

Lebanon County Career and Technology Center

Student Handbook

2024-2025



833 Metro Drive

Lebanon, Pennsylvania 17042

(717) 273 – 8551

[www.lcctc.edu](http://www.lcctc.edu)

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## Lebanon County Career and Technology Center 2024-2025 School Calendar

July 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**July**  
4 - Independence Day  
Holiday

August 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**August**  
20-22 - In-Service  
26 - First Day for Students  
30 - Labor Day Holiday

September 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**September**  
2 - Labor Day Holiday

October 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**October**  
14 - Teacher In-Service  
22 - OAC Meeting (PM)  
29 - College and Career  
Fair

November 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**November**  
14 - Community Open  
House 6-8 pm  
26 - Act 80 Day  
27-29 - Thanksgiving  
Holiday

December 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**December**  
2 - Thanksgiving Holiday  
23-31 - Winter Holiday

**January**  
1 - Winter Holiday  
2-3 - Act 80 Days  
20 - Martin Luther King  
Holiday

January 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February**  
14 - Holiday/Make-up Day  
17 - Presidents' Day  
Holiday

February 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**March**  
14 - Act 80 Day  
18 - OAC Meeting (PM)

March 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**April**  
17 - Spring Holiday/Make-  
up Day  
18-21 - Spring Holiday

April 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**May**  
22 - Certificate and Awards  
26 - Memorial Day Holiday  
29 - New Student  
Orientation for 2025-26

May 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**June**  
5 - Last Day for Students  
6 - In-Service Day

June 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Act 80 Day/In-Service - no students
- First/Last Day for Students
- Counselor Events
- School closed-Holiday
- End of Quarter/Semester
- OAC Meetings

Student Days: 182  
Faculty Days: 189

**Student make-up day schedule:**  
Make-up weather/emergency days  
are Feb. 14, Apr. 17  
Additional make-up days begin  
June 6, 9 etc.

## Daily Time Schedule

### Morning Schedule

7:45 – Teachers and students arrive at school.

7:45 – 8:00: Students enter the building and report to their classroom.

8:00 – All Technical and Academic lessons begin

8:02 – Announcements will be made each day followed by the Pledge

### Half – Day Lunch Schedule\*

	AM	AM	PM	PM
	Lunch	Departure	Arrival	Lunch
Annville-Cleona	10:25-10:55	10:55	10:55	10:55 – 11:25
Cedar Crest	-	10:25	11:25	-
ELCO	-	10:35	11:25	-
Lebanon	-	10:25	11:25	-
North Lebanon	-	10:25	11:25	-
Palmyra	-	10:25	11:25	-

\*All AM students should report to the cafeteria at the scheduled time. Students who are not eating will dismiss from the cafeteria to their scheduled bus departure at the bottom of the hill.

### Full Day Lunch Schedule

10:45 – 11:15 All Full Day programs eat lunch at this time.

### Afternoon Schedule

11:25 – All lunches end

11:30 – PM Technical lessons and Academic Classes begin.

1:45 – All Northern Lebanon students dismiss.

1:50 – Northern Lebanon buses depart, and Annville Cleona students dismiss

1:55 – Annville Cleona buses depart.

2:00 – All programs dismiss their students.

2:05 – All buses depart LCCTC.

## GRADING AND 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 for half-day 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.

The minimum requirements for a student to obtain permission for an excused trip is a passing grade in all CTC courses (60% or above) and no more than 5 unexcused absences and 5 unexcused tardies. Behavior, disciplinary record, and other factors may be taken into consideration by administration when reviewing a student request for a 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 will 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.

When a student is absent or tardy, a voicemail will be sent home that day to inform parents that their child was late or not in attendance at the CTC that day.

## EXCUSED REASONS FOR ABSENCE

ALL 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.

Absences will be excused for the following reasons:

**Doctor's Excuse:** An official note indicating the student has been under a doctor's care for the time specified on the note. It may not be for a relative that the student is caring for.

**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.

**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 11 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.

**Police Involvement:** An official note or police report indicating the student was involved in a vehicular incident.

**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.

## 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.

For work missed during an excused absence student, upon return, will have a time period equal to the number of days of their excused absence in order to be eligible for full credit for the missed work.

If the absence is unexcused, students are required to make up work but will receive a zero grade for the missed assignments.

#### 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 systems will notify parents of absence.

##### 3 Unexcused Absences

- Letter sent to parent or guardian.
- Instructor calls parent or guardian
- Completion of Student Attendance Improvement Plan (SAIP) sent to parent/ guardian and home school.

##### 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 Director and student
- A doctor's note or an LCCTC administrative waiver is required, otherwise the absence is unexcused.

#### GUIDELINES FOR GRADING AND REPORTING STUDENT PROGRESS

The LCCTC grading system incorporates three components: competencies (skill— 33.3%), career skills (work ethic— 33.3%), and theory (knowledge—33.3%). Each academic class implements a performance evaluation/student grading system that incorporates career skills (work ethic), and theory (knowledge). Each component is weighed equally.

#### COMPETENCIES (SKILL- 33.3% of Final Grade)

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.



**CAREER SKILLS (WORK ETHIC – 33.3% of Final Grade)**

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 CSIU 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 .....	EX
Parent/Guardian Excuse – Tardy Excused.....	8
Legal Excuse – Tardy Excused (i.e., Court Hearing).....	8
Other – Tardy Excused.....	8

**Tardy Unexcused (3 Unexcused tardies = 1 Unexcused Absent)**

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 .....	EX
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 – .....	0
In-School Suspension – .....	7

**Absent Excused - LCCTC**

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

\* Will show as N/A on Parent Portal (not calculated in Work Ethic averages)

**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

**Early Dismissal Excused**

Doctor Note .....	10
Parent/Guardian Excuse.....	8

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

1. Displays responsibility by consistently completing assignments.
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. Improves teamwork by accepting respecting people and their ideas.
  - Student has difficulty working with others.
4. Demonstrates cooperation by listening to supervisor, responding with respect, and suggesting solutions.
  - Student does not follow directions for various reasons.
5. 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 CSIU. 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 – 33.3% of Final Grade)**

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.

**PROGRESS REPORTS (70% or less)**

Students will receive a “Progress Report” each mid-quarter through the mail and a “Report Card” will be given to each student at the end of each quarter. It is the student’s responsibility to share this information with their parents/guardians. Both reports 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.

Please Note: 40% is the minimum grade for the first 3 marking periods. However, students with excessive absences may be assigned an earned grade with administrative approval and are described below. There is no minimum grade for the 4<sup>th</sup> marking period.

### 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. A referral will be sent to the administration for discipline and points may be deducted from work ethic.

### HONOR ROLL

Eligibility for the honor roll is achieved by:

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

NTHS—National Technical Honor Society (See criteria on page 43 in the back of this book)

### 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 School/Cooperative Education Counselor. If a co-op student doesn’t report to their employer, they are expected to be present at the LCCTC. Failure to do so will result in an unexcused absence.

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 School/Cooperative Education Counselor will provide a list of subsequent meeting dates at the first meeting.

#### Co-Op Eligibility Requirements

- Students must have a minimum program grade of an 80% at the time of application.
- No disciplinary referrals at level 3 or above.
- Recommendation of the program instructor.
- Attendance in good standing.

### 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](http://www.lcctc.k12.pa.us) and clicking on the ‘current students’ tab, then scholarships.

### 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, Alexander DiMarzio, at 833 Metro Drive, Lebanon, PA 17042, or you may call (717) 273-8551 ext. 2139. You may also email him at [adimarzor@lcctc.edu](mailto:adimarzor@lcctc.edu). The policies for non-discrimination are found on pages 28-30, the policy for Harassment is found on pages 30-36, and the policy for Acceptable Use of Internet and Computers is found on pages 38-40.

#### 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, guardians, or eligible students should submit to the LCCTC Assistant Director of Students a written request that identifies the record (s) they wish to inspect. The Assistant Director 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 Director, 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/guardian 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 Director 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 student or students involved in such conduct.

## 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 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. The Administration reserves the right to check all purses and bags. Prior arrangements must be made through the Main Office and all visitors need to show a valid form of identification upon entering the Main Office.

## 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.

## 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 2022-2023 school year will be \$4.00 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. To utilize the pre-payment option, students and/or parents must complete a pre-payment form indicating the student's 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 cafeteria staff. Checks should be made payable to: Lebanon County CTC Cafeteria Fund and should also include the student's name and grade.

***LCCTC utilizes a computerized "point of service" system. Lunch money is deposited into an individual student's account. Students are required to use the POS system regardless of whether they receive free or reduced lunches or they are a full paying student. Each student is assigned a PIN number to use. The student enters their number on to a pin pad and the computer then tabulates the amount due. If the student forgets their pin number, the cashier can search and find the student's name. Before the account is debited, a digital picture and the student's name will appear on the touch screen monitor which will be verified by the cashier to prevent fraudulent use of a student's account. Please refer to the Operations Policy #808 Food Service in regard to student account charges.***

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. Lebanon High School student will complete an application at the LCCTC. For all other districts, 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 will be working with the home schools to verify eligibility. Until that time, please make sure that the student has funds available to purchase a meal. **No outside vendor purchased food is allowed in our building. It must be consumed prior to entering the building.**

### 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 Director 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.

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 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.

### 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.*

### 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.
- 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 managed according to state and federal regulations.
- Students suspected of being under the influence of alcohol or controlled substances will be sent to the School Nurse and/or Assistant Director for screening prior to the use of any equipment and/or machinery.

### 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.

## 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.
- 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 the following:
  - 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.
- Students may not carry any over the counter medication on their person or belongings.
  - These are to be turned in to the Health Room Assistant as if it were a prescribed medicine. A note from the parent must also accompany the over-the-counter medication.

## CHANGE OF ADDRESS/PHONE NUMBER

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

## BULLETINS

Student related school calendars, bell schedules, and program information will be posted in each class and/or on the window of the Career Center.

## TEXTBOOKS & SUPPLIES

Please refer to the program instructor for specific program expenses.

## 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. After thirty (30) days, any unclaimed items will be discarded or donated to non-profit organization.

## FIELD TRIPS

Permission forms must be signed by a parent/guardian and returned to the instructor no later than the time designated by the instructor. 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.

## 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.

- 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
- National FFA Organization



## STUDENT HANDBOOK

Students can find a copy of the handbook online. This book contains necessary information that the student will need to refer to from time to time.

## SCHOOL 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.

## SECURITY & SAFETY

### STUDENT BADGES

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.
- 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 taken to the Main Office where the student is required to sign out.
- Any violation of these policies will result in a disciplinary action.

## 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.

## 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.

### 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.

### CONFIDENTIAL COMMUNICATIONS

Information received from a student in confidence by a guidance counselor, a school nurse, or a psychologist will be managed following these 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 assistant director 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.

## CODE OF CONDUCT

### PHILOSOPHY

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

### STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, punctuality, 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 or conversations in classrooms.

#### PARENT RESPONSIBILITIES

- 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.

#### INSTRUCTOR RESPONSIBILITIES

- 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 RESPONSIBILITIES

- 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.

#### 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 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 (PDA) 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 cleanup 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.

### STUDENT DRESS CODE

The purpose of LCCTC's Student Dress Code is to clearly define acceptable student attire. The objective of the policy is to promote an atmosphere for technical and academic success. While our goal is to maintain consistency, it is important to note that the following dress code may be supplemented by specific program rules.

1. Student dress code consists of program specific attire.
2. Students are expected to arrive and leave school in LCCTC approved Dress Code attire.
3. Hoods, hats, and sunglasses may not be worn within the school building.
4. The length and style of hair (both facial and head) and jewelry shall be limited if it constitutes a health or safety hazard or if it is harmful to the building or equipment. In both cases, the student may be required to wear some type of protective covering or remove jewelry.

Students who do not follow the dress code may be asked to change clothes or remove accessories. If the student does not have appropriate alternative clothing at school, it may be necessary for parents to bring appropriate attire or accompany student's home to change.

### STUDENT CELL PHONE/ ELECTRONIC DEVICES

Cell Phone/Electronic Device use is permitted during the following times: Before the

AM Classes (Prior to 8:00), After the PM Classes (After 2:00), and in the Cafetorium (During lunch)

At no time should students use cell phones to capture images or record voices (camera or video) unless with specific permission from a teacher or administrator.

At no time should cell phones be seen, heard, or used during academic or shop classes, unless for instructional purposes with specific permission by the teacher.

All cell phones should be on silent, vibrate, or turned off during school hours.

Students who leave the class or the shop are not permitted to use cell phones at that time.

Checking the time is not an acceptable reason to access a phone during class or shop time.

Cell phone use is not allowed in the Restroom or Locker Areas

Cell phones must be turned off and stored when students are in restrooms, locker rooms, and in other areas where individuals would have similar expectations of privacy.

Cell phones may not be used to conduct any activities which violate state and/or federal law, Board policy or school rules.

Violations of the above conditions will result in the cell phone will be confiscated.

Confiscated phones will be kept in the office until picked up by a parent or guardian during the hours of 7:45am – 3:00pm. If a parent or guardian cannot pick up the phone, the phone will be returned to the students at the end of their technical day.

If asked by a school employee to turn over a phone, students are expected to comply respectfully and discuss any concerns with the principal.

Failure to relinquish the phone, disrespectful interactions, and/or repeated violations will result in additional and progressive disciplinary consequences, including suspension.

The school is not responsible for cell phones that are lost or stolen on school property.

### 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.

#### 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.

## 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:

- Administration will be notified immediately should a student be suspected of drug or alcohol related offenses.
- Administration will verify the accusation and collect documentation. The Administration will request assistance from other administrators and staff, as necessary.
  - The student, his/her locker, vehicle, and other belongings will be searched in accordance with search procedures described in SEARCHES.
  - 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 situation or is accused of either distribution or intent to distribute, a recommendation for expulsion can 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 Administration 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, fire- cracker, 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 Administration who will immediately report the violation to the Administrative 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 Administration

may recommend discipline short of expulsion on a case-by-case basis. In the case of a student with a disability, 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 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 LCCTC. They must then store the item at 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.

Suspension and expulsion of students 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.

### **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 only in the large lot marked 'Student & Visitor Parking.'
- Allow only authorized riders in a vehicle.

- Drive only to and from home, to and from the home school and the LCCTC, or from the LCCTC to work. 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.

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 them of the revocation of privilege. Future violations will result in disciplinary action for defiance.

#### PAYMENT OF PARKING TICKETS

Students will have 5 days, from the date of the ticket, to pay for a parking ticket to the School Police Officer. After 5 days a letter, including the amount owed and violation, will be given to the student and sent to the parent/guardian.

On the 10th day since the issuance of the ticket, if unpaid, a state issued citation will be issued with instructions on how to proceed. All further communications regarding the citation will be through the district court who issued the citation.

Parking tickets or fines paid to LCCTC must be paid in legal, American paper currency. no coins will be accepted for payment.

All CTC parking fines are \$25.

#### DISCIPLINE 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. (Ref. Crime Codes 18 Pa. Cons. Stat. #505, 506 & 509)

#### TIMEOUT

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



## BEFORE AND AFTER SCHOOL DETENTION

Detention is a disciplinary action where the student is required to report to an assigned room on designed days before or/and after school. 1 hour morning and after school detentions will be held Thursday's from 7:00 AM – 8:00 AM and from 2:00 PM – 3:00 PM. Administration may assign detention for any Level 1 or Level 2 violation of student expectations as listed in the student handbook. The student shall receive at least twenty-four (24) hours' notice. The expectations for detention are promptness, no talking, no eating, and constructive writing, studying, or working on school related material. Cell phones are prohibited during detention.

While in detention the student will work quietly on academic or career and technical program assignments the entire time unless they are given a behavior modification packet from the detention monitor. If a student does not complete work given in detention, additional days of detention may be assigned. **The student and his/her parent(s)/guardian(s) will take responsibility for making the necessary transportation arrangements from school and calling his/her employer or coach and informing them that they have detention.**

### Failure to attend:

- First time – an unexcused absence from detention will result in the student making up the detention on the next available detention date.
- Second time – a second unexcused absence from detention will result in In-School Suspension
- Third time – a third unexcused absence from detention will result in 3 days of In-School Suspension
- Repeated failure to serve detention will be regarded as insubordination, persistent and flagrant behavior. Out-of-School (OSS) suspension will be assigned, and an informal hearing will be held.

## IN-SCHOOL SUSPENSION

When a student is assigned to In-School Suspension, he/she will report directly to the In-School Suspension room every morning. Students will remain in the In-School Suspension room for either Half the day or Full Day, depending on their schedule. Full day students will report to the cafeteria for lunch and then back to the ISS room after lunch, unless told otherwise by administration. Limited lavatory privileges will be extended, and student must complete all assignments and abide by all rules and regulations established for the operation of this area. Students absent from school on a day or days they are assigned In-School Suspension must make up these days in the In-School Suspension room as soon as they return to school.

Students tardy to the In-School Suspension room on a day they are assigned will receive additional disciplinary action. It is also the prerogative of the Administration to suspend a student from school for certain misbehaviors.

## 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.

## SEARCH/SEIZURE

School employees are hereby authorized:

- To Conduct routine searches of student lockers and desks.
- 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.
- 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.
- Such search may include student vehicle.
- If a student fails to do so, the police shall be called to conduct the search.
- To confiscate and dispose of any unauthorized substances or material.

## 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.
2. **Partial Disrobing Search**—a search in which a school official requires a student 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**— 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.
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 are- as. 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 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 shall be present for all personal searches. No partial disrobing shall be conducted in the presence of a school employee of a different 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.

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.

## 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 Director 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 infractions can either be handled by teachers directly or by an administrator. These offenses are considered minor offenses that interfere with the orderly classroom procedure or orderly operation of the school.

### **Level 1 Examples**

Classroom, Cafeteria, Hallway, or Assembly Disruptions  
Classroom Tardiness  
Inappropriate Display of Affection  
Dress Code Violation  
Academic Dishonesty  
Misuse/or Abuse of School Materials  
Violation of Classroom Procedures and Rules  
Minor violation of the AUP  
Attendance

### **Discipline Options**

Warnings/Personal Talk  
In-School Conference  
Parent Contact  
Loss of Privileges  
Detention  
Seat Change

**Level 2:** These infractions will likely result in an office referral. These are misbehaviors that disrupt the learning environment of the school but do not directly affect the health and safety of others. Level 2 infractions may require the intervention of an administrator.

### **Level 2 Examples**

Unmodified, accumulated, or egregious Level 1 infractions  
Violation of IUP  
Cell phone violation  
Leaving classroom without Permission  
Possession of Lighter/Matches  
Skipping class  
Severely disruptive classroom behavior  
Safety violations  
Profanity  
Insubordination/Disrespectful Behavior

### **Discipline Options**

Any combination of Level 1 options  
2-hour detention  
In-School Suspension (ISS)

**Level 3:** Infractions are considered a major school offense. These acts might be considered criminal, but most frequently can be handled by the disciplinary process in the school. However, direct violations of the PA crimes code committed within the school will be reported to the police.

### **Level 3 Examples**

Unmodified, accumulated, or egregious Level 2 infractions  
Theft  
Leaving School Grounds  
Bullying  
Inappropriate language and gestures  
Disrespect to staff  
Indecent, inappropriate, and/or intimidating conduct  
Granting entry of individuals into the school building

### **Discipline Options**

Any combination of Level 2 options  
Out-of-School Suspension (OSS)  
Referral to Law Enforcement  
Administrative Hearing  
Restitution

Destruction of school property  
Unwanted physical contact  
Sexual Contact  
Harassment  
Verbal Altercation  
Failure to follow administrative directive.

**Level 4:** Infractions will result in a suspension of up to nine days. A readmission conference with a building administrator will be required before returning to their regular education classroom. The school administrator may request additional exclusion for students during alternative educational placements can be examined. Students may be required to meet additional conditions before they are readmitted. These infractions may be reviewed by the Director to determine if the student should be recommended to the School Board for expulsion.

#### **Level 4 Examples**

Unmodified, accumulated, or egregious Level 3 infractions  
Vandalism  
Explosive Device/Imitations  
Fighting  
Arson  
Bomb threats/False Fire Alarms  
Violation of Weapons policy  
Assault  
Racial/Ethnic or Religious Intimidation  
Sexual Harassment  
Violation of District Drug and Alcohol Policy  
Other Criminal Acts  
Tobacco/Vaping

#### **Discipline Options**

Any combination of Level 3 Options  
Referral to JOC for expulsion

#### **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.

#### **POLICIES**

The Compliance Officer and Human Rights Officer is:

Mr. Alexander DiMarzio, Principal  
833 Metro Drive, Lebanon PA 17402  
Phone: (717) 273-8551 ext. 2139  
Email: adimarzio@lcctc.edu

#### **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 previously mentioned 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**

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 director.
2. The assistant director 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 director'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 person's 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 tele- phone 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.
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 director.
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, disability, or gender identity. The Center prohibits any and all forms of harassment because of race, color, religion, sex, age, national origin, ethnicity, disability, or gender identity.

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, disability, or gender identity 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, disability or gender identity as defined by 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 extracurricular 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, disability or gender identity; 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

- 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
- 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; 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.

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

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 extracurricular

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 extracurricular 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 of 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 director 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 Director 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 receive 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 Director must notify the Administrative Director and the parent(s) of the target of the harassment immediately, without screening or investigating the report. The Assistant Director 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 Director to the Administrative Director. If the report was given verbally, the Assistant Director 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 Director, 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 Director 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 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
- 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

- 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.

### **Purpose**

The Joint Operating Committee is committed to providing a safe, positive learning environment for its students. The Joint Operating Committee recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Joint Operating Committee prohibits bullying by students.

### **Definitions**

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

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

**Bullying**, as defined in this policy, includes cyberbullying.

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

### **Authority**

The Joint Operating Committee prohibits all forms of bullying by students.

The Joint Operating Committee encourages students who believe they or others have been bullied to promptly report such incidents to the building administrator or designee.

Students are encouraged to use the center's report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Joint Operating Committee directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Joint Operating Committee directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Joint Operating Committee policies.

### **Discrimination/Discriminatory Harassment**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

### **Delegation of Responsibility**

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

The Administrative Director or designee shall develop administrative regulations to implement this policy.

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

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

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

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.

#### 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:

1. Counseling within the center.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from center-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion.
8. Counseling/Therapy outside of the center.
9. Referral to law enforcement officials.

#### **POLICY 234—ACCEPTABLE USE OF INTERNET & 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 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 is 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 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 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 ensure 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 Security Officer, or the Assistant Director.

### **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 at 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 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.

**LEBANON COUNTY CAREER & TECHNOLOGY CENTER STAFF**

**JOINT OPERATING COMMITTEE**

- Ruth Ann Schlegel ..... President, Cornwall Lebanon
- Jean Pierre Santos ..... Eastern Lebanon
- Tina Geyer ..... Secretary, LCCTC
- David Kline..... Treasurer, Northern Lebanon
- Darren Grumbine ..... Vice President, Annville Cleona
- Tracy Johnsen ..... Lebanon
- Dave Laudermilch..... Palmyra

**ADMINISTRATION**

- Andra Groller..... Administrative Director
- Marilyn Lathrop..... Assistant Director
- Alexander DiMarzio..... Principal
- Tina Geyer ..... Business Administrator
- Jason Nace..... Network Administrator

**OFFICE STAFF**

- Dawn VanWinkle ..... Director’s Administrative Assistant
- Charlene Hornberger ..... Front Desk Administrative Assistant
- Karen Tiru..... Attendance Administrative Assistant
- Jane Uhrich ..... Purchasing Coordinator
- Cheryl Himmelberger ..... Payroll/Personnel
- Larry Rittle..... Shipping & Receiving Clerk
- Keith Noll..... School Police Officer
- Joann Kreiser..... Health Room Assistant
- Adam Hartman..... Computer Technician/PIMS

**MAINTENANCE/CUSTODIAL STAFF**

Mike Kemmerling .....	Building Maintenance
David Sorg .....	Lead Custodian
Whitney Wright .....	FT Custodian
John Engle .....	FT custodian
Alan Peralta .....	PT custodian

**CAFETORIUM STAFF—NUTRITION GROUP**

**INSTRUCTIONAL STAFF**

(Listed by Program)

Ryan Gerz .....	Auto Body Technology
Angelo Cuva .....	Automotive Technology
Scott Kreiser .....	Carpentry/Residential Construction
Artemus Tuisl .....	Commercial Art & Design
Michele Werni .....	Cosmetology
Robert Corle, Jr .....	Culinary Arts
Nina Eckert .....	Dental Assistant
Joshua Kleinfelter .....	Diesel Truck Technology
Eric Derr .....	Electrical Technology
Justin Breen .....	Electromechanical Technology
Wendy Barrett .....	English
Beth Garrett .....	Health Careers Technology
Lori Mattis .....	Health Careers Technology
Lisa Pison .....	Instructional Coach
Taryn Hogeland .....	Landscape and Horticulture
Christopher Rutter .....	Law Enforcement & Security
Nicoletta Lagonis .....	Law Enforcement & Security
Abby Mays .....	Law Enforcement & Security
Ian Whitman .....	Masonry
Kerry Hartman .....	Mathematics
Thomas Giovarelli .....	Media Communications Technology
Alicia Petruska .....	Medical Assistant
Rene Gehman .....	Medical Assistant
Daniel Giffin .....	Network Technology
Brian Peffley .....	Pastry Arts
Douglas Kless .....	Plumbing, Heating, & Air Conditioning
Eric Tanger .....	Precision Machining Technology
Theresa Tobias .....	School Counselor
Kelly Flowers .....	School Counselor
TBD .....	Special Education Facilitator
Meghan Weaber .....	Vocational Facilitator
Tim Mehl .....	Special Populations Coordinator
Hanna Seyfert .....	Sports Therapy Sciences
Joshua Miller .....	Welding Technology
Josh Boettner .....	Work Based Learning Coordinator

**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 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 Daniel Gipe, IPM Coordinator, at (717) 273-8551 ext. 2164.

## NATIONAL TECHNICAL HONOR SOCIETY



National Technical  
Honor Society

### **Student Induction Criteria:**

Students considered for the NTHS must be in 11<sup>th</sup> or 12<sup>th</sup> grade to be eligible.

### **All Junior or Senior Students in Full-Day Program:**

#### **Grades:**

Must have an average of 92% or above in his/her Career & Technical program.

#### **Attendance:**

All full day students must have no more than three excused\* incidents during the first semester (exceptions to this criterion will be approved by the NTHS Review Committee).

#### **Discipline:**

No disciplinary infractions that rise to administrative level

#### **Community Service:**

All students must complete a minimum of 2 hours of verifiable Community Service. Community Service forms must be completed and returned by the date indicated on the form.

### **Junior Students in Half-Day Programs during the 2023-2024 School Year:**

#### **Grades:**

Juniors returning for the second year of the vocational program will be eligible for the National Technical Honor Society if they have an average of 92% or above in his/her vocational program by the end of the 4<sup>th</sup> marking period of their junior year and returning to the CTC.

#### **Attendance:**

All Half-Day students must have no more than five excused incidents\* and no Unexcused Tardies for the school year (exceptions to this criterion will be approved by the NTHS Review Committee).

#### **Discipline:**

No disciplinary infractions that rise to administrative level.

#### **Community Service:**

All students must complete a minimum of 2 hours of verifiable Community Service. Community Service forms must be completed and returned by date indicated on the form.

**Junior Students in Half-Day Programs during the 2023-2024 School Year:**

**Grades:**

Juniors returning for the second year of the vocational program will be eligible for the National Technical Honor Society if they have an average of 92% or above in his/her vocational program by the end of the 4<sup>th</sup> marking period of their junior year and returning to the CTC.

**Attendance:**

For the school year 2023-2024...any half day student that has been selected at the end of the previous school year but follow this attendance guidelines by end of the first semester in 2023-2024 school year. Students must have no more than three excused incidents\* and no Unexcused Tardies for the school year (exceptions to this criterion will be approved by the NTHS Review Committee). Failure to comply to these attendance guidelines, a student will be removed from NTHS prior to induction in February 2024.

**Discipline:**

No disciplinary infractions that rise to administrative level.

**Community Service:**

All students must complete a minimum of 2 hours of verifiable Community Service. Community Service forms must be completed and returned by the date indicated on the form by the end of the first semester in school year 2023-2024. Failure to comply with the community service guidelines, a student will be removed from NTHS prior to induction in February 2024.

**\*INCIDENT – one incident could consist of multiple days of absence associated with illness or other debilitating issues. CONTINUED PARTICIPATION IN NATIONAL TECHNICAL HONOR SOCIETY:**

All students must maintain a 92% or higher while enrolled at the Lebanon CCTC.  
Must do an additional 5 hours of Community Service.

Must have no disciplinary infractions that rise to Administrative level.

Attendance: an additional two excused \*incidents will be granted to all full day students while enrolled at the CTC.

An additional five excused \*incidents will be granted to all half-day students while enrolled at the CTC during their senior year.

**\*INCIDENT –one incident could consist of multiple days of absence associated with illness or other debilitating issues.**