

General Information

I was unable to attend orientation night, can I tour the building prior to the start of school? Please reach out to your program's campus office to inquire about arranging a tour. Summer tours are at the discretion of the campus principal.

My CTC uniform has not arrived by my first day of school, what should I do? Students will need to wear the required pants and shoes along with a plain t-shirt, matching the color(s) of their program. Uniform requirements can be found in the program packet.

When is the first day of school for Lancaster CTC? School begins on Thursday, August 24, 2023.

CTC's 1st day is August 24th but my school district doesn't start until later. What does this mean for me? If a student would like to attend CTC on a district's day off, they may but would need to contact their district's transportation department to determine if bussing will be available. Otherwise, they may drive if they have the means and will need to obtain a temporary parking permit with their CTC campus office.

Thursday, August 24	First Day of School at CTC	Cocalico, Columbia, Conestoga Valley, ELANCO, Hempfield, Lampeter-Strasburg, Pequea Valley, SDOL
Monday, August 28	Districts - First Day with CTC	Donegal, ETown, Ephrata, Penn Manor. Solanco
Tuesday, August 29	Districts - First Day with CTC	Manheim Twp.
Wednesday, August 30	Districts - First Day with CTC	Warwick
Tuesday, September 5	Districts - First Day with CTC	Manheim Central

What time should I arrive? When am I dismissed? Full-day students being dropped off or are driving themselves need to be in their classroom by 8 a.m. and are dismissed at 2:35 p.m. Half-day morning students will be notified of dismissal time by their instructor. Half-day afternoon students must arrive within five minutes of their sending school district's bus arrival. For students using district provided transportation, arrival and departure times will be communicated to you by the district transportation department.

Is transportation to my CTC program campus provided? Yes, transportation is provided from your district high school to your CTC program campus. All questions regarding transportation, including departure and arrival times, should be directed to your district's transportation department.

If you attend a private school, parochial school, or are home schooled and need transportation, please contact your district of residence to discuss transportation needs.

My district has a scheduled day off. What does this mean for me? If a student would like to attend CTC on a district's day off, they are encouraged to attend but would need to contact their district's

transportation department to determine if busing will be available. Otherwise, they may drive if they have the means and a will need to obtain a temporary parking permit with their CTC campus office.
parking permit.

My district has an early dismissal, what does this mean for me? Students will need to contact their district's transportation department to determine if there is a change to their schedule.

My district has an unscheduled closure due to weather. What does this mean for me? In weather emergency situations the following guidelines are for the safety of all involved:

1. Weather closings in the student's district of residence or LCCTC—not expected to attend.
2. Weather delays in the situation student's district of residence or LCCTC—follow later delay.
3. Weather early dismissal in student's district of residence—follow district early dismissal.

How does CTC operate when there is a 2-hour delay? There are no AM Half-Day courses. Full-Day students arrive 2 hours later than normal and PM Half-Day students arrive at their normally scheduled time.

Parent Information

How can I view my student's grades, progress reports, attendance records, etc? Parents/Guardians will be granted access to this information via the *Parent Portal*. More information will be sent home regarding the *Parent Portal* at the start of school.

Cafeteria General Information, Payments, Reduced Lunch Program, etc. Important information is being mailed in August. The information can also be accessed on our website:

<https://lancasterctc.edu/student-services/food-services/>. Students will need to have a SchoolCafe account created for Lancaster County CTC, even if they have an account at their sending high school. If students receive free and reduced lunches at the district, they MUST APPLY again with the school as Lancaster CTC.

Student medications at CTC Please follow the link to review our policy regarding student medications.
<https://go.boarddocs.com/pa/lcct/Board.nsf/vpublic?open>

My student is absent, how do I provide CTC with notification of their absence? Excuses can be sent 1 of 4 ways and **MUST** include a parent/guardian signature:

1. Printed form from our website <https://lancasterctc.edu/student-services/forms-documents/> turned in to the campus office.
2. On printed excuse cards, available in the campus office.
3. By Email. Please include the student's name, date(s) of absence, parent/guardian signature, and reason for absence. An emailed image of an excuse card will also be accepted.

Brownstown: BTattendance@lancasterctc.edu

Mount Joy: MJattendance@lancasterctc.edu

Willow Street: WSattendance@lancasterctc.edu

4. Handwritten note turned into the campus office. Please include the student's name, date(s) of absence, reason for absence, and parent/guardian signature.

For information regarding how many absences are allowed and what counts as an excusable absence,

please view are student handbook found here: <https://lanasterctc.edu/student-services/forms-documents/> .

We are taking a trip and will miss school, what do I need to do? Copies of the Education Travel Form can be found on the website <https://lanasterctc.edu/student-services/forms-documents/> . Please complete the form BEFORE you go on your trip and provide to your program campus for processing.

Brownstown: BTattendance@lanasterctc.edu

Mount Joy: MJattendance@lanasterctc.edu

Willow Street: WSattendance@lanasterctc.edu

The same process can be followed if you are taking a trip and will miss the start of school.

Student Information

How can I view my grades, progress reports, attendance records, etc? Students will be granted access to this information via the *Student Portal*. Log-in information will be provided by your instructor at the start of school.

What do I need to bring on my first day? Please refer to the program packet you received (at orientation, via email, or via USPS) for materials needed. Additionally, bring cafeteria payment (if not paying online) and parking pass items, if applicable (see *What do I need to purchase a parking pass?*).

Student Driver Info.

What do I need to purchase a parking pass? Parking passes can be purchased as early as the first day of school. The non-refundable fee is \$25 and can be cash or check (made out to LCCTC). Students will need to complete the form (<https://lanasterctc.edu/student-services/forms-documents/>) and provide a copy of their driver's license and insurance card. If your driving privilege is revoked, the fee is non-refundable.

Can I ride with another student to CTC? Lancaster CTC requires that both the rider and driver have the parent(s) and sending school administrator(s) sign the "Student Driver/Passenger Permission Form". This form can be found here: <https://lanasterctc.edu/student-services/forms-documents/>

I purchased a new car do I need to pay the \$25 fee again? No. Students will need to fill out the paperwork and provide a copy of their driver's license and insurance card however they do not need to pay the \$25 fee.

If I need to use a different car temporarily, do I need to pay the \$25 fee for each car? Students that may use a different car temporarily (for example: Student's vehicle is undergoing service repairs and the student is using a parent or rental vehicle to drive to school) can stop in at the office and receive a day pass to put in their car.