
Franklin County CTC
Student Handbook
2024-2025



July 2024

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Message From the Administration

Greetings!

As we embark on a new school year, we would like to welcome back returning students and share our excitement with new students! Those of you who are returning know the excellent programs, facilities, and teachers at Career Tech, and we will strive to show those of you who are new just how special it is to be a part of the Career Tech experience. Together, we will work towards the goal of being ready to contribute to society and the workforce, whether you intend to work immediately after high school or enter further training. This is the heart of our mission: to promote lifelong learning and prepare students for careers and post-secondary education.

As a student, you can best help yourself and the school by applying yourself to learning your trade to the best of your ability and following the rules. This handbook contains all the critical information you need to know. Please take time to review it. If you have questions, don't hesitate to ask your teacher or principal. As always, changes occur from one school year to the next, and this year will be no different. There will be some new faces and some new procedures; however, the primary focus of learning will still be in place. You, along with all other students of FCCTC, will be expected to be professional: prompt, prepared, polite, and positive. No individual or group has the right to keep you from getting a quality education, and these expectations are in place to ensure a quality education for all.

You are encouraged to challenge yourself in your career field and your academic studies. Set goals that push your limits, take advantage of the many programs that FCCTC offers, and find ways to get involved in school activities. The interest you show and effort you put forth will be the measure of success for you and the entire school.

Best wishes for a fantastic school year!

Terry Miller
Administrative Director

Lesli Shuman
Assistant to the Director

Justin Sholes
Principal

Franklin County Career and Technology Center
2463 Loop Road
Chambersburg, Pennsylvania 17202

Telephone: 223-234-1500
Fax: 717.263.6568
General Email: Info@FranklinCTC.com

Please share this handbook with your parents and guardians!

Mission Statement

Our Mission is to shape and promote the skilled workforce of tomorrow.

Vision Statement

The Franklin County Career and Technology Center will continually progress and serve as a center of excellence for career and technical education across south-central Pennsylvania.

General Information

All items contained in this handbook are subject to administrative change upon published notice. The most current version of this document is available via the website. It is not possible to list every scenario that could possibly occur. Any item not discussed falls under administrative prerogative and will be dealt with accordingly.

Key Documents for Current Students and Families

The most up to date version of several key policies and schedules appear on our website at <https://www.franklinctc.com/>. These are located under the “Current Students & Families” menu.

- Cafeteria Information can be found at <https://www.franklinctc.com/current-students-families/cafeteria-information/>
- School Uniform information can be found at <https://www.franklinctc.com/current-students-families/uniforms/>. Uniforms can be ordered directly at <https://franklinctc.moduurn.com/home>
- The School Calendar can be found at <https://www.franklinctc.com/current-students-families/calendar/>.
- The Daily Schedule with arrivals and dismissals, along with the lunch schedule, can be found at <https://www.franklinctc.com/current-students-families/schedules/>
- Student Forms will be completed directly in the Skyward student information system. Each family will receive an email with instructions to login and complete the forms. Permanent parking forms will also be completed in Skyward.

FCCTC Calendar

The school calendar is available at: <https://www.franklinctc.com/current-students-families/calendar/>.

Student Forms

Student forms must be updated via the Skyward system at <https://sis.franklinctc.com/student>. Students are not permitted to work on the shop floor or begin Co-op until student forms are complete. Families will receive an email with instructions.

Permanent parking is also only available via Skyward. Single-Day parking passes may only be obtained in the main office.

Faculty and Staff

Administration

Administrative Director
Assistant to the Director
Principal
Business Manager

Terry Miller
Lesli Shuman
Justin Sholes
Neil Rotz

Faculty

Agricultural Mechanics
Allied Health

Automotive Collision and Repair
Automotive Technology
Building Construction Trades
Carpentry
Cosmetology

Culinary Arts

Dental Assisting
Diesel Mechanics
Early Childhood Education
Electronics
Electrical Occupations
Engineering Technology
Graphic Communications
Heating, Ventilation, and Air Conditioning
Information Systems Technologies
Instructional Coach
Landscaping and Horticulture
Machining Technology
Marketing/Web Design
Mechatronics
Medical Assisting
School Counselor
School Counselor
School Nurse
Veterinary Assisting
Welding
Workforce Development Coordinator
Workforce Development Teacher

Andy Anderson
Sharla Dunlap
Marla Moore
Pat Parson
Andrew Parson
Eric Wagaman
Todd Swan
Casey Fore
Kimberly Norton
Aaron Barrick
Michael Tosten
Chelsea Miller
Kevin Grove
Katie Wilmot
Steven Wilmot
Dwight Munson
Megan Baker
Bryan Hawbecker
Ken Boxler
Tim Byers
Toni Parson
Dave Perry
Dustin Null
Susan Mills
Daniel Stockman
Marsha Egolf
Brenda Kimple
Lisa Mertz
Mallory Waltman
Lisa Cook
Caitlin O'Donnell
Kathy Estep
Lori Stockman

Supervisory Support Staff

Human Resources Manager
Maintenance Supervisor
Recruitment Coordinator
Technology Supervisor

Michelle Mellott
Jeff Daughenbaugh
Lori Ebersole
Josh Campbell

Administrative Support Staff

Administrative Assistant – Assistant Director
Administrative Assistant – Principal
Adult Education Assistant
Business – Accounting Clerk
Building Sub
Building Sub
Counselling Assistant
Maintenance/Warehouse Assistant
Technology Assistant
Payroll Specialist/Co-op Assistant
Workforce Development Assistant

Becky Runk
Janelle Wagaman
Faye Caster
Dawn Black
Rich Hetzer
Michele Myers
April Harman
Stephanie Norton
Ethan Johnson
Angie Wagaman
Kara Shank

Learning Support Staff

Instructional Assistants - LIU

Lisa Diffenbaucher
Abby Dreyer
Misty Riley
Tina Mentzer
Trish McCampbell

Learning Support Teachers - LIU

Toni Brant
Jennifer Dawson
Kylee Wagner

Maintenance Support Staff

Maintenance Assistant
Custodial

Charles Hunt

Beverly Conner
Helen Hoover
Belinda Lake
Susan Laye
Paul Thomas
Lori Vaughn

Closings/Delays/Dismissal

Weather Related Delays and Cancellations

1. For weather related delays and cancellations, FCCTC follows a policy of “Chambersburg Plus Two.”
 - a. If Chambersburg plus any two other sending schools call for a delay or cancellation, FCCTC will follow. Any FCCTC delay or cancellation applies to students from ALL sending schools.
2. Any sending school delay or cancellation supersedes the FCCTC schedule.
 - a. If your sending school calls a two-hour delay, you may NOT attend FCCTC until the time of the delay has passed. This means parents/guardians may not drop off students, nor may students drive themselves.
 - b. If your sending school calls a cancellation, you may NOT attend FCCTC for that day. This means parents/guardians may not drop off students, nor may students drive themselves.
3. If FCCTC has a two-hour delay but the sending school does not:
 - a. Bus students will ride the bus at normal time and wait at the sending school for the delayed bus.
 - b. Student drivers/drop-offs will wait and drive/drop-off directly at FCCTC at the updated time.

Scheduled Sending School Closures When FCCTC is in Session

4. There are days when the calendar for FCCTC does not align with one or more sending schools. This can be scheduled on the school calendar or due to a makeup day from a school cancellation. FCCTC students are expected to be in attendance each day that FCCTC is open.
 - a. The following sending schools provide transportation from the local sending school to FCCTC and back on these days. Families are responsible for transportation from home to the sending school and back on these days. Students will only be recorded as excused if no transportation is available from home to the sending school. Parents/guardians must reflect this in the absence note.
 - i. Greencastle-Antrim: Transportation will be provided from Greencastle-Antrim High School to FCCTC and back.
 - ii. Shippensburg: Transportation will be provided from Shippensburg Area High School to FCCTC and back.
 - iii. Tuscarora: Transportation will be provided from James Buchanan High School AND St. Thomas Elementary School to FCCTC and back.
 - iv. Waynesboro: Transportation will be provided from Waynesboro Area High School to FCCTC and back.
 - b. Chambersburg does not provide transportation. However, as CMS is attached to FCCTC, families are responsible for transportation from home to FCCTC and back on these days. Students will only be recorded as excused if no transportation is available from home to FCCTC. Parents/guardians must reflect this in the absence note.
 - c. Fannett Metal: No transportation will be provided for Fannett Metal students to get to FCCTC and they will be recorded as Excused. Student drivers are permitted to drive, and drop-offs/pick-ups are permitted.

Scheduled FCCTC Closures When the Sending School is in Session

5. When FCCTC is closed, students are not required to report to any school on that day. This applies to scheduled days off and weather-related or other unexpected cancellations.

Lunch Schedule

Shop	Cafeteria Lineup Time	Cafeteria Pickup Time	Table #		2-Hour Early Dismissal Schedule
Electronics	10:40 AM	11:10 AM	5	Academy STEM	10:20 - 10:50 AM
Engineering	10:40 AM	11:10 AM	3		
IST	10:40 AM	11:10 AM	4		
Machine Tech	10:40 AM	11:10 AM	6		
Mechatronics	10:40 AM	11:10 AM	2		
Welding	10:40 AM	11:10 AM	1		
Cosmo	10:50 AM	11:20 AM	7, 8, 9, 10	Services #1 Sales/Human	10:30-11:00 AM
WFD	10:50 AM	11:20 AM	12		
Graphics	10:50 AM	11:20 AM	11		
Marketing	10:50 AM	11:20 AM	13		
Ag Mech	11:00 AM	11:30 AM	15	Academy Transportation	10:35-11:05 AM
Auto Body	11:00 AM	11:30 AM	17		
Auto Tech	11:00 AM	11:30 AM	16		
Diesel	11:00 AM	11:30 AM	14		
BCT	11:15 AM	11:45 AM	4	Academy Construction	10:50-11:20 AM
Carpentry	11:15 AM	11:45 AM	2		
Electrical	11:15 AM	11:45 AM	3		
HVAC	11:15 AM	11:45 AM	5		
Allied Health	11:25 AM	11:55 AM	7, 8, 9, 10	Sciences Health	11:00-11:30 AM
Dental	11:25 AM	11:55 AM	12		
Medical	11:25 AM	11:55 AM	11		
Vet	11:25 AM	11:55 AM	13		
Culinary	11:35 AM	12:05 PM	16, 17	#2 SHS	11:05-11:35 AM
ECE	11:35 AM	12:05 PM	14		
Land & Hort	11:35 AM	12:05 PM	15		

Student Discipline

DISCIPLINE AT CAREER TECH – 2024-2025

Due to the nature of Career Tech, students are held to a very high standard of discipline and self-regulation. With three levels of students and multiple instructional areas covered by a single teacher, students must hold themselves accountable for proper and safe behavior.

The discipline rubric is designed to provide clarity and consistency in the handling of discipline issues at Career Tech. The point system will be used to quantify each student's standing at Career Tech. Each point accumulated will be reviewed by either the principal or principal's designee to ensure consistency and fairness. Criminal acts at Career Tech will result in the involvement of the Pennsylvania State Police or local police.

Point System

Each semester, all students will begin at zero points, unless a previously established discipline contract exists.

1. Disciplinary incidents will carry points as outlined in the discipline rubric.
2. Students will be made aware of their point totals with each disciplinary offense.
3. Students reaching 5 points will not be eligible to participate in Career Tech Student Organizations (CTSO) or any off-campus trips (FFA, Skills, DECA, HOSA, field trips, etc).
4. Students reaching 10 points will be considered for removal from their program at the conclusion of the current semester (not invited to return for Level 2 or 3).
5. Students reaching 15 points will be subject to an informal hearing involving the administrations of Career Tech and the sending school of the student for possible immediate removal from Career Tech, alternative placement, or expulsion.

Types of Punishment

1. Lunch Detention (LD): student either packs lunch or purchases lunch from cafeteria and reports to main office for the duration of his/her lunch period.
2. In-School Suspension (ISS): student spends either a portion of or a full school day outside of the shop, working under the supervision of FCCTC staff on site.
3. Out of School Suspension (OSS): Student will not report to school on the assigned day(s). An OSS runs from midnight before the suspension until 11:59 PM the night of the suspension. Thus, the student is not eligible to be on school property (sending school or Career Tech) or participate in any school sport or activity for the duration of the OSS. The student will be given work by program teacher to be completed during the OSS. OSS days are counted as excused absences for attendance purposes.

Discipline Rubric

The following is a guideline to penalties for offenses. This section cannot possibly account for all offenses. If an offense is committed that is not specifically addressed in this section the school administration has inherent authority to deal with it, in accordance with this policy statement.

In the event that an infraction involves a criminal act, the student is liable to criminal prosecution by the appropriate authorities, and the school will cooperate fully with such prosecution. Criminal penalties are imposed separately from, and in addition to, school discipline. Any items confiscated will not be returned to students/parents. All discipline offenses resulting in four or more days of suspension will be discussed with the student's sending school.

Warnings may be assigned at the discretion of the program teacher. Official warnings will be documented and shared with parent/guardian.

Career Tech utilizes progressive discipline. This means that additional minor offenses result in more severe discipline. For example, the second offense under Category 1 is handled as a Category 2 first offense.

Category 1

Infractions include the following as well as any similar level offense:

- Acceptable use policy – minor violation (Additional AUP penalties apply)
- Cafeteria Violation
- Classroom/shop/school disruption – behavior that impedes or interferes with learning or normal operations in a classroom or other environment
- Cell phone violation (additional penalties listed in Cell Phone section of this handbook)
- Disrespectful actions towards students (verbal and/or gesture)
- Dress code violation/out of uniform
- Failure to obey directions of school staff
- Inappropriate display of affection
- Minor damage to facilities of accidental nature
- Parking lot violation
- Refusing to follow directions/participate in class
- Running/rowdiness
- Skipping class/being in an unassigned area (includes not signing out when leaving program area)
- Safety violation – minor
- Tardy (within FCCTC)
- Vulgar/profane language/gesture

Each Category 1 infraction carries the following consequences:

1st offense = 1 lunch detention and 1 discipline point

Additional offenses will go to Category 2, 1st offense

Category 2

Infractions include the following as well as any similar level offense:

- Accidental destruction of another's personal property; restitution must be paid
- Abuse or misuse of school equipment/property
- Copying/Cheating on classwork/homework (no credit will be awarded for work)

- Harassment of other students
- Horseplay
- Inciting and/or participating in a disturbance (preventing orderly conduct or otherwise causing a disruption to the atmosphere of order and discipline in the school)
- Major violation of the acceptable use policy (Additional AUP penalties apply)
- Safety Violation – Level 2

Each Category 2 infraction carries the following consequences:

1st offense = 2 lunch detentions and 2 discipline points

2nd offense = 1/2 day In-School Suspension and 3 discipline points

Additional offenses will go to Category 3, 1st offense

Category 3

Infractions include the following as well as any similar level offense:

- Bullying
- Copying/Cheating on projects/tests/skills
- Dishonesty/lack of integrity
- Driving/Riding without Permission
- Horseplay involving inadvertent harm to another
- Indirect Threats to other student(s)
- Intentional damage/vandalism to facilities or other's property
- Intentional pushing/bumping another student
- Safety Violation – Level 3
- Sexual remarks to other student(s)
- Significant Disruption of School/Class
- Tobacco, lighter, or match possession
- Unsafe driving on campus
- Vape Possession

Each Category 3 infraction carries the following consequences in addition to possible police involvement:

1st offense = 1 day In-School Suspension and 4 discipline points

Additional offenses will go to Category 4, 1st offense

Category 4

Infractions include the following as well as any similar level offense:

- Arriving to school under the influence of alcohol or drugs
- Direct Threats to other student(s)
- Hitting/kicking/slapping another student with intent injure
- Leaving school grounds without permission
- Major disruption of school/class
- Major safety violation
- Possession of explosive devices, including fireworks, smoke bombs, flares, etc.
- Prejudice/homophobic/discriminatory remarks
- Racist remarks/Ethnic Intimidation
- Sexual remarks directed at another student (victim)

- Theft – Minor
- Threatening/aggressive/vulgar/profane language/gesture directed at staff member
- Unlawful Harassment
- Willful destruction of computer hardware, software, data, or intentional attempt to access restricted resources

Each Category 4 infraction carries the following consequences in addition to possible police involvement:

1st offense = 3 days Out of School Suspension and 5 discipline points

2nd offense = 5 days Out of School Suspension and 6 discipline points

3rd offense = 10 days Out of School Suspension, 7 discipline points, and formal hearing with Career Tech and/or sending school administration for possible removal from Career Tech, placement in alternative program, or expulsion from school

Category 5

Infractions include the following as well as any similar level offense:

- Alcohol possession
- Arson/Fire
- Assault and battery of school personnel
- Criminal safety violation (Reckless Endangerment)
- Fighting or violent aggression
- Major theft
- Major vandalism of facilities
- Possession of drugs and/or related paraphernalia, including look-alike drugs and substances represented as controlled substances
- Other criminal acts, as defined by the Pennsylvania Crimes Code
- Sexual Harassment
- Weapon possession

For every Category 5 infraction:

- Ten discipline points will be issued
- When appropriate, police will be contacted immediately, or the incident will be handled using the Title IX process as determined by school administration
- Student will receive an immediate 3 day Out of School Suspension.
- An informal hearing will be held with parent/guardian, student, and administrators from Career Tech and/or sending school
- If student is found guilty at hearing, the suspension will be extended to a 10 day Out of School Suspension.
- Based on the results of the hearing, student may be placed on a zero-tolerance discipline plan, removed from Career Tech, placed in an alternative educational setting, or expelled from school.

School Jurisdiction

All rights, responsibilities, and regulations shall apply to all students:

- On the school grounds before, during, or immediately after school hours
- On the school grounds as either a spectator or participant

- Off the school grounds at any school activity function, or event as a participant or spectator
- During the time in traveling to and from FCCTC, including field trips
 - School bus discipline is referred to the sending school
- Off-campus incidents, including online, that have a significant impact on/at the school

Attendance Policy

FCCTC requires the completion of learning outcomes in such areas as self-discipline, citizenship, creativity, skill development, and subject matter understanding. The school laws of Pennsylvania require all school age children to be in attendance on all days the school is open. The only acceptable reasons for absence, according to law, are physical and mental disability, religious holidays, educational trips, death in the immediate family, and emergencies in the home. Excessive absence may result in failure to complete the program of study or removal from FCCTC.

Absence from School

Any student who has been absent from school must report to the Attendance Office upon return to school with valid documentation to support the absence. Students are required to bring a note signed by a parent or guardian giving a specific reason for the absence, date of absence, home school district, and grade of student within three days of the absence. Student absence forms are available on our website (<https://www.franklinctc.com/current-students-families/student-forms/>), and in the attendance office. Absences not documented as required by the above procedures shall be considered unexcused. Students may not make-up work for unexcused absences. Students who have been absent from school for an excused reason may make-up work missed within a reasonable amount of time. After a student has missed five (5) days of school, an informative letter will be sent to the parent or guardian. After a student has missed ten (10) days of school, a medical excuse will be required for every additional absence, tardy, or early dismissal to be excused. A letter will be sent to the parents or guardian notifying them that the student has missed ten (10) days of school and specifying that a medical excuse must be submitted for every additional absence or tardiness. Three (3) consecutive days absent require a doctor's note for absences to be excused.

The maximum limit of absences is ten (10) days per year (FCCTC and sending school combined). It is questionable whether a student who is absent for more than the above number of days can achieve the goals and objectives set forth by the total instructional program. Students who exceed this number may be denied credit for course work and/or program of study completion.

Tardy To School

Student drivers must enter the building by 8:00 to be considered on-time to school. Students who are dropped off must enter the building by the scheduled bus arrival time for their sending school. Students who arrive after their scheduled time must report to the Attendance Office for a late pass. Students are expected to submit a written excuse signed by their parent or guardian when they check-in. If no excuse is received by the following day or an administrator does not excuse the reason for tardiness, then the tardiness will be marked "unexcused" and appropriate disciplinary action will be taken.

Early Dismissal / Appointment Procedures

All early dismissal notes must be brought to the office at the start of the school day. No students will be excused to leave the building without a written note from a parent/guardian. In case of illness, the nurse will contact the parent or guardian before permission is granted to leave the building. All students being dismissed early must sign out at the receptionist's desk in the attendance office before leaving. Only parents, legal guardians, and emergency contacts (with approval) are permitted to pick up a student. Exceptions are made only if the parent/legal guardian provides a written note. Notes may be verified via phone. Students who leave the school grounds for a medical appointment must return the school appointment card that day or the next day, or it is considered unexcused. Unexcused early dismissals count cumulatively with unexcused tardies.

Consequences for Unexcused Tardies/Early Dismissals

1 st Occurrence (unexcused tardy or early dismissal)	Warning
2 nd Occurrence	Warning and Parental Contact
3 rd Occurrence.....	One Lunch Detention
4 th Occurrence.....	Two Lunch Detentions
5 th Occurrence	1/2 Day of In-School Suspension and Revocation of Driving Privileges
6 th Occurrence.....	Discipline Rubric: Category 3 Offense

Educational Trips / Anticipated Absences

Students are permitted up to five (5) excused days for educational trips for the student's entire school year (combined FCCTC and sending school), provided the follow criteria is met:

- The student does not already have more than 5 days absent (combined FCCTC and sending school)
- If the student has greater than five days, days will only be excused up to a total of ten days (IE a student who has missed seven days could take a three-day educational trip)
- The trip must be for educational purposes as approved by the administrator.
- Student currently has an overall grade of 76% or better.
- Paperwork must be submitted at least ten days prior to the planned educational trip.
- These days must be approved by an administrator PRIOR to the trip in order to be excused.
- All assigned work is due upon the student's return from the trip.

Dual Enrollment for College Classes via Sending School

Fall semester FCCTC students are permitted to make arrangements with their sending school to attend in-person dual enrollment classes at a local college or university for the Spring semester that overlap with the conclusion of the Fall semester under the following conditions.

- The student must have an 85% or higher grade in their FCCTC shop
- The student must have four or less discipline points
- The student must not be on doctor's note only status
- The student is responsible for their transportation to and from the dual enrolled class and Career Tech.

- The student must attend Career Tech as appropriate based on the class schedule
- The student must meet with the Principal of Career Tech or designee to agree upon an acceptable schedule

Students are not permitted to schedule off-site dual enrollment during their Career Tech semester.

Cafeteria Prices and Regulations

Prices for School Year 2024-2025

Student – Breakfast	Free for all Students
Student – Regular	\$3.15

No food may be taken into the restrooms.

Please refer to our website for the most up to date cafeteria information:

<https://www.franklinctc.com/current-students-families/cafeteria-information/>

Transportation Policy

All participating schools provide bus transportation to and from FCCTC. Busses are under the jurisdiction of each sending school. FCCTC participates in bus investigations, but discipline decisions remain with the sending school administration.

Driving and Parking Regulations

Students are never permitted to drive to FCCTC without prior permission from a sending school administrator and FCCTC Principal. Students are permitted to drive to Career Tech on a daily basis with parent permission at a cost of \$25 per semester. The application is available on the FCCTC website as part of the Back to School Paperwork. After the start of school, a standalone form will be made available. Students must have a legitimate reason to drive to FCCTC (after school job, responsible for younger sibling, etc). Students are not permitted to drive simply to avoid bus transportation. All student drivers must arrive by 8:00 AM and will dismiss at 2:15 PM. These forms are available online via the Skyward student information system.

Acquiring a Temporary Permit to Park at FCCTC

When it is necessary to drive a vehicle to FCCTC, the parent/guardian must submit a Driving Request Form. This form should be completed as far in advance as possible. Once approved, the student will be issued a temporary parking permit which should be placed on the driver’s dashboard where it can be clearly seen from the outside of the vehicle. This form is only available in-person in the front office.

Rules Associated With Driving

- The permit is for the driver only. The driver is not permitted to carry passengers on a daily basis. Students may drive another student on a case-by-case basis with notes from the parent/guardian of the driver AND the rider. These notes must be received BEFORE the driving occurs. Violation of this policy will result in immediate revocation of driving privileges for the remainder of the semester, and no refund will be given.
- Students who need to drive at the last minute (missed the bus, etc) must contact the FCCTC office to get permission. Each student will only be permitted one last minute driving pass per semester. The parent/guardian must also provide a note via email or physical form. Failure to complete both steps will result in suspension.
- By driving to school, you give the school the authority to conduct a search of your vehicle if circumstances warrant.
- Students are expected to exit their vehicle and promptly enter the school. They may not return to the vehicle during the day unless given specific permission.

Since the school districts provide transportation for all students, driving is considered a privilege, not a right, to those attending FCCTC. Students must abide by all parking regulations and agree to a search of their vehicle if needed for safety concerns.

Violation of the student transportation policy will result in disciplinary action from FCCTC administration which may include the suspension/revocation of driving privileges.

Parking Lot Guidelines

- Student drivers arrive at 8:00 AM and dismiss at 2:15 PM, regardless of sending school
 - On early dismissal days:
 - Chambersburg drivers dismiss at 12:15 PM.
 - All other schools dismiss with their sending schools. You may not pull out until the buses have left.
- Only siblings are approved as daily passengers.
- Students must park their vehicle in designated parking space. **Only vehicles of students with approved work orders are permitted in program areas.** These vehicles must be returned to the student parking area before 2:00 p.m. if work is completed.
- Students are not permitted to leave from program areas at the end of the day with their vehicle.
- Once the student drives onto school property, he/she is to proceed to his/her assigned parking space by the nearest route and will immediately disembark and go directly to his/her assigned room. Congregation in the parking lot is strictly prohibited.
- Students driving on school property shall not exceed the speed limit of 15 miles per hour.
- Students who drive to school may not operate their cars during the school day. The car may not be driven until dismissal time, except as approved by the administration.
- Students may not go to their cars during the day unless permission is granted in the office.
- On school property, a school bus has the right of way.
- Remember, it is a privilege to drive and park at our school. Careless and reckless driving will be referred to the Pennsylvania State Police for further action.
- Students must follow the directional flow of traffic
- Students must pull headfirst into your spot and back out

- Students must not drive across any parking spaces
- Most days staff members will direct traffic at the end of the day. If staff members are not present:
 - Students must make a complete stop at the lane's stop bar and then wait in turn. At dismissal, students should expect to see the car in front of you pull out, then a car from each of the other lanes before it is their turn

Student Work Order Procedure

Students who have approved work orders must first park in their assigned parking space and go to class for attendance. Once instructor gives permission to bring vehicle to program area, student must notify Attendance Office before going to vehicle. Only one student will be permitted to move a vehicle.

Student Communications

Freedom of Expression

Students have the right to express themselves orally in a polite manner unless such expression directly interferes with the educational process, threatens harm to the welfare of the school or community, encourages unlawful activity, interferes with another individual's rights, or violates school policy. No adornments or additions are permitted to the school uniform, including but not limited to pins, buttons, patches, arm bands, written messages, etc.

Display of Posters

No person shall display any poster, notice, bulletin, or advertisement on the grounds except those approved by the administration. Posters shall only be placed on bulletin boards in designated areas with prior administrative approval.

Cell Phones and Electronic Devices

Students are only permitted to display or use any electronic devices in the building in accordance with Career Tech policy. This includes but is not limited to: cell phones, smart watches, radios, MP3/iPods, CD players, electronic games, laser pointers, etc.

- Administration/staff may give permission for device use in instructional areas only for repair or educational use.
- Cell phones, smart watches, and electronics must be turned off and locked in the provided cell phone locker. The student will pull the key and keep it until the appropriate time to retrieve their phones. Career Tech cannot be responsible for lost or stolen phones.
- At no time inside the student's program area should the cell phone be in a student's purse, backpack, or pocket.
- At lunch time, students may take their cellular device for use in the cafeteria only.

- At no time should a student take a picture, or record video/sound of another student unless it is done as part of a program project and the student has the express permission of the instructor and the other student(s).
- At the conclusion of lunch, electronics must be secured back in the cell phone locker.

Cellular Device Violations will be handled as described, in addition to consequences in the discipline rubric:

- 1st Offense – Parent/Guardian will be notified. The same cellular device will need to be checked into the office each morning for consecutive five (5) days that student is in attendance.
- 2nd Offense – Parent/Guardian will be notified. The same cellular device will need to be checked into the office each morning for consecutive ten (10) days that student is in attendance.
- 3rd Offense – Parent/Guardian will be notified. The same cellular device will need to be checked into the office each morning for the remainder of the semester.
- Use of a “fake” or “decoy” cell phone to avoid this policy results in suspension per Category 3 of the discipline rubric

Arrival and Dismissal from School

Arriving At School

Upon arrival at FCCTC, all student drivers, as well as Chambersburg, Greencastle, Shippensburg, and Waynesboro students should report to the cafeteria if they are eating breakfast. Otherwise, students should report directly to the appropriate instructional area. Tuscarora and Fannett-Metal students who do not wish to eat breakfast should report to their instructional area upon arrival to school. Those students who wish to eat breakfast should stop by the cafeteria to pick up breakfast to be eaten in the program area.

Leaving the School

Buses will load at the bus entrance and student drivers will leave at assigned times in a safe/orderly manner. Students are responsible to make sure they dismiss in time to board their assigned bus. The parents of any student who misses their bus will be responsible to make arrangements for their child's transportation home.

Students leaving FCCTC for Career Magnet School or any sporting events must sign out in main office before leaving. Failure to do so may result in suspension for leaving school without authorization. Student athletes will not be permitted to leave prior to the time provided by their Athletic Director.

No students from Fannett-Metal, Greencastle-Antrim, Shippensburg, Tuscarora, or Waynesboro may cross over to the Chambersburg Career Magnet School for any reason.

Hallways and General Rules

Hall Passes and Leaving Assigned Areas

Students must sign out on the provided sheets before leaving their program areas. Students are not permitted to leave their program areas without consulting with their instructor. All students are to remain inside their program areas until dismissed by the instructor. In shops that utilize passports, a signature must be obtained before leaving. If a student loses his/her passport, they will be required to purchase a new one at a cost of \$5.00. No student is to be sent by a teacher or staff out of the building unless authorized by Principal or designee.

Locker Regulations

Students are assigned a locker and may not change lockers or share with another student unless approved by their instructor. All lockers remain the property of the school. School officials may search a student's locker and seize any illegal/unallowable materials. Such materials may be used as evidence against the student in disciplinary proceedings. School authorities reserve the right to search any locker without notification or prior warning.

It is the responsibility of the student to have their locker locked at all times. Students should use judgment when bringing valuables to school. As a rule, valuables should not be brought to school. Neither the instructor nor the school is responsible for ANY item placed in lockers or brought to school. Students may only use school-issued locks. If the lock is not returned, lost, or intentionally broken, the student will be required to pay for another lock.

Public Display of Affection

Students are expected to conduct themselves in a manner that reflects a positive image upon themselves and their school. The showing of affection between students resulting in any physical contact is not acceptable behavior when attending school.

Restroom Privileges

Students are not to use the restroom on the way to and from out-of-class activities, or when arriving to or departing from school. Students should first report to their assigned area, and then ask for a pass to the restroom. The student must use the closest appropriate restroom.

Dress Code

Health Academy students wear scrubs to school each day in a color that corresponds to their shop.

- Allied Health: Black
- Dental Assisting: Grey
- Medical Assisting: Navy Blue
- Veterinary Assisting: Burgundy

FCCTC students begin their uniform with a Career Tech T-shirt (with the exception of scrubs in the medical shops). Additionally, all additional layers must be FCCTC issued clothing. Program related clothes are required by the instructor for safety reasons or to conform to industry standards. Failure to wear program related clothes will lower your daily grade and may result in removal from the program by the instructor, or other punishment as deemed reasonable by the administration. This list is not meant to be all-inclusive, but rather give a way to gauge if the clothing worn by a student is appropriate to our school setting. Other items that the administration deem inappropriate, once discovered, shall not be

worn.

FCCTC Uniforms are available for purchase from the school store located next to cafeteria.

Students should arrive at the FCCTC dressed professionally as it relates to their program.

- Any item deemed as inappropriate for a professional work environment, as determined by administration, will not be permitted
- Students must arrive to school in uniform
- FCCTC items may not be modified in any way
- Shop specific custom shirts may only be worn in the shop listed on the shirt
- Shop specific custom sweatshirts (etc) are not permitted in school
- Students are not permitted to wear clothing with holes/frays/tears/patches (jeans, t-shirts, sweatshirt, etc.)
- Dresses, shorts, and skirts are not permitted unless explicitly stated by shop teacher or for religious reasons
- Leggings, jeggings, joggers, spandex type materials, sweatpants, pajama pants, and tights are not permitted.
- Bare midriffs, whether front or back, are not permitted.
- Necklines showing cleavage are not permitted.
- No mesh or sleeveless shirts are permitted, including tank tops or camisoles.
- Obscene, suggestive, drug, alcohol, or tobacco related statements or pictures on clothing are prohibited.
- Clothing depicting firearms, or other weapons, alcohol, or drugs, etc. is prohibited.
- Due to its controversial nature, any item displaying the confederate flag is prohibited.
- Each instructor will decide whether headwear is permissible in their program. Headwear is not permitted in any other part of the building. All headwear must be removed before entering the building. Small headbands and barrettes may be worn for the purpose of restraining hair.
- Hats should have all pins, hooks, clips, tags, or extra items that have been attached, removed prior to entering the building. These items should be left at home.
- Clothing with ornamentation that will scratch or mark furniture or presents possible danger of injury to the wearers or others (chains, spiked wrist bands, studded bracelets or belts, etc.) may not be worn.
- Wearing of certain clothing or jewelry may be prohibited, depending on safety rules and regulations.
- Articles of clothing that intimidate, harass individuals or groups, and demean or provoke others because of race, religion, national origin or individual views, or any clothing that causes disruption to the learning environment are prohibited.
- Students must follow the dress code to participate in field trips, community service, job shadowing and college visits. Any student not following the dress code will remain in FCCTC for the day.
- Students may wear other solid colored shirt underneath the program uniform shirt, but nothing over top of uniform unless permitted by instructor due to cold temperatures. Long-sleeved, sweatshirt, and fleece uniform tops are available from online uniform store.
- NO flip flops or open-toed shoes of any kind are permitted.

- Pants will be worn so that they are at the waist and do not show underwear or skin at the waist
- All dress code items apply to bookbags, purses, coats, etc

Student Projects

Projects may only be made with prior consent of the instructor. They may not be worked on during times the instructor is absent unless it is planned beforehand. Any costs associated with these projects is the responsibility of the student. Students may not make or work on any item(s) that could be considered as inappropriate or perceived to be a weapon. One of our primary concerns related to student projects is that any items considered to be a hazard to others cannot be transported on a school bus. Thus, parents must make arrangements to drop off and pick up any items related to student projects that could be considered hazardous that students are not permitted to transport on bus.

Safe2Say Something and Student Issues

Career Tech participates in the statewide Safe2Say Something Program (S2SS). This anonymous reporting program allows students to report any incident that could result in violence or harm to any student. FCCTC encourages students to speak to trusted adults in person if they feel comfortable, and to utilize the app when they feel they need anonymity or after school hours for emergency circumstances. Whether information is gained via S2S or in person, the FCCTC response team, comprised of the principal, school counselors, and school nurse respond to all tips, up to and including the involvement of outside services or law enforcement.

Student Services

Student Surveys – Back to School and Follow-Up

The FCCTC develops and conducts surveys to collect information from students related to the center's educational objectives. This fulfills elements of the Chapter 339 requirements, which is a state required element of CTE. Surveys include a back to school survey, as well as ongoing communication after graduation. Families have the right to opt out of surveys via the Back to School paperwork. All survey information is confidential, and only utilized at the meta level, with no individual student data included.

Confidentiality of Student Communications

All FCCTC Educators are required to adhere to the confidentiality requirements of both federal and state laws, including, but not limited to, FERPA, IDEA, the Protection of Pupil Rights Amendment (PPRA), the National School Lunch Act, and PA School Code.

Nursing Services

The Student Health Room is available to students who are injured or become ill while attending FCCTC. Except in extreme emergencies, students must secure a pass from their instructor before reporting to the Student Health Room. If a student is feeling ill, they must be seen by the nurse to be dismissed from school. Only the nurse may call the parent or legal guardian to arrange transportation.

Franklin County Career and Technology Center provides nursing services to all students in attendance at the center. During normal operations, FCCTC employs a Certified School Nurse (CSN) who coordinates and delivers services on a scheduled and as-needed basis for all students at the center, regardless of sending school. When the Certified School Nurse is unavailable, FCCTC contracts substitutes to cover the health room, including licensed practical nurses (LPN). These LPN substitutes assist with the health coverage of the building, but do not coordinate or plan any services.

While at FCCTC, all students remain on the caseload of a CSN at their sending school. The FCCTC CSN communicates with nursing staff from the sending schools to proactively plan for potential or unusual student circumstances and may contact sending schools regarding discrepancies or questions regarding a particular student. The majority of daily services are provided by the FCCTC CSN without consultation with the sending school.

Counseling Services

Counseling Services are offered to all students in FCCTC. Mental and social health services are provided. Career counseling is also provided to every student. Students should see a counselor if they are experiencing any mental health issues, interpersonal issues, or feel that they may not be in the best possible program. FCCTC also facilitates and provides referrals to external services for students.

FCCTC counselors also provide Student Assistant Program (SAP) referrals to each sending school. SAP is a mechanism for the identification and referral of students who are believed to be at-risk. The program is an intervention, not a treatment program. Students are encouraged to speak to a counselor if they feel a classmate is at risk, or if the student needs personal assistance.

School Counselor Coverage

FCCTC is served by two school counselors. Shops are divided between the two counselors for day-to-day services to provide continuity of service to each student. However, either counselor will be available on demand, regardless of shop assignment. In special circumstances, a student may be assigned to the other school counselor.

Lisa Mertz	Brenda Kimple
Ag Mechanics	Auto Tech
Allied Health	Carpentry
Auto Body	Cosmetology
BCT	Diesel
CIM	Electrical
Culinary	Graphics
Dental	IST
Early Childhood	Land & Hort
Electronics	Marketing
Engineering Tech	Mechatronics
HVAC	Medical Assisting
Welding	Vet Assisting

Student Grading

Explanation of Grading System

FCCTC grades on a percentage basis. Those grades are reported to the sending schools, which apply their own grading scales to assign letter grades (4.0 scale). FCCTC grades are recorded on sending school transcripts, and FCCTC does not maintain nor distribute transcripts for students. FCCTC tracks student progress in the Program of Study (POS) for each program, and that progress is used to shape industry recommendations and co-op eligibility.

FCCTC Progress Reports

FCCTC does not publish progress reports, as grades are always available by logging into Skyward. FCCTC grades are a snapshot of the student's current progress. Grades are not calculated by any timeframe (9 week, semester, etc) and then averaged. Instead, due to the nature of our programs, grades are awarded on an ongoing basis.

Sending schools may choose to publish current grades on their own progress reports. Students who are in danger of failing will receive additional attention and assistance via the Guidance Office. A parent conference may be scheduled to develop a plan of action to improve a student's performance.

Level Advancement

FCCTC promotes and supports a competency-based Program of Study (POS) for each program. Tasks completed in each shop are based on this POS. FCCTC students who successfully complete a semester with a passing grade advance to the next level in the program (IE Level 1 to Level 2). However, based on the discretion of the instructor, the student may need to complete remedial work (IE completing Level 1 work during the Level 2 semester). FCCTC considers each student an individual, and some students will take longer to achieve the objectives listed in the POS.

If a student does not achieve a passing grade for the semester, the student will not be permitted to return to FCCTC the next semester.

Program Transfers

Students that have a legitimate reason and wish to transfer to another program should complete the following steps.

- A. Within the first seven days of the semester, immediate changes can be initiated. Transfers must be completed within ten days of the start of the semester.
 - 1) Either the student, parent/guardian, teacher, administrator, or school counselor will identify the potential misplacement.

- 2) The school counselor will meet with the student in question to perform an evaluation of the situation and identify potential programs of interest.
 - 3) In any cases involving a student with an IEP, the special educator responsible for the student will be involved in the process.
 - 4) If the concerns are not warranted:
 - i. The student or parent/guardian have the right to request a principal meeting to discuss concerns.
 - ii. If the concern is still not deemed warranted, the student will have the option to remain in the current shop or request a return to sending school for regular academics.
 - 5) If the concerns are warranted:
 - i. The school counselor will have the student complete a CareerScope to identify potential skills and interests.
 - ii. The school counselor and the principal will meet to discuss the results of the CareerScope and student interests.
 1. Potential shops will be identified based on interest, ability, and availability of spots in the identified programs.
 - iii. The school counselor will hold a follow-up meeting with the student to discuss the potential shops with openings.
 - iv. If there is interest, school counselor will speak to parent/guardian and will arrange a shadowing experience for the student in potential shops.
 - v. After the shadowing experience, school counselor will reach out to the sending school counselor for approval.
 - vi. Email notification of the change will be made to include: sending school counselor, both program teachers, FCCTC administration, and FCCTC administrative assistant in charge of Skyward scheduling.
- B. After the first ten days of the semester, immediate changes will only be considered for extenuating circumstances, and must be approved the FCCTC administration as well as sending school administration.
- 1) These situations will be judged on a case by case basis and will only be considered for immediate transfer in extremely extenuating circumstances.
- C. Transfers for the following school year may be considered after the first ten days. The same general process for an immediate transfer will apply, but any successful transfers will be initiated for the subsequent school year.
- 1) Sending schools may be required to utilize a first-year placement in the desired program in order to accommodate a subsequent year placement.
 - 2) Programs that historically fill to capacity will not be available for subsequent year transfers, and students will be directed to apply through the new student application process.

Student Responsibilities & Code of Conduct

Student Responsibilities (From 22 Pa Code 12.2)

Student responsibilities include regular attendance, conscientious effort in classroom work, and knowledge/conformance to school rules and regulations. Students share with administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and

living. No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

Attending FCCTC is a privilege and with this privilege comes responsibilities. This is an elective program designed to supplement your high school education. Honor and respect the privilege you were given when you elected to attend this school. You are expected to comply with all discipline policies set forth by FCCTC, as well as the program instructor's rules and regulations.

The FCCTC Code of Conduct outlines the following student responsibilities:

- Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of center property.
- Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the Center staff in operating a safe center.
- Comply with federal, state, and local laws.
- Exercise proper care when using center facilities, instructional materials and equipment.
- Attend school daily and be on time to all classes and other center functions.
- Make up work when absent from school.
- Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
- Report accurately in student media.
- Not use obscene language in student media or on center property.

Student Insurance and Expenses

Insurance (Student)

All students participating in a career technical program are urged to participate in the insurance program offered by the sending school. The cost is minimal and it is highly recommended that students purchase insurance due to the many hazards involved with operating equipment in a Career and Technical Education environment.

Student Expenses

All programs require students to wear assigned uniforms, required clothing, and utilize program kits. Uniform, clothing, and kit information is available on our website at <https://www.franklinctc.com/current-students-families/uniforms/> must be purchased by the student. The FCCTC Alumni Association provides an opportunity for students who require financial assistance for these items to apply for a scholarship.

Money Owed to the School

Money owed to the school must be paid within thirty (30) days of the billing date. No project or vehicle will be removed from school property until all bills related to that project have been paid. Debts to the school will prohibit a student's participation in extracurricular activities or events. Students will NOT receive their competency certificates until all debts are paid. FCCTC reserves the right to involve the district justice in collecting debt from students and their parent/guardian.

Safety

“Safety is Everyone's Business.”

A good worker is a safe worker. Industry places a premium on safe workers. You must develop the necessary habits while you are in school. You will be acquainted with the safety rules and regulations for each trade by your instructor.

General Safety Rules

- No students may start a course or operate machinery until all Back to School Paperwork is complete.
- Do not operate machinery or tools until safety tests are passed and you have received instruction and permission from your instructor.
- Students are not permitted to ride in the bed/back of any vehicles for any reason or circumstances. Students must always be in a seat with their safety belt on at all times when riding in any vehicle.
- Obey warning and danger signs.
- Horseplay will not be tolerated in the shop, classroom, halls, or cafeteria.
- Don't take chances. If you are not sure what to do, ask your instructor.
- Each student must dress according to their specific program requirements. Avoid wearing loose, baggy clothing, pants that are too long, and jewelry (necklaces, chains, strings, wristwatches, etc) around equipment or tools. Your clothing must fit properly.
- All injuries, no matter how slight, must be reported to your instructor and the students must see the school nurse.
- Safety devices that are found on machines must be used. Proper personal protection equipment (eye protection, ear protection, gloves, etc.) must be worn when operating equipment and machinery.
- Each student will be held responsible for tools borrowed from the tool room. Tools broken by negligence will be charged to the student.

Cheating/Plagiarism

Students are expected to do all of their own work both in school and on schoolwork assigned as homework. Cheating, taking someone else's work, plagiarism, compensating/threatening others to do

work for you, or any similar activity, is not acceptable. Consequences of breaking these guidelines will result in a minimum of a meeting with the classroom teacher, parental contact/involvement, a zero on all related work, requiring the assignment to be repeated without credit, and additional consequences as determined by the classroom teacher and administration depending on the level of severity of the situation.

Security/School Visitors

All visitors must enter the school at the main entrance and sign in with the receptionist. Prior arrangements for visitation should be made with an instructor or administrator. Visitors are required to bring and present a Driver's License ID, have it scanned using our security system, and wear a visitor's badge while in the building. Children of any age are not permitted to accompany students, visitors, and/or staff through the school, unless they are participating in a pre-approved educational activity.

Student/Parent Concern/Complaint Procedure

If a parent or student has a concern with any school related issue, all attempts to resolve concerns and complaints of individuals shall begin with informal, direct discussions among the affected parties, following these guidelines and the school's organizational structure. Only when informal meetings fail to resolve the issue shall more formal procedures be utilized. In that case, the student/parent may file a formal concern/complaint. The chain of command will be followed. If a resolution is reached at any step, no additional steps will be taken.

1. The student/parent should first address the staff member in question directly (unless there is a pressing reason to not do so).
2. If satisfaction is not achieved, the Principal (or the staff member's direct supervisor) will meet with the student/parent to understand and investigate the concern.
3. If satisfaction is not achieved, the Assistant to the Director will meet with the student/parent to understand and investigate the concern.
4. If satisfaction is not achieved, the Executive Director will meet with the student/parent to understand and investigate the concern.
5. If satisfaction is not achieved, the student/parent will have a scheduled opportunity to have a formal hearing with the Joint Operating Committee (JOC). The decision of the JOC is considered final and is not subject to appeal.

Advanced Credit/Coursework

For questions regarding any of the items discussed in this section, please contact the School Counseling Office and arrange an appointment.

Dual Enrollment/College in The High School Program

Students earn dual enrollment credits from various post-secondary schools and their high school for approved CTE courses that may satisfy high school graduation requirements. These course credits become part of the student's permanent college record and can count towards a college degree program or can be transferred to a number of colleges and universities.

SOAR (Students Occupationally and Academically Ready) Articulated Credits

SOAR links (high school) technical education with (post-secondary) college education and allows a student to gain college credit much like advanced placement courses do.

To qualify for these credits, the student must:

- Graduate from a technical Program of Study.
- Maintain a GPA of 2.5 on your high school transcript in your technical courses
- Score Competent or Advanced on the NOCTI State Exam given at the end of the program.
- Complete 100% of the task list at an industry proficient level.

This link will help you to determine if your college or institute has this articulation agreement:

<https://www.pacollege-transfer.com/>

Emergency Drills

Drills will be practiced during the school year to familiarize students of proper emergency procedures. This will include fire drills, hazardous weather drills, intruder drills, and others as they are deemed necessary.

Career and Technology Student Organizations (CTSO)

Distribution Education Clubs Of America (DECA)

The mission of DECA is to enhance the co-curricular education of students with interest in marketing, management, and entrepreneurship. DECA helps students to develop skills and competence for marketing careers, to build self-esteem, to experience leadership, and to practice community service. Students have the opportunity to compete at the district, state, and national level.

The National FFA Organization (FFA)

The National FFA Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. Students have the opportunity to compete at the regional, state, and national level.

Health Occupations Students of America (HOSA)

Health Occupations Students of America (HOSA) is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people. Students have the opportunity to compete at the state, and national level.

National Technical Honor Society (NTHS)

The National Technical Honor Society is an organization for vocational-technical students. Only those students who exhibit the qualities of skilled workmanship, honesty, dependability, leadership, and academic excellence are selected as members.

SkillsUSA

SkillsUSA is a partnership of students, teachers, and industry leaders working together to ensure America has a highly skilled workforce. Students have the opportunity to participate in leadership training and to compete at the district, state, and national level.

Work Permits

Work permits are issued only by the school district in which the student lives. A student under the age of 18 who expects to work after school hours or during vacations must make an application for work permits at the office of the school in his/her home school district. Before this can be done, you must have a job. Work permits are required for every change of job.

Student Activities

Field Trips

During the year it may be possible that your teacher will plan field trips for your class. Below are a few rules to follow on any field trip.

- Parental permission forms must be signed by a parent or guardian and returned to the instructor prior to the student's participation in a field trip of any type.
- Obey all rules and regulations set up by your teacher and the people conducting the tour.
- Be as observant as possible because your class will discuss the trip after returning to school and you should be prepared to be tested or asked to complete related assignments on the material covered during trip.
- Remember the same school rules and regulations apply on field trips as when you are in school.
- Students with a failing grade will not be permitted to attend field trips.

Fundraisers

Students are responsible to make sure they receive the correct orders including quantity, quality, and correct items before taking fundraiser items home for distribution. After students leave the school it is impossible for FCCTC staff to verify if student received correct items. Students are also responsible to collect and submit all payments related to any fundraising orders that they are accountable for. Students who participate in fundraising activities and do not turn in their money within fifteen (15) business days after the completion of the fundraiser will be turned over to the District Justice for collection by the advisor.

Sending School Events

In the case of students being active participants in sports, band, etc., the sending school will provide FCCTC with membership lists of team members, etc., and these students will be dismissed with transportation supplied by either the sending school or the individual student.

Exclusion from Extracurricular Activities

Pennsylvania courts have held that students do not have the same kind of property interest in extracurricular activities that they have in the regular school program. Therefore, students have no entitlement to due process procedures when they are excluded from extracurricular activities. The administration and staff of FCCTC believe that extracurricular activities are an important aspect of the total education experience. Disciplinary procedures for extracurricular activities shall be administered fairly, consistently, and carefully coordinated with the regular disciplinary program.

School Policies

Weapons Policy

The Joint Operating Committee of FCCTC recognizes the importance of a safe school environment to the educational process. Weapons are not tolerated. A swift and meaningful reaction will be taken when a weapon is discovered. A weapon is defined by the Pennsylvania Criminal Code. The definition includes, but is not limited to: any knife, cutting instrument, cutting tool, numchuck, stick, firearm, shotgun, rifle, and any other tool or instrument capable of inflicting serious bodily injury.

A student shall not possess, transfer or use a weapon on school property or in travel to and from school. The determination of a weapon is defined by this policy and is at the discretion of the Principal. Intent or purpose is of no consequence in application of this policy.

The staff and administration of FCCTC will respond quickly and decisively in the presence of a weapon. The following steps shall be followed:

- Immediate confiscation of the weapon.
- Immediate notification of the parents/guardians and sending school district.
- Immediate three (3) day ISS or OSS Assignment, as a minimum.
- Immediate notification of the police.
- Immediate notification of the Administrative Director or Assistant Director.
- An informal due process hearing to be held within three (3) school days with an extension of suspension to ten (10) school days.
- Referral to the Sending School District with recommendation for further disciplinary action that may include expulsion.

Hazing Policy

All forms of hazing and initiation are strictly prohibited at Career Tech. Achieving acceptance to a program gives the student the right to participate in the educational process without any impediment from other students or teachers. The full policy is available in the JOC Policy Manual.

Act 110 of 2020

If a student who is convicted of sexual assault and the victim are enrolled in the same school, the offending student will be removed, transferred, or reassigned to prevent the offender from being enrolled in the same school as the victim. All considerations of placement under this policy will be consulted with the sending school Superintendent and Executive Director of FCCTC.

Unlawful Harassment Administrative Guidelines

The Joint Operating Committee prohibits all forms of unlawful harassment of students and third parties by all students and staff members, contracted individuals, vendors, volunteers, and third parties in the center. The Joint Operating Committee encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Joint Operating Committee directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the center's legal and investigative obligations. The full policy is available in the JOC Policy Manual.

Bullying/Cyberbullying Policy

The Joint Operating Committee is committed to providing a safe, positive learning environment for its students. The Joint Operating Committee recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Joint Operating Committee prohibits bullying by any students or adults. Bullying, as defined in this policy, includes cyberbullying. Students are encouraged to immediately report any bullying, whether they are the target, or they are a witness. The full policy is available in the JOC Policy Manual.

Smoking and Tobacco Policy

The Joint Operating Committee recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the center. For purposes of this policy, tobacco includes a lit or unlit cigarette, vaping device, cigar, pipe, or other smoking product or material and smokeless tobacco in any form. The Joint Operating Committee prohibits possession, use or sale of tobacco and electronic cigarettes by students at center-sponsored activities that are held off center property.

Students who violate this policy shall be subject to discipline, which may include suspension and/or expulsion. In addition, the school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy. The full policy is available in the JOC Policy Manual.

Drug and Alcohol Administrative Guidelines

The Joint Operating Committee recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community. As an educational

institution, the center shall strive to prevent abuse of controlled substances. The full policy is available in the JOC Policy Manual.

Administration of Medication During School Sponsored Activities

FCCTC officials recognize that it may be necessary for the student to use medication during the school day. This medication must be taken in the presence of the school nurse. Upon arrival to school, the student must immediately report to the school nurse with his/her medication for proper storage and instructions. Failure to report and deliver medication to the nurse's office will result in that medication being viewed as a "Controlled Substance". This policy applies to any school session and any school-sponsored activity, regardless of physical location. The full policy is available in the JOC Policy Manual.

Student Acceptable Use Policy

Franklin Co. Career and Technology Center is providing students access to the School's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Franklin Co. Career and Technology Center electronic network.

- The Franklin Co. Career and Technology Center electronic network has been established for a educational purposes. The term "educational purposes" includes classroom activities, career development, research and any other purpose consistent with the school's educational objectives.
- The Franklin Co. Career and Technology Center electronic network has not been established as a public access service or a public forum. Franklin Co. Career and Technology Center has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. The School is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- The School reserves the right to monitor all activity on this electronic network. Students will indemnify the School for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Franklin Co. Career and Technology Center electronic network.

General Unacceptable Behavior

While utilizing any portion of the Franklin Co. Career and Technology Center electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates School rules.
- Students will not abuse network resources such as sending chain letters or "spamming."
- Students will not display, access or send offensive messages or pictures.
- Students will not use the Franklin Co. Career and Technology Center electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the Franklin Co. Career and Technology Center electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional School systems, such as student information systems or business systems.
- Students will not use any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the School.
- Students will not bring in personal devices including but not limited to: laptops, tablets, PDAs, Smart Phones etc, without prior permission from the school.
- Students will not use School equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the School equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

E-Mail (Note: School monitors student E-mail)

- Students may be provided with e-mail accounts with the approval of the building level administrator for specific educational projects or activities.
- Students will not establish or access Web-based e-mail accounts on commercial services through the School network unless such accounts have been approved for use by the individual school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

Internet Access

The Internet, a world-wide network of computer networks is an essential medium for obtaining and transmitting information of all types. Therefore, public access to the Internet is relevant to the School's mission.

However, the Internet is an unregulated medium. It also provides access to information that is inaccurate, illegal or that some may find offensive or disturbing. The Franklin Co. Career and Technology Center, either by itself or in combination with its Internet access provider, will install filtering software or other technologies on all computers with Internet access, and will enforce the operation of same during any use of those computers, to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not eliminate that possibility. Filters often block access to sites that users would consider both inoffensive and useful.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

The user's access to the Franklin Co. Career and Technology Center's computer network and Internet is a privilege, not a right. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet. Failure to comply with this policy and its procedures will result in the forfeiture of the user's right to access these computers.

Telnet and FTP (Note: Telnet and FTP are typically not given to students)

Telnet and FTP services will be available to students. However, all aspects of this policy are applicable to material accessed or downloaded. **Real-time, Interactive Communication Areas (Note: Chat rooms are normally blocked)**

- Students may use chat or instant messaging, but only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the School or individual school.

Web Sites

- Students may not be identified by their full name for any reason under any circumstances. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to not allow images of their children posted on school operated websites.
- Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained.
- All student Web pages should have a link back to the home page of The Franklin Co. Career and Technology Center.

Social Networks

Guidelines for the Use of Facebook and Other social media networks

The following guidelines were drafted in an effort to address use of the Facebook social networking site by the School and its departments. It is important to understand that use of Facebook can create numerous issues for the School.

For example, most people do not realize that by posting School content to Facebook, they authorize Facebook to make copies of the School content posted and to use the content for virtually any purpose.¹

In addition, copyright claims could be asserted against the School if a department inadvertently posted a picture or video in which a third party claims a copyright. Posting of inappropriate content, even if unauthorized, could subject the School to embarrassment or worse.

Because of these types of issues, it is important that use of the school's Facebook by Students adhere to appropriate guidelines intended to minimize such risks.

Registration

Students may not create facebook pages representing the school under any circumstances. Creation of facebook pages is limited to school staff or members of the Joint Operating Committee.

Posting of Content

The following issues should be considered prior to posting content to a school operated Facebook Page, e.g., text, a photograph, or video:

1. **General Content Issues:** Remember that content posted may be redistributed through the Internet and other media channels and may be viewed by the general public. If deleted or modified, older versions may continue to exist online. Content should not be posted unless it

¹ While a broad "license" to use the content is needed by Facebook to enable it to carry out its services on the site, the terms of the Facebook site at the time of this writing make clear that by posting on the site, you automatically grant to the company an irrevocable, perpetual, non-exclusive, transferable, fully paid, worldwide license (with the right to sublicense) to use and distribute the content "for any purpose, commercial, advertising, or otherwise, on or in connection with the Site or the promotion thereof, to prepare derivative works of, or incorporate into other works, such User Content, and to grant and authorize sublicenses of the foregoing."

further the School's education, teaching and research mission. Share only information that is appropriate for the public.

- Do not include any personally identifiable information that can be used to locate someone offline. This includes anyone's screen name, personal photo, hobbies, identification numbers such as social security numbers or student ID's, addresses and phone numbers (other than an authorized business address or business phone number).
 - Do not upload, post, transmit, share, store or otherwise make publicly available on the Site any private information of any third party, including, addresses, phone numbers, email addresses, Social Security numbers and credit card numbers;
 - Content must not be posted if it is not clearly suitable for all ages.
 - Do not post content that could create a security risk for the School. Examples include but are not limited to images of classrooms, images of computer systems, information on staff members, etc.
 - Do not post content that shows (or may be perceived to show) someone getting hurt, attacked or humiliated, that might be considered racist, bigoted or demeaning to a particular group of individuals, that depicts activity that is (or may be perceived to be) illegal, for example drug use, or that could otherwise put the School in a bad light.
2. Use of copyrighted or proprietary materials, e.g., music, art, copyrighted photographs or texts, snippets of copyrighted video, or information considered to be a trade secret by a School contractor:
- The School would have to secure written permission prior to using/incorporating any copyrighted or proprietary materials.
 - The safest course is to use only materials created by the School for such purposes.
3. Use of people's images:
- Generally speaking, prior permission (i.e. a release) must be obtained from individuals whose images are identifiable. For that reason, it is always best to use content, such as photographs or videos, provided by the school specifically for this purpose. Assistance with releases, or answers to questions about exceptions to the requirement for a release, can be obtained from the Principal's Office.
 - Do not post content that might be embarrassing to an individual or that could be construed as placing an individual in a bad or false light.
 - Do not post content that might cause someone to believe that his/her name, image, likeness or other identifying aspect of his/her identity is being used for commercial purposes without permission.
 - Special care must always be taken when dealing with images of "special populations," e.g., minors, health care patients, research subjects. Stringent legal requirements apply. Generally speaking, such images should never be used in this type of context.
4. Commercial use, e.g., sales of merchandise: The provision of on-line services or the sale of School publications, products or paraphernalia via "E-commerce" is only permitted in accordance with The Joint Operating Committee of the Franklin Co. Career and Technology Center policies and procedures.

Collecting User Information

School departments should not use Facebook to collect personal information of users, as Facebook terms and conditions, as well as state and federal law, impose significant requirements and restrictions on the collection of personal information of users. In the case of minors, significant additional penalties can apply to violations.

Other Do's and Don'ts

- Posting Share buttons on a School Web site: A "Share Link" is a button and/or a text link appearing on a web page that, upon being clicked by a user, enables the launch of a sharing mechanism through which users can share with others or post to their own member profile, links and content from that page. Use of such links is permissible and users should consult with their the page administrator for details.
- Remember that the Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. Generally, the School must have written permission from a student in order to release any information from a student's education record. In order to comply with FERPA, the School's email system (and not Facebook) must be used when communicating about an issue involving a specific student.

Questions and Reporting Problems:

Facebook accepts complaints regarding abuse and other issues, for example harassing messages, via hyperlinks placed throughout Facebook's Web site. This can be done via "Report" links below a piece of content, or by locating the appropriate links on the Facebook "help" page. Problems or concerns regarding the use of Facebook or a School Facebook Page should be reported immediately to School Relations.

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose their full name or any other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.

- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Franklin Co. Career and Technology Center electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by School policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the School technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any School-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Franklin Co. Career and Technology Center electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on School servers are private.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the School technology department.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the School's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- School policies on copyright will govern the use of material accessed and used through the School system.

- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

Videoconference

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.
- Videoconference sessions may be recorded by School personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or School.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

Student Rights

- Students' right to free speech applies to communication on the Internet. The Franklin Co. Career and Technology Center electronic network is considered a limited forum, and therefore the school may restrict a student's speech for valid educational reasons. The School will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the School network.
- In the event there is an allegation that a student has violated the School acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

- The School makes no guarantee that the functions or the services provided by or through the School network will be error-free or without defect. The School will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.

- The School is not responsible for the accuracy or quality of the information obtained through or stored on the network. The School will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

First Offense:

1. Removal from network access up to five (5) days.
2. Notification of parent/guardian by the Principal or designated representative.
3. Computer work will be restricted to literacy assignments.

Second Offense:

1. Removal from network access up to five (5) days.
2. Computer work will be restricted to literacy assignments.
3. Not less than one (1) day nor more than five (5) days of Saturday school.
4. Notification of parent/guardian by the Principal or designated representative.

Third Offense:

1. Removal from network access for at least five (5) days.
2. Not less than one (1) day nor more than ten (10) days of suspension.
3. Parent/guardian conference with teacher and appropriate administrators.

Fourth Offense:

1. Removal from network for an indefinite period of time.
2. Not less than five (5) days nor more than (10) days of suspension.
3. Parent/guardian conference with teacher and appropriate administrators for consideration of continuation/termination of computer technology opportunities.
4. Possible removal from the Career and Technology Center.

The particular consequences for violations of this policy shall be determined by the school administrators. The Franklin Co. Career and Technology Center Administration and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

FCCTC officials Non-Discrimination Policy

It is the policy of the Franklin County Career & Technology Center not to discriminate on the basis of race, color, religion, sex, handicap or national origin in its admissions, educational programs, and activities.

The Franklin County Career & Technology Center will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information regarding services, activities, programs and facilities that are accessible to and usable by handicapped persons, contact the Administrative Director, 2463 Loop Road, Chambersburg, PA 17202,

Telephone 223-224-1501.

Inquiries may be directed to the Franklin County Career and Technology Center Title IX and Section 504 Coordinator by contacting the Administrative Director, 2463 Loop Road, Chambersburg, PA 17202, Telephone 223-224-1501.