

JOINT OPERATING COMMITTEE

MINUTES

AUGUST 7, 2019

The meeting was called to order by Louis Mason, Chairperson, at 6:40 in the Board Room of Central Montco Technical High School. The Pledge of Allegiance was recited.

PRESENT: Maggie Philips, Esq., Treasurer
Felix Raimondo, Vice Chairperson
Eunice Franklin-Becker
Shae Ashe
Louis Mason, Chairperson

ABSENT: Alice Budno Hope
Mel Brodsky
George Kennedy
Eric Elvanian

ALSO PRESENT: Seth Schram, Director
Charles J. Braun, Supervisor of Business Operations
Larry Byron, Special Projects, Technology & Operations Supervisor
Christopher Dormer, Superintendent of Record
Marilyn Monastero, J.O.C. Secretary
Mark Fitzgerald, Esq., Solicitor

GUEST: Michael Melnyk

MINUTES

MOTION: 1. To approve the minutes of June 5, 2019.

Above motion #1 was moved by Mr. Raimondo and seconded by Mrs. Philips.
Membership Polled. All in Favor. Motion Carried.

TREASURER'S REPORT

MOTION: 2. To approve the following:
a. Pages 1 through 12 of the May 31, 2019 Treasurer's Report for file and audit.
b. Pages 1 through 12 of the June 30, 2019 Treasurer's Report for file and audit.

- c. July 31, 2019 General Fund Disbursements, Check #8231 through #8316, ACH payments and electronic transfers in the amount of \$653,486.36 (Pages 13 and 13a)
- d. Partial list of bank depositories for the 2019-2020 school year:
TD Bank and Citizens Bank
Additional depositories may be added, pending J.O.C. approval, providing that they meet the standards for security and offer higher returns.

Above motion #2 was moved by Mrs. Philips and seconded by Mrs. Franklin-Becker.

Membership Polled.

All in Favor.

Motion Carried.

DIRECTOR'S REPORT

- MOTION: 3. To employ a Math Instructor for one year based on the availability of Perkins funding:

Name: Matthew Tornetta
Term: August 26, 2019 – June 12, 2020
Salary: \$99,102.00
Employment Status: Full-time Instructor (190 days)
Benefits: As specified in the current Professional Negotiations Agreement (Perkins funded)

4. To employ a Reading Specialist for one year based on the availability of Perkins funding:

Name: Kathryn Slattery
Term: August 26, 2019 – June 12, 2020
Salary: \$103,591.00
Employment Status: Full-time Instructor (190 days)
Benefits: As specified in the current Professional Negotiations Agreement (Perkins funded)

5. To approve the CMTHS 2019-2020 Student Handbook. (Attachment #1)
6. To approve increase in salary step for the following instructors effective August 26, 2019 due to receipt of Voc. I certification:

Allison Latzo, Health Care Sciences Instructor, from A-12 to C-13
Joseph Renzi, Public Safety instructor, from A-7 to C-8

7. To approve attendance of Allison Latzo, Health Care Sciences instructor and HOSA advisor, and Savannah Salguero, HOSA state officer, at the State Officer Leadership Training in King of Prussia from August 13 to 15 at a cost not to exceed \$410.00. (Attachment #2)
8. To approve the following security substitutes @ \$22/hour:

Rodchine Lusane, Peter Keegan and Karen Mabry
9. To approve the following summer activity substitute @ \$32/hour:

Mary Rita Bonner
10. To approve reduction of status for Jacqueline Gilkey, instructional assistant, from full-time to part-time not to exceed two days per week.
11. To approve change of status for Vanessa Mensack, from part-time to full-time long-term substitute administrative assistant.

Above motions #3 through #11 were moved by Mrs. Philips and seconded by Mr. Ashe.

Membership Polled. All in Favor. Motion Carried.

- MOTION: 12. To authorize the administration, in conjunction with the solicitor's office, to enter into a contract with the University of PA Graduate School of Education regarding membership in the Consortium for Mental Health and Optimal Development as discussed for the 2019-2020 school year.

Above motion #12 was moved by Mrs. Philips and seconded by Mr. Ashe.

Membership Polled. All in Favor. Motion Carried.

- MOTION: 13. To approve the Transition to Career Program as presented subject to finalizing any necessary agreements with the sending school districts regarding the implementation of this program.

Above motion #13 was moved by Mr. Raimondo and seconded by Mrs. Franklin-Becker.

Membership Polled. All in Favor. Motion Carried.

ADMINISTRATIVE REPORT

Mr. Larry Byron reported that staff has been busy preparing for the YMCA space, the Video, Sound and Music Production program and the new phone system.

SUPERINTENDENT'S REPORT

Mr. Chris Dormer reported that the state budget has passed and the districts are busy working through some of the legislation. More discussion will take place on flexible instruction days.

SOLICITOR'S REPORT

Mr. Mark Fitzgerald reported that the contract for the easement will be finalized over the next few days and will go back to the home districts for approval.

COMMITTEE REPORTS

Personnel

MOTION: 14. To approve the establishment of a night school teacher rate of \$30/hour.

Above motion #14 was moved by Mr. Mason and seconded by Mr. Raimondo.
Membership Polled. All in Favor. Motion Carried.

Mr. Schram informed the committee that CMTHS has been busy all summer with summer programs which included the Grab A Day program, Create a Cook, Drivers Ed, Cosmetology program and the Welcome Wednesdays all of which were very successful.

Meeting adjourned at 7:22 p.m.

Respectfully submitted,

Marilyn Monastero
Secretary



CENTRAL MONTCO

TECHNICAL HIGH SCHOOL
FOR THE ARTS, SCIENCES AND TECHNOLOGY

Student Handbook



2019-2020

**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, is comprised of three school board members from each of the participating school districts.

JOINT OPERATING COMMITTEE

Colonial School District

Superintendent: Dr. Michael Christian
JOC Members: Mrs. Eunice Franklin-Becker
Mr. Mel Brodsky, Secretary
Mr. Felix Raimondo, Vice-Chairperson

Norristown School District

Superintendent: Mr. Christopher Dormer, Superintendent of Record
JOC Members: Mr. Shae Ashe
Mr. Louis Mason, Chairperson
Mr. George Kennedy

Upper Merion School District

Superintendent: Dr. John Toleno
JOC Members: Mr. Eric Elvanian
Mrs. Alice Budno Hope
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 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 needs, skills, interests, abilities, and preferences of the individual student. The school's mission statement:

SHAPING TODAY'S STUDENTS FOR TOMORROW'S CAREERS

CMTHS is also 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. Please read the handbook thoroughly, and keep it handy as a reference guide. The handbook is reviewed 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

ATTENDANCE POLICY

Regular attendance is necessary for student success; therefore we encourage students and their parents to work cooperatively to ensure regular attendance throughout the year.

Students who would like to attend their CMTHS program when their sending school is closed and CMTHS is open, must provide permission from the CMTHS instructor, parent and/or guardian, and sending school.

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 entered by the teacher or attendance secretary based upon the following WORK ETHIC RUBRIC:

0 Absence Unexcused	6 Tardy Unexcused
1 Discipline Issues	7 Work Ethic Violations
2 Discipline	8 Tardy Excused
3 Discipline Issues	9 Work Ethic Violation
4 Safety Violations	10 Present
5 Absence Excused	99 No Impact

*A teacher's rubric supersedes the school work ethic rubric.

If a student is marked absent, an automated telephone call (see AlertNow) will be made to the student's sending school, whether excused or not. Automated letters are sent sending 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 given to the student's teacher at CMTHS as well as to the sending school by the third day of school following the absence. Submitting the absent 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 obtain a "late pass" from the school official at the school bus entrance or the school's main office. Students who arrive to school after the first one and one-half hours (1 ½) of class time are considered absent. Parents are encouraged to make appointments before or after school.

DAILY SCHEDULE

AM SESSION

7:40 Classes Begin
10:10 Dismissal

PM SESSION

1:40 Classes Begin
2:20 Dismissal

2-HOUR DELAY*

AM SESSION

9:30 Classes Begin
11:15 Dismissal

PM SESSION

12:00 Classes Begin
2:20 Dismissal

**Sending school schedule supersedes CMTHS schedule for 2-hour delays*

SCHOOL CLOSING

School may close due to inclement weather conditions or for other reasons. Announcements regarding the closing of school will be made in the morning beginning at 6:00 AM on KYW, 1060 AM and on Action News WPVI TV 6, the school website www.cmths.org, and via the school telephone communication system. Closing school number is 329. 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. Students who risk driving on such days will not be excused before the entire student body is dismissed and will be permitted to leave their cars at home and take district transportation home instead of driving in dangerous conditions.

ALERT AND NOTIFICATION SYSTEM

CMTHS uses a notification service which allows us to send a telephone message and an email or text message (or combination of the three) to the parent/guardian, providing important 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 son or daughter's absence from class. In the event of an emergency at school, parent/guardian will be informed 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

Students who need to be dismissed from school must present a note from their parent/guardian to an administrator or the school nurse at the beginning of their scheduled session. The note will be verified by a call to the parent/guardian. If a parent/guardian contact cannot be made, the request to leave early will be denied until contact with parent/guardian can be made.

If someone other than a parent/guardian is picking up the student, a note written by the parent/guardian must be submitted before the student is released. The person will be required to provide a picture ID for scanning.

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

ADMISSION 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 nonresident 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 reserves 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. Although most of our programs are developed around a three-year curriculum, students may enter CMTHS in the 10th, 11th, or 12th grade.

TRANSPORTATION

If a student experiences transportation problems such as late buses, missed pick-ups, incorrect bus assignment, 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/Harrilton - 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. Students who engage in bad behavior during the loading or unloading process at CMTHS will be disciplined at CMTHS according to rules and regulations.

CMTHS works closely with the sending school authorities in addressing misconduct on buses. Transportation privileges may be denied for misconduct. All students will enter the building through the doors at the bus loading zone facing New Hope Street.

VIDEO SURVEILLANCE

CMTHS believes in a safe school environment that provides the opportunity for all students to develop to their fullest potential. 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 learning environment.

Note: CMTHS is protected by CLASS (County wide Law Enforcement Alerting 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:

- Accept responsibility for their own actions
- Respect the rights of others to secure an education in an environment that is orderly and disciplined
- Attend school on a regular basis
- Be punctual at all times
- Maintain habits of personal cleanliness
- 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.

HEADSETS (All listening devices)

Students must have one ear unobstructed at all times so they may hear instructions and follow directions. The teacher always has discretion of the use of headset, ear phones, ear buds and Air Pods.

CELL PHONES, PAGERS, ELECTRONIC DEVICES

Beepers and pagers are prohibited by Section 1317.1 of the school code. Cell phones are permitted in school but must remain turned off during school hours and out of sight unless used in class for instruction. 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 personal items. Items of value should not be brought to school and should not be left unattended. Locks and lockers can be broken into; therefore CMTHS cannot be responsible for theft of personal items. *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.*

HALL CONDUCT AND PASSES

Students are expected to walk through the halls in a quiet and orderly manner. Students are not allowed in hallways while classes are in session unless they have a pass from a staff member. Hall passes must be visible while in the hall. All visitors must wear a temporary ID tag. Students and staff should report visitors without a pass or ID tag to the security officer or receptionist.

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; substantial fines may be imposed by Plymouth Township for violation of Ordinance #952. CMTHS also prohibits the possession of an electronic smoking devices such as vape pens, e-hookahs, and e-cigars.

STUDENT DRESS GUIDELINES

Students are expected to enter the building dressed in a manner that is appropriate. Basic considerations for what is appropriate are modesty, manners, safety, and good 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, or ethnic prejudice.
- Certain clothing that the administration determines as immoral or improper because it exposes private areas of the body or because through pictures or wording, violated 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.

All programs require students to wear the uniforms of their trade. 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 and lab attire are required by the second week of school. Uniforms may be purchased via the uniform link at www.cmths.org. There may be program activities that students will not be allowed to participate unless the proper uniform is worn.

STUDENT IDs

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.

LOCKERS

Students are expected to care for lockers and report any problem to their teacher. Students are advised not to

give their lock combination to others. The student must pay for lost locks, damaged locks or damaged lockers. Any student involved in, or suspected of a violation of school rules or state laws may have his/her locker searched. While in the locker room, all students are expected to follow the rules and regulations as stated in this handbook. Any violation may result in a loss of all locker room privileges. If an issue of stolen property or vandalism arises, and is not resolved, the administration may close the locker room from student use. Lockers are a privilege, and if they are not treated properly, the privilege will be revoked.

AUTOMOBILES, PARKING AND DRIVING/RIDING PERMIT

Due to safety and liability concerns, students are encouraged to use school provided transportation. Students who drive to CMTHS or ride in a vehicle other than the one provided by their school shall complete and return a *CMTHS Driving/Riding Permit Request* to the security office.

All students approved will be issued an assigned parking space and driving permit upon payment of the \$5.00 fee. 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 actions deemed inappropriate may result in 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 automobiles 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) 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. These are not extra parking lots for our school.

DISCIPLINARY CODE

The student disciplinary code adopted by the Joint Operating Committee is:

- Preventive in nature
- Promotes self-discipline
- Concerns the welfare of the individual as well as that of the community as a whole
- Promotes a close working relationship between parents and staff
- Discriminates between minor and serious offenses, as well as between first time and repeated offenses
- Provides disciplinary responses that are appropriate to the misbehavior
- Administers in a way that is fair, firm, reasonable, and progressive
- Complies with the provisions of federal, state, and local law

DISCIPLINE LEVELS & PROCEDURES

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
- Using headphones in 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. 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

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 | • Misuse of hall pass |
| • Cutting Class | • Misuse of Internet |
| • Damage or destruction of property | • Obscene conduct or profanity |
| • Defiant Behavior | • Other Level II offenses |
| • Disobedience towards school personnel | • Petty theft |
| • Disrespect towards school personnel | • Possession of tobacco |
| • Failure to accurately identify one self | • Repeated Level I offense |
| • Failure to report to detention | • Safety violations |
| • Forgery | • Trespassing |
| • Gambling | • Unauthorized area |
| • Horseplay or pushing and injury | • Unsafe acts |
| • Leaving class without permission | • Vandalism |
| • Loitering | |

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 being considered as 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. 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.

- | | |
|--|--|
| • Bullying (Policy No. 249) | • Malicious harassment |
| • Consensual sexual activity | • Misuse of Internet (major) |
| • Disorderly conduct | • Other Level III offenses |
| • Ethnic/racial/sexual intimidation | • Physically assaulting another student |
| • Extortion | • Reckless use of an automobile |
| • Failure to report to two or more detentions | • Repeated Level II offenses |
| • Fighting | • Smoking/possession of tobacco, nicotine, tobacco paraphernalia or electronic smoking devices |
| • Flagrant disrespect for school staff | • Tampering w/ computer network |
| • Inciting Level III behavior of student or non-student within school jurisdiction | • Tampering w/ teacher's grades |
| • Instigating a fight | • Terroristic threat |
| • Jeopardizing safety of self/others | • Unauthorized use/tampering AED |
| • Major theft or possession of stolen property | • 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 in the event that 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 being considered as 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 part of the student is an offense which could result in violence to another person or property or which poses a direct threat to the safety of others. Additional Level IV offenses may involve the possession, sale, furnishing, use or involvement of any nature with an 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.

- 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 identify, 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.

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 defined as 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 also includes cyber bullying.

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, in addition, 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 instances, 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 available 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 in accordance with 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. Failure to return the second permission will be viewed by the school as acceptance of the terms and conditions within the permission.

With Internet and email comes the availability 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 without 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 with respect to Internet, email or other network usage. Network storage areas may be treated like school lockers, but searches of such network storage shall not be governed by the limitation of 22 Pa. 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.

BRING YOUR 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 utilize 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 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.*

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

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 and the instructor based on its relevance to the curriculum.

WORK-BASED STUDIES

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 experiences of the co-op assignment 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 Central Montco Technical High School. Internships allow the student an opportunity 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 student are exposed to should be designed to satisfy skill development tasks as outlined in the curriculum associated with the student’s career objective.

SHADOWING - Shadowing experiences are for any student to observe/shadow the career field in which a student has interest at a business or industry for one or two days. This is an unpaid experience during school hours.

SCHOOL COUNSELING

If students want to talk to the school counselor, they may request permission from their instructor, who will contact the counselor and issue a pass. 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

Accidents resulting in injury, whether major or minor, must be reported to the instructor, and the student must be 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 so that they may 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 required to 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 information sheet, and all other required documents during the summer on and on the Mandatory Student Orientation day before the first day of class. Students will not be permitted to 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.

SCHOOL SAFETY PROGRAM

Occupational training involves the use of equipment and tools that are found in industry. Labs 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 safety rules and lab safety rules. Lab safety rules are more specific to each individual lab area. All safety rules are to be obeyed. Posted in each lab area are specific "safety attire regulations." These regulations are explained to the students at the beginning of the term and are emphasized frequently.

1. Proper conduct - no horseplay, unsafe acts or harassment
2. Wear eye safety protection in program at all times
3. Wear required clothing

SAFETY EQUIPMENT

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 labs 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.

EMERGENCY EVACUATION DRILLS

Periodic evacuation drills are a part of the school's on-going safety program. As soon as the alarm signal is heard, all power will be shut off. 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. Roll will be taken. Do not congregate on the driveway where fire equipment might pass. When given a signal, students are to return to the building through the same door by which 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 in order for the instructor to take roll accurately.

INSURANCE

All students enrolled in a technical program are urged to participate in the insurance program offered by the sending school. 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

Items found by students that are not theirs should be turned into the main office. Students who have lost personal items may contact the main office for their recovery.

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. All visitors must enter through the front door and are required to register in the main office, show a current photo ID and wear a temporary ID tag at all times. 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.

WITHDRAWAL FROM CMTHS

Students who wish to withdraw from CMTHS should report to the 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 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 from participating in these activities as long as the student provides 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

PENNSYLVANIA SKILLS CERTIFICATE - To earn the Pennsylvania Skills Certificate, students must achieve at the 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 conferences 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 students 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 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 prior to 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 in accordance with District procedures. The primary purpose of directory information is to allow Central Montco Technical High School to include this type of 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. In addition, 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, post-secondary 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 contain 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 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. Student 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 contract may not be allowed to return to a program.



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: