

2011-2012
Lebanon County Career & Technology Center
Student Planner

NON-DISCRIMINATION STATEMENT

The Lebanon County Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The LCCTC will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and technical programs. For information about rights or grievance procedures, contact the Human Rights Officer, Mr. Scott Cole, at 833 Metro Drive, Lebanon, PA 17042, or you may call (717) 273-8551 ext. 2139. You may also email him at scole@lcctc.k12.pa.us. The policies for non-discrimination are found on pages 48-49, the policy for Harassment is found on pages 49-59, and the policy for Acceptable Use of Internet and Computers is found on pages 59-62.

STUDENT RECORDS NOTIFICATION OF RIGHTS FOR PARENTS/ELIGIBLE STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the LCCTC receives a request for access.

Parents or eligible students should submit to the LCCTC Assistant Principal a written request that identifies the record(s) they wish to inspect. The Assistant Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the LCCTC to amend a record should write the Assistant Principal, clearly identifying the part of the record they want changed and specify why it should be changed. If the LCCTC decides not to amend the record as requested by the parent or eligible student, the LCCTC will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to the hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the LCCTC as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the JOC; a person or company with whom the LCCTC has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving in an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks/

4. The right to refuse to permit the designation of any or all the categories of directory

information.

The LCCTC is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the Assistant Principal by September 15th of the current school term.

Directory information which may be released may include the student's name, date, and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended by the student, and other similar information.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the LCCTC to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

6. The right to request information not be provided to military recruiting officers.

Names, addresses, and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within twenty-one (21) calendar days after the start of the current school year a written request to the Administrative Director that such information not be released.

VIDEO TAPE PROCEDURES

The school may place and use video cameras, or other recording devices, on school property. The images recorded by the video camera or other recording devices may be used by the school authorities to determine whether conduct occurred which is contrary to the rules of the school, to determine the extent of such conduct, and to determine the identity or identities of the particular student or students involved in such conduct.

ADMISSIONS PROCEDURE SUMMARY

Any student who is enrolled in a public or nonpublic school within Annville-Cleona, Cornwall-Lebanon, Eastern Lebanon County, Lebanon, Northern Lebanon and Palmyra school districts and who will be promoted to the tenth grade or above may apply to attend Lebanon County Career and Technology Center. The Center admits students without regard to an applicants' race, color, creed, religion, sex, sexual orientation, national origin, handicap or disability.

All programs enroll students contingent upon space which is determined by the school board. An official Registration Application Form is required by March 1 of each year. If a program is not filled by March 2, Registration Application Forms are accepted on a first come basis until the program is filled. Subsequent requests are maintained on a waiting list and accommodated if openings occur.

If applicants exceed space on March 1, a program quota is implemented. Each district's quota is determined by a standard formula. Each district's applicants are then selected by a county-wide selection process to fill the quota. Quotas not filled by one district are open to remaining districts. Some programs also have program specific entrance requirements. I.E.P., Special Populations, or At Risk students can be enrolled one year prior to the approved schedule.

A secondary student transferring into a sending school district or a district student who requests enrollment after the first month of school can be accepted anytime during the year providing: transcripts and IEP (if applicable) are provided and the Registration Application Form is complete, district recommendation is provided, and CTC staff have an opportunity to interview the prospective student and provide a recommendation before final acceptance. Enrollment is subject to available space.

If program openings are available after July 1, tuition-paying pupils and adults will be enrolled to fill capacity. Non-resident tuition fees are set by the School Board in consultation with the Superintendents.

TIP HOTLINE

A Tip Hotline provides a safe method of communicating anonymous reports to school authorities relating to incidents, concerns, and threats. Recent events nationwide have proven that students or others can prevent serious problems by informing authorities. The LCCTC TIP HOTLINE number is (717) 273-8551 ext. 2165.

SCHOOL CLOSING

In the event of inclement weather, students are to follow the closing or delay of their home school. In the event of a closing at the LCCTC students are not required to attend the LCCTC. If this occurs, announcements will be made over the following radio and television stations: ABC 27, CBS 21, FOX 43, CW 15, WGAL-TV 8, WLBR 1270, WRKZ 106.7, WQXA 105.7, BOB 94.9, KOOL 99.3, and The River 97.3.

If a student's home school is closed for any reason other than weather, the student is expected to attend the LCCTC.

VISITORS

Visitors are always welcome at the LCCTC. In order to ensure that students are safe, all visitors are required to sign in and out at the Main Office prior to any visitation. Prior arrangements must be made through the Main Office.

MISCELLANEOUS ITEMS

INTEGRATED PEST MANAGEMENT

Notification Letter for Parents, Guardians, Staff and Adult Students

The LCCTC uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds unfavorable habitat for these pests by their removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

If a chemical/pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any staff, adult student, parent/guardian who has requested such notification in writing. Exemptions to the notification include disinfectants and anti-microbial products, self-containerized baits placed in cracks, crevices, or voids, and swimming pool maintenance chemicals.

Each year the LCCTC will prepare a new notification registry. If you have any questions, please contact Ted Keith, IPM Coordinator, at (717) 273-8551 ext. 2133.

INSTRUCTIONAL STAFF

Joyce B. Ceresini	Adult LPN
Margaret M. Fidler	Adult LPN
Donna P. Thomas	Adult LPN
Cheryl Feeman	Adult LPN
Kenneth E. Estep III	Auto Body Technology
Richard V. Ross, Jr.	Automotive Technology
Gerald F. Hermann	Carpentry/Residential Construction
Sandra K. Klingler	Child Care Services
Wayne S. Hagy	Commercial Art & Design
Karen L. Hershey	Computer Repair Technology/Network Technology
Laurie B. Sprandel	Cosmetology
Michele R. Werni	Cosmetology
Russell A. Miller	Criminal Justice/Law Enforcement & Security
Robert E. Corle, Jr.	Culinary Arts
Nina Eckert	Dental Assistant
Robert D. Ressler	Diesel Truck Technology
Jon R. Litz	Electrical Technology
Wendy L. Barrett	English
Kelly M. Flowers	Guidance/Cooperative Education Counselor
Darla A. Gettle	Guidance Counselor
Joann E. Biever	Health Careers Technology
Lori Mattis	Health Careers Technology
Dale T. Miller	Industrial Machine Technology
Josh R. Boettner	Masonry
Kerry A. Hartman	Mathematics
Alicia Wike	Medical Assistant
James A. Myers	Occupational Transitions
Michael T. Schultz	Occupational Transitions/Landscape Technology
Pamela Stanley	Child Care Services Aide
Mindy Straley	Occupational Transitions
Deborah E. Elliott	Occupational Transitions Aide
Brian D. Peffley	Pastry Arts
Jeffrey L. Hirneisen	Plumbing, Heating, & Air Conditioning
Sandra C. Phillips	Special Education Facilitator
Karen Gulotta	Special Populations Coordinator
Karen Tiru	Special Populations Aide
Sharon E. Bally	Welding Technology
Thomas A. Giovarelli	Visual & Broadcast Technology
Debra M. Kercher	Vocational Facilitator

A MESSAGE TO PARENTS AND STUDENTS

On behalf of the staff and administration, I take pleasure in welcoming you to the Lebanon County Career and Technology Center (LCCTC). This Student Handbook is published so that all students may have a reference to information that is necessary for the daily operation of our school. It is essential that all students read the information contained in this handbook so that there may be as few misunderstandings as possible. Should you have questions about the contents of this handbook, please contact a teacher, counselor or administrator. As you begin your review, there are several sections of particular importance.

The first section is **Schedules and Calendars**. In this portion of the handbook you will find the daily calendar as well as a year-long calendar. Remember that all students are expected to be in attendance when school is in session.

The second section is **Student Rights**. Listed in this portion are the rights and responsibilities for all students at the LCCTC.

The third section is **Grading and Attendance**. In this section you will find the grading procedures and what students must do if they are late, tardy, absent, or have an early dismissal. Additional information included in this portion pertains to scholarships, awards and cooperative education.

The fourth section is **General Student Information**. This section will provide information about the different opportunities available to students.

The fifth section is the **Code of Conduct**. This will detail expectations for behavior, and the consequences for breaking this code.

The sixth section is **Emergency Drills**. This information will give clear directions concerning what actions students should take in cases of emergency. Please familiarize yourself with these procedures.

It is our hope that you gain as much from your educational experience as possible. Making yourself aware of the rules for our facility is the first step. I wish each of you a successful year!

Scott Cole

Mr. Scott Cole
Assistant Principal

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LEBANON COUNTY CAREER & TECHNOLOGY CENTER

JOINT OPERATING COMMITTEE

Rose Marie KotayPresident, Lebanon
 Brad WhiteVice President, Palmyra
 Ruth A. SchlegelSecretary, Cornwall-Lebanon
 Dr. Daniel MartelTreasurer, Northern Lebanon
 Carrie BoyerEastern Lebanon
 Nelson HeagyAnnville Cleona

ADMINISTRATION

George T. CusterAdministrative Director
 Glenn K. Meck IIAssistant Director
 Scott A. ColeAssistant Principal
 Francis SobotorBusiness Administrator
 Lynda M. MaurerLPN Supervisor
 Randy L. StammNetwork Administrator

OFFICE STAFF

Carol A. ZerbeAdministrative Assistant/Director's Office
 Ann P. EplerAdministrative Assistant/Adult Education
 Charlene L. HornbergerAdministrative Assistant/Principal's Office
 Dawne L. YalchAttendance/Guidance Administrative Assistant
 Dawn R. VanWinkleLPN Administrative Assistant
 Cathy D. SchlegelPurchasing Coordinator
 Cheryl A. HimmelbergerPayroll/Personnel/Account Specialist
 Jason A. NaceShipping & Receiving Clerk
 Matt SpeicherSchool Security Officer
 Joann KreiserHealth Room Assistant
 Lauren S. HolubecPublic Relations & Special Projects Consultant

MAINTENANCE/CUSTODIAL STAFF

Theodore KeithBuilding Maintenance Technician
 Scott GroyBuilding Maintenance Technician
 Andrew NaceCustodian
 Michelle ArnickPT Custodian
 Denise BaileyPT Custodian
 Sarah MartinPT Custodian

CAFETORIUM STAFF

Jane S. MinnichCafeteria Manager
 Deborah A. WeiantCafeteria Worker
 Bonnie LackeyCafeteria Worker
 Susan BerkheiserCafeteria Helper

provide information for education, it is impossible to control access to all materials available through the INTERNET, and an adept user may discover controversial information. Therefore, students will use the World Wide Web in supervised settings and the LCCTC requires parental permission for student World Wide Web access.

In order to insure adequate resources for all users, the LCCTC reserves the right to log network(s) use and monitor fileserver space and bandwidth. Users must delete e-mail messages on a daily basis to conserve fileserver space.

The LCCTC makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Any use of any information obtained through the LCCTC's networks is at your own risk. The LCCTC specifically denies any responsibility for the accuracy or quality of information obtained through its technological/telecommunications systems.

The form 813A, Acceptable Use of Internet and Computers, can be obtained from your Instructor, the School Police Officer, or the Assistant Principal.

Policy 228: STUDENT COMPLAINT PROCESS

I. GENERAL STATEMENT OF POLICY

The Joint Operating Committee recognizes that students have the right to request redress of complaints. Further, the Joint Operating Committee believes that respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures provided.

I. DEFINITION

For purposes of this policy, a student "complaint" shall be any such that arises out of actions that directly affect the student's participation in an approved educational program.

I. AUTHORITY

The Joint Operating Committee or its employees will recognize the complaints of the students of this school provided that such complaints are made according to procedures established. The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor and both shall attempt to resolve the issue informally and directly.

For complaints which must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth the specific nature of the complaint and a brief statement of the facts giving rise to it; the manner and extent to which the student believes she/he has been adversely affected; the relief sought by the student; and the reasons why the student feels she/he is entitled to the relief sought.

The complaint may then be submitted, in turn, to the Assistant Director/Assistant Principal and Administrative Director and at each level, the student shall be afforded the opportunity to be heard personally by the school authority. The decision of the Administrative Director shall be final.

At each step beyond the first, the school authority hearing the complaint may call in the student's parents.

The student may seek the help of a parent or guardian at any step.

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usage of the systems and ramifications of improper usage. Based upon the acceptable use guidelines outlined in this document, the administration will deem what is appropriate use of the systems and take appropriate action for improper usage.

The use of the LCCTC's technological/telecommunications systems, which includes the INTERNET and local area networks, for illegal, inappropriate or unethical purposes by students, staff, faculty or related personnel is prohibited. More specifically:

- Use of the networks to facilitate illegal activities is prohibited.
- Use of the networks for commercial or for-profit purposes is prohibited.
- Use of the networks for non-work or non-school related communications is prohibited.
- Malicious use of the networks to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial communications on the networks is prohibited.
- The unauthorized/illegal installation, distribution, reproduction or use of copyrighted software on LCCTC's computers is prohibited.
- Use of the networks to access obscene or pornographic materials is prohibited.
- Use of the networks to transmit material likely to be offensive or objectionable to recipients is prohibited.
- Use of the networks to intentionally obtain or modify files, passwords or data belonging to other users is prohibited.
- Use of the networks to misrepresent other users on the network is prohibited.
- Use of the school technology or the networks for fraudulent copying, communications or modification of materials in violation of law is prohibited and will be referred to appropriate authorities.
- Loading or use of unauthorized games programs, files or other electronic media is prohibited.
- The networks shall not be used to disrupt the work of others; and the hardware or software of other users shall not be destroyed, modified or abused in any way.
- Use of the methods which result in any copyright violation is prohibited.
- The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U.S. Postal Service. Therefore, to tamper, interfere, intercept or use electronic mail for criminal purposes is prohibited.

Consequences of Inappropriate Use

The technological/telecommunications systems user, student, staff, faculty member, or related personnel, shall be responsible for damages to the equipment, network systems or software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibitions outlined in this document will be subject to the loss of network privileges. Other appropriate disciplinary procedures may take place as needed.

Illegal use of the networks, intentional deletion or damage to files of data belonging to others, copyright violations, or theft of services is a violation of State and Federal laws and violators will be reported to the appropriate legal authorities for possible prosecution.

INTERNET access, one of the many technological services available at LCCTC, is now available. While the INTERNET provides thousands of World Wide Web sites that

Policy regarding the INTERNET, Local Area Networks (LANS), computers, and related TTS use in the LCCTC, the student, parent and teacher must read and sign this document.

LCCTC Administration reserves the right to record the use of the TTS and monitor file server space utilization by school users. No expectation of privacy should be assumed. In addition, the LCCTC reserves the right to remove a user account from their networks to prevent unauthorized use or illegal activity.

- TTS operation in the LCCTC will be approved by the Administrative Director and monitored by the Technology Coordinator.
- Individual terminal control will be administered by the program teacher and/or Technology Coordinator.

Procedures

All use of the LCCTC's TTS are intended to be used for educational purposes and to carry out the legitimate business of the LCCTC. Appropriate use of these resources includes instruction, independent study, authorized research and the official work of the offices, departments, recognized student organizations and agencies of the LCCTC.

The policy shall apply to all users —LCCTC students, faculty, staff and related personnel—of all TTS which are entered via equipment and access lines located at the LCCTC, or who obtain their access privileges through association with the LCCTC.

Network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the TTS should be assumed to be private property and shall not be disclosed. Users shall respect the privacy of other users on the system.

The use of video, technology materials, computer software, etc. which is protected under the copyright laws, will not be transmitted nor stored without the express written permission of the copyright owner.

Privileges and Rights

Access to the LCCTC networks is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges.

Responsibilities or Prohibitions

With the rights and privileges of membership in the network community come certain responsibilities. Users must familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network privileges. Each user has full responsibility for his/her account. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no condition should a user give his/her password to another user or share his/her account.

It is the user's responsibility to maintain the integrity of the private electronic mail system. The user has the responsibility to report all violations of privacy. Users have the responsibility to make only those contacts leading to some justifiable personal growth on the INTERNET and local area networks. The user is also responsible for making sure all e-mail sent or received by him/her does not contain pornographic materials, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the local area networks or the INTERNET.

Each student who receives an account will discuss with a faculty member, the proper

2011-2012 SCHOOL CALENDAR

August

23, Tuesday..... Parent Orientation
 24, Wednesday..... In-Service for all Instructional & Professional Staff
 25, Thursday..... In-Service for all Instructional & Professional Staff
 29, Monday..... First Student Day

September

2, Friday..... Labor Day Holiday
 5, Monday..... Labor Day Holiday
 12, Monday..... Parents Night

October

10, Monday..... No School for Students/In-Service for all Instructional & Professional Staff

November

3, Thursday..... Open House
 3, Thursday..... End of Marking Period 1
 24, Thursday..... Thanksgiving Holiday
 25, Friday..... Thanksgiving Holiday
 28, Monday..... Thanksgiving Holiday

December

26, Monday..... Winter Holiday
 27, Tuesday..... Winter Holiday
 28, Wednesday..... Winter Holiday
 29, Thursday..... Winter Holiday
 30, Friday..... Winter Holiday

January

2, Monday..... Winter Holiday
 16, Monday..... Martin Luther King Holiday (1st Snow Makeup Day)
 19, Thursday..... End of Marking Period 2
 23, Monday..... No School for Students/In-Service (Skills USA Competition)

February

20, Monday..... Presidents Day Holiday (2nd Snow Makeup Day)

March

No Holidays
 12-23..... NOCTI Written Testing Period
 27, Tuesday..... End of Marking Period 3

April

5, Thursday..... Spring Holiday (3rd Snow Makeup Day)
 6, Friday..... Spring Holiday
 9, Monday..... Spring Holiday (4th Snow Holiday)
 10, Tuesday..... No School for Students/In-Service Day for all Instructional & Professional Staff
 20-27..... NOCTI Performance Testing Period

May

25, Friday..... Certificate & Awards Ceremony
 28, Monday..... Memorial Day Holiday

June

5, Tuesday..... Last Day for Students
 5, Tuesday..... End of Marking Period 4
 6, Wednesday..... Snow Make-up Day (9th, 10th, 11th, etc)

DAILY SCHEDULES

MORNING SCHEDULE

- 7:45 – Staff Reports to their Instructional Areas
- 7:45 to 8:05 – Students Arrive and Begin Supervised Study
- 8:05 – AM Technical Lessons and Academic Classes Begin

LUNCH SCHEDULE

Half-day lunch schedule

	AM Lunch	AM Departure	PM Arrival	PM Lunch
Annville-Cleona	10:40-11:10	11:10	11:10	11:10-11:30
Cedar Crest	10:40-11:00	11:00	11:35	---
ELCO	---	10:40	11:30	---
Lebanon	---	10:45	11:15	11:15-11:35
Northern Lebanon	---	10:40	11:20	---
Palmyra	10:40-11:35	11:35	11:35	---

Full-day lunch schedule

- 10:50 to 11:20—Commercial Art & Design; other seniors in Part-Time Programs
- 11:20 to 11:50—BOS; other seniors in Part-Time Programs
- 11:50 to 12:20—Health Careers Technology; Cosmetology; Dental Assistant
- 12:15 to 12:45—Child Care Services; Culinary Arts; Pastry Arts; VBT

AFTERNOON SCHEDULE

- 11:35 – PM Technical Lessons & Academic Classes Begin
- 12:45 – All Lunches End
- 2:10 – All Students Dismissed
- 3:15 – Instructional Staff Dismissed

legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

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 school's (center's) administration shall annually provide the following information with the Safe School Report:

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

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

Education

The school (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.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling within the school (center).
- Parental conference.
- Loss of school privileges.
- Exclusion from school-sponsored activities.
- Detention.
- Suspension.
- Referral for Expulsion.
- Counseling/Therapy outside of the school (center).
- Referral to law enforcement officials.

POLICY 234—ACCEPTABLE USE OF INTERNET AND COMPUTERS

General Statement of Policy

Access to unique resources and the opportunity for collaborative work is now available at the LCCTC through the use of technological/telecommunications systems (TTS). All such use must be in support of education and research, and consistent with the goals and policies of this school; therefore, the TTS will be used to support the school's curriculum, the educational community, projects, communications and research for students, faculty, staff and related personnel.

The LCCTC's Acceptable Use Policy is designed to provide information and guidelines for utilizing the school's TTS. In order to assure the understanding of this Acceptable Use

GRADING AND ATTENDANCE

related actions. If the results of the Joint Operating Committee's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established Joint Operating Committee procedures for appealing other adverse personnel and/or education related actions.

- D. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained for a period of at least two years at the main administrative offices of the Center.

VIII. REPRISAL

Submission of a good faith complaint or report of sexual harassment, or harassment based upon race, color, religion, age, national origin, ethnicity or disability will not affect the complainant or reporter's future education, employment, grades, learning or working environment or work assignments. However, if it is concluded that any person has made a knowingly false accusation of harassment, such person shall be subject to appropriate disciplinary action.

The Center will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports an incident of alleged sexual, racial, color, religious, age, national origin, ethnic or disability related harassment or violence, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

POLICY 240: BULLYING/CYBER BULLYING

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 students.

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in the policy, includes cyberbullying.

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

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 assistant 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 school's (center's)

ATTENDANCE

The purpose of technical training is to prepare students for industry or post-secondary education. These pursuits require students to be present and punctual on a regular basis; therefore, the LCCTC expects regular attendance. Instructors take attendance at the beginning of each session.

If the sending school is open, the student is expected to attend unless the LCCTC posts a closing or delay on the television or radio stations listed in the SCHOOL CLOSING section of this handbook. If the sending school is closed or delayed due to weather conditions, students follow their home school's schedule.

By the third day after returning from an absence, a student must report directly to the Attendance Secretary and submit a note from the parent, guardian, or doctor detailing the reason for the absence. All notes are retained in the student's file.

All family trips, vacations, recreational activities, etc. must be pre-approved by the Home School Administration (half-day and 2-period students). A copy of the pre-approval must be submitted to the Attendance Secretary at least two days prior to the planned trip. Full-day students must obtain permission from the LCCTC Administration at least two days prior to the planned trip. Part-time students are responsible for getting a copy of the approved form from the high school to the CTC Attendance Office prior to the trip.

Students who have an early dismissal must bring a note to the attendance secretary from a parent/guardian indicating when they are to be dismissed and the purpose of the early dismissal. Students can not be dismissed without this information.

Letters will be sent to parents after three unexcused, six unexcused and 10 cumulative absences to inform all parties of the absences. After ten (10) days absence, regardless of being excused or unexcused, a doctor's note is required for all future absences.

EXCUSED REASONS FOR ABSENCE (notes must contain all dates absent, be for the student only—not a family member— be handed into the Attendance Office, and be handed into both schools if the student attends both the high school and CTC)

Doctor's Excuse: An official note indicating the student only has been under a doctor's care.

Incarceration/Detention: An official note or letter from the police or juvenile officer.

Court Hearing: An official note or letter from the court.

Death in the Family or Death of Friend: Parental letter identifying the relationship of the deceased to the student.

Religious Holidays: Established religious holidays will be approved with a written note from parent.

Notarized Excuse: District policy allows absence based on a notarized excuse, a copy must be presented.

Home School Authorization: An excuse issued and signed by a home school administrator (i.e. field trips); also, days wherein school or class-wide activities are indicated by the high school.

- The day will not appear as a day of absence, since the student is officially in attendance at the home school for a full day.

In-School/Out-of-School Suspension: If a student is suspended by the sending school or the LCCTC, the day(s) for which the suspension is given will be treated as an excused absence.

- The suspension will impact the student's work ethic grade.

UNEXCUSED REASONS FOR ABSENCE

Vehicle Malfunction: A student who drives, or rides with another student, and the vehicle malfunctions, or an accident occurs that prevents the student(s) from attending.

Missed Bus: A student is at fault for missing the bus.

Lack of Written Excuse: The student does not submit a signed, written excuse from the parent, guardian, doctor, or sending school within three days that he/she returns.

Hunting, Fishing, etc.: Any unauthorized recreation not submitted for prior approval by the LCCTC.

Unauthorized Vacations: Any vacations not submitted for prior approval by the LCCTC.

MAKE-UP WORK

Students must make up work missed as a result of an excused absence. It is the responsibility of the student to request make-up work from the instructor on the day of return to the LCCTC and complete the assignment within a reasonable amount of time or the grade will be lowered an amount equivalent to the value of the work. If the absence is unexcused, students are required to make up work but receive a zero grade.

SCHOOL RESPONSE TO STUDENT ABSENCE

Any Excused Absence

- Failure to complete make-up work results in a lower grade for those assignments.

Any Unexcused Absence

- Students are required to make up work
- Instructor will record a zero for those assignments
- Automated phone system will notify parents of absence

3 Unexcused Absences

- Letter sent to Parent or Guardian
- Instructor calls parent or guardian

6 Unexcused Absences

- Letter sent to Home School and Parent or Guardian
- Meeting between Guidance Counselor and student

10 Unexcused Absences

- Letter sent to Home School and Parent or Guardian
- Meeting between Assistant Principal and student

More than 10 Absences (Excused or Unexcused)

- A doctor's note or an LCCTC administrative waiver is required, otherwise the absence is unexcused
- After 24 unexcused absences, a recommendation to withhold credit will be sent to a student's home school.

- the age of the alleged harasser
- where the harassment occurred
- whether there have been other incidents in the school involving the same or other students
- whether the conduct adversely affected any student's education or educational environment
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

The investigation shall be completed no later than fourteen days from receipt of the report. The Center's Human Rights Officer shall make a written report to the Administrative Director upon completion of the investigation. If the complaint involves the Administrative Director, the report may be filed directly with the Joint Operating Committee. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The Center's Human Rights Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

VII. CENTER'S ACTIONS

A. Upon receipt of a report that a violation has occurred, the Center will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, recommendations for expulsion, transfer, remediation, termination or discharge. Center action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and Center policies for violations of a similar nature or similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this policy has occurred, the Center shall consider

- what response is most likely to end any ongoing harassment whether a particular response is likely to deter similar future conduct by the harasser or others
- the amount and kind of harm suffered by the victim of the harassment
- the identity of the party who engaged in the harassing conduct
- whether the harassment was engaged in by school personnel, and if so, the Center will also consider how it can best remediate the effects of the harassment

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Pennsylvania or federal criminal statute, the Administrative Director shall also direct the Center Human Rights Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

- B. The results of the Center's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the Center in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
- C. If the results of the Center's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful harassment in violation of this policy, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established Joint Operating Committee procedures for appealing other adverse personnel and/or education

and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a Human Rights Officer, the complaint shall be filed directly with the Administrative Director. If any complaint involves the Administrative Director, the complaint shall be filed directly with the President of the Joint Operating Committee.

The Center shall conspicuously post this policy against harassment and violence in a place accessible to students, faculty, administrators, employees, parents and members of the public. This notice shall include the name, mailing address and telephone number of the Human Rights Officer and the name, mailing address and telephone number of the Pennsylvania Human Relations Commission (Pa.H.R.C.) and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

- C. A copy of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.
- D. The Joint Operating Committee will develop a method of discussing this policy with students and employees. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Joint Operating Committee in consultation with the Administrative Director determines is necessary or appropriate.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.
- F. The Center will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the Center's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

VI. INVESTIGATION

Upon receipt of a report or complaint alleging sexual harassment, or harassment based upon race, color, religion, age, national origin, ethnicity, or disability, the Human Rights Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by Center officials or by a third party designated by the Center.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations. In determining whether the alleged conduct constitutes a violation of this policy, the Center shall consider

- the nature of the behavior
- how often the conduct occurred
- whether there were past incidents or past continuing patterns of behavior
- the relationship between the parties involved
- the race, color, religion, age, national origin, ethnicity, disability and sex of the victim
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment
- the number of alleged harassers

GUIDELINES FOR GRADING AND REPORTING STUDENT PROGRESS

The LCCTC grading system incorporates three components: competencies (skill), career skills (work ethic), and theory (knowledge). Each component is weighted equally. Each academic class implements a performance evaluation/student grading system that incorporates career skills (work ethic), and theory (knowledge). Each component is weighted equally.

COMPETENCIES (SKILL)

Each student is prescribed a list of competencies and evaluated against that list. Each competency includes standards and competency procedures upon which the student will be evaluated. The student's competency performance will be evaluated within the following range:

Skill Completed, no instructor involvement required.....	10
Skill Completed, advisory instructor involvement required.....	9
Skill Completed, minimal instructor corrective involvement required	8
Skill Completed, routine instructor corrective involvement required	7
Skill Completed, constant instructor corrective involvement required	6
Skill Incomplete, good understanding of skill.....	5
Skill Incomplete, some understanding of skill	4
Skill Incomplete, minimal understanding of skill	3
Skill Incomplete, inadequate understanding of skill	2
Skill Incomplete, no understanding of skill.....	1
No Work Turned In	0

The instructor will identify and implement methods/instruments utilized to evaluate performance and maintain records consisting of:

- Teacher observation utilizing a performance checklist incorporating the standards—utilized for each competency or a group of competencies within a project.
- Anecdotal record of the teacher describing the performance against the standard.
- Observation and evaluation by a resource person—Guidance/Cooperative Education Counselor, Employers, etc.
- End of year assessments measure performance against state standards.

CAREER SKILLS (WORK ETHIC)

Career skills have been identified upon which student performance will be evaluated. Since attendance is a major issue within career success, attendance is the first factor considered. Using the ClassMate system, the attendance condition will default to the initial score of the daily grade. The attendance conditions are as follows:

Present

Student Present	10
Co-op Student – Present at Work.....	10
Tardy – College/Military Visit.....	10
Tardy – Held at Home School	10
Tardy – School Testing	10
Tardy – Shadowing	10
Early Dismissal – School/Sports.....	10
Early Dismissal – College/Military Visit.....	10
Early Dismissal – Shadowing	10

Tardy Excused

Doctor’s Excuse – Tardy Excused 8
Parent/Guardian Excuse – Tardy Excused 8
Legal Excuse – Tardy Excused (i.e. Court Hearing)..... 8
Other – Tardy Excused..... 8

Tardy Unexcused

Missed Bus – Tardy Unexcused 6
Vehicle Problems – Tardy Unexcused 6
Overslept – Tardy Unexcused..... 6
Passenger Tardy – Tardy Unexcused..... 6
Other Tardy – Tardy Unexcused..... 6
No Required Doctor Note– Tardy Unexcused 6
Tardy Unexcused and Early Dismissal..... 6

Absent Excused – Legal

Parent/Guardian Excuse – Absent Excused 7
Doctor Excuse – Absent Excused 7
Legal Excuse – Absent Excused (i.e. Court Hearing)..... 7
Funeral – Absent Excused..... 7
Send Home by HS Nurse– Absent Excused 7
Preapproved Trip– Absent Excused..... 7

Absent Excused - Suspension

Out-of-School Suspension – CTC 4
Out-of-School Suspension – HS 4
In-School Suspension – HS 4

Absent Excused - LCCTC

Held at Home School/Home School Off 10
School Testing – HS 10
Snow Day – HS 10
Field Trip – CTC 10
Field Trip – HS..... 10
Sports Event – HS 10
Homebound..... 10

Absent Unexcused

Absent Unexcused 0
Resolved Absent Unexcused 0
Missed Bus– Absent Unexcused 0
Vehicle Problems– Absent Unexcused 0
No Transportation–Absent Unexcused 0
No Required Doctor Note– Absent Unexcused 0
Note Received After Third Day–Absent Unexcused..... 0

Career Skills are further evaluated on the basis of the descriptors. A sample list is as follows:

- 1. Displays responsibility by consistently completing assignments.

Any student who believes he or she has been the victim of sexual harassment or harassment based on race, color, age, religion, national origin, ethnicity or disability by a student, teacher, administrator or other school personnel of the Center, or by any other person who is participating in, observing, or otherwise engaged in activities, including any extra curricular activities, under the auspices of the Center, is encouraged to immediately report the alleged acts to an appropriate Center official designated by this policy.

Any teacher, administrator, or other school personnel who has or receives notice that a student has or may have been the victim of sexual harassment or harassment based on race, color, religion, age, national origin, ethnicity or disability by a student, teacher, administrator, or other school personnel of the Center, or by any other person who is participating in, observing, or otherwise engaged in activities, including any extra curricular activities, under the auspices of the Center, is required to immediately report the alleged acts to an appropriate Center official designated by this policy.

Any other person with knowledge or belief that a student has or may have been the victim or sexual harassment or harassment based on race, color, age, religion, national origin, ethnicity or disability as set forth above, is encouraged to immediately report the alleged acts to an appropriate Center official designated by this policy.

The Center encourages the reporting party or complainant to use the report form available from the assistant principal available from the Center office, however, oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this policy shall prevent any person from reporting harassment directly to the Center’s Human Rights Officer or to the Administrative Director.

- A. The Center’s Assistant Principal is the person responsible for receiving oral or written reports of sexual harassment, or harassment based on race, color, religion, age, national origin, ethnicity or disability at the building level. Any adult Center personnel who receives a report of sexual harassment, or harassment based on race, color, religion, age, national origin, ethnicity or disability shall inform the Center’s Assistant Principal immediately.

Upon receipt of a report, the Assistant Principal must notify the Administrative Director and the parent(s) of the target of the harassment immediately, without screening or investigating the report. The Assistant Principal may request but may not insist upon a written complaint. A written statement of the acts alleged will be forwarded as soon as practicable by the Assistant Principal to the Administrative Director. If the report was given verbally, the Assistant Principal shall personally reduce it to written form using the complaint form within 48 hours, and forward it to the Administrative Director. If the complaint involves the Assistant Principal, the complaint shall be made or filed directly with the Administrative Director by the reporting party or the complainant.

- B. The Joint Operating Committee has designated the Assistant Principal of the Career & Technology Center as the Career & Technology Center’s Human Rights Officer with responsibility to identify, prevent and remedy harassment. The Career & Technology Center’s Human Rights Officer shall
• receive reports or complaints of sexual harassment, and harassment based on race, color, religion, age of forty or more, national origin, ethnicity and disability
• oversee the investigative process;
• be responsible for assessing the training needs of the Center’s staff and students in connection with the dissemination, comprehension, and compliance with this policy;
• arrange for necessary training required for compliance with this policy; and
• insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary

Examples of conduct which may constitute harassment because of religion include, but are not limited to:

- graffiti containing offensive language which is derogatory to others because of their religion
- threatening or intimidating conduct directed at another because of the other's religion
- jokes, rumors or name calling based upon an individual's religion
- slurs, negative stereotypes, and hostile acts which are based upon another's religion
- harassing conduct or hostile acts directed at one student, because of that student's association with another student and motivated by the religion of the second student
- harassing conduct or hostile acts directed at a student because of the perceived religion of the second student
- written, graphic or computer generated materials containing negative comments or stereotypes which is possessed, posted or circulated and which is aimed at degrading individuals or members of protected classes having to do with religion
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's religion
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's religion.

F. Harassment because of age

For purposes of this policy, harassment because of the age of a student or staff member consists of verbal or physical conduct relating to an individual's age when that age is forty (40) or more, and when the conduct:

1. has the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of age (forty (40) or more years of age) include, but are not limited to:

- graffiti containing offensive language which is derogatory to others because of their age
- threatening or intimidating conduct directed at another because of the other's age
- jokes, rumors or name calling based upon an individual's age
- slurs, negative stereotypes, and hostile acts which are based upon another's age
- harassing conduct or hostile acts directed at one student, because of the age (40 years of age or more) of the second student
- harassing conduct or hostile acts directed at a student because of the perceived age (40 years or more) of the second student
- written, graphic or computer generated materials containing negative comments or stereotypes which is possessed, posted or circulated and which is aimed at degrading individuals or members of a protected class having to do with age, of forty (40) or more years of age
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's age
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's age.

V. REPORTING PROCEDURES

2. Student is repeatedly off task.
 - Does not complete assignment.
3. Displays accountability by following policies and procedures as demonstrated by no discipline infractions.
 - Any disciplinary situation that is referred to the administration.
4. Improves teamwork by accepting respecting people and their ideas.
 - Student has difficulty working with others.
5. Demonstrates cooperation by listening to supervisor, responding with respect and suggesting solutions.
 - Student does not follow directions for various reasons.
6. Consistently follows safety practices (appearance, housekeeping, care of tools, equipment, safety rules).
 - Student does not practice safe procedures of good housekeeping without constant reminders.

If a student fails to demonstrate appropriate performance on a particular descriptor, 1 or 2 points may be deducted from the daily grade per incident. The reasons must be documented in ClassMate. A daily grade of less than 4 must be approved by an administrator. Students exhibiting chronic issues relating to work ethic may have more than 2 points deducted per incident with administrative approval.

THEORY (KNOWLEDGE)

The teacher will identify the learning steps necessary to master each competency where the steps follow the way the competency is performed on the job. The teacher will identify the theory necessary for each learning step and the methods utilized to evaluate theory comprehension, which could include:

- Instructor Questioning, Quiz, Test, Homework, Class Participation, Student Demonstration, Student Drawing or Visual, Research Paper
- The numerical grading system is defined as follows concerning student ability:
 - 90% - 100% - Outstanding Achievement
 - 80% - 89% - Above Average Achievement
 - 70% - 79% - Average Achievement
 - 60% - 69% - Below Average Achievement
 - 0% - 59% - Unsatisfactory Achievement
 - Incomplete – Student has not completed assignment as a result of serious illness or event. This requires administrative review.

PHYSICAL EDUCATION

Physical Education by contract is graded with 100% for Satisfactory (S) or 0% for Unsatisfactory (U). *Please note: Three (3) satisfactory grades are required to pass.*

PROGRESS REPORTS

Students will receive a "Progress Report" each mid-quarter and a "Report Card" at the end of each quarter. Both will utilize student performance data obtained from:

1. Competency Performance (Competencies)
 - Each component was evaluated against the standard.
2. Career Skills (Work Ethic)
 - A list of descriptors is utilized to measure student performance.
3. Theory (Knowledge)

- Written test and quiz scores, along with all other methods used to evaluate theory comprehension are averaged to arrive at a grade.

Progress Reports will be mailed to parents through the Guidance Office and report cards will be distributed to students. Therefore, it is the student's responsibility to share this information with their parents/guardians.

Please note: 50% is the minimum grade for the first 3 marking periods. There is no minimum for the fourth marking period. With administrative approval, a student may be assigned an earned grade less than 50%.

CUTTING CLASS

Cutting class—failing to be present without a valid reason—is not acceptable behavior. Some examples would be leaving class without permission, leaving school prior to dismissal, wandering in the halls, etc. The result of cutting a portion of the class is that the work given and graded during that period of time will receive a zero. There will also be a 4 point reduction in the work ethic grade for that incident. In addition, a referral will be sent to the administration.

HONOR ROLL & CERTIFICATE OF COMPLETION

Eligibility for the honor roll is achieved by:

- Maintaining an "A" in all LCCTC courses.
- Maintaining a passing grade in Physical Education.

LCCTC students must achieve secondary career objective, take PDE approved CTE end-of-program assessment (if applicable) and graduate to be considered a CTE program completer.

All grading and reporting systems are subjected to continual review and revision.

AWARDS

The LCCTC recognizes outstanding technical and/or leadership achievement through Youth Organization Awards, Academic/Technical Excellence Recognition, Student-of-the-Month Awards, Perfect Attendance Awards, and other awards of a similar nature.

SCHOLARSHIPS

Scholarships are sponsored by individuals, businesses, organizations, and service clubs to assist LCCTC students in their pursuit of post-secondary education. Awards and scholarships are presented at the year-end Certificate and Awards Ceremony. A complete listing can be found by going to the school website www.lcctc.k12.pa.us and clicking on the 'current students' tab, then 'scholarships'.

COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program (Co-Op) expands the school curriculum by providing students with additional skills through supervised work experiences at local businesses. Instructors and administrators recommend students for the program after successful completion of classroom training.

All half-time students on Co-Op must return to the LCCTC on a regular schedule during the school year to meet with the Program Instructor and the Guidance/Cooperative Education Counselor.

The Pennsylvania Department of Education has mandated that a certain number of meetings be held each year. These meetings are scheduled for 12:00 p.m. in the LCCTC Career Center. Failure to attend the scheduled meetings will result in termination from the Cooperative Education Program. The Guidance/Cooperative Education Counselor

or

3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include, but are not limited to:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity
- threatening or intimidating conduct directed at another because of the other's national origin or ethnicity
- jokes, name calling, or rumors based upon an individual's national origin or ethnicity
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity
- harassing conduct or hostile acts directed at one student, because of that student's association with another student and motivated by the national origin or ethnicity of the second student
- harassing conduct or hostile acts directed at a student because of the perceived national origin or ethnicity of the second student
- written, graphic or computer generated materials containing negative ethnic comments or stereotypes which is possessed, posted or circulated and which is aimed at degrading individuals or members of a protected class
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color
- ethnic slurs, degrading statements, gestures, and symbols and signs, which can be associated with hate groups. Such symbols and signs can include, but are not limited to: confederate flags, nazi flags, insignias and salutes, and symbols such as "88", "666" or "SS". Expressions can be verbal, written, gestures, electronic or graphic in nature. This includes such expressions being displayed on vehicles driven on to the school property
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

D. Harassment because of disability

For purposes of this policy, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

E. Harassment because of religion

For purposes of this policy, harassment because of the religion of an individual consists of verbal or physical conduct relating to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. conduct otherwise adversely affects an individual's employment or academic opportunities.

- physical conduct—e.g., assault, touching, impeding or blocking one's movement
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

B. Harassment because of race or color

For purposes of this policy, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include, but are not limited to:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- threatening or intimidating conduct directed at another because of the other's race or color
- notes or cartoons
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color
- harassing conduct or hostile acts directed at one student, because of that student's association with another student and motivated by the race or color of the second student
- harassing conduct or hostile acts directed at a student because of the perceived race or color of the student
- written, graphic or computer generated material containing racial comments or stereotypes which is possessed, posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color
- racial slurs, degrading statements, gestures, and symbols and signs, which can be associated with hate groups. Such symbols and signs can include, but are not limited to: confederate flags, nazi flags, insignias and salutes, and symbols such as "88", "666" or "SS". Expressions can be verbal, written, gestures, electronic or graphic in nature. This includes such expressions being displayed on vehicles driven on to the school property
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

C. Harassment based upon National Origin or Ethnicity

For purposes of this policy, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;

will provide a list of subsequent meeting dates at the first meeting.

PARTNERSHIP PROGRAMS WITH COLLEGES

Students who successfully complete an LCCTC program may receive advanced post secondary credits or advanced standing through Tech Prep articulations, saving both time and money. For more information about our post secondary partnerships, please contact the Guidance Office at 273-8551 ext. 2125.

GENERAL STUDENT INFORMATION

FREE AND REDUCED LUNCH PROGRAM

The LCCTC participates in the National School Lunch Program. Therefore, the school is obligated to meet certain nutritional criteria. Each lunch must consist of a meat/meat alternative, vegetables, and/or fruits, grains/breads, and milk. Students may refuse 1 or 2 menu items as they proceed through the line and still meet the requirements of the school lunch.

Lunch prices for the 2011-2012 school year will be \$2.10 for a paid lunch and \$0.40 for a reduced lunch. As a service to parents/guardians and to help students avoid lost or forgotten lunch money, lunches may be purchased in advance by either cash or check. The cost for a 10-meal lunch ticket is \$21.00 and the cost for a reduced 10-meal lunch ticket is \$4.00. To utilize the pre-payment option, students and/or parents must complete a pre-payment form indicating the student name, home school, grade, program of study, and amount enclosed, and forward the form and the money to the cafeteria cashier (during the school year) or the business office (prior to the start of the school year). Forms may be obtained from the cafeterium staff. Checks should be made payable to: Lebanon County CTC Cafeteria Fund and should also include the student's name and grade.

The LCCTC will not issue refunds for pre-purchased tickets that are lost, stolen, or unused.

If a student received free or reduced price meals last year while attending the LCCTC, his/her benefits will continue the first few weeks of school. However, if eligibility continues, a parent/guardian must complete a new application at the student's home school as soon as possible. If a student received free or reduced meals at his/her home school but did not attend the LCCTC last year, we are working with the home schools to verify eligibility. Until that time, please make sure that the student has funds available to purchase a meal.

STUDENT ASSISTANCE PROGRAM (SAP)

The Lebanon County Career and Technology Center (LCCTC) is one of many to have made a commitment to the PA Department of Education to sponsor a Student Assistance Program. This intervention program identifies students having difficulty in school because of drugs, alcohol, and/or mental health issues.

GUIDANCE

The LCCTC provides guidance services to assist students with decisions related to career planning, post-secondary opportunities – technical schools, two and four year colleges, military – and/or personal issues. The guidance department also maintains school records which are a valuable resource when pursuing post-secondary education and/or securing employment. In compliance with state legal requirements, institutions of higher education, technical schools, and military recruiters must be given equal access to senior students. Parents may request, in writing, to the Assistant Principal to have their child's name withheld from all recruiters.

SPECIAL POPULATIONS SUPPORT SERVICES

The Lebanon County Career and Technology Center (LCCTC) provides support services to special populations students including individuals with disabilities; individuals from economically disadvantaged backgrounds, including foster children; individuals preparing for nontraditional fields; single parents, including single pregnant women; displaced homemakers; and individuals with limited English proficiency.

The Special Populations Coordinator provides assistance with program placement, transition planning, and the identification of accommodation strategies to support student success in a chosen vocational program. Vocational facilitators also work collaboratively with program instructors to provide support services to special populations students. Vocational facilitators and instructional aides provide direct support services in class and through pull out sessions to meet the individual needs of students.

Information is collected from the vocational facilitators and program instructors on a quarterly basis. This information is shared with the home school representatives. Mid-marking period progress reports and grades are utilized on a quarterly basis as well. Individual meetings are held with students to identify additional areas of need and address concerns (attendance, lack of preparation, and/or behavior).

The LCCTC offers support to students with reading difficulties and visual impairments through our subscription to Recordings for the Blind & Dyslexic (RFB&D). Students may borrow laptop computers through the special populations office in D138 to access the software and services outside of school on the basis of identified need. Career awareness is developed through the use of our Bridges Choices Explorer subscription.

Economically disadvantaged individuals, nontraditional students, and single pregnant women are also provided with similar support in class or through pull out sessions depending on need. The LCCTC makes every effort to pair nontraditional and at-risk students with adult mentors from our staff or the community. Students with limited English proficiency are provided with support through a bilingual career awareness aide.

STUDENT ORGANIZATIONS

For maximum benefit of technical training, and refinement of leadership skills, student participation in youth organizations is highly recommended. The following is a list of student organizations offered to LCCTC students.

- FCCLA – Family, Careers and Community Leaders of America
- HOSA – Health Occupations Students of America
- LCBA Student Chapter – Lebanon County/PA Builders Association Youth Organization
- NTHS– National Technical Honor Society
- SkillsUSA – Vocational Industrial Clubs of America

FIELD TRIPS

Permission forms must be signed by a parent/guardian and returned to the instructor one week prior to a field trip in order to participate. All school rules and regulations (smoking, dress, etc.) will be enforced when on a field trip. Additional rules and regulations may be set by the instructor or people conducting tours.

SCHOOL SAFETY REGULATIONS

- No equipment is to be operated without prior instruction and the permission of the program instructor. Students must strictly follow all instructor directions.
- Students must report all accidents to the instructor, regardless of the nature or the severity of the accident.

- United States Department of Education, Office for Civil Rights and the National Association of Attorneys General, Protecting Students From Harassment and Hate Crimes, A Guide For Schools, January 1999;
- Office for Civil Rights Guidelines on Sexual Harassment, 62 Fed. Reg. #49;
- Policy Memo Office for Civil Rights USDE March 1997;
- EEOC Guidelines, 29 C.F.R. §1604 et. seq.; and
- Pennsylvania Code – Education, 22 Pa.Code §12.4 Discrimination.

IV. ANTI-HARASSMENT POLICY DEFINITIONS

A. Sexual Harassment

For purposes of this policy, sexual harassment of a student consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other written, verbal or physical conduct or communication of a sexual nature when:

1. a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the Center causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. the unwelcome sexual conduct by another student or a teacher, administrator or any school personnel is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.

Examples of conduct which may constitute sexual harassment include, but are not limited to:

- sexual advances
- making or threatening reprisals after a negative response to sexual advances
- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex
- coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another
- graffiti of a sexual nature
- sexual gestures
- sexual or dirty jokes
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumors about or rating other students as to sexual activity or performance
- written, graphic or computer generated material of a sexually harassing nature or containing negative sexual stereotypes which is possessed, posted or circulated and which is aimed at degrading individuals or members of a protected class
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact. This prohibition does not preclude legitimate, non sexual physical contact such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's demonstration of movements involved in a physical educational task, or one student's demonstration of a sports move requiring contact with another student, etc.
- offering educational or employment benefits in exchange for sexual favors
- visual conduct—e.g., leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters
- verbal conduct—e.g., making derogatory comments, epithets, slurs, jokes, unwanted verbal sexual propositions, verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations

this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including any extra curricular activities, under the auspices of the CTC.

For purpose of this policy, the term "school personnel" includes Joint Operating Committee board members, teachers, administrators, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the CTC. The CTC will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, religion, age, sex, national origin, ethnicity, or disability; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator, school employee or other school personnel, who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

This policy should not be read to abrogate other CTC policies prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within the CTC. It is the intent of the CTC that all such policies be read consistently to provide the highest level of protection from unlawful discrimination in the delivery of educational services and opportunities.

II. BACKGROUND TO POLICY

Incidents of harassment against students seem to be increasing. Student performance in school has been adversely affected by harassment. Students and school personnel must be protected from any form of harassment. Educational institutions play a significant role in the process of eliminating all types of harassment. The courts have held public schools legally responsible for protecting students from sexual harassment and other kinds of harassment by teachers, staff members and by fellow students. Schools also have a moral responsibility to prevent staff on student or student to student harassment of any kind.

The Lebanon County Career & Technology Center has experienced instances of harassment upon its students and has sought the assistance of the United States Department of Justice and its Community Relations Service to help resolve and prevent racial and ethnic conflict, violence and civil disorder. Furthermore, the Career & Technology Center has sought the assistance of the Pennsylvania Human Relations Commission and the Pennsylvania State Police because of these incidents. The process of developing this anti-harassment policy included participation by CTC Joint Operating Committee, parents, Career & Technology Center staff, administrators from some of the six home school districts, concerned community members, representation from the Pennsylvania Legislative Black Caucus and community organizations interested in promoting civil rights, including the Pennsylvania NAACP. The effect of the harassment incidents at the Career & Technology Center has been to disrupt the educational environment of the Lebanon Career & Technology Center and there is a substantial likelihood that the disruption of the educational environment will continue to occur in the absence of a definitive, vigorously enforced anti-harassment policy.

III. AUTHORITY

Statutory reference

- Section 703 of Title VII of Civil Rights Act of 1964;
- Section 5(a) Pennsylvania Human Relations Act;
- Title IX of the 1972 Education Amendments; and
- Pennsylvania Crimes Code, 18 Pa.C.S.A. §2709

Regulatory guidelines

- Students must wear appropriate clothing, footwear, or other gear associated with the program being taught. Sneakers and open toed shoes are not permitted in any lab where injury could result from machinery, materials, or processes.
- Loose clothing, neckties, or jewelry should be removed or fastened before working in the labs.
- The wearing of rings, wristwatches, bracelets, and other jewelry is prohibited when deemed hazardous by the instructor.
- Running and horseplay in the labs and corridors or at official functions is strictly forbidden.
- Tools should only be used for the purpose for which they were intended.
- Lab tools should never be carried in pockets.
- The removal, disconnection, or non-use of safety devices and guards is strictly forbidden.
- The disposal of chemicals, solvents, lubricants, cleaning agents, fuels, or any substance considered to be hazardous or detrimental to the environment, must be handled according to state and federal regulations.
- Students suspected of being under the influence of alcohol or controlled substances will be sent to the Assistant Principal for screening prior to the use of any equipment and/or machinery.

HEALTH PROCEDURES

The Health Room Assistant will render emergency first aid to all students in the event of an accident, illness, or injury. The Health Room Assistant will make arrangements with the parent/guardian for transportation of the student home or to the hospital, if necessary. Students may not leave the school for illness unless first reporting to the Health Room Assistant.

All injuries on school property must be reported to the program instructor and Health Room Assistant immediately. In the case of a serious accident or injury, the injured student should not be moved unless there is an immediate danger to the student's life from the surrounding environment. The Health Room Assistant must be notified immediately (ext. 2216 or 2111) of the location of the emergency and the nature of the injury/accident.

Emergency medical information is completed by every student at the time of their admission to the LCCTC and updated annually.

Medication will be given to the student only when there is

- A written order from a physician indicating the method of administration; and
- A written statement signed by the parent/guardian granting permission for the Health Room Assistant to administer the medication.

Prescribed inhalers may be carried in accordance with school policy. All other medication is kept and administered in the school Health Room.

BULLETINS

Student related school calendars, bell schedules, and program information will be posted in each class.

TEXTBOOKS & SUPPLIES

Please refer to the program instructor for specific program expenses.

STUDENT INSURANCE

The LCCTC does not carry insurance to cover medical expenses for injuries to students while attending school. Parents or guardians are strongly urged to have appropriate insurance for costs of injuries during school. School insurance is available through the sending schools. Private insurance is available through an insurance agent.

CHANGE OF ADDRESS/PHONE NUMBER

Students are responsible for immediately reporting any change in address, telephone number, or change in emergency information to the guidance office.

TELEPHONES

Student calls will be limited to emergencies and school/work situations. Students may make local calls using a school phone with the supervision of the instructor.

LOST & FOUND

The LCCTC will not assume responsibility for personal items which are lost, stolen, or damaged on school property. Lost, stolen, or damaged items should be reported to the main office. Found items should be given to the main office. As a general rule, valuables should not be brought to school.

HAZARDOUS OPERATIONS

There are occasions when the instructor must leave the instructional area to supervise students working on projects throughout the school. The instructor will arrange for supervision through a neighboring instructor, instructional aide, or through the office if the absence will be extensive. The students must know the location of their instructor and who is responsible for supervision in his/her absence. The hazardous operations listed below cannot be performed during the absence of the instructor:

- Use of stationary power equipment or portable power equipment
- Working under lifts or equipment on jack stands
- Use of motor driven vehicles
- Live/hot electrical projects
- Welding operations
- Other hazardous operations as deemed so by the instructor of the program

PROTECTIVE DEVICES

Every instructor, student, visitor, spectator, or any other person, regardless of the purpose for being in a lab, shall at all times wear appropriate industrial quality eye protection, ear protection, respirators, and other protective devices as the program may require. Each instructor will determine which protective devices are required. Protective devices may be required when using hot liquids, solids, or gases; caustic or explosive materials; gas or electric welding; during the repair or service of vehicles; or when milling, sawing, turning, shaping, cutting, grinding, or stamping of solid materials. *Please note: this list is not meant to be exhaustive.*

STUDENT HANDBOOK

All students are required to have a handbook. This book contains necessary information that the student will need to refer to from time to time. If a student loses or misplaces their handbook, a replacement can be purchased for \$3.00 in the Administrative Office.

3. **Promotional Analysis** – Compare the promotion and discharge records of females, minorities and handicapped/disabled employees in each employment category with that of the dominant group; recommend programs to afford greater upward mobility to those employees where so indicated.

The Compliance Officer shall report to the Joint Operating Committee on progress made in the nondiscrimination program for employment/contract practices, as requested.

Complaint Procedure

Step One

1. The complaint shall be presented in writing, within ten (10) calendar days of the occurrence, to the assistant principal.
2. The assistant principal shall discuss, review, attempt to resolve the complaint, and issue a decision within ten (10) calendar days after receipt of the complaint.

Step Two

1. If not satisfied with the decision, the complainant shall appeal the decision in writing to the Compliance Officer within ten (10) calendar days after receipt of the decision.
2. The Compliance Officer shall conduct a review and issue a decision within ten (10) calendar days after receipt of the appeal.

Step Three

1. If not satisfied with the decision of the Compliance Officer, the complainant may appeal the decision to the Joint Operating Committee at its next regular Board meeting by notifying the Joint Operating Committee Secretary in writing within ten (10) calendar days after receipt of the Compliance Officer's decision.
2. The Joint Operating Committee shall conduct a review and issue a decision within thirty (30) days following the Board meeting at which the complaint was presented.

POLICY 104—PROHIBITING HARASSMENT AND VIOLENCE

I. GENERAL STATEMENT OF POLICY

It is the policy of the Lebanon County Career & Technology Center (hereinafter “CTC” or “Center”) to maintain a learning environment that is free from harassment because of an individual's race, color, religion, sex, age, national origin, ethnicity or disability. The Center prohibits any and all forms of harassment because of race, color, religion, sex, age, national origin, ethnicity and disability.

It shall be a violation of the CTC policy for any student, teacher, administrator, or other school personnel of this CTC to harass a student through conduct of a sexual nature, or regarding race, color, religion, age, national origin, ethnicity or disability as defined by this policy.

It shall also be a violation of CTC policy for any teacher, administrator or other school personnel of the CTC to tolerate sexual harassment or harassment because of a student's race, color, religion, age, national origin, ethnicity, or disability, as defined by

A complainant has the right to be accompanied by a third party during all steps of this procedure.

Step One

1. The compliant shall be presented in writing, within ten (10) calendar days of the occurrence, to the assistant principal.
2. The assistant principal shall discuss, review, attempt to resolve the complaint, and issue a decision within ten (10) calendar days after receipt of the compliant.

Step Two

1. If not satisfied with the assistant principal's decision, the complainant shall appeal the decision in writing to the Compliance Officer within ten (10) calendar days after receipt of the decision.
2. The Compliance Officer shall conduct a review and issue a decision within ten (10) calendar days after receipt of the appeal.

Step Three

1. If not satisfied with the decision of the Compliance Officer, the complainant may appeal the decision to the Joint Operating Committee at its next regular Board meeting by notifying the Joint Operating Committee Secretary in writing within ten (10) calendar days after receipt of the Compliance Officer's decision.
2. The Board shall conduct a review and issue a decision within thirty (30) days following the Joint Operating Committee meeting at which the complaint was presented.

POLICY 103B—NON-DISCRIMINATION IN EMPLOYMENT/CONTRACT PRACTICES

The Joint Operating Committee declares it to be the Policy of the Lebanon County Career and Technology Center to guarantee to all persons equal access to all categories of employment in this school, regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

In order to achieve the aforesaid goal, the Joint Operating Committee directs the Director to assume the responsibility of coordinating all implementing activities as Compliance Officer.

The Compliance Officer shall publish and disseminate this policy annually to students, parents and employees. The publication shall include the name, office, address and telephone number of the Compliance Officer as provided in the Student Handbook and Staff Handbook.

It shall be the duty of the Compliance Officer to monitor:

1. **Job Analysis** – Study periodically all existing job descriptions, required qualifications, characteristics of employees filling positions, and salary guides for any discrimination, inadvertent or otherwise, that might exist.
2. **Employment Analysis** – Develop methods to access sources of personnel and recommend methods that will encourage minority, female and handicapped/disabled applications; review copy used in recruiting ads and application forms.

SECURITY & SAFETY

Student Badges

Students are required to have school identification badges on their person at all times when in the school building or grounds. This badge must be produced if asked by school personnel. If a student forgets their badge they must inform the instructor, who will provide the student with a temporary badge. If a student loses a badge, they must replace them at a cost of \$3.00. A student should not leave the class without their badge or a temporary badge. Failure to have a badge will be cause for disciplinary action.

Hall Movement

Students will from time to time need to use the restroom, water fountain, and break room, or to visit guidance, health room assistant, or other places as directed. To maintain security and help ensure movement is necessary, students will be given a hall pass. This must be carried with the student whenever that student leaves the class area. Students will be expected to produce the pass and their ID badge upon request of any school personnel. Failure to have a pass signed will be cause for disciplinary action.

In an effort to ensure student safety and the general security of the building, the LCCTC has instituted a partial lock down of the main entrances. The key components of this effort are as follows:

- All wing doors will remain closed and locked at all times.
- All exterior access doors from the classrooms will remain closed and locked at all times.
- The South (Main) entrance will be open during student arrival. At all other times, the door will be locked, but access can be granted through a buzzer and intercom system.
- The North entrance will be open during student arrival in the morning, and locked at all other times.
- At the beginning and end of the day, students may enter and exit through the North and South exits only. No other doors are to be used to enter or exit the building.
- Signs will be posted at all doors, directing visitors to the main entrance.
- Visitors will be required to sign in and out at the Main Office, and will be given a visitor's badge which must be worn at all times while visiting.
- The use of any other exit or opening the door for someone else is a breach of security and could endanger other students. This is strictly forbidden.
- When leaving the school for an early dismissal, students will be given an early dismissal note from the guidance office. This note must be brought to the Main Office where the student is required to sign out.

The use of any doors other than the north or south regular entry points will result in a one day suspension unless prior permission has been given by a teacher or administrator.

WITHDRAWALS & TRANSFERS

Student withdrawals must be coordinated between the sending school and the LCCTC. This includes the following procedures:

1. Notifying the Guidance Office at the LCCTC.
2. Completing a withdrawal form at the sending school. All withdrawals and transfers must be approved by the sending district.
3. Returning books and equipment and cleaning the locker.
4. Meeting all obligations and debts incurred.

CODE OF CONDUCT

PHILOSOPHY

We believe organization and discipline are essential to an effective school environment. It is the responsibility of all associated with the school—students, parents, instructors, and administration—to promote good discipline and preserve the quality of our educational environment.

RESPONSIBILITIES

Student

Student responsibilities include regular school attendance, conscientious effort in shop, laboratory, and classroom work, and conformance to school rules and regulations. Most of all, students share with the 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/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

It is also the responsibility of the students to conform to the following:

- Be aware of rules and regulations for student behavior and conduct themselves in accordance with them. Students should 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 school property.
- Dress and groom to meet fair standards of safety and health, in conformance with program and school uniform requirements and not cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for all students.
- Comply with Commonwealth and local laws.
- Exercise proper care when using facilities and equipment.
- Attend school daily and be on time for all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the course of study prescribed by the Commonwealth and local school authorities.
- Report accurately and abstain from indecent or obscene language in student publications.
-

Parent

- Demonstrate a supportive attitude toward education.
- Teach self-respect for others and property.
- Support and encourage good attendance habits.
- Communicate regularly with teachers and administrators.
- Provide an environment conducive to study and the completion of assignments.
- Support student conformance to all laws, regulations, policies, and rules.

POLICIES

The Compliance Officer and Human Rights Officer is: Mr. Scott Cole, Assistant Principal, 833 Metro Drive, Lebanon PA 17402. Phone: (717) 273-8551 ext. 2139; Email: scole@lcctc.k12.pa.us

POLICY 200A—NON-DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICE

The Joint Operating Committee declares it to be the policy of the Lebanon County Career and Technology Center to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the school regardless of race, color, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

The CTC shall provide to all students, without discrimination, course offerings, counseling, assistance, employment and extracurricular activities.

In order to achieve the aforesaid goal, the Joint Operating Committee directs the Assistant Director to assume the responsibility of coordinating all implementing activities as Compliance Officer.

The Compliance Officer shall publish and disseminate this policy annually to students, parents and employees. The publication shall include the name, office, address and telephone number of the Compliance Officer as provided in the Student Handbook and Staff Handbook.

It shall be the duty of the Compliance Officer to monitor:

1. **Curricula Content** – Review current and proposed Competency Guides and textbooks to detect any bias based upon race, gender, sexual orientation, religion, national origin, ancestry, culture or handicap/disability; ascertain that supplemental materials fairly depict the contribution to society of both sexes and the various races and ethnic groups.
2. **Training** – Develop an ongoing program of in-service training for students and staff designed to identify and alleviate problems of racial, sexual, religious, national origin, cultural or handicap/disability bias in all aspects of the school program.
3. **Student Access** – Review current and proposed programs, activities and practices to ensure that all students have equal access and are not segregated on the basis of race, color, creed, gender, sexual orientation, national origin, or handicap/disability in any duty, work, recreation, classroom or school practice, except as may be permitted under federal and state regulations.
4. **School Support** – Ensure that like aspects of the school program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to facilities and equipment, and related matters.
5. **Student Evaluation** – Ensure that tests, procedures, and guidance and counseling materials designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged are not differentiated or stereotyped on the basis of race, color, creed, gender, sexual orientation, national origin, or handicap/disability.

The Compliance Officer shall report to the Joint Operating Committee on progress in the nondiscrimination program for school and classroom practices, as requested.

Compliant Procedure

MAIN CORRIDOR EVACUATION PLAN

Business Office	Conference Room	IT Office	Welding Technology
Plan 1– Normal Plan			
<ul style="list-style-type: none"> • Evacuate through the north lobby. • Proceed west beyond the brick shed. 			
Plan 2– Alternate Plan			
<ul style="list-style-type: none"> • Evacuate through east-end of corridor C. • Proceed beyond the parking lot to the grass (student parking lot.) 			

Support Services
Plan 1– Normal Plan
<ul style="list-style-type: none"> • Evacuate through the east end of corridor C. • Proceed beyond the parking lot to the grass (student parking lot)
Plan 2– Alternate Plan
<ul style="list-style-type: none"> • Evacuate through the north lobby. • Proceed west beyond the brick shed.

Instructor

- Promote a climate of mutual respect, which strengthens a student's self-image.
- Develop close cooperative relationships with the parents.
- Distinguish between minor misconduct, which is best handled by the instructor, and major problems, which require the assistance of school administration.
- Be sensitive to changing behavior patterns and the personality traits of all students.
- Enforce the discipline code in all areas of the school.
- Report to the administration, any student, who disrupts the educational environment or causes a situation, which violates the health, safety, and/or welfare of an individual or the school community.

Administration

- Work to develop an attitude of mutual respect for the school.
- Develop a code of conduct, which prevents, rather than treats student misconduct.
- Assist staff members to resolve problems as they occur.
- Work closely with parents.
- Ensure fairness, reasonableness, and consistency.
- Comply with state and federal regulations.

STUDENT RIGHTS

FREEDOM OF EXPRESSION

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

Students may use any means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities. Students have the responsibility to obey laws governing libel and obscenity, and to be aware of the full meaning of their expressions. Students have the responsibility to be aware of the feelings and opinions of others and to give a fair opportunity to express their views.

FLAG SALUTE/PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show proper respect for his country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

BUTTONS & BADGES

The wearing of buttons, badges, or armbands bearing slogans and sayings shall be permitted as another form of expression, unless the message thereof falls with the restrictions stated in previous portions of STUDENT RIGHTS. No instructor or administrator shall attempt to interfere with this practice on the grounds that the message may be unpopular with the students or faculty. Student Identification Badges may not be altered.

DISTRIBUTION OF INTERACTIVE LEAFLETS & BROCHURES

School authorities may prohibit the distribution or dissemination of student-originated material on school grounds only when such material would materially and substantially interrupt the educational process or intrude upon the rights of others and school activities.

HAIR & DRESS

School policy requires all students to be dressed in a professional manner following the requirements/guidelines of business and industry. The instructor will discuss what clothing is permissible. Students may be required to wear certain types of clothing while participating in laboratory classes, shops, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student.

Restrictions may be placed on jewelry for health and safety purposes. Where length of hair is an issue as in a shop or laboratory class, some type of head covering will be required.

BULLETIN BOARDS

School authorities may restrict the use of certain bulletin boards to school announcements. Bulletin board space will be provided for the use of students and student organizations. The following general limitations on posting may be applied:

- School officials shall prohibit material, which is obscene according to current legal definitions, which is libelous, or which inflames or incites students so as to create a clear and present danger of the commission of unlawful acts or physical disruption of the orderly operation of the school.
- Identification on any posted notice is required of students or student groups, including the name of at least one person of the group posting such notice.
- The school officials may require that notices or other communications be officially dated before posting and that such material be removed after a prescribed reasonable time to assure full access to the bulletin boards.

CONFIDENTIAL COMMUNICATIONS

Information received from a student in confidence by a guidance counselor, a school nurse, or a psychologist will be handled following this criteria:

- In public schools while in the course of that person's professional duties is privileged information to the extent that it cannot be divulged in any legal proceeding, civil or criminal, without the consent of the student, or if still a minor, the student's parents.
- Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare, or safety of the student or other person is clearly in jeopardy.

An exception to the above is information revealed by the student concerning child abuse, neglect, or injury, which the recipient is under legal duty to report to the authorities.

SCHOOL NEWSPAPER & PUBLICATIONS

Students have the responsibility to refrain from libel and obscenity, and to observe the rules for responsible journalism. Within these bounds, students have a right and are as free as editors of other newspapers to report the news and to editorialize.

SCHOOL RULES

Students must attend school each day and arrive on time for class. Any student returning from an absence must bring a note signed by a parent, guardian, or physician to the

E-WING EVACUATION PLAN (CON'T)

Cosmetology
Plan 1– Normal Plan
<ul style="list-style-type: none"> • Evacuate through the west end of corridor E (away from the main corridor). • Proceed beyond the brick shed.
Plan 2– Alternate Plan
<ul style="list-style-type: none"> • Evacuate through the east end of corridor E (to the bottom of the hill). • Proceed west beyond the brick shed.

Child Care Services
Plan 1– Normal Plan
<ul style="list-style-type: none"> • Evacuate through the east end of corridor E (to the bottom of the hill). • Proceed beyond the parking lot to the grass.
Plan 2– Alternate Plan
<ul style="list-style-type: none"> • Evacuate through the west end of corridor E (away from the main corridor). • Proceed beyond the brick shed.

Health Careers Technology
Plan 1– Normal Plan
<ul style="list-style-type: none"> • Evacuate through the west end of corridor B (away from the main corridor). • Proceed beyond the brick shed.
Plan 2– Alternate Plan
<ul style="list-style-type: none"> • Evacuate through the shop doors. • Proceed to the lawn on the west side of the building.

D-WING EVACUATION PLAN (CON'T)

Automotive Technology	Basic Occupational Skills	OTP-Landscaping/ Landscape Technology
OTP– Hospitality	OTP– Metals	Warehouse
Plan 1– Normal Plan		
<ul style="list-style-type: none"> • Evacuate through the east end of corridor D (away from the main corridor). • Proceed to the lawn on the east side of the building (student parking lot). 		
Plan 2– Alternate Plan		
<ul style="list-style-type: none"> • Evacuate through the flex ex/outside shop doors. • Proceed beyond the parking lot to the grass (student parking lot). 		

E-WING EVACUATION PLAN

Carpentry/ Residential Construction	Criminal Justice	Law Enforcement & Security	Masonry
Plan 1– Normal Plan			
<ul style="list-style-type: none"> • Evacuate through the west end of the corridor E (away from the main corridor). • Proceed beyond the brick shed. 			
Plan 2– Alternate Plan			
<ul style="list-style-type: none"> • Evacuate through the shop doors or north lobby of corridor E. • Proceed to the lawn on the west side of the building. 			
Auto Body Technology			
Plan 1– Normal Plan			
<ul style="list-style-type: none"> • Evacuate through the east end of corridor E (to the bottom of the hill). • Proceed beyond the parking lot to the grass. 			
Plan 2– Alternate Plan			
<ul style="list-style-type: none"> • Evacuate through the flex ed/outside shop doors • Proceed to the lawn on the east side of the building 			

guidance office and complete missed work. Tardiness to class, without proper authorization is not acceptable. Students requiring an early dismissal from school for medical appointments must bring a note from a parent or guardian to the attendance secretary.

Students are asked to behave as young adults. There is no running, shouting, or other disruptive activity allowed in the halls, shops, or cafeterium. Physical contact or the public display of affection is prohibited.

Students should treat faculty, staff, other students, and visitors with respect at all times. The use of profane or abusive language is prohibited and will not be tolerated.

Students are responsible for the clean up of their areas. This includes both work areas in the shop and their tables in the cafeterium. Students should remember that the equipment in the shops represent a substantial investment by this community and also a potential hazard. Therefore, students must always treat equipment with care and respect. All safety rules and procedures must be followed.

DRESS CODE

This dress code applies to all LCCTC students when they are on campus, in common areas, in the instructional area, or on school sponsored trips off the school property relating to their education. All students are required to wear designated uniforms in every program. While in transition, other clothes may be worn if they conform to the following: Skirts and shorts must be at least fingertip length. Shirts must be either tucked in or extend to the top of the pocket of the pants. Pants must be on the waist at all times. Low hanging trousers are considered a safety hazard and therefore must be worn waist high. For health and safety reasons, students are required to wear clean, un-tattered clothing at all times.

Classrooms can be hazardous areas; therefore students must dress in a businesslike or professional manner. Plunging necklines that expose any part of a student's chest are not permitted. Midriff shirts, see-through clothing, ripped, cut, or torn clothing, spaghetti straps, tank tops, and any other types of clothing that reveal under garments are inappropriate for school. No head coverings are permitted in the building except for religious coverings. However, when in the program area appropriate headgear is expected to be worn due to safety, as well as state and federal regulations.

Appropriate footwear must be worn at all times. No slippers or opened toe shoes are permitted as this creates a safety hazard. If the shoes have laces they should be tied or worn so that they will not cause a trip hazard.

Articles of clothing with pictures or words containing drug, drug references, profanity or vulgarity, obscenity, sexual innuendos, or other inappropriate references as determined by the administration, will not be worn.

Safety rules for particular programs may also make further restrictions pertaining to jewelry, hair styles and lengths, and other fashion accessories due to health or safety issues or state or federal regulations.

Students that need to change into their uniform once they arrive must do so in the restrooms or other designated areas. Changing clothes is only permitted in the locker rooms and bathrooms. Changing in the hallway or other public areas is not permitted. Failure to follow the dress code will result in disciplinary action.

STUDENT CELL PHONE/ ELECTRONIC DEVICES

It is understood that many parents give their son/daughter a cell phone so that they have the ability to reach them in an emergency. Acknowledging this, we must still impose certain limitations on their use so as not to cause a disruption to the educational environment or compromise the security of the school. During the school day, from the time a student enters the school building until the time a student leaves the school building, students are required to turn off their cell phones. CELL PHONES ARE NOT TO BE IN SIGHT. All communication from a parent/guardian to their son/daughter must be done through the school phone at (717) 273-8551.

There may be times where the instructor deems a situation to be an emergency and the school phone is not a practical choice. In this case, only when directed by the instructor, a student will be permitted to use their cell phone to make a phone call.

Students do not need to bring other electronic devices to the school; if a student is caught using these devices, it will be treated as a cell phone violation, and the same consequences will follow:

- The first violation of these rules will result in phone confiscation for the remainder of the day, with the second violation will result in having a parent or guardian come to pick up the phone. Any violations after these initial two will be treated as defiance, a Level 3 offense.

TOBACCO, DRUGS, ALCOHOL, & CONTROLLED SUBSTANCES

The use, possession, sale, or transfer of tobacco in any form, drugs, "look-alikes", alcohol, any controlled substances, or any substances specifically designed to alter perception or mood is strictly forbidden at the school or a school-related function.

Tobacco

The Joint Operating Committee (JOC) recognizes that smoking presents a health hazard which can have serious consequences for both the smoker and the non-smoker and is a concern to the JOC. Therefore, the LCCTC has enacted a resolution which prohibits use by pupils in the schools, in any bus or conveyance being operated by the school, its employees and/or at any school-sponsored events and activities, such as sporting events or field trips. "Tobacco Use" includes smoking and the use of smokeless tobacco in any form.

Direct observance of smoking or use is not required; any reasonable evidence of smoking, use, or possession shall justify punishment. Consequences for smoking are as follows:

First Offense

- Three (3) days suspension out of school
- Referral to the District Justice for a citation
- Administrative contact with parents to assure that all parties understand the next step

Second Offense

- Five (5) days suspension out of school
- Referral to the District Justice for a citation
- Administrative contact with parents to assure that all parties understand the next step

C-WING EVACUATION PLAN

Commercial Art & Design	Health Room Assistant	LPN (C136 & C140)	Math
Plan 1– Normal Plan			
<ul style="list-style-type: none"> • Evacuate through the east of corridor C (away from the main corridor). • Proceed beyond the parking lot to the grass (student parking lot). 			
Plan 2– Alternate Plan			
<ul style="list-style-type: none"> • Evacuate through the west of corridor C (away from the main corridor). • Proceed beyond the parking lot to the grass (student parking lot.) 			

LPN	Dental Assistant	Visual Broadcast Technology
Plan 1– Normal Plan		
<ul style="list-style-type: none"> • Evacuate through the west end of corridor C (away from the main corridor). • Proceed beyond the brick shed. 		
Plan 2– Alternate Plan		
<ul style="list-style-type: none"> • Evacuate through the east end of corridor C (towards the main corridor). • Proceed beyond the parking lot to the grass, 		

D-WING EVACUATION PLAN

Diesel Truck Technology
Plan 1– Normal Plan
<ul style="list-style-type: none"> • Evacuate through the doors closes to the bay windows • Proceed beyond the parking lot to the grass.
Plan 2– Alternate Plan
<ul style="list-style-type: none"> • Evacuate through the flex ed/outside shop doors • Proceed to the lawn on the east side of the building

B-WING EVACUATION PLAN (CON'T)

Medical Assistant	Electrical Technology	English
Industrial Machine Technology	Plumbing, Heating, Air Conditioning	
Plan 1– Normal Plan		
<ul style="list-style-type: none"> • Evacuate through the east end of the corridor B (away from the main corridor) • Proceed to the lawn on the east side of the building (student parking lot). 		
Plan 2– Alternate Plan		
<ul style="list-style-type: none"> • Evacuate through the shop doors • Proceed to the lawn on the east side of the building (student parking lot). 		

Guidance Suite
Plan 1– Normal Plan
<ul style="list-style-type: none"> • Evacuate through the west end of the corridor B (towards the main corridor). • Proceed beyond the brick shed.
Plan 2– Alternate Plan
<ul style="list-style-type: none"> • Evacuate through the east end of corridor B (away from main corridor). • Proceed beyond the parking lot to the grass (student parking lot).

Third & Subsequent Offenses

- Ten (10) days suspension out of school
- Referral to the District Justice for a citation

DRUG, ALCOHOL, & “LOOK-ALIKES”

The LCCTC Administration recognizes the illegality of alcohol and drug use and/or possession by students. Therefore, in order to protect the school community from undue harm or exposure to drugs and alcohol, all controlled and other similar substances (see the defined list below) are prohibited on school property or at any school sponsored event at all times.

Definitions

For the purposes of this policy, the following definitions shall apply:

- **Controlled Substance** – Any substance listed as illegal or controlled under current applicable federal laws.
- **Non-Prescription Drugs** – Substances commercially packaged and sold over the counter in retail stores or distributed by mail, which either contain drugs or any type or purport to produce drug-like effects.
- **Paraphernalia** – Tools or equipment (including communications devices) whose function is to aid a user in preparing for consuming, selling, or distributing any type of unauthorized substance.
- **Possession** – Keeping or carrying in hands, pockets, wallets, purses, or anywhere about the body, in locker or automobile, in books or papers, or any other medium or container which a student may carry or transport.
- **Distribution** – Giving, selling, or passing to another person on school property, on school buses, or on the way to or from school.
- **Possession with the Intent to Distribute** – Possession of any quantity of unauthorized substance which could not reasonably or safely be consumed within the school day. Example: Possession of more than 4 tablets of a non-prescription drug, for which the recommended dosage is “two tablets every 4 hours.”
- **Misrepresentation** – Any attempt to distribute a substance which has been inaccurately described or implied to the receiver as a controlled substance, or has been implied to have a value other than its actual value.
- **Unauthorized Substance** – This includes, but is not limited to, products containing alcohol, tobacco, anabolic steroids not to include HGH (Human Growth Hormone), controlled substances, paraphernalia, prescription, and non-prescription drugs, and materials known to cause drug-like effects.
- **Use of Unauthorized Substance** – Either the actual use during school, or being under the influence during school hours or at school sponsored activities after school hours, or use prior to arrival at school, which evidences itself by strong odor or any unusual behavior.

School Property and Authority

For purposes of this policy, school property shall be interpreted as applying to both real property and those items of transportation that would be utilized in traveling to and from school. Authority is that which is granted to school officials in Section 1317 of the School Code of Pennsylvania.

Medication Usage

The possession, use, distribution, or attempted distribution of all unauthorized substances is strictly prohibited, except as indicated herein. The student must bring a note from parents indicating their approval for the Health Room Assistant, or any other person designated by the Administration, upon entry to school property. The student must immediately bring medication to the Health Room Assistant’s Office upon entering

the building and the medication must be clearly identified. Unidentifiable liquids, pills, or capsules will be analyzed and treated as unauthorized substances.

All medication must be taken in the presence of the Health Room Assistant, or any other person designated by the Administration. Students wishing to self-administer prescribed asthma medication inhalers must follow Policy #209. This information may be obtained from the Health Room Assistant.

No form of stimulant or depressant will be permitted without specific written authorization from a physician.

In those cases where the student is participating in an after school activity, the term "Health Room Assistant" will be interpreted to mean the faculty advisor.

Waiver Clause

The JOC authorizes the administration to exercise the privilege to waive the penalties of this policy and give a one-time warning to the student in such cases where a prescription drug is brought to school and then taken without supervision by the Health Room Assistant or his/her designee.

Search/Seizure

School employees are hereby authorized:

- (1) To Conduct routine searches of student lockers and desks.
- (2) To conduct thorough searches of students (as defined in (2) (a) below) in the presence of a witness, in any case of reasonably suspected of unauthorized substances.
 - (a) To instruct students at any time or place to empty the contents of their pockets and/or reveal other areas within clothing, wallets, purses, etc where the student may be suspected of keeping unauthorized substances.
 - (b) Such search may include student vehicle.
 - (c) If a student fails to do so, the police shall be called to conduct the search.
- (3) To confiscate any unauthorized substances or material..

Offenses/Penalties

Possession, use, distribution, possession with intent to distribute, or under the influence of drugs, related paraphernalia, alcohol, mood altering substances or "look-alikes" while in school or during a school related function shall be governed by the following procedures:

- 1. The Assistant Principal will be notified immediately should a student be suspected of drug or alcohol related offenses. The Assistant Principal will verify the accusation and collects documentation. The Assistant Principal will request assistance from other administrators and staff as necessary.
- 2. The student, his/her locker, vehicle, and other belongings will be searched in accordance with search procedures described in SEARCHES.
- 3. If suspicion is confirmed, the following actions will take place:
 - Parents will be notified and asked to immediately come to the school.
 - The police will be notified.
 - The sending school's principal will be notified.
 - A ten (10) day out-of-school suspension will be issued and a hearing scheduled.
 - The student will be referred to SAP for drug and alcohol related offenses and can be readmitted only after proof of treatment.

If the student fails to cooperate with the administration's investigation of the

FIRE & EMERGENCY EVACUATION

Evacuation drills will be conducted monthly by the Maintenance Technician and the Health Room Assistant under the supervision of the Assistant Principal. The drill requires the complete evacuation of all staff and students in an orderly manner by specified exits from the building to a place of safety

Visitors are expected to participate in these drills as well. Their attendance will be the responsibility of the person they are visiting. If they are in transit between the shop and office, the teacher should count them as missing until verified otherwise.

The evacuation routes shall be studied and understood by students and instructors. There are two routes for exiting the building. Plan I should be used unless that path is blocked. In this event Plan II should be utilized. Please review the following pages for instruction on evacuation procedures.

A-WING EVACUATION PLAN

Administration Offices	Cafetorium	Culinary & Pastry Arts	Hilltop Café
Plan 1– Normal Plan			
<ul style="list-style-type: none"> • Evacuate through the main lobby and front doors. • Proceed to the lawn area at the east side of the building. 			
Plan 2– Alternate Plan			
<ul style="list-style-type: none"> • Evacuate through the east end of the corridor in the Cafetorium. • Proceed beyond the parking lot to the grass (student parking lot). 			

B-WING EVACUATION PLAN

Computer Repair Technology	Network Technology
Plan 1– Normal Plan	
<ul style="list-style-type: none"> • Evacuate through the west end of corridor B (towards the main corridor) • Proceed beyond the brick shed. 	
Plan 2– Alternate Plan	
<ul style="list-style-type: none"> • Evacuate through the shop outside doors. • Proceed to the lawn on the east side of the building (student parking lot). 	

TORNADO WARNING DRILL

The school must do whatever it can do to protect all personnel as quickly and efficiently as possible. The warning that a tornado is imminent will be announced over the public address system. All students and instructors are to proceed to assigned areas. Care should be taken to remain as far from windows and glass doors as possible while facing a solid wall.

Assigned areas for a Tornado/Thunderstorm Drill:

Auto Body Technology	Shop Locker Room
Automotive Technology.....	Shop Locker Room
Carpentry/Residential Construction	Shop Locker Room
Cosmetology.....	Shop Locker Room
Criminal Justice	Shop Locker Room
Culinary Arts	Shop Locker Room
Diesel Truck Technology.....	Shop Locker Room
Health Careers Technology.....	Shop Locker Room
Law Enforcement & Security.....	Shop Locker Room
Masonry.....	Shop Locker Room
OTP-Metals.....	Shop Locker Room
Pastry Arts	Shop Locker Room
Welding Technology	Shop Locker Room
Computer Repair Technology	B-Wing Boy's Bathroom
Electrical Technology	B-Wing Boy's Bathroom
Guidance	B-Wing Boy's Bathroom
Network Technology	B-Wing Boy's Bathroom
Commercial Art & Design.....	C-Wing Girl's Bathroom
Health Room Assistant Office	C-Wing Girl's Bathroom
Math	C-Wing Girl's Bathroom
Dental Assistant.....	C-Wing Girl's Bathroom
Visual & Broadcast Technology	C-Wing Boy's Bathroom
Facilitators/Remaining Staff	D-Wing Storage Closet
Warehouse	D-Wing Storage Closet
BOS	D-Wing Storage Closet
OTP Hospitality.....	D-Wing Storage Closet
Landscaping/OTP Landscaping	D-Wing Storage Closet
Child Care Services	E-Wing Girl's Bathroom
Industrial Machine Technology.....	Shop Tool Room
Plumbing, Heating, & Air Conditioning.....	Shop Tool Room
Medical Assistant.....	Instructor's Office
Cafeteria Staff.....	Baking/Locker Area
Cafetorium	Inside Wall of Cafetorium
English.....	Study Area
Guidance Suite	Teacher Copy Room
Licensed Practical Nursing.....	Interior Hallway
Office Staff.....	Interior Hallway
Special Populations	Inner Special Populations Room

situation, or is accused of either distribution or intent to distribute, the procedure for a second offense will be followed.

First Offense—A recommendation for expulsion can be made to the sending district principal.

Second Offense

- A recommendation for expulsion will be made to the sending district principal.
- In cases where suspected drug and alcohol abuse may exist, the SAP Team has the responsibility to monitor student behavior.
- In cases where there is evidence of drug and alcohol abuse, the SAP Team will recommend to the administration that the student be required to seek professional assessment at an appropriate community agency and to abide by the agency's recommendations.
- If the administration adopts the SAP Team's recommendation and if the recommendation can be implemented without the LCCTC bearing any of the cost, then failure to agree to the agency assessment or to abide by the agency recommendations will result in a recommendation to return to the sending school.

WEAPONS

Any student found in possession of a weapon on school property or determined to have brought a weapon on school property will immediately be reported to the Assistant Principal for disciplinary action. A student is considered "in possession" if the weapon is found on the student, under his/her control, on property being used by the school or at any school event or while the student is in transit to or from the LCCTC on a district owned vehicle or a vehicle contracted by the school district.

The definition of a weapon includes, but is not limited to the following:

- Any knife, cutting instrument or tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury.
- A firearm which is not loaded or lacks a clip or other component to render it immediately operable and components which can readily be assembled into a weapon.
- Any "look-alikes" of any item listed above.
- Any explosive, pyrotechnic, or incendiary device such as a smoke bomb, firecracker, etc.
-

Possession of spray mace, pepper spray and/or any noxious chemical is not a violation of this policy. Its inappropriate use, however, will be considered a violation of this policy.

Professional staff members and school employees shall immediately report weapons violations to the Assistant Principal who will immediately report the violation to the Director and conduct an investigation. The sending school district shall expel, for a period of not less than a year, any student who brings a weapon onto any school property, any school sponsored activity, or any public conveyance providing transportation to a school sponsored activity. The Director may recommend discipline short of expulsion on a case by case basis. In the case of an exceptional student, the Director shall take all necessary steps to comply with the Individuals with Disabilities Education Act (IDEA).

The Director shall report the discovery of any weapon prohibited by this policy to local law enforcement officials and shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education. Acts of violence or

possession of a weapon by any person on school property in violation of this policy shall be reported to the Office of Safe Schools on the designated form, as required.

The Director or a designee shall take the necessary actions to develop a Memorandum of Agreement with local law enforcement officials that set forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property. When addressing a violation on a case by case basis, the administration will adhere to the following guidelines.

Possession of a weapon, no intent to use

Required Actions

- Report to police by Director or designee
- Suspension of 10 days out of school
- Parent conference
- Possible recommendation to the District Principal for removal from the LCCTC
- Report to sending district

Possession of a weapon, situation deemed critical

Required Actions

- Referral to police by Director or designee (request that charges be filed)
- Out-of-school suspension
- Recommendation to the District Principal for expulsion
- Report by Director to the Department of Education

Tools/Weapons

Students are not allowed to transport any personal item identified as a weapon even if it can be considered a shop tool.

If students are in need of a personal tool as described above, they must obtain written authorization from their instructor to have a parent or guardian transport the item to the LCCTC. They must then store the item at the LCCTC until completion of the project at which time they need written authorization to have the item transported by a parent or guardian to their home. If a student purchases tools through the LCCTC discount program, the above procedures apply.

The school will purchase tools that normally would fall into this classification.

Special Circumstances

A student who inadvertently brings a weapon to school and immediately upon arrival notifies a staff member and surrenders the weapon may be excluded from the requirements of this policy at the discretion of the Director or designee.

Suspensions and expulsion of student with disabilities are governed by Chapter 14: Special Education Services and Programs. (BEC 1-95 Disciplinary Changes in Placement of Special Education Students serves as a reference for procedures in the suspension or expulsion of exceptional students). In cases involving Special Education students, the Director of Special Services from the sending district and the LCCTC Special Populations Coordinator will be consulted.

- Return to their shops prior to the end of their respective lunch periods.

Breaking these rules will result in a Level 2 Violation.

Academic Integrity/Inappropriate Testing Behavior

Students should realize that a graded activity begins when the teacher informs the class. This can be done through words such as “the test has begun”, or actions— the teacher begins handing out materials needed for the activity. The graded activity ends when the teacher has declared the activity to be completed. During the time of the activity, students are not permitted to engage in actions which might be misunderstood as academically dishonest.

Those actions witnessed during the activity, even by an offender who has completed the test, may still be considered academic dishonesty or inappropriate testing behavior. Communicating with others, speaking out, drawing attention to oneself, and leaving materials out are just a few examples of what may be considered academic dishonesty or inappropriate testing behavior. The list provided is not exhaustive.

Students that engage in such actions will be given a zero for the graded exercise, have their work ethic grade reduced to four, and have a written referral submitted for the infraction.

SPECIAL SITUATIONS

Certain issues require different consequences and are defined by policies within the school or by other laws. These situations have a set of consequences in addition to the consequences issued by the school.

The Joint Operating Committee has created policies regarding harassment, bullying, and computer use. Procedures and sanctions for each of these policies can be found under “Student Policies.”

EMERGENCY DRILLS

Several drills are conducted throughout the year for fire & emergency evacuation, intruder, and tornado warning events. These drills are designed to make students and staff aware of what should be done in a particular situation.

In each type of drill, students and staff have a different responsibility. Therefore, staff and students should understand where they are to move for each of these drills.

INTRUDER DRILL

The school must take steps as quickly as possible to protect all personnel as quickly and efficiently as possible. The warning that an intruder is in the building will be made over the public address system. The following procedures are to be followed:

1. All students should proceed to the assigned area in the classroom. This location should be out of the line-of-sight of the door.
2. The door will be locked and the lights turned off.
3. Care should be given to being as quiet as possible.

- Indecent exposure
- Engaging in conduct contrary to the criminal code or ordinances of the commonwealth/community
- Other actions of a similar nature as Level 4

Responses & Penalties

- Discipline referral completed by instructor or school official.
- Search student, locker, vehicle, and other belongings if warranted (Follow search procedures with appropriate witnesses.)
- School official will investigate the matter and provide the student with the opportunity to be heard.
- School official will give specific reasons for the discipline, and issuing appropriate consequences, which will be progressive in nature.
- Contact parent or guardian for detention or suspension. Conduct informal hearing within 5 days of the suspension if the suspension is over 3 days.
- Contact home school regarding suspension. Contact police if warranted/required.
- Confiscate any inappropriate material.
- Make recommendations for outside agency involvement if warranted.
- Require restitution of property and damages, if necessary.
- Recommendation from the Director to the High School Principal, copy to Superintendent, requesting expulsion, if warranted.
- Distribution/Intent to Distribute controlled substances shall be grounds for expulsion, unless unusual circumstances exist.

Consequences

- May be assigned consequences ranging from seven to ten Days Out-of-School Suspension (OSS)
- If deemed appropriate by administration an event may result in a Ten Day Out-of-School Suspension and a Recommendation for Expulsion.

Exception

- Depending on the severity, misconduct may be given a consequence beyond the stated level.

RELATED STUDENT BEHAVIOR

Cafetorium Conduct

Students must report to the Cafetorium at the times specified on the daily time schedule. All students who are scheduled for lunch at the LCCTC must report to the Cafetorium during the lunch period. While at lunch, students are responsible for disposing of trash in the proper containers, and stacking their trays. Students are also expected to use only the "A-wing" lavatories when they are scheduled to be in the Cafetorium.

On rare occasions, a student may not have money to purchase a lunch. A student will be allowed to phone home from the Main Office and arrange to have it delivered. This should not be a regular occurrence. No calls to restaurants will be allowed from this phone.

Additionally, students are not permitted to:

- Leave school property at lunch time.
- Order foods from commercial vendors and have it delivered to the school.
- Leave the lunch area for any reason without permission of the Cafetorium monitor.
- Loiter in the lavatory.

STUDENT DRIVING/RIDING

Driving/Riding to and from the LCCTC is a privilege and with that privilege comes responsibility. As such, all students are expected to:

- Display a tag from the rear view mirror so the number can be seen from the outside of the vehicle.
- Park in only spaces provided for student parking.
- Allow only authorized riders in a vehicle.
- Drive only to and from home, or to and from the home school and the LCCTC. No other stops are permitted.
- Adhere to all posted speed, driving, and parking instructions.

The following actions are also prohibited:

- Driving to the LCCTC without permission.
- Operating a vehicle in an unsafe manner including but not limited to, passing vehicles, speeding, failure to obey road signs, etc.
- Parking in a fire lane or near a fire hydrant.
- Parking in any location other than the assigned lot for student parking.
- Parking in more than one parking spot.
- Careless or reckless driving.

Only seniors and full-day students may apply for parking permits.

Additionally, students who accrue an excess of ten days unexcused tardy or unexcused absences (or a combination of both) will lose their driving/riding privileges for the remainder of the school year. A letter will be sent to the home district and parents informing of the revocation of privilege. Future violations will result in disciplinary action for defiance.

PROCEDURES & SANCTIONS

The purpose of the discipline code is to provide an environment that is conducive to learning and to help students develop a sense of citizenship and social responsibility. Conduct not exemplifying these qualities is addressed through a progressive system of procedures and sanctions which:

- Relate in kind and degree to the infraction.
- Help the student learn to accept responsibility for his/her own actions.
- Be directed, when possible, to repair any harm/damage which may have been caused by the student's misconduct.

Misconduct is categorized into four levels of severity with corresponding responses and penalties. It is understood that at no time will these guidelines replace a student's right to due process: "No student may be disciplined without notice of the reasons for which the discipline is prescribed and each student will have an opportunity to be heard in his/her own behalf before the school official who holds the authority to prescribe the discipline." It is also noted that corporal punishment is not authorized within the LCCTC. School personnel may use the minimum amount of physical force necessary to:

- Prevent injury to self or another person.
- Restrain students, where the use of reasonable force is necessary for the maintenance of reasonable discipline in the school, class, or other group and the use of such force is consistent with the welfare of the students being restrained.
- Assist a police officer making an arrest, if requested.

These are meant only as examples, not exhaustive listings.

SATURDAY DETENTION PROGRAM

Saturday Detention is an additional form of discipline for violations of the LCCTC's Code of Conduct for secondary students as listed in the LCCTC Student Handbook. It is another effort to keep students in school and avoid further disciplinary actions that would disrupt their educational program.

In most cases, Saturday Detention will be utilized as a disciplinary practice after the classroom instructor and the administration have exhausted other forms of discipline and prior to Out-of-School Suspension. Other forms of discipline may include but are not limited to: timeout, teacher intervention, counselor intervention.

Saturday Detention will be held in the LCCTC Cafetorium from 8:30 a.m. to 11:30 a.m. Students are expected to be in the Cafetorium prior to this time. Late admission will not be permitted. The only valid excuse for not attending an assigned Saturday Detention is a medical illness/emergency. A parent or guardian is required to call to (717) 273-8551 ext. 2118 and leave a message prior to the start of the detention. Student call offs will not be accepted.

Transportation is the responsibility of the parent or guardian and/or the student.

Under special circumstances with parents' permission, students may not be required to serve the CTC Saturday Detention program. In these cases, if the parent does not agree to the Saturday Detention Program as assigned, the student will be assigned a one-for-one suspension for each Saturday Detention assigned.

OUT-OF-SCHOOL SUSPENSION (OSS)

If a student is assigned OSS, the student does not report to school for any classes or activities for a specified period of time. The student is expected to be at home during the normal school hours and should be keeping current with assignments.

When a student is suspended from the LCCTC, the student is also suspended from the home school. Likewise, when a student is suspended from the home school, the student is also suspended from the LCCTC.

TIMEOUT

A student whose disruptive behavior necessitates removal from the classroom may be sent to an administrator, counselor, or school resource officer for intervention.

SEARCHES

When school authorities have a reasonable suspicion that a student's locker, car, desk, backpack, briefcase, handbag, or other similar item contains material which poses a threat to the health, welfare, or safety of students or personnel, the item or items may be searched and illegal materials seized. Such material may be used as evidence against the student in disciplinary proceedings. The JOC has authorized the following searches.

1. **Pat Down Search**—a search of the pockets and outer clothing of a student, including backpacks, handbags, briefcases, or any other similar items conducted without the removal of any clothing.
 - A pat down search shall include the right to reach inside a student's jacket so that the shirt and pants pockets can be patted down. This term shall also include the student emptying his or her pockets and said pockets turned inside out.

- Student Arguments
- Other actions of a similar nature as Level 3

Responses & Penalties

- Discipline referral completed by instructor or school official.
- Search student, locker, vehicle, and other belongings if warranted (Follow search procedures with appropriate witnesses.)
- School official will investigate the matter and provide the student with the opportunity to be heard.
- School official will give specific reasons for the discipline, and issuing appropriate consequences, which will be progressive in nature.
- School official will contact parent or guardian for detention or suspension. Conduct informal hearing within 5 days of the suspension if the suspension is over 3 days.
- School official will contact home school regarding suspension. Contact police if warranted/required.
- Confiscate any inappropriate material.
- Make recommendations for outside agency involvement if warranted.
- Require restitution of property and damages, if necessary.
- Recommendation from the Director to the High School Principal, copy to Superintendent, requesting expulsion, if warranted.
- If deemed appropriate by administration an event may be treated as a Level 4 Offense.

Consequences

- May be assigned consequences ranging from administrative warnings to three days Out-of-School Suspension (OSS)
- If deemed appropriate by administration an event may be treated as a Level 4 Offense.

Exception

- Depending on the severity, misconduct may be given a consequence beyond the stated level.

Level 4 – These are actions which result in violence or which pose a direct threat.

- Misconduct
- Continuation of Level 3 Misconduct
- Assault/Battery, fighting, etc. Bomb threat
- Possession/Use/Transfer of Weapons/"Look-Alikes" and/or Explosives
- Setting of incendiary devices/arson
- Conduct interfering with the orderly operation of the school or poses a clear and present danger to the health, safety, or welfare of the school.
- Distribution of pornographic/obscene/vulgar material
- Creation of pornographic/obscene/vulgar material
- Participation of pornographic/obscene/vulgar material
- Harassment of school personnel
- Ethnic intimidation
- Major vandalism of school property/personal property
- Possession/use/furnishing/selling of controlled substance/look-alike
- Possession of a controlled substance/look-alike with intent to deliver

- Failure to possess and/or produce identification badge upon request of any school employee
- Inflammatory behavior (conduct that encourages inappropriate behavior from others)
- Other actions of a similar nature as Level 2

Responses & Penalties

- Discipline referral completed by instructor or school official.
- Instructor will contact parent.
- School official will contact parent or guardian for detention or suspension. Conduct informal hearing if needed.
- School official will contact home school regarding suspension.
- Confiscate any inappropriate material.
- Refer to guidance for counseling if appropriate.
- School official will investigate the matter and provide the student with the opportunity to be heard.
- School official will give specific reasons for the discipline, and issuing appropriate consequences, which will be progressive in nature.
- If a student repeats the behavior it may be treated as a Level 3 Offense.

Consequences

- May be assigned consequences ranging from administrative warnings to one day Out-of-School Suspension (OSS).
- If deemed appropriate by administration an event may be treated as a Level 3 Offense.
- Some offenses, like academic dishonesty, have an academic consequence as well that are above and beyond these consequences.

Exception

- Depending on the severity, misconduct may be given a consequence beyond the stated level.

Level 3 – These actions are against person(s) or property, which have consequences potentially endangering, health, welfare, or safety.

Misconduct

- Continuation of Level 2 misconduct
- Active and willing failure to comply to the requests of a school employee
- Threats to others/intimidation
- Violation of Computer Use Agreement
- Minor vandalism of school property/personal property
- Stealing/Extortion
- Possession of obscene/sexually explicit material
- Entering/exiting through unauthorized access points
- Transfer of an identification badge or uniform to another individual
- Altering an identification badge
- Tobacco/smoking policy violations
- Bullying
- Discrimination/harassment policy violations
- Failure to complete a Saturday detention.

2. **Partial Disrobing Search**—a search in which a student is required by a school official to remove any article of outer clothing, including shoes, socks, coats, jackets, and hats, and the inspection of those articles by school officials.

3. **Strip Search**—the removal of all, or substantially all, of the student's clothing.
 - Strip searches shall not be conducted by any school official at any time.

The JOC authorizes the Director to designate members of the Administrative Staff to conduct pat down and partial disrobing searches in accordance with the guidelines identified below. The JOC also sets forth the following guidelines relating to student searches:

- Strip searches shall not be conducted by any school official at any time.
- Two school personnel of the same sex as the student shall be present for all personal searches. No student shall be searched by a school employee of the opposite sex. No partial disrobing shall be conducted in the presence of a school employee of the opposite sex.
- Following a partial disrobing search, the student shall be allowed to dress as quickly as possible.
- The search shall take place in a secure, private location so that the student shall have privacy from individuals not connected with those conducting the search.
- For each search conducted, a written report shall be filed with the Director indicating:
 - The date, time, and place of the search.
 - The name of the student and school officials present.
 - An inventory and description of the search procedure, including items of clothing removed.
 - A statement concerning the information which gave reasonable cause for the search.
 - Disposition of the case.

4. **Locker Search**—All lockers, desks, cabinets, etc., are and shall remain the property of the LCCTC. As such, students shall have no expectation of privacy in these areas. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited by law or school regulations, or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself.

The JOC reserves the right to authorize its employees to inspect a student's locker, desk, cabinet, etc., with or without any suspicion of wrongdoing on the part of the student. Blanket random searches including dog sniff searches may be conducted when the administration has evidence of a problem which justifies such a search. With good reason the search can begin with or be extended to the student's vehicle, backpacks, handbags, etc.

The following procedures will be followed when conducting a search:

- Explain to the student that the lockers, cabinets, desks, etc., are school property and that school personnel have a right to conduct inspections at any time.
- The Assistant Principal or his designee shall be present when a student locker, desk, cabinet, etc., is inspected. At least two (2) school representatives will be present for all inspections.
- If possible, the student will be present for the inspection. Please note: There

may be times when a particular student has returned to the sending school and the sending school will request that we do an inspection; therefore, the student would not be present at the time of the inspection.

- When there is reasonable suspicion that a locker, desk, cabinet, etc., contains an illegal substance, weapons, or any other objects, or material that constitutes a threat to the health, safety, or welfare of the occupants of the school building, the item will be searched with or without the student present. With good reason the search can begin with or be extended to the student's vehicle, backpacks, handbag, briefcases, etc.
- The Assistant Principal or his designee will be responsible for the safekeeping or proper disposal of any illegal substance, weapons, or any other object or material found to be improperly stored.
- Any substance, object, or item deemed to be illegal in nature will be presented to the local law enforcement authorities for verification.
- Should any illegal substance, weapon, item, or any other object of an illegal nature be found, the student will be dealt with in accordance with the established disciplinary code.
- Law enforcement officers may inspect a student's locker, desk, cabinet, etc., with a duly authorized search warrant or upon the voluntary consent of the student. A school official shall be present when the search is conducted.
- At the request of the Assistant Principal or his designee, law enforcement officers may be present when a search is conducted.

INFORMAL HEARING

An informal hearing enables the student, parents, or guardians to meet with the appropriate school official to explain the circumstances surrounding the event. It is scheduled for all out of school suspensions exceeding 3 days and is meant to encourage the student's parents or guardians to meet with the Assistant Principal to prevent future issues.

The following due process requirements must be observed regarding the informal hearing:

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

DISCIPLINE INFRACTIONS, RESPONSES, AND CONSEQUENCES

There are four levels of infractions. Each level is more severe and substantial in nature, thus the consequences are also more severe due to the nature of the offense. The list of infractions should not be viewed as comprehensive but a representation of offenses for that level. Likewise the consequences listed are not the only consequences that can be administered. These are merely representative of the possible consequences that might be imposed. Most offenses have consequences that relate to the work ethics grade and reductions to it. Some of the situations will also result in consequences that affect the knowledge grade or driving privileges. Certain situations may require police involvement.

Level 1 – These actions interfere with the orderly operation of the class or school.

Misconduct

- Violation of shop/classroom rules
- Prankish behavior
- Wasting time
- Horseplay (non-physical)
- Disruptive conduct
- Public display of affection
- Inappropriate wearing of apparel
- Possession of inappropriate material
- Neglect of responsibility
- Possession and/use of personal audio equipment (i.e. cell phone, ipod, etc.)
- Uniform violations
- Other actions of a similar nature as Level 1

Responses & Penalties

- Instructor will complete a discipline referral.
- Instructor will handle these situations within the classroom discipline procedures they have established.
- Instructor will take precautionary measures to modify student behavior (change seat, issue private verbal warning, talk to student, etc).
- Instructor will confiscate any inappropriate material.
- Instructor will examine the frequency and severity of these situations and make appropriate Guidance and/or SAP referrals, if needed.
- Instructor will contact the parent or guardian before submitting for administrative intervention.

Consequences

These situations will be handled by the instructor. Once instructor interventions have been exhausted, the issue will be dealt with as a Level 2 Offense. After three Level 1 violations, parental contact will be made.

Exception

Depending on the severity, misconduct may be given a consequence beyond the stated level.

Level 2 – These actions are frequent or serious enough to disrupt the learning climate of the class or school.

Misconduct

- Continuation of Level 1 misconduct
- Safety violations
- Leaving school, class, or assigned area without appropriate permission
- Bus, hallway, or Cafetorium disturbance
- Falsifying documents of any kind
- Lying
- Academic dishonesty/Inappropriate testing behaviors
- Use of obscene gestures or profane language
- Disrespect or insubordination