



Student Handbook 2023 - 2024



821 Plymouth Road
Plymouth Meeting, PA 19426
610-277-2301
www.cmths.org

A Bright Future Begins at Central Montco Technical High School

Dear CMTHS Families,

August 2023

We are pleased that you have chosen to attend Central Montco Technical High School (CMTHS). Central Montco Technical High School's Administration, Faculty, and Staff are committed to helping you reach your career goals. Whether you plan to enter college or the workforce after graduation, your future is in your hands. We encourage you to take advantage of the many opportunities offered to you.

Please read the handbook thoroughly and keep it handy as a reference guide. The staff will review with all students during the first and second week of school. Parents and students must acknowledge they have read the handbook in its entirety.

Best Wishes,

The Joint Operating Committee, the Administration, and the Staff of CMTHS

Central Montco Technical High School Joint Operating Committee

Central Montco Technical High School (CMTHS) is a joint venture between the Colonial, Norristown Area, and Upper Merion Area School Districts. The governing body, or Joint Operating Committee, comprises three school board members from each of the participating school districts.

Colonial School District

Superintendent: Dr. Michael Christian
JOC Members: Mrs. Chris Epstein
Mrs. Susan Moore, Treasurer
Mr. William Winchester



Norristown School District

Superintendent: Mr. Christopher Dormer
JOC Members: Mr. Philip Daniels
Mr. Christopher Jaramillo
Mr. Louis Mason, Vice Chairperson



Upper Merion School District

Superintendent: Dr. John Toleno, CMTHS Superintendent of Record
JOC Members: Mrs. Alice Budno-Hope
Mr. Troy Chiddick
Mrs. Maggie Philips, Esq., Chairperson



Central Montco Technical High School

Executive Director: Dr. Angela King
Recording Secretary: Mrs. Jessica Titus

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Accident Reporting

Whether major or minor, accidents resulting in injury must be reported to the instructor, and the injured student sent to the emergency medical nurse. The nurse will take whatever measures appear to be necessary. If a student requires medical attention, his/her parent/guardian will be contacted to pick up their child and take them to a doctor or hospital. When the parent/guardian is unable or not available to pick the student up, CMTHS reserves the right to send that student to a doctor by other means of transportation.

Admissions Policy

CMTHS has established requirements for admission of students that are consistent with statutes, regulations, and sound educational practice and ensure the equitable treatment of all eligible students and may admit non-resident students from outside the attendance areas of participating school districts if space warrants such admission and an appropriate program can be provided.

Admission to CMTHS is based upon the recommendation of the sending school teachers and school counselors. Students are accepted into a program on a first-come, first-served basis. Some programs, because of their academic rigor, call for prerequisite academic courses. If course enrollments exceed capacity as determined by facility limitations and laws, CMTHS will consider additional sections but reserve the right to cancel enrollments.

Acceptance of the students from non-participating districts is subject to space availability after all students from participating districts are accommodated without adding any additional sections. Also, such students shall be required to pay tuition as calculated by CMTHS. Such students must meet all other normal admission requirements. Programs are developed around a three-year curriculum, and students may enter CMTHS in the 10th, 11th, or 12th grade.

Alert and Notification System

CMTHS uses a notification service that allows us to send a telephone message and an email or text message (or a combination of the three) to the parent/guardian, providing relevant information about school events, student attendance, or emergencies. CMTHS will notify the parent/guardian of school delays or cancellations due to inclement weather, remind the parent/guardian about school events, and inform the parent/ guardian of the child's tardiness or absence from class. In the event of an emergency at school, parent/guardian will be notified immediately by phone. The parent/guardian email address and phone number provided on the student information sheet are used by our system to convey messages.

Attendance Policy

Regular attendance in the building providing that the safety metrics measures are met according to the *Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health guidelines* is necessary for student success; therefore, we encourage students and their parents to work cooperatively to ensure regular attendance in the building *and/or virtually*. Students are graded on attendance under the Work Ethic component of the CMTHS grading system. A daily work ethic grade of up to 10 points is assigned by the teacher. Work Ethic is based on the following: attendance, discipline, completion of assignments, safety violations, and behavior. If a student is marked absent, an automated telephone call will be made to the student's parent/guardian, whether excused or not.

As a result of school concern for student attendance, a formal letter will be sent to the parents/guardian as well as the sending school, on the 5th, 10th, and 20th occasion of a student's unexcused absence. The purpose of the letter is to inquire about the cause of a student's absences from school. Excused absences may include hospitalization, confined illness, and similar situations with documentation from a medical, mental health, school district, and/or any authorized professional.

EXCUSED ABSENCE NOTES

If a student has been absent from school for any reason, an absence note signed by the parent/guardian, sending school, doctor, or judicial court is to be emailed to attendance@cmths.org by the third day of school following the absence. Submitting the absence note is the responsibility of the student. Irregular and excessive absences will be investigated and could lead to disciplinary action. Absences caused by school-sponsored activities, appointments initiated by the nurse, counselor, or administrator, or illnesses or injuries confirmed by a doctor's note are considered excused. Attendance data (absences and tardies) are included in permanent records. Cases of excessive absences will be referred to the appropriate authorities by the student's sending school.

UNEXCUSED ABSENCES

All other absences not listed under excused absences are considered unexcused.

LATENESS/TARDY POLICY

If a student arrives late to school, other than by a late school bus, the student must enter through the main office. Each time a student arrives late to CMTHS, an automated telephone call, email, or message will be sent notifying the student's parent/guardian of their lateness to CMTHS. Excessive unexcused lateness and absences may result in the loss of Co-Operative Education and Internship privileges. Students who arrive at school after most class time are considered absent. Parents are encouraged to make appointments before or after school.

EARLY DISMISSALS

Early dismissals from in-person learning are discouraged or limited to only essential or urgent situations. Parents/Guardians are required to make appointments. An email to attendance@cmths.org from the parent/guardian requesting an early dismissal with the student's full name, parent/guardian's phone number, and reason for early dismissal is required. The early dismissal must be approved by the administration 24 hours in advance of the dismissal time except for emergencies, and all parties must follow early dismissal protocols as stated in the email. A staff member will verify the email by calling the parent/guardian.

If someone other than a parent/guardian picks up the student, the person picking up the student must be listed as an emergency contact on the medical form and the person's full name must be indicated in the email. The person picking up the student is required to provide a picture ID for scanning and must follow the guidelines below.

- Individuals must follow all signs in the parking lot.
- All visitors must use our electronic sign-in and enter their ID into our screening system if they must enter the building.
- If there is an essential need to enter the building, there will be a mandatory prescreening and authorization of visitors required prior to entering the building.
- Individuals will be directed to enter through the front office only.

CMTHS recognizes that many students are involved in civic activities. However, attendance at school is the first and foremost responsibility of the student. For that reason, early dismissal will not be granted to students who serve as firefighters, fire police, paramedics, or in similar capacities. Students will not be excused for reporting late to school or missing school for the entire day because of participating in such activities. We will make Exceptions for extreme emergencies will be made at the discretion of the administration

Automobiles, Parking, Driving, and Riding Permits

Students who drive to CMTHS must:

- Complete and return a CMTHS Driving/Riding Permit Request including a copy of the license, registration, and insurance electronically to attendance@cmths.org
- Follow the assigned parking and entering/exiting the building protocols.
- Parents/Guardians dropping off students must follow the designated drop-off procedures.
- All drivers must have a parking permit from their sending schools.
- All student drivers/riders must attend CMTHS regularly and on time and must arrive at their CTC program by 8:00 AM (morning session) and 12:00 PM (afternoon session).
- Habitual unexcused lateness and absences may result in administrative discipline and loss of parking privileges at CMTHS.

All students approved will be issued an assigned parking space and driving permit. Students must park in their assigned student parking spaces. The driving permit **MUST** be always displayed inside the vehicle. Violations, including transporting unauthorized passengers, speeding, reckless driving, and any other inappropriate actions, may permit revocation and disciplinary action. Students using the school parking facilities are not permitted to sit in cars or to leave the school grounds at any time during the school day, except with permission from a member of the administrative staff.

Automobiles incorrectly parked may be removed from school grounds. Students driving will enter the grounds by the Plymouth Road entrance and leave by the New Hope Street exit. Students are expected to follow the directional signs in the parking lot. All parking is at the risk of the owner/driver.

All vehicles parked on CMTHS property are subject to search by school personnel. Vehicles thought to contain illegal or dangerous items are subject to seizure by the Plymouth Police Department. The school assumes no responsibility for any damage or loss of property. CMTHS reserves the right to deny or suspend parking privileges to any student who violates regulations.

The speed limit on school property is 10 mph. Excessive speed driving through CMTHS, reckless driving, and/ or driving through Senior Suites (Brandywine), Norris Hills Shopping Center, and/or St. Paul's Church parking lot may result in the loss of driving privileges and disciplinary action. Do not park in the Senior Suites or St. Paul's Church parking lots.

Bullying Policy (Policy # 249)

CMTHS is committed to providing all students with a safe and civil school environment in which all members of the school are treated with dignity and respect. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Bullying is an intentional electronic, written, verbal, or physical act or series of acts directed at another student, students, or staff, which occurs in a school setting and includes cyberbullying.

It is the policy of CMTHS to maintain an educational environment that is intolerant of bullying in any form. It is a violation of this policy for any student or staff member to bully another person while attending school or school-sponsored events, in school vehicles, using school equipment/technology, at a designated bus stop, or traveling to or from school. It shall also be a violation of this policy for any school staff member to tolerate bullying during school or at a school-sponsored event, in school vehicles, or at a designated bus stop.

CMTHS strictly prohibits any conduct by any student or non-student that creates or is intended to create an intimidating, threatening, offensive, or hostile learning environment. All students and adults have a responsibility to conduct themselves in a manner consistent with this policy, thereby avoiding conduct that constitutes bullying.

Any student who feels they have been bullied has the right to file a complaint, also, reporting procedures are in place for use by parents and community members. Complaints may be reported directly to a classroom teacher, school counselor, or school administrator.

All reports of bullying shall be promptly investigated; corrective action may be taken as deemed appropriate. Upon learning about a bullying incident, the principal or designee shall interview students involved, and thoroughly investigate the incident(s). This investigation may include interviews with students, parents, and school staff, and the review of school records. In some instances, the staff of the student's home school district may participate in the investigation. In all cases, where a formal bullying investigation commences, the sending school districts of the involved students will be notified of the bullying investigation. More information can be found by clicking [here](#).

Bus Transportation

Central Montco Technical High School cooperates fully with the sending school's transportation rules and regulations. The bus driver reports student misconduct on buses to the sending school's transportation coordinator. According to rules and regulations, students who engage in bad behavior during the loading or unloading process at CMTHS will be disciplined at CMTHS.

CMTHS works closely with the sending school authorities in addressing misconduct on buses. Transportation privileges may be denied for misconduct.

Students must follow all bus transportation safety protocols.

- *Students must follow pre-determined strategic bus seating charts for proper social distancing and designated entrances to the building.*
- *Students must wear a face covering as mandated by the Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health guidelines while boarding, riding, and exiting the bus.*
- *Students will be prohibited from boarding the bus if he/she does not have a completed medical form.*
- *Bus transportation will be denied for students who violate the Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health guidelines, and the CMTHS health & safety plan.*

If a student experiences transportation problems such as late buses, missed pick-ups, incorrect bus assignments, etc., he/she should contact his/her sending school's transportation coordinator. The student's sending school District is responsible for transportation to and from CMTHS. CMTHS is not responsible for bus transportation.

Permission to ride another school district's bus is always prohibited. Students must secure the sending school principal's approval to ride another bus within their District. Following is a list of sending schools' transportation website links and phone numbers.

[Norristown Transportation Department](#) - 610-630-5051

[Upper Merion Transportation](#) (First Student) - 610-205-6484

[Colonial/PW Transportation](#) First Student - 610-834-1670 x4

[Lower Merion/Harrilton Transportation](#) - 610-645-1940

Career and Technical Organizations: Student Leadership

SkillsUSA and Health Occupations Students of America (HOSA)

Both programs have chapters at CMTHS. These programs are nationally recognized organizations and are a required part of a student's program. Many planned student activities will be held during the year to support SkillsUSA and HOSA. Scholarships and tools are awarded to students who compete in District, state, and national skills & leadership competitions. Click [here](#) to learn more about SkillsUSA and [here](#) to learn about HOSA at CMTHS.

National Technical Honor Society

NTHS helps schools recognize students for their achievements in career and technical education. Members receive a membership certificate in a professional presentation portfolio. In addition, members receive an official NTHS diploma seal, graduation tassel, lapel pin, and window decal to show their affiliation with NTHS. Click [here](#) to learn more about NTHS at CMTHS.

Certifications and Testing

PENNSYLVANIA SKILLS CERTIFICATE

To earn the Pennsylvania Skills Certificate, students must achieve an advanced level on a NOCTI or other PDE-approved test. These tests consist of two parts-written and performance.

The written NOCTI exam covers factual knowledge, technical information, and problem-solving related to a technical field. The performance test allows students to demonstrate that they have the skills required to do the job. The tests are given at schools with local business and industry persons evaluating student performance.

The tests provide students the opportunity to demonstrate that they have acquired the technical skills needed for entry-level employment and postsecondary education.

A student that achieves advanced on all portions of the NOCTI exam will receive a Pennsylvania Skill Certificate from the Pennsylvania Department of Education. The Pennsylvania Skills Certificate is one of the qualifying documents used to offer students advanced college credits with partnering postsecondary institutions through the Statewide Articulation Agreement. To learn more about this opportunity, talk to your CMTHS counselor or visit www.education.state.pa.us and search for "Statewide Articulation Agreement."

OTHER CERTIFICATES

Competent and Completion Certificates are documents that indicate the student has obtained the entry-level skills required for a specific occupation. They are issued to students according to the skills

completed for specific job titles. A student's program may offer certificates of participation, proficiency, or licenses issued by state and national organizations.

Change of Program

Students who wish to change programs within CMTHS must notify the CMTHS school counselor for consultation. The counselor will contact all individuals involved: Student, Parent/Guardian, CMTHS Instructor(s), CMTHS Special Needs Counselor (if applicable), Sending School Counselor, and Case Manager (if applicable). If all agree to the possible move, the student will shadow a new program in two sessions over a two-day period. Once the shadow is complete, the CMTHS Counselor will speak with the Program instructor and Student to see if it is a good fit. The student will then be moved to the new program if space is available. Where there is a capacity restraint in that program, the student will be added to the waitlist. (See "Waitlist" for more details).

Closing of School

School may close due to inclement weather conditions or for other reasons. Announcements regarding the closing of school will be announced on the school website www.cmths.org, and via the school telephone communication system. Students should follow their sending school's closing information. Students should not drive to school on those days for which snow and/or sleet are predicted.

Communication

CMTHS uses a variety of methods to communicate with our students and families. Methods we use include, but are not limited to:

- Phone alert system
- Texting alert system
- Email
- CMTHS Website
- TalkingPoints Application

If a parent/guardian's email address or a student's address or telephone number changes, the student must report these changes to the CMTHS school counseling office or change it in PowerSchool as soon as possible.

Confidential Communication

CMTHS recognizes that some written and oral communications between students and school personnel is confidential. All school personnel must comply with federal and state laws, State Board regulations, and Joint Operating Committee policy concerning confidential communications of students. Information received in confidence from a student may be revealed by the staff member who received the information when the health, welfare, or safety of the student or other persons is in jeopardy. In qualifying circumstances, a staff member may reveal confidential information to the Executive Director and other appropriate authorities.

Counseling

If students want to talk to the school counselor, they may request permission from their instructor to contact the counselor and make arrangements for counseling. The counselor will come to the student's designated location if possible. Students may also make appointments directly with the counselor. The counselor can assist students with their CMTHS program, career information, college opportunities, additional technical training, armed forces opportunities, and/or personal concerns.

Educational Field Trips

Many CMTHS teachers use field trips to extend the learning environment. To participate in a field trip, students must:

- Have regular and on-time attendance, which is required to be eligible to attend a CMTHS-sponsored field trip.
- Have appropriate behavior; students with frequent and serious disciplinary incidents may not be eligible for CMTHS-sponsored field trips.
- Submit a signed parental consent
- Abide by all school rules, even when not on school grounds
- Be responsible for informing each sending school teacher in advance of the field trip
- Be responsible to keep up with work missed because of the field trip
- Follow outlined procedures under the "Medications" section of this document. School medical personnel may attend educational field trips at the request of the Director.

Electronic Devices

The teacher always has the discretion of using all electronics, including cell phones, headsets, earphones, earbuds, and Air Pods. Electronics are permitted in school *but must have limited usage due to cleaning & sanitizing protocols (refer to Health & Safety Plan)*. Students must always have one ear unobstructed so they may hear instructions and follow directions. Students MAY NOT utilize personal devices to make videos or take pictures during the school day unless directed by the teacher, administration, or designated staff member. CMTHS will not be responsible for the loss or theft of any electronic devices and/or personal items. Items of value should not be brought to school and should not be left unattended.

Emergency Evacuation Drills

Periodic evacuation drills are a part of the school's ongoing safety program. As soon as the alarm sounds, the power shuts down. All persons are to leave the building quietly. Do not talk or run. Students must locate themselves at least 75 feet away from the building and remain with their class. The roll will be taken. Do not assemble on the driveway where fire equipment might pass. When given a signal, students return to the building through the same door they left. If a student is away from their program when the alarm sounds, they are to leave by the closest exit and report to their designated assembly area for the instructor to take roll accurately. All evacuation drills will follow the Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health Guidelines.

English Language Development

Any student who receives direct ELD services at their home district is entitled to ELD push-in support within their career and technical program at Central Montco Technical High School. This support includes differentiated class content and assessments based on student proficiency level and Spanish interpretation and translation support within the program curriculum.

ELD support also extends to the families of our students by ensuring that there is an open line of communication between the school and home. Interpretation and translation in Spanish is available with our bilingual ELD Specialist for any parental/guardian questions or concerns and for communication home. If you have any questions, please contact our ELD Specialist, Mrs. Katie Allen at kallen@cmths.org.

Entering and Exiting the CMTHS Building

Every student will follow the specific entrance and exit procedures during school hours. These entrance and exit procedures will include any hallway transition to another location in the building.

Equipment and Textbooks

Textbooks, tools, electronic devices, and equipment that are the property of CMTHS must be returned in good condition at the end of the school year. Students will be required to pay for books and equipment that are damaged or not returned at the end of the school year. Students who are deemed in need of financial assistance for uniforms, tools, and/or equipment may request a payment plan/contract from the Business Office. CMTHS may purchase or provide a loaner item to students whose parents sign a payment plan contract. Students with payment plan contracts who do not satisfy their yearly obligations per the terms of the agreement may not be allowed to return to a program.

Equity Statement

Central Montco Technical High School does not discriminate in its education programs, activities, or employment practices based on sex, color, national origin, race, sexual orientation, disability, age, religion, ancestry, political opinions or affiliations, or lawful activity in any employee organization. Central Montco Technical High School provides equal access to the Boy Scouts and other designated youth groups. For information about your civil right and grievance procedures, contact Dr. Angela King, Executive Director and Equal Rights Coordinator, at 610-277-2301.

Family Educational Rights and Privacy Act (FERPA)

Model Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Central Montco Technical High School, with certain exceptions, obtain your written consent before the disclosure of personally identifiable information from your child's education records. However, Central Montco Technical High School may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary following District procedures. The primary purpose of directory information is to allow Central Montco Technical High School to include this information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Also, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information, names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Central Montco Technical High School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing.

Food

- **Food deliveries** to CMTHS are strictly prohibited as per the school policy. Students are advised to refrain from arranging or accepting ANY food deliveries on school grounds. If a delivery of food occurs, the delivery will be rejected by school personnel.
- **School lunches** are served at sending schools; students are expected to eat at their sending school or prior to coming to CMTHS. Bringing lunch from outside is not allowed. For lunch-related assistance, students can contact Mr. Wilson.

Grading

Students and their parents are encouraged to seek the help of the instructors or administrators whenever necessary. Please contact the instructor by phone, email, or TalkingPoints with questions and concerns. Please leave a message if the instructor is unavailable.

CMTHS grades consist of three (3) components of the total grade:

1. Work Ethic – includes assignment completion, attendance, behavior, participation, preparedness, safety, tardiness, uniform
2. Knowledge/Theory – includes assessment grades on knowledge/theory tasks assignments
3. Skill or Competency – includes assessment grades on hands-on skill and/or program competency tasks

Marking period grades are calculated into the student's Grade Point Average (GPA) based on the sending school grading scale. Grade reports are reported in the student's CMTHS PowerSchool. Students and parents/guardians are given their PowerSchool access at the beginning of the school year. It is encouraged that both students and parents/guardians check grades regularly.

We will notify the parent/guardian via our communication services when the mid-marking and the end of each marking period are posted.

Sending schools to receive grade updates from CMTHS at the middle and end of each marking period or as needed to complete state-mandated reporting, individual education plans, and program changes.

CMTHS grades are indicated on the student's sending school transcript.

Health Information (Students)

Students are prohibited from entering CMTHS without a completed health form. Students must have the parent/guardian signed health information document to work on hazardous equipment. It is the responsibility of the parent/guardian to complete the student health form, and all other required documents before entering the building on the first day of class. Students will not be permitted to enter CMTHS, use tools, or operate equipment until the health and other required forms have been properly completed and submitted. Also, all safety procedural tests must be satisfactorily completed and recorded by the program instructor

Identification of Students

All students are required to wear an ID tag and must produce their ID tag when requested. The school will provide each student with one ID each year. Replacement ID tags will be at the expense of the student.

Insurance

All students enrolled in a technical program are urged to participate in the sending school's insurance program. Both physical and financial loss can occur through accidents. If students do not participate in the sending school insurance plan, the administration strongly urges them to consult with their parent/guardian to determine if they have insurance, which would cover them during the school day.

Internet (Acceptable Use of Internet Policy # 815)

Internet access, email, and network resources are potential to students for educational and instructional purposes and other purposes consistent with the educational mission of CMTHS. Students are expected to act in a responsible, ethical, and legal manner following CMTHS policies and procedures, accepted rules of network etiquette, and federal, state, and local law.

Appropriate use of CMTHS access to the Internet and the school's email and network technologies shall be in support of the educational mission and instructional program of the school and in accordance with this policy and the Children's Internet Protection Act (CIPA) 114 Stat. 2763A-335. Students may not use the school's computers for access to the Internet or email without the approval or supervision of a teacher or CMTHS staff member. In the event a parent or student fails to sign and return the permission, a second permission will be issued. The school will view failure to return the second permission as acceptance of the terms and conditions within the permission.

With the Internet and email comes the potential of material that may not be considered appropriate. CMTHS cannot ensure that students who use the Internet or email will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. Inappropriate use is categorized by the following: materials that are damaging to another's reputation, abusive, obscene, sexually-oriented, threatening, contrary to CMTHS policy on harassment, contrary to CMTHS policy on bullying, harassing, or illegal.

CMTHS reserves the right to log, monitor and review the Internet, email, and other network use of each user. This logging, monitoring, and review may be conducted without cause and notice. By using CMTHS computers each user agrees and consents to such logging, monitoring, and review and acknowledges that he/she has no right or expectation of confidentiality or privacy concerning Internet,

email, or other network usage. Network storage areas may be treated like school lockers, but the limitation of 22 Pa shall not govern searches of such network storage. Code § 12.14(c). Network administrators may review student files and communications to maintain system integrity and ensure that students are using the system only for appropriate purposes. Students should expect that files stored on CMTHS servers or computers will not be private. More information can be found by clicking [here](#).

BRING YOUR OWN DEVICE (BYOD)

Students are permitted to bring their own electronic devices to school including, but not limited to the following: cell phones, smart phones, I-Pads, and laptop computers. Students may utilize these devices at the discretion of a staff member. Students agree to utilize the district Wi-Fi network and are not permitted to utilize 3G or personal networks during school hours. Students may not utilize personal devices to make calls at any time during the school day unless directed by the teacher, administration, or designated staff member.

Students who do not follow the discretion of the staff member will be subject to disciplinary action. It should be recognized that BYOD at CMTHS is a privilege for students, not a right. Students will be required to follow all classroom procedures and the student code of conduct or forfeit this privilege and be subject to additional disciplinary actions.

Lost and Found

Report all lost and found items to a staff member. Do not touch or remove the lost and found items.

Mascot, Colors, and Motto



The CMTHS official Mascot is the Hawk.

The CMTHS official school colors are burgundy and gray.

The CMTHS School Motto is "Shaping Today's Students for Tomorrow's Careers".

Occupational Advisory Committees

All CMTHS programs are designed to provide the student with the skills required for specific occupations. To identify and update the skills taught, each program has an Occupational Advisory Committee (OAC). It is comprised of representatives from businesses, postsecondary staff members, parents, and students.

Personal Property Work Done at CMTHS Policy

Students, with permission, may bring work into CMTHS. The educational needs of the school may, at times, require the instructor and administration to deny the student the ability to bring in a particular work project. The educational philosophy of CMTHS is that the instructional needs be met first. Consequently, any work that is brought into the school must be approved by the administration. The instructor approves the job based on its relevance to the curriculum.

Philosophy of CMTHS

Central Montco Technical High School (CMTHS) provides a variety of programs that prepare individuals to enter the workforce or to continue their education at colleges, universities, and technical schools. In addition to occupation-specific training, CMTHS promotes the development of civic responsibility, employability skills, leadership, and professionalism. All programs are competency-based and designed to meet the individual student's needs, skills, interests, abilities, and preferences.

CMTHS is committed to serving the business and industry sectors of the community by providing programs that assist in meeting workforce requirements.

Portfolios

During their senior year, students shall create a professional portfolio that contains but is not limited to, a resume, certifications earned, letters of reference, awards, and samples of the student's work. Through their participation in the Senior Seminar Program, seniors will be instructed in the PA Career and Education and Work Standards, which include career awareness, preparation, acquisition, retention, advancement, and entrepreneurship.

Reflective & Restorative Program (Rr)

Due to high concerns of repeated level-one offenses, students may be referred to the Reflective and Restorative program. CMTHS Reflective & Restorative program is an intervention for repeated level I behaviors/minor infractions to prevent level II, III, or IV discipline procedures that may include suspensions and/or removal from CMTHS.

- Students may be referred to the Reflective & Restorative program by their instructor for repeated level 1 offenses.
- Once the referral is reviewed by the Coordinator of Student and Behavioral Supports (CSBS), the parent and student will be informed of the appropriate consequence as well as the time scheduled.

- The student will be removed from their program for a time that will not exceed 45 minutes during their program session.
- The student will complete lessons in Schoology related to the infraction, a reflective exercise, and a discussion pertaining to the offense. Lessons will be administered by the Behavior Mentor.
- If additional time is needed, the Behavior Mentor will schedule time for the student to complete mandatory lessons.
- The student must fully participate and complete this session(s).
- Refusal to participate or complete the session(s) may result in an Out of School Suspension (OSS).

The vision of this program is to foster and promote a growth mindset that supports student agency, which allows students to take ownership of their learning with guidance, support, and accountability so that students will develop self-agency through self-reflection that will support self-improvement. We at CMTHS seek to ensure a fair and supportive learning environment for all students.

Responsibilities of Students

Students attend school to develop to their fullest potential. Students are expected to do the following:

- Accept responsibility for their actions.
- Respect the rights of others to secure an education in an environment that is orderly and disciplined.
- Attend school regularly in person.
- Be always punctual.
- Maintain habits of personal cleanliness, *clean, plain cloth face covering & proper handwashing techniques.*
- Respect school property and help to keep it free from damage
- Recognize that teachers assume the role of “In Loco Parentis” in matters of behavior and discipline.
- Make an earnest effort to do their best work.
- Contribute toward establishing and maintaining mutual respect and dignity for all.
- Obey school rules and regulations made by school authorities and the student governing body.
- Read this code and seek help with parts not understood.

IN LOCO PARENTIS

Every teacher, and administrator in the public schools shall have the right to exercise the same authority as to the conduct and behavior over the students attending his/her school during the time they are in attendance, including the time required in going to and from their homes, as the parents/guardians, or persons in parental relations to such pupils may exercise over them.

Safety Equipment

Occupational training involves the use of equipment and tools that are found in industry. Programs are equipped so that students can learn skills that make them immediately employable upon completing the program. Student behavior must resemble that of a worker in industry. Safety regulations are divided into general and program safety rules. Program safety rules are more specific to each program area. All safety rules are to be obeyed. Posted in each program area are specific “safety attire regulations.” These regulations are explained to the students at the beginning of the term and are emphasized frequently.

Proper conduct - no horseplay, unsafe acts, or harassment; Wear eye safety protection in the program always; Wear required clothing.

In posted areas, all students, faculty members, and visitors must wear clear, non-colored lensed safety glasses. Safety glasses are protection and required by Pennsylvania Law. Safety glasses are issued to new students whose programs have posted areas, at the beginning of their first year at the CMTHS. Glasses that are damaged or lost must be replaced at the student's expense. Students may not participate in program activities in designated locations without wearing safety glasses.

Students who wear prescription glasses must wear goggles over their glasses or obtain prescription safety glasses with side shields. If a student decides to purchase safety glasses elsewhere or have prescription safety glasses, the safety glasses must be approved by CMTHS emergency medical nurse. Other safety equipment such as face shields, respirators, helmets, gloves, shoes, and other items must be worn when the activity calls for it. Instructors will explain this requirement in their program.

Sending School Activities

Students are encouraged to participate in their chosen sending school activities, clubs, sports, etc. Students will not be penalized for participating in these activities if they provide the proper documentation to the Administration in a timely manner before the activity. Transportation will be arranged by the Administration and the sending school district.

SOAR (Students Occupationally & Academically Ready)

CMTHS fully supports the mission of SOAR (Students Occupationally and Academically Ready) which is a Pennsylvania Department of Education (PDE), Bureau of Career and Technical Education (BCTE) program to prepare students for college and careers in a diverse, high-performing workforce. For purposes of articulation, the Pennsylvania Department of Education, Bureau of Career and Technical Education defines a secondary completer as a student that has completed:

1. All program requirements necessary to achieve career objectives
2. Completed a Pennsylvania Department of Education approved NOCTI (National Occupational Competency Testing Institute) exam
3. Attained a high school diploma or equivalent.

Click [here](#) to learn more about the SOAR Program.

Student Shadow

If a student wishes to change a program, they may shadow the new program in two sessions, over a two-day period prior to the move. (See “Student Change of Program.”)

Tobacco

Pennsylvania Law (Act 145 of 1996 18 Pa.CS.A. Sect. 6306) prohibits the possession or use of a “lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form in a school building, or school bus or on school property.” A student who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides and to pay court costs. When a student is charged with violating subsection (A), the court may admit the offender to an adjudication alternative as authorized less than 42 PA/C/S/ Section 1520 (relating to adjudication alternative program) in lieu of imposing the fine. In addition, CMTHS will take disciplinary actions; Plymouth Township may impose substantial fines for violation of Ordinance #952. CMTHS also prohibits the possession of electronic smoking devices such as vape pens, e-hookahs, and e-cigars.

Uniforms and Dress Guidelines

Students are expected to enter the building dressed in an appropriate manner. Basic considerations for what is appropriate are modesty, manners, safety, and proper grooming. Clothing cannot distract from the educational process. Some examples of that are:

- Clothing with offensive language, provocative symbols, and/or references to alcohol, weapons, gangs, drugs, violence, sex, tobacco, ethnic prejudice, or political statements.
- Certain clothing that the administration determines as immoral or improper because it exposes private areas of the body or because pictures or wording violate the regulations listed above regarding safety, obscenity, or profanity, may be prohibited.
- Wearing head coverings that completely cover the face is not permitted, with the exceptions of medical requirements and religious practices.

All programs require students to wear the uniforms of their trade. Safety practices, sanitation, and/or state law, govern the type of clothing worn. Students are expected to act (and look) like the skilled technicians they are training to be. Uniforms may be purchased via the uniform link at www.cmths.org or by clicking [here](#). There may be program activities that students are not allowed to participate unless the proper uniform is worn.

Unlawful Harassment (Policy # 248)

CMTHS strives to provide a safe, positive learning climate for students. The policy of the school is to maintain an educational environment in which harassment in any form is not tolerated. CMTHS prohibits all forms of unlawful harassment of students by all students and staff members, contracted individuals and vendors, and volunteers in the school.

The term "harassment" includes but is not limited to repeated, unwelcome, and offensive slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, gender identity, national origin, age, or handicap/disability that create an intimidating, hostile or offensive educational environment.

Ethnic harassment includes the repeated, unwelcome, and offensive use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Additional examples of sexual harassment include, but are not limited to unwanted sexual flirtations, advances, touching, or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendos, references to sexual activities, overt sexual learning or working conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment. (continued)

Students who have been harassed should promptly report such incidents to administration. Complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment. More information can be found by clicking [here](#).

Video Surveillance

A safe school environment is our priority. An orderly school environment requires a code of discipline to achieve this objective. The school uses video surveillance equipment to assist in providing a safe and healthy learning environment.

Visitors

All visitors must enter the building through the main office facing Plymouth Road. All visitors must have an appointment or be expected by the person they are visiting and follow the procedures below:

- Individuals must follow all signs in the parking lot.
- All visitors must use our electronic sign-in and enter their ID into our screening system if they must enter the building.
- If there is an essential need to enter the building, there will be a mandatory prescreening and authorization of visitors required prior to entering the building.
- Individuals will be directed to enter through the front office only.

In general, students may not bring a visitor to CMTHS with the intent of attending class. All tours should be arranged through the School Counseling Office.

Waitlist

Students are placed on/off a waitlist on a first-come-first-serve basis. If a spot opens in a program and the student still has interest in moving, they will follow the “Student Change of Program” protocol. There are no guarantees that a student will move off a waitlist in a given year.

Withdrawal from CMTHS

Students who wish to withdraw from CMTHS must notify the CMTHS school counselor for a consultation. The counselor will contact the student’s parent/guardian and sending school counselor. If the parent/guardian and sending school counselor agree to the move, and a full-day sending school schedule can be made, the student will be able to withdraw from CMTHS. All financial and material obligations to CMTHS must be met before the student’s withdrawal is completed.

Work-Based Studies

The purpose of work-based learning is to allow observation and understanding of the procedures, requirements, and responsibilities of occupations in an actual workplace setting. This experience can be obtained through the following methods.

CLINICAL EXPERIENCE

Some programs at CMTHS utilize clinical experiences during the class period to assist learning about the occupation and/or to develop certain skills. Instructors observe students during these sessions.

COOPERATIVE EDUCATION

Cooperative Education placements are provided for a second-semester 11th grade or a 12th grade student in his or her 2nd or 3rd year of study to "cap-off" or complete his/her technical studies. The co-op assignment experiences must be related to the student's career objective and serve at least one or more of the following needs: to learn skills on equipment not available at CMTHS; to develop work-related attitudes while working alongside skilled employers, and to apply the skills learned at CMTHS in a competitive work environment.

Cooperative Education placement during the school week can be 3-4 days and students must work a minimum of 15 hours per week. Co-op students are paid employees. Co-op students report to school weekly for senior seminar class, NOCTI preparation or as requested by their instructor. As a part of the senior seminar class, students complete a portfolio that may be used after graduation for trade school and employment interviews.

INTERNSHIPS

Internship placements are for 11th and 12th grade students. Students are encouraged to participate in Internships while attending CMTHS. Internships allow the student to experience the field in which they chose to study and gives them a choice as to what they may want to specialize in upon graduation. Internships are reserved to provide the student with an opportunity to work alongside a mentor at an off-campus location. The experience the students are exposed to should be designed to satisfy skill development tasks as outlined in the curriculum associated with the student's career objective.

Shadowing experiences are for any student to observe the career field in which a student has an interest in a business or industry for one or two days. Shadowing experiences are unpaid.

Discipline Levels and Procedures

Types of misconduct are classified into four (4) levels. Each level contains progressive intervention measures to address violations.

LEVEL 1 OFFENSES

A Level 1 offense on the part of the student is an offense which: (1) impedes orderly classroom procedures, (2) infringes upon the rights of others to learn or teach, or (3) interferes with orderly operation of the classroom or school. Level 1 offenses, may occur outside of the classroom and/or school.

- Disrespectful speech or action
- Disrupting class
- Dress code violation
- Failure to carry out directions
- Horseplay
- Inappropriate public display of affection
- Intentional distractions that prevent learning
- Intentionally using the wrong school bus
- Lying
- Obscene conduct or profanity
- Other Level 1 offenses
- Profanity
- Sleeping
- Unauthorized use of electronics
- Unprepared for class

Procedures for Level 1 Offense:

A proper and accurate record of the offense and disciplinary actions are entered into the student management system as documentation of the event by the staff members involved for each student involved in the incident.

Discipline Actions Include:

1. A staff member who is supervising the students or who observes the offense will intervene immediately
2. Parent/Guardian contact
3. Conference with the staff member and student

Discipline May Include:

- Written warning and/or
- Administrative action and/or
- Loss of extra-curricular school privileges

LEVEL 2 OFFENSES

A Level 2 offense on the part of the student is an offense whose frequency or seriousness disrupts the learning climate of the classroom and/or school. A Level 2 offense may also include incidents that occur outside of the classroom at school events or on school property.

- Cheating
- Cutting Class
- Damage or destruction of property
- Defiant Behavior
- Disobedience towards school personnel
- Disrespect towards school personnel
- Failure to accurately identify oneself
- Failure to report to detention
- Forgery
- Gambling
- Horseplay or pushing and injury
- Leaving class without permission
- Out of assigned area
- Loitering
- Misuse of hall pass
- Misuse of Internet
- Obscene conduct or profanity
- Other Level 2 offenses
- Petty theft
- Repeated Level 1 offense
- Safety violations

- Trespassing
- Unauthorized area
- Unsafe acts
- Vandalism

Procedures for Level 2 Offense:

A proper and accurate record of the offense and disciplinary actions are entered into the student management system as documentation of the event by the staff members involved for each student involved in the incident.

If a suspension is considered an appropriate discipline, the student and parent/ guardian shall be advised of the reasons for the suspension and be allowed to respond before the suspension becomes effective.

Discipline Actions Include:

1. A staff member who is supervising the students or who observes the offense will intervene immediately
2. Parent/Guardian contact
3. Conference with the staff member and student
4. Administrative action

Discipline May Include:

- Suspension (1-10 days) and/or
- Behavior contract and/or
- Parent conference with staff and/or Administration and/or Administrator and/or
- Loss of extra-curricular school privileges

LEVEL 3 OFFENSES

A Level 3 offense on the part of the student is an offense whose frequency or seriousness disrupts the learning climate of the classroom and/or school. A Level 3 offense may also include incidents that occur outside of the classroom at school events or on school property.

- Bullying (Policy No. 249)
- Consensual sexual activity
- Disorderly conduct
- Ethnic/racial/sexual intimidation
- Extortion
- Failure to report to two or more detentions
- Fighting
- Flagrant disrespect for school staff
- Harassment
- Health & Safety Violation

- Inciting Level 3 behavior of student or non-student within school jurisdiction
- Instigating a fight
- Jeopardizing safety of self/others
- Major theft or possession of stolen property
- Misuse of Internet (major)
- Other Level 3 offenses
- Physically assaulting another student
- Reckless use of an automobile
- Repeated Level 2 offenses
- Smoking/possession of tobacco, nicotine, tobacco paraphernalia, or electronic smoking devices
- Tampering with CMTHS computer network
- Tampering with teacher's grades
- Terroristic threat
- Unauthorized use/tampering AED
- Vandalism (major)

Procedures for Level 3 Offense:

A proper and accurate record of the offense and disciplinary actions are entered into the student management system as documentation of the event by the staff members involved for each student involved in the incident.

The Administration initiates disciplinary action by investigating the infraction and conferring with appropriate staff or agencies on the extent of the consequences.

If a suspension is considered an appropriate discipline, the student and parent/guardian shall be advised of the reasons for the suspension and be given the opportunity to respond before the suspension becomes effective.

Discipline Actions Include:

1. Parent/Guardian contact
2. Conference with parent/guardian
3. Administrative action

Discipline May Include:

- Loss of extra-curricular school privileges
- Suspension (1-10 days) and/or
- Behavior contract and/or
- Police referral and/or
- Recommend removal from CMTHS

LEVEL 4 OFFENSES

A Level 4 offense on the student's part is an offense that could result in violence to another person or property, or which poses a direct threat to others' safety. Additional Level 4 offenses may involve the possession, sale, furnishing, use or involvement of any nature with unauthorized substances, or look-alike. Level 4 offenses may also include, but are not limited to, possessing, furnishing, selling, or using a weapon or a replica of a weapon on school property. These acts may be criminal and always require administrative action that may result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the sending school Board of School Directors.

- Arson
- Assault resulting in serious injury
- Bomb threats
- Burglary
- Consensual/non-consensual sexual activity
- Continued repeated Level 3 offenses
- Criminal trespass
- Deliberately striking, pushing, or threatening to kill an employee
- False fire alarm
- Fighting-second offense or major
- Health & Safety Violation
- Inciting Level 4 behavior of another student or non-student within school Jurisdiction
- Obscene and other sexual materials
- Other Level 4 offenses
- Possession of alcoholic beverages
- Possession of an explosive device
- Possession of weapons or objects used as weapons (regardless of intent)
- Possession, use, sale, or distribution of controlled substances or paraphernalia
- Risking a catastrophe
- Robbery
- Sexual assault

Procedures for Level 4 Offense:

In the event of a Level 4 offense, there is immediate intervention by the staff member who is supervising the students or who observes the offense, provided such intervention can take place safely.

A proper and accurate record of the offense and disciplinary actions are entered into the student management system as documentation of the event by the staff members involved for each student involved in the incident.

The administrator verifies the offense, confers with the appropriate staff or agency, and meets with the student. The student may be immediately removed from the school environment. Parent/guardian is notified. Law enforcement officials are contacted unless the discipline is based on a continuation of a

Level 3 Misconduct, in which event the administrator determines if such referral is appropriate. A complete and accurate written report is submitted to the sending school district who will recommend appropriate discipline and/or expulsion and/or removal from CMTHS. The student is given a full due process hearing if expulsion is recommended.

Discipline Actions Include:

1. Parent/Guardian contact
2. Law enforcement contact
3. Sending school administrator contact
4. Suspension (3-10 days)
5. Informal discipline hearing (after 3 days OSS)
