



# 2023-2024 Student Handbook



**Prepare people for skilled, innovative, and productive careers.**

*LCCTC—Mission Statement*

**The Lancaster County Career and Technology Center is a full-service career and technical school dedicated to preparing high school students and adults for careers in the new economy.**

**Lancaster County CTC is the best among its class and strives to meet the highest standards of quality instruction.**

*LCCTC—Vision Statement*

## 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 to be commended. You are giving yourself a competitive edge by graduating with a diploma in one hand and your LCCTC certificate in the other hand. 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: Adult 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 adult student from a program for violating its policies and procedures. Students removed from a 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 educational 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, Willow Street, PA 17584-0527. Telephone: 717-464-7060.

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 Supervisor of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, 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](http://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](http://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 Administrative Director's office at the Main Campus of the LCCTC.

***LCCTC reserves the right to amend any provision in this handbook, which it deems to be in the best interest of the students and school, or through policy revisions adopted by the JOC.***

## **Contact Information**

### **LCCTC Administrative Staff**

Dr. Stuart Savin—Administrative Director (717) 464-7050 ext. 7069  
Tom Wolfe—Assistant Administrative Director (717) 464-7050 ext. 7058  
F. Frank Ayata—Business Manager (717) 464-7060  
Karin Shipman—Student Services Director (717) 464-7050 ext. 3124  
Michael Moeller—Supervisor of Curriculum (717) 464-7050 ext. 7061  
Rachel Hetzel—Technology Director (717) 208-3125  
Alexis Hohl—Food Services Director (717) 575-0118  
Timothy Klein—Facilities Director (717) 653-3011  
Jodi Schuler—Human Resources Director (717) 208-3139

### **LCCTC Higher Education/Adult Education Administrative Staff**

David M. Smith—Director, Higher and Continuing Education (717) 629-1001  
Kami Dugan, RN, BSN—Director of Practical Nursing (717) 464-7050 ext. 7102  
Debra Woodcock—Director of Financial Aid (717) 464-7054

### **Brownstown Campus**

#### **Center for Construction Technologies and Visual Communications**

231 Snyder Road, Ephrata, PA 17522  
Phone: (717) 859-5100, Fax: (717) 859-4529  
Darla Gettle, Director/Principal  
TBD, Assistant Principal  
Dr. Ben Stiles, School Counselor  
Ami Gallo, School Counselor

### **Mount Joy Campus**

#### **Center for Advanced Manufacturing, Culinary Arts, and Consumer Services**

432 Old Market Street, Mount Joy, PA 17552 Phone:  
(717) 653-3000, Fax: (717) 653-0901

#### **Lancaster County Public Safety Training Center**

**Protective Services Programs**  
101 Champ Blvd., Manheim, PA 17545  
(717) 537-4190  
Dr. Julie Frey, Director/Principal  
Curtis Funkhouser, Assistant Principal  
Leslie Schlosser, School Counselor  
Ami Gallo, School Counselor

### **Willow Street Campus**

#### **Center for AgriSciences, Health Careers, and Transportation Technologies**

1730 Hans Herr Drive, Willow Street, PA 17584 Phone:  
(717) 464-7050, Fax: (717) 464-9518  
Adult Education (717) 464-7065  
Jeremy King, Director/Principal  
Mark McCracken, Assistant Principal  
Amy Keith, School Counselor  
Carolyn Daneker, School Counselor

### **Health Sciences Campus**

422 Beaver Valley Pike, Willow Street, PA 17584  
717-464-7063  
Kami Dugan, RN, BSN—Director of Practical Nursing

**Website—[www.lancasterctc.edu](http://www.lancasterctc.edu)**

## **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 remember that courtesy is always in style and that the behavior and success of every student is important.

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## **School Calendar**

### **August**

24 First Day of School

### **September**

1 Labor Day Vacation (school closed)

4 Labor Day Vacation (school closed)

### **October**

9 In-Service Day (no school for students)

### **November**

22 In-service day, (no school for students)

23 Thanksgiving Vacation (school closed)

24 Thanksgiving Vacation (school closed)

27 Thanksgiving Vacation (school closed)

### **December**

25 Holiday Break (school closed)

26 Holiday Break (school closed)

27 Holiday Break (school closed)

28 Holiday Break (school closed)

29 Holiday Break (school closed)

### **January**

1 Holiday Break (school closed)

15 In-Service Day (no school for students)

### **February**

16 President's Day Vacation (school closed)

19 President's Day (school closed)

### **March**

29 Good Friday (school closed)

### **April**

1 Weather Make-Up Day

### **May**

3 In-Service Day (no school for students)

27 Memorial Day (school closed)

28 Certificate and Awards Ceremony (tentative) 29 Last Student Day

## **General Information**

### **Academics as a Component of the LCCTC Program**

Under the Perkins V legislation, CTC students are expected to earn four years of 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.

### **Career and Technical Student Organizations**

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

### **Closing of School**

Announcements regarding the closing of school will be made on the website, on social media, through a one call, and on local television stations. You will also receive an automated call from "One Call" regarding closings and delays. If the LCCTC has a 2-hour delay, morning half-day students will **not** report to their respective CTC campus.

### **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.

### **Important Notices**

State and federal law requires certain annual notifications to be published to students, parents and community members. These important annual notices are posted on our school website at the following link:

<https://lancasterctc.edu/important-disclosures-annual-notices/>

### **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 a parent or guardian.** Students taking medication must report to the school nurse. NOTE: *Each student in the Patient Care Technician, Dental Assistant, Advanced Health Careers, 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 traveling to/from or attending school or participating in school-related activities. Each student should carry insurance for potential injuries that may be purchased through either 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.

We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the 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 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.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications

## **General Information (continued)**

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 CTC in writing. Please include your email address if you would like to be notified electronically. Each year the CTC 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 anti-microbial 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 his/her 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 33. Directions to access the portal are available on our website [lancasterctc.edu](http://lancasterctc.edu).

### **Student Portal**

Students will have access to the Student Portal to view their attendance, grades, progress reports and report cards online. Usernames and passwords will be provided at the beginning of the school year and should be kept confidential. The link to access the Student Portal is located on our website [lancasterctc.edu](http://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.

### **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, academic issues, and social/emotional development affecting progress at school. During the year students are given opportunities to evaluate their aptitudes, interests, and career goals. The Guidance Office or, in the case of adult students, the Adult Office 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, the student should speak with the school counselor or Student Services Director.

### **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 person 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 in place of eye protection.

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 as 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 a 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.

## **General Information (continued)**

### **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 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 an LCCTC certificate of participation 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.

### **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. **Directory Information.** A student's name, grade level, resident school district and high school, CTC programs and visual images or recordings of a student participating in school-related programs shall be designated as directory information, which can be shared with third parties without the prior consent of the eligible student and/or parents. An eligible student or parent may "opt out" of this directory information designation for a student by providing the campus principal with written notification of such "opt out" by no later than September 5<sup>th</sup> of each school year.
2. **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.

3. **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.
4. **Disclosure**  
FERPA provides that educational records cannot be released without written consent of the parent or eligible student, except in certain specified instances.
5. **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 Administrative Director.
6. **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. Refer to page 9—"Prohibited Devices" for cell phone rules.

### **Visitors**

Visitors are not permitted in any part of the school without prior permission from the secretary 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 School Gate Guardian system to ensure 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 the visitor identification pass to the secretary at the front desk.



## **Student Responsibilities**

### **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, school counselors, supervisors or principals whenever necessary. Upon request, a conference will be scheduled at the earliest mutually agreeable 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.

### **Key Fobs**

Students in certain programs will be issued key fobs for entry into their assigned building. If a key fob is lost, there will be a replacement fee. Upon completion of a program or withdrawal from a program, students are required to return key fobs to the appropriate office.

### **Illegal /Prohibited Devices**

**Weapons:** In compliance with State Law, students are forbidden to bring to school and/or have in their possession any weapon which could inflict bodily injury to the possessor or to others. A weapon shall include but not be limited to guns, knives, throwing stars, laser pointers, etc. Violators will be subject to disciplinary action and, if appropriate, possible criminal prosecution. Refer to page 23 for the entire weapons policy and statement.

**Prohibited Technology Devices:** Students are not permitted to display, utilize or activate personal technology items such as: a laptop or desktop computer, or audio-video player, wireless/network equipment, and/or gaming devices while at school without prior permission. School issued technology is the exception. 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. Photographing or recording students or staff members without permission is prohibited. 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 the school office has granted prior permission. Violations of this rule will result in disciplinary action.

Adult students can leave the campus during their regularly scheduled lunch period. Adult students must return to their classroom prior to the start of class or the privilege may be removed. Adult 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, and students do not have an expectation of privacy when using lockers. Since lockers are used to secure personal belongings, students should not 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 to ensure cleanliness and proper maintenance. CTC is not responsible for theft, loss or damage of personal items stored in lockers.

### **Lunch**

A point-of-sale system is used for meal and a la carte sales. Secondary students are required to use CTC-issued picture ID cards or the SchoolCafé app to access their account. This card contains a specific bar code that is scanned by the cashier, providing access to their lunch account.

Parents/students may prepay for meals using the deposit envelopes available in the cafeteria or by paying online at [www.schoolcafe.com/LancasterCountyCTC](http://www.schoolcafe.com/LancasterCountyCTC). 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. All accounts that have a balance greater than or equal to \$5 will be refunded after the school year ends. This process will occur automatically. Refund requests do not need to be submitted.

Students are not permitted to purchase food for another student or use another student's meal account for their purchase.

Students are not permitted to purchase food from an outside vendor. Also, students are not permitted to have food delivered to the CTC by an outside vendor.

### **Charging Policy:**

Students without money on their accounts will be permitted to charge one lunch each day. The meal charged must be a reimbursable meal. The student will not be denied a meal for any reason; however, any negative balances will then follow policy # 808 located on the Lancaster CTC website.

All charges made prior to a free/reduced application being processed and approved are the responsibility of the parent/guardian. No second meal/second entree/snack/drink/a la carte charging will be permitted for any students.

### **Cafeteria Procedures**

Eating in the cafeteria is a privilege and not a right. Students will be removed from the cafeteria if they fail to follow all rules, procedures, and expectations.

- Enter the Cafeteria through designated doors.
- The use of student ID cards will greatly speed up the lunch process. Have your card ready to swipe.
- Follow all established procedures. Respectfully cooperate with the cafeteria monitors.
- Clear the table when finished eating.
- Food and beverages are not to be taken out of the cafeteria. Carried lunches are to be eaten in the cafeteria.
- Outside food orders are not allowed to be delivered to school.
- For further information, please refer to School Board Policy 808.

## **Student Responsibilities (continued)**

### **School Property**

At the beginning of each school year students are loaned or have purchased 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, personal belongings, assigned computer and files, and/or vehicle in compliance with applicable laws 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.

School officials may search a student, student's belongings or a student's locker when reasonable suspicion exists 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 to wear designated uniforms in every program at the students' expense. School ID and lanyard are part of the CTC uniform. Students have been given advance notice regarding uniform policy. For health and safety reasons, students are required to wear clean and untattered clothing at all times. Students are required to wear a CTC shirt appropriate for their program as the outermost layer of clothing. Classrooms can be hazardous areas; therefore, for student personal protection, school policy dictates that all students must be dressed in a professional or business-like manner. Students are also required to wear the PPE for their lab area. Soft-toed shoes such as sneakers, open-toed sandals/beach shoes, etc., are hazardous in terms of falling and sharp objects and should not be worn at the LCCTC. **Jeans, shorts, capris, and Spandex pants are not permitted at any time.** Hoodies are prohibited unless given permission from a staff member. Skirts/dresses MUST BE at least knee length or longer. Shirts/blouses/dresses must cover midriff, back, and sides at all times, must have straps and/or

sleeves, and should be fastened with no visible cleavage or undergarments. Students' shirts and trousers must meet each other. Trousers must be pulled up to the waist at all

times. The outer most layer of the school uniform must be approved CTC attire. 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, hoods, bandanas, durags, and sweatbands **may not be worn** in the cafeteria, 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 or personal protective equipment 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 for student use. However, students may be required to pay for certain materials that are exclusively 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 in the possession of the student at all times while in the school. Students must present their ID badge in the cafeteria at lunchtime, and at any other time when requested by a staff member. 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 in a lost, stolen, defaced or failure to wear a 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

## **Student Responsibilities (continued)**

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 his/her grade.

### **Work-Based Learning Opportunities**

#### **Advanced Placement Internship**

- This intensive program allows full-day students to work side-by-side with an experienced mentor in a work-place setting. Students are permitted to work one school day a week during the 2<sup>nd</sup> marking period. The days increase as the school year progresses.
- To participate, students must have a "B" average or higher, a 95% or better attendance rate, and no level 2 or higher discipline referrals. An instructor recommendation is required.
- Applicants may be required to undergo drug and alcohol screening per employer policy.
- Employer clearances are required for any student under the age of 18. The Work-Based Learning and Outreach Coordinator must secure these documents prior to the start of the program.
- Applicants must have reliable transportation to and from the job site.
- API students are required to report back to their respective CTC campus for meetings set by the Work-Based Learning Coordinator.
- The application can be found on the school's website.

#### **Cooperative Education**

- The Cooperative Education program is an extension of the Advanced Placement Internship and is available starting at the end of April.
- This program allows students to master their skills while working for an employer.
- To participate, full-day students must have a "C" average or higher, a 90% or better attendance rate, and no level 2 or higher discipline referrals. In addition, students must earn a minimum score of competent on the NOCTI test and complete 100% of the Program of Study task list. An instructor recommendation is required.
- Students who have less than 90% attendance at the time of application may be considered at the discretion of the Work-Based Learning Coordinator with consultation with campus administration.
- Applicants may be required to undergo drug and alcohol screening per employer policy.
- Employer clearances are required for any student

under the age of 18. The Work-Based Learning and Outreach Coordinator must secure these documents prior to the start of the program.

- Applicants must have reliable transportation to and from the job site.
- Cooperative Education students are required to report back to their respective CTC campus for meetings set by the Work-Based Learning and Outreach Coordinator.
- The application can be found on the school's website.

#### **Job Shadowing**

- Job shadowing is a learning experience that takes place at a business or organization that is related to the student's career of choice. This opportunity is available to Introductory students to help identify career interests by observing the daily routine of an employee in their field of choice. Students learn about the academic, technical, and personal skills required and gain an understanding of the connection between school, work, and future career goals.
- Students are to observe for a minimum of four hours and a maximum of eight hours.
- Students are to complete an absence request **and** the Job Shadowing Report found on the school's website.

## **Acceptable Use of Internet, Technology, Computers and Network Resources**

### **What is an AUP?**

The Acceptable Use Policy ("AUP"), 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. Policy 815 can be found here:

<http://go.boarddocs.com/pa/lcct/Board.nsf/goto?open&id=BSSP KU649CB9> - Acceptable Use of Internet, Technology, Computers and Network Resources.

### **Why Does LCCTC Need an AUP?**

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 and non-educational features. Being cognizant of distractions and safety precautions, the purpose of safely providing internet access is to supplement and enhance the educational and productivity of each user.

Many Internet sites offer unrestricted access to pictures, video, sound, and text that are 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 AUP**

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, data storage and security measures.

A student's inappropriate use of Information Technology may negatively affect other students' speed of access or storage space for work product. An AUP 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 appeal 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, fileservers, 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.

## **Acceptable Use of Internet, Technology, Computers and Network Resources (continued)**

- Creating or accessing personal email accounts is not permitted at school. Personal email accounts being: accounts created for the sole purpose of personal use.
- 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.

### **Personal Responsibility**

By accepting a user account, 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.

### **V. 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.

### **VI. 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.

### **VII. 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.

### **VIII. Privacy**

Network and internet access are 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, 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.

## **Acceptable Use of Internet, Technology, Computers and Network Resources (continued)**

### **IX. Downloaded Files**

Files are not to be downloaded from the internet without 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.

### **X. 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."

### **XI. Prohibited Activities**

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

- Downloading software without 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, that could damage the school's professional image, reputation, and 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 malicious tampering with any of the school's computer systems or files.

### **XII. 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 disconnect, reconfigure or relocate any 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, MP3 or audio/video player, wireless network equipment, PDA, gaming devices without permission from instructor **and** building administrator.

## **Acceptable Use of Internet, Technology, Computers and Network Resources**

### **XIII. 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.

### **XIV. Noncompliance**

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

### **Software Usage Policy**

### **XV. 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:

- 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.
- 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.*

- 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.
- Students are not permitted to install their personal software onto the school's computer system.

- Students are not permitted to copy software from the school's computer system for any reason.
- 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.
- 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.
- Students who have reasonable suspicion of software misuse are required to notify their instructor, Principal or Technology Director.
- 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**

### **XVI. 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. 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.

## 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. Student drivers are required to report to their classroom by 8:00 AM and are dismissed at 2:35 PM. Your instructor will inform you of the bus schedules for each district.

Reasons for requesting early dismissal should fall within the reasons for excused absences, 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. An image of a signed parent note may also be provided to the attendance staff at the student's campus via email. The attendance email account for each campus is as follows:

Brownstown: [btattendance@lancasterctc.edu](mailto:btattendance@lancasterctc.edu)

Mount Joy: [mjattendance@lancasterctc.edu](mailto:mjattendance@lancasterctc.edu)

Willow Street: [wsattendance@lancasterctc.edu](mailto:wsattendance@lancasterctc.edu)

Students who return to school after an early dismissal must sign in at the main office. See Transportation Rules for additional information.

## Excused Absences

- Illness, including if a student is dismissed by designated center staff during school hours for health-related reasons
- Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.
- Quarantine
- Family emergency
- Recovery from an accident
- Required court attendance
- Death in the family
- Participation in a project sponsored by an LCCTC Career and Technology Student Organization
- Observance of a religious holiday observed by a bona fide religious group, upon prior written parental request
- Non-school-sponsored educational tours or trips, if the following conditions are met:
  - \*The parent/guardian submits a written request for excusal prior to the absence
  - \*The student's participation has been approved by the Administrative Director and/or Superintendent of the student's district of residence, or their designee
- College or postsecondary institution visit, with prior approval
- Urgent reasons will be evaluated by building administration on a case-by-case basis.

The Center may limit the number and duration of non-school sponsored educational tours or trips and college or postsecondary institutions visits for which excused absences may be granted to a student during the school year.

## Unexcused Absences Would Include:

Absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

## Excuse Documentation

All students who are absent, arrive late, are sent home by the 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. Students can submit a maximum of 10 parent excused absences per year

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' work ethic scores will be adjusted for each day of unexcused absence as explained in the Grading Policy/Procedures.

## 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 an unexcused absence.

## 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 institution. 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

Each student absence will be reported to the person listed as the parent or legal guardian of that student using an automated calling system. For each unexcused or unlawful absence parents will be sent a letter reminding them of the importance of regular attendance as well as resources to assist with attendance improvement. Sending high school staff will be provided with copies of these letters.

A Student Attendance Improvement Conference (SAIC) will be scheduled in the following situations:

- When a student accumulates six unlawful or unexcused absences
- When a student accumulates ten absences (regardless of reason)
- If a student accumulates ten consecutive days absent
- To address further absences following an SAIC

The SAIC will include sending school staff, parents/guardians, teacher(s), counselors and other staff members who work with the student. The purpose of the SAIC is to determine the cause of the absences and to create a School

Attendance Improvement Plan (SAIP). The SAIP will list additional supports to assist the student and parents with improving attendance.

When a student continues to accumulate absences the LCCTC staff will work with district staff to determine additional steps available to improve student attendance which may include the filing of citation(s) with the Magisterial District Judge.

In response to school concern for student attendance, a letter will be sent to the parents/guardians on the 5<sup>th</sup>, 10<sup>th</sup> and 20<sup>th</sup> occasion (regardless of reason) of a student's absence. The purpose of the letter is to inquire about the cause of the students' absences from school. In obvious instances, such as hospitalization, confined illness and similar situations, this practice will be disregarded. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. This includes excused absences due to educational and hunting trips. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts. Students may not be able to make up work after returning to class following an unexcused absence.

## Legal or Excused Tardy would include:

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

## Unexcused Tardy would include:

Overslept  
Missed Bus  
Vehicle Problems  
Tardy due to driving/passenger



## **Attendance Regulations (continued)**

### **Adult Intergenerational Student 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 an attendance taking institution and, therefore, every hour a student is not in class must be calculated and attendance is tracked by term of enrollment. 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.

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 **must be present for 90% or more of their program**. 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 Program Director 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 the term of enrollment. Each student's attendance will be monitored daily and **progressive discipline** will be utilized. 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. Attendance is monitored as follows:

- Discipline can be issued as follows:
  - ▶ Verbal warning upon 3rd absence per term.
  - ▶ Written warning upon 5th absence per term
  - ▶ Informal hearing will be held with the Program Director and appropriate administration to determine continuation in the program upon 10th absence per term.

If a student is absent for 14 consecutive days with no contact with their instructor or Adult Education Director, they will be withdrawn from the institution.

**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 adult office within one week of the incident. **The decision to grant an Incidence of Absence is at the discretion of the adult education administration team and is final.** This may allow multiple absences 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 coursework missed during the incident.

### **Schedule Changes**

#### **Schedule Changes for Students: Between Programs Within the Institution**

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 adult students)
  - c. LCCTC instructor
  - d. Sending school counselor and special education staff (if applicable), or adult 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.

#### **Transfer of Students: From Other CTC Institutions**

1. Transfer from another CTC institution, except from a comprehensive school, may be considered at any time in the academic year.
2. Counselor receives request for transfer from another career/vocational/technical institution, sending school counselor, or parent.
3. The counselor consults with Student Services regarding correct program placement and checks enrollment to determine if space is available.
4. If program has openings, proceed to step 5. If a program is filled to capacity, inform the requester that the program is full to capacity.
5. Paperwork (records) from previous career/vocational technical institution is forwarded and assessed.
6. All information is evaluated; students are admitted to new institution if agreed to by all involved.

## Grading Policy/Procedures

Overall grades for the technical programs will be comprised of Knowledge 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, 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

A range of tasks to be completed in a marking period is determined for each program's content area. Skills are evaluated to encourage high standards of workmanship.

### III. Work Ethic

Work Ethic reflects 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 30 for the approved Work Ethic grading rubric.

### IV. Marking Period Grade

The following calculation is used to compute the final marking period grade:

The final marking period grade is a combination of the student's knowledge, skills, and work ethic grades.

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, students are able to make up assignments and exams within three (3) days or within the established deadline defined by the instructor 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, counseling and administrative personnel at the LCCTC. In the 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 no points earned from the assignment. Arrangements for making up any work missed shall be the responsibility of the student. 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 final 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 following Disciplinary Policy shall apply to students during such time as they are on LCCTC property or participating in an activity in the community sponsored or supported by LCCTC. Any exclusionary discipline shall apply only to LCCTC programs or activities. Imposition of discipline by the school district of residence for offenses occurring on LCCTC property or in activities sponsored or supported by LCCTC, will be determined by the school district separately and in accordance with its disciplinary policies and practices.

### 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 that identifies expected or prohibited behaviors and the consequences for failure to maintain expected or refrain from prohibited behaviors, foremost of which normally will be dismissal from the LCCTC.

**Drug/Mood Altering Substance/Alcohol**—shall include any alcohol or malt beverage, any drug identified under state or federal law as a controlled substance, any substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood, regardless of whether mood alteration is the primary purpose of such substance. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvent, glue, 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. The term can include look-alike substances when such substances are sold or distributed on school premises or during school-sponsored activities as a drug, mood altering substance, or alcohol.

**Student Assistance Program (SAP)** – a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, and 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**—a Pennsylvania state certified drug and alcohol counselor with expertise in the area of chemical dependency and school-based assessment.

**Distribute**—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**—hold, with or without any attempt to distribute, any alcohol, drug, or mood-altering substance as defined by this policy.

**Cooperative Behavior**—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.

**Nonconsensual sexual contact** – is any intentional sexual touching, however slight, with any part of the body or any object, by a person upon another person, that is without consent and/or by force.

Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.

**Uncooperative Behavior**—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 designed or altered to serve the primary purpose of delivering, using, or facilitating 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.
2. Students must report on time for detention.
3. Talking, eating, drinking, sleeping, using a cell phone, 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, unless a student is entitled to specially designed transportation as documented in an Individualized Educational Program (“IEP”).

## **Discipline Guidelines (continued)**

### **Disciplinary Offenses**

Incidents of student misconduct are evaluated on a case-by-case basis to best determine the disciplinary action needed based on the needs of the student and other mitigating factors. Listed below is conduct that is categorized as Level 1, 2, 3, and 4 violations. Flagrant continuation of any Level 1, 2, or 3 violations 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 a disability, this conference could take the form of an IEP team meeting or a Multi-Disciplinary Evaluation (MDE) Meeting, either of which could result in recommended changes in the IEP.

Students that have a discipline infraction and have not met their suspension or detention obligation before the Certificate and Awards Program may not attend or participate in the Certificate and Awards program.

*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.*

**Adult students will be referred to the building administrator for appropriate action in conjunction with the Program Director.**

**LCCTC reserves the right to amend any provision in this handbook prospectively, when it deems such amendment to be in the best interest of the education process.**

### **Level I Violations**

Actions that interfere with the orderly operation of the class or school. **The first three offenses will be handled by the instructor.** Examples of Level 1 misconduct include:

- Unprofessional behavior
- Out of assigned area
- Unapproved use of cell phones/personal equipment/technology
- Profane language\*

- Prankish behavior and agitation
- Public display of affection
- 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 employee of LCCTC, employee of Lancaster- Lebanon IU 13, or any adult guest is dealt with as a Level 3 offense.*

### **Level I Procedures**

- Immediate intervention by the instructor.
- Proper documentation of offense.
- A conference 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

- Discipline could be served at the sending school when warranted.

**Adult 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

## **Discipline Guidelines (continued)**

### **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:

- Inappropriate behavior on CTC bus
- Leaving school without permission
- 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
- Violation of transportation rules
- Other actions of a similar nature
- Repeated Level 1 offenses

### **Level 2 Procedures**

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

- Immediate intervention.
- Referral to LCCTC Administration for conference.
- Proper documentation of offense.
- The LCCTC Administration may recommend and schedule behavior intervention.
- LCCTC Administration will make parent contact, in addition to a letter sent to parents/guardians. (Copies to instructor, sending school)
- A conference may be scheduled at the discretion of the parents or the administration.

**1st Offense**—May result in up to two sessions of administrative detention or lunch 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.

**2nd Offense**—May result in up to three sessions of detention or lunch detention. It is the student's responsibility to provide transportation. The student will not be excused from serving detention due to after school employment or athletics.

**3rd Offense**—May result in up to six sessions of detention or lunch detention.

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

- Discipline could be served at the sending school when warranted.

**Adult Students** —Level 2 offenses will be referred to the building administrator for appropriate action. The LCCTC Administration will then notify the Program Director. The third Level 2 offense will result in the adult student receiving a written warning from the Program Director and placed on probation. Prior to returning to class, the student will be required to meet with the Program Director and/or the principal. The fourth Level 2 offense will result

**in the student being removed from the program after the receipt of notice and the opportunity for a hearing. 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 employee of LCCTC, employee of Lancaster-Lebanon IU 13, or any adult guest is dealt with as a Level 3 offense.*
- Personal harassment/bullying, and cyberbullying
- 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 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
- 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 adult student in a school building, a school vehicle or on school property owned by, leased by, or under control of the LCCTC.
- 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.*

## Discipline Guidelines (continued)

### Level 3 Procedures

- Immediate intervention
- Proper documentation of offense.
- Referral to the LCCTC Administration
- The building LCCTC Administrator may recommend and schedule behavior 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
- A conference 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.
- An informal hearing will occur prior to any recommended suspension, or as soon as possible thereafter, if a pre-hearing suspension is required to protect the health or safety of the student or others.

**1st Offense**—May result in up to three days suspension

**2nd Offense**—May result in up to five days suspension

**3rd Offense**—May be dealt with as a Level 4 Offense

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 the local District Magistrate and violators may be subject to fines plus court costs.

Adult Students—Level 3 offenses will be referred to the building administrator for appropriate action. The building administrator will then notify the Program Director. The first Level 3 offense will result in the adult student receiving a written warning from the Program Director and placed on probation. Prior to returning to class, the student will be required to meet with the Program Director and/or the Principal. The second Level 3 offense will result in the student being removed from the program, after the receipt of notice and the opportunity for a hearing.

### 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
- Nonconsensual sexual contact
- Drug and alcohol activity or paraphernalia

- Simulated drug activity
- Animal Cruelty
- Other actions constituting a crime under state or federal law, even if such actions do not result in criminal or juvenile prosecution

### 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 administrative director, instructor, sending school office, student file).
- Telephone call to sending school principal.
- Informal hearing conducted by LCCTC Administration
- 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.
- An informal hearing will occur prior to any recommended suspension, or as soon as possible thereafter, if a pre-hearing suspension is required to protect the health or safety of the student or others.

Adult Students—Level 4 offenses will be referred to the LCCTC Administration for appropriate action. At that time, the building administrator will notify the Program Director. The first Level 4 offense will result in the adult student being removed from the program, after the receipt of notice and the opportunity for a hearing.

### 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 Guidelines (continued)

- Discipline/rehabilitation– informal hearing
- May result in up to 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.
- May result in removal from LCCTC program and return to sending school.
- An informal hearing will occur prior to any recommended suspension, or as soon as possible thereafter, if a pre-hearing suspension is required to protect the health or safety of the student or others.

### 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
- May result in up to 10 days of out-of-school suspension
- May result in removal from the LCCTC and returned to sending school for possible expulsion hearing
- An informal hearing will occur prior to any recommended suspension, or as soon as possible thereafter, if a pre-hearing suspension is required to protect the health or safety of the student or others.

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:

### 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
- May result in up to ten days out-of-school suspension.
- Removal from the LCCTC and returned to sending school for possible expulsion hearing.

**An informal hearing will occur prior to any recommended suspension, or as soon as possible thereafter, if a pre-hearing suspension is required to protect the health or safety of the student or others. 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 crime, and all violations of this Policy shall be reported to the local police for prosecution.**

### Definition of Terms

**“Possession of a weapon”** carrying a weapon on the person of a student or in clothing, personal articles, automobiles, or storage areas, 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, including one that is not loaded, lacks a clip or other component to render it immediately operable, and components which can readily be assembled into a weapon.
- **Any** destructive device, including any explosive, incendiary or poison gas bomb, grenade, rocket, missile, ammunition, or similar device.
- **Any** “look-alike” of any items listed above.
- **Any** item intended to be used or being used, offensively or defensively, to harm or threaten or harass students, staff members, parents or patrons, 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 and shall be done so such tool are safely secured in storage containers. The inappropriate use or brandishing of “trade related tools” during transportation,

## **Discipline Guidelines (continued)**

however, will be considered a violation of this policy. Weapons under the control of Law Enforcement Personnel are permitted. The Administrative Director may authorize other persons to possess weapons in the building.

The Administrative 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 Administrative 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.

Adult students will be referred to the principal for appropriate action in conjunction with the Program Director, and adults in adult only programs will be referred to the Program Director.

### **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 conduct endangers the safety or hinder the progress of other members of the class, if the student violates the provisions of this handbook, 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 students with disabilities.

**Suspension** is exclusion from school for a period of up to ten consecutive school days. Suspensions may be given by the LCCTC administration.

- 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 student's conduct threatens the health, safety, or welfare of the school community.
- The parents, Administrative 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 allow the student's parents or guardian to meet with the principal to discuss the disciplinary incidents and ways by which future offenses can be avoided.

The following Due Process requirements are to be observed concerning 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 five days of the suspension.

### **Formal Hearings**

In a case involving a possible expulsion, the student is entitled to a formal hearing. 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 of suspension.**

**For all students with disabilities within the meaning of either the Individuals with Disabilities Act or Section 504 of the Rehabilitation Act disciplinary exclusions in excess of ten days consecutively or cumulatively in any one school year will be governed by the requirements of those laws.**

## Transportation Rules

LCCTC students are expected to attend the LCCTC 180 student days. When a conflict exists between the district schedule and the LCCTC schedule, the student must check with their sending school to see if busing will be provided. Otherwise, they could drive if they have the means and a permit. However, 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

LCCTC junior and senior 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 a student's 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 relative(s) 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 is permitted for seniors and adult students only. Underclassman are permitted as a student rider with proper completed documentation. Students must pay a \$25.00 fee for a driving permit, there is not a charge for a as a rider.

### 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 and the LCCTC permit with signatures.
2. Students traveling from their CTC to another CTC campus must have a permit from their CTC of attendance including parent permission for the driver and passenger to travel to another CTC.
3. Students attending the Public Safety Center must either ride the bus to the training center or drive to the training center. Students may not drive to the Mount Joy Campus to catch a bus to the training center.
4. Students will obey all state laws, rules and regulations pertaining to driving. Violations could result in suspension or revocation of driving privileges.
5. Students will operate vehicles in a safe manner and obey all posted signs while on school property.
6. Students must park in the designated parking areas at the rear of the building. Vehicles must be parallel to and within the lines.
7. Students must arrive at their LCCTC lab by 8 a.m. Students arriving after 8 a.m. must report to the building attendance

secretary. Half-day afternoon students must arrive within five minutes of their sending school district's arrival.

8. Student drivers are dismissed at 2:35 p.m.
9. 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.
10. Students may not return to their vehicles until dismissal time without written permission from the school administration.
11. 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.
12. If driving privileges are suspended or revoked, the student's vehicle may be towed at the student's expense.

*Lock your vehicle and do not leave valuables inside. LCCTC is not responsible for valuables that are lost or stolen from your vehicle.*

### 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. Non-resident 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 cooperatively by the student's sending school and the LCCTC.
8. If not utilizing CTC provided transportation by driving to CTC or being dropped off, 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 an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:**

- Substantially interfering with a student's education.
- Creating a threatening environment.
- Substantially disrupting the orderly operation of the center.

Bullying, as defined in this policy (#249), includes cyberbullying. School setting means in the center, on center grounds, in center vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the center

#### **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 cyberbullying by students are prohibited. Anyone who engages in bullying or cyberbullying 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 or neglected. This law 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 role is simply to report; not to investigate. 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 (including sexual harassment) 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, sex, religion, disability, or age that 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 Lancaster County Career & Technology Center prohibits sexual harassment against its students and/or staff members, which is a form of unlawful discrimination on the basis of sex, under Title IX and its implementing regulations. Please refer to Joint Operating Committee policy 103, which is available on the LCCTC website at [LancasterCTC.edu](http://LancasterCTC.edu) for the definition of sexual harassment and the procedures to report allegations of sexual harassment. If you have any questions regarding these policies, LCCTC's compliance with Title IX or need assistance in reporting sexual harassment, please contact LCCTC's Title IX Coordinator, Jodi Schuler, Human Resources Manager, or Karin Shipman, Student Services Director at [TitleIX@LancasterCTC.edu](mailto:TitleIX@LancasterCTC.edu) to discuss those questions or concern.

## Work Ethic Grading Rubric

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

**Forms on pages 31 and 33 must be completed and re- turned to student's CTC within three days of enrollment.**

**Page 31—Release of Information and Compliance Form Page 33—  
Parent Portal Form**

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

**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  
\_\_\_\_\_  
Parent/Guardian Date

**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 procedure within it. If you need clarification about any of the policies or procedures, please contact an 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 related to their program of study.

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

Signed: \_\_\_\_\_  
Student Date Instructional Program



**LANCASTER COUNTY**  
CAREER & TECHNOLOGY CENTER

**Brownstown:** Snyder & Metzler Road, Brownstown, PA 17508  
**Mount Joy:** 432 Old Market Street, Mount Joy, PA 17552  
**Willow Street:** 1730 Hans Herr Drive, Willow Street, PA 17584

**(717) 859-5100**  
**(717) 653-3000**  
**(717) 464-7050**

**Parent Portal Signup**

**(TO BE FORWARDED TO AND MAINTAINED BY STUDENT SERVICES)**

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

**Student's** \_\_\_\_\_ **First** \_\_\_\_\_ **MI** \_\_\_\_\_ Circle one, if applicable  
**Last Name** \_\_\_\_\_ **Name** \_\_\_\_\_ **(Sr., Jr., II, III, IV)**

Mailing/Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ LCCTC Program: \_\_\_\_\_

request and authorize the electronic access of my child's grades, attendance, discipline and class schedule. This information will only be made available to the parent(s)/guardian(s) listed below with a valid email address and a parent/guardian signature. No other confidential information will be made available.

**\*\* If you do not wish to have this service, please check the box at the bottom of this form**

\*\*

**Parent/Guardian #1: (Check One):** \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_ Other \_\_\_\_\_  
Circle one, if applicable  
Print: Last Name \_\_\_\_\_ First Name \_\_\_\_\_ (Sr., Jr., II, III, IV)

Email Address: \_\_\_\_\_ Parent/Guardian

#1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian #2: (Check One):** \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_ Other \_\_\_\_\_  
Circle one, if applicable  
Print: Last Name \_\_\_\_\_ First Name \_\_\_\_\_ (Sr., Jr., II, III, IV)

Email Address: \_\_\_\_\_ Parent/Guardian

#2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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