



LANCASTER COUNTY
CAREER & TECHNOLOGY CENTER

2016—2017 Student Handbook



**YOUR PATH
TO A
BRIGHTER FUTURE**

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Welcome

Welcome to the Lancaster County Career & Technology Center, one of the finest career and technical schools in the state. Your decision to enhance your education with career and technology training is a smart one. You know that you are giving yourself a competitive edge by graduating with a diploma in one hand and your LCCTC certificate in the other. You have just become a desirable potential employee to the many businesses that seek our graduates. You will also earn valuable experience and the opportunity for college credits that will save you time and money as you continue your education.

The staff and administration of the LCCTC will do everything possible to ensure your experience with us is rewarding and successful. Please take the time to read this entire handbook so that you will be familiar with our policies and procedures. Your instructor will be able to answer any questions you might have.

NOTE: Post-secondary students enrolled at the LCCTC are required to comply with ALL of the policies and procedures contained within this handbook. LCCTC reserves the right to immediately remove any full time post-secondary student from the program for violation of its policies and procedures. Students removed from the program will meet with the administration to discuss reasons for removal and the student's right to appeal.

Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws.

For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584-0527. Telephone: 717-464-7050.

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Director of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584. Telephone: 717-208-3124.

Lancaster County CTC is accredited by: The Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone: 800-917-2081. Website: www.council.org.

For program descriptions, lengths, schedules, school calendar and grading procedures; admissions and transfer requirements; tuition, fees and refunds policy; financial aid information; prerequisite and completion information; graduation rates; rules and regulations for conduct; grievance procedures; legal requirements for licensure (if applicable); requirements for entry into or advancement within an occupation; median debt of students who completed the program; and other important information, please visit our website at www.lancasterctc.edu.

A complete listing of full-time and part-time faculty members, including degrees held and the conferring institution, is available for review upon written request in the Executive Director's office at the Main Campus of the LCCTC.

Table of Contents

This student handbook has been prepared to acquaint you with most of the general procedures and policies of the Lancaster County Career & Technology Center. It is difficult to include all areas that may be needed or of individual interest to students. While we follow sending school procedures as closely as possible, those procedures may vary from school to school. Therefore, policies in this handbook must not reflect on nor be confused with sending school policies. You are entirely responsible for your own actions and behavior. Please keep in mind that courtesy is always in style and that the behavior and success of every student is important.

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School Calendar

August

29 First Day of School

September

2 Labor Day Vacation (school closed)

5 Labor Day (school closed)

October

10 In-Service Day (no school for students)

November

24 Thanksgiving Vacation (school closed)

25 Thanksgiving Vacation (school closed)

28 Thanksgiving Vacation (school closed)

December

7 Open House (6-8 p.m.) all campuses

26 Holiday Break (school closed)

27 Holiday Break (school closed)

28 Holiday Break (school closed)

29 Holiday Break (school closed)

30 Holiday Break (school closed)

January

2 Holiday Break (school closed)

16 In-Service Day (no school for students)

February

17 Weather Make-Up Day

20 President's Day (school closed)

April

14 Good Friday (school closed)

17 Weather Make-Up Day

May

29 Memorial Day (school closed)

30 Certificate and Awards Ceremony (tentative)

June

5 Last Student Day (pending inclement weather days)

General Information

Academics as a Component of the LCCTC Program

Under the Perkins IV legislation, CTC students are expected to earn four years college prep math and English credits during the high school experience. While academics are and have always been integrated into the LCCTC program, the school is increasing academic rigor within its programs in order to meet this requirement. Academics are a required component of the LCCTC program, and students, high school and adult, may not opt out of any portion of the full day program at the school.

Advanced Placement Internship (API)

Students meeting program requirements may participate in the API program. This intensive program allows students to work side-by-side with an experienced mentor in a workplace setting.

Automotive Youth Education System (AutoYES)

Students in Automotive Technology and Collision Repair Technology may participate in the AutoYES program. This intensive program allows students to work side-by-side with an experienced mentor in a workplace setting.

Career and Technical Student Organizations

At the Lancaster County Career & Technology Center, we actively support related student organizations. The schools currently have active chapters of the following: HOSA, FFA, National Technical Honor Society, and SkillsUSA.

Closing of School

Announcements regarding the closing of school will be made in the morning over local radio and television stations. You will also receive an automated call from "One Call" regarding closings and delays.

Cooperative Education

Cooperative Education/Clinical Experience will be made available for qualified students to gain instructional benefits while working for an employer. This training will be limited to students who have achieved a "C" average or better, who have 90% or better attendance, at the time of application have mastered basic skills and have good work ethics. Students must also be recommended by their instructor for this school-to-work program.

Students who have less than 90% attendance at the time of application, participation in "co-op" is at the discretion of the LCCTC campus assistant principal. All "co-op" students need to attend school all day on the first and third Monday's in May.

Evacuation Procedures

Fire drill instructions are posted in each room. In case of evacuation, move to the designated area as directed by the instructor as quickly and quietly as possible. Students will remain with the instructor until told to return to the building.

Field Trips

Field trips arranged by instructors are an appropriate part of the instructional program. Parental permission slips will be required and given to the instructor prior to all field trips. Proper student behavior will be expected at all times since each student is a representative of the LCCTC program. Students must also be in good standing with the CTC in order to participate in field trips.

Incomplete Grades

This grade alternative is to be used only when the absence or absences are the direct result of medical reasons substantiated by a physician. This involves any medical situation where either the absence or the make-up work extends beyond the school's marking period. The incomplete grade shall be resolved within two weeks of the student's return to school, unless extenuating circumstances warrant more time to be allotted for the make-up work. An extension in this case must be approved by the campus principal.

Injury or Illness

All accidents or illnesses must be reported to the instructor immediately. The instructor will refer the student to the nurse in charge of first aid. Under no circumstances will a student go home, be sent home, to a doctor, or hospital without authorization from the school nurse. If you become ill or have an accident on the school campus before or after class time, report to the school nurse immediately for assistance. **Students sent home by the nurse for an illness will be marked with an unexcused absence until an excuse card is returned from parent or guardian.** Students taking medication must report to the school nurse.

NOTE: *Each student in the Clinical Care Assistant (Hospital), Cosmetology, Culinary Arts, Culinary Cluster, Dental Assistant, Health Care Cluster, Nursing Assistant/Home Health Aide, and Medical Assistant programs will be required to obtain a physical exam and physician's verification that he or she is free of communicable disease.*

Insurance

The LCCTC does not carry insurance to cover medical expenses for injuries to students while attending school. Each student should carry school insurance purchased through the sending high school or have established coverage through a family policy.

Integrated Pest Management (IPM)

The Lancaster County Career & Technology Center uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places.

General Information (continued)

We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IMP 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 pests, etc.

From time to time, it may be necessary to use chemicals to manage this pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. (Applications will be made only after normal school hours.) Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parent or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the district in writing. Please include your email address if you would like to be notified electronically. Each year the district will prepare a new notification registry.

If a chemical application must be made to control an emergency pest problem (ex. stinging insects), notice will be provided by telephone to any 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.

Parent Portal

The Parent Portal gives parent(s)/guardian(s) an opportunity to view your child’s attendance, disciplinary record, and grades online. Parents wishing to access their student’s information must complete a parent portal permission form available on page 38. Directions to access the portal are available on our website www.lancasterctc.edu.

Physical Education

When physical education is required for high school graduation, it is performed by contract with the high school or according to other high school requirements.

Procedures For Assignments Missed During Absences

In case of an excused absence or suspension, students are able to make up assignments and exams within three (3) days for full credit. Under exceptional circumstances,

such as long-term illness or injury and/or full suspension, additional time may be granted for make-up of work missed through a mutual agreement among student, teacher, parents, guidance and administrative personnel at the LCCTC. Furthermore, in case of a suspension the student may make-up assignments and tests within the time equal to the number of days of suspension up to a maximum of ten (10) school days. Work not completed within the allotted school days will result in an incomplete grade. Arrangements for making up any work missed shall be the responsibility of the student. For each day of excused or unexcused absence as well as tardiness, the student may receive a reduction in Employability Skills grades. Students cannot receive credit of any amount unless make-up work is completed properly as determined by their CTC instructor. See Attendance Regulations for more information.

Pupil Services

The LCCTC provides guidance services for the purpose of assisting students with decisions related to their occupational choices, post-high school educational plans, career opportunities, and personal problems affecting progress at school. During the year the students are given opportunities to evaluate their aptitudes, interests, and career goals. The Guidance Office or, in the case of post-secondary students, the Post-Secondary Career Center maintains student school records which are a valuable resource when furthering education and/or securing employment following graduation. If students have any questions or concerns related to their LCCTC school records, speak with the school counselor or Director of Post-Secondary Education.

Safety

Students are instructed in safe working practices and respect for tools and equipment. However, in spite of all precautions taken, there is always an element of danger when working around machinery. Basic safety equipment is provided by the school. All persons (students, instructors, and visitors) must, upon entering the laboratory area, wear eye protection devices as required by Act 116, Eye Protection Law. *The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:*

Section 1: Every teacher, student, visitor and every other persons in any class or laboratory in public or private schools, colleges, and universities who is engaged in or is within the area of known danger created by:

- 1. The use of hot liquids, solids, gases, or caustic or explosive materials; or*
- 2. The milling, sawing, turning, shaping cutting, grinding, or stamping of solid materials; or*
- 3. Tempering, heat treatment or kiln firing of metals and other materials; or*
- 4. Gas or electrical welding; or*
- 5. The repairing or servicing of vehicles.*

Prescription safety glasses and other special equipment must be purchased by the students. Sunglasses are not permitted as an eye protection.

General Information (continued)

Soft-toed shoes such as sneakers, open-toed sandals/beach shoes, etc., are hazardous in terms of falling objects and should not be worn in lab areas indicated by program safety rules. Where tools and machines are used, loose-fitting clothing, such as neckties, torn sleeves, baggy or torn pants, etc., shall not be worn when working on machines. All visitors and faculty will wear appropriate safety equipment when involved in activities in lab area.

Prior to operating a piece of equipment for the first time, students must successfully pass a safety test and have a medical card on file. Students will wear safety equipment as specified by the instructors and the appropriate health and safety codes. **THERE ARE NO EXCEPTIONS TO THE SAFETY RULES.** Failure to follow safety rules will result in disciplinary action or removal from the program. The student is responsible for the cost of replacing lost or abused safety equipment.

State Occupational Competency Testing

All seniors designated as a "Program Concentrator" are required to participate in State Occupational Competency Testing in programs where a state approved assessment exists. **The Pennsylvania Department of Education defines a "Program Concentrator" as any student who has successfully completed more than 50% of the curriculum for their program.** Student Occupational Competency Assessment is a requirement under state and federal regulations, as well as a requirement for completion of a technical program at LCCTC. A specific test utilized by our school to comply with the requirements is the NOCTI assessment. The unique aspect of this test is that it relies on both written and performance components to identify the student's skill level. Results of the assessment will become part of the student's permanent record. For programs where a state assessment exists, students must pass the examination with a score of competent or advanced in order to receive a certification of completion from LCCTC. **Students who do not take the state assessment when one exists, or who score below the competent level, will receive a LCCTC certificate of attendance only.**

Student Evaluation Report

Student progress reports will be issued for students each mid-term. Student evaluation reports will be issued to all pupils by the school every nine weeks. These records will also be transmitted to the sending school where they will become a part of each student's permanent record. Additional interim progress reports will be issued if a student's grade drops two levels or to a failing grade.

Student Records (FERPA)

The following information is provided to notify you of your rights and privileges under the Family Educational Right and Privacy Act (FERPA), a federal law which protects the confidentiality of student educational records by limiting their disclosure.

FERPA guarantees parents and eligible students (students who attained eighteen years of age or are married) certain rights which are described below.

1. Access to Records

Parents or eligible students have the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested. To inspect your child's or your records, contact the local school administrator or counselor. When a child's parents do not live together, both parents have the right of access to all information relating to their child's education unless there is a court document specifically prohibiting it. Report cards, progress reports and other educational information routinely provided to the custodial parent by the school may also be sent to the non-custodial parent upon request.

2. Challenge to Records

Parents or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading or violate student's rights, and to have a hearing if that request is refused.

3. Disclosure

FERPA provides that educational records cannot be released without written consent of the parent or eligible student, except in certain specified instances.

4. Policy

A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them, and the limitations on the release of records is presented in LCCTC's FERPA policy statement. You may obtain a copy of this policy by contacting the office of the Executive Director.

5. Complaints

If you believe that the Lancaster County Career & Technology Center is not complying with FERPA or not guaranteeing you your rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the Act at this address: FERPA Office, Dept. of Education, Room 4522-Switzer Building, Washington D.C. 20202.

Telephones

School telephones are only available to students for emergency purposes or for making calls related to program activities as directed by the instructor.

Visitors

Visitors are not permitted in any part of the school without prior permission from the receptionist at the front desk. Please note that all visitors will be required to present a current driver's license and/or picture identification that will be scanned through our Raptor system to insure the protection of our students. Upon approval, visitors will receive an identification pass that must be worn and visible at all times when in the school. When departing, visitors must return visitor identification pass to the receptionist at the front desk.

Student Responsibilities

Arrival and Dismissal

Students arriving shall report to their respective instructional areas immediately upon arrival. Afternoon dismissal times will vary and are determined by the sending school bus schedule. Your instructor will inform you of the class schedule to be followed.

Reasons for requesting early dismissal should fall within the reasons for excused absences (see Attendance Regulations), or for medical, dental, eye, and agency appointments which cannot be scheduled outside of regular school hours. Students must submit a note to the office from parent/guardian requesting early dismissal. Students who return to school after an early dismissal must sign in at the main office. See Transportation Rules for additional information.

Change of Address

It will be the responsibility of the student who moves within or outside of the school district to notify both his/her campus office and the sending school office immediately of any change of address.

Conference With School Personnel

Students and parents are encouraged to seek the help of the instructors, guidance counselors, supervisors or principals whenever necessary. Upon request a conference will be scheduled at the earliest mutually convenient time.

Hall Conduct

Students are expected to walk through the halls in a quiet and orderly manner. While classes are in session, students must have an authorized pass from their instructor or the office to be in the halls.

Illegal /Prohibited Devices

Illegal Devices: In compliance with State Law, students are forbidden to bring to school and/or have in their possession any unauthorized article, device or otherwise potential weapon including ammunition or explosive devices which could inflict bodily injury to the possessor or to others. This shall include but not be limited to knives, studded clothing, throwing stars, laser pointers, etc. Violators will be subject to disciplinary action and, if appropriate, possible criminal prosecution.

Prohibited Devices: Students are not permitted to display, utilize or activate personal technology items such as: laptop or desktop computer, PDA, MP3 or audio video player, wireless/network equipment, and/or gaming devices. Students attempting to access the LCCTC network using prohibited devices are subject to disciplinary action according to LCCTC policy. Cell phones may be used in the cafeteria during lunch and when permitted by the administration and staff. Violators will be subject to disciplinary action.

Leaving School Campus

Students are not permitted to leave school property for any reason during school hours unless prior permission has been granted by the school office. Violations of this rule will result in disciplinary action.

Post-secondary students are permitted to leave the campus during their regular scheduled lunch period. Students must return to their classroom prior to the start of class or the privilege may be removed. Post-secondary students may not transport high school students except when approved by LCCTC Administration.

Lockers

All students are assigned a locker with a combination lock. Lockers remain the property of the school. Since lockers are used to secure personal belongings, students are not to share combinations with other students. If there is reasonable suspicion that a school rule, state or federal law has been violated, lockers will be opened and inspected by school personnel. In addition, periodic random locker inspections may occur. CTC is not responsible for theft or damage of personal items.

Lunch

Every student eating in the cafetorium must be in uniform. The uniform should not be covered by any other articles of clothing. Hats, bandannas, durags, head-bands, or sweatbands are not permitted in the cafetorium. A student may bring his or her lunch or purchase it at the school. If a student qualifies for a free or reduced price lunch, parents should apply at <https://www.paschoolmeals.com>.

No food or open containers of drinks should be taken from the cafetorium at anytime. Disruptive actions of any kind will not be tolerated. Examples include: throwing food or other objects, boisterous behavior, and lack of respect for staff and students.

Paying for Meals: A Point-of-Sale system is used for meal sales. Secondary students **are required** to use picture ID cards to access their account. This card contains a specific bar code that is scanned by the cashier, providing access **only** to their account. Students may not purchase food for another student or use another student's meal account for their purchase. Parents/students may prepay for meals using the deposit envelopes available in the cafeteria or by paying online at www.parentonline.net. It is important to clearly write the student's name, campus, and teacher's name on the envelope. The cost of the meal and any additional a la Carte items will be deducted from the student's balance. Cash may not be removed from the account after it is deposited. A balance greater than \$5 on a student's lunch account at year-end will be refunded via check to the address of record. Anything under \$5 will need to be collected in cash from the cafeteria before year-end. Refunds checks will not be processed for amounts less than \$5.

School policy requires that students without lunch money be provided a mini-lunch consisting of a cheese sandwich, vegetable and milk at no cost. Mini lunches are only available 3 times. **LCCTC does not lend lunch money nor do we allow students to charge meals or a la Carte items.** Cashiers will advise students when their accounts are at or under \$6. Ultimately it is the responsibility of the student to inform the parent/guardian to add money to their account.

Student Responsibilities (continued)

School Property

At the beginning of each school year students are loaned or purchase textbooks and assigned school lockers. Reference books are available for use. These textbooks and reference books should be treated with care and not abused. School owned books are expected to be returned to school in satisfactory condition. Students will be responsible for each assigned or loaned book.

Students who damage equipment through improper use will be responsible for necessary repairs or replacement. Costs for lost or mutilated school property, including safety devices, locks, etc., must be paid by the student to whom they were issued.

Searches

School authorities may search a student's locker, person, assigned computer and files, and/or vehicle and seize any illegal materials, such as drug related items, weapons, stolen property, etc. Confiscated items will be used as evidence against the student in disciplinary, juvenile or criminal proceedings.

State law authorizes the duly assigned school official to search the student's locker when deemed necessary, or if there is a reasonable suspicion that a school rule, state, or federal law has been violated. In addition, random periodic locker, and computer inspections will occur. Searches may include, in addition to school personnel, the Lancaster County Drug Task Force and law enforcement personnel. Specially trained canine units may be used in both announced and unannounced searches to maintain a drug free and safe environment.

Student Attire

LCCTC student dress code requires students wear designated uniforms in every program at the students' expense. School ID and lanyard are part of the CTC uniform. Students have been given advanced notice regarding uniform policy. For health and safety reasons, students are required to wear clean and untattered clothing at all times. Classrooms can be hazardous areas; therefore, for student personal protection, school policy dictates that all students must be dressed in a professional or businesslike manner. Soft-toed shoes such as sneakers, open-toed sandals/beach shoes, etc., are hazardous in terms of falling objects and should not be worn in lab areas indicated by program safety rules. **Jeans, shorts, and capri pants are not permitted.** Skirts MUST BE at least knee length or longer. Students' shirts and trousers must meet each other. Trousers must be pulled up to the waist at all times. Low hanging trousers are considered a safety hazard and therefore must be worn waist high. Muscle shirts or other revealing clothing will not be tolerated on campus or in the instructional areas at any time. Hats, bandannas, durags, and sweatbands may not be worn in the cafeteria, labs, hallways, or common areas.

However, culinary hats and hard hats MUST be worn in labs due to safety, state and federal regulations. Articles of clothing promoting profanity, obscenity, sexual innuendos, drug related comments, or any other inappropriate references, through pictures or wording, will not be tolerated. Modifying or covering uniforms will be considered a uniform violation. Safety rules for particular program areas may also prohibit students from wearing jewelry, hair styles or other fashion accessories that create health or safety issues.

Student Charges

Instructional materials will be supplied by the school. However, students will be required to pay for materials for their personal use. All students are required to pay an activity fee. In certain cases, students also purchase personal tools, equipment, kits and textbooks which are essential for that particular program or occupation. LCCTC is not responsible for lost or stolen tools, equipment, kits, etc. Students who have not met their financial obligation by their last student day will not be awarded their LCCTC Certificate and their high school diploma.

Student Identification Badges

Identification badges will be issued to each student by LCCTC. The ID badge must be worn at all times prominently on the front of each person with CTC issued lanyard, not placed in student's wallet or handbag. A replacement fee of \$5.00 will be charged for lost, stolen, or defaced badges. In addition to the replacement fee, disciplinary action could result for a lost, stolen, defaced or failure to wear badge.

Tardy

When a student arrives late, they will report directly to the main office to sign in and obtain an admittance pass. Should you be tardy at your sending school and wish to report to the campus, an emergency driving pass may be obtained from your sending school office. Once you arrive at the campus, you must report to the main office and report that you have driven to the campus and show your driving pass. In turn, the main office will issue a pass for class admittance. It is important to note that absences and tardiness from class will be recorded and may be used to evaluate a student's ability to participate in any clinical, co-op experience, or participate in CTC special events and trips; as well as affecting the work ethic portion of their grade.

What is an IAUP?

The Internet Acceptable Use Policy ("IAUP"), is a written agreement, between LCCTC and its students, whose purpose is to identify permissible and prohibited uses of Information Technology while at school. More simply, it is a basic set of ground rules for a student's use of Information Technology.

Why Does LCCTC Need an IAUP?

The Internet is a boundless source of detailed, current information that can enhance a student's productivity. The Internet also allows access to a vast amount of purely entertainment-related features. Providing access to the Internet carries the same potential for productivity drain as placing a television on every student's desk.

Many Internet sites offer unrestricted access to pictures, video, sound, and text that is sexually oriented. There is no educational reason for such material to be brought into the classroom, and its presence impairs the school's educational programs. Both state and federal law prohibit the viewing of obscene material, child pornography and other material that is harmful to minors on school Internet systems.

Financial and Technological Reasons for Implementing an IAUP

Restricting use of the Internet to school-related matters serves to prevent a drain on limited computer resources caused by frivolous or improper use. Access to the Internet costs the school money, either in fees to Internet Service Providers, or in hardware costs necessary to accommodate increased network traffic and data storage.

A student's inappropriate use of Information Technology may negatively affect other students' speed of access or storage space for work product. An IAUP can guide students concerning the use of storage space and bandwidth on the system to ensure maximum utility to all students. Examples of restrictions serving this interest would be directives against downloading music, games, movies, personal email or other non-school related files, as well as restrictions on downloading large files that can be obtained offline, and instructions to move old or seldom used files, programs or email to alternative storage.

Electronic Access Policy

I. General

The Lancaster County Career & Technology Center provides most, if not all, students with electronic access, a network connection, and Internet/Intranet access. This policy governs all use of the school's network, network systems and storage, Internet/Intranet access, email system and equipment. This policy applies to all information technology resources, including but not limited to, electronic mail, chat rooms, the Internet, news groups, electronic bulletin boards, the school's Intranet and all other information electronic messaging systems.

II. Definitions

Child pornography – Any photograph, film, audio, video or other visual depiction involving a minor engaging in sexually explicit conduct.

Harmful to Minors – Any picture, image, graphic image file or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable to minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted acts, or lewd exhibition of the genitalia; and (3) taken as a whole, lacks serious literary, artistic, or scientific value as to minors.

Obscenity – Any material or performance, if: (1) the average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest; (2) the subject matter depicts or describes in a patently offensive way, sexual conduct of a type described in this section; and (3) the subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Information technology resources – Any tool or medium used for computing or communications that may include but is not limited to: computers, the Internet, local and wide area networks, intranet and extranet, email systems, file servers, wireless systems, text paging systems, phone systems, and any other electronic devices.

Email

III. EMAIL POLICIES AND PROCEDURES

The school email service is designed to improve the education and training of students who need it as part of their schooling. Students requiring the use of the school's email service must adhere to the following policies and procedures:

- The school's email system, network, and internet/intranet access are intended for classroom use only. Students may access email (if required) and the Internet for educational purposes only. Access to email for personal or recreational use is strictly prohibited.
- * All information created, sent, stored or received via the school email services, network, internet, or intranet, including all email messages and electronic files, is the property of the Lancaster County Career & Technology Center. Students should have no expectation of privacy regarding this information. The school reserves the right to access, read, review, monitor and copy all messages and files on its computer systems at any time and without notice. When deemed necessary, the school reserves the right to disclose text or images to law enforcement agencies or other third parties without the student's consent.
- Use extreme caution to ensure that the correct email address is used for the intended recipient (s). Any message or file sent via email must have the student's name attached.

Network and Internet Policy (continued)

- Creating or accessing personal email accounts is not permitted at school. Personal email accounts being: accounts created for the sole purpose of personal.
- Alternate internet service provider connections to the school's internal network are not permitted.
- Students must provide their instructor and/or school administrator with all passwords when requested.
- Only authorized school personnel are permitted to access another person's email without consent.
- Students should exercise sound judgment when distributing messages. Students must also abide by copyright laws, ethics rules, and other applicable laws.
- Email messages must contain professional and appropriate language at all times. Students are prohibited from sending abusive, harassing, intimidating, threatening, and discriminatory or otherwise offensive messages via email. Sending abusive, harassing, intimidating, threatening, discriminatory, or otherwise offensive messages via email will result in disciplinary action up to and including expulsion.
- Use of the school's email system for solicitations for any purpose, personal or otherwise, without written permission of the authorized Administration is strictly prohibited.
- Chain messages and executable graphics and/or programs should be reported to their instructor immediately. Any student engaging in the transmission of inappropriate emails, as determined by the administration, will be subject to disciplinary action.
- All messages archived in the school's computer system shall be deemed school property, as is all information on the school's system. Students having access to email are responsible for knowing the school's email retention policy.
- Misuse and/or abuse of electronic access, including but not limited to, personal use, copying or downloading copyrighted materials, visiting or attempting to visit pornographic sites or sending abusive email messages will result in disciplinary action.

IV. Internet Safety And Active Restriction Measures

In accordance with the federal Children's Internet Protection Act ("CIPA") and Act 197 of 2004, LCCTC utilizes technology protection measures including web content and SPAM filtering to prevent user access to or receipt of obscene, pornographic, or sexually explicit material or material which is harmful to minors. The school strictly enforces the use of this filtering technology during all network and Internet use. Overriding blocked internet or email content is the sole responsibility of the School's Technology Director.

Due to the dynamic nature of the internet there may be sites that are not filtered by the school's internet content filter. Internet content and SPAM filters by their very nature are

not 100% effective and students may encounter objectionable content or SPAM when using the school's internet connection or email system. Students must take responsibility for their use of the computer networks and internet and avoid sites containing objectionable content that are unfiltered. If a student unintentionally accesses a site containing objectionable content, the student should immediately advise the instructor.

V. Personal Responsibility

By accepting a user account and password, and accessing the school's network or internet a student agrees to adhere to the school's policies regarding their use. The student also agrees to report any misuse or policy violation (s) (including the reception of inappropriate materials) to your instructor or the School's Technology Director.

VI. Permitted Use and Term

Use of the network and the internet is a privilege, not a right. Use of network and internet access extends throughout a student's course of enrollment in an academic year, presuming the student does not violate the school's policies regarding network, internet or intranet use. Student violations of this policy may result in the suspension of network, internet or intranet privileges.

VII. Availability And Access

The school reserves the right to suspend access at any time, without notice, for technical reasons, possible policy violations, security or other concerns.

VIII. Contest and Communications

The school, at its sole discretion, will determine what materials, files, information, software, communications, and other content and/or activity will be permitted or prohibited. Installing software from outside sources may introduce viruses to the entire system or corrupt computer software, so it is strictly prohibited. Students should never install/load or attempt to install/load any software on school computers.

IX. Privacy

Network and internet access is provided as a tool for educational and instructional purposes. The school reserves the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the network and the internet, as well as any and all materials, files, information, software, communications, and other content transmitted, received or stored in connection with this usage. All such information, content, and files are the property of the school. A student should have no expectation of privacy regarding them. School officials may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring students are using the system consistently with this policy.

Network and Internet Policy (continued)

X. Downloaded Files

Files are not to be downloaded from the internet without the prior authorization from the instructor. Any files authorized for download from the internet must be scanned with virus detection software before being opened. Students are reminded that information obtained from the Internet is not always reliable and should be verified for accuracy before use.

XI. Confidential Information

Students should not transmit confidential information through the school internet and email systems without first receiving authorization from school officials. When students use email to communicate confidential information internally it should be only to those school officials with a need to know. Such email must be marked "Confidential."

XII. Prohibited Activities

Students are prohibited from using the school's email system, network, or internet/intranet access for the following activities:

- Downloading software without the prior written approval from the instructor and the School's Technology Director.
- Printing, copying, or distributing copyrighted materials. This includes, but is not limited to, software, articles and graphics protected by copyright.
- Using software that is not licensed by the manufacturer or approved by the school.
- Sending, printing, or otherwise disseminating the school's proprietary data or any other information deemed confidential by the school to unauthorized persons.
- Operating a business, soliciting money for personal gain or otherwise engaging in commercial activity outside the scope of the classroom.
- Making offensive or harassing statements based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation.
- Sending or forwarding messages containing defamatory, obscene, offensive, or harassing statements. A student should notify his/her instructor and/or principal immediately upon receiving such a message. This type of message should not be forwarded.
- Sending or forwarding a message that discloses personal information without school authorization. This shall also include accessing, transmitting, receiving, or seeking confidential information about fellow students without authorization.
- Sending ethnic, sexual-preference or gender-related slurs and/or jokes via email. "Jokes", which often contain objectionable material, are easily misconstrued when communicated electronically.

- Sending or soliciting sexually oriented messages or images.
- Attempting to access or visit sites featuring pornography, terrorism, espionage, theft, or drugs.
- Gambling or engaging in any other criminal activity in violation of local, state, or federal law.
- Gaining, or attempting to gain, unauthorized access to computer files, data, or computer systems inside or outside of the school's network. This conduct is commonly known as "hacking" and is strictly prohibited.
- Participating in activities, including the preparation or dissemination of content, which could damage the school's professional image, reputation, record maintenance system, and/or have adverse financial consequences for the school.
- Permitting or granting use of an email or system account to another employee or persons outside the school. Permitting another person to use an account or password to access the network or the internet, including, but not limited to, someone whose access has been denied or terminated, is a violation of this policy.
- Using other students' or employees' passwords or impersonating another person while communicating or accessing the network or internet.
- Introducing a virus, harmful component, corrupted data or the malicious tampering with any of the school's computer systems or files.

XIII. Computer Equipment

The following protocols are designed to reduce repair costs, maintain the integrity of our system and protect the school's assets. Students should adhere to the following:

- Do not keep liquids or magnets on or near the computer.
- Do not remove any computer from the building without written permission from instructor **and** principal.
- Do not disconnect, reconfigure or relocate and computer equipment or technology without instructor permission **and** supervision of the IT department.
- Do not transport removable storage (USB/thumb drives, floppy disks, CD/DVD's, iPods, etc.) back and forth between home and office. This will help minimize exposure to viruses. If this is imperative to the completion of your job, students are to coordinate this process with instructor **and** technology support technician within their building to ensure the home computer is adequately protected from viruses or other malicious code.
- Do not bring any personal technology to school, for example but not limited to: laptop or desktop computer, PDA, MP3 or audio/video player, wireless/network equipment, gaming devices without permission from instructor **and** building administrator.

Network and Internet Policy (continued)

XIV. Compliance

Though each individual is responsible for his/her own actions, students are responsible for reporting non-compliance with this policy. Any student aware of a policy violation should immediately report the violation to their instructor and/or a school administrator. A student possessing knowledge of a violation and fails to report it to appropriate authorities is subject to disciplinary action.

XV. Noncompliance

Violation of these policies will result in disciplinary action up to and including expulsion.

Software Usage Policy

XVI. Software Usage Policies And Procedures

Software piracy is both a crime and a violation of this policy. Students are to use software strictly in accordance with its license agreement. Unless otherwise provided in the license, the duplication of copyrighted software (except for backup and archival purposes by designated school personnel) is a violation of copyright law. In addition to being in violation of the law, unauthorized duplication of software is contrary to the school's standards of employee conduct. To ensure compliance with software license agreements and the school's Software Usage Policy, employees must adhere to the following:

1. Students must use software in accordance with the manufacturer's license agreement and the school's Internet Acceptable Use Policy. The school licenses the use of computer software from a variety of outside companies. The school does not own the copyright to software licensed from other companies. Students acknowledge they do not own software or its related documentation.
2. The school does not condone and prohibits the unauthorized duplication of software. Students illegally reproducing software will be subject to disciplinary action. In addition, students illegally reproducing software may be subject to civil and criminal penalties including fines and imprisonment.
NOTE: *Unauthorized reproduction of software is a federal offense under US and Canadian copyright laws. In the United States, violators may be subject to civil damages in amounts up to \$150,000 per title copied. Criminal penalties include fines as high as \$250,000 per software title copied, and imprisonment of up to 5 years.*
3. Any student who knowingly makes, acquires, or uses unauthorized copies of computer software licensed to the school, or who places or uses unauthorized software on the school's premises or equipment shall be subject to disciplinary action.
4. Students are not permitted to install their personal software onto the school's computer system.

5. Students are not permitted to copy software from the school's computer system for any reason.
6. In cases that require a student to use software at home, the school will purchase an additional copy or license. Any student issued additional copy (s) of software for home use acknowledges that such additional copy (s) or license (s) purchased for home use are the property of the school. Students who are required to use software at home should consult with their instructor or Principal to determine if appropriate licenses allow for home use.
7. Students are prohibited from giving software to other students or persons outside of the school. Under no circumstances will the school use software from an unauthorized source, including, but not limited to, the Internet, home, friends and/or peers.
8. Students who have reasonable suspicion of software misuse are required to notify their instructor, Principal or Technology Director.
9. All software used on school-owned computers will be purchased through appropriate procedures. Consult your instructor, Principal or Technology Director for proper procedures.

Acknowledgement Of Understanding

XVII. Electronic Access Policy Acknowledgment of Receipt and Understanding

I hereby certify that I have read and fully understand the contents of the Internet Acceptable Use Policy. Furthermore, I have been given the opportunity to discuss any information contained therein or any concerns that I may have. I understand that my access to the school's technology resources is based upon my willingness to abide by and follow the school's policies, rules, regulations and procedures. I acknowledge that Lancaster County Career & Technology Center may modify or amend this policy at any time, and notice of these changes will be provided. This policy does not create any promises or contractual obligations between LCCTC and its students regarding the use of the school's technology resources. My signature on the Compliance Form certifies my knowledge, acceptance and adherence to LCCTC's policies, rules, regulations and procedures regarding the Internet Acceptable Use Policy.

Attendance Regulations

Students should strive to be present every day school is in session. Every absence and tardy is entered on each student's permanent record. Employers and colleges frequently request these records. Since regular attendance on the job is an extremely important attribute for employment, the Lancaster County Career & Technology Center expects students to be in school and on time every day. Absence may affect grading of students and, for post-secondary students, may delay the delivery of financial aid payments.

Excused Absences Would Include:

- Illness of LCCTC student
- Death in the family of LCCTC student
- Quarantine of student's home
- Court summons to the student
- Physical incapacity of the student
- Impassible roads between the student's home and the LCCTC
- Religious holidays of the student's faith requiring absence from school
- Educational trips - completion of the Educational Travel Form and prior approval.
- Authorized school activity—the LCCTC must be notified in advance when the student is expected to be absent for an extended period of time.

Unexcused Absences Would Include:

- Trips which have not been pre-approved.
- Absence from school with the parent's consent for reasons other than those considered excusable.
- Absence for which no legal excuse card has been returned within three school days.
- Personal and family reasons.

Parent notes and excuse cards are to be submitted to the office within three days of a student's return to school. Absences for which no excuse cards have been submitted to the office within three school days will be considered as unexcused and/or unlawful absences. Students' employability score will be reduced for each day of unexcused absence as explained in the Grading Policy/Procedures.

Cutting Class

Students who cut class, but remain in the building, will be charged with an unexcused absence from class.

Educational Travel/College Visitations

Full-day CTC students are allowed to take up to five (5) educational travel days with their family yearly. These days are considered legal absences if appropriate educational travel forms have been submitted two (2) days prior to the date of the travel. If, at the time the request is received, the student has accumulated three (3) or more illegal/unexcused absences, the request will be denied. Full-day students are allowed to take up to three (3) days for college visitations or testing. This will require a signed note from the institution to verify attendance at their school. Half-day students will follow their sending school policies for family vacations and college visitation days.

Hunting Trips—LCCTC students may participate in hunting activities if sending school policy allows. These days are considered legal absences if appropriate hunting forms have been submitted two (2) days prior to the date of the trip. If, at the time the request is received, the student has accumulated three (3) or more illegal/unexcused absences, the request will be denied.

Excessive Absences/Tardies

After three consecutive days or five cumulative days, per marking period, the building guidance/attendance secretary will make a telephone call to parent/guardian for notification purposes only. Phone calls pertaining to excessive absences will be documented in school's Classmate system under administrative anecdotes. As per the RtII referral program, excessive absences/tardies may result in a request of a parent/school conference. After ten (10) days absent the guidance counselor will convene with sending school to discuss Truancy Elimination Plan (TEP) /Truancy Intervention Plan (TIP) and parent/school meeting or other intervention to be put in place. As a result of school concern for student attendance, a letter will be sent to the parents/guardian on the 5th, 10th and 20th occasion of a student's absence. The purpose of the letter is to inquire about the cause of the student's absence from school. In obvious instances, such as hospitalization, confined illness and similar situations, this practice will be disregarded. If a student incurs twenty occasions of absence without a parent contacting the school to discuss the situation, the school will require a doctor's excuse for all subsequent absences as provided by state attendance guidelines for public schools. A meeting will be set up by the counselor at 20 absences regardless for reason to enforce policy and documentation. Students will not be permitted to make up work following return to class if they do not abide by this policy.

Legal or Excused Tardies would include:

Doctor excuse
Tardy per high school
Court summons
Illness of CTC student

Unexcused Tardies would include:

Overslept
Missed Bus
Vehicle Problems
Tardy due to driving/passenger

Excuse Documentation

All students who are absent, arrive late, sent home by school nurse for illness, or leave early, are required to bring an excuse signed by the parent/guardian or physician. The date and the reason for the absence or tardiness are to be clearly indicated on either a school excuse card or doctor's note. The absence will then be determined excused or unexcused.

Attendance Regulations (continued)

Truancy

Truancy shall be defined as an absence from school without the prior knowledge or permission of the parents/guardian. Students who leave the building without permission from a principal or nurse will be recorded as being truant.

Post-Secondary Attendance Policy

Due to the nature of career and technical education programs, it is essential that students not miss any training other than absolutely necessary. Practical hands-on lab exercises, missed due to absences, cannot be made up by text book assignments. LCCTC is a clock hour school and, therefore, every hour a student is not in class must be calculated. It is important to note that students who are tardy to class, leave class early, or are absent from class, will be held accountable for the hours they have missed. Each day a student is absent he/she will accrue six (6) hours of missed training.

Every program is advised by an Occupational Advisory Committee (OAC). The OAC assists the school with setting curriculum, skills and attendance requirements. The attendance requirements must be met for students to be eligible to participate in a clinical or co-op experience. It is important to note that **all absences and tardiness** from class will be recorded and used to evaluate a student's ability to participate in any clinical or co-op experience.

In order to maintain eligibility to participate in any clinical or co-op experience students **may not accrue** more than 48 hours the equivalent to eight (8) days absent throughout the school year. In addition, excessive absences or tardiness will delay financial aid disbursements. It is imperative to note that **all absences are considered unexcused** for the purpose of financial aid. There are no allowances for excused absences when calculating disbursement(s) of aid.

It is the duty of the Director of Post-Secondary Education or an appropriate representative to ensure our students adhere to our attendance policies. However, it is the **student's responsibility** to correct his or her attendance. The count of days absent starts on the first day of class and continues until the end of the school year. Days absent do not "reset" after each semester. Each student's attendance will be monitored daily and excessive **progressive discipline** will be enforced. The first step in the disciplinary process will be a verbal warning issued to students notifying them of excessive absences. The next step will be a written warning if the student fails to improve their attendance or their attendance continues to fall below acceptable levels.

The last step of the disciplinary process is the student being removed from the program. The school year consists of two semesters, and attendance is monitored during each period as follows:

- First Semester discipline can be issued as follows:
 - ▶ Verbal warning upon 24 hours or equivalent days absent
 - ▶ Written warning upon 30 hours or equivalent days absent

▶ Informal hearing will be held with the Director of Post-Secondary Education and Assistant Executive Director to determine continuation in the program upon 48 hours or equivalent days absent.

- Second Semester discipline can be issued as follows (hours/days accrue starting the first day of the program)
 - ▶ Verbal warning upon 48 hours or equivalent days absent
 - ▶ Written warning upon 60 hours or equivalent days absent
 - ▶ Informal hearing will be held with the Director of Post-Secondary Education and Assistant Executive Director to determine continuation in the program upon 72 hours or equivalent days absent.

INCIDENCE OF ABSENCE - In the event of a serious illness or other traumatic event causing the student to miss three or more days of school, a request for an Incidence of Absence with proper documentation, may be made in writing to the instructor within one week of the incident. The instructor will forward all documentation to the Student Services administrative assistant or directly to the Director of Post-Secondary Education. **The decision to grant an Incidence of Absence is at the discretion of the post-secondary administration team and is final.** This may allow a multiple absence to count as one or more. The student must continue to meet the objectives of the course. It is the responsibility of the student to obtain missing notes and other handouts from a classmate and make up all course work missed during the incident.

Transfer Policy

Transfer Policy

Transfer of Students: Between Programs Within Institutions

1. Counselor receives request for change of program.
2. Counselor notifies campus administration.
3. Counselor confers with all individuals involved:
 - a. Student
 - b. Parent (not required of post-secondary students)
 - c. LCCTC instructor
 - d. Disadvantaged or disabled facilitator, if applicable
 - e. Sending school counselor or post-secondary education personnel
4. Counselor at receiving campus is contacted to see if space is available and to set up a visit.
5. Student is admitted to a new program if agreed to by all involved.
6. Transfer of paperwork (records) is made.
7. Transfers can only be made for full-time programs during the first two weeks of the academic year, and for cluster programs at designated 9 or 12-week intervals.

Transfer of Students: From Other Career/Vocational Technical Institutions

1. Counselor receives request for transfer from another career/vocational/technical institution.
2. Paperwork (records) is forwarded and assessed.
3. Student and parent visit new institution. (Parent not required of post-secondary students.)
4. All information is evaluated; student is admitted to new institution if agreed to by all involved.
5. Transfer from another career/vocational/technical institution, except from a comprehensive school, may be considered at any time in the academic year.

Grading Policy/Procedures

Overall grades for the technical programs will be comprised of Knowledge/Culminating Projects grades, Skills grades, and Work Ethic grades combined. The LCCTC grading system has been developed in concert with local employers and is established for ALL students.

I. Knowledge

Tests and quizzes, homework and assignments are utilized each marking period to encourage the comprehension of technical and related information.

At the end of each marking period, the scores for students are averaged to calculate the Knowledge Grade.

II. Skills

Note: A range of tasks to be completed in a marking period is determined for each program's content area. This range is based on what is necessary to acquire an entry level position. Skills are evaluated to encourage high standards of workmanship. The following items are utilized to evaluate each student's performance:

Rating Scale for Skills:

- Excellent independent performance
- Very good independent performance
- Good independent performance
- Average independent performance
- Below average independent performance
- Poor independent performance
- Requires limited supervision
- Requires close supervision
- Cannot perform task
- Refuses to perform task
- Student observed demonstration only

III. Work Ethic

Work Ethic (Attitude) is comprised of competencies that reflect student behavior, employability and reliability. Instructors will evaluate each student's work ethic grade daily. This grade is based on work ethic competencies and performance (approved grading rubric) as approved by the LCCTC General Advisory Committee. Refer to page 32 for the approved Work Ethic grading rubric.

IV. Final Marking Period Grade

The following procedure would be used to compute the final marking period grade:

Average the knowledge, skills, and employability grades to determine the final marking period percentage.

2. A letter grade is assigned using the following marking period grading scale.

Rating Scale:

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 59 and below F

In case of an excused absence or suspension, students are able to make up assignments and exams within three (3) days for full credit. Under exceptional circumstances, such as long-term illness or injury and/or full suspension, additional time may be granted for make-up of work missed through a mutual agreement among student, teacher, parents, guidance and administrative personnel at the LCCTC. Furthermore, in case of a suspension the student may make-up assignments and tests within the time equal to the number of days of suspension up to a maximum of ten (10) school days. Work not completed within the allotted school days will result in an incomplete grade. Arrangements for making up any work missed shall be the responsibility of the student. For each day of excused or unexcused absence as well as tardiness, the student may receive a reduction in Employability Skills grades. Students cannot receive credit of any amount unless make-up work is completed properly as determined by their CTC instructor. See Attendance Regulations for more information.

Students with unexcused absences cannot receive credit of any amount unless make-up work is completed properly as determined by their CTC instructor. Exceptions to this regulation shall be reviewed on a case by case basis. This regulation does not apply to cases of extenuating circumstances, but the decision of what constitutes extenuating circumstances rests with the LCCTC administration.

Final Grade Calculation

To compute a final year grade, percentage grades for each marking period are divided by four to determine a percentage grade.

Inquiries about this policy or appeals of any grades awarded to a student should be made first to the student's instructor then to the campus administration.

Discipline Guidelines

The Lancaster County Career & Technology Center believes that order and discipline are essential to an effective educational environment. This commitment requires a code of discipline that clearly defines individual responsibilities, categorizes unacceptable behaviors, and provides for appropriate disciplinary procedures. Finally, to be effective the code must:

1. Be preventive in nature.
2. Promote self-discipline.
3. Concern itself with the welfare of the individual as well as that of the school community as a whole.
4. Promote a close working relationship between parents and the school staff.
5. Discriminate between minor and serious offenses as well as between first-time and repeated offenses.
6. Provide disciplinary procedures that are appropriate to the misconduct.
7. Be administered in a way that is firm, reasonable, consistent and fair.
8. Encourage a high regard for every person's right to reasonable hearing procedures and due process when accused of misconduct.
9. Be in compliance with the provisions of federal, state, and local law as well as with guidelines and directives of the Pennsylvania Department of Education.
10. When practical, a change of educational placement will be made at the end of a LCCTC marking period.

Whenever students violate the rules and regulations of the school or show disrespect for school employees or property, they shall be disciplined within the limits provided in these guidelines.

Post-secondary students are expected to abide by the same Code of Conduct set for the high school students.

Accused students do not have an inherent right to meet face-to-face with the student making the accusation at the time of finding the facts by the Principal. Also, the Principal bases his/her decisions on the best available information and is not obligated to present to the student or her/his parents/guardians evidence of the level which would be required in a state criminal court. Violations of law normally are promptly referred to the police for investigation.

References in these guidelines to "parents" or "parental" is intended to include guardians.

Corporal punishment, including striking and paddling, will not be administered. However, reasonable force may still be used by teachers and school authorities under any of the following circumstances:

- To quell a disturbance,
- To obtain possession of weapons or other dangerous objects,
- For the purpose of self-defense, and/or
- For the protection of persons or property.

The disciplining of a student shall normally be the responsibility of the sending school until such time as a student arrives on the campus of the LCCTC and again when he or she leaves such area. The discipline of students shall normally be the responsibility of the LCCTC while the student is on the campus of the LCCTC and on LCCTC-conducted field trips, "Co-op", etc. However, students are required to abide by the discipline codes of the LCCTC and the sending school. The administrators of the LCCTC will determine the consequences for misconduct by full-day students. LCCTC administrators will determine the consequences for misconduct of half-day students with the cooperation of the sending school administration. Although the LCCTC campus may exclude a student from his/her program, permanent expulsion from the public school system will always require action by the sending school.

Four levels of misconduct are identified. Examples are provided with specific procedures explained. It is understood that a student's right to Due Process will be honored. It is also understood that guidance referral will be discretionary at any step, as well as referral to the Student Assistance Program (SAP) team for substance abuse problems. The types of misconduct and examples of infractions and the "procedures" and "options" specified shall be treated as guidelines for use by teachers, the administration and the Joint Operating Committee in dealing with matters relating to student conduct and department. The following shall not constitute a limitation upon the authority granted to teachers, administrators and the Joint Operating Committee under the Public School Code of 1949 including the authority granted by sections 1317 and 1318 of the Public School Code of 1949, as amended.

For special needs students only, when the total days suspension by LCCTC and the high school combined reach ten consecutive (Federal) or fifteen cumulative (PA) for the school year, the high school staff will schedule a Multi-Disciplinary Evaluation. Also, when a Manifestation Review is necessary, it will be scheduled by the staff of the high school.

Definition of Terms

Behavior Modification Counseling—The LCCTC helps the student understand the causes and ramifications of his/her misconduct and develops with the student a specific plan for changing behavior. The counselor meets with the student within a week of receiving the referral and a minimum of once every three weeks thereafter. The counselor coordinates with parent/guardian, instructor and principal.

Behavioral Contract—A written document which stipulates behaviors which are permissible for the student and the consequences for failure to comply with the terms of the contract, foremost of which normally will be dismissal from the LCCTC.

Discipline Guidelines (continued)

Drug/Mood Altering Substance/Alcohol—shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvent, glue, look-alike substances, and any chemical or pills not registered with the nurse, annotated within the student's health record and given in accordance with the school guidelines for the administration of medication to students in school.

Student Assistance Programs— are a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurse, counselors) and other members of the community. This team has been trained to understand and work on the issues of adolescent chemical use, abuse and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

Certified Addictions Counselor—is a Pennsylvania state certified drug and alcohol counselor with expertise in the area of chemical dependency and school-based assessment.

Distributing—deliver, sell, pass, share, or give any alcohol, drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

Possession—possess or hold, without any attempt to distribute any alcohol, drug, or mood altering substance determined to be illegal and/or as defined by this policy.

Cooperative Behavior—shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the SAP.

Uncooperative Behavior—is resistance or refusal, either verbal, physical or passive, on the part of the student, to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the SAP.

Drug Paraphernalia—includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to syringes, razor blades, roach clips, water pipes, and bowls.

The general procedure to be followed for each of the following levels of violation will be that the administration of the LCCTC will determine the consequences for misconduct by full-day students. The administration of LCCTC in cooperation with the administration of the sending school will determine the consequences for the misconduct of half-day students.

School Detention Rules

1. Detentions will be held in a location and time determined by LCCTC Administration or the Disciplinary Aide.
2. Students must report on time for detention.
3. Talking, eating, drinking, sleeping, or other inappropriate behavior will not be permitted in detention.
4. Students are responsible for their own transportation for detention.

Failure to remain on task or students displaying disruptive or inappropriate behavior, as per the student handbook, will be subject to further disciplinary action as determined by the LCCTC Administrator or the Disciplinary Aide.

Disciplinary Offenses

Listed below is conduct that is categorized as Level 1, 2, 3, and 4 violations. Flagrant continuation of any Level 1, 2, or 3 violation may result in the administration responding to that action as a Level 4 violation. Depending on the circumstances, a violation listed under a particular level may be treated as a higher level offense, and a student may be subject to suspension or expulsion for a single incident or for misconduct not specifically listed under Level 3 or 4. The recommended discipline set forth should be considered minimum penalties for designated violations.

At any time in the aforementioned discipline process the parents/guardians, LCCTC Administration, or high school administrator may request a conference of concerned parties for the purpose of examining the problem(s), posing possible solutions, and reviewing progress with a plan for improvement in the student's conduct. For a student with an Individualized Education Program (IEP), this conference could take the form of a Multi-Disciplinary Evaluation (MDE) Meeting, which could result in recommended changes in the IEP.

LCCTC reserves the right to remove a student from the LCCTC for any offense that threatens the safety or well-being of students, staff or the educational environment.

Discipline Guidelines (continued)

Post-secondary students will be referred to the building administrator for appropriate action in conjunction with the Director of Post-Secondary Education.

LCCTC reserves the right to amend any provision in this handbook, which deems to be in the best interest of the education process. The building administrator retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as he/she considers necessary.

Level I Violations

Actions that interfere with the orderly operation of the class or school. **First three offenses will be handled by instructor.** Examples of Level 1 misconduct include but are not limited to:

- Unapproved use of cell phones/personal equipment/technology
- Lack of courtesy and respect
- Profane language*
- Prankish behavior and agitation
- Wasting time
- Public display of affection
- Disruptive behavior
- Cafeteria misconduct (throwing food, removing food or drink from cafeteria, jumping lines, excessive noise, lack of cleanliness, etc.)
- Uniform violations (out of CTC uniform, uniform altered, clothing promoting profane language, alcohol, drugs, tobacco, or related apparel, spikes on any articles of clothing, chains on wallets, etc.)
- Neglect of responsibility (failure to return required forms, clean-up, tool care, return of excuse cards, timely payment of bills, etc.)
- Deliberate misuse of tools
- Leaving class without permission
- Improper use of equipment or safety devices

***Note:** *Profane language directed by the student to an adult employee of LCCTC, adult employee of Lancaster-Lebanon IU 13, adult, or guest is dealt with as a Level 3 offense.*

Level I Procedures

- Immediate intervention by the instructor.
- Proper documentation of offense.
- An informal hearing may be scheduled at the discretion of the parents or the school's administration.

1st Offense-Verbal warning, documentation

2nd Offense-Instructor/parent contact, document specific communication or attempt thereof under actions tab of discipline window in Classmate, in addition to one of the following options: (to be used at the instructor's discretion)

- Special assignment, lab related
- Lab related service

3rd Offense- Instructor contacts parent, document specific communication or attempt thereof under actions tab of discipline window in Classmate, in addition to one of the following options: (to be used at the instructors' discretion)

- Special assignment, lab related
- Lab related service

4th Offense- Dealt with as a Level 2 Offense

Post-Secondary Students —The first three Level I offenses will be handled by the instructor. The fourth Level I offense becomes a Level 2 offense.

Half-Day Students - Instructors will handle one through three incidents of Level 1 offenses as described above. The administration of LCCTC in cooperation with the administration of the sending school will determine the consequences for the misconduct of half-day students.

Level 2 Violations

Behaviors that are frequent or serious enough to disrupt the learning climate of the class or school. Examples of Level 2 misconduct include but are not limited to:

- Possession or use of tobacco (a lighted or unlighted cigarette, cigar, pipe, or other smoking/nonsmoking product; electronic cigarettes, matches, smoking papers, vapor pens with nicotine or other substance, or lighter) by any secondary or post-secondary student in a school building, a school vehicle or on school property owned by, leased by, or under control of the LCCTC.*
- Inappropriate behavior on CTC bus
- Truancy
- Forged notes and excuses
- Plagiarism/cheating on test or other assignments
- Insubordination: (NOTE: Includes repeated refusal to follow rules or policies classified as Level 1 offenses.)
- Internet Acceptable Use Policy violations
- Safety violations
- Improper use of equipment or safety device
- Deliberate misuse of tools
- Other actions of a similar nature
- Repeated Level 1 offenses

Discipline Guidelines (continued)

Level 2 Procedures

*Students found to be in possession of tobacco products or who use tobacco products are in violation of state law as per Act 145. CTC truant officer representatives will write citations for Act 145 violations. Citations are forwarded to local District Magistrate and violators may be subject to fines plus court costs.

**Violation of transportation rules could lead to possible fine.

- Immediate intervention.
- Referral to LCCTC Administration or Disciplinary Aide for conference.
- Proper documentation of offense.
- The LCCTC Administration of Disciplinary Aide may recommend and schedule behavior modification.
- LCCTC Administration of Disciplinary Aide will make parent contact, in addition to a letter sent to parents/guardians. (copies to instructor, sending school, office student file)
- An informal hearing may be scheduled at the discretion of the parents or the administration.

1st Offense—Two sessions of administrative detention will be assigned. It is the student's responsibility to provide transportation. Students will not be excused from serving detention due to after school employment or athletics. Failure to fulfill detention requirement will result in the student not being allowed to participate in any CTC or sending district activity.

- Tobacco 1st offense: three of detention time.

2nd Offense—three sessions of detention and citation to the district magistrate. It is the student's responsibility to provide transportation. Student will not be excused from serving detention due to after school employment or athletics.

- Tobacco 2nd offense: six sessions of detention and citation to the district magistrate.

3rd Offense—six sessions of detention.

- Tobacco 3rd offense: one day out-of-school suspension and citation to the district magistrate.

4th Offense (subsequent)—Dealt with as a Level 3 Offense.

Post-Secondary Students—Level 2 offenses will be referred to the building administrator for appropriate action. The LCCTC Administration will then notify the Director of Post-Secondary Education. The third Level 2 offense will result in the post-secondary student receiving a written warning from the Director of Post-Secondary Education and placed on probation. Prior to returning to class, the student will be required to meet with the Director of Post-Secondary Education and/or the principal. The fourth Level 2 offense will result in the student being removed from the program.

Level 3 Violations

Actions that are directed against persons or property but limited to the degree that they endanger the health and safety of others. Examples of Level 3 misconduct include, but are not limited to:

- Verbal and/or physical fighting
- Possession of fireworks
- Threats to others*
- Directed profanity—*Profane language directed by the student to an adult employee of LCCTC, adult employee of Lancaster-Lebanon IU 13, adult, or guest is dealt with as a Level 3 offense.*
- Personal harassment/bullying
- Any physical contact or other behavior or act which has the effect of substantially interfering with a student's education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.
- Sexual misconduct
- Sexual harassment
- Minor vandalism
- Stealing/Retail theft
- Internet Acceptable Use Policy violations
- Inappropriate electronic messaging
- Personal endangerment
- Animal cruelty
- Academic dishonesty
- Public display of lewd or vulgar gestures, images, language, and racial remarks
- Other actions of a similar nature
- Deliberate misuse of tools
- Repeated Level 2 Violations

***Note:** *A threat by a student to an employee of LCCTC or to an employee of Lancaster-Lebanon IU 13 is dealt with as a Level 4 offense.*

Level 3 Procedures

- Immediate intervention
- Proper documentation of offense.
- Referral to the LCCTC Administration of Disciplinary Aide
- The building LCCTC Administrator may recommend and schedule behavior modification counseling with the LCCTC counselor.
- Parental contact and letter sent home to parent/guardian. (Copies sent to instructor, office, sending school, student file)
- Notification of police if necessary
- An informal hearing may be scheduled at the discretion of the parents or the administration.
- Required parent conference before returning to school
- Restitution must be made for vandalism/damage.

Discipline Guidelines (continued)

1st Offense—Up to three days out-of-school suspension

2nd Offense—Up to Five days out-of-school suspension

3rd Offense—Dealt with as a Level 4 Offense

Post-Secondary Students —Level 3 offenses will be referred to the building administrator for appropriate action. The building administrator will then notify the Director of Post-Secondary Education. The first Level 3 offense will result in the post-secondary student receiving a written warning from the Director of Post-Secondary Education and placed on probation. Prior to returning to class, the student will be required to meet with the Director of Post-Secondary Education and/or the Principal. The second Level 3 offense will result in the student being removed from the program.

Level 4 Violations

Actions which result in violence to another person or property or which pose a direct threat to the safety of the individual or to others in the school. Examples of Level 4 misconduct include but are not limited to:

- Assault/battery
- Major vandalism
- Arson
- Internet Acceptable Use Policy violations
- Setting off fire alarm as a false alarm
- Bomb Threats
- Extortion
- Violations of Weapons Policy
- Theft, possession, or sale of stolen property
- Terroristic Threat
- Sexual Misconduct
- Drug and alcohol activity or paraphernalia
- Simulated drug activity
- Animal Cruelty
- Other actions of a similar nature

Level 4 Procedures

- Immediate intervention.
- LCCTC Administration verifies the offense, collects documentation, and meets with the student. The student and parent/guardian are required to make restitution.
- Police are notified.
- Parents are requested to come to school immediately and to remove the student.
- Letter sent to the parents (copies to executive director, instructor, sending school office, student file).
- Telephone call to sending school principal.
- Ten day out-of-school suspension until an administrative review is held.
- Possible removal from LCCTC program and return to sending school.
- Possible referral to sending school board for a formal hearing.

Post-Secondary Students—Level 4 offenses will be referred to the LCCTC Administration for appropriate action. At that time, the building administrator will notify the Director of Post-Secondary Education. The first Level 4 offense will result in the post-secondary student being removed from the program.

Drug and Alcohol Situations

A student who possesses, uses, ingests or is under the influence of mood altering substances or alcohol, possesses drug related paraphernalia or involved in simulated drug activities while in a school building, on school property (including school vehicles), owned, leased or under control by the Lancaster County Career & Technology Center, or at a school sanctioned field trip or activity will be subject to the following:

1st Offense

- Administrator is summoned. Staff member writes an anecdotal report of the incident.
- Investigation of incident
- Notification of parents
- Notification of police
- Notification of sending school district
- Confiscation of substance
- Discipline/rehabilitation— informal hearing
- Ten days out-of-school suspension
- Referral to the LCCTC Student Assistance Program which will include assessment by a designated Certified Addictions Counselor (C.A.C.) or documentation of an outside treatment program
- Meets the conditions and recommendations made by the C.A.C.
- Possible removal from LCCTC program and return to sending school.

2nd Offense

- Administration is summoned. Staff member writes an anecdotal report of the incident.
- Investigation of incident
- Notification of parents
- Notification of police
- Notification of sending school district
- Confiscation of substance
- Out-of-school suspension
- Removal from the LCCTC and returned to sending school for possible expulsion hearing.

A student who **distributes, sells, or purchases mood altering substances, drug paraphernalia alcohol**, or while in a school building, on school property (including school vehicles), owned, leased or under control by the Lancaster County Career & Technology Center, or at a school sanctioned field trip or activity will be subject to the following:

Discipline Guidelines (continued)

1st Offense

- Administrator is summoned. Staff member writes an anecdotal report of the incident.
- Investigation of incident
- Notification of parents
- Notification of police
- Notification of sending school district
- Confiscation of substance
- Out-of-school suspension.
- Removal from the LCCTC and returned to sending school for possible expulsion hearing.

Weapons Policy

Students may not possess a weapon, at any time or under any circumstance, on school property, in a school building or on the campus, during a school sponsored activity, or on a school bus or vehicle or other transportation service sponsored by the Lancaster County Career & Technology Center.

Possession of a weapon in violation of this Policy is a state criminal code misdemeanor of the first degree, and all violations of this Policy shall be reported to the local police for prosecution.

Definition of Terms

“Possession of a weapon” means when a weapon is found on the person of a student or under a student’s control, on school property or at any school activity including any school activity held away from school property, 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.

“School Property” means all buildings, facilities, parking areas and grounds owned or under the control of Lancaster County Career & Technology Center.

“Weapon” includes, but is not limited to:

- **Any** knife, cutting instrument, cutting tool, martial art devices, club, mechanical device, metal knuckles, firearm, shotgun, rifle, air gun or spring gun, and any tool, instrument, or implement capable of inflicting serious bodily injury.
- **Any** firearm which is not loaded or lacks a clip 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, or to cause property damage.

Limited Exceptions-Trade Related Tools and Law Enforcement Personnel

For purpose of this policy “trade related tools” used specifically for instructional purposes will not be identified as weapons, provided they are used exclusively for the trade related purposes as determined by certified personnel. Pocket knives are not considered “trade related tools.” The inappropriate use of “trade related tools,” however, will be considered a violation of this policy. Transportation of “trade related tools” both to and from the school, is the responsibility of the student. The inappropriate use of “trade related tools” during transportation, however will be considered a violation of this policy. Weapons under the control of Law Enforcement Personnel are permitted. The Executive Director may authorize other persons to possess weapons in the building.

The Executive Director may prescribe special conditions or procedures to be followed before giving such authorization.

Reporting Possession Of A Weapon

Staff members and students observing or otherwise becoming aware of weapons on school property, at school activities, or on school transportation shall immediately report the possession of a weapon to the administration. The Executive Director shall provide information regarding violations of this Policy to the Office for Safe Schools of the Department of Education.

Exclusion Policy

Exclusion From Class—Suspension

- No student may receive suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- Communication to the parents or guardian shall follow the suspension action taken by the school.
- The student's sending school and LCCTC have the responsibility to make some provision for the student's education during the period of the suspension.

Post-secondary students will be referred to the principal for appropriate action in conjunction with the Director of Post-Secondary Education, and adults in post-secondary only programs will be referred to the Director of Post-Secondary Education.

Exclusion from LCCTC

A student is subject to suspension if he/she is in violation of rules which are set forth by the sending school and/or the LCCTC. A student who is enrolled in a LCCTC program may be required to withdraw from his/her program and return to his/her sending school if his/her attitude and conduct endanger the safety or hinder the progress of other members of the class, if the student violates this guideline, or if it becomes evident that after a reasonable period of time the student will not succeed or profit by the LCCTC program in which he/she is enrolled.

Exclusion from school may take the form of suspension or expulsion. Expulsion requires action by the sending school district. Exclusions affecting certain exceptional students shall be governed by State Board of Education regulations relating to right to education and disciplinary exclusions of certain handicapped students from special education placement.

Suspension is exclusion from school for a period of one to ten consecutive school days. Suspensions may be given by the principal or person in charge of the public school.

- No student shall be suspended until the student has been given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
- The parents, Executive Director, and sending school principal shall be notified immediately in writing when the student is suspended.
- When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing. Suspensions may not be made to run consecutively beyond the ten (10) school day period.

- Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the LCCTC. Careful records of such student offenses shall be recorded by the LCCTC.
- When the student is suspended by the sending school, a copy of such suspension shall be forwarded to his/her LCCTC campus and the student shall be denied admission until he/she is re-entered in the sending school.

Informal Hearings

The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

The following Due Process requirements are to be observed in regard to the informal hearing:

- Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
- Sufficient notice of the time and place of the informal hearing shall be given.
- A student has the right to question any witnesses present at the hearing.
- A student has the right to speak and produce witnesses on his/her behalf.
- The LCCTC shall offer to hold the informal hearing within the first 5 days of the suspension.

Formal Hearings

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of **due** process. All formal hearings will be the responsibility of the sending school and will therefore use their formal hearing procedures.

Guidelines for Exceptional/Students with Disabilities

This section of the Student Handbook is designed to provide staff with information, alternatives, and procedures to follow when working with students with exceptionalities/disabilities. It is designed as a reference guide.

For Gifted Students- Students identified as gifted are not included under IDEA regulations. According to PA Chapter 16 regulations, discipline for gifted students is the same as discipline for students in regular education.

For Intellectually Disabled Students- Special procedures apply for suspending students who are identified as intellectually disabled. Under State and Federal Special Education regulations, any in-school, out-of school, or transportation suspension (or expulsion) of intellectually disabled students constitutes a change in placement and is subject to use of a Notice of Recommended Educational Placement (NOREP) and due process procedures. The disciplinary exclusion of children with intellectual disabilities continues to be governed by the one day rule established under the Pennsylvania Association for Retarded Citizens (PARC) consent decrees. The NOREP must be issued by the sending school district to the parent/guardian prior to suspension. The NOREP must state the date(s) and reason for the suspension. **A NOREP must be issued even for one day suspension.**

If the parent/guardian approves of the suspension and signs the NOREP, proceed with the suspension. If the parent/guardian refuses to sign the NOREP or checks the disapproval box on the NOREP, the principal will contact the Special Education Program Coordinator or Team Leader of Learning Supports who will request approval for suspension from the Office for Dispute Resolution (ODR)–(717) 541-4960. If approval is obtained from a hearing officer at ODR, the suspension may be implemented. The special education student cannot be suspended unless all of these steps have been followed.

Students With Disabilities

Individual Disabilities Education Act (IDEA) affords schools the option to discipline disabled students. If a child has committed a violation of school rules and provided all regular disciplinary procedures are followed, the student may be suspended.

During any subsequent removal that is for ten days or less, schools provide services to the extent determined necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals of his or her IEP. In cases involving removals of ten days or less, school personnel, in consultation with the child's special education teacher, make service determination. Not later than the day on which the decision to take disciplinary action is made, the school notifies the parents and sending school of the action to be taken.

Accumulative Suspensions (10 Days)

Suspensions should not accumulate more than ten days. A disciplinary exclusion of a student with a disability for more than ten cumulative school days in a school year will be considered a pattern so as to be deemed a change in educational placement.

1. When a student has been suspended for three days the school notifies the parents and sending school, and the school provides appropriate schoolwork. Building level team meets to discuss student behavior, develops and monitors recommendation for improvement, and follows up to determine appropriate support. The building level team shall consist of the principal, guidance counselor, IU13 facilitator and instructor.
2. When a student has been suspended for five days the school notifies the parents and sending school, and the school provides appropriate schoolwork. IEP team meets to discuss student behavior, reviews previous recommendations, develops and monitors student contract and follows up to determine appropriate support.
3. When a student has been suspended for seven days the school notifies the parents and sending school, and the school provides appropriate schoolwork. IEP team meets to review and discuss student behavior, review student contract, conduct functional behavior assessment, develop and monitor behavior assessment, and follow up to determine appropriate support.
4. When a student has been suspended for more than ten days the school notifies the parents and sending school, the school provides appropriate schoolwork within ten school days of when discipline is imposed. IEP team reviews the functional behavior assessment, and conducts a manifestation determination if the IEP team is considering a change of placement.

Consecutive Suspensions (10 days)

The student may be suspended for not more than ten consecutive school days, provided that:

1. not later than the day on which the decision to take disciplinary action is made, the school notifies the parents and the sending school district of the action and explains to parents their rights under the IDEA;
2. within ten school days of taking the disciplinary action, the Individual Education Plan (IEP) team develops a plan for conducting a functional behavioral assessment of the child, if one has not occurred already;
3. the IEP Team shall meet to develop a behavior intervention plan within ten school days - if such plan does not exist; or the IEP Team reviews existing behavior intervention plan for appropriateness; if at least one member of the team believes that modifications are needed; the IEP team shall meet to modify as appropriate; or

Exceptional/Students with Disabilities (continued)

4. within ten days of the date on which the decision to impose discipline is made, the team conducts a "manifestation determination" which is a review of the relationship between the child's disability and the behavior subject to the disciplinary action.

Manifestation Determination

A manifestation determination is required by IDEA when considering the exclusion of a student with a disability from school that constitutes a change of placement.

The following disciplinary exclusions are considered a change in educational placement:

- More than ten consecutive school days
- More than 15 cumulative school days
- One school day for a student with intellectual disability

Implication: Prior to suspending a student with intellectual disability the IEP team shall meet to conduct a manifestation determination.

IDEA 2004 Standard for Manifestation Determination

Within ten school days of any decision to change the placement of a child with a disability because of a violation of the code of student conduct, the local education agency, parent, and relevant members of the IEP team shall review all relevant information in the student's file, including the IEP, any teacher observations and any relevant information provided by the parent to determine if conduct was:

- Caused by, or was in direct and substantial relationship to, the child's disability; or
- A direct result of the LEA's failure to implement the IEP. If the LEA, parent, and members of the IEP team determine that the conduct was a manifestation of the child's disability, the IEP team shall:
- Conduct a functional behavioral assessment and implement a behavioral assessment and implement a behavioral intervention plan for the student; or
- If a behavioral intervention plan has been developed, review the existing plan and modify as necessary to address the behavior.

If the behavior is a manifestation of the disability, the student is returned to the placement from where he or she was removed, unless the parent and LEA agree otherwise.

Implication: The IEP team can still decide to suspend a student with a disability although the behavior was determined to be a manifestation of the student's disability. The LEA must issue and the parent must sign NOREP for the change of placement.

The IEP team must determine if the behavior that is subject to disciplinary action is related to the student's disability (i.e., a manifestation of the student's disability). The following is a guide for the IEP team in making their determination:

1. Determine if the student was deriving reasonable educational benefit from his/her program. Determine if the student's needs were being addressed through the IEP (i.e., communication, instructional strategies and levels, behavioral, etc.). Determine if a Behavior Intervention Plan is present and is appropriate. Review progress monitoring data (academic and behavioral); evaluations and diagnostic information classroom/student observations, and teacher/staff/parent/student interview information.

The current IEP and placement are appropriate for the student. True or False

2. Was the IEP (including the Behavior Intervention Plan) implemented as designed? Review academic and behavioral progress monitoring data. Assess by reviewing IEP sections of specially designed instruction, related services, and supports for school personnel. Were the necessary resources available as part of the student's program?

The specially designed instruction, related services and supplementary aids and services were delivered consistent with the IEP. True or False

3. Has the student, prior to this behavioral incident, demonstrated an understanding of the consequences of his/her behavior to him/herself and others? Does the student demonstrate an understanding that the behavioral incident under review was inappropriate?

The student's disability did not impair his/her ability to understand the impact and consequences of his/her behavior. True or False

4. Has the student demonstrated adequate self-control in the past? Has the student demonstrated (review prior behavior) socially acceptable behavioral choices when faced with similar circumstances?

The student's disability did not impair his/her ability to control his/her behavior. True or False

If all answers above are true, the IEP team has determined that the behavioral incident is not a manifestation of the student's disability. Therefore, relevant disciplinary procedures applicable to children without disabilities may be applied except for the provision that the LEA must continue to provide a Free Appropriate Public Education.

If any answer (one or more) above is false, the IEP team has determined that the behavioral incident is a manifestation of the student's disability. Punishment for a manifestation of a student's disability is an aversive technique.

Therefore, the team must immediately take steps to remedy any and all deficiencies found in the student's IEP or its implementation.

Exceptional/Students with Disabilities (continued)

U.S. Department of Education

The law formalizes the long-held position of the U.S. Department of Education, Office of Special Education, Office of Special Education Programs ("OSEP") that schools remain obligated to provide special education to students who are "suspended or expelled."

Exceptions

A student with a disability may be moved to an alternative education setting for not more than 45 days without regard to whether the behavior is determined to be a manifestation of the child's disability, in the cases where a student:

- carries or possesses a weapon to or at school, on school premises, or to or at a school function under jurisdiction of a state educational agency;
- knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

Definitions

Serious Bodily Injury is defined as a bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty.

Dangerous weapon, as used in the new law means anything that is used for, or is readily capable of, causing death or serious bodily injury, but not a knife with a blade of less than 2 1/2 inches. Note: This definition is both broader than the discipline of non-disabled students and in its exclusion of small knives, narrower than federal law. Federal law governs to the extent that it affords more protection to the child.

Controlled substance does not include a legally prescribed drug.

Suspending a Student with Intellectual Disability

PA state law requires that an IEP meeting be held prior to any disciplinary action that constitutes a change of placement. For a student with an intellectual disability, a suspension of even one day is a change of placement and IDEA requires a meeting occur within ten days, however, educators must follow the requirement that provides the greatest protection to students. If the behavior is found to be a manifestation of the student's disability, an FBA must be conducted and a behavioral intervention plan must be created. The student returns to their educational placement unless the IEP determines that suspension is a valid consequence: at which point a NOREP is presented and signed.

Due Process Hearing

If a due process hearing officer in an expedited hearing determines that the school has demonstrated by more than a preponderance of the evidence that maintenance of the current placement of the child is substantially likely to result in injury to the child or others and that the school has made reasonable efforts to minimize such risk.

If the behavior is not a manifestation of the student's disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to a student without disabilities.

1. The child may be placed in an interim alternative placement for the same period that a non-disabled student would be excluded from school for the same offense or for 45 calendar days, whichever is less, provided that:
 - a. all of the requirements described for suspensions of not more than ten school days are met;
 - b. the IEP team develops an IEP for the alternative placement that:
 - (i) enables the child to participate in the general curriculum, in another setting;
 - (ii) enables the child to continue to receive the services described in his or her current IEP; and
 - (iii) after 45 calendar days, the child is returned to his/her last placement prior to the interim alternative placement, pending the resolution of any disputes concerning the results of the manifestation determination or the permanent program and placement recommendation of the school.
2. The hearing officer is required to consider the appropriateness of the IEP in place at the time of the violation.

Transportation Rules

LCCTC seniors and post-secondary students have the privilege to drive or ride to school in a private vehicle, as well as walk or ride a bicycle. All other students must ride buses. Students who ride the bus are expected to ride the bus to and from their sending school district. If you want to use private transportation to get to school, you must obey the following rules or risk losing your privilege. Unless otherwise stated, violations will result in five days suspension of driving privileges for a first offense, and suspension of driving privileges for the school year for second offenses. Violations could also jeopardize your chances for Cooperative Education. A student with revoked private transportation privileges must either ride a school bus or be picked up by the student's own relatives who are beyond school age.

Driving

Students shall complete a "Driving Permit" form and obtain a parent/guardian signature. Any changes in driving type will require a written note from a parent or guardian.

Permanent Driver or Rider

Long-term driving or riding is permitted for seniors and post-secondary students only. Students must pay a \$25.00 fee for a driving permit.

Bus Riders

All other students who do not have a driving or riding permit will be deemed to be bus riders and may leave school at the posted designated time for their home school dismissal.

All Drivers/Riders Must Obey The Following Rules:

1. Students may not drive or be a passenger to or from school without the written approval of a parent/guardian, the sending school, and the LCCTC permit with signatures.
2. Students will obey all state laws, rules and regulations pertaining to driving. Violations could result in suspension or revocation of driving privileges.
3. Students must park in the designated parking areas at the rear of the building. Vehicles must be parallel to and within the lines.
4. Students must arrive at their LCCTC lab by 8 a.m.
5. Student drivers are dismissed according to their CTC's last dismissal time.
6. Students must attend LCCTC regularly and on time. Those drivers and riders who accumulate three unexcused tardies will lose their driving privileges for five school days. For continued tardiness, students will lose the privilege to drive to school.
7. Students may not return to their vehicles until dismissal time without written permission from the school administration.

8. Students are responsible for enforcing a no littering policy. Littering can cause driving privileges to be revoked for that driver, as well as for all other drivers.

Lock your vehicle and do not leave valuables inside.

Walking/Bicycle Riding

Students may walk or ride a bicycle to and from school only after obtaining written permission from a parent/guardian and the LCCTC administration.

School-Provided Transportation

1. Only students designated by the sending schools as eligible for regular transportation may ride buses.
2. Nonresident students may ride a bus with approval from the director or the director's designee.
3. Students going to and from school-sponsored activities may ride a bus if they are a participant in the activity for which the transportation is provided. Any chaperone or visitor must have administrative approval before being transported.
4. Transportation privileges may be suspended indefinitely for students who violate rules and regulations of school bus transportation.
5. When a bus arrives late, students must report directly to their assigned areas.
6. Students who arrive late at the sending school may obtain an emergency driving permit from the sending school. After arriving at the LCCTC campus, students must report to the main office and show their emergency driving pass. The main office will issue a pass for class admittance. Students who miss the bus at the sending school may not walk to the LCCTC campus.
7. Conduct of students between the sending school and the LCCTC will be a joint effort. Discipline for misconduct of full-day students will be the responsibility of the LCCTC. Discipline for misconduct for half-day students will be handled by the student's sending school.
8. If not utilizing CTC provided transportation, students must arrive by 8:00 a.m. and depart at 2:35 p.m.

Equal Rights

Bullying and Harassment Policy

The Lancaster County Career & Technology Center recognizes that students should have a safe and positive learning environment and that bullying and harassment have no place and will not be tolerated in its schools.

Definition:

Bullying means any overt act or combination of acts directed against a student by another student or group of students which:

- a. is repeated over time; or
- b. is intended to ridicule, humiliate, or intimidate the student; or
- c. occurs during the school day on school property, on a school bus, or at a school-sponsored activity or event; or
- d. includes any intentional electronic (i.e., texting, social media), written, verbal, or physical act including but not limited to:
 - Written-intimidating/threatening and/or demeaning letters, notes, messages, or emails;
 - Verbal-intimidating/threatening comments, slurs, innuendos, or taunting;
 - Visual-leering or gestures;
 - Physical-hitting, slapping, or pinching;
 - Making reprisals, threats of reprisal, or implied threats of reprisal;
 - Social isolation or manipulation of a student
 - Engaging in implicit or explicit coercive behavior or to control, influence, or affect the health and well-being of a student; or
 - Any other behavior or act which has the effect of substantially interfering with a student's education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.

Reporting Bullying

To address bullying, the LCCTC encourages students (victims and witnesses) to report any bullying to an LCCTC teacher, staff member, or administrator immediately. LCCTC staff are also encouraged to report any concerns about bullying to administration. The school administrator will promptly investigate any reported bullying incident or complaint. Any student found to be engaging in bullying may be subject to disciplinary action. The LCCTC prohibits any form of retaliatory behavior against any complainant or any participant in the complaint process. As with any other disciplinary action, the LCCTC administrator will notify both the parent or guardian of a student who commits a verified act of bullying as well as the parent or guardian of the target of bullying behavior regarding the response of the school staff as well as any consequence which may result from further acts of bullying. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA), the LCCTC administrator will notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.

All forms of bullying and cyber bullying by students are prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to appropriate discipline.

Child Abuse Reporting Guidelines

The Pennsylvania Child Protective Services Law requires school personnel to contact the Lancaster County Children and Youth Agency and ChildLine whenever they have reason to suspect that a child may have been abused. This directs schools to cooperate with the Children and Youth Agency, which is charged with conducting the investigation. The law is very clear that the school's rule is simply to report; not to conduct an investigation. It is administratively necessary for the Lancaster County Career & Technology Center to comply with the Child Protective Services law to its fullest intent.

Equal Rights and Opportunities

Grievance Procedure

The administration will not tolerate unlawful discrimination by any of its employees or students. Any student subjected to unwelcome verbal, graphic or physical conduct relating to their gender, race, color, national origin, religion or handicap/disability, which has the purpose or effect of unreasonably interfering with their educational opportunities or creates an intimidating or offensive educational environment, is encouraged to immediately report such conduct to the Building Principal. All complaints will be investigated. All complaints will be kept confidential. No reprisals or retaliation will be allowed for reporting such conduct or cooperating with an investigation of a complaint. See the building principal for further details and procedures contained in School Policy #219.

Sexual Harassment

The administration will not tolerate sexual harassment by any of its employees or students. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. submission to such conduct is explicitly or implicitly required of the student;
2. submission to or rejection of such conduct is used as a basis of any school-related decision affecting the student; or
3. the conduct has the purpose or effect of having a negative impact on the student's educational performance or of creating a sexually intimidating hostile or offensive environment for the student.

Equal Rights (continued)

Sexual harassment is prohibited between students and between students and employees. Consensual sexual conduct between employees and students will be considered prohibited sexual harassment. The administration strongly encourages all victims of sexual harassment to report such conduct to a school counselor or building principal. All complaints will be investigated. All complaints will be kept confidential. No reprisals or retaliation will be allowed for reporting such conduct or cooperating with an investigation of a complaint. See the building principal for further details and procedures contained in School Policy # 248.

Work Ethic Grading Rubric

<p style="text-align: center;">Cooperation/Attitude toward work/learning (CA 1-6)</p> <ol style="list-style-type: none"> 1. + Student is engaged in learning while in assigned area. 2. + Student hands in all assignments on time. 3. + Student produces quality work. 4. - Student does not remain in assigned area. (-2) 5. - Student hands in assignments late or not at all. (-2) 6. - Student produces poor or inferior work. (-1) 	<p style="text-align: center;">Dependability (D 1-6)</p> <ol style="list-style-type: none"> 1. + Student makes up missed work in a timely manner. 2. + Student completes all tasks on time. 3. + Student is able to work independently. 4. - Student did not make up missed work in a timely manner. (-1) 5. - Student does not work independently. (-1) 6. - Violation of school rules/handbook. (-1 to -10, determined by level of infraction) 	<p style="text-align: center;">Housekeeping/Materials/ Equipment (HME 1-8)</p> <ol style="list-style-type: none"> 1. + Student maintains a neat and orderly work area. 2. + Student treats and respects all materials/ equipment. 3. + Student follows all directions when using equipment. 4. + Student replaces all material/ equipment to proper location. 5. - Student does not maintain a neat and orderly work area. (-1) 6. - Student does not respect all materials/ equipment. (-2) 7. - Student does not follow all directions when using equipment. (-2) 8. - Student does not properly store material/ equipment. (-1)
<p style="text-align: center;">Initiative (I 1-7)</p> <ol style="list-style-type: none"> 1. + Student comes to lab motivated/ prepared for class. 2. + Student proceeds with task of the day. 3. + Student stays on task. 4. + Student is attentive during lectures/ presentations. 5. - Student comes to lab and is not prepared for class. (-1) 6. - Student is not on task. (-2) 7. - Student is not attentive during lectures/ presentations. (-1) 	<p style="text-align: center;">Professionalism/Attitude Toward Work (PA 1-6)</p> <ol style="list-style-type: none"> 1. + Student displays a professional attitude toward work/lab/fellow classmates/instructor. 2. + Student's maturity level is at industry standard. 3. + Student portrays a positive attitude toward learning. 4. - Student does not display a professional attitude toward work/lab/fellow classmates/instructor. (-2) 5. - Student's maturity level is not at industry standard. (-2) 6. - Student portrays a negative attitude toward learning. (-2) 	<p style="text-align: center;">Punctuality (P 1-5)</p> <ol style="list-style-type: none"> 1. + Student reports to class on time. 2. + Student remains in class. 3. + Student is absent from school and calls in by appointed time. 4. + Student maintains satisfactory attendance record. 5. - Student does not report to class on time. (-3)
<p style="text-align: center;">Resourcefulness/Problem Solving (RP 1-6)</p> <ol style="list-style-type: none"> 1. + Student is able to resolve situations without instructor's assistance. 2. + Student is able to work as a team. 3. + Student is able to problem solve. 4. - Student does not resolve situations without instructor's assistance. (-1) 5. - Student is not able to work as a team. (-2) 6. - Student has poor problem solving ability. (-2) 	<p style="text-align: center;">Safety (S 1-6)</p> <ol style="list-style-type: none"> 1. + Student takes all proper safety measures when using equipment. 2. + Student is wearing all necessary safety equipment. 3. + Student behaves in manner that promotes shop/lab safety. 4. - Student operates the equipment in an unsafe manner. (-1 to -5) 5. - Student did not wear all necessary safety equipment. (-1 to -5) 6. - Student's behavior is in a manner that does not promote shop/lab safety. (-1 to -5) 	<p style="text-align: center;">Uniform (U 1-6)</p> <ol style="list-style-type: none"> 1. + Student is in school uniform. 2. + Student's uniform is neat/clean. 3. + Student is demonstrating grooming and uniform that is standard of the industry. 4. - Student is not in school uniform. (-4) 5. - Student is not demonstrating grooming and uniform that is standard of the industry. (-1) 6. - Student's hair and jewelry are not in accordance to industry standards. (-1)

Forms on pages 35 and 37 must be completed and returned to student's CTC within three day of enrollment.

**Page 35—Release of Information and Compliance Form
Page 37—Parent Portal Form**

If you have any questions about these forms—contact your student's CTC guidance office.

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Student and Parent Consent for Release of Information/Compliance Form

Lancaster County Career & Technology Center Student and Parent Consent for Release of Information

We, the undersigned parents or guardian of _____
(Print Student Name)

grant permission to the Lancaster County Career & Technology Center to provide, upon request to employers, Armed Services, and prospective schools, necessary information pertinent to school performance, conduct, attendance, and health.

We recognize that the Lancaster County Career & Technology Center have the responsibility of clarifying information concerning the student's performance in the school's training program.

When you have signed and returned this form to the school, it will be placed in the student's personal file, and will remain in effect until otherwise notified by one of the consenters.

Signed: _____
Student Date Instructional Program

_____ Date
Parent/Guardian

Student, please sign and date this slip, ask your parent/guardian to sign this slip, and return it to your instructor.

Your signature below indicates that you have read the LCCTC Student Handbook and understand the policy and procedures within it. If you need clarification about any of the policies or procedures, please contact a LCCTC campus. In addition, consent is given for the following:

Yes ___ No ___ I/We consent to the school using our likeness, photos, student work, etc. on promotional materials, audiotapes, videotapes, and/or the website for the LCCTC.

Yes ___ No ___ I/We consent for our son/daughter to travel to off-site projects that relate to his/her program of study.

Yes ___ No ___ I/We have read and accept the Network and Internet policy (pages 11-14).

Signed: _____
Student Date Instructional Program

_____ Date
Parent/Guardian

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LANCASTER COUNTY
CAREER & TECHNOLOGY CENTER

Brownstown: Snyder & Metzler Road, Brownstown, PA 17508 (717) 859-5100
 Mount Joy: 432 Old Market Street, Mount Joy, PA 17552 (717) 653-3000
 Willow Street: 1730 Hans Herr Drive, Willow Street, PA 17584 (717) 464-7050

Parent Portal Permission

(TO BE FORWARDED TO AND MAINTAINED BY STUDENT SERVICES)

I or We, the parent/guardian(s) of:

Student's Last Name _____ First Name _____ MI _____ Circle one, if applies (Jr., II, III, IV)

Mailing/Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (_____) _____ LCCTC Program: _____

I request and authorize the access of my child's grades, attendance, discipline and class schedule on line by the parent/guardian listed below. This information will only be made available to the contacts listed below with a valid email address and parent/guardian signature and no other confidential information will be made available. ***If you wish not to have this service made available to you check the box at the bottom of this form.***

Parent/Guardian #1: (Check One): __ Father __ Mother __ Guardian __ Other _____

Print: Last Name _____ First Name _____ Circle one, if applies: (Sr., Jr., II, III, IV)

Email Address: _____

Parent/Guardian #1 Signature: _____ Date: _____

Parent/Guardian #2: (Check One): __ Father __ Mother __ Guardian __ Other _____

Print: Last Name _____ First Name _____ Circle one, if applies: (Sr., Jr., II, III, IV)

Email Address: _____

Parent/Guardian #2 Signature: _____ Date: _____

Check this box if you do not wish to receive this service.

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Prepare people for skilled, innovative and productive careers.