



# **Student Handbook**

## **2025 – 2026**

“Shaping Today’s Students for Tomorrow’s Careers”

**821 Plymouth Road, Plymouth Meeting, PA 19462**

**610 - 277 – 2301**

**[www.cmths.org](http://www.cmths.org)**

Dear CMTHS Families & Students:

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, workforce, or the military after graduation, your future is in your hands. We encourage you to take advantage of the many opportunities offered to you.

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

Best Wishes for a Successful School Year,

Joint Operating Committee  
CMTHS Administration  
CMTHS Staff

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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 rights and grievance procedures, contact Mrs. Washington, Supervisor of Business Operations and Equal Rights Coordinator, at 610-277-2301.

## **IMPORTANT INFORMATION**

### **ADMISSIONS Procedures**

Click the link for the CMTHS Admissions Procedures: <https://www.cmths.org/prospective-students>

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.

Programs are developed around three-year curriculum, and students may enter CMTHS in the 10th, 11th, or 12th grade.

### **Drop/Change/Add Period Until September 30**

#### **Drop**

- 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, a full day sending school schedule can be made.
- Sending school counselors are responsible for submitting the 'CMTHS Withdraw Form'.
- After CMTHS receives the submitted form 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 Program**

Students who wish to change programs within CMTHS must meet with the CMTHS school counselor for consultation. Changes may not be granted if there are no seats available and/or if the appropriate parties do not agree that the change is in the best interest of the student's career path. \*Priority seating will be given to 10<sup>th</sup> grade students on the standby/waiting list.

## **ATTENDANCE**

Regular attendance at CMTHS is essential for the student's success in their Career & Technical Education program. Notification of all attendance will be sent to the student's sending school. CMTHS will accept only electronic absence and early dismissal notes.

Links to the forms are below:

[ABSENCE NOTE](#)

[EARLY DISMISSAL NOTE](#)

[TARDY NOTE](#)

[ATTENDANCE@CMTHS.ORG](mailto:ATTENDANCE@CMTHS.ORG) - All doctor or judicial court documents are to be emailed to by the third day of school following the absence.

### **Student's Work Ethic Grade**

- 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.

### **Excused Absence**

- If a student is marked absent, an automated telephone call/text will be made to the student's parent/guardian, whether excused or not.
- A letter will be sent to the parents/guardian as well as to the sending school, on the 5th, 10th, and 20th occasion of a student's unexcused absences.
- 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.
- Submitting the absence note is the responsibility of the parent/guardian. After cumulatively 10 days of excused and unexcused absences a doctor's note is required.
- Cases of excessive absences will be referred to the appropriate authorities by the student's sending school and may lead to the dismissal of the student from CMTHS.

### **Lateness/Tardy**

- If a student arrives late to school, other than by a late school bus, the student must enter through the main office.
- Each time a student arrives late to CMTHS, a message will be sent notifying the student's parent/guardian of their lateness to CMTHS via School Messenger.
- Excessive unexcused lateness and absences may result in the loss of work-based job and extracurricular activities.
- **Students who arrive at school after 75% of class time are considered absent.**
- All excused tardies must be verified with official documentation.
- Parents are encouraged to make appointments before or after school.

Acceptable reasons for being tardy:

- Medical appointments (doctor, dentist, orthodontist)
- Mental health or counseling appointments
- Illness
- Family emergencies
- Court
- School related incidents or activities
- Late bus

## **Early Dismissals**

***The early dismissal must be submitted by 8:30 AM on the day of dismissal.***

- If one is not received by **8:30 AM**, parents/guardians **must** come inside the building to sign the student out regardless of whether the student provides their own transportation for an early dismissal.
- Early dismissals from in-person learning are discouraged or limited to only essential or urgent situations.
- A staff member will verify information provided with school records prior to releasing the student.
- 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.

### **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 on the form submission.

- The person picking up the student (including the parent) is required to provide a picture ID for scanning and must follow the guidelines below:  
Individuals must follow all signs in the parking lot.
  - All visitors must use our electronic sign-in and enter their ID into our screening system if they must enter the building.
  - If there is an essential need to enter the building, there will be a mandatory prescreening and authorization of visitors required prior to entering the building.
  - Individuals will be directed to enter through the front office only.

## **BUS TRANSPORTATION**

The SCHOOL DISTRICTS are responsible for providing bus transportation to and from CMTHS.

- CMTHS 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.

### **Athletics & After-School Activities**

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

### **Bus transportation safety protocols.**

- If a student experiences transportation problems such as late buses, missed pick-ups, incorrect bus assignments, etc., they should contact their sending school counselor.
- Permission to ride another school district's bus is always prohibited.
- Students must secure the sending school principal's approval to ride another bus within their district.
- The following is a list of the sending schools' transportation website links and phone numbers.

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

[Upper Merion Transportation \(First Student\) - 610-205-6484](#)  
[Colonial/PW Transportation \(First Student\) - 610-834-1670 x4](#)  
[Lower Merion/Harrilton Transportation - 610- 645-1940](#)

## **DRIVERS & PASSENGERS (Students)**

All students approved will be issued an assigned parking area and driving permit. Students must park in their assigned student parking spaces. The parking permit **MUST** be always displayed inside the vehicle. All parking is at the risk of the owner/driver.

- Pick up form from Security Office or download [Parking Permit](#)
- **Complete and return a CMTHS Parking/Passenger Permit Request including a copy of the license, registration, and insurance to your instructor.**
- Security will review the permit application and issue a parking sticker to the student.
- Follow the assigned parking and entering/exiting the building protocols.
- All drivers must have a parking permit from their sending schools.
- **All student drivers/riders must attend CMTHS regularly and on time and must arrive at their CTC program by 7:50 AM (morning session) and 11:50 AM (afternoon session).**
- Students must have a valid CMTHS parking permit on file and must submit all required driver and vehicle documentation prior to any work being performed on their personal vehicle by the Automotive or Collision Repair programs.
- Habitual unexcused lateness and absences may result in administrative discipline and loss of parking privileges at CMTHS.
- **In the PM Session – Approved Drivers & Passengers are dismissed at 2:15.**

## **Violations**

CMTHS reserves the right to deny or suspend parking/passenger privileges to any student who violates regulations.

- Transporting unauthorized passengers
- Speeding – Speed limit is 10 mph
- Reckless driving
- Sitting in cars for an excessive amount of time
- Driving through Senior Suites (Brandywine), Norris Hills Shopping Center, and/or St. Paul's Church parking lot
- Parking in the Senior Suites or St. Paul's Church parking lots

- Leaving the school grounds at any time during the school day, except with permission from a member of the administrative staff.
- Incorrectly parked
- Not following directional signs - enter the grounds by the Plymouth Road entrance and leave by the New Hope Street exit
- Not following staff directions
- Other inappropriate actions

### **Search & Seizure**

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.

## **ELECTRONIC DEVICES**

The teacher always has the discretion of using all electronics, including and not limited to cell phones, headsets, earphones, earbuds, and Air Pods.

- Items of value should not be brought to school and should not be left unattended.
- CMTHS is not responsible for the loss or theft of any electronic devices and/or personal items.
- Students must always have one ear unobstructed so they may hear instructions and follow directions.
- Students MAY NOT utilize personal devices to make videos or take pictures during the school day unless directed by the teacher, administration, or designated staff member.
- 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.

### **INTERNET**

Students must follow the **Acceptable Use of Internet Policy # 815** [here](#).

- 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.
- Students agree to utilize the district Wi-Fi network and are not permitted to utilize cellular networks or personal networks during school hours.

## **FOOD**



- **ALL** students will have access to a **free boxed breakfast** at CMTHS from 7:15-7:50 to eat in their designated program area.
- **Vending Machine/Outside Food:** Upon arrival at CMTHS, students are permitted to buy food/drink products from the vending machine from 7:15 to 7:40 and 11:15 to 11:40.
- After going to the vending machine, the students are to report directly to their classrooms. **Students must clean up their area and throw all trash away in the designated trash can.**
  - **7:50 a.m. and 11:50 a.m. – Hard stop of eating in classrooms**

## **GRADING**

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

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

**Work Ethic** – includes assignment completion, attendance, behavior, participation, preparedness, safety, tardiness, uniform

**Knowledge/Theory** – includes assessment grades on knowledge/theory tasks assignments

**Skill or Competency** – includes assessment grades on hands-on skill and/or program competency tasks

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

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

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

### **Program Continuation Policy:**

Students who do not successfully complete their 10th grade program may not be eligible to return to the same program for 11th grade. However, they may reapply for admission into a different program, pending available space and acceptance requirements.

Students who do not successfully complete their 11th grade program will be designated as non-returners and may not be eligible to return to CMTHS for their 12th grade year.

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

### **GRADUATION CEREMONY (CMTHS)**

A student who receives a final failing grade at CMTHS for their senior year will not be permitted to participate in the CMTHS graduation ceremony.

### **HEALTH FORM**

Students may not be permitted to work in the program area for hands-on instruction or attend field trips or work-based learning opportunities until the health and other required forms have been properly completed and submitted.

#### **The Student Health Form is now in PowerSchool.**

If you have not done so already, please complete the required student forms that are located within your PowerSchool account. If you need help accessing your PowerSchool account, please contact [ithelp@cmths.org](mailto:ithelp@cmths.org).

#### **Instructions to access student forms through PowerSchool:**

1. Click [HERE](#) to access CMTHS PowerSchool.
2. Log into your account, your username will be the email address you have on file from your student's sending school. If you need a password reset, please click the 'Forgot Username/Password' button and fill out the required information to receive a password reset link. (Your parent username/parent email will both be your email address)
3. After logging into PowerSchool, click the 'Forms' button on the left side of the screen.
4. Click on the "Medical Information" form located under the 'New & Returning Students' section and complete the form.

Health Services: School Nurse

**School Nurse: Ms. Jenelle Gaines**

***[jgaines@cmths.org](mailto:jgaines@cmths.org)***

### **NOCTI Skills Exam**

All SENIORS who have successfully completed six (6) marking periods in their CTE program can earn the Pennsylvania Skills Certificate.

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

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 NOCTI exam 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 partners evaluating student performance.

### **Pennsylvania Skills Certificate**

To earn a Pennsylvania Skills Certificate seniors must achieve an advanced level score on a NOCTI or other PDE-approved test.

- 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](http://www.education.state.pa.us) and search for “Statewide Articulation Agreement.”
- OTHER CERTIFICATES Link to Website <https://www.cmths.org/programs>

## **NOTIFICATIONS from CMTHS**

CMTHS uses a variety of methods to communicate with our students and families. Methods we use include:

- Talking Points
- School Messenger
- Outlook Email
- TEAMS
- CMTHS Website

If a parent/guardian’s email address, a student’s address, telephone number, or emergency contact changes, please email [attendance@cmths.org](mailto:attendance@cmths.org) these changes as soon as possible.

## **Closing of School**

The school may close due to inclement weather conditions or for other reasons. Announcements regarding the closing of school will be announced on the school website [www.cmths.org](http://www.cmths.org), and via the school's 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.

## **PHOTO RELEASE**

CMTHS uses photos and videos of our students honing their industry skills to provide our stakeholders the opportunity to see their accomplishments. They are also used for marketing on our website, social media, and other communication means.

- If you DO NOT want your child to be in an authorized CMTHS photo or video, please email this request to [jtitus@cmths.org](mailto:jtitus@cmths.org).

## **SCHOOL STUDENT SCHEDULE**

### **7:50 – 10:10 – AM Session**

### **11:50 – 2:20 – PM Session**

- Students are late after 7:50 and 11:50 a.m.
- Students are to report to their classrooms upon entering the building when their bus arrives. The administration will assign staff to hallways and specific areas in the building to ensure this process.
- Every student will follow the specific entrance and exit procedures during school hours. These entrance and exit procedures will include any hallway transition to another location in the building.

## **UNIFORMS**

**All programs require students to wear the uniforms of their trade. Safety practices, sanitation, and/or state law, govern the type of clothing worn.**

Students are expected to act (and look) like the skilled technicians they are training to be. There may be program activities that students are not allowed to participate in unless the proper uniform is worn.

### **How to Get Uniforms**

- Uniform Grant: Please click this link <https://apply.eitcnw.org> to the uniform grant application. If you are approved, the students will receive two (2) uniforms at no cost to the parents.
- Uniforms may be purchased via the uniform link at [www.cmths.org](http://www.cmths.org) or by clicking [here](#).

### **Non-uniform Dress**

- Students are expected to enter the building dressed in an appropriate manner.
- Basic considerations for what is considered appropriate are modesty, manners, safety, and proper grooming.
- Clothing cannot distract from the educational process. Some examples of that are:
  - Clothing with offensive language, provocative symbols, and/or references to alcohol, weapons, gangs, drugs, violence, sex, tobacco, ethnic prejudice, or political statements.
  - Certain clothing that the administration determines as immoral or improper because it exposes private areas of the body or because pictures or wording violate the regulations listed above regarding safety, obscenity, or profanity, may be prohibited.
  - Wearing head coverings that completely cover the face is not permitted, with the exceptions of medical requirements and religious practices.

### **School ID Card**

All students are required to have an ID card and/or must produce their ID card when requested. The school will provide each student with one ID.

Replacement ID tags will be at the expense of the student.

## **STUDENT RESPONSIBILITIES**

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

- Accept responsibility for their actions.
- Leave program tools at CMTHS.
- Students should not travel to and from CMTHS or sending school with program tools.
- Do not take program tools to sending school; understand that program tools may be determined to be “weapons” at sending school.

- Respect the rights of others to secure an education in an environment that is orderly and disciplined.
- Attend school regularly in person.
- Be punctual.
- No Loitering in the main office, restrooms, hallways, or Hawk Commons (vending area).
- 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.

### **EVACUATION PROCEDURES**

Monthly evacuation drills are a part of the school’s ongoing safety program. As soon as the alarm sounds, all activity and operations cease, and all occupants evacuate the building.

- All occupants 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.

- Students will be required to pay for books and equipment that are damaged or not returned at the end of the school year.

## **USE OF EQUIPMENT, TEXTBOOKS, & TOOLS**

Textbooks, tools, electronic devices, and equipment that are the property of CMTHS must be returned in good condition at the end of the school year.

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 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.

## **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.

## **DISCIPLINE PROCEDURES**

CMTHS recognizes that some written and oral communications between students and school personnel is confidential. All school personnel must comply with federal and state laws, State Board regulations, and Joint Operating Committee policy concerning confidential communications of students.

Information received in confidence from a student may be revealed by the staff member who received the information when the health, welfare, or safety of the student or other persons is in jeopardy.

In qualifying circumstances, a staff member may reveal confidential information to the Executive Director and other appropriate authorities.

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

### **LEVEL 1 OFFENSES**

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

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

### **LEVEL 2 OFFENSES**

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

- Cheating
- Cutting Class
- Damage or destruction of property
- Defiant Behavior
- Disobedience towards school personnel
- Disrespect towards school personnel
- Failure to accurately identify oneself
- Failure to report to detention
- Forgery
- Gambling
- Horseplay or pushing causing injury
- Leaving class without permission
- Out of assigned area
- Loitering



- Misuse of hall pass
- Misuse of Internet
- Obscene conduct or profanity
- Other Level 2 offenses
- Petty theft
- Repeated Level 1 offense
- Safety violations

### **LEVEL 3 OFFENSES**

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

- **Bullying (Policy No. 249)** [here](#)
- Disorderly conduct
- Ethnic/racial/sexual intimidation
- Extortion
- Fighting
- Flagrant disrespect towards school staff
- **Harassment (Policy # 248)** [here](#)
- Health & Safety Violation
- Engaging in Level 3 behavior with either a CMTHS student or non-student
- Instigating a fight
- Jeopardizing safety of self/others
- Major theft or possession of stolen property
- Misuse of Internet (major)
- Other Level 3 offenses
- Physically assaulting another student
- Reckless use of an automobile
- Repeated Level 2 offenses
- Smoking/possession of tobacco, nicotine, tobacco paraphernalia, or electronic
- Tampering with CMTHS computer network
- Tampering with teacher's grades
- Terroristic threat (Level 4)
- Unauthorized use/tampering AED (Level 4)
- Vandalism (major)
- Repeated Level 2

### **LEVEL 4 OFFENSES**

A Level 4 offense on the student's part is an offense that could result in violence to another person or property, or which poses a direct threat to others' safety.

Additional Level 4 offenses may involve the possession, sale, furnishing, use or involvement of any nature with unauthorized substances, or look- alike.

Level 4 offenses may also include, but are not limited to, possessing, furnishing, selling, or using a weapon or a replica of a weapon on school property. These acts may be criminal and always require administrative action that may result in the immediate removal of the student from school.

The intervention of law enforcement authorities, and action by the sending school Board of School Directors.

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

**Discipline Actions May Include:**

- Parent/Guardian contact/meeting
- Special Education IEP meeting
- Sending School Administration contact/meeting
- Suspension
- Law enforcement contact /involvement

## **ADDITIONAL SERVICES**

### **EDUCATIONAL FIELD TRIPS**

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

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

### **ENGLISH LANGUAGE DEVELOPMENT (ELD)**

- Any student who receives direct ELD services at their home district is entitled to ELD push-in support within their career and technical program at Central Montco Technical High School.
- This support includes differentiated class content and assessments based on student proficiency level and Spanish interpretation and translation support within the program curriculum.
- ELD support also extends to the families of our students by ensuring that there is an open line of communication between the school and home. Interpretation and translation in Spanish is available with our bilingual ELD Specialist for any parental/guardian questions or concerns and for communication home.
- If you have any questions, please contact our ELD Specialist, Mrs. Katie Allen at [kallen@cmths.org](mailto:kallen@cmths.org).

### **Restorative Practices:**

Central Montco Technical High School implements restorative practices based on the principles established by the International Institute for Restorative Practices (IIRP). These practices are designed to foster a respectful, inclusive, and accountable school environment.

- **Relationship Building:** Emphasizes the importance of strong, positive relationships among students, staff, and the school community as a foundation for learning and discipline.
- **Community Engagement:** Encourages active participation from all stakeholders—students, staff, and families—in addressing issues, resolving conflict, and strengthening community.
- **Accountability:** Promotes personal responsibility by allowing individuals who have caused harm to understand its impact and take meaningful steps to repair it.
- **Restorative Responses to Conflict:** When misconduct or conflict occurs, restorative practices provide structured opportunities—such as restorative circles or conferences—for all affected parties to share perspectives and collaboratively determine steps for resolution and restoration.
- **Supportive School Climate:** Aims to create a safe, supportive, and inclusive learning environment where every student is treated with dignity and respect.

*Note: Restorative practices at CMTHS are not a replacement for discipline, but a complementary approach that prioritizes growth, understanding, and community well-being.*

## **SCHOOL NURSE**

- Whether major or minor, accidents resulting in injury must be reported to the instructor, and the injured student sent to the school 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.

## **SCHOOL COUNSELING**

- If students want to talk to the school counselor, they may request permission from their instructor to contact the counselor and decide 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.

## **Student Assistance Program (SAP)**

The Pennsylvania Student Assistance Program (SAP) at CMTHS is a confidential, school-based initiative designed to identify and support students who may be experiencing barriers to learning. These may include academic difficulties, attendance concerns, behavioral issues, mental health needs, or substance use. The primary goal of SAP is to help students overcome these challenges so they may achieve, advance, and remain in school.

### **Overview of the SAP Process:**

SAP is a structured, four-phase process carried out by a trained team of school professionals:

- **Referral** – A student may be referred to SAP by a staff member, parent/guardian, peer, community member, or through self-referral. Once a concern is identified, the SAP team contacts the parent/guardian to obtain written consent to proceed.
- **Information Gathering & Team Planning** – With permission, the SAP team collects relevant information from school personnel and the student's family. A collaborative plan is developed with the parent/guardian and student to address the student's needs and may include in-school supports and/or referrals to community-based services.
- **Intervention & Implementation** – The support plan is put into action. The student may be linked with academic supports, counseling, mentoring, or—when appropriate—recommended for additional evaluations such as mental health or substance use assessments.
- **Support & Follow-Up** – The SAP team monitors the student's progress, provides continued support, and adjusts the plan as needed to promote long-term success.

### **Collaboration with Sending School Districts:**

CMTHS works closely with students' sending school districts to communicate identified needs and to coordinate supports and services. This collaboration ensures consistent care and effective planning across educational settings.

**Confidentiality & Consent:**

All student information shared through the SAP process is handled with strict confidentiality in accordance with all applicable state and federal laws. Parental/guardian consent is required to initiate SAP services, and families are considered key partners throughout the process.

*Note: According to the Pennsylvania Public School Code, all K–12 schools in the Commonwealth are required to establish and maintain a Student Assistance Program. SAP team members must complete training through a Pennsylvania Approved SAP Training Provider (PASTP).*

## **STUDENT ORGANIZATIONS**

**Council of Presidents**

A student committee made up from the presidents of the AM and PM program student organization for the purpose of building a school culture of pride and community.

**Educators Rising Club**

This club is for students aspiring to become educators.

**Gay-Straight Alliance**

The Gay-Straight Alliance (GSA) is a social club ran by students. Our mission is to establish an inclusive and supportive community within our school environment, empowering LGBTQIA+ students to thrive by addressing their unique needs and fostering awareness and safety for all.

**National Technical Honor Society**

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

### **SkillsUSA & Health Occupations Students of America (HOSA)**

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

## **WORK-BASED LEARNING**

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

### **CLINICAL EXPERIENCE**

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

### **COOPERATIVE EDUCATION**

- Cooperative Education participation is available for 11th grade students in their second year of their program during the second semester, 12th grade students in their second year of their program during the second semester, or a 12th grade student in their 3rd year of study to "cap-off" or complete his/her technical studies if they meet participation criteria. 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 NOCTI preparation or as requested by their instructor.

### **INTERNSHIPS**

- Internship placements are for 11th and 12th grade students. Students are encouraged to participate in Internships while attending CMTHS.

Internships allow the student to experience the field in which they chose to study and provide a student with 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.