundraisers and sell the same items that other clubs/groups typically sell.

Funds from fundraisers are to be submitted to the business office within **two business days** of the close of the fundraiser. In the case of an ongoing fundraiser, a deposit should be made at least weekly. Money should NOT be left in classrooms. Deposit slips are available in the business office.

STUDENT ACTIVITY FUNDS

The Advisor is responsible for:

1. Keeping an accurate record of all money received and disbursed
2. Promptly depositing all money with the Business Office using deposit slips. Deposit slips must be handed in person to an employee in the Business Office. **NO FUNDS SHALL BE HELD IN ROOMS OR TAKEN HOME OVERNIGHT**
3. Determining that obligations are only incurred if sufficient funds are available for payment.
4. Issuing completed pay orders to the Business Office for the purchases of materials and supplies with the original invoice attached.
5. All pay orders and deposit slips must contain the signature of the Activity Advisor and a student officer of the organization.
6. All persons taking funds on behalf of the school must issue receipts. Receipt books are available in the Business Office.
7. Meetings of officers and members should be held at least twice per year to approve the expenditure of activity funds. Minutes must be kept and submitted to the Business Office at the end of the school year.

ASSEMBLY PROGRAMS

Assemblies are a regularly scheduled part of the school curriculum designed to be educational and entertaining experiences. Teachers should escort students to the assembly, help students find seats quickly, and assist with keeping appropriate student behavior. Students should only take book bags or coats to assembly programs if instructed.

I.T. HELP DESK REQUESTS

I.T. Help desk requests can be made by emailing support@cmvt.us

DOORDASH & FOOD DELIVERIES

Food delivery services such as Grubhub, DoorDash etc. must be pre-paid and delivered to the primary office. Please make your best effort to be present for the delivery as office staff may be busy. Please notify the main office of any deliveries so they can be prepared. Students are not permitted to use these services at the school.

CAFETERIA SERVICES

The cafeteria is operated as a service to all high school students and staff. Lunch is served during three 30-minute lunch periods. Breakfast is also available before school.

Pricing for Cafeteria

Adult Breakfast \$ 3.25 Adult Lunch \$ 5.00 Ala Carte Varies.

FACULTY ROOM

A faculty lounge is provided for the teachers and staff to use. The faculty room has a refrigerator for teachers and staff to store items. Please keep this clean and dispose of your garbage. There is a coffee maker for those who drink coffee, please help with the cost of this by donating for the purchase of coffee. Teacher mailboxes are in the faculty lounge as well. We need to do our part to keep this room clean and neat for everyone.

SCHOOL FACILITIES USED BY CO-CURRICULAR AND EXTRA-CURRICULAR GROUPS

All student dances and activities (other than athletic contests) must be scheduled through the building principal and the club's faculty advisor. **This process begins with completing a Building/Facilities Use form on forms.com or cmvt.us.**

Activities must be sponsored by **AT LEAST** two Faculty members, a custodian, and, if required by the school, hired security personnel. The sponsoring club will absorb the cost of paying the custodian and security. Any damage to school property during the sponsored event will be paid for by the person causing the damage or the club sponsoring the event.

All driving, parking, and behavior regulations in effect during the school day will be enforced during the sponsored activity.

Any student reported for improper behavior during an extra-curricular event may be prohibited from attending future activities, as mentioned above.

The sponsoring club is responsible for clean-up after the activity.

PARKING

Staff members will be given a parking permit to be displayed on their rearview mirror. No vehicles shall be parked in restricted areas, including but not limited to disabled parking, school compound, entryways, fire

lanes, and crossways. Faculty and staff must park in designated spaces. The Joint Operating Committee assumes no liability for theft or vandalism to vehicles parked on school property. Since Columbia - Montour AVTS is responsible for a safe school environment, the school administration reserves the right to search any vehicle parked or abandoned on school premises.

MAIL/MAILBOXES

Mailboxes are located in the Faculty Lounge. It is recommended that teachers check their email and mailboxes for messages every morning, afternoon, and during prep periods.

NOTICE OF NONDISCRIMINATION

CMAVTS does not discriminate based on race, color, national origin, sex, disability or age in its programs or activities. Section 504 of the Rehabilitation Act of 1973 and Title IX of the Educational Amendments requires that agencies receiving federal funds do not discriminate against students in educational programs and activities or admission and recruitment thereof, regarding race, color, national origin, sex, disability, or age.

This policy also extends to employment practices. Those students or parents who have complaints alleging violation of the above may submit such complaints in accordance with the following grievance procedure:

- A. Within fifteen (15) calendar days after the alleged violation, the grievant student, parent, or guardian shall initiate an informal discussion with the Title IX/ Section 504 Coordinator. If the informal discussion does not resolve the issue, the grievant shall submit a written complaint to the 504/Title IX Coordinator. The 504 Title IX Coordinator shall respond within fifteen (15) calendar days.
- B. If the grievance is not resolved under Step A, the grievant shall submit a written complaint within fifteen (15) calendar days to the Chief School Administrator the Administrative Director or Chief School Administrator will respond within fifteen (15) calendar days.
- C. If the grievance is not resolved under step B., the grievant shall, within fifteen (15) calendar days, refer the complaint in writing to the Vocational-Technical School Joint Operating Committee. The Joint Operating Committee will respond no later than its next regularly scheduled meeting.
 1. All appeals beginning with Step B. shall be in writing and all decisions for steps of the grievance procedure must be in writing.
 2. A grievant student, parent or guardian has the right to be accompanied by a third party during all steps of the above grievance procedure. The above grievance procedure, along with the name, address, and telephone number of the Section 504 Compliance Officer shall be available to all current and future students and their parents or guardians.

WEAPONS

No student is permitted a weapon in school at any time. If a faculty member hears information regarding a student possessing a weapon, the information should immediately be given to an administrator.

Weapons and replicas of weapons are forbidden on school property. Act 26 of 1995 requires the expulsion of a

student for at least one year for possession of a weapon on school property.

Any weapon possessed on school property is subject to immediate seizure and forfeiture. Incidents of students possessing weapons will be reported to the student's parents and the police.

Appropriate disciplinary and legal action will be taken against students who possess weapons and students who assist in possession in any way.

Weapons under the control of law enforcement personnel are permitted. **(JOC POLICY 218.1)**

SCHOOL CLOSINGS

In case of snow or other weather conditions which may cause the closing of school, the following procedure will be used:

1. Assume that the school is open unless you hear specifically that the Columbia - Montour Area Vocational Technical School is closed.
2. Every effort will be made to make the announcement before 6:00 a.m. on the following TV Stations: WNEP, WYOU, and WBRE. Radio Station: WHLM
3. Additional communication channels to retrieve pertinent weather delay/closure information: CMAVTS WEBSITE: www.cmv.t.us Information is posted on the school's home page.
4. One Call – Parents and staff will receive an automated One Call text announcing school closings and/or updates as necessary.
5. SOCIAL MEDIA- Parents, guardians, students, and teachers are encouraged to follow the school's official social media (see below). In addition, weather updates will be shared via Facebook, Twitter, and Instagram after the announcement has been sent via One Call and published on the school's website.

If an emergency closing develops while school is in session, an announcement will be made as early as possible to allow the teacher to conclude their classroom activities. In the event of an early closing, teachers will be dismissed fifteen minutes after the departure of the last bus.

COMMUNITY RELATIONS

The Columbia - Montour Area Vocational Technical School staff is proud of its students and programs! Every year, there are numerous opportunities to promote our students through a variety of different mediums, which include: print media, broadcast media, district printed media, recognition displays, social media, and the school website. The school must possess a signed release before posting anything related to a student's identity.

Threat Assessment

Purpose

The Joint Operating Committee recognizes the danger that terroristic threats by students present to the safety and welfare of students, staff and community. The Joint Operating Committee acknowledges the need for an

immediate and effective response to a situation involving a terroristic threat.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Authority

The Joint Operating Committee prohibits any student from communicating terroristic threats directed at any student, employee, Joint Operating Committee member, community member or property owned, leased or being used by the school.

In the case of a student with a disability, including a student for whom an evaluation is pending, the school shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.

Delegation of Responsibility

The Administrative Director or designee, in coordination with the threat assessment team, shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, Joint Operating Committee policy and administrative regulations, the procedures set forth in the memorandum of understanding with law enforcement agencies having jurisdiction over school property and the school's emergency preparedness plan.

Guidelines

In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, staff shall report the student to the threat assessment team, in accordance with applicable law and Joint Operating Committee policy.

Staff members and students shall be made aware of their responsibility to inform the threat assessment team regarding any information or knowledge relevant to a possible or actual terroristic threat.

The threat assessment team shall immediately inform the Administrative Director or designee, School Safety and Security Coordinator and building administrator of a terroristic threat, in accordance with Joint Operating Committee policy and administrative regulations.

The Administrative Director or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from the school or a school-sponsored activity to the law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Joint Operating Committee policies.

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in an

incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Administrative Director shall annually, by July 31, report all incidents of terroristic threats to the PA Department of Education on the required form.

If a student is expelled for making terroristic threats, the Joint Operating Committee may require, prior to readmission, that the student provide competent and credible evidence from a behavioral service provider that the student does not pose a risk of harm to others.



ACKNOWLEDGMENT OF RECEIPT OF FACULTY HANDBOOK

I have received the current CMAVTS employee handbook and have read and understood the material covered. I have had the opportunity to ask questions about the policies in this handbook. I understand that any future questions that I may have about the Faculty Handbook or its contents will be answered by the Administration or his or her designated representative upon request. I agree to comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that the JOC reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

Employee Signature Date

Employee Name: Print

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



**PARAPROFESSIONAL/TUTOR
2026-2027**

5050 Sweppenheiser Drive
Bloomsburg, PA 17815
Phone: (570) 784- 8040
Fax: (570) 784-3565
www.cmvt.us



Columbia–Montour AVTS has prepared this handbook to provide an overview of the school’s policies, benefits, and rules. It is intended to familiarize you with important information about the school. This handbook is your first source of information when you have questions.

The Joint Operating Committee and Administration would like to take this opportunity to welcome you to the Columbia-Montour AVTS. If you are a returning faculty, we are glad you are back for the start of a new school year.

You are important to us, and we want you to feel welcome. If you have any questions about your role, contract, benefits packages, etc., please contact the appropriate personnel for assistance. Also, if you believe something in the Faculty Handbook needs to be consistent with CMAVTS Policy, you should ask the principal or a member of the administration team to assist you in resolving the inconsistency.

These guidelines foster a spirit of collaboration and respect within the school community. Setting clear expectations for staff and students contributes to a safe, secure, and supportive environment that promotes a collaborative learning community and cultivates student success.

We hope that the Faculty Handbook will serve as a basis for open communication and cooperation as we work together to provide our students with the best education possible and foster a safe and healthy work environment for all.

Equal Employment Opportunity

It is the policy of Columbia-Montour AVTS to provide equal employment opportunities to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status, or veteran status. Our intent and desire are that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination, and all other terms and conditions of employment. The Joint Operating Committee of CMAVTS and all administrative personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of the Administration of CMAVTS. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

Mission Statement

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

Shared Beliefs

We believe in a quality education system; school and community are partners in collaborative decision-making.

We believe education must be relevant, of high quality, and a lifelong pursuit.

We believe all people have worth and need to be respected.

We believe everyone can learn and achieve and has an equal right to quality education.

We believe the education process must include constant evaluation, and all individuals must take responsibility and be accountable for their actions.

We believe schools must provide a safe atmosphere conducive to learning, and enable students to acquire the skills, knowledge, and productive behaviors necessary to live in society.

Shared Values

Professionalism: Rams are on time, prepared and engaged.

Empathy: Rams are kind, understanding, and supportive.

Innovation: Rams are bold and creative problem-solvers.

Optimism: Rams are positive, constructive, and helpful.

Integrity: Rams are honest, trustworthy, and responsible.

Perseverance: Rams are steadfast in the pursuit of success.

POSITIVE STUDENT CLIMATE

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

“An Educational Community Dedicated to Student Success”

JOINT OPERATING COMMITTEE

The Joint Operating Committee (JOC) of CMAVTS is composed of school board members from each of the six (6) sending school districts.

- Regular Joint Operating Committee (JOC) meetings are held on the third Tuesday of each month/ Dates can be found on the CMAVTS website.
- The Administrative Director shall prepare and disseminate the agenda and related data before the scheduled meeting. Items to be placed on the agenda must be submitted to the Administrative Director no later than ten (10) working days before the scheduled meetings.
- The JOC official meeting minutes will be posted on the CMAVTS website once approved the following month.
- Updated information for JOC members can be found at www.cmvts.us

PLEASE CAREFULLY REVIEW THE EMERGENCY HANDBOOK THAT WAS DISTRIBUTED AT THE BEGINNING OF THE YEAR. ALL EMERGENCY PROCEDURES ARE OUTLINED THERE.

CALL-OFF PROCEDURES

All call-offs before 7:00 AM the day of leave should be entered into Frontline. If an extreme emergency occurs that warrants a late call-off, please call or text your immediate supervisor as well as Substitute Coordinator Jennifer Cerreta (570) 764-0818, or if unavailable, contact building administration.

Requests to leave before the contracted 3:15 PM end-of-day time must be made directly to the Principal or Director of Student Services if the Principal is not available. Half-day call-offs should follow the normal guidelines noted above.

PERSONAL PROPERTY

Columbia-Montour AVTS assumes no responsibility or liability for the theft or vandalism of personal property on school property. Due to insurance and liability purposes, personal items (such as vehicles, equipment, tools, etc.) should not be stored in a classroom or school over weekends, vacations, or the summer. Lockers are provided for storing personal items in the faculty lounge.

PERSONNEL FILES

Employee personnel files are CMAVTS property and do not belong to the employee. CMAVTS will provide employees with access to review the contents of his/her files and copies of performance evaluations and other performance-related documents contained within the files upon request.

CLASSROOM AND PROFESSIONAL RESPONSIBILITIES

Please attend all duties as assigned unless you are calling out sick or for personal time. If applicable, prepare for the weather accordingly.

PARKING DUTY: During parking duty, please be alert and watch for inappropriate driving or behaviors while students are in the parking lot. Report any misconduct to the administration or the school police officer. Students may enter the building at 7:45 AM on a normal school day.

CAFETERIA- AM DUTY: Please sit or stand where you can view students. Be sure to follow student pass procedures. Circulate and remind students to clean up after themselves.

CAFETERIA- LUNCH DUTY: Please arrive at your duty 3 minutes before lunch begins and stand in locations that let you view as many students as possible. Be sure to utilize the hanging bathroom and paper passes (subject to change) for appropriate departures. Students should not be permitted to leave with a pass from the destination they are seeking to go to or verbal confirmation from the teacher allowing them to come during the lunch hour. Only allow students to dismiss at the bell. Circulate and remind students to clean up after themselves. All students should be seated until the bell rings. Students are not permitted to crowd the doorways before the lunch bell. The expectation is for them to remain in their seats until the bell.

GYMNASIUM DUTY: Please stand in locations that let you view as many students as possible. Report any misbehaviors to the administration. All students should be in the gymnasium and not loitering in the hallway.

HALL DUTY: Please circulate the hallway and check bathrooms appropriately.

Students should not leave the classrooms without a supervisor's permission. Issue a pass and make the student sign out and sign back in.

Paraprofessionals and teachers are responsible for supervising students at all times. Paras/Tutors should stay in their assigned classes. In an emergency, please contact the Building Principal or Administration to arrange for coverage of your post.

The enrichment Period is for additional instruction and remediation activities. Educators should work with students who require remediation or supplemental instruction or need to make up work, tests, assignments, etc. The teacher providing the enrichment activity should give students a pass if it requires them to move from assigned classrooms to different classrooms.

All students will be dismissed from their last-period classes at 3:11 p.m. (unless otherwise announced), not earlier. The only exceptions are scheduled early dismissals, dismissals for individual students with permission, school activities, weather, emergency-related dismissals, or school holidays.

All educators should establish and maintain professional relationships with students (JOC Policy 824).

Permission to leave the building during working hours may only be granted by the administration, *except for your duty-free lunch*. When leaving the building, you must sign out in the Main Office, indicating the departure time, destination, and reason for absence. You must sign in upon returning to the building.

Immediately report the loss of any keys and/or fobs to the Main Office. At no time should students be given keys/fobs. All keys and/or fobs must be turned in upon retirement or sabbatical leave.

Collaborate with other teachers, counselors, administrators, students, and/or parents as needed to implement the school's educational objectives and meet students' needs.

Attend and participate in department and faculty meetings as requested.

Do not use any tape or adhesive on any surface in the building without the building and grounds supervisor's approval. This includes desks, walls, whiteboards, doors, and floors.

No alterations to the physical structure or condition of the classroom/theory/technical area should be made (purposely or as the result of hanging or adhering something to the wall-i.e., nails in walls, installing bookcases, damaging adhesive, etc.).

Report to work as outlined in the contract and adhere to all other job-related responsibilities and guidelines as required by the Collective Bargaining Agreement and JOC Policy.

Review the handbook and its contents. Paper copies can be provided upon request.

MAINTAINING YOUR PERSONNEL RECORDS

You are responsible for providing current information regarding your address, telephone number, insurance beneficiaries, change in dependents, marital status, etc. Please see the Business Office or the Administrative Director's office for the appropriate forms to note any changes in your address, phone number, emergency contact information, marital status, number of dependents, etc.

COLLECTIVE BARGAINING AGREEMENT (CBA)

Columbia Montour Area Vocational Technical School and Columbia-Montour Area Vocational Technical School Education Support Professionals have entered into a Collective Bargaining Agreement effective July 1, 2022, until June 30, 2027. If any employee has what they feel is a contract violation, they are encouraged to reach out to administration or association leadership as soon as possible. All contract grievances will be handled according to the CBA.

ACCEPTABLE USE POLICY (JOC POLICY 815)

Please take time to review JOC Policy 815 carefully. Acknowledgment of this handbook acknowledges your recognition and receipt of the Acceptable Use Policy approved by the CMAVTS Joint Operating Committee. **All JOC Policies can be found on our Policy Portal (<https://policymain.org/columbia-montour-area-vocational-technical-school>).** Please review and become familiar with all relevant student and employee policies under the 200 and 300 sections.

PAYROLL

Columbia-Montour AVTS issues paychecks on Wednesdays on a bi-weekly basis. Pay periods start on Monday morning and end on Friday afternoon. Advisor/Dept. Team Leader and health insurance opt-out payments will be distributed in December and May of each school year. Columbia – Montour AVTS offers direct deposit. You may choose direct deposit through the Business Office. Please refer to the Collective Bargaining Agreement or Visit the Business Manager for further compensation and fringe benefits information. The Business Office should be notified of any change which may affect your status as far as payroll is concerned. Changes in exemptions for tax purposes will only be made upon receiving a completed W-4 form. The W-4 Form is available on Frontline or in the Business Office.

EMPLOYEE INJURIES/CLAIMS

Any employee injured while working within the scope and course of their employment shall report the accident if s/he wishes to be eligible for Worker's compensation (JOC policy No. 346). This report should be in the office of the Director or designee within twelve (12) hours after the accident. If the injured employee cannot report the accident, s/he should seek the assistance of another employee to make the required report. (Legal 77 P.S. 1 et seq)

STUDENT ASSISTANCE PROGRAM

A student assistance team is available for all students. This program helps identify high-risk students having problems in school and refers them so they receive appropriate help. Parents, students, faculty, or concerned individuals may make referrals. Details of the referrals are confidential.

USE OF MEDICATIONS (JOC POLICY 210)

Before a student can use any medication (prescription or non-prescription) during school hours or functions, a written request from the parent is required in addition to a written order from a physician. The written order must include the name and purpose of the medication, dosage, the time or circumstances under which the medication shall be administered, the time it is to be given, and possible side effects. Medications and supplies must be stored in the nurse's office.

Students are NOT permitted to carry ANY medication, including over-the-counter medications, vitamins, and/or herbal supplements, without specific written instruction from a physician on file in the nurse's office. The parent MUST send the physician's written order for use to be kept in the nurse's office if the student has a severe allergy that may require an Epi-Pen, inhaler, nebulizer, or diabetic equipment. (See JOC Policy 210 - Use of Medications on file in the nurses' office).

DRESS CODE (JOC POLICY 325)

A professional dress standard requires that staff members be readily distinguishable from students. Positive role modeling is part of the employee's professional responsibilities. These guidelines are designed to have employees project a professional image while taking advantage of more casual and relaxing clothing such as

“Business Casual”—Charlotte Danielson’s FRAMEWORK FOR TEACHING - 4f Showing Professionalism. A teacher’s appearance plays a role in conveying professionalism.

Men - Pants: Dress pants and khakis, chinos, dress jeans (not faded light blue), or Dockers’ type pants are acceptable. Short pants are allowed during days when students are not present in the building and/or at other times as requested by staff and approved by the administration due to excessive heat in the building. Gym shorts, mesh shorts, or biker shorts are not acceptable. *Shirts:* Polos, golf, buttoned and/or collared shirts, sweaters, pullovers. T-shirts, sweatshirts, and hooded sweatshirts, even with the Vo-Tech logo or muscle shirts, are inappropriate.

Women - Skirts/dresses: Must be of modest length. *Slacks:* Dress slacks or dress jeans and capris are acceptable. Leggings can be part of a new picture of what a professional looks like while remaining in line with office expectations and modesty. *Blouses or tops:* The following would be considered inappropriate - low cut tops that expose cleavage, shirts or tops with cut-backs, tank tops, spaghetti straps, midriff tops, tube tops, and transparent or revealing clothing that exposes personal body parts. T-shirts, sweatshirts, and hooded sweatshirts, even with Vo-Tech logos, are inappropriate.

Short pants are allowed during days when students are not present in the building and/or at other times as requested by staff and approved by the administration due to excessive heat in the building. Gym shorts, mesh shorts, or biker shorts are not acceptable.

Casual Dress Days, Field Days, Spirit Days, Theme Days, In-Service Days with Directive of Administration

The apparel is expected to be casual but neat. Jeans may be worn, provided they are not ripped or torn or have holes in them. T-shirts and sweatshirts are acceptable, provided they are not ripped, torn, soiled, or have inappropriate images or slogans.

MANDATED REPORTING

If you suspect a child is a victim of abuse:

1. Notify student services immediately. If there is immediate concern for the child’s safety, or you feel intervention needs to be done urgently, contact emergency services or the School Police Officer (ext. 3349).
2. If there are physical injuries/markings on the child, report this to the principal or student services.
3. Contact the principal immediately via email or phone (ext. 3332) to report the child abuse and include all necessary information.
4. The staff member to which the information was provided is required to file the ChildLine report.
5. Use the ChildLine website to make a new referral and answer the required questions. Search “CHILDLINE PA” and go to the Child Welfare Portal to complete the report.

Website: <http://www.dhs.pa.gov/provider/childwelfareservices/childlineandabuseregistry/index.htm>

- If needed, seek assistance from a counselor on how to file a report.
- Print a copy of the report for your records (a verification email that the report was submitted will be sent to you)
- If you need help utilizing the internet portal, call 1-800-932-0313. Get the name of the worker you spoke with. In this case, you will also want to contact the county agency of that child’s residence to see if more information is needed. (CY-47 form)

- Document your calls.
- Staff must participate in mandated reporter training as required.

HALL PASSES AND DOCUMENTATION OF STUDENT MOVEMENT

As school employees, we are responsible for the safety of our students, which includes knowing their whereabouts at all times. **ALL students traveling in the halls during class times MUST have a pass Smart Pass from faculty or staff or a designated bathroom pass. ALL students leaving classrooms MUST sign out and back in on a sign-out sheet.**

All passes must have a time written on them as to when the student leaves the teacher's classroom. Teachers are responsible for maintaining sign-out sheets for documentation of student movement.

Students should rarely, if ever, be given passes to go to their locker during class time. Students need to be responsible and go between periods.

I.T. HELP DESK REQUESTS

I.T. Help desk requests can be made by emailing support@cmvt.us

PHONES/CELL PHONES/ELECTRONICS (JOC Policy 237)

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

We realize by today's living standards, personal electronic devices are commonplace. It is the procedure of the School Board to prohibit the use of electronic devices by students, including, but not limited to, cellular telephones and/or any other personal electronic devices from bell to bell (8:10 AM - 3:11 PM). All personal electronic devices must be powered off and stored in a student's locker or backpack. Students may not keep cell phones in their pockets. Devices may only be removed after the final dismissal bell.

Key Points:

- Parents and students are reminded that this policy does not intend to limit contact among families. Parents/guardians may contact students during the school day by calling the school's main office at 570-784-8040. Students needing to communicate with parents during the day may request permission and use the school phone located in the main office.
- Columbia-Montour AVTS assumes no responsibility whatsoever for the loss, destruction, or theft of any cellular phone or similar electronic device brought to school at any time or to any extra-curricular or after-school activity.
- Electronic devices include but are not limited to cell phones, electronic music devices, speakers, iPads, personal laptops or gaming devices, and smartwatches.

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

First Offense—The electronic device is removed from the student's possession and will remain in administrative custody for the remainder of the school day. The student may pick up the device after school

hours. *Please note that the device will be turned off and stored securely during this time.*

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

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

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

STUDENT DISCIPLINE

Disciplinary action by the teacher should not extend beyond that set up by school regulations as outlined in this section. If a student is referred to the administration, the teacher must notify the student of this decision.

Behavior problems of a severe nature should be referred to the Assistant Principal or Principal.

To report a discipline incident, please utilize the discipline form on forms.com or obtain a copy from the office. This can be emailed in narrative format or delivered to the office in paper form to the Assistant Principal or Principal.

If a student must be removed from the classroom for fighting, cursing directed at the teacher, smoking, etc., the teacher should contact the main office or the school police officer to remove the student. If no one can come, have a neighboring teacher observe your classroom and personally escort the student to the office. Give the office staff a brief description of the incident and return to your classroom as quickly as possible.

In regards to completing a discipline referral:

- 1. Evaluative statements regarding the student and the choices he or she has made should not be included on referral forms. Stick to the facts regarding the incident.**
- 2. In an instance involving more than one student, a form for each student must be submitted. Students should only appear on a referral if the specific student is being written up.**

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

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

The Assistant Principal and/or Principal will carry out the discipline assignment for significant breaches of the discipline code. Administrators at CMAVTS will be practicing progressive discipline. Progressive discipline implements discipline measures at an increased level when students repeatedly display behavioral issues of similar characteristics.

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

significant breaches of discipline for any violation of the law.

Discipline Infractions and Consequences can be found in the Appendix of this document.

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

DOOR DASH AND FOOD DELIVERIES

Food delivery services such as Grubhub, DoorDash, etc. must be pre-paid and delivered to the primary office. Please try to be present for the delivery as office staff may be busy. Please notify the main office of any deliveries so they can be prepared. Students are not permitted to use these services at the school.

CAFETERIA SERVICES

The cafeteria is operated as a service to all high school students and staff. Lunch is served during three 30-minute lunch periods, and breakfast is also available before school.

Pricing for Cafeteria

Adult Breakfast	\$ 3.25	Adult Lunch	\$ 5.00	Ala Carte	Varies
-----------------	---------	-------------	---------	-----------	--------

FACULTY ROOM

A faculty lounge is provided for the teachers and staff to use. The faculty room has a refrigerator for teachers and staff to store items. Please keep this clean and dispose of your garbage. There is a coffee maker for those who drink coffee; please help with the cost of this by donating for the purchase of coffee. Teacher mailboxes are in the faculty lounge as well. We need to do our part to keep this room clean and neat for everyone.

PARKING

Staff members will be given a parking permit to display on their rearview mirror. Vehicles shall not be parked in restricted areas, including, but not limited to, disabled parking, entryways, fire lanes, and crossways.

Faculty and staff must park in designated spaces. The Joint Operating Committee assumes no liability for theft or vandalism to vehicles parked on school property. Since Columbia-Montour AVTS is responsible for a safe school environment, the school administration reserves the right to search any vehicle parked or abandoned on school premises.

MAIL/MAILBOXES

Mailboxes are located in the Faculty Lounge. Teachers should check their emails and mailboxes for messages every morning, afternoon, and during prep periods.

NOTICE OF NONDISCRIMINATION

CMAVTS does not discriminate based on race, color, national origin, sex, disability, or age in its programs or

activities. Section 504 of the Rehabilitation Act of 1973 and Title IX of the Educational Amendments require that agencies receiving federal funds do not discriminate against students in educational programs and activities or admission and recruitment thereof, regarding race, color, national origin, sex, disability, or age.

This policy also extends to employment practices. Those students or parents who have complaints alleging violation of the above may submit such complaints in accordance with the following grievance procedure:

- A. Within fifteen (15) calendar days after the alleged violation, the grievant student, parent, or guardian shall initiate an informal discussion with the Title IX/ Section 504 Coordinator. If the informal discussion does not resolve the issue, the grievant shall submit a written complaint to the 504/Title IX Coordinator. The 504 Title IX Coordinator shall respond within fifteen (15) calendar days.
- B. If the grievance is not resolved under Step A, the grievant shall submit a written complaint within fifteen (15) calendar days to the Chief School Administrator the Administrative Director or Chief School Administrator will respond within fifteen (15) calendar days.
- C. If the grievance is not resolved under step B., the grievant shall, within fifteen (15) calendar days, refer the complaint in writing to the Vocational-Technical School Joint Operating Committee. The Joint Operating Committee will respond no later than its next regularly scheduled meeting.
 1. All appeals beginning with Step B. shall be in writing and all decisions for steps of the grievance procedure must be in writing.
 2. A grievant student, parent or guardian has the right to be accompanied by a third party during all steps of the above grievance procedure. The above grievance procedure, along with the name, address, and telephone number of the Section 504 Compliance Officer, shall be available to all current and future students and their parents or guardians.

WEAPONS

No student is permitted to carry a weapon in school at any time. If a faculty member hears information about a student possessing a weapon, the information should be immediately given to an administrator.

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

Any weapon possessed on school property is subject to immediate seizure and forfeiture. Incidents of students possessing weapons will be reported to the student's parents and the police.

Appropriate disciplinary and legal action will be taken against students who possess weapons and students who assist in possession in any way.

Weapons under the control of law enforcement personnel are permitted. **(JOC POLICY 218.1)**

SCHOOL CLOSINGS

In case of snow or other weather conditions which may cause the closing of school, the following procedure

will be used:

1. Assume that the school is open unless you hear specifically that the Columbia - Montour Area Vocational Technical School is closed.
2. Every effort will be made to make the announcement before 6:00 a.m. on the following TV Stations: WNEP, WYOU, and WBRE. Radio Station: WHLM
3. Additional communication channels to retrieve pertinent weather delay/closure information: CMAVTS WEBSITE: www.cmv.t.us Information is posted on the school's home page.
4. Parent Square – Parents and staff will receive an automated phone call or text from the school's Parent Square notification System announcing school closings and/or updates as necessary.
5. SOCIAL MEDIA- Parents, guardians, students, and teachers are encouraged to follow the school's official social media (see below). In addition, weather updates will be shared via Facebook, Twitter, and Instagram after the announcement has been sent via Parent Square and published on the school's website.

If an emergency closing develops while school is in session, an announcement will be made as early as possible to allow the teacher to conclude their classroom activities. In the event of an early closing, teachers will be dismissed fifteen minutes after the departure of the last bus.

COMMUNITY RELATIONS

The Columbia-Montour Area Vocational Technical School staff is proud of its students and programs. Every year, there are numerous opportunities to promote our students through a variety of different mediums, which include print media, broadcast media, district printed media, recognition displays, social media, and the school website. The school must possess a signed release before posting anything related to a student's identity.



ACKNOWLEDGMENT OF RECEIPT OF PARA/TUTOR HANDBOOK

I have received the current CMAVTS employee handbook and have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook. Any questions I may have about the Para/Tutor Handbook or its contents will be answered by the Administration or his or her designated representative upon request. I agree to comply with the policies, procedures, and other guidelines outlined in the handbook. I understand that the JOC reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

Employee Signature

Date

Employee Name: Print

Columbia-Montour Area Vocational-Technical School



STUDENT HANDBOOK

Revised 2026

5050 Sweppenheiser Drive
Bloomsburg, PA 17815
Phone: (570) 784-8040
Fax: (570) 784-3565
www.cmvt.us



COLUMBIA-MONTOUR

Area Vocational-Technical School

5050 Sweppenheiser Dr. • Bloomsburg, PA 17815-8920 • www.cmvf.us • Ph: (570) 784-8040 • Fax: (570) 784-3565

Student Handbook Acknowledgment Form and Audio, Video, and Photo Consent and Release 2026-2027

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

Student name: _____ Grade: _____

Handbook Release

By signing below, you agree that you have been made aware that the 2025-2026 Student Handbook is available online at <http://cmvf.us/docs/handbook.pdf>, and that you have read and understood the student handbook's contents. (A printed handbook is available upon request.) I further understand that any infringement of these regulations is unethical and direct violation of school rules and policies which may result in disciplinary action and/or criminal proceedings.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Media Release

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

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Mission Statement

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

Shared Beliefs

We believe in a quality education system; school and community are partners in collaborative decision-making.

We believe education must be relevant, of high quality, and a lifelong pursuit.

We believe all people have worth and need to be respected.

We believe everyone can learn and achieve and has an equal right to quality education.

We believe the education process must include constant evaluation, and all individuals must take responsibility and be accountable for their actions.

We believe schools must provide a safe atmosphere conducive to learning, enable students to acquire the skills, knowledge, and productive behaviors necessary to live in society.

Shared Values

Professionalism: Rams are on time, prepared and engaged. **Optimism:** Rams are positive, constructive, and helpful.

Empathy: Rams are kind, understanding, and supportive. **Integrity:** Rams are honest, trustworthy, and responsible.

Innovation: Rams are bold and creative problem-solvers. **Perseverance:** Rams are steadfast in the pursuit of success.

Vision

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

Positive School Climate

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

“An Educational Community Dedicated to Student Success”

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

Columbia-Montour Vo-Tech.

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

Columbia-Montour Vo-Tech.

Words by Shirley Snively

Arranged by Sharon Jones

Music from "Far Above Cayuga's Water"



Foreword

Welcome to a new school year! To our new students, we're excited to have you join the Ram Community—welcome! And to our returning students, we're glad to have you back.

This handbook is for you. It outlines the procedures and expectations you are responsible for during your time at CMAVTS. It has been prepared with both your needs and those of the school community in mind. The guidelines it contains are rooted in courtesy, respect, and common sense, and are designed to benefit everyone—students and staff alike.

Your behavior should always reflect good citizenship. You are expected to respect the property, rights, and privileges of others, just as you deserve to be treated with that same respect. Positive behavior throughout the school helps create a welcoming, productive environment, making your school experience more enjoyable and rewarding.

Please take time to read your handbook carefully and discuss it with your parents, teachers, and classmates. If you come across anything that seems inconsistent with CMAVTS policy, speak with the principal for clarification. If you have questions, don't hesitate to reach out—we're here to help.

Together, let's make this a successful school year!



Administration

TBD

Administrative Director

Alexis Gundrum

Principal

Devin Meza-Rushanan

Assistant Principal

Participating Districts

Berwick

Danville

Bloomsburg

Millville

Central Columbia

Southern Columbia

Faculty & Staff Contact Information 2025–26

Name	Title/Department	Contact Information
Alshefki, Joseph	Business Office - Assistant	jalshefski@cmvt.us
Altunel, Kadir	IT/Cyber Security	kaltunel@cmvt.us
Attendance		attendance@cmvt.us
TBA	Adult, Industry, and Work-Based Learning Coordinator	
Becker, Danielle	Physical Education	dbecker@cmvt.us
Bennett, Pamela	Math	pbennett@cmvt.us
Bertollo, Brandi	PIMS/Child Accounting/Transportation	bbertollo@cmvt.us
Billig, Jody	Cosmetology	jbillig@cmvt.us
Cagigas, Michael	Electricity	mcagigas@cmvt.us
Cerreta, Jennifer	Administrative Assistant, Director's Office	icerreta@cmvt.us
Chevalier, Vistina	Administrative Assistant, Principal's Office	vchevalier@cmvt.us
DeMent, Shannon	Administrative Assistant, Student Services	sdement@cmvt.us
Devlin, Brock	Math	bdevlin@cmvt.us
Devlin, Shawn	Math	sdevlin@cmvt.us
Dissinger, Tyler	School Police Officer	tdissinger@cmvt.us
Dolak, Steve	Business Office - Interim Business Manager	sdolak@cmvt.us
Donnelly, Becky	Learning Support	bdonnelly@cmvt.us
Dressler, Jon	Math	jdressler@cmvt.us
Edmondson, Joseph	Culinary Arts	jedmondson@cmvt.us
Fedder, Andrew	Carpentry & Construction	afedder@cmvt.us
Gotschal, Scott	Social Studies	sgotschal@cmvt.us
Groblewski, Nicole	Learning Support	ngroblewski@cmvt.us
Groome, Andrew	HVACR	agroome@cmvt.us
Gundrum, Alexis	Principal	agundrum@cmvt.us
Guyer, Ryan	Learning Support	rguyer@cmvt.us
Heisner, Lori	Learning Support	lheisner@cmvt.us
Hiller, Bryan	Social Studies	bhiller@cmvt.us
Kepner, Kim	Social Worker	kkepner@cmvt.us
Knorr, Frank	Machine Technology	fkknorr@cmvt.us
Kofskie, James	Science	jkofskie@cmvt.us
Kramer, Pamela	Social Worker	kkepner@cmvt.us
Latorre, MaryRose	Director's Office - Interim Director	mlatorre@cmvt.us
Lehman, Kevin	Science	klehman@cmvt.us
Lytle, Brock	Autobody Collision Repair/Refinishing	blytle@cmvt.us
Martz, Caitlin	Guidance Counselor	cmartz@cmvt.us
Melito, Anthony	Social Studies	amelito@cmvt.us
Mrowka, Christopher	Automotive Technology	cmrowka@cmvt.us
Myers, Jamie	Health Professions	jmyers@cmvt.us
Nestor, Julie	Health Sciences	jnestor@cmvt.us
Noll, Renee	Horticulture, Floraculture, and Landscaping	rnoll@cmvt.us
Nugent, Nicole	English	nnugent@cmvt.us
Phillips, Amy	Learning Support	aphillips@cmvt.us
Postupack, Allison	English	apostupack@cmvt.us
Priestman, Julia	English	jpriestman@cmvt.us
Pursel, Donald	Health and Physical Education	dpursel@cmvt.us

Ridall, Bernard	Science	bridall@cmvt.us
Ridall, Michael	Engineering and Design Technologies	mridall@cmvt.us
Rine, Jonathan	Welding	jrine@cmvt.us
Rishel, Kimberly	School Nurse	krishel@cmvt.us
Ryman, Robyn	Spanish	rryman@cmvt.us
Rushanan, Devin	Assistant Principal	drushanan@cmvt.us
Sarnoski, Kristen	English	ksarnoski@cmvt.us
Saxton, Courtney	Social Studies	csaxton@cmvt.us
Shotwell, Jason	Building Trades Maintenance	jshotwell@cmvt.us
Shultz, Brenda	Administrative Assistant, Special Education	bshultz@cmvt.us
Sitler, Max	Custodial/Maintenance Supervisor	msitler@cmvt.us
Smith, Amanda	Learning Support and Special Education Liaison	asmith@cmvt.us
Snyder, Nicole	Learning Support	nsnyder@cmvt.us
Stefanik, John	Graphic Communications	jstefanik@cmvt.us
Tech Support		support@cmvt.us
Unger, Lisa	Attendance Administrative Assistant	lunger@cmvt.us
Valinsky, Eric	Mechatronics	evalinsky@cmvt.us
Velez, Eric	Learning Support	evelez@cmvt.us
Walter, Diane	Science	dwalter@cmvt.us

Daily Bell Schedule

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

2-Hour Delay Schedule

<u>Period</u>	<u>Start</u>	<u>End</u>
Arrival (Cafeteria or Gym)	9:45 AM	10:05 AM
Lockers	10:05 AM	10:10 AM
Homeroom & Enrichment	10:10 AM (Tardy - 10:15 AM)	10:16 AM
2	10:19 AM	10:47 AM
3	10:50 AM	11:20 AM
4	11:23 AM	11:53 AM
Lunch A 5A	11:56 AM	12:26 PM
Lunch B 5B 6A	12:29 PM	12:59 PM
Lunch C 6B	1:02 PM	1:32 PM
7	1:35 PM	2:05 PM
8	2:08 PM	2:38 PM
9	2:41 PM	3:11 PM

Reverse Bell Schedule

<u>Period</u>	<u>Start</u>	<u>End</u>
---------------	--------------	------------

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

Acceptable Use of Internet Policy

[School Board Policy 237](#)

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

Accident Insurance

[\(School Board Policy 211 linked\)](#)

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

In the event of an accident:

1. Notify a teacher.
2. Do not move the injured person.
3. Do not let the injured person get up.
4. Send for the School Nurse immediately and notify the Main Office.

Alerts and Communication

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

Athletics

[\(School Board Policies 123 linked\)](#)

CMAVTS adheres to all PIAA rules and regulations.

The following sports are part of the interscholastic athletic program:

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

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

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

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

Eligibility Requirements (all PIAA rules apply)

A student is eligible to compete in interscholastic sports if:

1. A certificate of consent signed by a parent or guardian is on file with the principal. The student has been examined by the school physician or other regular physician and his/her condition is pronounced satisfactory before he/she begins to train or practice the sport in which he/she intends to participate a Physical must be dated after June 1st of the 2025 -2026 school year.
2. The student does not reach 19 before July 1st of the year of participation.
3. The student is an amateur.
4. If the student is regularly enrolled at the Columbia-Montour AVTS in full-time attendance.
5. The student has not been absent from school for more than twenty school days during a semester.
6. The student has not been enrolled in high school for more than eight semesters beyond 8th grade.
7. The student has not played four seasons beyond 8th grade in any form of athletics.
8. The student will not be eligible to participate if they are failing or have failed in the previous nine weeks: their training program and any academic course or more than any two academic courses.
9. A student may not be deficient in more than two credits.

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

Accident/Illness Procedures

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

Exemption from Physical Education:

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

Arrival and Departure

Students may begin entering the school at 7:45 AM. Students riding the bus must go directly into the building. Upon entering the school, all students must report to the gymnasium or cafeteria. When the bell rings at 8:05 AM, students will proceed to their lockers and then homeroom. Any students eating breakfast or visiting the school coffee shop must stay in the cafeteria until the 8:05 bell rings. Students are not permitted to get breakfast during Enrichment unless they are late to school due to extenuating circumstances. All students must be in their homeroom at 8:15 AM, otherwise, they will be marked TARDY. Tardy students must report to the main office to check-in. Students must depart school using the designated exits at the end of the school day. A parent or guardian must authorize all early departures.

Attendance Regulations

[\(School Board Policy 204 linked\)](#)

The compulsory attendance law was passed to make certain that all children would have equal opportunity to gain a public-school education. School officials and parents are responsible for educating our children, and the state may place fines and prison sentences or both for failure to observe the law. CMAVTS adheres to the guidelines in JOC Policy 204. Attendance is critical to our student's overall success. Instances of excessive absenteeism, tardiness, or unlawful absences will be pursued as outlined in the attendance policy.

Key Points:

- All students must be in their homeroom at 8:15 AM, otherwise they will be marked tardy. Tardy students must report to the main office to check-in.
- Excuses for absences or tardiness must be brought to the main office or emailed to attendance@cmvt.us within three days of the absences. Excuses for early dismissal or absences should be placed in the designated box outside of the main office. Notes will be distributed during Enrichment for early dismissals. Guidelines for excused absences are linked to the board policy.
- Students who exhibit truancy (3 or more unexcused absences) will be contacted by the administration in writing.
- When a student exhibits habitual truancy (6 or more unexcused absences) administration will hold an attendance improvement meeting including parents/guardians and other applicable agencies. If attendance does not improve following this meeting, truancy charges will be pursued. Students who exhibit habitual truancy (6 or more unexcused absences) may be prohibited from participating in events like field trips or other privileges).
- When a student who is eighteen (18) years of age or older accumulates ten (10) or more consecutive days of unexcused absences, he/she shall be notified by certified mail to the parents or guardian that he/she may be dropped from the roles of the school.
- Excessive tardiness will result in disciplinary action.
- Students are responsible for makeup work and for contacting teachers. Students have 1 day per excused absence (due to illness or other unplanned absence) to make up their work.
- Work missed due to educational trips, field trips, or other planned absences is due the day following the absence. Students should seek out the work they will miss prior to the absence.
- Unexcused absences may result in no makeup/ or zero scores on assignments.
- Any student arriving after 11:06 will receive a full day's absence. Students arriving between 9:00 AM and 11:06 will receive ½ day absence.
- Any student absent for ½ day or more without an appropriate excuse will be unable to participate that day in any extracurricular event, including practice. In the event of the absence being on a Friday, it would preclude participating in a competition or performance on Saturday.
- Parents will receive an automated call for students absent or possibly tardy.

Backpacks/Bookbags

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

Bullying/Cyberbullying

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

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

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

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

TYPES OF BULLYING MAY INCLUDE BUT ARE NOT LIMITED TO:

- Direct bullying: A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), extortion, threatening, taunting, teasing, and calling names.
- Indirect bullying: Repeated over a period of time: negative gestures, intentionally excluding someone from a group and spreading rumors.
- Cyberbullying: Using electronic device mediums such as, but not limited to, computers, cell phones, and pagers to bully others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging, and e-mail.
- Education: The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- Relational Aggression: Describes behavior that can undermine or destroy relationships and can be either physical and/ or psychological in nature. This type of bullying may be carried out by a single individual or by a group. The target/ victim of bullying can be a single individual or a group of students. The JOC prohibits all forms of bullying by district students.

The JOC encourages students who have been bullied to promptly report such incidents to the building principal or designee. The JOC directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. The confidentiality of all parties will be maintained. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

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

Bus Regulations

Safety is of the utmost importance when riding a school bus. All students shall follow the following rules:

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

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

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

Additional bus expectations:

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

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

Cafeteria Services

Cafeteria/Lunch Rules

1. All students must report to the cafeteria area during the lunch period. This includes those students who carry their lunch and students who do not wish to eat lunch.
2. Students must remain in the cafeteria area for the duration of the lunch period.
3. Students authorized to leave the cafeteria area must have a hall pass approved by one of the teachers assigned to the cafeteria area.

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

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

School Breakfast/Lunch Program

Cost of Student Breakfast: \$2.25

Cost of Student Lunch: \$3.55

Ala Carte price as indicated.

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

Cell Phone Policy and Electric Devices

[\(JOC Policy 237 linked\)](#)

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

We realize by today’s living standards, the use of personal electronic devices is commonplace. It is the procedure of the School Board to prohibit the use of electronic devices by students, including, but not limited to, cellular telephones and/or any other personal electronic devices from bell to bell (8:10 AM - 3:11 PM). All personal electronic devices must be powered off and stored in a student’s locker or backpack. Students may not keep cell phones in their pockets. Devices may only be removed after the final dismissal bell.

Cell Phones- Key Points:

- Parents and students are reminded that this policy intends not to limit contact among families. Parents/guardians may contact students during the school day by calling the school’s main office at 570-784-8040. Students needing to communicate with parents during the day may request permission and use the school phone located in the main office.
- Columbia-Montour AVTS assumes no responsibility in any circumstances whatsoever for the loss, destruction, or theft of any cellular phones or similar electronic device brought to school at any time or to any extra-curricular or after-school activity.
- Electronic devices include but are not limited to cell phones, electronic music devices, speakers, iPads, personal laptops or gaming devices, and smartwatches.

*Consequences for cell phone violations can be found at the end of this document.

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

Change of Address or Information

[\(School Board Policy 216 linked\)](#)

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

Chromebook Usage

[\(School Board Policy 817 linked\)](#)

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

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

Chromebook violations will be subject to disciplinary action.

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

Closings and Delays

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

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

Co-Curricular Activities

Career and Technical Student Organizations:

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

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

National Honor Society (NHS)

Yearbook- Rambler

National Technical Honor Society (NTHS)
Rampage - School Newspaper
Envirothon
Captains Club
Aavidum Club
Music Club
Technology Club
Media Club

Art Club
SADD
Varsity Club
Adventure Club
TV (VTTV)
Student Government
Recycling Club

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

Code of Conduct

[Student Discipline \(School Board Policy 218 linked\)](#)

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

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

Administration will carry out the discipline assignment for major breaches of the discipline code. Administrators at CMAVTS will be practicing progressive discipline. Progressive discipline implements discipline measures at an increased level when students repeatedly display behavioral issues of similar characteristics. **Discipline Infractions and Consequences can be found at the end of this document.**

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

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

- Verbal reprimands.
- Withdrawal of classroom privileges
- Special assignments
- Isolation within the shop or classroom
- Other appropriate responses
- Instructor/Parent Contact

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

After and Before School Detention:

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

In-School Suspension:

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

Suspension/Expulsion:

[\(School Board Policy 233 linked\)](#)

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

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

Compound Area Use

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

ANY BREACH OF THESE RULES WILL RESULT IN DISCIPLINARY CONSEQUENCES.

Controlled Substance Regulations

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

Key Points:

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

Cooperative Education and Working Students

[Capstone Co-Op Work Program \(School Board Policy 115 linked\)](#)

- All places of employment are approved by the school.
- Students must maintain a 68% or higher overall GPA at all times.
- The Co-Op coordinator will visit the job site frequently.
- The student must fulfill all informed obligations and attend all required Senior meetings.
- An Employment Certificate (working papers) must be completed by each student under 18 years of age before starting work.
- Students will be required to report for general and lab-related instruction at a time appointed by the Placement Specialist.
- Students and parents are responsible for transportation for the work experience program.
- All students must sign out in the Student service lobby and co-op google classroom on days they are to report to work.
- If a student is in school in the morning, he/she must report for work in the afternoon unless he/she is not scheduled to work that day.
- If a student is not in school in the morning, he/she cannot go to work that afternoon He/she must call the employer and the Placement Specialist by 10:00 AM if he/she will not be reporting to work.
- Students who resign from a Cooperative Placement must present a two-week notice. Failure to do so will result in a failing grade in the student's vocational training program for the marking period in question.
- Students will be terminated from the program due to irregular attendance or improper conduct.
- Students participating in the Cooperative Education Program are not eligible for unemployment compensation.

Job Placement

The Vocational-Technical School will assist students in securing employment upon graduation.

Recommendations for employment will be based upon the student's grades, attendance, attitude and work ethic.

Work Permits

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

For information about our Cooperative Education Program, contact Mr. Michael Beaver (ext. 3333).

Discrimination/Title IX Sexual Harassment Affecting Students

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

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

DISCRIMINATION/SEXUAL HARASSMENT/BULLYING/ HAZING/DATING VIOLENCE/RETALIATION REPORT FORM can be found on the school's website: www.cmv.t.us

It is the policy of this school entity to provide a safe, positive learning and working environment that is free from bullying, hazing, dating violence, sexual harassment and other discrimination, and retaliation. If you have experienced, or if you have knowledge of, any such actions, we encourage you to complete this form. The Title IX Coordinator will be happy to support you by answering any questions about the report form, reviewing the report form for completion and assisting as necessary with completion of the report.

The Title IX Coordinator's contact information is:

**Principal and Acting Administrative Director, Ms. Alexis Gundrum, agundrum@cmvt.us
5050 Sweppenheiser Drive, Bloomsburg, 17815**

This school entity, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against you for filing this report. Please contact the Title IX Coordinator immediately if you believe retaliation has occurred.

Confidentiality of all parties, witnesses, the allegations and the filing of a report shall be handled in accordance with applicable law, regulations, policy, procedures, and the school entity's legal and investigative obligations. The school entity will take all reasonable steps to investigate and respond to the report, consistent with a request for confidentiality as long as doing so does not preclude the school entity from responding effectively to the report. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX

Coordinator prior to filing the report. Once this report is filed, the school entity has an obligation to investigate the information provided.

Dress Code

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

Acceptable Dress Guidelines:

- Shoes must be worn at all times and comply with respective course requirements (i.e., steel-toed boots are necessary for certain technical areas for safety reasons).
- Shoe heels should be at a height that is easy for the student to walk in for safety.
- Head gear (i.e., hats, bandanas, hoods, headbands, wigs) will only be permitted in technical areas per the instructor's approval. Headgear is not permitted in hallways or academic classrooms at any time.
- Clothes that are too revealing are considered inappropriate and will not be permitted.
- Students must wear the required uniform for the vocational shop.
- Any attire that causes a disruption will not be permitted.
- Prohibited: Clothing, accessories, or jewelry that presents a safety hazard or sanitary concern
- Prohibited: Any clothing or accessory that mocks, ridicules, or otherwise deliberately demeans, or provokes others because of race, religion, national origin, political, or individual views.
- Prohibited: Halter tops, tube tops, spaghetti strap tops, mesh tops are worn alone, and clothes that expose the midriff or undergarment (see-through).
- If a student is not dressed in the proper shop uniform/safety attire, they will be deducted points from participation and given alternate assignments to complete in the theory room.

Driving and Parking Privileges

Students who drive to school must register their vehicle with the school police officer. All students must park in their designated lot and the tag must be displayed in the vehicle, either on the mirror or dashboard. Parking pass forms can be obtained in the main office for \$5. Designated student parking lots are subject to change if deemed necessary by administration.

Students who violate the rules or drive carelessly or recklessly will lose the privilege of driving. Violations may result in the car being ticketed or towed. Student parking tickets will be issued at a \$15 fine for each violation. The tickets will be billed to the student's account. All student account balances must be paid in full prior to graduation and outstanding balances could result in exclusion from other privileges. Students who lose driving privileges will receive written notice and may be cited by local authorities if their vehicle is on the school property during a driving suspension.

Key Points:

- The speed limit on school grounds is 10 M.P.H.
- Students are not permitted to loiter in parking areas. After parking a vehicle, the student must proceed to his/her destination in the school building.
- Students are not permitted to pass or move around buses. When one bus has started to move, all vehicles will remain stationary until all buses have departed.
- No student is allowed in any parking area during the school day without permission and/or escort from the office.

- Students **MUST** have and maintain a valid license, tags, and registration.
- Parking applications must have a parent's signature to receive the tag.
- When parking on school grounds, students must pull vehicles into spots with the vehicle's front end first.
- CMAVTS is not responsible for motor vehicles that are lost, stolen, damaged, or for injuries arising from their use.
- Student parking passes only permit students to utilize one parking spot. If a student needs to utilize two spots for any reason, administrative approval will be needed.
- Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities with reasonable suspicion focused on a particular student or students, to find or prevent entry onto school property or activities of controlled substances, weapons or other dangerous materials.
- **Ticketable violations may include, but are not limited to: parking in undesignated areas, taking up multiple spots, parking without a school issued pass, driving inappropriately on school grounds, etc.**

Dual Enrollment

Dual Enrollment is a senior year-only opportunity. Interested students should complete a Dual Enrollment request form through the Guidance Department and must meet the following criteria to be considered:

- Must be Proficient or Advanced in 2/3 Keystone Exams
- Cannot have more than 15 absences in the previous school year
- Must have a cumulative grade point average of 85% or higher
- Must not be credit deficient in any subject area

Upon approval for Dual Enrollment, students must:

- Apply to an approved College or University and notify the Guidance Department of acceptance. Schedule one course in each subject area, English, Science, Mathematics, and Social Studies/Humanities, to meet the senior year course requirements for graduation. Courses are to be approved by the Guidance Department before the start of the semester and can be divided into multiple semesters.
- Students must provide an official transcript of grades to the Guidance Department immediately after completing the course.
- If the student cannot yield a passing grade for the required courses by graduation, they will be required to make up the credit in summer school.
- Dual Enrollment Courses will be weighted at 1.04 (the same as an honors course) and reported as so on report cards.
- Students may take college-level courses at any time in their high school career but can only substitute credits towards graduation during their senior year.
- Students participating in dual enrollment must be present for their PM vocational courses unless enrolled in the co-op program.

Dual Enrollment Grading Scale

Letter Grade	Original	1.04 (DE)
A	100	104
A-	94	99
B+	92	96
B	90	93
B-	86	88
C+	84	86
C	81	83
C-	78	80
D+	76	78
D	74	76
D-	71	73
F	60	65

Events

Participation and Exclusion from Field Trips, Senior Trip, Courts, Dances, Co-Curricular, and Other Extracurricular Activities.

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

- Issues with attendance, grades, behavior, outstanding bills, detention, or a combination of these.
- Students who exhibit habitual truancy (6 or more unexcused absences may be prohibited from participating in events like dances, field trips, or other privileges).
- Out of school suspension the day of or before an event.
- Final decisions on exclusion from the above will be determined by hosting faculty in conjunction with the administration.
- Work missed due to educational trips, field trips, or other planned absences is due the day following the absence. Students should seek out the work they will miss prior to the absence.

Rules for Dances

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

Educational Trips

Non School-sponsored educational tours or trips may be approved, if the following conditions are met:

- The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate time frame (2 weeks prior to trip).
- The student's participation has been approved by the Administrative Director and/or Superintendent of the student's district of residence, or their designee.
- The adult directing and supervising the tour or trip is acceptable to the person in parental relation, the Administrative Director and/or Superintendent of the student's district of residence, or their designee.

Students exhibiting habitual truancy/truancy will not be approved for Educational Trips. No Educational Trips will be approved when a student is scheduled to take Keystone, NOCTI or NIMS testing. Other factors that may impact approval include but are not limited to failing grades/credit deficiency. Any student who exceeds 10 excused absences or exhibits truancy will be subject to attendance policies outlined in the Student Handbook and JOC Policy 204.

Work missed due to educational trips, field trips, or other planned absences is due the day following the absence. Students should seek out the work they will miss prior to the absence.

Emergency Regulations/Procedures

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

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

FERPA

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

Fighting

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

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

- A weapon or other potentially dangerous instrument is used in a fight or other act of violence.
- Bodily injury is inflicted on another person in a fight or through an act of violence.

- The fighting or violent behavior is chronic, evidenced by a second or subsequent offense in the school year or a history of inappropriate and aggressive behavior.

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

Fines and Charges

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

Flexible Instructional Days

FID days will run on a 2-hour delay schedule. All asynchronous assignments will be posted by 10:10 AM. CMAVTS is sensitive to the fact that severe weather could potentially impede a student's ability to complete assignments within the normal school hours of a FID day. Therefore, students are expected to complete the assignments within 2 school days of the inclement weather event. Students who do not complete their work within those days will be marked absent and assignments will be graded accordingly. Teachers will be available via email to communicate with students during school hours.

Food and Drink On Campus

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

For the health and safety of our students, energy drinks such as Monster, Red Bull, or Celsius are not permitted on school grounds. Any such beverages brought to school will be confiscated. The high caffeine, sugar, and stimulant content of energy drinks can cause tachycardia, hypertension, additional heart problems, anxiety, insomnia, and restlessness.

Food or Other Deliveries on School Grounds

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

Freedom of Expression

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

Fundraising/Class Dues

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

Grades and Graduation

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

The following grade scale is used:

100-94 A	93- 85 B	84-75 C	74-68 D	67-0 FAILURE
----------	----------	---------	---------	--------------

Honors Classes

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

Honor Roll

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

Graduation Requirements:

FOUR-YEAR STUDENT:

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

THREE-YEAR STUDENT:

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

TWO-YEAR STUDENT:

4.5 credits: In Vocational-Technical Area, (3 credits possible each year) to be eligible to graduate, a student must maintain a yearly average of 68 or higher.

4 credits: In English; 1 each in grades 11 & 12. Students must enter with 2 English credits.

4 credits: In Social Studies, Foreign Language, or Humanities; 1 each in grades 11 & 12. Students must enter with 2 credits in Social Studies or Arts Humanities.

4 credits: In Science; 1 each in grades 11 & 12.

4 credits: In Mathematics; 1 each in grades 11 & 12.

Pass cumulatively all Health, Phys. Ed. and assigned Remediation Courses.

ONE-YEAR STUDENT:

2.25 credits: In the Vocational-Technical Area (3 credits possible) to be eligible to graduate, a senior must maintain a yearly average of 68 or higher.

4 credits: In English; must enter with 3 English credits and complete senior project.

4 credits: In Social Studies, Foreign Language, or Humanities must enter with 3 credits.

4 credits: Mathematics.

4 credits: Science.

Pass cumulatively all Health, Phys. Ed. and assigned Remediation Courses.

Participation in Graduation Ceremony

1. All bills must be paid in full in the business office.
2. Conduct Proficiency; all detention/suspensions made up before graduation.
3. Academic Proficient
 - o Any student failing 3 or more courses at the end of their senior year or owing more than 3 credits will not be permitted to participate in the graduation ceremony.
 - o If the student (owing 1 or 2 credits) is credit deficient they must be registered for summer school prior to commencement.
 - o Students will receive their diplomas after successfully completing (paid) summer school courses.
 - o Diplomas will be distributed after the ceremony at a separate location in the venue.
 - o All students must attend the planned graduation practice with their peers using the school's designated transportation.

Final Exam Procedures

All students are required to report to their scheduled exams. Failure to report at the scheduled time will result in a zero grade for the exam. Finals schedules will be released near the end of the school year.

EXCEPTIONS:

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

Guidance Services

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

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

Students must have a pass to visit Student Services. Students are not permitted to linger in the Guidance lobby.

Hall Passes/Permits (Smart Pass)

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

Hazing Policy

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school (center) and are prohibited at all times.

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

COMPLAINT PROCEDURE

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

CONSEQUENCES FOR VIOLATIONS

If the investigation results in a substantiated finding of hazing, the building administrator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, under the Code of Student Conduct. Additionally, the student may be subject to disciplinary action by the coach, up to and including removal from the activity. If the investigation results in a substantiated finding that a coach, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Joint Operating Committee policy and applicable laws and regulations.

Discipline could include, but is not limited to, dismissal from the position as coach, or volunteer, and/or dismissal from school employment. Suppose a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable school rules. In that case, penalties may also include the rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the school. Anyone who causes or participates in hazing may also be subject to criminal prosecution.

Health Screenings & 11th Grade Physical

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

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

Pennsylvania Department of Health Requirements

Under the regulation of the Pennsylvania Department of Health, ALL children entering school must have written proof of having received immunizations. The school nurse will contact families if a child's record is incomplete. Students can be prevented from attending school if the proper documentation is not received. CMAVTS is HIPPA (Health Insurance Portability & Accountability Act)compliant.

Homebound Instruction

Application for homebound instruction shall certify the nature of the illness or disability, state the probable duration of the confinement, and be approved by the Administrative Director. The Administrative Director shall forward a recommendation for homebound instruction to the Joint Operating Committee for approval. The Administrative Director shall develop procedures to safeguard the privacy of each student placed on homebound instruction. The Administrative Director or designee may request approval from the Department of Education to extend the period of homebound instruction for an individual, which shall be re-evaluated every three (3) months. The Joint Operating Committee shall provide homebound instruction only for those confinements expected to last at least two (2) weeks. The Administrative Director may recommend exceptions.

Lockers/Desks

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

CMAVTS does not assume responsibility for missing items or items stolen from lockers, desks, and backpacks.

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

Cleaning Procedures

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

Lost and Found

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

Medications

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

McKinney-Vento Homeless Assistance Act Education Program

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

- Students who are in temporary, inadequate and homeless living situations have the following rights:

- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families access with community services
- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact Amanda Smith - Homeless Liaison at 570-784-8040 ext. 3334.

Nuclear Disaster Plan

In the event of an incident at the Susquehanna Steam Electric Station requiring evacuation of the Emergency Protective Zone (EPZ). The CMAVTS will adhere to the following:

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

STUDENT DRIVERS: Students who reside inside the EPZ with home schools situated outside the EPZ will be transported by bus back to their home school. Students who reside inside the EPZ with home schools situated inside the EPZ will be retained for parent pickup. If not picked up by 3:45 pm at the CMAVTS, they will be transported to the host school (Danville High School). Students who drive who live outside the EPZ will drive home. Students who drive and live inside the EPZ will:

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

*EPZ is defined as an area covering a ten-mile radius from the plant in any direction

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

Nursing Services

The School Nurse is available to provide health services to students, emergency care for illness and injuries, health counseling, and follow-up of these services. Students must have a pass to visit the nurse.

Office Hours

The main office is available from 7:45 AM - 3:30 PM. Phone calls regarding students will be answered during those hours. If you wish to speak to administrators or teachers, please call to schedule an appointment.

Parent Conferences

Parents/guardians are also encouraged to contact the school with any questions regarding their child's schoolwork. Parent Conferences can be arranged by contacting the instructor, administration, or Guidance office. Please be sure that your email and phone are updated in Skyward.

Plagiarism/Academic Dishonesty / Vocational Plagiarism

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

Throughout your secondary education, you'll be tasked with writing various papers in both academic and vocational classes, many of which require academic research following APA guidelines to properly credit your sources and avoid plagiarism. Plagiarism—using someone else's words, ideas, or work (including AI-generated content) without attribution—is a violation of academic integrity and considered cheating. While teachers will guide you in research and citation techniques, any instance of plagiarism can result in academic discipline at both classroom and administrative levels. In college and professional settings, plagiarism is regarded as a serious offense with potentially severe consequences. By carefully following research instructions and giving proper credit, you can confidently produce honest work; failure to do so will lead to academic penalties or disciplinary measures.

Posters and Posted Notices

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

Public Displays of Affection

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

Report Cards and Interim Reports

Report Cards and Interim Reports will now be available digitally for students and parents via our student information system. Students or parents may request paper copies of report cards through student services.

Safe2Say Something

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

Searches

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

Special Education Programs and Services

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

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

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

Staff Communication/Email

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

Student Assistance Program

A Student Assistance team is available for all students. The Student Assistance Program (SAP) is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning

and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.

The Student Assistance Program (SAP) shall provide assistance in:

- Identifying issues that pose a barrier to a student's learning and/or academic achievement.
- Determining whether or not the identified problem lies within the responsibility of the school.
- Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
- Making recommendations to assist the student and the parent/guardian.
- Providing information on community resources and options to deal with the problem.
- Establishing links with resources to help resolve the problem.
- Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
- Providing a plan for in-school support services for the student during and after treatment.
- Students and parents can report concerns via [Safe2Say](#) (linked)
- Intervene/refer these students for appropriate help. Once a student has been referred, a systematic process is used by specially trained school personnel to determine if the student needs help. Referrals may be made by parents, students, faculty, or other concerned individuals. Details of all referrals are confidential.

When to make a SAP referral

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

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

How to make a SAP referral:

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

Student Government

The Joint Operating Committee acknowledges the importance of offering students the opportunity to participate in self-government within the school. The purpose of student government shall be to develop student leadership, provide a learning experience in democratic decision-making, and offer another avenue toward realizing goals.

Student Rights and Responsibilities

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Joint Operating Committee policies and school

rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

1. Be aware of all policies, rules, and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state, and local laws.
6. Exercise proper care when using school facilities, instructional materials, and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Makeup work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Textbooks, Kits, and Calculators

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

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

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

Student Identification

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

Student Information System: Skyward Parent Portal

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

Summer School/Credit Recovery

Credit recovery sessions will be offered each summer and possibly in the spring. Course prices and information will be released prior to the sessions beginning. Seniors please reference the Graduation guidelines in this handbook regarding credit deficiencies.

If a student is credit deficient at the end of their junior year, they must enroll in summer credit recovery that summer preceding their senior year.

Surveillance

Security cameras are used throughout the building for the safety of our students and school. Please be advised that school officials are unable to release footage for parental view due to privacy laws.

Valedictorian and Salutatorian

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

Vape Devices/Tobacco Regulations

The JOC recognizes that tobacco and vaping products present a health and safety hazard that can have serious consequences for users, nonusers, and the school environment. These products are defined as:

- Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff, and snus.
- Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe, and a hookah.
- Any product containing, made, or derived from either:
 - Tobacco, whether in its natural or synthetic form
 - Nicotine, whether in its natural or synthetic form
- Any component, part, or accessory of the product or electronic device listed in this definition.

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

Visitors / Classroom Visitations

Columbia-Montour Area Vocational-Technical School is established to provide for its students, not those from other schools or communities, friends who are on vacation, relatives not in school, etc. Visitors will not be allowed to attend classes and/or visit at lunch. Any visitor to our school must check into the school office before being escorted to other building areas. Parents coming to the school for teacher conferences must wait in the office for the teacher. Frequently during the school year, requests are made to visit our classrooms to observe a teacher or a child while class is in session. Every effort will be made to honor these requests, provided the classroom decorum is maintained, and student learning is not interrupted.

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

Raptor System

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

Weapons

Weapons and replicas of weapons are forbidden on school property. Act 26 of 1995 requires the expulsion of a student for at least one year for possession of a weapon on school property. Any weapon possessed on school property is subject to immediate seizure and forfeiture. Incidents of students possessing weapons will be reported to the student's parents and the police. Appropriate disciplinary and legal action will be taken against students who possess weapons and students who assist in possession in any way. Weapons under the control of law enforcement personnel are permitted. The Director may authorize other persons to possess weapons in school buildings. The Director may prescribe special conditions or procedures to be followed before giving such authorization.

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

"Possession" - a student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while he/she is on school property, on the property being used by the school at a school function or activity, at any school event held away from the school or while the student is on his/her way to or from school.

Withdrawal Procedures

Any student planning to withdraw from school should talk with a Guidance Counselor as early as possible. In order to withdraw from CMAVTS, the student must enroll in another educational program. Once we receive confirmation, the student's information will be sent to the new school and the student will be withdrawn from our rolls.

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

1. Go to a Guidance Counselor for a final interview.
2. Check with the Business Office for any outstanding bills.

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

Working Papers

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

FORMS

The following forms can be found in locations listed below-

Student Services:

Dual Enrollment
Cooperative Work Experience
Working Papers

Main Office:

Educational Trip Form
Parking Permit Form
Dance Request Forms

Online:

Title IX Forms
Dance Request Forms
Educational Trip Form
OAC Member Application
Parking Permit Form
Work Permit Forms
Nurse, Medication, and Physical Forms

<u>Discipline Infractions and Consequences</u>	
Level 1 Infractions	Possible Consequences

▪ Horseplay ▪ Indirect obscene language ▪ Tardiness to class ▪ Dress code violation* ▪ Food/drink violation ▪ Inappropriate hallway conduct ▪ Class disruption (minor) ▪ Sleeping in class ▪ Refusal to work or participate in class ▪ Inappropriate public display of affection ▪ Violation of classroom rules (minor) ▪ Unprepared for class or vocational shop ▪ Disrespect towards peers, faculty, or staff (minor) ▪ Locker violations (damage or misuse) ▪ Parking violation (wrong location, taking multiple spots, etc.)	<i>Will Include:</i> <i>Verbal Reprimand</i> <i>Parent Contact (made by instructor)</i> Before or After School Detention (1-3 hours) Lunch Detention (1-3 lunch periods) Referral to Student Services Loss of Privileges (may include parking/driving) Parent Conference ½ day In-School Suspension Change of Attire* Confiscation School Sanctioned Fine
Level 2 Infractions	Possible Consequences
▪ <i>Multiple violations of Level 1 infractions</i> ▪ Other cell phone violations (minor) ▪ Insolence ▪ Dress code violation (major) ▪ Insubordination ▪ Violation of posted cafeteria rules ▪ Cutting class/misuse of hall pass ▪ Other hall pass violations/misuse ▪ Class disruption (major) ▪ Safety violation (minor) ▪ Refusal to attend detention assignment ▪ Possession of matches, lighters, or laser pointers ▪ Computer/network violations (minor) ▪ Litter/Vandalism/defacing of school property (minor) ▪ Violation of restroom rules ▪ Excessive unexcused tardiness to school ▪ Accessing another student's locker or possessions without permission 3 Unexcused Tardies to School 6 Unexcused Tardies to School 3 Unexcused Tardies to Class 6 Unexcused Tardies to Class Tardies exceeding 6 will be addressed by administration.	<i>Will Include:</i> <i>Verbal Reprimand</i> <i>Parent Contact</i> Before or After School Detention (1-3 hours) Lunch Detention (1-3 lunch periods) In-School Suspension (1-2 days) Referral to Student Services Confiscation Loss of privileges (may include parking/driving) Parent conference Attendance improvement plan ½ day In-School Suspension Removal from Classroom Confiscation 2 Lunch Detentions ½ Day ISS 2 Lunch Detentions ½ Day ISS
Level 3 Infractions	Possible Consequences

▪ <i>Multiple violations of Level 1 and/or Level 2 infractions</i> ▪ Obscene/abusive/profane language toward a faculty or staff member ▪ Displays of obscene/abusive/profane language toward a peer or in a school setting (including media) ▪ Minor theft \$1-\$100 ▪ Intentional damage to Chromebook or other school tools ▪ Academic dishonesty/plagiarism ▪ Sexual harassment-verbal ▪ Harassment- verbal ▪ Bullying/Intimidation- verbal or digital ▪ Skipping school- partial or whole day ▪ Insensitive ethnic/racial/homophobic comments ▪ Safety Violation (major) ▪ Falsification of documents (notes, etc.) ▪ False alarm (fire or bomb scare) ▪ Refusal to attend in-school suspension assignment ▪ Computer network violations (major) ▪ Vandalism/defacing school property (major) ▪ Violation of school rules on a school-sanctioned ▪ Violation of school rules during an extracurricular event ▪ Verbal threats toward peers, faculty, or staff member ▪ Other cell phone violations (major)	<i>Will Include:</i> <i>Parent Contact</i> <i>Verbal Reprimand</i> In-School Suspension (1-5 days) Out of School Suspension (1-5 days) Alternative Placement Referral to Student Services Restitution Loss of Privileges (may include parking/driving) Attendance improvement plan Removal from classroom Confiscation Referral to Outside services Parent Conference Chromebook charges range from \$5-\$300 for replacement or repairs
Level 4 Infractions	Possible Consequences
▪ <i>Multiple violations of Level 1, Level 2, and/or Level 3 infractions including situations listed in Violation Specific Infractions</i> ▪ Possession or use of controlled substances ▪ Possession or use of a weapon ▪ Major Theft \$100+ ▪ Physical Assault of a student, faculty, or staff member ▪ Sexual assault ▪ Indecent exposure ▪ Lewd or sexually inappropriate displays of public behavior ▪ Possession/distribution of sexually explicit material ▪ Terroristic threats ▪ Arson ▪ Trespassing (criminal in nature)	<i>Will Include:</i> <i>Parent Contact</i> <i>Verbal Reprimand</i> <i>Parent Conference</i> Loss of Privileges (may include parking/driving) In-School Suspension (1-5 days) Out of School Suspension (1-10 days) Expulsion Alternative Placement Contact Local Authorities Referral to Student Services Referral to Outside Services Restitution Confiscation
Violation-Specific Infractions (Varying Levels- Consequences to Levels 1-4 Infractions may also apply in accordance with the nature of the violation)	Possible Consequences

▪ Parking/driving violation on school grounds or near the property ▪ Bus violation or endangerment to the driver and/or students	Loss of Transportation Privileges Loss of Driving/Parking Privileges Restitution for Damages
▪ Possession of Tobacco/Nicotine products, vapes, or related devices ▪ Use of Tobacco/Nicotine products, vapes, or related devices ▪ Sales of Tobacco/Nicotine products, vapes, or related devices	First Offense- 1 Day ISS and Fine Second Offense- 2 Days ISS and Fine Third Offense- 2 Days OSS and Fine *Vape cessation may also be recommended Further discipline for infractions exceeding three offenses may be imposed at the discretion of the Administration.
Cell Phone Violations: First Offense-Electronic device is removed from the student’s possession and will remain in administrative custody for the remainder of the school day. The student may pick up the device after school hours. <i>Please note that the device will be turned off and stored securely during this time.</i> Second Offense- Electronic device is removed from the student’s possession. It will remain in administrative custody until a parent/legal guardian picks up the device at school during normal business hours. In addition, the student will serve 2 lunch detentions. Third Offense- Electronic device is removed from the student’s possession. It will remain in administrative custody until a parent/legal guardian personally picks up the device at school during normal business hours. Students will serve at least one (1) day of in-school suspension. Further discipline for infractions exceeding three offenses may be imposed at the discretion of the Administration. *If a student refuses to turn their cell phone in for confiscation or during ISS, the student may be given out-of-school suspension as an alternative.	
The Principal and/or Assistant Principal will carry out the discipline assignment for major breaches of the discipline code. Administrators at CMAVTS will be practicing progressive discipline. Progressive discipline implements discipline measures at an increased level when students repeatedly display behavioral issues of similar characteristics. Loss of privileges can include but are not limited to, exclusion from dances, field trips, or other extra-curricular activities. <u>Instructors may handle discipline within the classroom using one or multiple of the following consequences:</u> ● 1. Verbal reprimands. ● 2. Withdrawal of classroom privileges ● 3. Special assignments ● 4. Isolation within the shop or classroom ● 5. Other appropriate responses ● 6. Instructor/Parent Contact	

Columbia-Montour Area Vocational-Technical School



SUBSTITUTE HANDBOOK 2026-2027

5050 Sweppenheiser Drive
Bloomsburg, PA 17815
Phone: (570) 784- 8040
Fax: (570) 784-3565
www.cmv.t.us

Equal Employment Opportunity

It is the policy of Columbia-Montour AVTS to provide equal employment opportunities to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status, or veteran status. Our intent and desire are that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination, and all other terms and conditions of employment. The Joint Operating Committee of CMAVTS and all administrative personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of the Administration of CMAVTS. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

Mission Statement

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

Shared Beliefs

We believe in a quality education system; school and community are partners in collaborative decision-making.

We believe education must be relevant, of high quality, and a lifelong pursuit.

We believe all people have worth and need to be respected.

We believe everyone can learn and achieve and has an equal right to quality education.

We believe the education process must include constant evaluation, and all individuals must take responsibility and be accountable for their actions.

We believe schools must provide a safe atmosphere conducive to learning, and enable students to acquire the skills, knowledge, and productive behaviors necessary to live in society.

Shared Values

Professionalism: Rams are on time, prepared and engaged.

Empathy: Rams are kind, understanding, and supportive.

Innovation: Rams are bold and creative problem-solvers.

Optimism: Rams are positive, constructive, and helpful.

Integrity: Rams are honest, trustworthy, and responsible.

Perseverance: Rams are steadfast in the pursuit of success.

POSITIVE STUDENT CLIMATE

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

“An Educational Community Dedicated to Student Success”

CLASSROOM AND INSTRUCTIONAL RESPONSIBILITIES

Classrooms should be kept in the best possible physical condition to create an atmosphere of learning and a professional appearance.

Teachers should have sub plans available and easily accessible in their classrooms. If plans are not readily found in the classroom, please contact the Principal (ext. 3325). The teacher's substitute folder will be provided to you in the morning. This folder should contain the daily schedule, class rosters, seating charts, and emergency plans. The Emergency Handbook should also be easily accessible (extra copies are available in the office).

Substitute Coordinator for the 2026-2027 School Year is Jennifer Cerreta. She can be reached via cell at (570) 764-0818 or in the office at (570) 784-8040 Ext. 3322.

Substitute Teachers are to report to the Main Office between 7:45 and 8:00 a.m. to sign in and pick up classroom keys.

Homeroom: 8:10 - 8:15 a.m.

Enrichment: 8:15 - 9:00 a.m.

Attendance - Please take attendance and report any absent student to the office at extension #3321 during Enrichment between 8:15 and 8:30 a.m.

Students should only leave the room with the teacher's permission. Issue a pass utilizing the online pass system.

Teachers are responsible for supervising students at all times. All classes and students should be supervised. In an emergency, please seek a colleague to cover or contact the front office to arrange coverage.

Teachers should make every effort to be in doorways/visible in the hallways between classes to supervise hall traffic and student behavior.

The enrichment period is for additional instruction and remediation activities. Students should be given a Smart Pass/pass from the teacher providing the enrichment activity if it requires them to move from assigned classrooms to different classrooms. Students should not be coming into a classroom unless prearranged by the teacher.

All students will be dismissed from their last-period classes at 3:11 p.m. (unless otherwise announced), not earlier. The only exceptions are scheduled early dismissals, dismissals for individual students with permission, school activities, weather, and emergency-related dismissals or school holidays.

All educators should establish and maintain professional relationships with students (JOC Policy 824).

Please keep students engaged and in their seats until the bell rings.

Substitutes in Vocational Classrooms - Students are not to work in the shop area or with tools under the supervision of a substitute teacher. They should remain in the theory room.

Teachers must be available and in the building during prep periods. Permission to leave the building during working hours may only be granted by the administration, *except for your duty-free lunch*. When leaving the building, you must sign out in the Main Office, indicating the departure time, destination, and reason for absence. Teachers must sign in upon returning to the building.

Immediately report the loss of any keys and/or fobs to the Main Office. Students should not be given keys or fobs at any time. All keys and/or fobs must be turned in at the end of each day.

Do not use any cleaner on the whiteboards or interactive whiteboards except the solution supplied by the school.

Before leaving the classroom or vocational area at the end of the school day, ensure the room is accessible to maintenance and tidy, the lights are off, and the windows and doors are shut and locked. Substitute teachers may leave the building at 3:15 p.m. after returning keys to the Main Office.

PHONES/CELL PHONES/ELECTRONICS (JOC Policy 237)

It is the procedure of the School Board to prohibit the use of electronic devices by students, including, but not limited to, cellular telephones and/or any other personal electronic devices from bell to bell (8:10 AM - 3:11 PM). Electronic devices include but are not limited to cell phones, electronic music devices, speakers, iPads, personal laptops or gaming devices, and smartwatches. All personal electronic devices must be powered off and stored in a student's locker or backpack. Students may not keep cell phones in their pockets. Devices may only be removed after the final dismissal bell.

Any violation of this policy is subject to consequences. Students who refuse to relinquish their phone to administrative custody or during in-school suspension when asked will be immediately suspended.

HALL PASSES AND DOCUMENTATION OF STUDENT MOVEMENT

As school employees, we are responsible for the safety of our students, which includes knowing their whereabouts at all times. **ALL students traveling in the halls during class times MUST create a pass using the SmartPass system.**

Students should rarely, if ever, be given passes to go to their locker during class time. Students need to be responsible and go between periods.

It is the teacher's responsibility to be aware of student movement while assigned to their class. If a student asks to leave for a destination and has not returned in an appropriate amount of time, please check with the student's destination or call the front office for assistance in locating the student.

Teachers should inform their students that no student is to report to the Nurse's Office without a SmartPass. In addition, teachers should not excuse any students from school for medical reasons. If a student requests a medical excuse, that student should be sent to the nurse's office, and if the school nurse approves the dismissal, a written verification will be issued to the teacher.

USE OF MEDICATIONS (JOC POLICY 210)

All student medications and supplies must be stored in the nurse's office. **Students are NOT permitted to carry ANY medication, including over-the-counter medications, vitamins, and/or herbal supplements, without specific written instruction from a physician on file in the nurse's office.**

PERSONAL PROPERTY

Columbia-Montour AVTS assumes no responsibility or liability for the theft or vandalism of personal property on school property. Due to insurance and liability purposes, personal items (such as vehicles, equipment, tools, etc.) should not be stored in a classroom or school over weekends, vacations, or the summer.

EMPLOYEE INJURIES/CLAIMS

Any employee injured while working within the scope and course of their employment shall report the accident if s/he wishes to be eligible for Worker's compensation (JOC policy No. 346). This report should be in the office of the Director or designee within twelve (12) hours after the accident. If the injured employee cannot report the accident, s/he should seek the assistance of another employee to make the required report. (Legal 77 P.S. 1 et seq)

EMPLOYEE DRESS CODE (JOC POLICY 325)

A professional dress standard requires that staff members be readily distinguishable from students. Positive role modeling is part of the employee's professional responsibilities. These guidelines are designed to have employees project a professional image while taking advantage of more casual and relaxing clothing such as "Business Casual"—Charlotte Danielson's FRAMEWORK FOR TEACHING - 4f Showing Professionalism. A teacher's appearance plays a role in conveying professionalism.

Men - Pants: Dress pants and khakis, chinos, dress jeans (not faded light blue), or Docker's type pants, are acceptable. Short pants are allowed during days when students are not present in the building and/or at other times as requested by staff and approved by the administration due to excessive heat in the building. Gym shorts, mesh shorts, or biker shorts are not acceptable. *Shirts:* Polos, golf, buttoned and/or collared shirts, sweaters, pullovers. T-shirts, sweatshirts, and hooded sweatshirts, even with the Vo-Tech logo or muscle shirts, are inappropriate.

Women - Skirts/dresses: Must be of modest length. *Slacks:* Dress slacks or dress jeans and capris are acceptable. Leggings can be part of a new picture of what a professional looks like while remaining in line with office expectations and modesty. *Blouses or tops:* The following would be considered inappropriate - low cut tops that expose cleavage, shirts or tops with cut-backs, tank tops, spaghetti straps, midriff tops, tube tops, and transparent, or revealing clothing that exposes personal body parts. T-shirts, sweatshirts, and hooded sweatshirts, even with Vo-Tech logos, are inappropriate.

Short pants are allowed during days when students are not present in the building and/or at other times as requested by staff and approved by the administration due to excessive heat in the building. Gym shorts, mesh shorts, or biker shorts are not acceptable.

Casual Dress Days, Field Days, Spirit Days, Theme Days, In-Service Days with Directive of Administration It is expected that the apparel may be casual but not sloppy. Jeans may be worn provided they are not ripped or torn or have holes in them. T-shirts and sweatshirts are acceptable, provided they are not ripped, torn, soiled, or have inappropriate images or slogans.

MANDATED REPORTING

If you suspect a child is a victim of abuse:

1. Notify student services immediately. If there is immediate concern for the child's safety, or you feel intervention needs to be done urgently, contact emergency services, or the School Police Officer. (ext. 3349)
2. If there are physical injuries/markings on the child, report this to the principal or student services. 3. Contact the principal immediately via email or phone (ext. 3325) to report the child abuse and include all necessary information.
4. The staff member to which the information was provided is required to file the ChildLine report. 5. Use the ChildLine website to make a new referral and answer the required questions. Search "CHILDLINE PA" and go to the Child Welfare Portal to complete the report.

Website: <http://www.dhs.pa.gov/provider/childwelfareservices/childlineandabuseregistry/index.htm>

- If needed, seek assistance from a counselor on how to file a report.
- Print a copy of the report for your records (a verification email that the report was submitted will be sent to you)
- In the event, you need help to utilize the internet portal, call 1-800-932-0313. Get the name of the worker you spoke with. In this case, you will also want to contact the county agency of that child's residence to see if more information is needed. (CY-47 form)
- Document your calls.
- Staff must participate in mandated reporter training as required.

351-AR-0. DRUG-FREE WORKPLACE NOTICE

Drug use in the workplace is a danger to all students and employees. Vocational technical schools and school property are designated by federal and state laws and Joint Operating Committee policy, and school administrative regulations as drug-free workplaces.

All school employees shall receive this notice in accordance with applicable law and Joint Operating Committee policy.

You are hereby notified that Joint Operating Committee policy prohibits all school employees from the unlawful manufacture, distribution, dispensing, possessing, and/or use of controlled substances in schools, facilities, and property.

The school shall take appropriate disciplinary action, up to and including termination of employment and referral for prosecution, of an employee who is in violation of this policy. An employee who is convicted of delivery of a controlled substance or of possession of a controlled substance with the intent to deliver or sell shall be terminated from employment.

You are further notified that you must comply with Joint Operating Committee policy as a condition of employment and notify your building principal, immediate supervisor, or Director of any arrest related to a criminal drug statute no later than seventy-two (72) hours after such arrest.

CAFETERIA SERVICES

The cafeteria is operated as a service to all high school students and staff. Lunch is served during three 30-minute lunch periods. Breakfast is also available before school.

Pricing for Cafeteria

Adult Breakfast \$3.25

Adult Lunch \$5.00

Ala Carte Varies

FACULTY ROOM

A faculty lounge is provided for the teachers and staff to use. The faculty room has a refrigerator for teachers and staff to store items. Please keep this clean and dispose of your garbage. There is a coffee maker for those who drink coffee, please help with the cost of this by donating for the purchase of coffee. Teacher mailboxes are in the faculty lounge as well. We need to do our part to keep this room clean and neat for everyone.

PARKING

Substitute teachers may park in the staff lot across from the main entrance. The Joint Operating Committee assumes no liability for theft or vandalism to vehicles parked on school property. Since Columbia - Montour AVTS is responsible for a safe school environment, the school administration reserves the right to search any vehicle parked or abandoned on school premises.

STUDENT DISCIPLINE

Substitute teachers should report higher-level discipline issues directly to the administration/the front office. If a student is referred to the administration, the teacher must notify the student of this decision. Paper discipline referrals, which can be found in the substitute binder, can be submitted to the front office.

Each teacher in their classroom should handle student behavior problems of a minor nature at their discretion. Teachers are encouraged to implement minor interventions to curb student behavior. Attempt interventions such as temporarily moving students' seats or removing them from the classroom. Teachers should not involve other students or make a display or show of disciplinary measures. If a student is referred to the office for a level 1 offense, the teacher should contact the student's parent to explain the situation.

If a student must be removed from the classroom, e.g., fighting, cursing directed at the teacher, tobacco, etc., the teacher should contact the main office, or the school police officer to remove the student. If no one responds immediately, have a neighboring teacher observe your classroom and personally escort the student to the office. Give the office staff a brief description of the incident and return to your classroom as quickly as possible.

In regards to completing a discipline referral:

- 1. Evaluative statements regarding the student and the choices he or she has made should not be included on referral forms. Stick to the facts regarding the incident.**
- 2. In an instance involving more than one student, a form for each student must be submitted. Students should only appear on a referral if the specific student is being written up.**

Teachers will not, under any circumstances, punish an entire class for offenses committed by a few class members.

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

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

The Principal and/or Assistant Principal will carry out the discipline assignment for significant breaches of the discipline code. Administrators at CMAVTS will be practicing progressive discipline. Progressive discipline implements discipline measures at an increased level when students repeatedly display behavioral issues of similar characteristics.

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

Discipline Infractions and Consequences can be found in the Appendix of this document. Instructors may handle discipline within the classroom using one or multiple of the following consequences:

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

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

PAYROLL

Columbia - Montour AVTS issues paychecks on Wednesdays on a bi-weekly basis. Pay periods start on Monday morning and end on Friday afternoon. Columbia – Montour AVTS offers direct deposit. You may choose direct deposit through the Business Office. The Business Office should be notified of any change which may affect your status as far as payroll is concerned. Changes in exemptions for tax purposes will only be made upon receiving a completed W-4 form. The W-4 Form is available on Frontline or in the Business Office.

EMPLOYEE INJURIES/CLAIMS

Any employee injured while working within the scope and course of their employment shall report the accident if s/he wishes to be eligible for Worker's compensation (JOC policy No. 346). This report should be in the office of the Director or designee within twelve (12) hours after the accident. If the injured employee cannot report the accident, s/he should seek the assistance of another employee to make the required report. (Legal 77 P.S. 1 et seq)

NOTICE OF NONDISCRIMINATION

CMAVTS does not discriminate based on race, color, national origin, sex, disability or age in its programs or activities. Section 504 of the Rehabilitation Act of 1973 and Title IX of the Educational Amendments requires that agencies receiving federal funds do not discriminate against students in educational programs and activities or admission and recruitment thereof, regarding race, color, national origin, sex, disability, or age.

CMAVTS JOC Meeting 8/18/26 – ADDENDUM 1 to Consent Agenda

A motion is needed to accept the resignation of Brock Lytle, Automotive Collision Repair and Refinishing instructor, effective 8/18/26.

A motion is needed to hire Don Gunther as the Interim Automotive Collision Repair and Refinishing instructor at a rate of \$285.00 per day until the position is filled by a permanent instructor.



COLUMBIA-MONTOUR

Area Vocational-Technical School

5050 Sweppenheiser Dr. • Bloomsburg, PA 17815-8920 • www.cmvf.us • Ph: (570) 784-8040 • Fax: (570) 784-3565

CMAVTS Special Education Director's JOC Report

August 2026

IEPWriter Transition: CMAVTS transitioned from Skyward to IEPWriter over the summer to support Special Education and Section 504 documentation and reporting. The transfer of student documents is nearly complete, and training for administrators and teachers has been completed. Once the document transfer is finalized, the program will go live for relevant staff.

Section 504 Plans: A process for reviewing and updating Section 504 Plans is underway. Sending district staff have been notified regarding students who do not currently have a Section 504 Evaluation on file. For these students, evaluations will be updated in conjunction with their next Section 504 Plan review. Meetings have begun and will continue to be scheduled as due dates approach. The goal is to ensure that each student's file is current and that CMAVTS remains in compliance with Section 504 requirements.

Failure and Credit Recovery Procedures: A comprehensive failure and credit recovery procedure has been developed for students who are unsuccessful in academic courses and/or their career and technical education programs. Internal meetings are scheduled biweekly, with quarterly meetings planned with sending district staff. These meetings will focus on students who are at risk of failing two or more classes, failing their career and technical education program, experiencing significant absenteeism, and/or demonstrating substantial behavioral concerns.

Student Support and Progress Monitoring: Several meetings were held over the summer for students who ended the school year with significant academic, attendance, behavioral, or program-related concerns. End-of-marking-period meetings have also been scheduled for several of these students to proactively monitor progress, provide support, and promote student success.

English Learner Support: Sending district English Learner (EL) supervisors have been contacted to obtain Individual Language Plans (ILPs) for incoming EL students. These plans will be shared with appropriate staff and updated as needed to ensure that instructional supports are aligned with each student's individual language needs.

Columbia Montour Area Vocational Technical School
JOC Report – August 18, 2026
Alexis Gundrum, Principal
Devin Meza-Rushanan, Assistant Principal

Freshman Orientation was held on Thursday, August 13, 2026, and we were excited to welcome 181 incoming freshmen to CMAVTS. The event was a great success, with an excellent turnout and an opportunity for our newest students to become familiar with the school, meet staff, learn about expectations, and begin building connections before the start of the school year.

The first day of school was Monday, August 17, 2026. We were excited to officially welcome all of our students back to campus and begin the 2026–2027 school year.

Looking ahead, Parent Night will be held on Thursday, September 10, 2026. This event will provide parents and guardians with an opportunity to learn more about the school, meet teachers and staff, and gain a better understanding of the programs, expectations, and opportunities available to their students.

We are looking forward to a successful school year and are excited to continue welcoming our students, families, and community into the CMAVTS family.

Director of Technology Report

Jeremy Adams

August 2026

Summer Projects

While we did not have any large projects on the slate for this summer, we did complete a large number of much-needed smaller projects. Some of these are listed below:

- Upgrade to latest Veeam backup software on the server cluster.
- Upgrade Adobe suite in Graphic Design vocational area to the latest version.
- Upgrade AutoDesk suite in Drafting and Design to latest version.
- Network switch replacement in 400 hallway.
- Correction to the power feed to 400 hallway switch gear.
- Speaker replacement and reconfiguration in the cafeteria.
- Upgrade wireless link to field house and press box.
- Replace outside camera near the new greenhouse and add additional 180 degree camera outside health professions to cover dead spot where faculty park.
- Completed various classroom and office moves.
- Switched visitor management system to Centegix.
- Installed camera in school store.
- Replaced our physical domain controller (Jenga) with a renewed server (Othello)
- Centrally mounted access points in several rooms that previously had poor placement.
- Completed Freshman and new incoming student Chromebook labeling and configuration. Sorted and delivered chromebooks to student homerooms.
- Reduced our paid Zoom accounts to 1.
- Finished moving the last of our fleet to Adobe per-user licensing - this allowed us to remove per-device licensing from our annual renewal, saving approximately \$1000 per year.

IEPWriter

Work is continuing on the integration of Skyward and IEPWriter. The goal is to synchronize student and guardian data from Skyward to IEPWriter so the Special Ed department does not have to manually key in student and guardian data. We have successfully uploaded student data, guardian data is in progress.

Faculty and staff devices

The new laptops for the beginning phase of faculty and staff device replacement were ordered in late July. We have not received a shipment date yet, but I expect it to be soon. Upon their arrival we will begin with imaging and deployment.

Columbia-Montour A.V.T.S.

Max Sitler

Custodial/Maintenance Supervisor

msitler@cmvt.us

Building & Grounds Report

August 18th 2026 Joint Operating Committee Meeting

Overview

I don't even know where to start. It's hard to believe that the students are back already. The Custodial and Maintenance Staff was very busy this year. With the loss of the Maintenance Tech there were some issues that went unresolved. Working with JJ and Steve we prioritized as we went. Because of the delay in starting the summer work it was difficult to obtain contractors to cover in the absence. But I can say the facility is clean and safe, ready to resume another year.

We are diligently working on replacing the Maintenance Tech position.

Good or Bad, I did however spend the majority of my time working with the crews.

The Roof project was completed by the deadline. Waiting for a post project inspection walk through. I did find one leak, and I have reach out to the contractors.

Grounds

1. The mowing was kept up, but some of the extras outside projects were off the schedule.
2. Athletic fields were only a week behind schedule, and I would thank the coaches for being patient.
3. Trimmed the trees that were touching the buildings.
4. Painted the goal post, and repaired the baseball and softball backstops.

Interior

1. A few of the HVAC issues have been rectified, many more to deal with.
2. With changing some of the classroom, it kept the custodial staff busy
3. I will be contacting and scheduling the boiler start up for October

Please if you have any questions, reach out, there was way to much going on to fit in one report.

Adult Education
July 2026
2025-2026 End of Year Report
Tracy Harter, Adult Ed Coordinator

Students Served – 342

Customized Job Training – 171 Students

- Berwick Area Joint Sewer Authority – Basic Electrical Theory I & II (9 students)
- Berwick Area Joint Sewer Authority – PLC (9 students)
- Steve Shannon Tire – (2) PA Safety Inspection (29 students)
- Hawkins Chevrolet – Emissions Inspector Certification (10 students)
- Kaiser Brothers – Emissions Inspector Certification (4 students)
- Sun Area CTC – Inspection Retakes (3 students)
- North Central Secure Treatment Center – Weld Tests (79 students)
- Bureau of Juvenile Justice Services – Summer 2025 Building Trades Maintenance Course (96 hours / 28 students)

Proctored Testing – 20 Students

- ServSafe Proctored Testing – 11 students
- Gas Cap Proctored Testing - 15 students

Adult Education Reportable Classes = 13 / 124 Students

- PA Safety Inspection Mechanic (6 classes / 88 students)
- Emission Inspector Certification (1 Class / 8 students)
- Enhanced (Cat 4) Mechanic (3 Classes / 4 students)
- Basic Welding – Mig/Tig/Stick (1 Class / 9 students)
- Machine Technology (1 Class / 9 students)
- Air Conditioning and Refrigeration Technician (1 Class / 6 students)

Industry Credentials / 100 Credentials

- A/C & Refrigeration – 4
- Inspection / Cat. 1 – 63
- Inspection / Cat. 2 – 5
- Inspection / Cat. 3 – 17
- Inspection (Enhanced) / Cat. 4 - 3
- Emissions (EIC) - 8

Ed2Go (short term) and Career Training Online Courses - 21 Students (profit \$9,925.00)

- Medical Billing and Coding (Career Training / WIOA Approved) (17 students)
- NABCEP Certification – PV Installation Professional (1 student)
- Certified Medical Assistant (1 student)
- Phlebotomy Technician (1 student)
- Sterile Processing Technician (1 student)

CATS and PIMS PDE required reporting have been completed for the 2025/2026 School year.
Adult Career and Technical Education Follow-Up Survey notices have been sent to students.
CPWDC reporting for WIB approved courses have been completed for the 2025/2026 School year.