

JOINT OPERATING COMMITTEE

DIRECTOR'S REPORT

SEPTEMBER 1, 2021

ITEM 1: Recommend supplemental contracts for the 2021-2022 school year:

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Kathy Slattery	Website Advisor	\$1300.00
Troy Madden	Lead Teacher	\$1500.00
Katie MacLuckie	Lead Teacher	\$1500.00

ITEM 2: Recommend attendance of Amy DeLellis at the Virtual 2021 PA Cooperative Education Conference on October 14 and 15, 2021 at a cost of \$120.00.  
(Attachment #1)

ITEM 3: Recommend approval of the Student Handbook for the 2021-2022 school year.  
(Attachment #2)

ITEM 4: Recommend adoption of the following policies that had first readings on August 4, 2021: (Attachment #3)

- Policy #101 (Mission Statement)
- Policy #102 (Academic Standards)
- Policy #104 (Discrimination/Title IX Sexual Harassment Affecting Staff)
- Policy #105 (Curriculum)
- Policy #105.1 (Review of Instructional Materials by Parents/Guardians and Students)
- Policy #105.2 (Exemption from Instruction)
- Policy #106 (Planned Instruction)
- Policy #107 (Adoption of Planned Instruction)
- Policy #108 (Adoption of Textbooks)
- Policy #109 (Resource Materials)
- Policy #110 (Instructional Materials)
- Policy #111 (Lesson Plans)
- Policy #112 (Career and School Counseling)
- Policy #115 (Cooperative Education)

ITEM 5: Recommend first reading of the following policies reviewed by the Policy Committee on August 12, 2021: (Attachment #4)

- Policy #121 (Field Trips)
- Policy #122 (Co-curricular Activities)

- Policy #125 (Adult Education)
- Policy #127 (Assessment System)
- Policy #130 (Asynchronous Work)
- Policy #143 (Standards for Persistently Dangerous Schools)
- Policy #144 (Standards for Victims of Violent Crimes)

ITEM 6: Recommend deletion of Policy #117 (Homebound Instruction), Policy #124 (Summer School) and Policy #135 (Outside Work Requests).

ITEM 7: Recommend part-time employment as Administrative Assistant for Alysha Cook effective August 30, 2021 @ \$15/hour.

ITEM 8: Recommend approval of Post-Issuance Tax Compliance Procedures for Tax-Exempt Bonds. (Attachment #5)

ITEM 9: Recommend employment of the following individual: (resume attached)

Name:	Joedy Johnson
Position:	Public Safety Monitor
Effective Date:	September 2, 2021
Terms of Employment:	Full-time/221 days
Annual Salary:	\$41,437.50
Benefits:	As stated in the current ESPA (Support Staff) Contract

ITEM 10: Recommend transfer of Bookkeeper Carol MacInnes to Project Staff (Confidential) at an annual salary of \$43,140.00 effective September 2, 2021.

ITEM 11: Recommend approval of attendance of HOSA state officer, Molly Houseal, (UMAHS) at the HOSA Leadership Conference on September 25 – 28, 2021 in Washington, DC.

All costs for state officers are covered by HOSA.

SETH SCHRAM  
ADMINISTRATIVE DIRECTOR



Professional Improvement Conference/Workshop Request Form

Name of Conference/Workshop

Place and Date of Conference/Workshop

Program/  
Purpose:

Attendees:

Cost not to exceed:

Registration:

Lodging:

Transportation:

Meals:

Other (Describe):

Total:

Source of Funding: Budgeted General Funds: \$

Grant:  Amount: \$

Submitted by:

Supervisor's Approval:

Director's Approval:



# Student Handbook 2021-2022



821 Plymouth Road  
Plymouth Meeting, PA 19426  
610-277-2301  
[www.cmths.org](http://www.cmths.org)

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## ***A Bright Future Begins at Central Montco Technical High School***

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*Dear CMTHS Families,*

*August 2021*

*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.*

*This handbook is designed to be a guide for day-to-day policies and procedures and adapted for the adherence of the guidelines of Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health guidelines, and the CMTHS Health and Safety Plan during the pandemic. 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 sign the signature page and acknowledge they have read the handbook in its entirety.*

*Best Wishes,*

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

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## ***Central Montco Technical High School Joint Operating Committee***

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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, Superintendent of Record  
JOC Members: Mrs. Eunice Franklin-Becker, Chairperson  
Mrs. Chris Epstein  
Mrs. Susan Moore



### Norristown School District

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



### Upper Merion School District

Superintendent: Dr. John Toleno  
JOC Members: Mr. Eric Elvanian  
Mrs. Alice Budno-Hope, Vice Chairperson  
Mrs. Maggie Philips, Esq., Treasurer



### Central Montco Technical High School

Recording Secretary: Ms. Marilyn Monastero

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## **Table of Contents**

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**\*\*Due to the nature of the COVID pandemic, amendments to this handbook may occur at any time\*\***

*Click on the titles below to be taken directly to that section.*

Accident Reporting .....	5
Admissions Policy .....	5
Alert and Notification System .....	5
Attendance Policy .....	6
Automobiles, Parking, Driving and Riding Permits .....	7
Bullying Policy (Policy # 249).....	8
Bus Transportation.....	9
Certifications and Testing .....	10
CMTHS Philosophy .....	10
Communication.....	11
Confidential Communication .....	11
Counseling.....	11
Discipline Levels and Procedures.....	25
Educational Field Trips .....	12
Electronic Devices .....	12
Emergency Evacuation Drills.....	12
English Language Development.....	13
Entering and Exiting the CMTHS Building .....	13
Equipment and Textbooks .....	14
Equity Statement .....	14
Family Educational Rights and Privacy Act (FERPA).....	14
Grading.....	15
Health Information (Students).....	15
Insurance.....	16
Internet (Acceptable Use of Internet Policy # 815) .....	16
Joint Operating Committee.....	2
Lost and Found.....	17

Mascot and Colors .....	17
Occupational Advisory Committees.....	17
Policy on Personal Property Work Done at CMTHS.....	17
Portfolios.....	18
Safety Equipment.....	18
School Closing .....	19
Sending School Activities .....	19
Student Identification .....	19
SOAR (Students Occupationally & Academically Ready) .....	19
Student Leadership Organizations.....	20
Student Responsibilities.....	20
Tobacco .....	21
Uniforms and Dress Guidelines.....	21
Unlawful Harassment (Policy # 248) .....	22
Video Surveillance.....	23
Visitors .....	23
Withdrawal from CMTHS .....	23
Work-Based Studies .....	24
Addendum 1: Health and Safety Plan Protocols.....	31
Addendum 2: COVID 19 Pandemic .....	32



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## ***Accident Reporting***

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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.

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## ***Admissions Policy***

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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, as a result of their academic rigor, call for prerequisite academic courses. In the event that 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.

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## ***Alert and Notification System***

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CMTHS uses a notification service that allows us to send a telephone message and an email or text message (or combination of the three) to the parent/guardian, providing relevant information about school events, student attendance, or emergencies. CMTHS will notify parent/guardian of school delays or cancellations due to inclement weather, remind parent/guardian about school events, and inform parent/ guardian of the child's 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.

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## ***Attendance Policy***

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Regular attendance in the building providing that the safety metrics measures are met according to 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. Parent/Guardian will receive written or email notification after 5, 10, and 20 absences.

### **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](mailto: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. **LATE (TARDY) POLICY** - If a student arrives late to school, other than by a late school bus, the student must follow the same protocols on Entering and Exiting the Building (p.7). Students who arrive at school after the majority of class time are considered absent. Parents are encouraged to make appointments before or after school. Students who arrive late for virtual learning must email the teacher and explain the reason for their tardiness.

### **EARLY DISMISSALS**

Early dismissals from in-person learning are discouraged or limited to only essential or urgent situations to maintain our Health & Safety protocols. Parents/Guardians are required to make appointments. An email to [attendance@cmths.org](mailto: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 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.

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### ***Automobiles, Parking, Driving and Riding Permits***

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During the pandemic, we encourage any student to drive to school if they are able. 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](mailto:attendance@cmths.org)
- Passengers are prohibited except for siblings.
- Follow the assigned parking and entering/exiting the building protocols.
- Parents/Guardians dropping off students must follow the designated drop-off procedures.

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 displayed inside the vehicle at all times. 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.