

Franklin County Career & Technology Center

**2009-2010
STUDENT HANDBOOK**

Student Name _____

Program _____

A jointly sponsored public institution of vocational and technical education which provides career development for youth and adults of Franklin County.

Chambersburg Area Senior High School
Greencastle-Antrim High School
James Buchanan High School
Shippensburg Area Senior High School
Waynesboro Area Senior High School

Fannett-Metal High School
Gettysburg Area Senior High School

MESSAGE FROM THE ADMINISTRATION

Welcome to a new school year! The primary task of the Franklin County Career and Technology Center is to provide a meaningful program of studies that will aid you in becoming an efficient worker and a self-supporting, respectable citizen. To accomplish this goal, you must not only become skilled in your chosen occupational field, but develop those traits necessary to interact with other people. The staff and administration of FCCTC will provide you with tremendous opportunities to explore new horizons and reach for your dreams. You can take advantage of these opportunities by establishing goals for yourself as you prepare with anticipation and excitement for the new school year. The content of this handbook provides the framework of rules and regulations that will guide you toward your goals.

As a student, you can best help yourself and the school by applying yourself to learning your trade to the best of your ability and following the rules. You are encouraged to review this handbook with your parents or guardians and to ask questions about anything you do not understand. The rules will be enforced and you will be accountable for understanding what is expected. As always, changes occur from one school year to the next, and this year will be no different. There will be some new faces and some new procedures; however, the primary focus of learning will still be in place. **You, along with all other students of FCCTC, will be expected to be Professional - prompt, prepared, polite and positive.** No individual or group has the right to keep you from getting a quality education, and these expectations are in place to ensure a quality education for all.

You are encouraged to challenge yourself in your vocational field and your academic studies. Set goals that push your limits, take advantage of the many programs that FCCTC offers, and find ways to get involved in school activities. The interest you show and effort you put forth will be the measure of success for you and the entire school.

Best wishes for a fantastic school year!

James T. Duffey

James T. Duffey
Administrative Director

Roberta DeProspero Johnston

Roberta DeProspero Johnston
Vocational Supervisor

Joseph S. Conrad

Joseph S. Conrad
Principal

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FRANKLIN COUNTY CAREER & TECHNOLOGY CENTER
2463 Loop Road
Chambersburg, Pennsylvania 17202

Telephone: (717) 263-9033
Fax: (717) 263-6568

**PLEASE SHARE THIS HANDBOOK WITH YOUR PARENTS AND
GUARDIANS!**

All items contained in this handbook are subject to administrative change upon published notice.

The FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER, recognizing its responsibility to all citizens, affirms that all employment practices will be done in adherence to Title IX of the Educational Amendments of 1972 and Title VI and VII of the Civil Rights Act of 1964. We further affirm that all curriculum offerings and student enrollment practices will be handled without discrimination based on sex, race, color, religion, national origin or non job-related handicaps or disabilities.

It is the policy of the Franklin County Career and Technology Center not to discriminate on the basis of race, age, color, religion, sex, handicap, disability, or national origin, in its admissions, educational programs, activities, or employment policies, as required by Title VI of the Civil Rights Act of 1954, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, or the Americans With Disabilities Act of 1990. For information regarding services, activities, and facilities that are accessible to and useable by handicapped persons and compliance with Titles VI, IX, Section 504, and A.D.A., please contact The Franklin County Career and Technology Center, 2463 Loop Road, Chambersburg, PA 17201-8895 at (717) 263-9033.

FCCTC OVERVIEW

The Franklin County Career and Technology Center (FCCTC) is a part-time career and technical institution offering 20 plus occupational specific programs to students in the 10th-12th grades. The school serves students from seven school districts in the area: Chambersburg, Fannett-Metal, Gettysburg, Greencastle, Shippensburg, Tuscarora and Waynesboro. Other schools, both public and private, may send students to FCCTC on a tuition basis. Although located separately from the sending school districts in the county, FCCTC acts as an extension to the sending school's courses of study. Students are expected to abide by the rules of the FCCTC just as they would in their home districts. In fact, the home district plays a major role in the establishment of policy and procedure of the school through the Joint Operating Committee of the FCCTC. The Joint Operating Committee (JOC) is a group of school board members represented from five of the sending school districts who are responsible for the operation of the school.

Franklin County Career and Technology Center students have the unique opportunity to interact with their peers from the other school districts in the county and from other nearby schools. This provides a setting for the student to broaden his/her social skills and make new friends in the process. However, the school offers a rigorous educational offering that will challenge students. Students should examine the many opportunities that exist at FCCTC to obtain post-secondary credit and/or professional certification in their program areas and strive to achieve expertise in their field. Extra-curricular activities exist at the school to provide even further experiences. FCCTC students place at local, state and national competitions in Skills USA, DECA and other Vocational Service Organizations. This truly provides evidence of the quality of education that is offered at the Franklin County Career and Technology Center.

MISSION STATEMENT

The Franklin County Career and Technology Center will be the career and technical resource for secondary and adult students of Franklin County by providing dynamic instructional programming that is aligned with applicable academic and industrial standards, matching the workforce needs of the local community and offering post-secondary learning opportunities for its students.

LIST OF PROGRAMS

Construction Academy

Carpentry
Electrical Occupations
Heating, Ventilation & Air Conditioning
Plumbing Systems & Design
Masonry & Building Technology

Health & Human Services Academy

Allied Health
Cosmetology
Culinary Arts

Production Academy

Precision Machining
Electronics
Pre-Engineering
Welding

Business Academy

Computer Technology
Landscaping & Horticulture
Business and Marketing
Graphic Communications

Transportation Academy

Agricultural Mechanics
Automotive Collision and Repair
Automotive Technologies
Diesel Mechanics
Distribution Technology

MEMBERS OF JOINT OPERATING COMMITTEE

Dave Sciamanna	Chambersburg	
Stanley Helman	Chambersburg	
Fred E. Rice	Chambersburg	
Michael Shindle	Greencastle	Chairman
Donald Hilbinger	Shippensburg	Vice-Chairman
Larry Funk	Tuscarora	
John Fitz	Waynesboro	Treasurer
Pat Heefner	Waynesboro	
Jan G. Sulcove	Solicitor	
Jane R. Sellers	Secretary, FCCTC	
C. Gregory Hoover	Greencastle-Antrim School District Superintendent FCCTC Superintendent of Record (July 1, 2009 – June 30, 2012)	

ALTERNATES:

Howard B. Ritchey	Greencastle
Dwayne Burt	Shippensburg
Guy N. Hollenshead	Tuscarora
Lee Lemley	Waynesboro
Edward Wilson	Waynesboro
Joe Tosten	Chambersburg

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
PERSONNEL

Administration

Administrative Director:	James T. Duffey
Principal:	Joseph S. Conrad
Vocational Supervisor:	Roberta DeProspero Johnston

Faculty

Agricultural Mechanics:	Brian Yeager
Allied Health I:	Marla Selman
Allied Health II:	Michelle Shank
Automotive Body and Fender I:	Jason Shuler
Automotive Body and Fender II:	Patrick Parson
Automotive Technologies:	Robert Bard
Building Construction Trades-Carpentry:	Donald Frankenfield
Carpentry II:	Steven Grove
Computer Technology:	Timothy Byers & Josh Davis
Cosmetology:	Kathy Estep & Toni Poper
Culinary Arts:	Ronald Berger & Michael Tosten
Diesel Mechanics:	Kevin Grove
Distribution Technology:	Ralph Fries
Electronics Related Technology:	Shawn Eckenrode
Electrical Occupations:	Dwight Munson
Graphic Communications:	Bryan Hawbecker
Guidance Counselors:	Brenda Kimple & Leslie Fickes
Heating, Ventilation, and Air Conditioning:	Kenneth Boxler
Landscaping & Horticulture:	Dave Perry
Learning Support:	Joy Long, Kerry Melego and Toni Brant
Precision Machining:	James Olson, Jr.
Business and Marketing:	Susan Mills
Masonry-Building Construction Trades:	Jeremy Fogelsonger
Pre-Engineering:	Shawn Eckenrode & James Olson, Jr.
Plumbing-Building Construction Trades:	Eric Wagaman
School Nurse:	Patricia Domenick
Social Worker:	Julie Stumbaugh
Welding:	Tim Semple

Cooperative Education Coordinator:

B. Keith Yohn

Support Staff

Administrative Assistant: Jane R. Sellers
Principal's Office-Attendance: Cheryl Cook
Business Office-Accounts Payable: Dawn Black
Business Office-Payroll Judy Seidel
Business Office-Maintenance: Sherry D. Rothrock
Business Manager: Wilma M. Hutchison

Cafeteria Manager: Robin Monn
Cafeteria Administrative Assistant: Angie Wagaman

Career Counseling Assistant: Joy Caldwell
Network Coordinator: Josh Trayer
Administrative Assistant-Career Education Patricia Regan
Student Management Assistant: Judy Kell
Receptionist: Joyce Baughman

Instructional Assistants: Cherry Barnhart,
Brad Rideout,
& Joann Seiler

Academic Assistants: Becky Allison
Marcy Clayton Bricker
Sue L. Fulk
Gwen Gates
Tina Mentzer
Eileen Rook
Becky Thomasson
Teresa Witmer

Maintenance Staff

Facilities: Bryan J. Pefley
Maintenance: Jeff Daughenbaugh
Custodian: Ed Kimple
Custodian: Phil Horne
Custodian: Cindy Robinette
Custodian: Paul Thomas

The school day at the Franklin County Career and Technology Center consists of the hours from 8:00 AM to 2:40 PM, with a thirty minute lunch period.

8:00 AM	CHAMBERSBURG ARRIVAL
8:15 AM	GREENCASTLE, GETTYSBURG TUSCARORA AND WAYNESBORO ARRIVAL
8:40 AM	FANNETT-METAL ARRIVAL
8:45 AM	SHIPPENSBURG ARRIVAL
1:30 PM	GETTYSBURG STUDENTS DISMISS
1:50 PM	TUSCARORA – Math Students – MONDAY – FRIDAY (usually only 10th & 11th grades)
2:00 PM	GREENCASTLE AND SHIPPENSBURG STUDENTS DISMISS
2:20 PM	FANNETT-METAL STUDENTS DISMISS
2:25 PM	WAYNESBORO STUDENTS DISMISS
2:30 PM	CHAMBERSBURG STUDENTS DISMISS
2:40 PM	TUSCARORA SENIORS DISMISS

SCHOOL CLOSINGS

Special closings in the event of snow or other emergencies will be announced by the home school. Students are urged to listen to local radio stations and **OBSERVE ONLY THE SCHOOL CLOSING OF THEIR OWN SCHOOL DISTRICT**. If your home school closes, you **will not** report to the Franklin County Career and Technology Center. The Technology Center’s closings will be announced by local radio and TV stations. Chambersburg and two other sending schools must close before the Career Center can close. In case of an emergency or weather related closing, the FCCTC administration will contact student families via a telephonic message using the School Reach calling system. It is important that parents and guardians make every effort to keep the school updated on any changes in student family contact information in case an emergency should arise.

STUDENT SERVICES

GUIDANCE PHILOSOPHY

The Guidance Department of the Franklin County Career and Technology Center is primarily concerned with making students aware of the existing opportunities, and assisting them in developing their abilities to the fullest in becoming contributing members of society. The Guidance Staff will provide appraisal services, information services, counseling services and follow-up services to prepare the student for a successful and fulfilling adult life.

The Guidance Program will assist students in achieving career maturity. Career development is a continuous process that takes into consideration the individual's personal needs and resources, as well as the social and economic needs of society. People differ in habits, abilities and personalities; and by virtue of these differences, each person can qualify for a variety of occupations, and each occupation can accommodate a variety of people. Work satisfaction and social adjustment depend upon the extent to which the individual finds adequate outlets for their abilities, interests and values. Career development begins when the individual realizes that an occupation can help him/her meet their needs, and it depends upon self-knowledge, occupational information, and the ability to think clearly. Counselors and instructors will assist the individual in examining the choices available to them, gain first hand knowledge about occupations, and start developing a career plan.

The Guidance Counselors from the participating schools within an area served by the Career Center constitute one of the most important forces in the overall success of the Career Center program. The Career Center Guidance Department and educational staff will provide orientation information to the Sending School's Guidance Personnel and insure that all ninth grade or eligible students understand the opportunities available to them through the various career and technical programs offered at the Career Center. The Career Center Guidance Staff will assist the Sending School Counselors in recruiting students for the various programs and insure that all students have an opportunity to apply to the Career Center by having continual updates of the program areas. Finally, the Career Center Guidance Staff will provide educational and personal counseling to students enrolled in the Career Center, and assist them in preparing and finding employment through the Cooperative Education Staff.

The Guidance Program must provide services for the entire Career Center population by maintaining a suitable educational environment for all students through consultation with staff, administration and sending school personnel. Every effort must be made to identify developmental problems early and assist the individual students to overcome these problems. Group counseling will be used to assist the student to become more effective in interpersonal relations, in developing positive job attitudes, and to assist in the preparation of occupational readiness.

Since much of the success of the Career Center Program will stem

ultimately from the reports and reputation of the students and graduates, it should be apparent that effective guidance and placement cannot be over-emphasized. A poorly placed student who is either over or under challenged should not be expected to speak well of the various programs. Effective counseling is necessary to insure that eligible students are appropriately matched with existing opportunities.

COUNSELING SERVICES

Counseling Services are offered to all students in the Franklin County Career and Technology Center. Social Services are offered to qualifying students.

An effort is made:

1. to give access to information about career opportunities and to help them in learning techniques in acquiring employment, attending a post-secondary school or enlisting into the military.
2. to assist pupils in formulating their educational and career plans.
3. to assist pupils in studying their interests and abilities.
4. to develop a spirit of cooperation between students, teachers and parents in developing the student's career plan.
5. to assist students in achieving the most out of the Career Center regarding their future occupational goals.
6. to assist students in solving any personal or career problems on which they would like individual or group counseling.
7. to assist students with open communications between the Career Center and their sending schools.

All conferences will be strictly confidential and pupils are urged to avail themselves of the counseling staff's expertise. The counselor may be contacted in the guidance suite at any hour during the school day or by making other arrangements.

CONFIDENTIALITY OF STUDENT COMMUNICATIONS

ACT 287 (General Assembly of the Commonwealth of Pennsylvania 1972)

Section 1. The act of March 10, 1949 (P.L.30), known as the "Public School Code of 1949," is amended by adding after section 1318

Confidentiality of Student Communications--No guidance counselor, school nurse or school psychologist in the public schools or in private or parochial schools or other educational institutions providing elementary or secondary education, including any clerical worker of such schools and institutions, who, while in the course of his/her professional duties for a guidance counselor, school nurse or school psychologist, has acquired information from a student in confidence shall be compelled or allowed without the consent of the student, if the student is eighteen (18) years of age or over, or, if the student is under the age of eighteen (18) years, without the consent of his or her parent or legal guardian, to disclose that information in any legal proceeding, civil or criminal, trial, investigation before any grand, traverse or petit jury, or any officer thereof, before the General Assembly or any committee thereof, or before any commission, department or bureau of this Commonwealth, or municipal body, officer of committee thereof. Notwithstanding the confidentiality provision of this section, no such person shall be excused or prevented from complying with the act of August 14, 1967 (P.L.239), entitled "an act relating to gross physical neglect of, or injury to, children under eighteen years of age; requiring reports in such cases by examining physicians or heads of institutions to county public child welfare agencies; imposing powers and duties on county public child welfare agencies based on such reports; and providing penalties."

NURSING SERVICES

The Student Health Room is located across from the Machine Shop and is available to students who become ill or are injured while attending the Franklin County Career and Technology Center. Except in extreme emergencies, students must secure a pass from their instructor before reporting to the Student Health Room.

STUDENT ASSISTANCE PROGRAM

The HEART team at the Franklin County Career and Technology Center is composed of a specially trained team of educators who serve as the school's Student Assistance Team. The HEART TEAM is a method for the identification, intervention, and referral of students who are believed to be at-risk. As such, the program is an intervention, not a treatment program. Parental involvement is a key component to the success of the process. Any student, parent, or community member desiring to know more about the Student Assistance process should contact Brenda Kimple, Guidance Counselor, at the Career Center at 263-9033.

STUDENT PROGRESS

The Franklin County Career and Technology Center issues electronic progress reports available by accessing the Skyward information portal on the Center’s website. The primary purpose of the progress report is to track student progress toward meeting industry requirements.

STUDENT GRADING

EXPLANATION OF PROGRESS REPORT

The following is the required grading system to be used at the Franklin County Career and Technology Center.

It is suggested that a three week grade ratio consist of theory work (tests, quizzes), daily average, and projects. A daily evaluation needs to be recorded for each student.

The three week grade will be recorded in the grade book as a letter grade. (A, B, C, D, or F). Once the letter grade is recorded in the grade book, it will be converted to a numerical value for final grade computation.

A = 4, B = 3, C = 2, D = 1, F = 0

If percentages are used to arrive at a letter grade, the following scale is suggested.

A+ = 100 to 97	B- = 82.99 to 80	D = 66.99 to 63
A = 96.99 to 93	C+ = 79.99 to 77	D- = 62.99 to 60
A- = 92.99 to 90	C = 76.99 to 73	F = 59.99 to 0
B+ = 89.99 to 87	C- = 72.99 to 70	INC 0
B = 86.99 to 83	D+ = 69.99 to 67	WH Withheld

Letter Grade Interpretation

- A-** The student’s achievement is such that he/she could be recommended to industry with enthusiasm.
- B-** The student’s achievement is such that he/she could be recommended to industry with confidence.
- C-** The student’s achievement is such that he/she could be recommended to industry with some hesitation.
- D-** The student’s achievement is such that he/she could be recommended to industry with great hesitation.
- F-** The student’s achievement is such that he/she could not be recommended to industry.

W-Withheld- If a student has not completed the work assignments required during any three-week period due to excessive excused absences, a withheld ("W") should be issued. The student should be given a specific time period to make up the work, but this time frame should not exceed the issuance of the next three week grade. Any deviation from this time frame must have administrative approval. A "W" will be changed to a failing grade ("F") if the work and assignments are not completed during the following three-week period. Special circumstances on make-up work will be evaluated by the administration.

I-Incomplete- An "I" is a permanent grade and is generally issued at the end of a school year in a case where the student has not made up the shop work or assignments due to excessive absences, tardiness, etc. and where other obligations have not been met by the student.

Grade information is available to the student and parents every three week period via the Skyward information portal on the school's website. Progress reports are printed every three weeks only for those students receiving Ds and Fs. These progress reports must be signed by the parent and returned to the instructor. The principal and guidance counselor will also be notified of the student's progress. A parent conference may be scheduled to develop a plan of action to improve the student's performance.

Report Cards are issued by the home schools to all Greencastle students every six weeks and to all Tuscarora, Fannett-Metal, Chambersburg, Shippensburg, Gettysburg, and Waynesboro students every nine weeks.

WITHDRAWALS AND TRANSFERS

1. Student withdrawals must be coordinated between the sending school and the Franklin County Career and Technology Center.
2. Notify the guidance office at the Career Center and the sending school along with your reasons for leaving.
3. Fill out and complete the necessary withdrawal forms at your home school and the Franklin County Career and Technology Center.
4. Clean out your locker.
5. Personally return all books, locks, safety glasses, and other items in use during your enrollment at the Franklin County Career and Technology Center.

NOTE: Students must meet all obligations in regards to debts incurred. Broken, damaged or lost items must be returned or replaced before proper signatures will be affixed on the withdrawal form.

STUDENT DISCIPLINE

STUDENT DISCIPLINE POLICY

The discipline policy of The Franklin County Career and Technology Center ensures a safe and orderly environment for all students. We expect your time at school to be productive and positive. It is also the intention of FCCTC to prepare you for entry into the world of work. As an employee, you will perform your duties as part of a group. Every group has written and unwritten rules of conduct. Even among your close friends, there are rules of acceptable and unacceptable behavior unique to your group. If we help you develop self-discipline, you can function better and achieve what you want in life. In an employment situation, violating standards, similar to those on the following pages, may damage your chance of promotion, or lead to your dismissal as an employee. Review the school policies and discipline procedures. Also, be aware that policies evolve from year to year. Ask questions about what you do not understand and submit suggestions to any FCCTC administrator.

SCHOOL JURISDICTION

All rights, responsibilities, and regulations shall apply to all students:

- (1) on the school grounds before, during, or immediately after school hours,
- (2) on the school grounds as either a spectator or participant,
- (3) off the school grounds at any school activity, function or event as a participant or spectator,
- (4) during the time in going to and from school, including field trips.

CLASSIFICATION OF STUDENT MISCONDUCT

In order to protect the rights of all students to receive the best education possible in a safe and orderly learning environment, certain types of behavior are prohibited. Student misconduct is classified in **four (4)** levels—based upon place of occurrence, frequency of occurrence, and disruptive effect upon the safety and orderliness of the learning environment.

LEVEL I - VIOLATIONS

Level I Violations are those that are considered to be minor discipline infractions and are routinely handled by the instructor. Each instructor is expected to establish appropriate rules and procedures to allow for the orderly operation of their shop or program area, as well as appropriate disciplinary consequences for students who do not follow those rules and procedures. Intervention strategies implemented by the instructor may include but are not limited to:

- Conference with the student.
- Conference with the parent.
- Conference with the guidance counselor.
- Teacher assigned detention.
- Student behavior contract.
- Modified instructional programming.
- Change in seating assignment.
- Specifically designed assignments.
- Denial of class privileges.
- Confiscation of inappropriate items/materials, **including electronic devices**.
- Reduction of grade (for cheating or plagiarism).
- Removal of student from the class for period of time.

LEVEL II - VIOLATIONS

Level II Violations are of a less serious nature than those outlined in Level III. Level II includes persistent violations within the Level I category as well as violations that are defined as violations of the attendance policies of the Commonwealth of Pennsylvania and the Franklin County Career and Technology Center. Level II violations are handled by the principal.

Examples of Violations	Procedure	Disciplinary Options
<ul style="list-style-type: none"> -Illegal absence, full or partial day-student is 16 years of age or younger. -Unexcused absence, full or partial day- student is 17 years of age or older and absence not recognized by state law, or authorized by district. 	<ul style="list-style-type: none"> -The principal will evaluate the violation and determine the appropriate disciplinary option(s). 	<ul style="list-style-type: none"> -Appropriate aspects of state law shall be enforced. -No credit will be given for work missed.
<ul style="list-style-type: none"> -Truancy, full or partial day—any absence for a student of any age that is either illegal or unexcused and occurs without consent of the parent or guardian. 	<ul style="list-style-type: none"> -The principal will evaluate the violation and determine the appropriate disciplinary option(s). 	<ul style="list-style-type: none"> -Appropriate aspects of state law shall be enforced. -No credit is given for missed work. -Saturday School
<ul style="list-style-type: none"> -Unexcused or illegal tardiness to school. 	<ul style="list-style-type: none"> -The principal will evaluate the violation and determine the appropriate disciplinary option(s). 	<ul style="list-style-type: none"> -Appropriate aspects of state law shall be enforced. -No credit given for missed work. -Parent contact. -Saturday School -ISS or OSS Assignment
<ul style="list-style-type: none"> -Program area disruption. -Improper hall behavior. -Misuse of pass. -Late to class. -Public display of affection. -Consumption of food or 	<ul style="list-style-type: none"> -The principal will evaluate the violation and determine the appropriate disciplinary option(s). 	<ul style="list-style-type: none"> -Parent contact -Verbal warning -Guidance counselor referral -Behavior contract -Withdraw privileges -Detention

<ul style="list-style-type: none"> beverage outside the cafeteria. -Failure to report to or remain in an assigned area. -Misrepresentation of the truth. -Loitering in restrooms. -Possession of lighters or other incendiary devices. -Minor defiance/insubordination. -Dress code violation. -Possession of an unauthorized device. -Inappropriate language. -Cafeteria misbehavior. -Leaving the building without permission. -Skateboarding on school property. -Unauthorized solicitation. 		<ul style="list-style-type: none"> -Change or alter clothing to comply with dress code -Saturday School
<ul style="list-style-type: none"> -Minor misbehavior on the bus. 	<ul style="list-style-type: none"> -The principal will evaluate the violation and determine the appropriate disciplinary option(s). 	<ul style="list-style-type: none"> -As determined by sending school administration
<ul style="list-style-type: none"> -Parking violations 	<ul style="list-style-type: none"> -The principal will evaluate the violation and determine the appropriate disciplinary option(s). 	<ul style="list-style-type: none"> - Loss of parking privileges -Vehicle towed at owner's expense -As determined by sending school administration

LEVEL III - VIOLATIONS

Level III Violations are those that are serious in nature and may result in discipline that includes an alternative education assignment, suspension, and/or removal from school. The police may be notified, depending on the seriousness of the violation.

Examples of Violations	Procedure	Disciplinary Options
<ul style="list-style-type: none"> -Persistent Level II violations. -Using profane or obscene language/gestures. -Possession of inappropriate magazines and pictures. -Violation of the school's medication policy. -Being in an unauthorized area. -Leaving school grounds without permission. -Forgery -Chronic disruption to the learning environment. -Harassment including, verbal, physical, racial, ethnic or sexual. -Bullying -Hazing -Threatening another student. -Aiding or abetting in the delinquency of a student. -Extortion. -Insubordination, defiance, verbal disrespect (including obscene language and/or gestures toward any school employee). -Disorderly, vicious, illegal or immoral conduct. 	<ul style="list-style-type: none"> -The principal will evaluate the violation and determine the appropriate disciplinary option(s). 	<ul style="list-style-type: none"> -Parent contact -ISS or OSS Assignment -Restitution for all damage or loss, if appropriate. -Police notification -Saturday School

<ul style="list-style-type: none"> -Shop Safety violations -Reckless operation of a vehicle on school property. -Driving on a school field trip. -Theft -Gambling -Violation of suspension stipulations. -Fighting -Unlawful trespass. -Failure to serve assigned detentions. Includes Saturday School. 		
<ul style="list-style-type: none"> -Behavior on the bus that poses a threat to the health and safety of others by causing a distraction or undermining the authority of the driver. 	<ul style="list-style-type: none"> -The principal will contact the sending school administration. 	<ul style="list-style-type: none"> - As determined by sending school administration
<ul style="list-style-type: none"> -Violation of computer, internet access, filtering policy. 	<ul style="list-style-type: none"> -The principal will evaluate the violation and determine the appropriate disciplinary option(s). 	<ul style="list-style-type: none"> -Denied computer/internet privileges. -ISS or OSS Assignment -Police notification
<ul style="list-style-type: none"> -Possession or use of tobacco products. 	<ul style="list-style-type: none"> -The principal will evaluate the violation and determine the appropriate disciplinary option(s). 	<ul style="list-style-type: none"> -Guidance referral -Citation to District Magistrate for a civil offense carrying a penalty. -ISS or OSS Assignment
<ul style="list-style-type: none"> -Violation of school’s medication policy. 	<ul style="list-style-type: none"> -The principal will evaluate the violation and determine the appropriate disciplinary option(s). 	<ul style="list-style-type: none"> -Parent contact -Guidance referral -ISS or OSS Assignment

LEVEL IV - VIOLATIONS

Level IV Violations are defined as follows:

- (1) Any acts whose consequences seriously endanger the health or safety of the individual or others in school.
- (2) Acts that result in violence to another person or his/her property or the property of the Franklin County Career and Technology Center. Such acts are usually malicious in their motivation and pose a direct threat to the safety of others in the school.
- (3) Possession or use of substances banned by school policy.
- (4) Persistent disregard for school rules.

Examples of Violations	Procedures	Disciplinary Options
-Persistent violations of Level III	-The principal will evaluate the violation and determine the appropriate disciplinary option(s). -Referral to sending school administration	-Parent contact -Guidance referral -Referral to Student Assistance Program -ISS or OSS Assignment - Removal from school
-Use, possession, or being under the influence of a non-prescribed controlled substance, alcohol, mood-altering substance, or “look alike drugs.” -Use or possession of drug paraphernalia.	-The principal will evaluate the violation and determine the appropriate disciplinary option(s). -Referral to sending school administration	-Parent contact -Guidance referral -Referral to Student Assistant Program -ISS or OSS Assignment -Removal from school -Police notification
-Sale or distribution of a controlled substance, mood-altering substances, “look-alike drugs,” alcohol, or dangerous drugs or drug paraphernalia as defined in the “Dangerous Drugs, Device and Cosmetic Act.”	-The principal will evaluate the violation and determine the appropriate disciplinary option(s). -Referral to sending school administration	-Parent contact -Referral to Student Assistance Program. -Guidance referral -ISS or OSS Assignment - Removal from school -Police Notification
-Physical assault directed toward an FCCTC employee. -Participation in or	-The principal will evaluate the violation and determine the appropriate disciplinary option(s).	-Parent contact -ISS or OSS Assignment - Removal from school -Police notification

<p>responsibility for causing willful defacing, damage, destruction, or vandalism of school property or of personal property of FCCTC employees. -Terrorist or bomb threat</p>	<p>-Referral to sending school administration</p>	
<p>-Possession, use or distribution of a weapon or fireworks.</p>	<p>-The principal will evaluate the violation and determine the appropriate disciplinary options. -Evaluation by the Administrative Director with possible hearing before the Joint Operating Committee</p>	<p>-Parent contact -ISS or OSS Assignment - Removal from school -Police notification</p>
<p>-Violation of any federal, state, or local law while on school property or at any school event.</p>	<p>-The principal will evaluate the violation and determine the appropriate disciplinary options. -Referral to sending school administration</p>	<p>- Removal from school -Restitution for all damage or loss, if appropriate. -Police notification -ISS or OSS Assignment</p>

STUDENT DISCIPLINE PROCEDURES

TEACHER-ASSIGNED DETENTION

Any teacher may assign a student to a detention (monitored by that teacher) before or after school, as a form of disciplinary action for the student's inappropriate behavior or failure to follow classroom procedures. The teacher will contact the parents and give the student at least one day's notice so that he/she can make any necessary arrangements for his/her transportation. Teacher detention is recommended to be no longer than **thirty (30)** minutes. The teacher will provide constant supervision of any students he/she detains. Any student who serves teacher detention after school is responsible for his/her transportation home. If the student does not serve a teacher-assigned detention, the principal will contact the parents and assign **additional** administrative detentions.

ADMINISTRATIVE DETENTION

An administrator may assign a student to administrative detention as a form of disciplinary action for the student's inappropriate behavior. The principal will contact the parents and give the student advance notice so that he/she can make any necessary transportation arrangements.

- Administrative detention will be served at the student's sending school.
- No other options for serving assigned detention time are possible. Students may not serve detention during school hours or during lunch periods.
- The only excusable reasons for missing detention are: (1) pre-arranged medical/dental appointments; (2) illness; (3) family emergency. The reason for missing detention must be confirmed with a written note from your parent or guardian.
- A student who does not serve administrative detention as assigned will be assigned to Saturday School.
- A student who is scheduled to serve both teacher and administrative detention at the same time should ask the teacher to re-schedule his/her detention, so the student may attend the administrative detention on the assigned date.
- Students who are assigned more than one detention must serve those detentions on consecutive calendar days.
- Detention/In School Suspension will be operated as a quiet study hall with the following rules in effect:
 - Students may not talk.
 - Students must remain seated.
 - Students may not sleep.
 - Students may not possess food, drink, cards, games or electronic devices.
 - Students may use the time to make-up quizzes and tests if the teacher is

available to proctor.

- Students must comply with any additional information provided by room monitor.
- Any student who refuses to abide by the rules governing detention will be required to leave without receiving any credit for any time served that day. Additional disciplinary action will be taken.
- Transportation to or from detention is the sole responsibility of the parents and students. Detention **is not** a valid reason to request driving privileges.

SATURDAY SCHOOL

Saturday School is an administrative disciplinary option that requires a student to attend school on Saturday morning from 8:00 a.m. to 12:00 p.m. Students assigned to Saturday School are expected to complete all work assigned by the detention monitor. Work may include school assignments, behavioral improvement packets or building or grounds maintenance. The principal may assign a student to Saturday School for any of the following reasons.

- failure to serve an assigned detention
- the accumulation of detentions
- truancy
- accumulation of continual tardiness
- other misconduct that warrants the assignment

The principal will notify the student and his/her parents or guardians about the assignment. Each student attending Saturday School will:

- check in with the detention monitor by 8:00 a.m.
- follow the directions of the detention monitor.
- refrain from profanity.
- possess no tobacco, alcohol, drugs, or weapons.
- not be under the influence of drugs or alcohol.
- not eat, drink or listen to personal music devices.
- refrain from the use of electronic games or portable communication devices.

Failure to follow these expectations will result in immediate dismissal from the session, forfeiture of any time served, suspension from classes, enforcement of any other applicable school disciplinary procedures, notification of parent or guardian, and notification of appropriate legal authorities.

Any request to postpone a Saturday School assignment must be made to the principal by the student's parent or guardian prior to the beginning of the session. No Saturday School assignment will be postponed more than one time.

Transportation to and from Saturday School is the sole responsibility of the parents and students.

IN SCHOOL SUSPENSION (ISS)

In School Suspension (ISS) is a severe administrative disciplinary action that is taken only when (1) milder forms of disciplinary action have been ineffective in correcting the student's behavior, or (2) the offense is severe enough to warrant this action. All rules and regulations established at FCCTC apply to the ISS site. Students are required to attend ISS on the day(s) assigned unless excused by the Principal. Students who fail to attend the assigned day(s) without prior excuse will be subject to additional disciplinary action. During a period of In School Suspension, the student:

- must report to the Career Center by his/her regular arrival time with all necessary books and materials.
- complete all assignments required by the instructor and the ISS staff. Assignments from the program area will correspond to the work that is currently being missed in class during the suspension period.
- may opt to pack a lunch or purchase a bag lunch from the cafeteria.
- must adhere to all rules of ISS.
- may not participate in, or attend, any extracurricular activities.

Privileges that were restricted as a result of ISS are reinstated when the ISS assignment ends. An ISS assignment will be extended for repeated inappropriate behavior that has not been modified by previous disciplinary action.

OUT OF SCHOOL SUSPENSION (OSS)

Out of School Suspension is a severe administrative disciplinary action that is taken only when: (1) milder forms of disciplinary action have been ineffective in correcting the student's behavior, (2) the offense is severe enough to warrant this action, (3) space is not available in the In School Suspension program.

During a period of Out of School Suspension, the student:

- may not enter school property at any hour of the day or night, except with prior approval of a school administrator. The student may not enter the building in order to get assignments, books, etc. Assignments must be picked up in the Principal's office.
- must stay at home during regular school hours. The student may not come to school, go to work nor do community service through a school program.
- may not attend or participate in any school sponsored activity, curricular or extra curricular.
- is expected to complete all assignments to the best of his/her ability. Completed assignments are to be submitted to the instructor upon the

student's return to school. Zeroes will be given for any work not completed.

Note: Suspension restrictions end when school begins the day following the suspension period.

REMOVAL FROM THE CAREER CENTER

A student may be removed from the Career Center for a number of reasons. A review of academic performance, attendance, and discipline records will be conducted periodically by FCCTC administration, staff and sending school personnel to determine if a student will be allowed the privilege of remaining at the Career Center. In extreme cases, removal from the Career Center may result in expulsion by the sending school district.

DISCIPLINE RECORDS

School administration maintains all records of disciplinary infractions involving severe threats, drug, alcohol and weapon violations.

THEFT AND DESTRUCTION OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage or steal or attempt to steal school or private property during a school activity, before, during or after school hours, on or off school grounds. A student caught vandalizing or involved with firecrackers, smoke bombs, or small fires that could contribute to a panic, will be suspended regardless of the cost of repair or replacement. The students must make restitution for damages and the police will be notified. Theft or destruction incidents, regardless of actual cost of damages, may result in removal from the Career Center.

THREAT OR ASSAULT ON ANOTHER PERSON

A student shall not intentionally do bodily injury or threaten a person, or be involved in the intimidation, harassment, or extortion, or knowingly possess, handle or transmit any object that can reasonably be considered a weapon. Any acts of violence directed toward an instructor, administrator, student, staff member, or visitor of the school by a student will result in immediate suspension from school. The student may be referred to the Administrative Director and/or Joint Operating Committee for further action.

STUDENT RESPONSIBILITIES/CAMPUS EXPECTATIONS

STUDENT RESPONSIBILITIES(from 22 Pa Code 12.2)

Student responsibilities include regular attendance, conscientious effort in classroom work, and knowledge and conformance to school rules and regulations. Students share with administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

Attending the Franklin County Career and Technology Center is a privilege and with this privilege comes responsibilities. This is an elective program designed to supplement your high school education. Honor and respect the privilege you were given when you elected to attend this school. You are expected to comply with all discipline policies set forth by FCCTC, as well as the program instructor's and classroom teacher's rules and regulations.

Students' responsibilities are to:

- be professional, prompt, prepared, polite and positive.
- be aware of all rules and regulations for student behavior and conduct themselves accordingly.
- be willing to volunteer information in serious disciplinary cases and cooperate with school staff.
- dress and groom themselves to meet fair standards of safety, health, and common standards of decency.
- understand that until a rule is waived, altered or repealed, it is in full effect.
- assist the school in running a safe school for all students enrolled therein.
- attend the school daily, except when excused, and be on time to all classes and other school functions.
- make up work when absent from school.
- pursue and attempt to complete the course of study prescribed by State and Franklin Career and Technology Center authorities.
- be aware that materials and books are loaned at the beginning of the semester. Students are expected to pay for materials and books that are damaged, lost or stolen.
- exercise proper care when using public equipment and facilities.
- when attending an activity at other schools, students are subject to the rules and regulations of that school.
- comply with Commonwealth and local laws and regulations.

ARRIVAL AND DISMISSAL FROM SCHOOL

Arriving at school - Upon arrival at the Franklin County Career & Technology Center, all students, **including drivers**, must report directly to their instructional area.

Leaving the school - buses will load at the bus entrance and drivers will leave at assigned times in a safe/orderly manner.

ATTENDANCE PHILOSOPHY

Regular school attendance is essential to the successful completion of the educational objectives of the school system. Too often, students assume that educational process involves only the passing of tests and completion of assignments. However, the Franklin County Career and Technology Center requires the completion of learning outcomes in such areas as self discipline, citizenship, creativity, skill development and subject matter understanding. The socialization requirements for the educational process certainly cannot be attained by a student who does not participate consistently in the overall school program.

The school laws of Pennsylvania require all school age children to be in attendance on all days the school is open. The only acceptable reasons for absence, according to law, are physical and mental disability, religious holidays, educational trips, death in the immediate family, and emergencies in the home. The school attendance laws also require the school to hold students and their parents accountable for valid documentation of reasons for absence. Excessive absence may result in removal from the Career Center.

ABSENCE FROM SCHOOL

Any student who has been absent from school must report to the Principal's office upon return to school with valid documentation to support the absence. Students are required to bring a note signed by a parent or guardian giving a specific reason for the absence, date of absence, vocational program, home school district, and grade of student within **three days** of the absence. Absences not documented as required by the above procedures shall be considered unexcused. Students may not make up work for unexcused absences. Students who have been absent from school for an excused reason may make up work missed within a reasonable amount of time.

After a student has missed **five (5)** days of school, an informative letter will be sent to the parent or guardian. After a student has missed **ten (10) days** of school, a letter will be sent to the parents or guardian requesting that a medical excuse be submitted for every additional absence or tardiness.

The maximum limit of absences is **ten (10)** days per year or **five (5)** days per semester as recommended by the Pennsylvania State Department of Education while in attendance at the Career Center. It is highly questionable whether a student who is absent for more than the above number of days can achieve the goals and objectives set forth by the total instructional program. Students who exceed this number may be denied credit for course work.

TARDY TO SCHOOL

Any student who is not in his/her assigned shop within five (5) minutes of the scheduled arrival time of their bus is considered tardy. Students who arrive after the morning has begun must report to the principal's office for a late pass. Students are expected to submit a written excuse signed by their parent or guardian when they check-in. If no excuse is received by the following day or an administrator does not excuse the reason for tardiness, then the tardiness will be marked "unexcused" and appropriate disciplinary action will be taken.

Late bus arrival is not considered tardiness and students should report directly to their program area.

Occurrence	Penalty
First	Warning
Second	Warning and parent contact
Third	30 minute detention
Fourth	60 minute detention
Fifth (see note below)	Saturday School
Sixth and recurring (see note below)	ISS Assignment

TRUANCY

An unexcused absence from school, without knowledge and consent of the parent or guardian, is considered truancy. The parent will be informed and student will be assigned to Saturday School. The student will not be able to make up any missed work and will receive a zero for the daily program grade. Excessive and illegal absences will not be tolerated and may be sufficient cause for removal from FCCTC.

EDUCATIONAL TRIPS / ANTICIPATED ABSENCES

Students are permitted up to five (5) excused days for educational trips. **These days must be approved by an administrator PRIOR to the trip in order to be excused.** If a student anticipates an absence due to an educational trip, he/she must submit the FCCTC Educational trip form, available in the Attendance Office, for approval. Paperwork should be submitted as far in advance of the anticipated absence as possible.

EARLY DISMISSAL / APPOINTMENT PROCEDURES

All early dismissal notes **must** be brought to the attention of the principal's office at the start of the school day. No students will be excused to leave the building without a written note from a parent or guardian. In case of illness, the nurse will contact the parent or guardian before permission is granted to leave the building. All students being dismissed early **must** sign out at the receptionist's desk in the lobby before leaving. **The parent or guardian who is picking up the student must also sign the release form.** Students who leave the school grounds for a doctor's **appointment must return the school appointment card that day or the next day**, if they do not return the day of the appointment.

LEAVING ASSIGNED AREAS

Students are not permitted to leave their program areas without their agenda signed by their instructor. All students are to remain inside their program areas until the dismissal bell rings.

LOCKER REGULATIONS

Students are assigned a locker and may not change lockers or share with another student unless approved by their instructor. All lockers remain the property of the school. School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without prior warning.

It is the responsibility of the student to have their locker locked **at all times**. Students should use judgment when bringing valuables to school. **Neither the instructor nor the school is responsible for ANY item placed in lockers.**

The Franklin County Career and Technology Center will provide a combination lock for all students attending the school. The lock and combination for the lock will be provided to the student by the instructor during the first week of the semester for which they attend. The lock must be returned to the instructor prior to the student's departure from the school at the conclusion of the semester. If the lock is not returned, is lost, or intentionally broken, the student will be required to pay for another lock. The cost to replace a lock will be \$5.00.

LOST AND FOUND ARTICLES

A student who finds articles should take the items to the Principal's office. In a similar manner, any student who loses articles should immediately report the loss to the Principal's office. **Articles not claimed after June 15th will be destroyed.**

PUBLIC DISPLAY OF AFFECTION

Students should conduct themselves in a manner that reflects a positive image upon themselves and their school. The showing of affection between students resulting in any physical contact is not acceptable behavior when attending school.

RESTROOM PRIVILEGES

Students are not to use the restroom on the way to and from out-of-class activities, or when arriving to or departing from school. Students should first report to their assigned area, and then ask for a pass to the restroom. The student must use the closest appropriate restroom.

UNAUTHORIZED PROJECTS

All projects **must be** made with the consent of the instructor.

FOOD-BEVERAGES

Students may not bring open containers of soda, bottled water, coffee, etc. onto school property. All unopened beverage containers may only be consumed in the cafeteria during lunch. Students may carry lunches to school. At no time may students order or have food delivered to the cafeteria or program areas from commercial establishments. All food must remain in the cafeteria unless provided by administration or staff. **No food or drinks may be removed from the cafeteria by students.**

LUNCH PRICES AND REGULATIONS

Lunch Prices for School Year 2009-2010

Student-Regular	\$2.15
Student-Reduced	\$.40
Milk:	\$.40

The Career Center is in the process of implementing a point of sale system for cafeteria purchases. A letter explaining the details of this program will be mailed to the student and parent/guardian. All students will be issued an ID card for use with the point of sale system. It is imperative for you to know that a student CANNOT use another student's ID card for the purchase of cafeteria items. Guidelines and consequences will be established for the proper use of this system. If you have any questions, please call 263-9033 ext. 236.

No hoodies, purses/backpacks or coats are permitted in the lunch line. Students should leave these items at their seat at the lunch table.

Free and Reduced benefits may be applied for by completing an application available at the HOME SCHOOL.

IN THE OPERATION OF THE CHILD NUTRITION PROGRAMS, NO CHILD WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, SEX, COLOR, NATIONAL ORIGIN, AGE OR DISABILITY. IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST, WRITE IMMEDIATELY TO THE SECRETARY OF AGRICULTURE, WASHINGTON, D.C. 20250

INSURANCE (Student)

All students participating in a career technical program are urged to participate in the insurance program offered by the sending school. The cost is minimal. Student insurance is highly recommended to be purchased by the student because of the many hazards involved with operating equipment in Career and Technical Education environment.

STUDENT EXPENSES

Most programs require students to wear special uniforms. These uniforms must be purchased by the student. Any student who receives permission to work on a personal project in addition to a regularly assigned school project will be required to purchase materials to complete such projects.

TEXTBOOKS AND SUPPLIES

Books and supplies are at the expense of the taxpayers. Each student is held responsible for all books and supplies issued to him/her. The student will be required to pay for any books and supplies that are lost or damaged before he/she receives his/her final grade. Some programs have the opportunity to purchase textbooks and tools.

MONEY OWED TO THE SCHOOL

Money owed to the school must be paid within **thirty (30)** days of the billing date. No project or vehicle will be removed from school property, until all bills related to that project have been paid. Debts to the school will prohibit a student's participation in extra-curricular activities or events. The issue of competency certificates will be withheld until all debts are paid. The Career Center reserves the right to involve the district justice in collecting debt from students and their parent/guardian.

TRANSPORTATION PHILOSOPHY

All participating schools provide transportation to and from school in the form of buses. Students riding these buses are under the sending school's jurisdiction from the time they get on the bus to come to school until the time they get off the bus on the way home. In case of extreme emergencies, the bus driver should report to the school district the bus is in route to.

The bus driver will act in the same capacity as your teacher and will report any misconduct to the Principal's office. Because of the safety factor, misconduct **will not** be tolerated on any buses.

DRIVING AND PARKING REGULATIONS

Students are not permitted to drive to the Franklin County Career and Technology Center without permission from a sending school administrator and the Career Center principal. Since all sending schools provide bus transportation to and from the Career Center, student driving is not permitted except in special circumstances including, early departing and late arrival, field trips or other school sponsored activities, doctor's appointments, job interviews, counseling appointments, student projects being completed at the Career Center, etc. The administration will evaluate each special circumstance on a case-by-case basis. **After school employment is not a valid reason to drive to the Career Center. Students are advised to adjust their work schedules in accordance with their sending district's transportation schedule.** Additionally, participation in the Capstone Cooperative Education program is not a valid reason to drive when students are required to return to the Career Center for the Basic Employability Skills Training program.

When it is necessary to drive a vehicle to the Career Center, the student must submit a note from his/her parent or guardian to the Career Center principal **at least two days in advance** of the activity. Both the sending school administrator and the Career Center principal must approve the driving request. Once approved, the student will be issued a temporary permit. **The permit is for the driver only; he or she is not permitted to carry passengers.**

The school laws of Pennsylvania give the school the right to regulate the use of motor vehicles during school hours. Since the school district provides transportation for all students, driving is considered a privilege, not a right, to those attending the Franklin County Career and Technology Center. Students must abide by all parking regulations and agree to a search of their vehicle if needed for safety concerns. Violation of the student transportation policy will result in disciplinary action from the Career Center administration which may include the suspension of driving privileges. Additional actions may be taken by the sending school depending on the

severity of the incident.

Students driving to school should also be aware that the school attendance laws of Pennsylvania do not consider impassable roads or car trouble as valid excuses for absences or tardiness unless the student is riding on school provided transportation. The term “car” refers to all motor vehicles.

PARKING LOT GUIDELINES

- Students are not permitted to park at the Franklin County Career and Technology Center without a parking permit.
- Students’ cars must be parked in the designated student area. Only vehicles of students with approved work orders are permitted in program areas. These vehicles must be returned to the student parking area before 2:00 P.M. if work is completed. Students are not permitted to leave from program areas at the end of the day with their vehicle.
- Once the student drives onto school property, he/she is to proceed to his/her assigned parking lot by the nearest route and will immediately disembark and go directly to his/her assigned room.
- Students driving on school property shall not exceed the speed limit of 15 miles per hour.
- Private vehicles may not use the school drive to discharge or pick up students unless the driver is a parent or guardian of the student. The student involved will be held responsible.
- **Students who drive to school may not operate their cars during the school day.** The car may not be driven until dismissal time, except as approved by the administration.
- Students **may not** go to their cars during the day unless an administrator has given written permission.
- On school property, a school bus has the right of way. Students **may not** leave the school parking lot before the buses.
- No student is permitted to operate a motor vehicle on school property without a valid driver’s license.

Remember, it is a privilege to drive and park at our school. Careless and reckless driving will be referred to the Pennsylvania State Police for further action.

SAFETY

“Safety is everyone’s business.”

A good worker is a safe worker. Industry places a premium on safe workers. You must develop the necessary habits while you are in school. You will be acquainted with the safety rules and regulations for each trade by your instructor.

GENERAL SAFETY RULES

1. No pupil may start a course or operate machinery until he/she has returned a Parental Permission Form signed by his/her parent or guardian.
2. Do not operate machinery or tools until safety tests are passed and you have received instruction from your instructor.
3. Obey warning and danger signs.
4. Horseplay will not be tolerated in the shop or classroom, halls, or cafeteria.
5. Don’t take chances. If you are not sure what to do, ASK YOUR instructor.
6. Each student must dress according to their specific program requirements. Avoid wearing loose, baggy, clothing, pants that are too long, necklaces, chains, strings, and wristwatches or any other jewelry around equipment or tools. Your clothing must fit properly. No extremes will be tolerated.
7. All injuries, no matter how slight, **must** be reported to your instructor and the students **must** see the school nurse.
8. Safety devices that are found on machines must be used. Safety glasses/goggles must be worn when operating equipment and machinery.
9. Each student will be held responsible for tools borrowed from the tool room. Tools broken by negligence will be charged to the student.

STUDENT COMMUNICATIONS

FREEDOM OF EXPRESSION

Students have the right to express themselves in a polite manner unless such expression directly interferes with the educational process, threatens harm to the welfare of the school or community, encourages unlawful activity, interferes with another individual's rights, or violates school policy.

ANNOUNCEMENTS

Special announcements will be made over the intercom pertaining to both Franklin County Career and Technology Center and home school activities.

BULLETIN BOARDS

Notices, announcements, the school calendar, home school information, bell schedule, etc. will be placed on school bulletin boards in the cafeteria by the administration and office staff.

DISPLAY OF POSTERS

No person shall display any poster, notice, bulletin, or advertisement on the grounds except those approved by the administration.

CELL PHONES AND ELECTRONIC DEVICES

Students are not permitted to display or use any electronic devices in the building. This includes but is not limited to: cell phones, PDAs, Blackberries, pagers, radios, MP3/iPods, CD players, CD or floppy discs, beepers, scanners, electronic games, etc. Administration or staff may give permission for devices to be in instructional areas only for repair or educational purposes. ****Cell phones and electronic devices must be turned off and placed in the student's locker during the school day. At no time should the cell phone be in a student's purse, pocket or any other place except the student's locked locker.**

Occurrence	Penalty
First Offense	Principal calls home to parents to retrieve the device.
Second Offense	Principal calls home to parents. Device remains in the possession of the Career Center for five (5) calendar days.
Third Offense	Principal calls home to parents. Device remains in the possession of the Career Center for fifteen (15) calendar days.
Fourth Offense	Principal calls parents/guardians. Device remains in the possession of the Career Center for the remainder of the student's term at the Career Center.

TELEPHONE USAGE

Only **emergency calls** will be accepted for the student by the school. If a student has to return an emergency telephone call, the student must obtain permission from the instructor to report to the Principal's Office.

Students are permitted to use the telephone in the Principal's Office to make necessary calls. The student must obtain permission from the instructor and have a signed agenda to leave their shop area.

STUDENT-RELATED POLICIES

ACCEPTABLE USE OF NETWORKS AND COMPUTING RESOURCES

Purpose

The Franklin County Career and Technology Center (FCCTC) is providing employees and students with access to the school's network and computing resources system, which includes Internet access.

The school's system of networks and computing resources has a limited educational purpose, which is to support the instructional and administrative needs of the school.

Definition

The term educational purpose includes use of the system for classroom activities, professional or career development, limited high-quality self-discovery activities, and administrative applications.

Responsibility

The Joint Operating Committee of the Franklin County Career and Technology Center endorses the use of technology as an integral part of the school's instructional and administrative programs. The Administrative Director will be responsible to the Committee for the development of educational and administrative programs using technology and global networks and will establish procedures for the development of such programs.

The Computer Technician will be responsible for establishing a process for managing the systems, which ensures the following: reasonable and equitable access; security, including virus protection and disaster recovery procedures; training, and interpreting the School's Acceptable Use policy.

Authority

The use of the school's systems must be in compliance with established policies, procedures, and conditions of the Franklin County Career and Technology Center and any external entity to which the network or computing resources are connected.

The School's Acceptable Use Policy, set forth herein, will govern all use of the School's systems. Use of the system will also be governed by, but not limited to, collective bargaining agreements and the following School policies: Discipline, Outside Activities, Freedom of Speech, Copyright, Political Activities, Harassment, Racial/Ethnic Harassment and Intimidation, Student Hearing Process, Textbook Adoption, Resource Materials, and Exemption from Instruction.

A. Access to the System

Students will not have internal e-mail accounts and are not permitted to use external e-mail accounts except those authorized by their instructor.

B. Parental Notification and Responsibility

FCCTC will notify the parent or legal guardian about the School system and the policies governing its use. A parent or legal guardian must sign an agreement to allow their student to have an individual account. Parents or legal guardians may request alternative activities for their child(ren) that do not require Internet access.

A parent or legal guardian has the right at any time to investigate the contents of their child(ren)'s e-mail files. Parents or legal guardians have the right to request the termination of their child(ren)'s individual account at any time.

The School's Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. The School will not use blocking software. It is not practically possible for the School to monitor and enforce a wide range of social values in student use of the Internet. Further, the School recognizes that parents or legal guardians bear primary responsibility for transmitting their particular set of family values to their children. The School will encourage parents or legal guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the School system.

The School will provide students and parents or legal guardians with guidelines for student safety while using the Internet.

Parents or legal guardians are responsible for monitoring their student's use of the Internet when they are accessing the system from home.

C. Joint Operating Committee Limitation of Liability

FCCTC makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District system are error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system.

D. Due Process

The School will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the School system.

In the event there is an allegation that an individual has violated the School's Acceptable Use Policy, the individual will be provided with a written notice of the alleged violation and be given an opportunity to present an explanation in the manner set forth in the policies and collective bargaining agreements of the Franklin County Career and Technology Center.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the individual in gaining the self-discipline necessary to appropriately use an electronic network.

All School employees, Joint Operating Committee members, and student accounts will be revoked immediately following termination of employment or withdraw from the School.

The Computer Technician may revoke the account privileges of a guest user by providing notice to the user. Guest accounts not active for more than 30 days may be removed, along with the user's files, without notice to the user.

E. Search and Seizure

System users have a limited privacy expectation in the contents of their personal files on the School system.

Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the School's Acceptable Use Policy, the discipline policy, or the law.

An individual search may be conducted if there is reasonable suspicion that a user has violated the law or the School policies. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

School employees should be aware that their personal files are discoverable under state public records laws.

F. Copyright

School policies on copyright will govern the use of material accessed through the School system. Because the extent of copyright protection of certain works found on the Internet is unclear, users will make a standard practice or requesting permission from the holder of the work if their use of the material has the

potential of being considered an infringement. Users will be instructed to respect copyright and to request permission when appropriate.

Users will not plagiarize. Teachers will instruct students in appropriate research and citation practices.

G. Selection of Materials and Free Speech

Joint Operating Committee policies on Free Speech will govern the use of the Internet.

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

H. Establishment of Web Sites

School Web Site. The School may establish a Web site and develop Web pages that present information about the School. The Computer Technician, or his/her appointee will be responsible for maintaining the School Web site.

Personal Web Pages. School employees, Joint Operating Committee members, or guests may not establish personal web pages using School resources.

School or Class Web Pages. Programs may establish Web pages that present information about the program or class activities. Teachers will be responsible for maintaining their program sites.

Student Web Pages. With the approval of the Computer Technician, students may establish personal Web pages. The Computer Technician will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented in the student's Web site must be related to the student's educational and career preparation activities. Student Web pages must include the following notice: This is a student Web page. Opinions expressed on this page shall not be attributed to the Franklin County Career and Technology Center.

Extracurricular Organization Web Pages. With the approval of the Computer Technician, extracurricular organizations may establish Web pages. The

Technician will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented on the organization Web page must relate specifically to organization activities and will include only student-produced material. Organization Web pages must include the following notice: “This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the Franklin County Career and Technology Center.”

I. User Responsibilities

1. Personal Safety

Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc. School employees may provide work-related information as required to perform their duties.

Student users will not agree to meet with someone they have met online without their parent or legal guardian’s approval and participation.

Student users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. School employees will disclose this information to their supervisor.

2. Illegal Activities

Users will not attempt to gain unauthorized access to the School system or any other computer system through the School system, or go beyond their authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of browsing. Users will not make deliberate attempts to disrupt the system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not use the School system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

3. System Security

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

Users will immediately notify the Computer Technician if they have identified a possible security problem. Users may not search for security problem; this may be construed as an illegal attempt to gain access.

Users will avoid the inadvertent spread of computer viruses by following the School virus protection procedures. All diskettes must be run through a virus check prior to use on any School system.

Users will not introduce, remove or copy any application or operating system programs on any School system without prior approval from the Computer Technician.

No user will connect or disconnect any device from any School network system without prior approval from the Computer Technician.

4. Inappropriate Language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

Users will not post information that, if acted upon, could cause damage or danger of disruption.

Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.

Users will not knowingly or recklessly post false or derogatory information about a person or organization.

5. Respecting Resource Limit

Users will use the system only for educational and professional or career development activities, and limited, high-quality, self-discovery activities.

Users will not download large files without prior permission of the Computer Technician. Once approved, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.

Users will not post chain letters or engage in sending an annoying or unnecessary message to a large number of people.

Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.

Users will subscribe only to high quality discussion group mailing lists that are relevant to their education or professional/career development.

6. Inappropriate Access to Material

Users will not use the School system to access material that is profane or obscene (pornography), that advocates illegal acts or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such access is to conduct research and access is approved by both the teacher and the parent or legal guardian.

If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

7. Commercial Purposes

Users will not use the School system for commercial purposes. Commercial purposes are defined as offering or providing goods or services for personal use. School acquisition policies will apply to the School purchase of goods or services through the system.

8. Political Activities

Users will not use the School system for political lobbying. Employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues.

J. Actions Resulting from Misuse

Deliberate and/or negligent abuse of the network, computing resource, or any other School resource could lead to disciplinary action. Any such action will be subject to applicable policies and procedures established by the Joint Operating Committee.

Offenders may also be subject to criminal prosecution. Under Pennsylvania law it is a felony punishable by a fine of up to \$15,000 and imprisonment of up to seven years for any person to access, alter or damage any computer

system, networking, software or database, or any part thereof, with the intent to interrupt the normal functioning of an organization. Knowingly and without authorization, disclosing a password of a computer system, network, etc. is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software.

The Franklin County Career and Technology Center makes no warranties of any kind, whether expressed or implied, for the service it is providing. It will not be responsible for any damages you suffer as a result of using the networks or the Internet. This includes loss of data resulting from delays, electronic and/or mechanical failures, non-deliveries, missed deliveries, or service interruptions caused by its own negligence, your errors or omissions, or the negligence of others. The use of any information acquired over the networks or the Internet is at your own risk. The FCCTC specifically denies any responsibility for the accuracy or quality of information obtained by users through the networks or the Internet.

**Unanimously approved by the Joint Operating Committee - December 12,
1996**

DRESS CODE

The Board of School Directors in any school entity may impose limitations on dress and may require students to wear standard dress or uniforms. Dress policies may be applicable throughout the school entity or may be applicable to one or more school buildings within the school entity (Section 1317.3 of the School Code).

The Franklin County Career and Technology Center's Joint Operating Committee believes that an individual's dress, personal appearance and cleanliness should reflect a sensitivity and respect for the rights of others. The Joint Operating Committee and Administration reserve the right to refuse admission to students whose mode of dress presents a possible interference with the orderly conduct of the educational process. Students have the responsibility to keep themselves, their clothing and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence of a violation.

The rules outlined below are provided to help students comply with appropriate dress during the school hours. The limitations have been described in order to result in uniform enforcement and to minimize subjective determinations.

- Students are not permitted to wear clothing with holes.
- All dresses, shirts, shorts, skorts, or split skirts must be of acceptable length.
- Bare midriffs, whether front or back, will not be tolerated.
- Necklines showing cleavage will not be permitted.
- No mesh or sleeveless shirts will be permitted unless a solid shirt with sleeves is underneath.
- Obscene, suggestive, drug, alcohol, or tobacco related statements or pictures on clothing are unacceptable. Clothing depicting firearms is prohibited.
- Due to its controversial nature, any item displaying the confederate flag is not acceptable.
- Each instructor will decide whether headwear is permissible in their program. Headwear is not permitted in any other part of the building. All headwear must be removed before entering the building. Small headbands and barrettes may be worn for the purpose of restraining hair. Hats, sunglasses, bandanas, or head coverings of any type are not permitted.
- Shirts with the sides cut out are not acceptable.
- Certain clothing that the administration determines as immoral or improper because it exposes private areas of the body or because through pictures or wording, violated the regulations listed above regarding obscenity or profanity, may be prohibited.
- **Program related clothes may be required by the instructor for safety reasons. Failure to wear program related clothes may result in removal from the program by the instructor, or other punishment as deemed reasonable by the administration.**

- Clothing with ornamentation that will scratch or mark furniture or presents possible danger of injury to the wearers or others (chains, spiked wrist bands, studded bracelets or belts, etc.) may not be worn.
- Wearing of certain clothing or jewelry may be prohibited, depending on safety rules and regulations.
- Articles of clothing that intimidate, harass individuals or groups, and demean or provoke others because of race, religion, national origin or individual views are prohibited.

Occurrence	Penalty
All offenses	Student is required to (1) wear shirt inside out. (2) change clothes. If necessary, the administration will provide a change of clothing to the student. Students are required to return the clothing to the principal’s office or pay a replacement fee. In some cases, parents/guardians may be called to bring a change of clothing to FCCTC for their student.

SMOKING AND TOBACCO POLICY

Act 145, of the 1996 session of the General Assembly of the Commonwealth of Pennsylvania, specifically prohibits the use and/or possession of tobacco by students in school buildings, on school buses, and on school property owned by, leased by, and under the control of the Franklin County Career and Technology Center. Smoking or possession of tobacco in any form is prohibited before, during and after school, in the building, on the grounds, at all extracurricular activities, on the bus, and on field trips. Portions of this policy are enforceable under civil penalty with a fine to be determined by the authorities. The discipline to enforce this Act is outlined under the section entitled Level III Violations. Smoking in a hazardous area is a more serious offense and will be dealt with accordingly.

DRUG AND ALCOHOL POLICY

The Joint Operating Committee affirms that the abuse of controlled substances is incompatible with the educational and developmental process, and that even occasional use can constitute a disruptive situation for students. Therefore, the use, possession, and/or sale of drugs, alcoholic beverages, or any mood-altering substance on school property, or while engaged in any school sponsored activity, is prohibited.

Since the problem of abuse of controlled substance extends beyond the Joint Operating Committee's authority, the committee further recognizes an obligation to actively seek and promote cooperative efforts with other organizations and individuals within Franklin County to create broadly based programs of preventative and corrective action.

Definition:

- A. Drug, Alcohol, or Mood Altering Substances - shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance, or medication for which a prescription is required under the law and/or a substance which is intended to alter mood. Examples of the above include, but are not limited to: beer, wine, liquor, marijuana, hashish, chemical solvent, glue, look-alike substance, and any capsules or pills not registered with the school nurse, annotated with the student's health record and in the School District's Policy for the administration of medication to the students in school. Also included are proprietary drugs, and the use of inhalants.
- B. Student Assistance Team is a multi-disciplinary team comprised of school personnel (teachers, administrators, the school nurse, and a counselor) and members of designated community agencies, the SAT team has been trained to understand and work with the problems of adolescent chemical use, abuse, and dependency and shall play a primary role in the identification and referral of students.
- C. "Use" shall mean the ingestion, injection, inhalation, or absorption into the body of any drug alcoholic beverage, or mood-altering substance and shall also mean a condition or state of being of a student indicating to school authorities that such a student is under the influence of drugs (as defined), alcoholic beverage, or mood-altering substance when either the ingestion, injection, inhalation, or absorption or condition is performed or observed in any setting in which students are responsible to school authority and/or supervision.
- D. "Possession", as defined exclusively from "Use", shall mean the presence of a drug, alcoholic beverage, or mood-altering substance on the person of a student, in any amount, in or on any item under the control of the student or owned by the student, when such presence of the drug, alcoholic beverage, or mood-altering substance is observed or discovered or has occurred in any setting in

which students are responsible to school authority and/or supervision.

- E. "Distribution", as defined exclusively from both "Use" or "Possession", shall mean the sale, transfer, trade, exchange, or aid therein in any manner of drug, alcoholic beverage or mood-altering substance from one person to another whether or not a student, when such distribution takes place in a setting in which said persons are responsible to school authority and/or supervision.
- F. "Cooperative Behavior", shall be defined as the willingness of a student to work with the staff and the school personnel in complying with request and recommendation of the members of the Student Assistance Team and/or this policy, and/or Administrative Guidelines.
- G. "Uncooperative Behavior", is resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the recommendations of the members of the Student Assistance Team and/or this policy or Administrative Guidelines.
- H. Examples include, but are not limited to: roach clips, pipes, bowls, rolling paper, bong, and marijuana seeds.
- I. "School Sponsored Activity" is any meeting, gathering, class or activity that is initiated, supervised, or coordinated by a school district employee, whether or not said gathering occurs on school property.

Administration of Medication During School Hours

The Franklin County Career and Technology Center officials recognize that it may be necessary for the student to use medication during the school day. This medication must be taken in the presence of the school nurse. Upon arrival to school, the student must report to the school nurse with his/her medication for proper storage and instructions.

Rules and Regulations:

A student who on school grounds, during a school session, or anywhere at a school sponsored activity is under the influence of drugs, alcohol, or mood altering substances, or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances or over-the-counter drugs shall be subjected to discipline pursuant to the provisions and procedures outlined in the Administrative Guidelines developed by the Administrative Director and included as an addendum to this policy. The board reserves the right to use any extraordinary measures deemed necessary to control the substance abuse even if the same is not provided for in any rule or regulation numbered herein.

Penalties:

A. Drug, Alcohol, or Mood-Altering Substance Possession

A student who is found to have in his/her possession, drug related paraphernalia including, but not limited to: roach clips, rolling paper, pipes, bongs, and marijuana seeds will be treated as follows:

-Principal is notified immediately. Staff member writes anecdotal report regarding the incident.

-The student and his/her desk, locker, car and other possessions will be searched.

-The parent/guardian will be notified. Law enforcement officials shall be apprised of the situation by the Principal or designate in the case of possession and/or use. In the case of Under the Influence, the police will be notified, if warranted.

-The Principal or designate shall meet with the student to ascertain whether there has been an infraction. Option based on cooperation - 10 days out-of-school suspension.

-The paraphernalia will be confiscated for analysis when appropriate.

-The student will be required to meet with the chemical abuse specialist, counselor, or Principal.

B. Drug, Alcohol, or Mood-Altering Substance Use

If a student is displaying symptoms of drug, alcohol, or mood-altering substance use in the school, and is not seeking help on his/her own, the incident should be treated as follows:

-School personnel should notify the school nurse, a member of the Student Assistance Team, or the Principal or designate for the evaluation of current physical status.

-The school nurse or member of the Student Assistance Team will notify the Principal or designate of the result of the evaluation.

-The parent/guardian will be notified. Law enforcement officials shall be apprised of the situation by the Principal or designate in the case of possession and/or use. In the case of Under the Influence, the police will be notified, if warranted.

-The Principal or designate shall meet with the student to ascertain whether there has been an infraction. Option based on cooperation - 10 days out-of-school

suspension.

-The student, his/her desk, locker, car and other possessions will be searched.

-Analysis of the substance will be made.

-The Principal should confer with the Student Assistance Team following the initial action. The student will be referred to the Student Assistance Team.

A student who is cooperative as defined by the Board policy will be assigned by the Principal to a combination of ISS and OSS. If the student has fewer than then (10) days left at the Career Center when the offense is committed, the student will complete the suspension out of school during the home school time for the remaining days. The student will be required to participate in a drug/alcohol assessment within five (5) business days of the initial referral, and comply with the recommendations following the assessment.

-A student who is uncooperative as defined by the Board Policy will be turned over to the State Police.

C. Drug, Alcohol, or Mood-Altering Substance use, possession, or sale at school sponsored activities

A student who uses, has in his/her possession, or distributes drugs, alcohol, or a mood-altering substance at a school sponsored activity shall be treated as follows:

-The chaperone will contact the group advisor or administrator.

-The student, his/her desk, locker, car and other possessions will be searched.

-The parent/guardian will be notified. Law enforcement officials shall be apprised of the situation by the Principal or designate in the case of possession and/or use. In the case of "under the influence", the police will be notified, if warranted.

-Analysis of the substance will be made for possible use in future actions.

-The student will be sent home immediately at parental expense or detained until the parent can accompany the student.

-Further discipline, as provided by the situational categories described above, will be administered following the Principal's investigations.

D. Drug, Alcohol, or Mood-Altering Substance distribution or the use or possession for the second time

A student suspected of distribution of a drug, alcohol, or mood-altering or who has been caught the second time in possession of or use of drugs, alcohol, or mood-altering substance should be treated as follows:

-School personnel with evidence of such should notify the Principal or designate immediately.

-The student, his/her desk, locker, car and other possessions will be searched.

-The parent/guardian of the student will be requested to come to school immediately.

-Analysis of the substance will be made for possible use in future actions.

-The Principal or designate will investigate the circumstances.

-The police will be notified.

-The student will be removed from the Franklin County Career and Technology Center and returned to the participating sending school district for further disciplinary action. He/she will also be referred to the sending school district Student Assistant Team.

Please note: Students and parents should realize that the laws of the Commonwealth and local legal jurisdiction do not end at the property line of this or any other school. If the student's behavior warrants the involvement of the State Police, those authorities may be called to investigate the incident. Charges may be filed based upon the findings of their investigation. Students may also be subject to disciplinary actions reflecting the policies of this school. This is extremely important to bear in mind in cases involving theft, fighting, assault, disorderly conduct (food fight and severe cafeteria disturbances), drug offenses, vandalism and possession of dangerous/illegal weapons.

SECURITY/SCHOOL VISITORS

All visitors must enter the school at the main entrance and sign in with the receptionist. Prior arrangements for visitation should be made with an instructor or administrator. The Receptionist should be made aware of the visit no later than 8:00 a.m. in the morning of the visit. Visitors are required to sign the visitor's book and wear a visitor's badge while in the building. Visitation is limited to a maximum of one hour, so as not to disrupt the educational process for our students. Following contact with administration and staff for an appointment, parents/guardians are always welcome to visit our school. Infants, toddlers and school age children **are not** permitted to accompany students, visitors and/or staff through the school.

BULLYING/UNLAWFUL HARASSMENT (Pupil)

Policy Adopted: May 31, 2007

Purpose:

The Joint Operating Committee strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of the school to maintain an educational environment in which harassment in any form is not tolerated.

Authority *Sec. 703 of Title VII of Civil Rights Act of 1964; Sec. 5(a) PHRC Act; Title IX of the 1972 Education Amendment*

The Joint Operating Committee prohibits all forms of unlawful harassment of students by all students and staff members, contracted individuals and vendors, and volunteers in the school.

The Joint Operating Committee encourages students who have been harassed to promptly report such incidents to the Administrative Director.

The Joint Operating Committee directs that complaints of harassment be investigated promptly and corrective action taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definitions *OCR Guidelines on Sexual Harassment, Fed. Reg. Vol. 62, #49; PHRC Guidelines; PA Bulletin Vol. II, #5 Policy Memo OCR USDE March 1967*

For purposes of this policy, **harassment** of a student consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, disability, sexual orientation or religion when such conduct:

- Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an education program or activity or creates an intimidating, threatening or abusive educational environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
- Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** of a student shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
- Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
- Such conduct deprives a student of educational aid, benefits, services or treatment.
- Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

For purposes of this Policy, bullying of a student is when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students (Olweus 1986 and 1991). It is a negative action when someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another.

Type of Bullying:

Direct Bullying:

A negative action when someone hits, pushes, kicks, pinches or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing and name calling.

Indirect Bullying:

Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person's wishes.

Cyber-Bullying:

Using electronic device mediums such as but not limited to computers, cell phones and pagers to bully (bullying defined above) others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging and email. This cyber-bullying behavior is not to be confused with terroristic threats, which can be communicated through similar methods.

Relational Aggression:

Describes behavior which can undermine or destroy relationships and is often used when identifying "female" bullying. However, it should be noted that both genders can engage in direct or indirect bullying, and it can be either physical and/or psychological in nature.

Bullying can be carried out by a single individual or a group. The target/victim of bullying can be a single individual or a group of students. The behavior can be either covert or overt in nature utilizing various methods of communication. For example, the term cyber-bullying is being used to describe bullying behavior which occurs on the internet. The term "bullying" should not be used when there is a mutual confrontation between two students or group of students.

Behavior is clearly bullying when: (1) there is intent to harm (the perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious). Mutual teasing should not be confused with bullying. (2) There is intensity and duration (the taunting continues over a period of time and is not welcomed by the target).

All incidents of bullying will be documented. Incidents which involve law enforcement, although they may fall under the definitions provided, should not be considered the only reportable incidents of bullying behavior.

Delegation of Responsibility

The school shall annually inform students, staff, parents/guardians, independent contractors and volunteers that unlawful harassment of students will not be tolerated, by means of:

- Distribution of written policy.
- Publication in handbooks.
- Presentation at an assembly.
- Training sessions.
- Posting of notice/signs.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment

The school shall provide training for students and staff concerning all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report harassment complaints to the:

- Administrative Director
- Principal
- Teachers
- Counselors
- Nurses
- Administrators

All employees who receive harassment complaints from a student shall report such to the Administrative Director.

If the Administrative Director is the subject of a complaint, the complaint may be reported directly to the Chief School Administrator.

Guidelines

When a student believes that he/she is being harassed, the student should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

Complaint Procedure

- A student shall report a complaint of harassment, orally or in writing, to the Administrative Director, Principal, teacher, counselor, nurse, or administrator who shall inform the student of his/her rights and of the complaint process.
- The Administrative Director immediately shall conduct an impartial, thorough and confidential investigation of the alleged harassment.
- The Administrative Director shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
- If the investigation results in a substantiated charge of harassment, the school shall take prompt corrective action to ensure the harassment ceases and will not recur.

Discipline

A substantiated charge against a staff member shall subject such staff member to disciplinary action, including discharge. (*Pol. 317, 417, 517*)

A substantiated charge against a student shall subject such student to disciplinary action, consistent with the Student Code of Conduct, and may include education activities and/or counseling services related to unlawful harassment (*Pol. 218, 233*)

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Code of Conduct. (*Pol. 218*)

Appeal Procedure

- If the complainant or accused is not satisfied with Administrative Director's decision, the student may file a written appeal to the Chief School Administrator.
- The Chief School Administrator shall review the initial investigation and report and may also conduct a reasonable investigation. He/she shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, Administrative Director and others directly involved, as appropriate.

WEAPONS POLICY

The Joint Operating Committee of the Franklin County Career and Technology Center recognizes the importance of a safe school environment to the educational process. Weapons are not tolerated. A swift and meaningful reaction will be taken when a weapon is discovered. A weapon is defined by the Pennsylvania Criminal Code. The definition includes, but is not limited to: any knife, cutting instrument, cutting tool, numchuck, stick, forearm, shotgun, rifle, and any other tool or instrument capable of inflicting serious bodily injury.

A student shall not possess, transfer or use a weapon on school property or in travel to and from school. The determination of a weapon is defined by this policy and is at the discretion of the Principal. Intent or purpose is of no consequence in application of this policy.

The staff and administration of FCCTC will respond quickly and decisively in the presence of a weapon. The following steps shall be followed:

- Immediate confiscation of the weapon.
- Immediate notification of the parents/guardians and sending school district.
- Immediate **three (3)** day ISS or OSS Assignment, as a minimum.
- Immediate notification of the police.
- Immediate notification of the Administrative Director.
- An informal due process hearing to be held within **three (3)** school days with an extension of suspension to **ten (10)** school days.
- Referral to the Sending School District with recommendation for further disciplinary action that may include expulsion.

ADULT/CONTINUING EDUCATION PARTNERSHIP

The Franklin County Career and Technology Center has formed a partnership with Penn State University, Mont Alto and Harrisburg Area Community College to offer continuing education classes to the community. Penn State and HACC staff and faculty will be located in the building and will operate day and evening classes for adults throughout the school year. This provides an unprecedented opportunity for our students to learn more about the Penn State and HACC college systems and to research post-secondary programming with college representatives.

The staff and students of Penn State and HACC programming should be respected and treated just like any other adults in our building. Students are encouraged to act and behave in a mature manner when interacting with our partners and demonstrate the same professional demeanor they would expect to exhibit in the workplace.

In addition to non-credit and credit offerings provided through Penn State and HACC, personal enrichment classes associated with the FCCTC will continue to be offered through the adult education program. Students are encouraged to visit the Adult Education Offices located inside FCCTC to learn more about the Continuing Education programs offered by Penn State and HACC.

COLLEGE IN THE HIGH SCHOOL PROGRAM

The Franklin County Career and Technology Center offers a “**College in the High School**” program in conjunction with Harrisburg Area Community College (HACC). This program allows high school students to earn college credits while they attend FCCTC.

Briefly, here is how it works. Students enrolled in various programs at FCCTC can earn up to 12 credits toward a post-secondary degree, certificate or diploma program at HACC while taking their current CTC program. There is no extra work required of the student, the program curriculum is the same whether they elect to participate in “College in the High School” or not. Students will receive a grade on a HACC transcript that will be applicable to a HACC associate, certificate or diploma program or transferable to many other post-secondary institutions operating in the Commonwealth system. Students are advised to verify transferability of credits with the college or technical school they plan to attend. Best of all, parents pay only a fraction of the cost of traditional post-secondary school enrollment. We feel it is a “win/win” opportunity for the parent and student. If you have questions on this program, please call our Tech Prep Coordinator at (717) 263-9033.

EMERGENCY DRILLS

Drills will be practiced during the school year to familiarize students of proper emergency procedures.

CAREER & TECHNOLOGY STUDENT ORGANIZATIONS

STUDENT ADVISORY COUNCIL

The Principal meets with student representatives once a month to establish a dialogue for school improvement initiatives as determined by the students. Representatives to the Student Advisory Council are nominated by their instructor to serve on the committee. Student Advisory may also act to organize activities for the purpose of making the school more attractive and appealing to future students.

DECA

The mission of DECA is to enhance the co-curricular education of students with interest in marketing, management, and entrepreneurship. DECA helps students to develop skills and competence for marketing careers, to build self-esteem, to experience leadership, and to practice community service. Students have the opportunity to compete at the district, state, and national level.

FUTURE FARMERS OF AMERICA (FFA)

The Future Farmers of America organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. Students have the opportunity to compete at the regional, state, and national level.

HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA)

Health Occupations Students of America (HOSA) is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people. Students have the opportunity to compete at the state, and national level.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

The National Technical Honor Society is an organization for vocational-technical students. Only those students who exhibit the qualities of skilled workmanship, honesty, dependability, leadership and academic excellence are selected as members.

SkillsUSA

SkillsUSA is a partnership of students, teachers, and industry leaders working together to ensure America has a highly skilled workforce. Students have the opportunity to participate in leadership training and to compete at the district, state, and national level.

EXTRA-CURRICULAR ACTIVITIES

CAPSTONE-COOPERATIVE EDUCATION PROGRAM

The Capstone Cooperative Education Program is a cooperative effort involving parents, the school and industry to help bridge the gap between school and the world of work.

At a certain point in the career and technical program, application of the learning process can be more effective through experiential learning at an approved training site. Thus, the Capstone Cooperative Education Program allows the students to cap off their career and technical education by using community and business training sites as classrooms.

The Co-Op Program is intended for 12th grade students who are 16 years of age or older and is designed for training experience in an occupational area compatible with the student 's chosen course of study and career objectives.

Selection for the Co-Op Program is a cooperative effort. Persons involved in the selection include: the program instructor, the cooperating business or industry representative, and the Cooperative Education Coordinator.

Parents are requested to sign a training agreement indicating their permission for the student to participate in the program.

The students who are selected for the Co-Op Program will report to their training site rather than reporting to the Technology Center for their regularly scheduled class.

The Co-Op Coordinator works with the students to secure work permits and evaluates each student's progress at their training site. Every student under the age of 18 **must** secure a transferable work permit from their sending school.

Students who participate in the Cooperative Education Program must abide by the FCCTC and their respective home school driving policies

FIELD TRIPS

During the year it may be possible that your teacher will plan field trips for your class. Below are a few rules to follow on any field trip.

1. Parental permission forms must be signed by a parent or guardian and returned to the instructor prior to the student's participation in a field trip of any type.
2. No more than two (2) field trips are permitted per program per semester.
3. Obey all rules and regulations set up by your teacher and the people conducting the tour.
4. Be as observant as possible because your class will discuss the trip after returning to school and you possibly could be tested on the material covered.
5. Remember the same school rules and regulations apply on field trips as when you are in school.

FUNDRAISERS

Students who participate in fund raising activities and do not turn in their money within **fifteen (15)** days after the completion of the fundraiser will be turned over to the District Justice for collection by the advisor.

Note: Food products may not be given or sold to students before the conclusion of lunch service in the cafeteria.

HOME SCHOOL EVENTS

In the case of students being active participants in sports, band, etc., the home school will provide the Franklin County Career and Technology Center with membership lists of team members, etc., and these students will be dismissed with transportation supplied either by home school or the individual student.

WORK PERMITS

Work permits are issued **only** by the school district in which the student lives. A student under the age of eighteen who expects to work after school hours or during vacations must make an application for work permits at the office of the principal or superintendent of the school in his/her home school district. Before this can be done, you must have a job. Work permits are required for every change of job.

EXCLUSION FROM EXTRACURRICULAR ACTIVITIES

Pennsylvania courts have held that students do not have the same kind of property interest in extracurricular activities that they have in the regular school program. Therefore, students have no entitlement to due process procedures when they are excluded from extracurricular activities. The administration and staff of the Franklin County Career and Technology Center believe that extracurricular activities are an important aspect of the total education experience. Disciplinary procedures for extracurricular activities shall be administered fairly, consistently, and carefully coordinated with the regular disciplinary program.

Franklin County Career and Technology Center Tentative Calendar for School Year 2009/2010

2009

Aug	M	T	W	Th	F
				1	1
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

Dec	M	T	W	Th	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

Apr	M	T	W	Th	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

Sept	M	T	W	Th	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

2010 Jan	M	T	W	Th	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

May	M	T	W	Th	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

Oct	M	T	W	Th	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

Feb	M	T	W	Th	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26

June	M	T	W	Th	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

Nov	M	T	W	Th	F
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

Mar	M	T	W	Th	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

First Day of School - Aug 31
 & 196 Day Teachers
 186 Day Teachers
 Closing - Tentative - June 8

- Start of Semester 1 - 8/31/09
 Start of Semester 2 - 1/25/10
 In-Service (2/15 Act 80)
 No School - Vacation Day

RECAPITULATION

AUG	1	
SEP	21	
OCT	21	
NOV	17	
DEC	16	
JAN	19	
(Gp. 1 - 14 days	Gp. 2 - 5 days)	
FEB	19	
MAR	21	
APR	19	
MAY	20	
JUN	6	
TOTAL	180	Days

SUMMARY OF DAYS SCHOOL NOT IN SESSION

Sept. 7	Labor Day Vacation
Oct. 12, Feb 15	Prof. Development Act 80 Day-School Closed
Nov. 11	Veteran's Day-School Closed
Nov. 26, 27, 30, 1	Thanksgiving Holiday-School Closed
Dec. 24 - Jan 1	Christmas Holiday-School Closed
Jan. 18	Martin Luther King Day-School Closed
Feb. 15	President's Day-School Closed
Mar. 12, 15	Spring Break-School Closed
Apr. 1, 2, 5	Easter Holiday - School Closed
May 31	Memorial Day-School Closed

Make-up Days for School Closings

Provided cancellation is at least ten school days before next make-up day.

1st	March 12, 2010
2nd	March 15, 2010
3rd	April 5, 2010

Any additional days will be made up at end of year.

Extra Contracted Days: 186 Day - 8/27, 8/28, 10/12, 2/15, 6/9, 6/10

196 Day - All Above and 8/20 thru 8/26 and 6/11 thru 6/17

January 22, 2009 - Approved by the Joint Operating Committee

AUGUST		
1		

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