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Franklin County CTC  
Student Handbook  
2018-2019

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A blue geometric graphic consisting of several overlapping triangles and trapezoids, creating a sense of depth and movement. It is positioned below the title and above the logo.

July 2018

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## Message From The Administration

### Greetings!

As we embark on a new school year, I would like to welcome back returning students and share my excitement with new students! Those of you who are returning know the excellent programs, facilities, and teachers at Career Tech, and we will strive to show those of you who are new just how special it is to be a part of the Career Tech experience. Together, we will work towards the goal of being ready to contribute to society and the workforce, whether you intend to work immediately after high school or enter further training. This is the heart of our mission: to promote lifelong learning and prepare students for careers and post-secondary education.

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. This handbook contains all the critical information you need to know. Please take time to review it. If you have questions, don't hesitate to ask your teacher or principal. 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 Duffey  
Administrative Director

Benjamin Mordan  
Assistant to the Director

Justin Sholes  
Principal

Franklin County Career and Technology Center  
2463 Loop Road  
Chambersburg, Pennsylvania 17202

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General Email: [Info@FranklinCTC.com](mailto:Info@FranklinCTC.com)

Please share this handbook with your parents and guardians!

# FCCTC Calendar

Franklin County Career and Technology Center																								
Calendar for School Year 2018/2019																								
##					##					##														
Aug	M	T	W	Th	F	Dec	M	T	W	Th	F	Apr	M	T	W	Th	F							
12			1	2	3	15	3	4	5	6	7	20	1	2	3	4	5							
	6	7	8	9	10		10	11	12	13	14		8	9	10	11	12							
	13	14	15	16	17		17	18	19	20	21		15	16	17	18	19							
	20	21	22	23	24		24	25	26	27	28		22	23	24	25	26							
	27	28	29	30	31		31						29	30										
##					##					##														
Sept	M	T	W	Th	F	Jan	M	T	W	Th	F	May	M	T	W	Th	F							
19	3	4	5	6	7	6/13	1	2	3	4	18	1	2	3										
	10	11	12	13	14		7	8	9	10	11		6	7	8	9	10							
	17	18	19	20	21		14	15	16	17	18		13	14	15	16	17							
	24	25	26	27	28		21	22	23	24	25		20	21	22	23	24							
							28	29	30	31			27	28	29	30	31							
##					##					##														
Oct	M	T	W	Th	F	Feb	M	T	W	Th	F	June	M	T	W	Th	F							
22	1	2	3	4	5	19	4	5	6	7	8	1	3	4	5	6	7							
	8	9	10	11	12		11	12	13	14	15		10	11	12	13	14							
	15	16	17	18	19		18	19	20	21	22		17	18	19	20	21							
	22	23	24	25	26		25	26	27	28			24	25	26	27	28							
	29	30	31																					
##					##					##														
Nov	M	T	W	Th	F	Mar	M	T	W	Th	F													
17				1	2	20	4	5	6	7	8													
	5	6	7	8	9		11	12	13	14	15													
	12	13	14	15	16		18	19	20	21	22													
	19	20	21	22	23		25	26	27	28	29													
	26	27	28	29	30																			

  

Green box	Start of Semester
Red box	End of Semester
Yellow box	Act 80
Dark red box	186 Day Teachers
Light blue box	No School - Vacation Day

  

RECAPITULATION	SUMMARY OF DAYS SCHOOL NOT IN SESSION
AUG 12	Sept. 3 Labor Day-School Closed
SEP 19	Oct. 8 Columbus Day - School Closed
OCT 22	Nov. 12 Veteran's Day - In-Service
NOV 17	Nov. 22-27 Thanksgiving Holiday-School Closed
DEC 15	Dec. 24-Jan 2 Christmas Holiday-School Closed
JAN 20	Jan. 18 Act 80 Day-In-Service
(Gp.1 - 6 days Gp.2 - 13 days)	Jan. 21 Martin Luther King Day-School Closed
FEB 19	Feb. 18 President's Day-School Closed
MAR 20	Mar 18 Spring Break
APR 20	Apr. 19,22 Easter Break-School Closed
MAY 18	May 27 Memorial Day-School Closed
<b>TOTAL 181 Days</b>	

  

181 Day Student Calendar	Make-up Days for School Closings
<b>Group 1 - 91 Days</b>	Provided cancellation is at least ten school days before next make-up day.
<b>Group 2 - 90 Days</b>	
	1st Jan 2
	2nd Feb 18
	3rd Apr 19

  

Teacher Contracted Days: 186 Day

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

*Calendar Approved by the Joint Operating Committee on January 25, 2018.*

## Program of Activities

The following chart provides a basic idea of when important events will occur throughout the year.

FCCTC Program of Activities 2018-19			
<b>August</b>		<b>January</b>	
	New Student Orientation		New Student Orientation
	Back to School In-service		MP 2 Grades -End of Semester
	SLO - Initial Submission		FCCTC Student Applications Due
	Student Welcome Back Assemblies		PLC Share-Out #3 Classroom Mgt Group
	Students Complete Cyber Safety & Survey		Student Welcome Back Assemblies
			Skills - Hosted at FCCTC
			Students Complete Cyber Safety & Survey
			PLC Meeting - 1B) School Improvement - LW
<b>September</b>		<b>February</b>	
	PLC Meeting – 1A) School Improvement		FCCTC Student Interviews for Enrollment
	OAC Member Lists Due		PLC Share-Out #4 - Curriculum Development Group
	CTSO Rosters Due		PLC Meeting 2B) Student Assessment
	Counseling/Bully/Suicide Awareness		CTSO Rosters Due
	Student Planning/Career Objective Forms		Counseling/Bully/Suicide Awareness
	Fall OAC Meetings (individual programs)		Student Planning/Career Objective Forms
<b>October</b>		<b>March</b>	
	PLC Share-Out # 1 School Improvement Group		HOSA Conference
	PLC Meeting – 2A) Student Assessment - LW		8th Grade Classroom Recruitment Visits
	MP1 Grades		PLC Meeting 3B) Classroom/Lab Management - LW
	NTHS Nominations		Middle School Open House
	NOCTI Head Counts Due		MP 3 Grades and NOCTI Head Count Due
			Students End of Semester Assembly
			NTHS Nominations
			Mock Interviews
<b>November</b>		<b>April</b>	
	PLC Meeting – 3A) Classroom/Lab Management		NTHS Nominations & Assembly
	Skills Conference		Skills Conference
	In-Service and Integrated Leadership Conference		PLC Meeting – 4B) Curriculum Development
	PLC Share Out # 2 Student Assessment Group		Spring OAC and Perkins Committee Meetings/Dinner
	9th Grade Recruitment tours		5th Grade Roadshows
	Students End of Semester Assembly		NOCTI Pre & Post-Test Assessments
	High School Open House		
	Mock Interviews		
<b>December</b>		<b>May</b>	
	PLC Meeting – 4A) Curriculum Development - LW		Teacher Appreciation Week
	NOCTI Pre & Post-Test Assessments		Annual Senior Awards Night
	End of Semester - Team Building Event		End of Semester - Team Building Event
	Guidance 339 Plan Approval		Alumni Golf Tournament
			SOAR, Industry Credentials, and CTSO Docs Due
			SLO Final Submission & Evaluations
			MP4 Grades Due



# Faculty and Staff

## Administration

Administrative Director  
Assistant to the Director  
Principal

Jim Duffey  
Ben Mordan  
Justin Sholes

## Faculty

Agricultural Mechanics  
Allied Health

Brian Yeager  
Sharla Dunlap  
Marla Moore  
Michelle Shank  
Pat Parson  
Andy Anderson  
Eric Wagaman  
Todd Swan  
Kathy Estep  
Toni Parson

Automotive Collision and Repair  
Automotive Technology  
Building Construction Trades  
Carpentry  
Cosmetology

Aaron Barrick  
Michael Tosten  
Bryan Alleman  
Chelsea Miller  
Kevin Grove  
Allen Bierlair  
Dwight Munson  
Megan Baker  
Steven Grove  
Bryan Hawbecker

Culinary Arts

Computer Integrated Manufacturing  
Dental Assisting  
Diesel Mechanics  
Electronics  
Electrical Occupations  
Engineering Technology  
Exploratory Coordinator/OSHA Education  
Graphic Communications  
Heating, Ventilation, and Air Conditioning  
Information Systems Technologies  
Landscaping and Horticulture  
Marketing/Web Design  
Mechatronics  
Medical Assisting  
School Counselor  
School Nurse  
Veterinary Assisting  
Welding  
Workforce Development Coordinator

Ken Boxler  
Tim Byers  
Dave Perry  
Sue Mills  
Dwight Munson  
Kelli Ellerman  
Brenda Kimple  
Deb Olson  
Lisa Cook  
Elisa Ramsey  
Terry Miller

## Administrative Support Staff

Administrative Assistant – Admin Office  
Administrative Assistant - Asst. Director  
Administrative Assistant – Principal  
Adult Education Assistant  
Business Manager  
Business-Accounting Clerk  
Guidance Secretary  
Maintenance/Warehouse Assistant  
Technology Specialist  
Payroll Specialist/Co-op Assistant

Ann Aldrich  
Allison Hu  
Lori Ebersole  
Faye Caster  
Neil Rotz  
Dawn Black  
Michelle Clugston  
Sherry Rothrock  
Josh Campbell  
Angie Wagaman

## Instructional Support Staff

Counseling In-Take Coordinator  
Instructional Assistant – FCCTC  
Instructional Assistants - LIU

Learning Support Teachers

Technical Skill Consultant

Georgia Wenger  
Sherry Martin  
Marcy Bricker  
Lisa Diffenbaucher  
Gwen Gates  
Tina Mentzer  
Toni Brant  
Joy Long  
Daniel Stockman

## Maintenance Support Staff

Maintenance Supervisor  
Custodial

Jeff Daughenbaugh  
Cindy Crider  
Belinda Lake  
Lori Vaughn  
Paul Thomas  
Lilia Wallace

## Closings/Delays/Dismissal

This section provides information related to sending school students and identifies how school closings and arrangements will be handled by each sending school and FCCTC. The following lists identifies if transportation is provided along with how student absences on these days will be recorded for each sending school. Please note that anytime the school day is affected by weather related conditions for CareerTech or a student's sending school, all fieldtrips and student activities will be cancelled or curtailed.

**Scenario 1:** For any Weather Related schedule changes or regularly scheduled Delays or Dismissals:

All FCCTC Students will follow the daily schedule of their sending school each day. Transportation will be scheduled and provided for these students at the discretion of their Sending School Administration. These students will then be Excused from all class time that is missed due to one of these events.

**Scenario 2:** When FCCTC is closed and sending school are open:

All FCCTC Students are excused from attending any school on a day which FCCTC is not in session. These students will stay at home on these days. This includes scheduled and weather related closings.

**Scenario 3:** When FCCTC is in session and Sending schools are closed:

This includes scheduled and weather related closings and is specific for each individual sending school.

**Chambersburg:** No transportation will be provided for Chambersburg students to FCCTC and they will be recorded as Excused.

**Fannett Metal:** No transportation will be provided for Fannett Metal students to FCCTC and they will be recorded as Excused.

**Greencastle:** Transportation will be provided for Greencastle students to get from Greencastle High School to and from FCCTC. Students will only be recorded as Excused if they cannot find transportation to the High School. All other students will be recorded as Unexcused.

**James Buchanan:** Transportation will be provided for James Buchanan students to get from James Buchanan High School and St. Thomas Elementary to and from FCCTC. Students will only be recorded as Excused if they cannot find transportation to the High School or St. Thomas Elementary building. All other students will be recorded as Unexcused.

**Shippensburg:** No transportation will be provided for Shippensburg students to get to FCCTC and they will be recorded as Excused.

**Waynesboro:** Transportation will be provided for students to get from Waynesboro High School. Students will only be recorded as Excused if they cannot find transportation to the High School. All other students will be recorded as Unexcused.

## Mission Statement

FCCTC promotes lifelong learning and prepares students for careers and post-secondary education.

## Vision Statement

FCCTC will be the career and technical resource for secondary and adult students providing dynamic instructional programming that is aligned with applicable secondary academic and industrial standards. These standards will align with the workforce needs of the local community, offer post-secondary learning opportunities for its secondary students, and provide adult technical education and training for the community.

## Schedules

### Daily Schedule

A typical school day at FCCTC consists of the hours from 8:00 AM to 2:30 PM, with a 30-minute lunch period. Students should leave shop until the bell rings. Students have 5 minutes from dismissal bell rings until the bus departs.

<b>DAILY STUDENT SCHEDULE</b>	
<b>Arrivals Times by Sending Schools</b>	
8:00 AM	Chambersburg Greencastle Shippensburg
8:15 AM	Tuscarora Waynesboro
8:40 AM	Fannett-Metal
<b>Dismissal Times by Sending Schools</b>	
1:45 PM	Tuscarora (Math Students)
1:50 PM	Waynesboro
1:55 PM	Fannett-Metal Greencastle Shippensburg In event of Two Hour Delay – Tuscarora (Math Students)
2:30 PM	Chambersburg Tuscarora

## Lunch Schedule

<b>LUNCH SCHEDULE</b>		
<b>Regular &amp; 2 HR Delay Schedule &amp; 2 Hour Early Dismissal</b>		
<b>Time</b>	<b>Program</b>	<b>2HR Early Dismissal</b>
<b>10:50 – 11:20</b>	<b>STEM/MANUFACTURING ACADEMY</b> Electronics Information Systems and Technology Engineering Technology Computer Integrated Manufacturing Welding	<b>2HR Dismissal 10:30-11:00</b>
<b>11:00 – 11:30</b>	<b>SALES AND SERVICE ACADEMY</b> Cosmetology Graphic Communications Marketing/Web Design	<b>2HR Dismissal 10:40-11:10</b>
<b>11:15 – 11:45</b>	<b>TRANSPORTATION ACADEMY</b> Agricultural Mechanics Automotive Collision Automotive Technology Diesel Mechanics	<b>2HR Dismissal 10:55-11:25</b>
<b>11:25 – 11:55</b>	<b>CONSTRUCTION ACADEMY</b> Carpentry Electrical & Mechatronics HVAC BCT & Plumbing	<b>2HR Dismissal 11:05-11:35</b>
<b>11:35 - 12:05</b>	<b>HEALTH SCIENCES ACADEMY</b> Allied Health Dental Assisting Medical Assisting Veterinary Assisting	<b>2HR Dismissal 11:15-11:45</b>
<b>11:50 – 12:20</b>	<b>COMBINED ACADAMIES</b> Culinary Arts Landscaping and Horticulture	<b>2HR Dismissal 11:15-11:45</b>

## Student Discipline

### Discipline at Career Tech: 2018-2019

Due to the nature of Career Tech, students are held to a very high standard of discipline and self-regulation. With three levels of students and multiple instructional areas covered by a single teacher, students must hold themselves accountable for proper and safe behavior.

The discipline rubric is designed to provide clarity and consistency in the handling of discipline issues at Career Tech. The point system will be used to quantify each student's standing at Career Tech. Each point accumulated will be reviewed by either the principal or principal's designee to ensure consistency and fairness. Criminal acts at Career Tech will result in the involvement of the Pennsylvania State Police or local police.

## Point System

Each semester, all students will begin at zero points, unless a previously established discipline contract exists.

1. Disciplinary incidents will carry points as outlined in the discipline rubric.
2. Students will be made aware of their point totals with each disciplinary offense.
3. Students reaching 5 points will not be eligible to participate in Career Tech Student Organizations (CTSO) or any off campus trips (FFA, Skills, DECA, HOSA, field trips, etc).
4. Students reaching 10 points will be considered for removal from their program at the conclusion of the current semester (not invited to return for Level 2 or 3).
5. Students reaching 15 points will be subject to an informal hearing involving the administrations of Career Tech and the sending school of the student for possible immediate removal from Career Tech, alternative placement, or expulsion.
6. Students will be given the opportunity to earn back points by completing community service with Career Tech or within the community. Every four hours of service will result in the deduction of one point. Community-based service must be completed with a known, preapproved community organization and include a completed community service form.

## Types of Punishment

1. Lunch Detention (LD): student either packs lunch or purchases lunch from cafeteria and reports to main office for the duration of his/her lunch period.
2. Off-Campus Suspension (OCS): this carries the same weight as a traditional In-School Suspension. Student will arrive normally at Career Tech and report to main office. Career Tech staff will transport student to Affinity Education Solutions (formerly Manito Education Center) at 7564 Brown's Mill Road, Chambersburg. Student will be assigned work by his/her program teacher, and will work in a room populated with ONLY Career Tech students. Student will be picked up by Career Tech staff in time to return home via regular transportation.
3. Out of School Suspension (OSS): Student will not report to school on the assigned day(s). An OSS runs from midnight before the suspension until 11:59 PM the night of the suspension. Thus, student is not eligible to be on school property (sending school or Career Tech) or participate in any school sport or activity for the duration of the OSS. Student will be given work by program teacher to be completed during the OSS. OSS days are counted as excused absences for attendance purposes.
4. Saturday School is no longer utilized at Career Tech.

## Discipline Rubric

The following is a guideline to penalties for offenses. This section cannot possibly account for all offenses. If an offense is committed that is not specifically addressed in this section the school administration has inherent authority to deal with it, in accordance with this policy statement.

In the event that an infraction involves a criminal act, the student is liable to criminal prosecution by the appropriate authorities, and the school will cooperate fully with such prosecution. Criminal penalties are imposed separate from, and in addition to, school discipline. Report cards will be held by the office until all discipline issues are resolved or

detentions/suspensions are completed.

Warnings may be assigned at the discretion of the program teacher. Official warnings will be documented and shared with parent/guardian.

## Category 1

- Infractions include the following as well as any similar level offense:
- Appropriate use policy – minor violation
- Bringing open food/beverage containers into Career Tech
- Cafeteria violation
- Classroom/shop/school disruption – behavior that impedes or interferes with the learning of others in a classroom or other environment
- Cell phone violation
- Disrespectful actions towards students (verbal and/or gesture)
- Dress code violation/out of uniform (hoodies are prohibited at Career Tech)
- Failure to obey directions of school staff
- Hall pass violation (includes not signing out when leaving program area)
- Inappropriate display of affection
- Minor damage to facilities of accidental nature
- Parking violation
- Refusing to follow directions/participate in class
- Running/rowdiness
- Skipping class/being in an unassigned area
- Safety violation – minor
- Tardy (class to class)
- Vulgar/profane language/gesture towards another student or heard in classroom/school location

Each Category 1 infraction carries the following consequences:

1<sup>st</sup> offense = 1 lunch detention and 1 discipline point

2<sup>nd</sup> offense = 2 lunch detentions and 1 discipline point

3<sup>rd</sup> offense = 1 day of Off-Campus Suspension and 1 discipline points

4<sup>th</sup> offense = 2 days of Off-Campus Suspension and 2 discipline points

5<sup>th</sup> offense = 1 day Out of School Suspension and 3 discipline points

6<sup>th</sup> offense = 3 days Out of School Suspension and 4 discipline points

Additional offenses will go to Category 3, 3<sup>rd</sup> offense

\*For Category 1 offenses ONLY: if, after a student receives a Category 1 offense, that student receives no further discipline for the following 30 consecutive school days, the next offense will be handled at the previous discipline level. Points will still accrue for the forgiven offense.

## Category 2

Infractions include the following as well as any similar level offense:

- Abuse or misuse of school equipment/property
- Destruction of another's personal property; restitution must be paid
- Harassment of other students
- Horseplay
- Inciting and/or participating in a disturbance (preventing orderly conduct or otherwise causing a

- Major violation of the acceptable use policy
- Safety Violation – Level 2
- Truancy/Skipping school

Each Category 2 infraction carries the following consequences:

- 1<sup>st</sup> offense = 2 lunch detentions and 2 discipline points
- 2<sup>nd</sup> offense = 1 day Off-Campus Suspension and 3 discipline points
- 3<sup>rd</sup> offense = 1 day Out of School Suspension and 4 discipline points
- 4<sup>th</sup> offense = 3 days Out of School Suspension and 5 discipline points
- Additional offenses will go to Category 3, 3<sup>rd</sup> offense

### Category 3

Infractions include the following as well as any similar level offense:

- Bullying
- Copying/Cheating
- Driving/Riding without Permission
- Intentional damage to facilities/vandalism
- Intentional pushing/bumping another student
- Horseplay involving inadvertent harm to another
- Major Disruption of School/Class
- Safety Violation – Level 3
- Sexual remarks to other student(s)
- Threats to other student(s)
- Tobacco, lighter, or match possession
- Unsafe driving on campus

Each Category 3 infraction carries the following consequences in addition to possible police involvement:

- 1<sup>st</sup> offense = 1 day Off-Campus Suspension and 4 discipline points
- 2<sup>nd</sup> offense = 3 days Out of School Suspension and 5 discipline points
- 3<sup>rd</sup> offense = 5 days Out of School Suspension, 6 discipline points, and formal hearing with

Career Tech and/or sending school administration

Additional offenses will go to Category 4, 3<sup>rd</sup> offense

### Category 4

Infractions include the following as well as any similar level offense:

- Arriving to school under the influence of alcohol or drugs
- Fighting or violent aggression
- Hitting/kicking/slapping another student with intent injure
- Leaving school grounds without permission
- Major safety violation
- Possession of explosive devices, including fireworks, smoke bombs, flares, etc.
- Racist/prejudice remarks
- Sexual Harassment
- Theft – Minor



- Threatening/aggressive/vulgar/profane language/gesture directed at staff member
- Unlawful Harassment
- Willful destruction of computer hardware, software, data or intentional attempt to access restricted resources

Each Category 4 infraction carries the following consequences in addition to possible police involvement:

1<sup>st</sup> offense = 3 days Out of School Suspension and 5 discipline points

2<sup>nd</sup> offense = 5 days Out of School Suspension and 6 discipline points

3<sup>rd</sup> offense = 10 days Out of School Suspension, 8 discipline points, and formal hearing with Career Tech and/or sending school administration for possible removal from Career Tech, placement in alternative program, or expulsion from school

## Category 5

Infractions include the following as well as any similar level offense:

- Alcohol possession
- Arson/Fire
- Assault and battery of school personnel
- Criminal safety violation (Reckless Endangerment)
- Major theft
- Major vandalism of facilities
- Possession of drugs and/or related paraphernalia, including look-alike drugs and substances represented as controlled substances (this includes vaping materials)
- Other criminal acts, as defined by the Pennsylvania Crimes Code
- Weapon possession

For every Category 5 infraction:

- Police will be contacted immediately.
- Student will receive an immediate 3 day Out of School Suspension.
- An informal hearing will be held with parent/guardian, student, and administrators from Career Tech and/or sending school
- If student is found guilty at hearing, the suspension will be extended to a 10 day Out of School Suspension.
- Based on the results of the hearing, student may be placed on a zero tolerance discipline plan, removed from Career Tech, placed in an alternative educational setting, or expelled from school.

## School Jurisdiction

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

- On the school grounds before, during, or immediately after school hours
- On the school grounds as either a spectator or participant
- Off the school grounds at any school activity function, or event as a participant or spectator
- During the time in traveling to and from school, including field trips

## Discipline Records

School administration maintains all records of disciplinary infractions and shares with the sending schools the documentation involving the sending school student.

## Attendance Policy

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, FCCTC requires the completion of learning outcomes in such areas as self-discipline, citizenship, creativity, skill development, and subject matter understanding. Social interaction 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 bereavement policy allows 3 excused days for death of immediate family; individual circumstances may vary. The school attendance laws also require the school to hold students and their parents/guardians accountable for valid documentation of reasons for absence. Excessive absence may result in failure to complete the program of study or removal from FCCTC.

## Absence from School

Any student who has been absent from school must report to the Attendance 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, home school district, and grade of student within three days of the absence. Student absence forms are available on our website ([FranklinCTC.com](http://FranklinCTC.com)), and in the attendance office. 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 medical excuse will be required for every additional absence, tardy, or early dismissal to be excused. A letter will be sent to the parents or guardian notifying them that the student has missed ten (10) days of school and specifying that a medical excuse must be submitted for every additional absence or tardiness. Three (3) consecutive days absent require a doctor's note for absences to be excused.

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 FCCTC. It is 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 and/or program of study completion.

## 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 Attendance 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.

Tardiness will be handled as described in the chart following the “Early Dismissal” section.

## Early Dismissal / Appointment Procedures

All early dismissal notes must be brought to the office at the start of the school day. No students will be excused to leave the building without a written note from a parent/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 attendance office before leaving. Only parents, legal guardians, and emergency contacts (with approval) are permitted to pick up a student. Exceptions are made only if the parent/legal guardian provides a written note. Notes may be verified via phone. Students who leave the school grounds for a medical appointment must return the school appointment card that day or the next day, or it is considered unexcused. A doctor’s note is required to excuse a half day absence. Unexcused early dismissals count cumulatively with unexcused tardies.

1 <sup>st</sup> Occurrence (unexcused tardy or early dismissal) .....	Warning
2 <sup>nd</sup> Occurrence .....	Warning and Parental Contact
3 <sup>rd</sup> Occurrence .....	One Lunch Detention
4 <sup>th</sup> Occurrence .....	Two Lunch Detentions
5 <sup>th</sup> Occurrence .....	Off-Campus Suspension
6 <sup>th</sup> Occurrence .....	Off-Campus Suspension and Revocation of Driving Privileges
7 <sup>th</sup> Occurrence .....	Off-Campus Suspension and Meeting with Sending School

## 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 Detention. 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 for the student’s entire school year (combined FCCTC and sending school), provided the follow criteria is met:

- The student does not already have more than 5 days absent (combined FCCTC and sending school)

- The trip must be for educational purposes as approved by the administrator.
- Student currently has an overall grade of 76% or better.
- Paperwork must be submitted at least ten days prior to the planned educational trip.
- These days must be approved by an administrator PRIOR to the trip in order to be excused.

## Cafeteria Prices and Regulations

### Prices for School Year 2017-2018

Student – Breakfast	\$2.15
Student – Regular	\$3.00
Milk	\$.50

### Cafeteria Regulations

No hooded sweatshirts, purses/backpacks, coats, or clothing that has large pockets are permitted in the lunch line. Students should leave these items in their program area or at their seat at the lunch table.

Free and Reduced benefits may be applied for by completing an application available at the SENDING SCHOOL. The Sending School is responsible for notifying the FCCTC Cafeteria Staff of all Free and Reduce benefits. If you receive a free or reduced lunch, you must report to the Cafeteria Manager on the first day of 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.

### Transportation Policy

All participating schools provide transportation to and from school in the form of buses and school vehicles. 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 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 FCCTC without permission from a sending school administrator and FCCTC Principal. Since all sending schools provide bus transportation to and from FCCTC, student driving is not permitted except in special circumstances. The administration will evaluate each special circumstance on a case-by-case basis. Students that are on Cooperative Education are expected to ride the bus on days they are required to be at the FCCTC. Students who are no longer on Cooperative Education do not have permission to drive to school. Students who are granted permission to park at FCCTC will pay a \$25 parking fee for the semester.

## Acquiring a Temporary Permit to Park at FCCTC

When it is necessary to drive a vehicle to FCCTC, the student must submit a Driving Request Form that has been signed by all required parties including: Parent/Guardian, Sending School Administration, and FCCTC Administration. These forms are available in the back of this handbook as well as from the Attendance Office. This must be completed and submitted to the FCCTC Receptionist as far in advance as possible. Once approved, the student will be issued a temporary parking permit which should be placed on the driver's dashboard where it can be clearly seen from the outside of the vehicle.

- Students must acquire the signature of their parent/guardian and their sending school principal PRIOR to submitting form to FCCTC Principal
- In the case of last minute emergencies, the sending school may give permission to FCCTC Administration via phone or email (i.e student misses bus and desires permission to drive to FCCTC).

## Rules Associated With Driving

- The permit is for the driver only. The driver is not permitted to carry passengers.
- Students are NOT permitted to drive to FCCTC without permission from their sending school first if they are coming in late. Call or stop by the sending school to get permission BEFORE driving to FCCTC. The sending school should email or call the FCCTC Principal to provide notification that the student has permission to drive for purpose of arriving late. Parent/Guardian note is also required. Failure to do so will result in an Off-Campus Suspension.
- By driving to school, you give the school the authority to conduct a search of your vehicle if circumstances warrant.
- Students driving to school are expected to arrive at the assigned start time for their sending school.
- Students are expected to exit their vehicle and promptly enter the school. They may not return to the vehicle during the day unless given specific permission.

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 FCCTC. 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 FCCTC 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/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 FCCTC without a parking permit.
- There is a \$25 fee to park at Career Tech.
- No students are permitted to ride with any others students without prior permission from parents and administrators.
- Students must park vehicle in designated parking space. **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 space 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, a legal guardian, or an approved emergency contact 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 permission is granted in the office.
- On school property, a school bus has the right of way.
- 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.

## Student Work Order Procedure

Students who have approved work orders must first park in their assigned parking space and go to class for attendance. Once instructor gives permission to bring vehicle to program area, student must notify Attendance Office before going to vehicle.

## Hall Passes

Students must sign out on the provided sheets before leaving their program areas. Students are not permitted to leave their program areas without their student passport signed by their instructor. All students are to remain inside their program areas until the dismissed by the instructor. Each student must use his/her own passport. Students are not permitted to leave the program areas for any reason without having his/her passport signed by the program area instructor. Signing a student out using a passport that belongs to the shop is not permitted. If a student loses his/her passport, he or she will be required to purchase a new one at a cost of \$5.00. He or she will be denied hall pass privileges and must be escorted by an administrator or a designee to the restroom or nurse's office until a replacement passport is purchased. No student is to be sent by a teacher or staff out of the building unless authorized by Principal.

## 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.

### Display of Posters

No person shall display any poster, notice, bulletin, or advertisement on the grounds except those approved by the administration. Posters shall only be placed on bulletin boards in designated areas with prior administrative approval.

### 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, smart watches, radios, MP3/iPods, CD players, electronic games, laser pointers, etc.

- Administration/staff may give permission for devices use instructional areas only for repair or educational use.
- Cell phones, smart watches, and electronics must be turned off and secured in area determined by instructor.
- At no time inside the student's program area should the cell phone be in a student's purse, backpack, or pocket.
- At lunch time, students may take their cellular device for use in the cafeteria only.
- At no time should a student take a picture, or record video/sound of another student unless it is done as part of a program project and the student has the express permission of the instructor and the other student(s).
- At the conclusion of lunch, electronics must be secured at the location determined by the instructor.

Cellular Device Violations will be handled as described, in addition to consequences in the discipline rubric:

- 1<sup>st</sup> Offense – Parent/Guardian will be notified. The same cellular device will need to be checked into the office each morning for consecutive five (5) days that student is in attendance.
- 2<sup>nd</sup> Offense – Parent/Guardian will be notified. The same cellular device will need to be checked into the office each morning for consecutive ten (10) days that student is in attendance.
- 3<sup>rd</sup> Offense – Parent/Guardian will be notified. The same cellular device will need to be checked into the office each morning for the remainder of the semester.

## School 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.

## Arrival and Dismissal from School

### Arriving At School

Upon arrival at FCCTC, all student drivers, as well as Chambersburg, Greencastle, and Shippensburg students should report to the cafeteria if they are eating breakfast. Otherwise you should report directly to your instructional area. Tuscarora, Waynesboro, and Fannett-Metal students should report to their instructional area upon arrival to school.

### Leaving the School

Buses will load at the bus entrance and student drivers will leave at assigned times in a safe/orderly manner. Students are responsible to make sure they dismiss in time to board their assigned bus. The parents of any student who misses their bus will be responsible to make arrangements for their child's transportation home.

Students leaving FCCTC for Career Magnet School or any sporting events must sign out in main office before leaving. Failure to do so will result in a lunch detention.

## Hallways and General Rules

### Leaving Assigned Areas

Students leaving their program area must sign in and out on the provided chart. 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 dismissed by the instructor.

### 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, or 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. As a rule, valuables should not be brought to school. Neither the instructor nor the school is responsible for ANY item placed in lockers.

FCCTC 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 15 will be destroyed or given to local charity.

## Public Display of Affection

Students are expected to 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.

## Student Projects

Projects may only be made with prior consent of the instructor. They may not be worked on during times the instructor is absent. Any costs associated with these projects is the responsibility of the student. Students may not make or work on any item(s) that could be considered as inappropriate or perceived to be a weapon. One of our primary concerns related to student projects is that any items considered to be a hazard to others cannot be transported on a school bus. Thus, parents must make arrangements to drop off and pick up any items related to student projects that could be considered hazardous that students are not permitted to transport on bus.

## Food and Beverages

Students may not bring open containers of any kind (including soda, bottled water, coffee, etc.) onto school property. All unopened factory-sealed beverage containers may only be consumed in the cafeteria during lunch or instructor-approved break time. 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. No food or drinks may be removed from the cafeteria by students with the exception of water bottles. Any personal water containers should be clear/transparent.

## General Information

All items contained in this handbook are subject to administrative change upon published notice. The most current version of this document is available on our website.

## Non-Discrimination Policy

It is the policy of the Franklin County Career & Technology Center not to discriminate on the basis of race, color, religion, sex, handicap or national origin in its admissions, educational programs, and activities and provides equal access to the Boy Scouts and other designated youth groups.

The Franklin County Career and Technology Center offers the following career and technical educational programs: Agriculture Mechanics, Allied Health, Automotive Collision and Repair, Automotive Technology, Building Construction Trades, Carpentry, Computer Integrated Manufacturing, Cosmetology, Culinary Arts, Dental Assisting, Diesel Mechanics, Electronics, Electromechanical Technology, Engineering Technology, Graphic Communications, Heating Ventilation and Air Conditioning, Information Systems and Technologies, Landscaping and Horticulture, Marketing and Web Design, Medical Assisting, Plumbing, Veterinary Assisting, and Welding.

The Franklin County Career & Technology Center will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information regarding services, activities, programs and facilities that are accessible to and usable by handicapped persons, contact the Administrative Director, 2463 Loop Road, Chambersburg, PA 17202, Telephone (717) 263-9033 x 213.

Inquiries may be directed to the Franklin County Career and Technology Center Title IX and Section 504 Coordinator by contacting the Administrative Director, 2463 Loop Road, Chambersburg, PA 17202, Telephone (717) 263-9033 x 213.

## FCCTC Overview

FCCTC is a part-time career and technical institution offering 24 occupational specific programs to students in the 10th-12th grades. The school serves students from six school districts in the area: Chambersburg, Fannett-Metal, 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 each sending school's course of study. Students are expected to abide by the rules of 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 (JOC) of FCCTC. The JOC is a group of school board members represented from the five member districts who are responsible for the operation of the school.

FCCTC 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 learning environment 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 while achieving expertise in their field. In addition, students also have the opportunity to participate in many extra-curricular activities at the school to provide even further experiences. FCCTC students place at local, state and national competitions in Skills USA, DECA, HOSA, FFA, and other Career Technical Service Organizations (CTSO). This truly provides evidence of the quality of education that is offered at FCCTC.

## Joint Operating Committee (JOC) - Board of Directors:

Carl Barton (Chairman)	Chambersburg
Ed Norcross	Chambersburg
Joan Smith	Chambersburg
Shannon Yates (Vice-Chairman)	Greencastle
Charlie Suders	Shippensburg
Susan Spicka	Shippensburg
Jonathan Heebner	Tuscarora
Beth Reecher	Waynesboro
Curtis Wengert	Waynesboro
Ronald Repak (Solicitor)	Andrews & Beard Law Offices
Tod Kline (Superintendent of Record & Chief School Administrator)	Waynesboro
Neil Rotz (Board Secretary & Business Manager)	FCCTC

## Sending School List

Chambersburg Area School District  
 Greencastle-Antrim School District  
 Fannett-Metal School District (non-member)  
 Tuscarora School District  
 Shippensburg Area School District  
 Waynesboro Area School District

## List of Academies/Programs

### Construction Academy

Building Construction Trades  
 Carpentry  
 Electrical Occupations  
 Heating Ventilation & Air Conditioning

## Health Sciences Academy

Allied Health  
Dental Assisting  
Medical Assisting  
Veterinary Assisting

## STEM/Manufacturing Academy

Computer Integrated Manufacturing (Precision Machining)  
Electronics  
Engineering Technology  
Information Systems & Technology  
Mechatronics  
Welding Technology

## Sales and Service Academy

Cosmetology  
Culinary Arts  
Graphic Communications  
Landscaping & Horticulture  
Marketing/Web Design

## Transportation Academy

Agricultural Mechanics  
Automotive Collision & Repair  
Automotive Technologies  
Diesel Mechanics

## Student Services

### Student Surveys – Back to School and Follow-Up

The FCCTC shall develop and conduct surveys and instruments to collect information from students which shall relate to the center's educational objectives. According to Chapter 339 requirements outlined in section 17.9, this data will then be used to conduct follow-up studies to determine the effectiveness of the curriculum and develop possible enhancements to curriculum to address any identified gaps or areas of concern.

### Student Interest Survey – Back to School

At the beginning of each semester, program educators will be responsible for completing a Technology Orientation including a Student Interest Survey to ensure that all students have access to technology and computers at FCCTC, complete the required Cyber Security training, and collect valuable data

related to student interests and FCCTC center's educational objectives. Data from Student Survey will be analyzed and determine the effectiveness of the curriculum and develop possible enhancements to curriculum to address any identified gaps or areas of concern

- Use classroom laptops or escort students to computer lab
- Provide new students with Username and Password
- All students login – assist any students with errors
- Access and Complete Gaggie Cyber Safety Course ([Must open through Web App Button on top right corner of FCCTC Website](#))
- Link FCCTC Student email address to secondary email address (i.e. personal and/or homeschool)
- Have students complete FCCTC Student Interest Survey using WUFOO at the following Link or access through the Web App Button on FCCTC Website: [FCCTC Student Interest Survey](#)

## PDE Online CTE Student Follow-Up Survey

Our local education agency (LEA) is responsible for directly notifying applicable students who participated in an approved CTE programs the year after graduation to complete the Pennsylvania Department of Education's (PDE) online CTE student follow-up survey. Students can access their follow-up survey at <http://www.flp.ed.state.pa.us>.

For example, students targeted for the 2018 survey effort will be based on select students from your school's 2015-16 secondary and/or adult affidavit CTE program enrollees submitted in PIMS. PDE requests several notifications/communications (a minimum of three) be delivered to applicable students for each graduation class survey cycle (April – August) to enhance the response rate of this student follow-up survey effort. Survey data is needed to meet state and federal Perkins statistical accountability requirements related to student placement after exiting CTE programs. In order for students to access their online follow-up survey at <http://www.flp.ed.state.pa.us>, they must have a 9-digit security code (not the 10-digit PAsecureID).

## Confidentiality of Student Communications

All FCCTC Educators are required to adhere to the confidentiality requirements of both federal and state laws, including, but not limited to, FERPA, IDEA, the Protection of Pupil Rights Amendment (PPRA), the National School Lunch Act, and 22 Pa. Code §12.31-§12.32. The following definitions are derived from these laws and other related documents that are relevant to the implementation of this policy.

Information which allows for the identification of an individual student and that is collected by FCCTC or PDE is considered personally identifiable information and may not be released without parental consent, except in very limited circumstances set forth in 34 C.F.R. §99.31. Personally Identifiable information includes, but is not limited to:

- Family information such as names, address, phone numbers, personal and business financial data, household members' social security numbers, household members' employment information, household Temporary Assistance for Needy Families (TANF), Food Stamp eligibility.
- Personal information such as identification codes, grades, scores, courses taken, other specific information linked directly to a student

- Special Education records
- Free or Reduced Price eligibility status of individual students in USDA-funded school lunch, breakfast and milk programs, Summer Food Service Programs, and Child and Adult Care Food Programs.
- Information that would make the student's identity easily traceable.
- Under this Policy, no personally identifiable student information will be released without the consent of the parent or eligible student except under the following circumstances as permitted by FERPA , as set forth in 34 C.F.R. §99.31:
- To teachers and officials of the LEA in which the student is currently enrolled who have a legitimate educational interest in the information, under Section 99.31(a)(1), with the approval of the chief school administrator or designee.
- To LEA and school personnel where a student seeks or intends to enroll, under Section 99.31(a)(2).
- To comply with a lawfully issued subpoena or court order, under Section 99.31(a)(9)(i), following notification requirements set forth in Section 99.31(a)(9)(ii).
- To educational officials in connection with an audit or evaluation of a federal or state supported education program, under Section 99.32(c)(3), subject to the requirements of Section 99.35.
- To appropriate parties in connection with a health or safety emergency, if such knowledge is necessary to protect the health and safety of the student or other individuals under Section 99.36(a).
- 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 available to students who are injured or become ill while attending FCCTC. Except in extreme emergencies, students must secure a pass from their instructor before reporting to

the Student Health Room.

If a student is feeling ill, they must be seen by the nurse to be dismissed from school. Only the nurse may call the parent or legal guardian to arrange transportation.

## Counseling Services

Counseling Services are offered to all students in FCCTC. Every effort is made:

- To give access to information about career opportunities and to help students in learning techniques in acquiring employment, attending a post-secondary school, or enlisting into the military.
- To assist students in formulating their educational and career plans.
- To assist students in researching their interests and abilities.
- To develop a spirit of cooperation between students, teachers, parents, and sending schools in developing each student's career plan.
- To assist students in achieving the most out of FCCTC regarding their future occupational goals.
- To assist students in solving any personal or career problems for which they request individual or group counseling.
- To assist students in addressing any necessary issues in which counseling is appropriate.
- To assist students with open communications between FCCTC and their sending schools.

All conferences will be strictly confidential and students are urged to reach out to counselors when they feel help is needed. The counselor may be contacted in the guidance suite by e-mail or phone at any hour during the school day, or by making other arrangements.

## Student Assistance Program (SAP)

The FCCTC shall coordinate and provide for a Student Assistance Program (SAP) through each sending school in accordance with applicable law and regulations. The center's student services shall work with the SAP coordinators at each sending school to:

- Be an integral part of the instructional program at all levels of the programs.
- Provide information to students and parents/guardians about the educational opportunities of the center's instructional program and how to access those opportunities.
- Provide career information and assessments to inform students and parents/guardians about work and career options available to individual students.
- Provide basic health services required by law for students and provide information to parents/guardians about the health needs of their children.

The SAP team is a mechanism for the identification, and referral of students who are believed to be at-risk to the SAP team at their sending school. 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 Program should contact Brenda Kimple at 717.263.9033, Extension 237.

All conferences with counseling and support staff will be strictly confidential and students are urged to reach out to counseling office staff when they feel help is needed. The counselor may be contacted in the guidance suite by e-mail or phone at any hour during the school day, or by making other arrangements.

## Student Grading

### Explanation of Grading System

This section outlines the required electronic grading system to be used by educators at FCCTC. This scale will be used for the purpose of industry recommendations and for student recommendations to continue in their program. Grading categories recorded in the electronic system include: exams/quizzes, classroom assignments, performance assignments, POS assignments/projects, project based learning, safety, student learning objectives, work ethic, and other. For the purpose of FCCTC initiatives (i.e. NTHS, Fieldtrips, Students Incentives, etc), program percentage grades will be used to arrive at a 4.0 Scale using the following scale:

Percentage Grade Ranges	4.0 Scale	Points/Credits per level
100 - 92	4	1
91 - 83	3	1
82 - 74	2	1
73 - 65	1	1
64 - 0	0	1

For student final transcript grades, the percentage grades are reported to the sending school districts, which will then be calculated as a letter grade according to each sending school's grading scale as outlined in table below.

Percentages						
Letter Grade	CASHS/CMS	Fannett-Metal	Greencastle	Tuscarora	Shippensburg	Waynesboro
A	92 – 100	90 - 100	90 - 100	90 - 100	92 – 100	90 – 100
B	83 – 91	80 - 89	80 - 89	80 - 89	83 – 91	80 – 89
C	74 – 82	70 - 79	70 - 79	70 - 79	74 – 82	70 – 79
D	65 – 73	65 - 69	65 - 69	60 - 69	65 – 73	60 – 69
E	0 - 64	0 - 64	0 - 64	0 - 59	0 – 64	0 – 59

### Educator Grading Requirements

FCCTC Educators are responsible for documenting and recording all grades into the electronic grading system in a timely manner. Teachers are required to assess, grade, and provide feedback to students on



a daily basis, however it is acceptable for teachers to document and store student's grade for a short period of time before they are entered into the electronic grading system. Educators should be prepared to provide evidence of student assessment, grading, and feedback immediately upon request for parents and administrators. Teachers are required to have all student grades entered and finalized for every three (3) week mid-term period to comply with GASD progress report system. Educators should not be observed waiting the entire three week period and then entering a large number of grades or providing student feedback, immediately before grades are due as this does not allow teachers, administrators, students, or parents the opportunity to identify and resolve issues with student performance before grades are reported to sending school. The administrative assistant will post all due dates for grades and progress reports on master and outlook calendars. She will also email reminders and instructions for how to finalize and submit progress reports and marking period grades.

## FCCTC Progress Reports

Progress Reports will be issued by teachers for all students at designated three (3) week intervals during each marking period and emailed to parents. Any student receiving a D or F will have the progress report mailed home. The Principal and Guidance Counselor will also be notified of each student's progress. A parent conference may be scheduled to develop a plan of action to improve a student's performance.

Report cards are issued by the home schools to all Greencastle students every six (6) weeks and to all Tuscarora, Fannett-Metal, Chambersburg, Shippensburg, and Waynesboro students every nine (9) weeks.

If a student has not completed the work assignments required during a marking period due to excessive absences, a withheld (W) should be issued. The student should be given a specific time period to make up the work. If the work is not completed the student will receive an incomplete (I).

## Due Dates for Three-Week Cycles for 2018-19

Teachers must have their grades up to date for each of the dates listed below. They will also send out a progress report via email to the parents of each student on these dates.

### Semester 1

- September 7, 2018 – 03F
- September 28, 2018 – 06F
- October 19, 2018 – 09F
- November 9, 2018 – 12F
- December 14, 2018 – 15F
- January 10, 2019 – 18F

**Semester 2**

- February 1, 2019 – 03S
- February 22, 2019 – 06S
- March 15, 2019 – 09S
- April 5, 2019 – 12S
- April 26, 2019 – 15S
- May 24, 2019 – 18S

## FCCTC Grading Formulas and Descriptions

Teachers should refer to the chart below to see more information and details related to student grading. It is important to note that teachers will be responsible for assessing students and entering scores into categories in the Skyward electronic grading system. These categories include: exams/quizzes, classroom assignments, performance assignments, POS assignments/projects, project based learning, safety, student learning objectives, work ethic, and other. All categories will include data for both written and performance measures and the grades will be used to calculate a student percentage grade for each semester based on the weight assigned to each category by each individual teacher. POS Task Completion (skill assessment) will be documented in Guides 4 Learning Software and then recorded as a pass or fail on student transcript and used for graduation and articulation purposes. See chart below and staff R-drive for more information.

<p><b>There are two types of assessment as outlined below (A &amp; B) which will be documented for FCCTC students using the A) Skyward - percentage grade and B) Guides 4 Learning - POS Completion electronic systems. Both types of assessments will include data for both written and performance measures, however only grades/assignments entered into Skyward system will be used to calculate student percentage grade. Guides 4 Learning will be used to document student completion of their Program of Study (POS) and SOAR Statewide articulation agreement documentation.</b></p>	
<p><b><u>A) Skyward Grading Software – Student Percentage Grade</u></b></p>	<p><b><u>B) Guides 4 Learning Task Tracker - POS Competency/Skill Completion</u></b></p>
<p>Students’ Percentage Grade for their CTE program will be based on an individual point value determined for each school year. The formula for each program will be determined by the teacher(s) and then programmed into Skyward electronic grading system. Teachers will then enter all grades for assignments in the appropriate category within this system. These assignments will then be calculated using Skyward software to determine the student’s percentage grade. The percentage grades will be reported to the sending districts on a</p>	<p>Each student will complete and receive an assessment to document their mastery of skill for all Units/Standards outlined in the CTE Program of Study (POS) Task Grid. These assessment scores will be used to document student completion status and will have no impact on a student’s percentage grade for the program.</p>

<p>100 point scale at the end of each marking period. The Sending Schools will then convert this percentage grade (0 - 100 %) into the grade scale used at each sending school.</p>	
<p><b>Reported in 100 point Scale:</b></p> <p>Point Values, Totals, and Category Weights are Determined by the CTE Teacher(s) for each program.</p> <p><b>For each Individual Student the Total Points Earned are multiplied by the various category weight to calculate a student's cumulative percentage grade for each semester based on 100 point scale.</b></p>	<p><b>Documented as Pass or Fail based on 0-3 Point Scale</b></p> <p>0 = Did Not Attempt (Fail)</p> <p>1 = Basic (Fail)</p> <p>2 = Competent (Pass)</p> <p>3 = Advanced (Pass)</p>
<p><b>The following Grading Categories</b> are available to record these assignments and they will be worth various point values as determined by teacher.</p> <ol style="list-style-type: none"> <li>1. EXAMS/QUIZES</li> <li>2. CLASSROOM ASSIGNMENTS</li> <li>3. PERFORMANCE ASSIGNMENTS</li> <li>4. POS ASSIGNMENTS/PROJECTS</li> <li>5. PROJECT BASED LEARNING</li> <li>6. SAFETY</li> <li>7. STUDENT LEARNING OBJECTIVE (SLO)</li> <li>8. WORK ETHIC</li> <li>9. OTHER</li> </ol>	<p>After the teacher covers POS related curriculum with students they should enter a score of 0 through 3 as outlined above into the Guides 4 Learning Task Tracker System.</p> <p><b>Pass or Fail:</b> Tasks scored as "Did Not Attempt" (0) and "Basic" (1) will be recorded as a Fail, while those scored as "Competent" (2) and "Advanced" (3) will be recorded as a Pass.</p> <p>Passing scores will indicate competency achieved to industry proficiency level on a student's individual task tracker which is required for completer status.</p>
<p>Determined by PDE/BCTE, OAC members, and Industry based standards as outlined in CTE Program Curriculum/Task Outline and Scope and Sequence.</p>	<p>Determined by PDE/BCTE and outlined in Program of Study (POS) Task Grid.</p>
<p>This category should include both formative and summative assessments worth various point values which are related to: a) POS, b) Extended Classroom Experience, c) Local Tasks, and d) Industry Credentials; which incorporate standardized measures such as a rubric, checklist, answer key, point scale, etc</p>	<p>Teacher will refer to POS Task Grid and then document within this category in Guides 4 Learning Task Tracker. A score will be entered for each student for each standard/task number as identified within Task Grid for each CTE Program.</p> <p>This is required for students to receive a Certificate of Completion from PDE as well as to qualify for SOAR eligibility.</p>

<p><b>Examples of Assessment:</b> worksheet, homework, quiz, exam, project, essay, presentation, exam, certification, license, logbooks, portfolios, essential questions, exit slips, notebook check, journals, etc.</p>	<p><b>Examples of Assessment:</b> logbooks, portfolios, essential questions, exit slips, notebook check, journals, worksheet, quiz, exam, project, essay, presentation, exam, certification, license, etc.</p>
<p><b>Examples of <u>Written Measure Terminology</u></b> <b>Include:</b> Identify; Describe; Compare; Explain; Research; Analyze; and Determine</p> <p><b>Examples of <u>Performance Measure Terminology</u></b> <b>Include:</b> Conduct; Test; Recycle; Demonstrate; Operate; and Complete</p>	<p><b>Examples of POS Unit and Standard (Task) Numbers</b> <b>Include:</b></p> <p><b>Unit Numbers:</b> PA 100 PA 200 PA 300 PA 400 PA 500</p> <p><b>Standard/Task Numbers:</b> 101, 102, 103, 104, 105 201, 202, 203 301, 302, 303, 304, 305, 306 401, 402, 403, 404, 405, 406, 407, 408, 501, 502, 503, 504,</p>

Teachers will develop and utilize rubrics to assess and document student performance and work ethic related to POS competencies and tasks. These scoring guides should include specific criteria and performance descriptions at different levels for each category. Examples are outlined below for all three categories: a) Daily Work Ethic Grade; b) Knowledge Grade; and c) Skill Assessment.

### 1. Work Ethic Grade Rubric

It is not required for teachers to record work ethic grades for FCCTC students, but for those that do record work ethic grades, student scores will be determined by the certified program teacher, based on personal knowledge, experience, and expertise in their profession, along with input and advice from Occupational Advisory Committee (OAC) members and other related subject matter experts using rubric below. This assessment category will measure the level at which a student meets class expectations: before, during, and after the completion of both written and performance assignments. It will also be required for teachers who record work ethic scores to develop a work ethic rubric and timeframe for assessment (i.e weekly or daily). An example of a work ethic rubric is provided below.

**1) Task Completion: Students must work to earn up to 5 points in this section (Total Points = 5).**

5 points- Student uses class time wisely in order to accomplish all required tasks. When finished with assigned work student moves on to next assignment without being told and willingly does what is asked of him/her by the instructor.

4 points- Student works steadily to accomplish almost all of required tasks. Student doesn't interfere with other student's progress. Student moves on to next assignment without being told.

3 points- Student is on task some of the time. Student accomplishes assigned tasks and moves on to next assignment.

2 points- Student is off task most of the time and doesn't accomplish task in a reasonable amount of time.

1 point- Student is off task majority of the time and must constantly be reminded by the teacher to complete tasks. Student interferes with the progress of other students. Doesn't complete task on time.

**2) Discipline: Students automatically earn 5 points each day for being prepared and participating in activities, however each student can lose points in this section if they commit any infractions listed below with respective deductions (Total Points = 5).**

**Work Area = minus 1 point each occurrence**

A. Student Fails to perform daily clean up assignments.

B. Student fails to clean up materials and equipment (tools, worksheets, books, etc) or fails to turn off computer at the end of the day.

**Language = minus 1 point each occurrence**

C. Student uses inappropriate language.

D. Student "puts down" or harasses other students

E. Student disrupts the class by talking excessively.

**Interaction With Others = minus 2 points each occurrence**

F. Student does not respect others and their property including other teachers, staff and substitutes.

G. Student does not respect school supplies and equipment.

H. Students conversation with classmates is not limited to task on hand.

**Following Directions = minus 1 point each occurrence**

I. Student is not prepared for class

J. Does not follow directions the first time.

## 2. Knowledge Grade Rubrics

Teachers are expected to develop and utilize various types of rubrics, checklists, and rating scales to assess students' knowledge on both written and performance. There are several useful resources to assist teachers in developing rubrics such as the website at the following hyperlink: [Rubric Maker](#)

An example of a rubric from this resource is provided below:

Student Name:					
CATEGORY	4	3	2	1	Score
Contributions	Routinely provides useful ideas when participating in the group and in classroom discussion. A definite leader who contributes a lot of effort.	Usually provides useful ideas when participating in the group and in classroom discussion. A strong group member who tries hard!	Sometimes provides useful ideas when participating in the group and in classroom discussion. A satisfactory group member who does what is required.	Rarely provides useful ideas when participating in the group and in classroom discussion. May refuse to participate.	3
Quality of Work	Provides work of the highest quality.	Provides high quality work.	Provides work that occasionally needs to be checked/redone by other group members to ensure quality.	Provides work that usually needs to be checked/redone by others to ensure quality.	4
Time-management	Routinely uses time well throughout the project to ensure things get done on time. Group does not have to adjust deadlines or work responsibilities because of this person's procrastination.	Usually uses time well throughout the project, but may have procrastinated on one thing. Group does not have to adjust deadlines or work responsibilities because of this person's procrastination.	Tends to procrastinate, but always gets things done by the deadlines. Group does not have to adjust deadlines or work responsibilities because of this person's procrastination.	Rarely gets things done by the deadlines AND group has to adjust deadlines or work responsibilities because of this person's inadequate time management.	2
Problem-solving	Actively looks for and suggests solutions to problems.	Refines solutions suggested by others.	Does not suggest or refine solutions, but is willing to try out solutions suggested by others.	Does not try to solve problems or help others solve problems. Allows others do the work.	4
Attitude	Never is publicly critical of the project or the work of others. Always has a positive attitude about the task(s).	Rarely is publicly critical of the project or the work of others. Often has a positive attitude about the task(s).	Occasionally is publicly critical of the project or the work of other members of the group. Usually has a positive attitude about the task(s).	Often is publicly critical of the project or the work of other members of the group. Often has a negative attitude about the task(s).	3
Over All Score					78.1%

## 3. POS Task List - Skill Assessment Rubric

Each FCCTC student will complete and receive an assessment to document their completion and mastery of skills for all Unit Standards (tasks) outlined in the CTE Program of Study (POS) task Grid. Student scores will be determined by the certified program teacher based on personal knowledge, experience, and expertise in their profession, along with input and advice from Occupational Advisory Committee (OAC) members and other related subject matter experts.

These scores will be used to document student program completion status and will have no impact on student percentage grades. This four-point grading scale will be converted and documented in student permanent records as a pass or fail for each Unit Standard. The rubric for this scale is outlined below:

Score	Pass or Fail	Competency Level	Description
NA	Negate (Null)	Not Yet Covered in Curriculum	The student has not yet received instruction on this task. As student progresses through program scope and sequence, this task will be covered and assessed.
0	Fail	Did Not Attempt	Student has not yet attempted or has refused to complete this task after receiving task related instruction.
1	Fail	Basic	Student has attempted or completed task, but does not yet meet entry level employment requirements and requires full supervision and assistance.
2	Pass	Competent	Student has completed task and has met entry level employment requirements. However, continues to require partial supervision and assistance.
3	Pass	Advanced	Student has completed task and surpassed all entry level employment requirements, is able to perform task independently, and does not require supervision or assistance.

## Withdrawals and Transfers

Students that have a legitimate reason and wish to withdrawal or transfer should complete the following steps.

- Student withdrawal/transfer must be coordinated between the sending school and FCCTC.
- Notify the guidance office at the FCCTC and the sending school along with your reasons for withdrawing/transferring.
- Fill out and complete the necessary withdrawal/transfer forms at your home school and FCCTC.
- Clean out your locker.
- Personally return all books, locks, safety glasses, and other items in use during your enrollment at FCCTC.
- 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/transfer form.

## Student Responsibilities & Code of Conduct

### Student Responsibilities (From 22 Pa Code 12.2)

Student responsibilities include regular attendance, conscientious effort in classroom work, and knowledge/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 FCCTC 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 rules and regulations.

The FCCTC Code of Conduct outlines the following student responsibilities:

- Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of center property.
- Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the center staff in operating a safe center.
- Comply with federal, state and local laws.
- Exercise proper care when using center facilities, instructional materials and equipment.
- Attend school daily and be on time to all classes and other center functions.
- Make up work when absent from school.
- Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
- Report accurately in student media.
- Not use obscene language in student media or on center property.

## Student Insurance and Expenses

### 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 and it is highly recommended that students purchase insurance due to the many hazards involved with operating equipment in a Career and Technical Education environment.

### Student Expenses

All programs require students to wear assigned uniforms, required clothing, and utilize program kits. Uniform, clothing, and kit information is available on our website ([FranklinCTC.com](http://FranklinCTC.com)) and must be purchased by the student. The FCCTC Alumni Association provides an opportunity for students who require financial assistance for these items to apply for a scholarship.

Any student who receives permission to work on a personal project, that they will remove from the



school premises upon completion, 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. Students will NOT receive their competency certificates until all debts are paid. FCCTC reserves the right to involve the district justice in collecting debt from students and their parent/guardian.

## 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

- No students may start a course or operate machinery until he/she has returned a Parental Permission Form signed by his/her parent or guardian.
- Do not operate machinery or tools until safety tests are passed and you have received instruction and permission from your instructor.
- Students are not permitted to ride in the bed/back of any vehicles for any reason or circumstances. Students must always be in a seat with their safety belt on at all times when riding in any vehicle.
- Obey warning and danger signs.
- Horseplay will not be tolerated in the shop, classroom, halls, or cafeteria.
- Don't take chances. If you are not sure what to do, ask your instructor.
- Each student must dress according to their specific program requirements. Avoid wearing loose, baggy clothing, pants that are too long, and jewelry (necklaces, chains, strings, wristwatches, etc) around equipment or tools. Your clothing must fit properly. No inappropriate attire will be tolerated.
- All injuries, no matter how slight, must be reported to your instructor and the students must see the school nurse.

- Safety devices that are found on machines must be used. Proper personal protection equipment (eye protection, ear protection, gloves, etc.) must be worn when operating equipment and machinery.
- Each student will be held responsible for tools borrowed from the tool room. Tools broken by negligence will be charged to the student.

## Cheating/Plagiarism

Students are expected to do all of their own work both in school and on school work assigned as homework. Cheating, taking someone else's work, plagiarism, compensating/threatening others to do work for you – or any similar activity, is not acceptable. Consequences of breaking these guidelines will result in a minimum of: a meeting with the classroom teacher, parental contact/involvement, a zero on all related work, requiring the assignment to be repeated without credit, and additional consequences as determined by the classroom teacher and administration depending on the level of severity of the situation.

## 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).

FCCTC'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.

Program related clothes are required by the instructor for safety reasons or to conform to industry standards. Failure to wear program related clothes will lower your daily grade and may result in removal from the program by the instructor, or other punishment as deemed reasonable by the administration. This list is not meant to be all-inclusive, but rather give a way to gauge if the clothing worn by a student is appropriate to our school setting. Other items that the administration deem inappropriate, once discovered, shall not be worn.

FCCTC Uniforms are available for purchase from the school store located next to cafeteria. Students should arrive at the FCCTC dressed professionally as it relates to their program.

- Students are not permitted to wear clothing with holes (jeans, t-shirts, sweatshirt, etc.)
- All dresses, shorts, and skirts should be acceptable length as determined by FCCTC Staff.

- Wearing leggings, jeggings, joggers, spandex type materials, sweat pants, pajama pants, or tights is not permitted
- Bare midriffs, whether front or back, are not permitted.
- Necklines showing cleavage are not permitted.
- No mesh or sleeveless shirts are permitted unless a solid shirt with sleeves is underneath. No tank tops or camisoles.
- Obscene, suggestive, drug, alcohol, or tobacco related statements or pictures on clothing are prohibited.
- Clothing depicting firearms, or other weapons, alcohol, or drugs, etc. is prohibited.
- Due to its controversial nature, any item displaying the confederate flag is prohibited.
- 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 (except for medical and religious purposes when approved by Administration).
- Hats should have all pins, hooks, clips, tags, or extra items that have been attached, removed prior to entering the building. These items should be left at home.
- 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 safety, obscenity or profanity, may be prohibited.
- 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, or any clothing that causes disruption to the learning environment are prohibited.
- Students must follow the dress code to participate in field trips, community service, job shadowing and college visits. Any student not following the dress code will remain in FCCTC for the day.
- Students may wear other solid colored shirt underneath the program uniform shirt, but nothing over top of uniform unless permitted by instructor due to cold temperatures. Long-sleeved, sweatshirt, and fleece uniform tops are available from online uniform store.
- NO flip flops
- Pants will be worn so that they are at the waist and do not show underwear or skin at the waist

## 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. on the morning of the visit. Visitors are required to bring and present a Driver's License ID, have it scanned using our security system, 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. Children of any age are not permitted to accompany students, visitors, and/or staff through the school, unless they are participating in a pre-approved educational activity. All guests will be escorted to their destination by either school personnel or a student.

## Student/Parent/Community Concern Procedure

The objective of this Administrative Guideline is to clearly encourage employees and community members to utilize the chain of command that has been established in the school for problem-solving purposes. It is not an acceptable practice for individuals to bring issues related to the school forward to Superintendents, Joint Operating Committee membership or any other lines of authority existing outside of the school without first giving the teacher and/or administrative team the opportunity to resolve those issues. Please note that individuals at each of the four levels of authority will be provided a copy of these guidelines and will first ask if previous levels of contact have occurred prior to acting on problem issues.

Any parent/guardian, student, resident, or community group of a participating district shall have the right to present a request, suggestion, or complaint. The Joint Operating Committee intends to provide a fair and impartial method for seeking appropriate resolution.

All individuals (students, parents, and other community members) have the right to express themselves and share any concerns they have related to FCCTC administration, staff, facilities, operations, and policies, as long as they follow the following criteria and procedure:

**Appropriate Manner:** All individuals are permitted to express recommendations and concerns in a polite and appropriate 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/law.

**Follow Chain of Command:** All individuals will follow a step-by-step procedure starting first with the Educator(s) responsible for the program area of concern and then progress through the Administrative Team when these types of concerns exist, before considering taking any of these issues to the Joint Operating Committee. Attempts to resolve concerns and complaints of individuals shall begin with informal, direct discussions among the affected parties, following these guidelines and the school's organizational structure. Only when informal meetings fail to resolve the issue shall more formal procedures be utilized. This organization flow will start with communication between the individual and the appropriate CTE program teacher(s)/educator(s) and then progress to administrative levels only if resolution cannot be made with the teacher(s)/educator(s) prior to administrative involvement. These levels are outlined below.

**Level I -** Concerns and/or issues shall be addressed initially with the Principal or the individual's immediate supervisor, who shall discuss the issue with the employee and either attempt to provide a reasonable explanation to remedy the concern or take appropriate action within the supervisor's authority. If resolution is accomplished, no further action required.

Level II - If the issue cannot be resolved satisfactorily at Level I, the Principal (or the individual's immediate supervisor), will be responsible for forwarding the employee concern to the Assistant to the Director. The Assistant to the Director will schedule a conference with the affected employee based upon the information provided. The results of the conference will be recorded and a determination will be made jointly as to whether or not a resolution has occurred. If resolution is accomplished, no further action needed.

Level III – If the issue cannot be resolved at Level II, the Assistant to the Director will be responsible for forwarding the employee concern to the Administrative Director for review and action. The Administrative Director will initiate a meeting with the employee and make every attempt to resolve the issue. The Assistant to the Director and/or Principal may be brought into the meeting for assistance. A determination will be made jointly as to whether or not a resolution has occurred. If resolution is accomplished, no further action needed.

Level IV - Should the matter not be resolved by the Administrative Director, the employee will be provided an opportunity to attend the next scheduled Joint Operating Committee Meeting to meet under Executive Session with the Administrative Director, Superintendent-of-Record and Joint Operating Committee membership to discuss their concern and pursue final resolution to the problem. Final resolution, if appropriate, may or may not occur by board vote in the public meeting however, the employee will be provided with the Board's decision, in writing, no more than ten (10) days following the JOC meeting.

## Advanced Credit/Coursework

For questions regarding any of the items discussed in this section, please contact the Guidance Office and arrange an appointment

## Adult/Continuing Education Programs

Additional educational opportunities and professional development classes are available through FCCTC's Adult and Continuing Education Program. This program offers a variety of non-credited career and technical courses to adults in our community. Many of these programs provide an opportunity for students to earn industry certifications.

The staff and students of all post-secondary programs should be respected and treated like any other adult in the building. Instructors should encourage students to act and behave in a mature manner when interacting with these post-secondary contacts and demonstrate the same professional demeanor that they would expect to exhibit in the workplace.

## Dual Enrollment/College in The High School Program

Students earn dual enrollment credits from both HACC or Penn College and their high school for approved CTE courses that may satisfy high school graduation requirements. These course credits become part of the student's permanent College record and can count towards a College degree program or can be transferred to a number of colleges and universities. Students are advised to verify transferability of credits with the college or technical school they plan to attend.

## SOAR (Students Occupationally and Academically Ready) Articulated Credits

SOAR links (high school) technical education with (post-secondary) college education and allows a student to gain college credit much like advanced placement courses do. To get a better understanding of how these credits work, go to this link and watch the presentation.

<http://www.delcotech.org/wp/wp-content/uploads/SOAR/player.html>

To qualify for these credits, the student must:

- Graduate from a technical Program of Study.
- Maintain a GPA of 2.5 on your high school transcript in your technical courses
- Score Competent or Advanced on the NOCTI State Exam given at the end of the program.
- Complete 100% of the task list at an industry proficient level.

This link will help you to determine if your college or institute has this articulation agreement:

<https://www.pacollege-transfer.com/>

Students are advised to verify with that they are meeting all of the requirements for this program. Contact the counselor for more information.

## Emergency Drills

Drills will be practiced during the school year to familiarize students of proper emergency procedures. This will include fire drills, hazardous weather drills, intruder drills, and others as they are deemed necessary.

## Career and Technology Student Organizations (CTSO)

### Distribution Education Clubs Of America (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.

### The National FFA Organization (FFA)

The National FFA 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.

## Work Permits

Work permits are issued only by the school district in which the student lives. A student under the age of 18 who expects to work after school hours or during vacations must make an application for work permits at the office 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.

## Student Activities

### 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.

- 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.
- No more than two (2) field trips are permitted per program per semester.
- Obey all rules and regulations set up by your teacher and the people conducting the tour.
- Be as observant as possible because your class will discuss the trip after returning to school and you should be prepared to be tested or asked to complete related assignments on the material covered during trip.
- Remember the same school rules and regulations apply on field trips as when you are in school.

### Fundraisers

Students are responsible to make sure they receive the correct orders including quantity, quality, and correct items before taking fundraiser items home for distribution. After students leave the school it is impossible for FCCTC staff to verify if student received correct items. Students are also responsible to

collect and submit all payments related to any fundraising orders that they are accountable for. Students who participate in fund raising activities and do not turn in their money within fifteen (15) business days after the completion of the fundraiser will be turned over to the District Justice for collection by the advisor.

## Sending School Events

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

## 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 FCCTC 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.

## School Policies

### Weapons Policy

The Joint Operating Committee of FCCTC 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, firearm, 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 or Assistant 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.



## Hazing Policy

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the center and are prohibited at all times.

### Definitions

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Joint Operating Committee.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

### Authority

The Joint Operating Committee does not condone any form of initiation or harassment, known as hazing, as part of any center-sponsored student activity. No student, sponsor, volunteer or center employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Joint Operating Committee directs that no administrator, sponsor, volunteer or center employee shall permit, condone or tolerate any form of hazing.

The center will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Joint Operating Committee encourages students who have been subjected to hazing to promptly report such incidents to the designated administrator.

### Delegation of Responsibility

The designated administrator shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and center employees shall be alert to incidents of hazing and shall report such conduct to the designated administrator.

The center shall annually inform students, parents/guardians, sponsors, volunteers and staff that hazing of students is prohibited, by means of distribution of written policy, publication in handbooks, presentation at an assembly or verbal instructions by the coach or sponsor at the start of the season or

program.

#### Complaint Procedure

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the designated administrator.

The administrator shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The administrator shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

If the investigation results in a substantiated finding of hazing, the administrator shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

If the investigation results in a substantiated finding that a sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.

The center shall document the corrective action taken and, where not prohibited by law, inform the complainant.

## Unlawful Harassment Administrative Guidelines

#### Purpose

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

#### Authority

The Joint Operating Committee prohibits all forms of unlawful harassment of students and third parties by all students and staff members, contracted individuals, vendors, volunteers, and third parties in the center. The Joint Operating Committee encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Joint Operating Committee directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the center's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

#### Definitions

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, 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 educational 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 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 educational environment.

Sexual harassment may also include but not be 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; nonverbal communication of a sexual nature; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, and overt sexual conduct.

#### Delegation of Responsibility

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Joint Operating Committee designates the Administrative Director as the center's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding 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 center employees and to ensure an atmosphere free from all forms of unlawful harassment.

The administration shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

- Inform the student or third party of the right to file a complaint and the complaint procedure.
- Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
- Notify the complainant and the accused of the progress at appropriate stages of the procedure.
- Refer the complainant to the Compliance Officer if the administrator is the subject of the complaint.

#### Complaint Procedure – Student/Third Party

##### Step 1 – Reporting

- A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to a building administrator or a center employee.
- An employee of the center who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to an administrator.
- If the administrator is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.
- The complainant or reporting employee is encouraged to use the report form available from the administrator, but oral complaints shall be acceptable.

##### Step 2 – Investigation

- Upon receiving a complaint of unlawful harassment, the administrator shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the administrator to investigate the complaint, unless the administrator is the subject of the complaint or is unable to conduct the investigation.
- The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.
- The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

##### Step 3 – Investigative Report

- The administrator shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.
- The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

##### Step 4 – Action of Center

- If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the center shall take prompt, corrective action to ensure that such conduct ceases and will not recur. The administration shall document the corrective action taken and, where not prohibited by law, inform the complainant.

- Disciplinary actions shall be consistent with the Code of Student Conduct, Joint Operating Committee policies and the center's procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.
- If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

#### Appeal Procedure

- If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, she/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
- The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
- The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building administrator who conducted the initial investigation.
- The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

## Bullying/Cyberbullying Policy

#### Purpose

The Joint Operating Committee is committed to providing a safe, positive learning environment for its students. The Joint Operating Committee recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Joint Operating Committee prohibits bullying by any students or adults. Bullying, as defined in this policy, includes cyberbullying.

#### Definitions

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive(widespread) and has the effect of doing any of the following:

- A substantial interference with a student's education.
- The creation of a threatening environment.
- An imbalance of power to control or harm others.
- A substantial disruption of the orderly operation of the center.

School setting means in the center, on center grounds, in center vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the center.

#### Types of Bullying

Bullying activities occur in a number of different ways. Bullying is traditionally thought of as a physical activity but just as much harm can occur to others through words or through written form or public/social media. The three major types of bullying that occur in schools are as follows:

- **Verbal** bullying is saying or writing mean things. Verbal bullying includes teasing, name-calling, inappropriate sexual comments, taunting and threatening to cause harm.

- **Social** bullying involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone and/or embarrassing someone in public.
- **Physical** bullying involves hurting a person's body or possessions. Physical bullying includes hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things and/or making mean or rude hand gestures.

#### Authority

The Joint Operating Committee prohibits all forms of bullying by students. The Joint Operating Committee encourages students who have been bullied to promptly report such incidents to the principal or designee. The Joint Operating Committee directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the center's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

#### Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Administrative Director or designee shall develop administrative regulations to implement this policy. The Administrative Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Administrative Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Operating Committee.

The administration shall annually provide the following information with the Safe School Report:

- Joint Operating Committee's Bullying Policy.
- Report of bullying incidents.
- Information on the development and implementation of any bullying prevention, intervention or education programs.

#### Guidelines and Public Notification

The Code of Student Conduct, which shall contain this bullying/cyberbullying policy, shall be disseminated annually to students. The bullying/cyberbullying policy shall be displayed prominently in each program as well as common areas located throughout the building. The school website will provide access to the bullying/cyberbullying policy and links to additional resources.

#### Education and Professional Development

The center may develop and implement bullying prevention and intervention programs. Such programs shall provide staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying.

#### Monitoring and Data Driven Decision Making

On an annual basis FCCTC students will complete the **PA School Climate Surveys**. The Office for Safe Schools of the Pennsylvania Department of Education provides access to school climate surveys for all school entities in the Commonwealth. The surveys are intended to provide schools with formative and

summative climate data for use with needs assessments, program development and short and long term planning. The domains measured by the surveys include: Social Emotional Learning, Student Support, High Expectations and Academic Rigor/Challenge, and Safe and Respectful School Climate.

#### Reporting Suspected Bullying

Bullying Reports/Notifications can be discreetly submitted using all of the following options:

- Verbally report to any educator, counselor(s), or administrator of the school
- Submit written description via one of the various school suggestion/bullying boxes located throughout the school.
- Complete and submit a Bullying Notification Statement via FCCTC website, school suggestion/bullying box, or in person to any educator, counselor(s), or administrator of the school.

Any parent that believes their child has been a victim of bullying at school should either contact a school counselor or principal and/or complete the Bullying Notification Statement located on FCCTC website and submit it to any school personnel or via website. Witnesses to bullying (bystanders) are encouraged to report all forms of bullying in the same manner as described above.

The **Bullying Notification Statement** will be utilized to document reports and notifications of bullying incidents. This form can be found on the FCCTC website and various locations throughout the school. This form can be completed by students, parents, and school personnel and will be forwarded to the counseling office.

The **Bullying Incident Report Form** (see appendix) will be utilized to document reports, investigations, and outcomes of bullying incidents. This form can be found FCCTC Staff Resource Drive of the school network, in the Counseling office, and Administrative Offices. When counseling office receives or completes a Bullying Notification Statement, a counselor will meet with the victim(s) and complete the Bullying Incident Report Form. If the report is determined by counselor to require administrative attention, the report will be forwarded to the Principal or appropriate administrator to investigate and take necessary action.

## Consequences of Bullying Violations – Disciplinary Actions

Bullying Violations are serious offenses. All bullying incidents will be dealt with according to the discipline rubric. Additionally, students may be mandated to participate in:

- Socio-emotional counseling (with social worker or counselor)
- Exclusion from FCCTC-sponsored activities
- Anti-Bullying Education Program (BLR Training or comparable provider)

If repeated incidents occur after the initial intervention, students may be subject to:

- Mandatory counseling/therapy outside of the FCCTC
- Schedule Change
- Referral to the Student Assistance Program (SAP)
- Referral to law enforcement officials
- Expulsion

# Smoking and Tobacco Policy

## Purpose

The Joint Operating Committee recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the center.

## Definition

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.

For purposes of this policy, electronic cigarette means any oral device that is designed or intended to provide a vapor of nicotine and/or other substance(s). The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor. Therefore, it is the Franklin County Career Center's policy to prevent and prohibit the possession, use, sale, distribution or intent to distribute, or the possession, use, sale, distribution or intent to distribute any vaping device, e-cigarette or any other mimicry device or mimicry of any drug, as defined herein, on school property, at school-sponsored events, on school buses, and en route to and from school or any school-sponsored events by any mode of travel.

## Authority

The Joint Operating Committee prohibits possession, use or sale of tobacco and electronic cigarettes by students at any time in a center building and on any property, buses, vans, and vehicles that are owned, leased or controlled by the center.

The Joint Operating Committee prohibits possession, use or sale of tobacco and electronic cigarettes by students at center-sponsored activities that are held off center property.

Students who violate this policy shall be subject to discipline, which may include suspension and/or expulsion. In addition, the school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the center shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.

## Delegation of Responsibility

The Administrative Director or designee shall annually notify students, parents/guardians and staff about the center's tobacco policy by publishing such policy in the student agenda/handbook, Code of Student Conduct, posted notices, and other efficient methods. The Administrative Director or designee shall develop administrative regulations to implement this policy.

## Guidelines

The Administrative Director or designee may report incidents of possession, use or sale of tobacco by students on center property, at any center-sponsored activity or on a conveyance providing transportation to or from the center or a center-sponsored activity to the local police department that



has jurisdiction over the center's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.

The Administrative Director or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the center property has been or may be notified of the incident. The Administrative Director or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Administrative Director shall annually, by July 31, report all incidents of possession, use or sale of tobacco by students to the Office for Safe Schools on the required form.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

## Drug and Alcohol Administrative Guidelines

The Joint Operating Committee recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the center shall strive to prevent abuse of controlled substances.

Since the problem of controlled substance use extends beyond the Joint Operating Committee's authority, the Joint Operating 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 prevention and corrective action.

The procedures outlined below, based on the Controlled Substances/Paraphernalia Policy will be implemented when a violation of the policy has occurred.

### Definitions

For purposes of this policy, Controlled Substances shall mean all:

- Controlled substances prohibited by federal and state law.
- Look-alike drugs.
- Alcoholic beverages.
- Anabolic steroids.
- Drug paraphernalia.
- Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
- Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
- Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Joint Operating Committee policy.
- Electronic cigarettes or any oral device that is used to provide a vapor of any substance(s) other than tobacco.

Student Assistance Program is a multi-disciplinary team comprised of school personnel (teachers, administrators, the school nurse, and a counselor) and members of designated community agencies, the SAP 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.

"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.

"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.

"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.

"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 SAP Team and/or this policy, and/or Administrative Guidelines.

"Uncooperative Behavior," is resistance or refusal, verbal, physical, or passive, on the part of the student to comply with the recommendations of the members of the SAP Team and/or this policy or Administrative Guidelines.

Possession of Paraphernalia include, but are not limited to: lighters, roach clips, pipes, bowls, rolling paper, blunts, and bongs. Students are not permitted to construct any object in shop that may be used in prohibited activities.

"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 Sponsored Activities

FCCTC 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 immediately report to the school nurse with his/her medication for proper storage and instructions. Failure to report and deliver medication to the nurse's office will result in that medication being viewed as a "Controlled Substance".

### Rules and Regulations

A student who on school grounds, during a school session, or anywhere at a school sponsored activity possesses, uses, or is under the influence of any controlled substance, as defined, or possesses any paraphernalia as defined, 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.

### Process & Penalties

Controlled Substance (Medication Prescribed to the Student; or Over-the-Counter Medication in its Original Package) Possession or Use ONLY.

A student who is found to have in his/her possession medication that is prescribed to him/her; or over-the-counter medication in its original package, but failed to submit the medication to the nurse's office (1st Offense ONLY)

- Principal or designee is notified immediately.
- Staff member writes anecdotal report regarding the incident.
- The student and his/her desk, locker, car and all other possessions on school property will be searched.
- The parent/guardian will be notified.
- The Principal or designee shall meet with the student to ascertain whether there has been an infraction.
- Suspension
- If student displays cooperative behavior – 3 days out-of-school suspension. (1st Offense)
- If student displays uncooperative behavior – 5 days out-of-school suspension. (1st Offense)
- Warning: Future violations will result in a recommendation for removal from the FCCTC

### 2nd and Subsequent Offenses

- Principal is notified immediately.
- Staff member writes anecdotal report regarding the incident.
- The student and his/her desk, locker, car and all other possessions on school property will be searched.
- The parent/guardian will be notified.
- The Principal or designee shall meet with the student to ascertain whether there has been an infraction.
- Suspension – 10 days out-of-school
- Recommendation for removal from FCCTC and return to Sending District

Controlled Substance (Not described above in Section A) Possession or Use; or Controlled Substances (of ANY KIND) Distribution; or Paraphernalia Possession, Use, or Distribution.

A student who is found to have in his/her possession a Controlled Substance; or a student who is found

to have used a Controlled Substance; or a student who is found to have distributed or attempted to distribute any Controlled Substance; or a student who is found to be in possession, using, or distributing paraphernalia.

- Principal is notified immediately.
- Staff member writes anecdotal report regarding the incident.
- The student and his/her desk, locker, vehicle and all other possessions on school property will be searched.
- The parent/guardian will be notified.
- The State Police shall be notified of the situation by the Principal or designee.
- The paraphernalia will be confiscated. An analysis may be performed on the material when appropriate.
- The student will be required to meet with the School Counselor or Administration.
- The student will be required to complete the SAP induction process.
- The Principal or designee shall meet with the student to ascertain whether there has been an infraction.
- Recommendation for removal from FCCTC and return to Sending District
- The student will be removed from FCCTC 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), controlled substances, vandalism, and possession of dangerous/illegal weapons. To read the full policy go to: <http://www.boarddocs.com/pa/FCCTC/Board.nsf/vpublic?open>  
Once there click on Policy 227

## Student Acceptable Use Policy

FCCTC is providing students access to the school's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment, and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the FCCTC electronic network.

The FCCTC electronic network has been established for educational purposes. The term "educational purposes" includes classroom activities, career development, research, and any other purpose consistent with the school's educational objectives.

FCCTC electronic network has not been established as a public access service or a public forum. FCCTC has the right to place reasonable restrictions on material that is accessed or posted throughout the network.

Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.

It is presumed that students will honor this agreement that they and their parent/guardian have signed. The school is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.

The school reserves the right to monitor all activity on this electronic network. Students will compensate the school for any damage that is caused by students' inappropriate use of the network.

Students are expected to follow the same rules, good manners, and common sense guidelines that are used with other daily school activities as well as the law in the use of the FCCTC electronic network.

#### General Unacceptable Behavior

While utilizing any portion of the FCCTC electronic network, unacceptable behaviors include, but are not limited to:

- Students will not post information that, if acted upon, could cause damage or danger of disruption
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop or face legal or disciplinary action.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates School rules.
- Students will not abuse network resources such as sending chain letters or "spamming"
- Students will not display, access, or send offensive messages or pictures.
- Students will not use FCCTC electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use FCCTC electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional school systems, such as student information systems or business systems.

- Students will not use any of wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the School.
- Students will not bring in personal devices including but not limited to: laptops, tablets, PDAs, Smart Phones, etc, without prior permission from the school.
- Students will not use school equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the school equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

E-Mail (Note: Schools should monitor student E-mail and are ultimately responsible for those users activity).

Students may be provided with e-mail accounts with the approval of the building level administrator for specific educational projects or activities.

Students will not establish or access Web-based e-mail accounts on commercial services through the School network unless such accounts have been approved for use by the individual school.

Students will not repost a message that was sent to them privately without the permission of the person who sent them the message. Students will not post private information about another person.

#### Internet Access

The Internet, a world-wide network of computer networks is an essential medium for obtaining and transmitting information of all types. Therefore, public access to the Internet is relevant to the School's mission.

However, the Internet is an unregulated medium. It also provides access to information that is inaccurate, illegal, or that some may find offensive or disturbing. FCCTC, either by itself or in combination with its Internet access provider, will install filtering software or other technologies on all computers with Internet access, and will enforce the operation of same during any use of those computers, to prevent minors from accessing visual depictions that are: 1) obscene, 2) child pornography, or 3) harmful to minors.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not eliminate that possibility. Filters often block

access to sites that users would consider both inoffensive and useful.

The user's access to FCCTC computer network and Internet is a privilege, not a right. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another individual to use his or her account or password to access the computer network and Internet. Failure to comply with this policy and its procedures will result in the forfeiture of the user's right to access these computers.

\*Telnet and FTP (Note: Telnet and FTP are typically not given to students)

Telnet and FTP services will be available to students. However, all aspects of this policy are applicable to material accessed or downloaded. Real-time, Interactive Communication Areas (Note: Chat rooms are normally blocked)

Students may use chat or instant messaging, but only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the school.

#### Web Sites

Students may not be identified by their full name for any reason under any circumstances. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to not allow images of their children posted on school operated websites.

Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar, and accuracy of information.

Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained.

All student Web pages should have a link back to the home page of FCCTC

## Guidelines for the Use of Social Media

The following guidelines were drafted in an effort to address use of the Facebook social networking site by the School and its departments. It is important to understand that use of Facebook can create numerous issues for the School.

For example, most people do not realize that by posting School content to Facebook, they authorize Facebook to make copies of the School content posted and to use the content for virtually any purpose.

In addition, copyright claims could be asserted against the School if a department inadvertently posted a picture or video in which a third party claims a copyright. Posting of inappropriate content, even if unauthorized, could subject the School to embarrassment or worse. Because of these types of issues, it is important that use of the school's Facebook by Students adhere to appropriate guidelines intended to minimize such risks.

## Registration

Students may not create Facebook pages representing the school under any circumstances. Creation of Facebook pages is limited to school staff or members of the Joint Operating Committee.

## Posting of Content

The following issues should be considered prior to posting content to a school operated Facebook Page (text, a photograph, or video)

**General Content Issues:** Remember that content posted may be redistributed through the Internet and other media channels and may be viewed by the general public. If deleted or modified, older versions may continue to exist online. Content should not be posted unless it furthers the School's education, teaching and research mission. Share only information that is appropriate for the public.

Do not include any personally identifiable information that can be used to locate someone offline. This includes anyone's screen name, personal photo, hobbies, identification numbers such as social security numbers or student ID's, addresses, and phone numbers (other than an authorized business address or business phone number).

Do not upload, post, transmit, share, store or otherwise make publicly available on the any Site any private information of any third party including: addresses, phone numbers, e-mail addresses, Social Security numbers and credit card numbers.

Content must not be posted if it is not clearly suitable for all ages.

Do not post content that could create a security risk for the School. Examples include but are not limited to images of classrooms, images of computer systems, information on staff members, etc.

Do not post content that shows (or may be perceived to show) someone getting hurt, attacked or humiliated, that might be considered racist, bigoted or demeaning to a particular group of individuals, that depicts activity that is (or may be perceived to be) illegal or unethical (drug/alcohol use, abuse, violence, etc).

Use of copyrighted or proprietary materials (music, art, copyrighted photographs or texts, snippets of copyrighted video, or information considered to be a trade secret by a School contractor). The School would have to secure written permission prior to using/incorporating any copyrighted or proprietary materials. The safest course is to use only materials created by the School for such purposes.

## Use of Private/Personal Images

Generally speaking, prior permission (i.e. a release) must be obtained from individuals whose images are identifiable. For that reason, it is always best to use content, such as photographs or videos, provided by the school specifically for this purpose. Assistance with releases, or answers to questions about exceptions to the requirement for a release, can be obtained from the Principal's Office.

Do not post content that might be embarrassing to an individual or that could be construed as placing



an individual in a bad or false light.

Do not post content that might cause someone to believe that his/her name, image, likeness, or other identifying aspect of his/her identity is being used for commercial purposes without permission.

Special care must always be taken when dealing with images of “special populations,” (minors, health care patients, research subjects). Stringent legal requirements apply and must be followed when dealing with special populations and related images. Generally speaking, such images should never be used in this type of context.

Commercial use, e.g., sales of merchandise: The provision of on-line services or the sale of School publications, products, or paraphernalia via “E-commerce” is only permitted in accordance with The Joint Operating Committee of the FCCTC policies and procedures.

#### Collecting User Information

School departments should not use Facebook to collect personal information of users, as Facebook terms and conditions, as well as state and federal law, impose significant requirements and restrictions on the collection of personal information of users. In the case of minors, significant additional penalties can apply to violations.

#### Other Do’s and Don’ts

Posting Share buttons on a School Web site: A “Share Link” is a button and/or a text link appearing on a web page that, upon being clicked by a user, enables the launch of a sharing mechanism through which users can share with others or post to their own member profile, links, and content from that page. Use of such links is permissible and users should consult with the page administrator for details.

Remember that the Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. Generally, the School must have written permission from a student in order to release any information from a student's education record. In order to comply with FERPA, the School's e-mail system (and not Facebook or other social network) must be used when communicating about an issue involving a specific student.

## Questions and Reporting Problems

Facebook accepts complaints regarding abuse and other issues, for example harassing messages, via hyperlinks placed throughout Facebook’s Web site. This can be done via “Report” links below a piece of content, or by locating the appropriate links on the Facebook “help” page. Problems or concerns regarding the use of Facebook or a School Facebook Page should be reported immediately to School Relations.

## Personal Safety

Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.

Students will not disclose their full name or any other personal contact information for any purpose.

High school students will not disclose personal contact information, except to education institutes for educational purposes, companies, or other entities for career development purposes, or without specific building administrative approval.

Students will not agree to meet with someone they have met online.

Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable

## System Security

Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.

Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Students will not attempt to gain unauthorized access to any portion of the FCCTC electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".

Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not attempt to access Web sites blocked by School policy, including the use of proxy services, software, or Web sites.

Users will not use sniffing or remote access technology to monitor the network or other user's activity.

## Software and Files

Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the School technology department.

A student's account may be limited or terminated if a student intentionally misuses software on any School-owned equipment.

Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the FCCTC electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on School servers are private.

## Technology Hardware

Hardware and peripherals are provided as tools for student use for educational purposes. Students are

not permitted to relocate hardware (except for portable devices), install peripherals, or modify settings to equipment without the consent of the School technology department.

## Vandalism

Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware, or software will result in cancellation of network privileges.

Disciplinary measures in compliance with the School's discipline code and policies will be enforced.

## Plagiarism and Copyright Infringement

Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own.

School policies on copyright will govern the use of material accessed and used through the School system.

Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system, or must be obtained directly from the author.

## Videoconference

Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.

Videoconference sessions may be videotaped by School personnel or by a participating school involved in the exchange in order to share the experience within ours or their School/building.

Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

## Student Rights

Students' right to free speech applies to communication on the Internet. FCCTC electronic network is considered a limited forum, and therefore the school may restrict a student's speech for valid educational reasons. The School will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.

An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

## Due Process

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

In the event there is an allegation that a student has violated the School acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access, as well as other disciplinary or legal action.

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

## Limitation of Liability

The School makes no guarantee that the functions or the services provided by or through the School network will be error-free or without defect. The School will not be responsible for any damage suffered, 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 network. The School will not be responsible for financial obligations arising through the unauthorized use of the network.

## Violations of This Acceptable Use Policy

Violations of this policy may result in loss of access, as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

### First Offense:

- Removal from network access up to five (5) days.
- Notification of parent/guardian by the Principal or designee.
- Computer work will be restricted to literacy assignments.

### Second Offense:

- Removal from network access up to five (5) days.
- Computer work will be restricted to literacy assignments.
- Not less than one (1) day or more than five (5) days of Saturday Detention.
- Notification of parent/guardian by the Principal or designee.

### Third Offense:

- Removal from network access for at least five (5) days.
- Not less than one (1) day or more than ten (10) days of suspension.

- Parent/guardian conference with teacher and appropriate administrator(s).

Fourth Offense:

- Removal from network for an indefinite period of time.
- Not less than five (5) days or more than ten (10) days of suspension.
- Parent/guardian conference with teacher and appropriate administrator(s) for consideration of continuation/termination of computer technology opportunities.
- Possible removal from FCCTC.

The particular consequences for violations of this policy shall be determined by the school administrators. FCCTC Administration and the board shall determine the appropriate course of action when school expulsion and/or legal action by the authorities are involved.



# Note from Parent/Guardian For Student Absence



Franklin County Career and  
Technology Center  
2463 Loop Road  
Chambersburg, PA 17202

Date: \_\_\_\_\_ Grade \_\_\_\_\_

Student Name: \_\_\_\_\_

(select applicable)

Was absent on \_\_\_\_\_

Due to \_\_\_\_\_

\_\_\_\_\_

Is late because \_\_\_\_\_

\_\_\_\_\_

Will be picked up by \_\_\_\_\_

at \_\_\_\_\_ AM / PM

for \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature

# Student Driving Request

## CareerTech Student Driving Request

Space # \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ District \_\_\_\_\_

Date Requested \_\_\_\_\_ Reason for Driving \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

### Parent/Guardian Permission for Early Dismissal:

I, \_\_\_\_\_ (Parent/Guardian), give \_\_\_\_\_ (Student) permission to leave FCCTC at \_\_\_\_\_ (time) for \_\_\_\_\_ (reason).

(A signed note from the appointment facility (doctor/dentist/counselor) must be returned within 3 days to be an excused tardy or dismissal.)

**Parent/Guardian Signature** \_\_\_\_\_ Date: \_\_\_\_\_

**Sending School Principal Signature** \_\_\_\_\_ Date: \_\_\_\_\_

**FCCTC Administrative Signature** \_\_\_\_\_ Date: \_\_\_\_\_

**DRIVING STUDENTS ARE NOT TO TRANSPORT ANY OTHER STUDENT FOR ANY REASON!!!**