JOINT OPERATING COMMITTEE

DIRECTOR'S REPORT

SEPTEMBER 2, 2020

ITEM 1: Recommend approval of the following out-of-district students:

Name		District/School	Grade	Program
Baskin	Sophie	LM/H	11	Automotive Technology
Craven	Michael	LM/H	12	Video, Sound & Music
Eisner	Jamie Lane	LM/H	12	Cosmetology
Grazier	Thomas James W.	LM/H	12	Building Trades
Maher	Shayla Diane	LM/H	10	Cosmetology
Patterson	Jaron	LM/H	12+	Culinary Arts
Potluri	Sujith	LM/H	12	Networking
Ryan	Owen Albert	LM/H	12	Automotive Technology
Seelig	Todd Brett	LM/H	12+	Networking
Shmulevich	Raphael Zvi	LM/H	12	Automotive Technology
Shojaian	Khashayar	LM/H	12	Culinary Arts
Steerman	Justin Blake	LM/H	12	Visual Communication
Vonderheide	Matthew	LM/H	11	Automotive Technology
Annapragada	Aniket	LM/LM	11	Culinary Arts
Axtell	Samantha	LM/LM	11	Healthcare Sciences
Bakula	Stefan	LM/LM	11	Video, Sound & Music
Bansal	Nishi	LM/LM	11	Baking & Pastry
Beasley	Joelle Anais	LM/LM	11	Video, Sound & Music
Berk	Cole Philip	LM/LM	11	Culinary Arts
Craig	Michaela Marin.	LM/LM	12	Building Trades
Crosbie	Nicolas	LM/LM	12	Video, Sound & Music
Davis	Wilson	LM/LM	12	Allied Health
DiCriscio	Luca David	LM/LM	11	Visual Communication
Dion	Sebastien Nicola	LM/LM	12	Building Trades
Dutwin	Aidan	LM/LM	12	Video, Sound & Music
Evans	Marley	LM/LM	12	Automotive Technology
Francis	Giana Elizabeth	LM/LM	12	Baking & Pastry
Haynes	Arnold	LM/LM	12	Video, Sound & Music

Hillman	William	LM/LM	11	Networking
Ho	Victor	LM/LM	12+	Culinary Arts
Hunter	Alexis	LM/LM	12	Healthcare Sciences
Knight	Katryana	LM/LM	11	Visual Communication
Martin	Paul	LM/LM	10	Culinary Arts
Neal	Deleah	LM/LM	10	Video, Sound & Music
Peoples-Johnson	Makhai	LM/LM	11	Cosmetology
Roland Harcourt	Samuel Oliver	LM/LM	12	Building Trades
Rollins	John Nay	LM/LM	11	Cosmetology
Rossa	Gianna Lynn	LM/LM	12	Baking & Pastry
Smith	Dashawna	LM/LM	12	Cosmetology
Willette	Luke Xavier	LM/LM	12	Healthcare Sciences
Wojnilower	Levi	LM/LM	12	Visual Communication
Pantellas	Augustus	Marple Newtown/MN	12+	Landscaping
Laverty	Ryan	Springford/SHS	12	Landscaping

ITEM 2: Recommend supplemental contracts for the following faculty to serve as youth club advisors for the 2020-2021 school year:

Name	Club	Amount
Troy Madden	CTSO Coordinator	$1600.00
Joe Renzi	SkillsUSA advisor	$1350.00
David Ayres	SkillsUSA advisor	$1350.00
Erika Di Ienno	SkillsUSA advisor	$1350.00
Allison Latzo	HOSA advisor	$1350.00

The administration recommends the individuals listed above to serve as SkillsUSA and HOSA Advisors. These positions and associated stipends are per the Professional Negotiations Agreement.

ITEM 3: Recommend approval of all Culinary Arts students to be eligible for the off-school hours catering program for the 2020-2021 school year at the following rates:

First Year Student	$5.35/hour
Second Year Student	$5.45/hour
Third Year Student	$5.55/hour

The school's catering program provides extended learning opportunities for our culinary arts students. The activities associated with these catering services allow students to experience specialty cooking and recipe preparation for large groups. The administration supports these activities and the associated extra salary for both staff and students. The hourly rate for staff is per the Professional Negotiations Agreement.

ITEM 4: Recommend supplemental contracts for the following faculty for the 2020-2021 school year:

Name	Position	Amount
Kathy Slattery	Website Advisor	$1300.00
Troy Madden	Lead Teacher	$1500.00
Katie MacLuckie	Lead Teacher	$1500.00

ITEM 5: Recommend additional instructor position in the Building Trades Program with instructor to begin as soon as possible.

ITEM 6: Recommend virtual attendance of Amy DeLellis at the 2020 PA Cooperative Education Conference at a cost of $105.00. (Attachment #1)

ITEM 7: Recommend approval of the revised CMTHS 2020-2021 school year calendar. (Att. #2)

ITEM 8: Recommend approval of the Student Handbook for the 2020-2021 school year. (Attachment #3)

SETH SCHRAM
ADMINISTRATIVE DIRECTOR

CENTRAL MONTCO
TECHNICAL HIGH SCHOOL
FOR THE ARTS, SCIENCES AND TECHNOLOGY

Professional Improvement Conference/Workshop Request Form

Name of Conference/Workshop: 2020 PA COOP ED CONFERENCE

Place and Date of Conference/Workshop: OCTOBER 20-21, 2020

Program/ Purpose: The conference will focus on best practices, safety, child labor and other laws, technology and communications as well as providing the latest information on cooperative education.

VIRTUAL

Attendees: Amy DeLellis

Cost not to exceed:

Registration:	105.00
Lodging:	—
Transportation:	—
Meals:	—
Other (Describe):	—
Total:	105.00

Source of Funding: Budgeted General Funds: $ 105.00

Grant: _____ Amount: $ _____

Submitted by: Amy DeLellis

Supervisor's Approval: _____

Director's Approval: [signature]

TEA - 014

Central Montco Technical High School Att. #2
Secondary School Calendar
2020 – 2021

				Teacher Days	Student Days
Monday	August 24, 2020		In-Service		
Tuesday	August 25, 2020		In-Service		
Wednesday	August 26, 2020		In-Service		
Thursday	August 27, 2020		In-Service		
Friday	August 28, 2020		Non-teaching day		
Monday	August 31, 2020		In-Service	6	0
Monday	September 1, 2020		In-Service		
Tuesday	September 2, 2020		In-Service		
Wednesday	September 3, 2020		In-Service		
Friday	September 4, 2020		Holiday		
Monday	September 7, 2020	*	Holiday		
Tuesday	September 8, 2020		First Student Day		
Monday	September 28, 2020		Holiday	19	16
	October			22	22
Tuesday	November 3, 2020		In-Service		
Thursday	November 26, 2020	*	Holiday		
Friday	November 27, 2020		Holiday	19	18
Thursday	December 24, 2020		Winter Break		
Friday	December 25, 2020		Winter Break		
Monday	December 28, 2020		Winter Break		
Tuesday	December 29, 2020		Winter Break		
Wednesday	December 30, 2020		Winter Break		
Thursday	December 31, 2020		Winter Break	17	17
Friday	January 1, 2021		Holiday		
Monday	January 18, 2021	*	Holiday	19	19
Friday	February 12, 2021		Non-teaching day		
Monday	February 15, 2021	*	Holiday	19	19
Monday	March 29, 2021		Spring Break		
Tuesday	March 30, 2021		Spring Break		
Wednesday	March 31, 2021		Spring Break	20	20
Thursday	April 1, 2021		Spring Break		
Friday	April 2, 2021		Spring Break	20	20
Monday	May 31, 2021	*	Holiday	20	20
Friday	June 11, 2021		Last Student Day	9	9
			Total Days	**190**	**180**

* Official Local School District Holidays pursuant to 24 P.S. Section 15-1502 of the Pennsylvania.

CENTRAL MONTCO TECHNICAL HIGH SCHOOL

2020-2021 School Calendar

July 2020

Su	M	Tu	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 2020

Su	M	Tu	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					

September 2020

Su	M	Tu	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			

October 2020

Su	M	Tu	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

November 2020

Su	M	Tu	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					

December 2020

Su	M	Tu	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		

January 2021

Su	M	Tu	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 2021

Su	M	Tu	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 2021

Su	M	Tu	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 2021

Su	M	Tu	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 2021

Su	M	Tu	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 2021

Su	M	Tu	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			

TEACHER IN-SERVICE

HOLIDAY

FIRST & LAST STUDENT DAY

NON-TEACHING DAY

180 STUDENT DAYS

190 TEACHER DAYS

CENTRAL MONTCO
TECHNICAL HIGH SCHOOL
FOR THE ARTS, SCIENCES AND TECHNOLOGY

Student Handbook

Due to the nature of the COVID pandemic, an amendment to this handbook may occur at any time.

2020-2021

A BRIGHT FUTURE BEGINS AT CENTRAL MONTCO TECHNICAL HIGH SCHOOL

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.

JOINT OPERATING COMMITTEE

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: Dr. Monica D'Antonio
Ms. Tiffani Hendley
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

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 Mr. Seth Schram, Director and Equal Rights Coordinator, (610) 277-2301.

OUR PHILOSOPHY

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. The school's mission statement:

SHAPING TODAY'S STUDENTS FOR TOMORROW'S CAREERS

CMTHS is committed to serving the business and industry sector of the community by providing programs that assist in meeting workforce requirements. Central Montco school colors are burgundy & gray. Our mascot is the Hawk.

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
821 Plymouth Road,
Plymouth Meeting, PA
610-277-2301

IN-SCHOOL HEALTH & SAFETY PLAN PROTOCOLS

(School will be in session if 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)

Classroom/Program Area:

- Assigned seating charts for all students.
- Assigned workstations.
- Everyone separated 6 feet or to the maximum extent feasible.
- Eat meals 6 feet apart facing the same way.

Personal Sanitation/Face Coverings

- Handwashing/sanitizing before eating, and after using the bathroom.
- Handwashing/sanitizing upon entering the classroom, prior to leaving the building and every two hours or as needed.
- Hand wash/sanitize if an individual touches face, coughs, sneezes, or such.
- Hand wash/sanitize hands before putting on face coverings or PPE and after taking it off.
- Clean, plain, cloth face coverings are required, unless there are approved medical restrictions.

Cleaning & Sanitizing Tools & Equipment

- Students will clean and sanitize their own tools with specific sanitizing/cleaning procedures.
- All individual tools and equipment will be labeled with the student's name.
- All school tools and equipment will be labeled and distributed, sanitized and stored by the instructional staff.

Monitoring Student Health

- Student health and symptom checks must be done prior to leaving the home. Students/parents must email attendance@cmths.org when symptomatic and stay home.
- Individuals who are sick must stay home or if in school, go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself.
- Staff or students with a probable or confirmed exposure will require a minimum of a 14-day self-quarantine. Students who are sick and do not have transportation home will either be transported by health care professionals or designated staff in protective gear (PPE) using our specifically modified vehicle.
- The school nurse, in consultation with building/program administration, will direct staff or students to their healthcare provider or Montgomery County Public Health for decisions regarding quarantine. Refer to most recent Pennsylvania Department of Education, **t**he Pennsylvania Department of Health**, t**he Montgomery County Department of Health, and the Guidance of Home Isolation & Quarantine
- Recommendations for Pre-K to 12 Following Identification of Case(s) of COVID-19

Click this link for the CMTHS Health & Safety Plan

FACE COVERINGS

Students must provide their own clean cloth face coverings and wear them following the Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health guidelines, unless medically excused as stated on the CMTHS Health Form and verified by administration. Only plain color masks are permitted. The only print permitted is his or her official school district school logo.

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 at all times; 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.

ATTENDANCE POLICY

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 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.

SCHOOL CLOSING

School may close due to inclement weather conditions or for other reasons. Announcements regarding the closing of school will 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.

ALERT AND NOTIFICATION SYSTEM

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.

EARLY DISMISSAL

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 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. If the person picking up the student is someone other than the parent/guardian, the parent/guardian may use the app for that person. The person picking up the student must use the visitor app and follow the guidelines below.

- Utilize the visitor app.
- Individuals must follow all signs in the parking lot.
- All visitors must 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.

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, 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.

ENTERING/EXITING THE BUILDING

Every student will have a designated entry point and must follow the procedures for entering the building. Students must follow the exiting the building protocols at the end of the school day and for any pre-approved early dismissals. We will follow 6-feet or to the maximum extent feasible with social distancing or to the maximum extent feasible and safety protocols as indicated in the Health and Safety Plan and Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health guidelines.

- Students will have and wear face coverings.
- Students will have to complete an electronic health check-in on an app (provided by the school) the night before entering the building.
- Students will be provided with a specified entrance/exit plan directly to their classroom/program and directly to their transportation home.
- Students will follow the loudspeaker announcements to direct students in/out of the classroom/program.
- Students will follow all visuals such as tape lines and decals for distancing within the program areas, common areas, and hallways.
- Students will show their sending school or CMTHS ID upon entering the building.
- Students must have a completed medical form prior to entering the building or bus transportation.

ENTERING/EXITING THE STUDENT'S DESIGNATED AREA DURING SCHOOL HOURS

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

- Congregate areas will be blocked off/restricted.
- Students will leave only when directed by a staff member and follow transition protocols.

PANDEMIC RESTROOM PROTOCOL

All students will be assigned a specific restroom. The students will receive specific instructions for the sanitation and disinfection prior to entering and upon exiting the restroom. Violations of this protocol will be considered a Level III violation.

BUS TRANSPORTATION

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 face covering as mandated by 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 sending school principal's approval to ride another bus within their own District. Following is a list of sending schools' transportation office phone numbers:

Norristown - 610-630-5051
Upper Merion - 610-205-6484
Colonial / PW First Student - 610-834-1670 x4
Lower Merion/Harriton - 610-645-1940

BEHAVIOR/CONDUCT - 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.

AUTOMOBILES, PARKING AND DRIVING/RIDING PERMIT

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
- 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.

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 5 mph. Excessive speed driving through CMTHS, reckless driving and/ or driving through Senior Suites (Brandywine) 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

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. Note: CMTHS is protected by CLASS (Countywide Law Enforcement Alert Safety System) connected directly to the Police.

STUDENT RESPONSIBILITIES

Students attend school to develop to their fullest potential. With this in mind, students are expected to do the following:

- Follow CMTHS Health and Safety Procedures, Policies, and Protocols according to Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health guidelines, and the CMTHS Health and Safety Plan to ensure the health and safety of everyone.
- 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 and virtually depending on the Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health guidelines, and the CMTHS Health & Safety Plan.
- Be punctual at all times.
- 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.

ELECTRONIC DEVICES (All listening 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 have one ear unobstructed at all times 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.

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.

STUDENT DRESS GUIDELINES

Students are expected to enter the building dressed in an appropriate manner. Basic considerations for what are 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, 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.
- Each instructor will decide whether head wear is permissible in their program. Head wear is not permitted in any other part of the building. All head wear must be removed before entering the building. Small headbands and barrettes may be worn for the purpose of restraining hair.

FACE COVERINGS

Students must provide their own clean cloth face coverings and wear them following the Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health Guidelines, unless medically excused as determined by the guidelines from the departments above. Only plain color masks are permitted. The only print permitted is the student's official school district logo.

STUDENT UNIFORMS

All programs require students to wear the uniforms of their trade. For 2020-2021, students can wear attire deemed appropriate and following safety protocol by administration and instructor. Safety practice, 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. There may be program activities that students are not allowed to participate unless the proper uniform is worn.

DISCIPLINE LEVELS & PROCEDURES

HEALTH AND SAFETY PLAN VIOLATIONS – All students will be expected to follow all of the Pennsylvania Department of Education, the Pennsylvania Department of Health, and the Montgomery County Department of Health Guidelines 100% of the time. We understand that COVID-19 cases may occur. It is our goal to minimize transmission and to contain and isolate any significant symptomatic students in the building. Thus, any student who violates the protocols in the Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health Guidelines and the CMTHS Health and Safety Plan are subject to a LEVEL III disciplinary action and removal from in-person CMTHS. There will be zero tolerance of any health and safety violations. As we cannot assure that there will not be positive cases in the school, CMTHS will do everything possible to contain and isolate any symptomatic students.

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

LEVEL I OFFENSES - A Level I 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 I 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 I OFFENSE - A proper and accurate record of the offense and disciplinary actions for each student must be prepared by the staff member involved and kept by to be used in the event that the offense continues and moves to Level Two offense.

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*
- Detention *and/or*
- Loss of extra-curricular school privileges

DISCIPLINE LEVELS & PROCEDURES

LEVEL II OFFENSES - A Level II 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 II 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
- Loitering
- Misuse of hall pass
- Misuse of Internet
- Obscene conduct or profanity
- Other Level II offenses
- Petty theft
- Possession of tobacco
- Repeated Level I offense
- Safety violations
- Trespassing
- Unauthorized area
- Unsafe acts
- Vandalism

PROCEDURES FOR LEVEL II OFFENSE - A proper and accurate record of the offense and disciplinary actions for each student must be prepared by the staff member involved and kept by to be used in the event that the offense continues and moves to Level III offense.

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. Immediate intervention by the staff member who is supervising the students or who observes the offense.
2. Parent/Guardian contact
3. Conference with the staff member and student
4. Up to 2 or more detentions

DISCIPLINE MAY INCLUDE:

- Out of school suspension (1-10 days) *and/or*
- Behavior contract *and/or*
- Parent conference with staff and/or Dean of Students and/or Administrator *and/or*
- Loss of extra-curricular school privileges

DISCIPLINE LEVELS & PROCEDURES

LEVEL III OFFENSES - A Level III 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 III offense may also include incidents that occur outside of the classroom at school events or on school property.

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

PROCEDURES FOR LEVEL III OFFENSE - A proper and accurate record of the offense and disciplinary actions for each student must be prepared by the staff member involved and kept by to be used if the offense continues and moves to Level III offense.

The Dean of Students 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. Up to 3 or more detentions

DISCIPLINE MAY INCLUDE:

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

DISCIPLINE LEVELS & PROCEDURES

LEVEL IV OFFENSES - A Level IV 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 IV offenses may involve the possession, sale, furnishing, use or involvement of any nature with unauthorized substances, or look-alike. Level IV 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.

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

PROCEDURES FOR LEVEL IV OFFENSE - In the event of a Level IV 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.

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 continuation of a Level III 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. Out of school suspension (3-10 days)
5. Informal discipline hearing (after 3 days OSS)

HARASSMENT POLICY

CMTHS strives to provide a safe, positive learning climate for students. The policy of the school 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 unreason- ably interfering with a student’s ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

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.

BULLYING POLICY (Policy No. 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.

INTERNET POLICY

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 for 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 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 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 § I 2. I 4(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.

BRING YOU OWN DEVICE (BYOD) - Students are permitted to bring their own electronic device 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 utilized the district Wi-Fi net.

work 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 disculinary 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.*

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 Director and other appropriate authorities.

POLICY ON PERSONAL PROPERTY WORK DONE AT CMTHS

Personal property work done will be postponed or limited during the pandemic. 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.

WORK-BASED STUDIES

Cooperative education, internship, and shadowing will be postponed until further notice. When our work-based studies resume, the following represents the process.

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.

INTERNSHIP - 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.

SCHOOL 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.

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.

STUDENT HEALTH INFORMATION

Students are prohibited from entering CMTHS without a completed health form. Students must have the parent/guardian signed health information sheet to work on hazardous equipment. It is the responsibility of the parent/guardian to complete 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.

EMERGENCY EVACUATION DRILLS

Periodic evacuation drills are a part of the school's on-going 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.

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.

LOST AND FOUND

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

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.

CHANGE OF ADDRESS OR PHONE NUMBER

If 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.

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 as long as they provide the proper documentation to the Dean of Students in a timely manner before the activity. Transportation will be arranged by the Dean of Students and the sending school district.

ACADEMIC PROGRAM INFORMATION

Due to the pandemic, CMTHS will follow the Pennsylvania Department of Education guidelines for the NOCTI testing and SOAR credits.

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."

SOAR (Students Occupationally and 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

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.

GRADING - Students and their parents are encouraged to seek the help of the instructors or administrators whenever necessary. Please contact the instructor by phone or email if you have questions and concerns. Please leave a message if the instructor is unavailable. All calls should be returned within 24 hours. Please call to arrange virtual conferences for at least 24 hours in advance. CMTHS grades consist of three components that are a specific percentage of the total grade:

1. Work Ethic 30%
2. Knowledge 30%
3. Skill or Competency 40%

Marking period grades are calculated into the student's Grade Point Average (GPA) based on the sending school grading scale. Grade reports are mailed to the parent/ guardian at the end of each marking period. A mid-marking period progress report is also sent to the parent/guardian. Sending schools to receive grade updates from CMTHS at both the middle and end of each marking period or as needed to complete state-mandated reporting, individual education plans and program changes.

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.

OCCUPATIONAL ADVISORY COMMITTEE (OAC)

All CMTHS programs are designed to provide the student with the skills required for specific occupations. In order 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.

STUDENT LEADERSHIP ORGANIZATIONS

SkillsUSA and Health Occupations Students of America (HOSA) 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.

PORTFOLIOS

During their senior year, students shall create a professional portfolio which 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, and advancement.

EDUCATIONAL FIELD TRIPS

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

- 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 as a result 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.

BOOKS AND EQUIPMENT

Textbooks, tools, electronics 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 will 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 terms of the agreement may not be allowed to return to a program.

LOCKERS

There will be no lockers available for 2020-2021. Students must arrive in their program attire and leave in their program attire.

ADDENDUM
COVID-19 PANDEMIC

Attendance - Regular attendance in the building and during asynchronous/synchronous virtual learning 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.

Early Dismissal - Students who need to be dismissed from school will have follow all protocols previously described in this handbook.

Electronics – Students must follow the staff's discretion of using all electronics and the cleaning & sanitizing protocols (refer to Health & Safety Plan).

Entering/Exiting the Building - Each student will have a designated entry point and follow the procedures for entering the building. Students must follow the exiting the building protocols at the end of the school day and for any early dismissals. We will follow social distancing and safety protocols as indicated the Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health guidelines, and the CMTHS Health & Safety Plan.

Face Coverings - Students must provide their own clean cloth face coverings are required following the Pennsylvania Department of Education, the Pennsylvania Department of Health, the Montgomery County Department of Health guidelines, and the CMTHS Health & Safety Plan, unless medically excused as stated on the CMTHS Health Form and verified by administration as following the guidelines. Only plain color masks are permitted. The only print permitted is his or her official school district school logo.

Hallway and Common Areas – Hallways and common area are limited only to specified individuals (refer to Health & Safety Plan).

Health and Safety Plan Violations - All students should be mindful that as long as there are cases of COVID-19 in the community there are no assurances that CMTHS will not have any cases. The goal is to keep any COVID cases contained and isolated to the best of our ability. Thus, any student who violates the protocols in the CMTHS Health and Safety Plan is subject to disciplinary actions and/or removal from CMTHS.

Health Forms - Students are prohibited from entering CMTHS without a completed health form.

Late Policy - Students who arrive late to virtual learning must email the teacher and explain the reason for their tardiness.

NOCTI/SOAR - Due to the pandemic, CMTHS will follow Pennsylvania Department of Education guidelines for the NOCTI testing and SOAR credits.

Personal Property Work - Personal property jobs will be postponed or limited until further notice.

School Counseling - If students want to talk to the school counselor, they may request permission from their instructor, who will contact the counselor and make arrangements for counseling.

Student Responsibilities – Students must follow CMTHS Health and Safety Plan to ensure everyone's health and safety. Maintain habits of personal cleanliness, clean face covering & proper handwashing techniques.

Uniforms - All programs require students to wear the uniforms of their trade or the necessary attire as deemed appropriate by administration and instructor. Students will arrive and leave in their program attire.