

**Chester County Technical College High School  
PICKERING CAMPUS**

**Welcome**

August 2022

Dear Student,

It is with great pleasure that we welcome you to the TCHS Pickering family! This should prove to be a very exciting time as we continue to thrive and update our building and programs here in Phoenixville. With so many NEW and exciting initiatives, we are anticipating a great school year!

Hopefully, the summer has given you the opportunity to relax and prepare yourself for the challenge of the upcoming school year. Our goal is to provide each student with the opportunity to attain success. This goal will be accomplished through the combined team efforts of you, your teachers and your parents. We encourage you to take full advantage of these opportunities and accept the responsibilities of being a successful TCHS Pickering student. You control your own destiny!

We are very fortunate in that TCHS Pickering provides a unique educational opportunity for a myriad of students throughout Chester County. The result is that there are various programs operating within the TCHS Pickering community and this handbook addendum is applicable to all of our school-aged students. This handbook addendum works in conjunction to the CCIU Student Handbook and is a guide for the procedures that are specific to TCHS Pickering.

Please read through both handbooks thoroughly, review with your parents/guardians and then sign the “Student/Parent Handbook Sign Off” form in PowerSchool.

We wish you a happy, healthy, safe and successful 2022-2023 school year!

Sincerely,



Erin Petters  
Principal



Dr. Patricia Binkley  
Assistant Principal



Tracy Sterling  
Special Education Supervisor

**Technical College High School Pickering Campus  
2022 – 2023  
Holiday / In-Service / Marking Period Dates**

August 29	First Student Day
September 2 – 5	Labor Day Holiday • <b>CLOSED</b>
September 26	<b>In-Service Day</b> (no school for students)
November 3	End of FIRST Marking Period
November 8	<b>In-Service Day</b> (no school for students)
November 23	<b>In-Service Day</b> (no school for students)
November 24 – 25	Thanksgiving Recess • <b>CLOSED</b>
December 26 – 30	Winter Recess • <b>CLOSED</b>
January 3	<b>School REOPENS</b>
January 16	Martin Luther King Day • <b>CLOSED</b>
January 20	End of SECOND Marking Period
January 25	<b>In-Service Day</b> (no school for students)
February 16	<b>In-Service Day</b> (no school for students)
February 20	Presidents Day • <b>CLOSED</b>
March 28	End of THIRD Marking Period
April 6 – 10	Spring Break • <b>CLOSED</b>
April 25	<b>In-Service Day</b> (no school for students)
May 16	<b>In-Service Day</b> (no school for students)
May 29	Memorial Day • <b>CLOSED</b>
June 7	Last Student Day

Dates may change due to emergency closing and other circumstances.

**All days will be made up at the end of the school year**

**School Closing Number: 873**

**Radio Stations**

KYW 1060 AM Philadelphia

**Television Stations**

KYW Channel 3 Philadelphia

WPVI Channel 6 Philadelphia

WCAU Channel 10 Philadelphia

WGAL Channel 8 Lancaster

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

Check the TCHS Pickering website for school closings and events: [www.tchspickering.org](http://www.tchspickering.org)

## ATTENDANCE

### **Lateness to Class or School**

Students are expected to be in first period on time and remain in school for the entire day. “Late to School” is defined as failing to report to class by **7:45A.M.**

Please see the chart below for policy and procedures to follow for lates to class:

A “late” to class shall mean arrival to class without a pass from the main office, other staff, or other verbal communication to indicate a reason for a student’s tardiness to class.

3 Lates	Teacher contact home and document in log entry
6 Lates	Lunch Detention
8 Lates	Behaviorist contact home and document with log entry
9 Lates	In School Solution
12 Lates	Parent Meeting/ Disciplinary Action

12+ lates to class will result in a meeting to determine continued TCHS Pickering eligibility.

### **False Notes**

In the event that a student falsifies a note for absence or lateness that absence/lateness will be considered unexcused, and the attendance policies established for these offenses will apply. In the event that a student presents a falsified note for an early dismissal, the early dismissal will not be granted. If the student is absent from class due to a falsified note, the procedures for class cutting and forgery will be followed.

### **Early Dismissal**

Under no circumstances is any student permitted to leave school grounds without proper approval. Only the principal, assistant principal, school nurse or attendance office may grant approval for early dismissals. No student will be permitted to leave unless a written request (or emailed request) is presented and approved. Early dismissal notes must be presented to the receptionist in the main office before class/school and will be verified by phone. The early dismissal request must have the following information: student’s full name, parent’s signature, reason for request, home phone number and time of dismissal. Prior to pick-up, the driver is expected to come into the front office and show ID to office staff. The administration reserves the right to revoke early dismissals not submitted at the proper time and will check on the legitimacy of any early dismissal notes when deemed necessary. Early dismissals should be limited to four (4) per marking period.

### **Drop/Add Procedure**

Students must verify permission from parent/guardian and sending school district.

## GRADING

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

### **Definitions:**

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

- 2 points- Phone is put away (unless instructor permission is granted)
- 2 points- On time to class
- 2 points- In correct program uniform/Dress Code
- 2 points- On task
- 2 points- Demonstrate safe behavior in program (including school appropriate language)

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

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

<b>GRADING</b>	<b>SCALE</b>
<b>Letter Grade</b>	<b>Numerical Average</b>
A+	96 – 100
A	90 – 95
B+	85 – 89
B	80 – 84
C+	77 – 79
C	73 – 76
D	70 – 72
F	<b>69</b> and below
I	Incomplete

<b>MP WEIGHTS</b>	
MP1	25%
MP2	25%
MP3	25%
MP4	25%

### **Grading Information**

- A - Outstanding Achievement      D - Below Average Achievement
- B - Above Average Achievement    F - Little or No Achievement
- C - Average Achievement

F Unconditional Failure – Indicates unsatisfactory achievement. The academic subject must be repeated. Students who fail their program area may not return to that program the following year unless approved by the program teacher and administration.

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

## Portfolio Project

The senior portfolio is a requirement for graduation. Work on the portfolio begins in grade 10 and is to be completed no later than the third marking period of the student’s senior year.

## Certificates and Competency Lists

Students at TCHS Pickering receive recognition and have their accomplishments recorded in several different ways.

1. Seniors who have met Pennsylvania Department of Education and district graduation requirements while enrolled in a career and technical education program will receive their high school’s diploma.
2. Seniors who are eligible to receive a high school diploma will be issued a “Graduation Competency Certificate” from TCHS Pickering indicating the skills learned by the student.

## STUDENT SCHEDULES

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

### Bell Schedule

Period 1	Period 2	Period 3	Period 4			Period 5	Period 6	Period 7
7:45 - 8:32	8:35 – 9:22	9:25 – 10:12	10:15 – 10:45	10:45 – 11:05	11:05 – 11:35	11:38 – 12:25	12:28 – 1:15	1:18 – 2:05
			<b>Lunch A</b>	<b>Lunch B</b>	<b>Lunch C</b>			

## STUDENT RIGHTS AND RESPONSIBILITIES

Students elect to attend TCHS Pickering to fulfill their potential. With this goal in mind, students are extended rights and assume responsibilities.

## Student Rights

**At TCHS Pickering, we are committed to fostering and maintaining a family community that prioritizes equity and the dignity of individuals, while promoting an inclusive, skilled and industrious workforce.**

TCHS Pickering encourages students to be cognizant of their rights as citizens and as students. Students attending TCHS Pickering have the right to:

- Be welcomed to TCHS Pickering and to be informed of school procedures.
- Be informed about curriculum, materials and assessment utilized in their programs and classes.
- Achieve their maximum potential through appropriate educational programming offered regardless of race, color, creed, religion, gender, sexual orientation, marital status, pregnancy or disability.
- Express concerns regarding their education in an appropriate and respectful manner to administration and/or guidance.

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

## Program Attire & Student ID

In order to promote a professional workplace environment, all students are **required** to be in proper program attire while at TCHS. Uniforms vary by program and can be ordered by accessing the **“Wearable Web Store”** link at <https://tchs.clemensuniform.com/>. Students will be expected to dress in proper program attire and have their student IDs on their person while in program. Students who are not in uniform will not be permitted to participate in hands-on programming.

## Student Driving and Riding Procedures

Student driving, riding and parking at TCHS Pickering is a privilege and is permissible only when approved by TCHS Pickering and the parent/guardian. The cost of a parking tag is **\$15.00**. The parking tag is to be visibly displayed on the rear-view mirror of the vehicle. Under no circumstances are parking tags transferable from student to student. If a permit is lost a new one must be purchased, and the replacement fee is **\$15.00**. A permit must be purchased for each vehicle the student will drive to school, switching permits between vehicles is not permitted.

Student drivers are not permitted to have passengers without express written consent by both the driver and rider students’ parent/guardian. There is a maximum of **three (3)** riding passes issued for each driver. All vehicles must have a current state safety inspection sticker. **Riding and driving passes must be renewed annually**. Periodic seatbelt and permit pass checks will be held. Violators will be subject to disciplinary action and or revocation of driving/riding privileges.

The permission requires the submission of an application and listing of riders on the student driver’s card and parking tag.

**Campus parking is a privilege.** It is understood that when students drive their vehicles on school property, they agree to abide by campus rules and authorize school officials to search their vehicles when reasonable suspicion exists.

The speed limit on school property is **ten (10)** miles per hour. Students must follow all “one way” signs in the parking lot. All students must park in the student parking lot. Students are not permitted to loiter in the parking lot. All student drivers and riders must enter the school through the front doors of the lobby. All parking on school property is at the risk of the owner/operator. The school assumes no responsibility for any damage or loss of property. All cars must be locked at all times. Unauthorized or illegally parked vehicles are subject to towing and/or booting at the owner’s expense.

- All student drivers must park on school property.
- Students who illegally drive to school, and/or park without a school issued permit, and/or park off school property are in violation of this policy and subject to disciplinary action.
- Parking/driving privileges may be revoked if a student is: reckless driving, racing motors, spinning wheels, speeding, failing to obey posted traffic signs, riding on the outside of a vehicle, driving in a manner that is dangerous to oneself or others, and/or exceed ten (10) late to school notices.
- Student drivers must yield the right of way to school buses and pedestrians at all times.
- Students may not go to their vehicles during the day without a valid written pass and permission from the administration.
- Violators of any provision of the driving/riding policy are subject to having the “boot,” a wheel immobilization device, placed on their vehicle.

**Parking Permit** and **Rider Permit** applications are now issued via email to the parent/guardian. Applications are to be completed and returned to the email indicated on the directions sent with the application. Students need to request a driver/rider application from their CTE instructor that request will be sent to the office.

All **riders** must have an approved pass for **EACH** vehicle in which they are traveling. Once the completed application is returned by the parent the rider pass will be issued to the student to keep with them. If a driver is stopped for a vehicle check all riders will be responsible for showing their approved rider pass to the staff member. **No student, unless it is a sibling, is permitted to ride with a driver without express written permission [Rider Permit Application] from their parent/guardian being on file.**

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

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

- a. **First Offense** – Warning issued, vehicle information documented and reported to administration. Parent/guardian notified.
- b. **Second Offense** – Vehicle information documented and reported to administration. Behavior modification assigned and parent/guardian notified.
- c. **Third Offense** – Vehicle information documented and reported to administration. Discipline may include the vehicle having a “boot,” put on it’s wheel, out of school suspension assigned, and/or the vehicle being towed.

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

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

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

## **Student Obligations**

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

1. A student may not graduate unless all obligations are paid in full.
2. If a student returns to their high school, the obligation will follow the student and become an obligation at the high school.
3. No student will be approved to transfer to another career and technical program until all obligations are paid in full.
4. No student records, grades, transcripts, etc., will be sent to another school, employer, etc. until all obligations have been paid in full.
5. Any student who has an outstanding financial obligation and who has not made any arrangement or who is not following a prescribed payment plan may not participate in any extra-curricular activities/field trips.



6. TCHS Pickering is proud to be able to provide our students with the opportunity to obtain personal certifications through enrollment in their chosen CTE program. Along with students being provided the opportunity to become certified is a fee that varies depending upon the certification. **Certification fees are the sole responsibility of the student/parent-guardian.**

All fees are payable either in cash or with a check/money order (payable to: TCHS Pickering). **TCHS Pickering does not accept credit and/or debit card payments.**

Seniors that still have obligations on file with TCHS Pickering as of April 15<sup>th</sup> will be required to pay those obligations in cash. No personal or business checks will be accepted after April 15<sup>th</sup> for any senior obligations.

## **Internet Policy**

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

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

Student forms are available on PowerSchool and must be signed and returned in order to access the internet.

## **Textbooks**

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

## **Laptops**

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

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

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

## **Field Trips**

The same rules of conduct that are in effect while at school also apply on school-sponsored trips. All driving/riding policies must be followed. Neat and appropriate attire is a must for all field trips. It will be necessary for students to have a Parent Permission Slip signed and returned two weeks before leaving on any trip. Students not attending field trips are expected to be in school and follow their schedule. Any student who does not have the required **Emergency Medical Information** form completed in **PowerSchool** will not be permitted to attend any field trip(s). This is legally binding information **required** for all schools to know so we can procure a registered nurse to attend the field trip to dispense medication for your student. **STUDENTS ARE NOT PERMITTED TO CARRY/DISPENSE THEIR OWN MEDICATION ON A FIELD TRIP.**

## **Permission Slips**

**Permission slips will be sent home electronically, via email, to the parent/guardian email on file in PowerSchool.** Permission slips are to be completed/signed and returned via email to the address provided on the permission form **within 3-days** of it being sent. Failure to submit the form within the 3-day period will result in your student not being able to attend the field trip.

## **Assemblies**

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

## **Advertising Flyers**

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

## **PERSONAL PROPERTY**

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

## **Lost and Found**

Items either lost or found should be reported or taken to the main office.

## **Lockers and Locker Procedures**

Students are expected to place all valuables in their locker and lock them up while in school. All lockers must be locked! Only school issued combination locks will be permitted on lockers, you can request a lock from the main office. Locks are to be returned at the end of the school year or when a student is withdrawn from TCHS Pickering. A **\$10.00 fee** will be charged for lost or damaged locks. Lockers are considered school property and may be inspected at any time.

## **STUDENT SCHOOL SERVICES**

### **Guidance Counselor Service**

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

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

The parent/guardian is required to enter their students' **Student Health Summary and Emergency Contact Information** in PowerSchool with accurate information, parent/guardian signature and date **within ten (10) days** of the start of the school year. Failure to do so will result in exclusion from program participation and disciplinary action. Students without this information entered in PowerSchool will not be permitted to attend any field trips.

## **STUDENT DISCIPLINE**

### **Disciplinary Actions**

**In-School Solutions-** In-School Solutions is a program in which students are removed from the classroom for a period of time and work closely with the school behaviorist and/or dean of students to identify problem behavior(s), antecedents and develop strategies that are positive in nature and response.

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

**In-School Suspension (ISS)-** In school suspension is an alternative setting that removes a student from the classroom for a period of time, while requiring the student to still complete their work in an alternative setting.

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

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

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

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

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

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

## Definitions

\*See further descriptions of behavior below chart

Problem Behavior	Definition
Defiance/ Insubordination/ Non-Compliance (M-Defiance)	Student engages in brief or low-intensity failure to follow directions and/or talks back (Example: Student is asked to remove head covering and refuses, task avoidance, sleeping).
Disrespect (M-Disrespect)	Student delivers low-intensity, socially rude or dismissive messages to adults or students (Example: Student is asked to remove hat and responds, "You are not my teacher.")
Disruption (M-Disruption)	Student engages in low intensity, but inappropriate disruption (Examples: walking into an unscheduled classroom, interrupting other classes/classmates).
Inappropriate Language (M-Inapp Lan)	Student engages in low-intensity instance of inappropriate language (Example: Students repeats, "I hate this XXXX math work.")

Physical Contact/ Physical Aggression (M-Contact)	Student engages in non-serious, but inappropriate physical contact (Example: horseplay, safety issue, physical displays of affection).
Property Misuse (M-Prpty Misuse)	Student engages in low-intensity misuse of property (Example: tossing tools, equipment, materials).
Tardy (M-Tardy)	Student arrives at class after the late bell without a pass.
Technology Violation (M-Tech)	Student engages in non-serious, but inappropriate use of electronics (Examples: including but not limited to cell phones, computers, tablets, earbuds, headphones Examples of behavior: texting in class, watching movies, using social media).
Abusive Language/ Inappropriate Language/ Profanity (Inapp Lan)	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way (Examples include: inappropriate language directed at others).
*Arson (Arson)	Student plans and/or participates in malicious burning of property.
Bomb Threat/ False Alarm (Bomb or False Alarm)	Student delivers a false message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Defiance/ Insubordination/ Non-Compliance (Defiance)	Student engages in public and disruptive refusal to follow directions and/or disregards directives.
Disrespect (Disrespect)	Student delivers public and disruptive socially rude or dismissive messages to adults or students.
Disruption (Disruption)	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Dress Code Violation (Dress)	Student repeatedly wears clothing that does not fit within the dress code guidelines defined by the student handbook, and minor interventions have not been successful.
*Fighting (Fight)	Student is involved in mutual participation in an incident involving physical violence (Examples: Two or more students engage in physical contact with each other).
Forgery/ Theft/Plagiarism (Theft)	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own (including cheating).

Gang Affiliation Display (Gang Display)	Student uses gesture, dress, and/or speech to display affiliation with a gang.
*Harassment/Bullying (Harass)	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. This can take the form of bullying which is direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Inappropriate Display of Affection (Inapp affection)	Student engages in inappropriate, consensual verbal and/or physical gestures/contact, of a sexual nature with another student (behavior beyond kissing/hugging).
Inappropriate Location/ Out of Bounds Area (Out Bounds)	Student is in an area that is outside of school property and/or their scheduled location.
Other Behavior (Other)	Student engages in problem behavior not listed.
*Physical Aggression (PAgg) Simple/Aggravated	Student engages in actions involving serious physical contact where injury may occur (e.g., assault, hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
*Property Damage/Vandalism (Prop dam)	Student participates in an activity that results in destruction or disfigurement of property.
Skip class (Skip)	Student deliberately misses class or part of class without permission/pass.
Technology Violation (Tech)	Student engages in serious, inappropriate, and malicious intent with use of electronics (Examples: including but not limited to cell phones, computers, tablets, earbuds, headphones. Examples of behavior: compromising IU Network, use of social media to exploit).
Truancy (Truan)	Student receives an 'unexcused absence' for 3 days or more.
Use/Possession of Alcohol (Alcohol)	Student is in possession of or is using alcohol.
Use/Possession of Combustibles (Combust)	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
*Use/Possession of Controlled Substance (Drugs)	Student is in possession of or is using illegal drugs/substances or imitations.
*Use/Possession of Tobacco (Tobacco)	Student is in possession of or is using tobacco/nicotine.

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

“**Weapon**” includes but is not limited to:

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

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

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

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

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

**Controlled Substances** – Students are prohibited from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on Intermediate Unit property, at any program or activity sponsored by the Intermediate Unit, and during the time spent traveling to and from programs and activities sponsored by the Intermediate Unit. For the purpose of this policy, controlled substances are defined as: all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, substances that when ingested cause a

physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy. For purpose of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

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

Violations of the controlled substance policy will be reported to the local police authorities. It is mandatory that any student violating this policy be referred to the Student Assistance Program, SAP, at TCHS Pickering, and be evaluated by the drug and alcohol assessor. That student must follow the assessor's recommendation for treatment. Failure to comply with the assessor's recommendations may result in a recommendation for removal from the school. The following action will be taken for violation of the controlled substance policy:

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

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

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

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

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

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



## **Integrated Pest Management Policy**

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

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

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

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

## **CCIU Board Policies**

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

- Non-discrimination
- Non-discrimination – Qualified students with disabilities
- Curriculum review by parents/guardians and students
- Attendance
- Possession/use of asthma inhalers & epinephrine auto-injectors
- Student discipline
- Weapons
- Terrorist threats/acts
- Tobacco use

- Searches
- Controlled substances/paraphernalia
- Suspension and expulsion
- Electronic devices
- Hazing
- Unlawful harassment
- Bulling/Cyber bullying
- Safety
- Integrated pest management
- Acceptable use of internet, computers and network resources
- Student expression/distribution and posting of materials
- Student complaint process
- Dress and grooming

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