

FULTON COUNTY CENTER FOR CAREER AND TECHNOLOGY



STUDENT HANDBOOK 2022-2023

Fulton County Center for Career and Technology

145 East Cherry Street
McConnellsburg, PA 17233
(717) 485-5813

August 4, 2022

Dear Student and Parent:

We welcome you to the Fulton County Center for Career and Technology.

This is your handbook, developed to provide you with information about the Career and Technical School and its course offerings, your rights and responsibilities, and the rules and regulations we expect you to follow.

The entire staff is looking forward to the opportunity to assist you toward success in the career of your choice. The educational experience you will gain in your Career and Technical Program will enable you to enter the world of work secure in your skills and abilities and well prepared to continue learning, either on the job or at an institution of high learning. I hope that you share our high expectations and are committed to learning in a safe environment. Your cooperation is essential for success in our programs and will enable each student to be successful.

Please sign and return the Student Information Packet indicating that you have reviewed this handbook by September 2, 2022.

We look forward to working with you during the school year.

Fulton County CCT
Executive Director
Instructors
Administrative Staff

Mission

Our mission is to develop lifelong learners who are adaptable, resilient, productive, and of high moral character. We will provide them with career guidance opportunities to pursue higher education and lifelong competitive careers.

Vision

Our vision is that every student is provided a high-quality technical education and the knowledge, confidence, work ethic, and skillset to overcome challenges as they enter the workforce and compete in a global economy.

Educational Values

Students:

FCCCT students have indicated that they are college and/or career ready with entry level employability skills after completing their CTE programs. Students indicated that "real-life" experiences and insight from instructors and industry professionals have prepared them for success in the workforce.

Staff:

The staff at FCCCT continues to provide a physically and emotionally safe learning environment for all students by participating in trauma-informed training sessions. The staff has also indicated that program safety is of the utmost importance to them. The OSHA-10 Hour Certification requirement for all FCCCT students as they enroll with the support of the Occupational Advisory Committees continue to keep the school a safe place to work and learn.

Administration:

The administration of FCCCT must assist in the growth of our students, staff and the community providing the proper guidance and support in achieving school-wide goals and initiatives. Additionally, conquering educational challenges, supporting all students, and providing meaningful learning experiences in an atmosphere of greater trust, better communication, and higher accountability.

Parents/guardians:

Parent feedback has indicated that communication is a crucial element for their children's learning experience. All communications coming from FCCCT and participating school districts needs to be clearly stated and consistent with all entities and support resources. Parents have also indicated that the yearly Open House/Parent's Night activity, is a highlight for them to see their child's work in action and to speak freely with the program instructor. Open House night is a great avenue for FCCCT to display its values to all stakeholders, the Community, Parents, Students, Staff, and Administration.

Community:

Members of the community have expressed their approval with our recent name change from the Fulton County Area Vocational Technical School to the Fulton County Center for Career and Technology. Also, through the results of a student Interest Survey, the addition of two new programs (Automotive Technology and Veterinary Assistant) for the 2021-2022 school year has brought a very positive connection into the school and the wider community. Constituents of the community believe that the additional program offerings will supply more diverse career opportunities and attract a different population of student to FCCCT.

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Fulton County Center for Career and Technology

Annual Notice - Statement of Non-Discrimination

Fulton County Center for Career and Technology will not discriminate in its employment practices or its educational programs and activities on the basis of race, color, age, creed, religion, gender, sex, sexual orientation, ancestry, domicile, veterans status, national origin, marital status, pregnancy, handicap/disability or genetic information or any other legally protected characteristics in its admission procedures, educational programs and activities or employment practices, as required by the Pennsylvania School Code and related regulations, ADA, Title VI, Title IX, and Section 504 and will provide equal access to the Scouts of America and other designated youth groups. Students are encouraged to consider enrolling in career programs non-traditional to their gender. Fulton County Center for Career and Technology will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in career and technical education programs and will make reasonable accommodations for those with disabilities. Furthermore, harassment in any form, including bullying, by any individual will not be tolerated. All policies, regulations and practices of FCCCT shall be guided by this statement. Inquiries regarding compliance with Title IX, Section 504 or Title VI should be directed to the Office of the Executive Director at 145 East Cherry Street, McConnellsburg, PA 17233, 717-485-5813.

Participating School Districts

CENTRAL	FORBES	SOUTHERN
FULTON	ROAD	FULTON
SCHOOL	SCHOOL	SCHOOL
DISTRICT	DISTRICT	DISTRICT

Professional Advisory Committee

Dr. Christina Ramsey	Superintendent	Central Fulton School District
Clint Heath*	Superintendent	Forbes Road School District
Meredith Hendershot	Superintendent	Southern Fulton School District
* Superintendent of Record		

Fulton County Center for Career and Technology

ADMINISTRATION

Erik Damgaard	Director
Wendy Henry	Administrative Assistant
Dani Brady	Business Manager
Krissie Earley	Career Pathways Advisor

INSTRUCTIONAL STAFF

Shelby Oliver	Allied Health	Central Fulton
Travis Abbott	Computer Networking	Central Fulton
Bill Pelton	Construction Trades	Central Fulton
Jim Duffey	Cooperative Education	FCCCT
To Be Determined	Drafting & Design	Central Fulton
Bruce Shipley	Welding	Southern Fulton/Forbes Road
Aubrey Higgins	Vet Tech Assistant	Central Fulton
To Be Determined	Early Childhood Education	Central Fulton
Alan Shives	Automotive Technology	Forbes Road

Joint Operating Committee

CENTRAL FULTON SCHOOL DISTRICT

Jason Carbaugh
Greg Strait, Vice-Chair
Rick Marshall
Randy Crouse – Alternate
Chris Hann – Alternate

FORBES ROAD SCHOOL DISTRICT

Stacey Wyles
James Lupey
Lori Kendall
Robert Helman -- Alternate

SOUTHERN FULTON SCHOOL DISTRICT

Timothy Mellott
Tony Shives
Mark Mosemann – Chairman
Brian Pittman – Alternate
Mika Ah Loe – Alternate

Principals – Guidance Counselors

Ramonda Zinobile	Principal	FRHS
Courtney Hykes	Guidance Counselor	FRHS
Terry Bard	Principal	MHS
Shelly McMullen	Guidance Counselor	MHS
Jeremy Hollinshead	Principal	SFHS
Wendy Ritz	Guidance Counselor	SFHS

Relationship between the Home School and the Fulton County Center for Career and Technology

The FCCCT is an extension of the district school. The various programs offered are an integral part of the curricula of the district high school. Students who enroll in the FCCCT program continue to complete their required academic subjects at the district school during one-half school day and attend the FCCCT the other one-half day for their specialized career and technical training.

The school districts award diplomas at graduation. The FCCCT presents a certificate to each graduating student who has successfully met the FCCCT completion requirements.

Accidents and Illness

All accidents, regardless of size or nature, must be reported immediately to the CTE instructor. The injured student must complete an accident report within two (2) days of the accident. A copy of this report is filed in the FCCCT office and home school nurse's office.

Any pupil who becomes ill during the school day should notify the teacher and appropriate action will be taken.

Admissions Policy

Resident Student

The FCCCT has an open admissions policy for students enrolled in one of the FCCCT participating public or private secondary schools. The FCCCT admits students without regard to the applicant's race, color, creed, religion, gender, sexual orientation, ancestry, national origin, or disability. The open admissions policy applies to students entering the 10th, 11th or 12th grade year of high school, depending on program choice, and subject available space in a given program (i.e. students who apply for programs with no waiting list will automatically be accepted into their program of choice).

For students applying to programs which have more applicants than openings, applicants will be selected on a first-come-first serve basis. This is determined by the time/date the students submitted their course schedule to their district counselor.

Students not immediately offered admission will be placed on a rank-order waiting list and/or offered admission into their 2nd or 3rd choice program selection. Should an accepted student in one of these competitive programs decline an offer of admission, the next student on the program's waiting list will be offered admission.

The course schedule due date is determined by the student's participating school district. Applications received after this deadline will be considered, however, these applicants may have less chance of being offered admission into their first choice program, as available program slots may have already been filled by this time. Full-time, full-year students can apply for admission, and enroll in a program, up until the tenth (10th) day of the school year.

Student applicants will be notified of their admission status (i.e. accepted into first choice program, offered 2nd or 3rd choice program, and/or placed on a program waiting list) via their high school counselor after the application deadline. Students are asked to notify their high school counselor by May 15th if they intend to decline an offer of admission.

Transfer Students

Students who transfer into one of the FCCCT participating public or nonpublic secondary schools and are currently enrolled in another CTC will be offered enrollment in the same (or a comparable) FCCCT program. This offer of admission applied provided that the student left the CTC in good standing.

Attendance

Attendance is one of the most important obligations of the student while enrolled at the career and technical school. Regular attendance is necessary for a passing grade in the classroom as well as on the job. Poor attendance habits that are carried over to the job often cause failure or dismissal. Poor attendance in school could prevent you from obtaining a good recommendation for a job. Since a large portion of the grade is based upon performance, it is difficult, if not impossible, for students who miss school to make-up the required assignments.

If a student is absent from school due to an unavoidable circumstance, he/she is required to present, within three days immediately following the absence, an excuse explaining the absence signed by his/her parent/guardian or doctor. If the excuse is not presented within the three (3) day period, the absence is recorded as illegal. It is the student's responsibility to make arrangements in a timely manner with the instructor for any make-up work. Students may not be able to make up work if the absence is recorded as "unexcused".

If it is necessary for the student to be excused during school hours, a written excuse from the student's parent/guardian must be presented to the CTE instructor one day prior to the excused day. This excuse must be approved by the district school principal or designee prior to presenting it to the CTE instructor.

Any student who misses the bus at the home school must report to the district school office immediately. No walking to or from any FCCCT program will be permitted.

Makeup Work

Any student who has been legally excused from school will be granted the privilege of making up work. It is the student's responsibility to make arrangements with all teachers upon the first day of return. The student will be given three days in which to submit schoolwork. Extended illness will be addressed on an individual basis.

Tests, examinations, and class work assignments completed on a day when a student is unexcused or illegally absent/tardy from school shall result in a zero.

Books, Chromebooks and Tools

At the beginning of each year, students are loaned textbooks. Throughout the year, reference books are also available to students for use. These textbooks or reference books should be treated with care and not abused.

Books are expected to be returned to the school in the same condition as when they were issued, less normal wear. Lost or mutilated books must be paid for by the student whom they were issued.

The FCCCT may also provide students with the privilege of utilizing a Chromebook which is property of the FCCCT. This device is to be used for the purpose of in-school or in-home instruction. Students and parents/guardians are responsible for maintaining the equipment in the condition in which it is issued. If a Chromebook is damaged, the student will be responsible for the full cost of the damages. Please refer to the FCCCT website for more information regarding this.

In certain FCCCT programs, students may be required to purchase specific small hand tools necessary for classwork, and safety equipment/clothing required in their chosen occupation.

Students are expected to treat all tools with respect and take care not to damage or lose tools. Students will be required to pay for lost or damaged tools.

Obligations

Students with outstanding obligations will not be permitted to attend any school function until the obligation is satisfactorily met. Examples include, but are not limited to: Jam Session, Field Trips/Class Trips, Jr./Sr. Prom, and Graduation.

Career & Technical Student Organizations (CTSO)

Career & Technical Student Organizations (CTSO's) are co-curricular activities and are in integral part of the respective FCCCT program. CTSO's provide a means of teaching leadership and responsibility, developing interpersonal skills and in developing confidence. Instruction through the CTSO's provides for the development of human relation skills; knowledge of occupations; leadership competencies and positive attitudes towards fulfilling occupational, civic, social and community responsibilities.

The following CTSO's are available for membership:

FFA: FFA serves as part of the educational program-preparing students for careers in agriculture and related fields. Students in the Ag-Production and Power-Ag programs may participate in this organization.

Skills USA: Skills USA brings students together with others sharing common interests for an exchange of ideas, a discussion of problems, and the opportunity to work toward a common purpose. Skills USA offer students recognition through a national program of awards, contests and leadership activities. Students in FCCCT program areas may participate.

Military Access

Both federal and state laws require that school districts provide military recruiters' access to secondary school students—names, addresses and telephone listings of **junior and senior year students** when requested. If you want the school to exclude your child's information from the list, you must submit a written request to the guidance office by September 30th of each year. Military recruiters are entitled to request and receive these lists throughout the year.

Change of Address or Telephone Number

In the event that a student moves to a new address within or outside the school district, or if his/her telephone number changes, he/she is expected to notify his/her home school and the FCCCT office at once. It is extremely important we maintain accurate information so that we are able to contact the student or the parent/guardian regarding the progress, health and safety or career development of the student.

Closing of School

School closings will be dictated by the home school policy. If your home school is not in session, then you are not required to attend your FCCCT program. School closings will also be announced over local radio and television stations. Under normal circumstances when two of the three school districts are closed because of inclement weather, the FCCCT will also be closed.

Dress Code

The student's dress and attire are important to the safety of the student. The student's dress should reflect acceptable industry standards, comply with safety requirements, and present a positive image of the FCCCT and its students.

Students are expected to arrive at the FCCCT program setting in compliance with the dress code. Once in their respective program area, the trade/industry/safety standards will be applied. This may involve the use of eye safety, hard hats, steel-toed shoes, length of hair, hairnets, uniforms, coveralls, etc. Students are encouraged to wear coveralls or other protective clothing to protect their normal school clothes.

- A. Shoes causing a safety hazard or disrupting the educational environment are not permitted.
- B. Shirts with profanity, obscene language, or suggestive pictures, words, or letters are prohibited.
- C. Students are permitted to wear shorts or skirts that are no higher than 3 inches above the top of the kneecap.
- D. Hats, sweatbands, bandannas etc. or any other head coverings are **not** permitted.
- E. Students are not permitted to wear pants with leg bottoms that drag under their feet.
- F. Long coats (trench coats, etc.) may be worn to school only, not to classes.
- G. Students may be prohibited from wearing certain articles of dress and/or accessories that might constitute a health or safety hazard.

- H. Clothing, buttons, accessories or other insignia intended to mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views are prohibited.
- I. Clothing, buttons or other wearing apparel, which condone or promote the use of alcohol, drugs, sex, tobacco, violence as well as any visible profanity, obscenity, or suggestive language are prohibited.
- J. No bare midriffs and pants must be worn at waist level.
- K. Sleeveless shirts, low cut tops, spaghetti straps, and strapless attire will not be accepted.
- L. Undergarments are not to be visible to others, especially when seated.

Drugs, Alcohol and Other Controlled Substances

Drugs and alcohol are prohibited on school property at all times. It is the policy of the FCCCT that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or being under the influence of a controlled substance is prohibited in this school or at any school sponsored activity.

Fulton County CCT Policy on Naloxone:

Book	Policy Manual	Section	800 OPERATIONS
Title	NALOXONE	Code	823
Status	Active	Adopted	March 15, 2018

Authority

As a means of enhancing the health and safety of its students, staff and visitors, the school district may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.

Definitions

Drug overdose - shall mean an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention.

Naloxone - shall mean a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

Opioid - shall mean illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine.

Delegation of Responsibility

The Director or designee, in consultation with the participating school district nurse(s), shall establish appropriate internal procedures for the acquisition, stocking and administration of Naloxone and related emergency response procedures pursuant to this policy.

The participating school district nurse(s) shall be responsible for building-level administration of Naloxone and management of Naloxone stocks.

Guidelines

The participating school district nurse(s) shall develop a plan for annually informing all parents/guardians, students and staff about this policy and specifically:

1. The availability of Naloxone to treat opioid drug overdoses and what it does;
2. The symptoms of opioid drug overdoses;
3. How students and staff should report suspected overdoses;
4. The protection from criminal prosecution provided by law for persons who report a suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report; and

5. The protection from civil liability provided by law for persons who report overdoses or administer Naloxone in overdose emergencies.

Standing Order from the School Physician

The participating school district physician shall provide and annually renew a standing order for administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose.

The standing order shall include at least the following information:

1. Type of Naloxone (intranasal and auto-injector).
2. Date of issue.
3. Dosage.
4. Signature of the school physician.

Administration of Naloxone

When responding to a suspected drug overdose, employees shall follow the steps outlined below:

1. Call for medical help immediately (Dial 9-1-1).
2. Check for signs of opioid overdose.
3. Perform initial rescue breathing (or CPR if needed), as instructed in training.
4. Administer Naloxone, as instructed in training.
5. Continue rescue breathing (or CPR if needed), as instructed in training.
6. Administer second dose of Naloxone if needed, as instructed in training.
7. Place in recovery position, as instructed in training.
8. Stay with the individual until emergency medical help arrives.
9. Cooperate with EMS personnel responding to the incident.
10. Notify the building administrator or designee of the incident.

Referral to Law Enforcement and Parental Notification

The Director shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations.

Participating school district administration, in coordination with the Director, shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. The Administrative Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school (center) property has been or may be notified of the incident. Attempts to reach the parent/guardian will be documented.

Referral to Student Assistance Program

Any student who experiences a drug overdose shall be referred to the school's (center's) Student Assistance Program.

Indemnification

The school (center) may indemnify and hold harmless any employee who administers Naloxone in good faith to another individual experiencing a suspected drug overdose, if all of these conditions apply:

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering Naloxone to that individual.
2. The employee successfully completed the training contemplated by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering Naloxone.
4. The employee is administering Naloxone pursuant to this policy.

Field Trips

Those students having permission to drive to the departure/arrival location of the bus for a field trip shall park only in appropriate designated areas. Should failure to obey parking regulations result in a parking violation; it is the responsibility of the driver to meet the incurred obligations. Written permission slips must be signed by parents/guardians and be registered in the FCCCT office *prior* to the day of the trip. A permission slip signed by the parent/guardian and filed in the FCCCT office is required before a student will be permitted to participate in a field trip.

Fulton County Center for Career and Technology Student Admissions Grievance Policy

The FCCCT recognizes that students and/or parent/guardian have the right to request redress of complaints. In addition, the FCCCT believes that respect for established procedures is an important part of the educational process.

Accordingly, student and parent/guardian admission complaints shall be recognized, and appropriate appeal procedures shall be provided.

A student admissions complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program.

The FCCCT and its employees will recognize the admissions complaint of a student and/or parent/guardian.

A student and/or parent/guardian who feels that inappropriate or lack of placement has occurred has five (5) days to submit a complaint related to CTE placement, either orally or in writing to the FCCCT Director. The FCCCT Director has five (5) school days to give a reply.

If the complaint is not resolved at this level, the student and/or parent/guardian has five (5) school days to give the complaint in writing to the Superintendent

of Record. The Superintendent of Record has five (5) school days to give the student and/or parent/guardian a response.

If the complaint is still not resolved at this level, the student and/or parent/guardian may file the complaint within five (5) school days in writing to the Joint Operating Committee. The Joint Operating Committee has thirty (30) school days to make a final decision for the student and/or parent/guardian regarding program placement or lack of.

General Procedure and Behavior Rules

All students attending the FCCCT are subject to their home school discipline rules and procedures, as well as FCCCT general procedure and behavior rules.

Transportation - Students *must* use district school transportation to and from the FCCCT course sites. If for any reason they miss the bus to the site, the student must report to the office at his/her district school. *Missing the bus is an unexcused absence, and results in a zero for the day.*

- Should any unforeseen incident affecting bus transportation occur, only a parent/guardian, or authorized school agent may transport the student to or from the FCCCT training site.

Student Driving - There should be **NO** student driving or riding to and from the FCCCT. However, the following exceptions may be considered and approved by the district school administration.

- Doctor/dental appointment, which is coordinated through the district school office personnel at least two (2) days in advance.
- Emergencies as determined by the district school administration and authorized by parents.
- District school activities as requested by the district school administration.

Leaving Career and Technical Training Site - No student is permitted to leave the training site before the end of class. Exceptions must be approved by the parents and FCCCT program instructor who must get approval from the FCCCT Administration.

Student Appearance - Students who change into a prescribed uniform should wear the appropriate undergarments. Tattered or torn clothing revealing undergarments or the lack of will not be permitted. The student's safety and success are dependent upon the clothes that he/she wears. It is important that everyone "dress for safety" and present a positive image to prospective employers and our guests.

Care of tools, equipment and supplies – Students are expected to use all tools and equipment and supplies for their intended purpose and to take care of all tools and equipment so that they are not lost or damaged. Students are expected to use all

supplies for school related purposes and will be required to pay for supplies, tools or equipment that are wasted, damaged, destroyed or lost.

Personal property - Students will be given the opportunity to secure personal tools and belongings within the classroom. Students, however, should not bring valuables to school. The school is NOT responsible for personal belongings or tools brought into the classroom or for tools, which are not secured. The school district will not be responsible for the personal property of pupils, employees, or other personnel using the school facilities. Articles of clothing, jewelry, money, and any other items of a personal nature are the responsibility of the student, employee, or person while he/she is in the school facility,

General Behavior

- Report directly to your assigned station and remain there until otherwise advised by your instructor.
- Check your work attire - sleeves rolled above the elbows or buttoned at the wrists, shirttails tucked in, and all clothing should fit properly. Loose or poor fitting clothing endangers the worker. Students will not be permitted to work without their shirts on.
- "Horse Play" in any form will not be tolerated.
- For your safety, keep walkways and floors clear of obstacles and debris.
- For your safety, do not have tools or equipment lying on the floor.
- Know fire drill procedures and the location of all fire extinguishers in and near the training site and/or classroom.
- If you are not sure what you are doing -- **Stop! Ask! Listen!** There is no shame in not knowing, but there is in being foolish.
- Handle tools and equipment as instructed.
- At no time is a student permitted to, in any manner, alter the belongings of a classmate.
- Never make any adjustments to tools, equipment, machines, etc. unless you have permission from the instructor before doing so.
- Report all damaged tools, equipment, machines, etc. to the instructor immediately.
- Wear appropriate eye and personal protection (safety glasses, hard hats, shoes, etc.) whenever required.
- Follow all the safety rules and procedures appropriate for your program area.
- Come to class prepared to learn. Have the necessary tools, notebooks, pens/pencils, and assignments with you each day.
- Come to class prepared to participate to the best of your ability.

Safety Glasses - Safety glasses must be worn at all times in the shop/laboratory and during building construction projects.

General School Rules

- Running, pushing, shoving, wrestling, or other disruptive behavior will not be tolerated in training areas at any time.
- Possession of water bottles or other water dispensing devices or use of them at any time is prohibited.
- Gambling of any type is prohibited.
- Course or brash language will not be tolerated.
- Use or possession of tobacco, alcohol or controlled substances on training sites is prohibited and will be handled by the school district authorities. The proper authorities will be notified and appropriate referrals will be made.
- Being 'under the influence' of any controlled substance will result in notification of the proper authorities and an appropriate referral will be made.
- Students are not permitted to make or receive telephone calls except in case of an emergency authorized by the instructor.
- Cell phones are not permitted to be used during school hours of operation. A warning will be issued following the first offense. The second offense will require the parent/guardian to pick up the cell phone at the FCCCT Administrative office.

Electronic Devices - Section 1317.1 of the Public School Code prohibits the use of electronic equipment communication devices. Students using such devices will be required to surrender them to teachers and/or administration. The following items **may not** be used in school without specific approval because they are distractions:

- a. Pagers (Prohibited by ed code)
- b. Cellular phones
- c. MP3s, IPODs, other such devices
- d. Electronic games
- e. Laser pointers

Flexible Instructional Days

The Fulton County Center for Career and Technology has recently submitted application for the Pennsylvania Department of Education Flexible Instructional Day (FID) program. This is a program available to public school entities to be used as an alternate approach to deliver instruction if circumstance arises that prevents instruction in a customary manner.

- **What is a Flexible Instructional Day?** Flexible instructional days are deemed a school day and count toward the 180 day/990 hrs. instructional days/hours required under Article 15 of the Public-School Code and Chapter 11 of the state Board of Education regulations. FID employ “nontraditional strategies to provide continuation of instruction on regularly scheduled school days when circumstances such as inclement weather call for an alternate approach. FCCCT has submitted application to participate in this program for the next three school years.
- **How will FID work for Fulton County Center for Career and Technology (FCCCT)?** On days when school cannot be open due to inclement weather or other significant events, teachers and students will stay home to complete their lesson for that day. Students will submit their assignments the next day school is in session. The assignments will be graded, and students will receive credit for that school day.
- **How student attendance will work?** Student attendance will be determined by verification and completion of the lesson and or assignment during the assignment window identified by the teacher on the day that school is closed.
- **What is expected of students?** Students are expected to work on assignments from home as assigned by their teacher through the Schoology or Canvas (learning management system) platform or hard copy packets that were provided to our students. If a student has poor internet connectivity, the student should communicate this to the teacher. Students will be provided hard copies of the assignment/resources and submit completed work to their teacher for full credit on the next day school is in session.
- **What are the benefits of FID?** It’s an effort to address inclement weather days or other significant events while at the same time attempting to eliminate the need to extend the school year. FCCCT will utilize FID in lieu of canceling instruction for that day. Online learning will be part of the student’s educational experience and it is our goal that this virtual instruction will provide students with the experience necessary to be successful in future online endeavors.
- **What if a student has “special needs”?** The FID lessons will be designed for students with special needs utilizing their program modifications, specially designed instruction and the supplementary aids and services identified in their Individual Education Plan (IEP) or 504 Service Agreement. Upon return to school from an FID, teachers of students with special needs will meet with their students to review work submitted, checking for completion and understanding. If needed, student will have an additional time to complete assignment and do so with instructional support if required. Any related services scheduled during the FID will be rescheduled according to the frequency requirements of the students IEP or 504. On the FID, instructional support services will be available to answer questions through email or through Schoology or Canvas for satellite (Early Childhood Education) programs. All pertinent information will be placed on our website at fcavts.org.

All staff, students and parents will be notified of school cancelation through the “All Call” platform system. Additionally, all pertinent information will be placed on our website at www.fcavts.org and our Facebook page. It will be the responsibility of our participating school districts to initiate the initial communication on the “All Call” information platform.

Grading System

FCCCT uses the eSchoolData platform as their SMS student management system. FCCCT uses the Schoology platform as their LMS Learning Management System.

Student grades may be based on knowledge, skills, participation, attendance, and work ethic. The overall grade will be based on a percentage of these qualities. These percentages vary by program so students should get clarification from their teacher.

The FCCCT grading schedule is as follows:

100%-90% - A

89%-80% - B

79%-70% - C

69%-60% - D

59% and below - F

The final grade issued at the end of the school year will be the numeric average of all of the marking period grades.

Your FCCCT instructors may require a final exam at the end of each school year.

Grievance Procedure

The Grievance Procedure addresses the procedures used for filing a grievance if the parties involved feel that they were discriminated against by the policies of FCCCT on the basis of sex, handicap, race, color, age and national origin in its educational and vocational programs, activities or employment as required by Title IX, Section 504, and Title VI.

Grievance: A formal written complaint which:

- Sets forth the allegation that there has been a violation, misinterpretation, or inequitable application of any district policy or practice, involving Federal Anti-discrimination legislation.
- Specifically identifies the policy or statute violated, misinterpreted or inequitably applied.
- Furnishes sufficient background concerning the alleged violation, misinterpretation, or inequitable application to identify persons, actions, and/or omissions that led to the allegation.

Grievant:

Any student, employee, teacher, or parent aggrieved by a decision or condition falling under the guide of Federal Anti-Discrimination Legislation.

Student:

Any person enrolled as a student in an educational or recreational program authorized by the Joint Operating Committee.

Employee:

Any full-time or part-time teacher, secretary, clerk, maintenance/custodian, administrator, or other person receiving compensation for services rendered to the Joint Operating Committee.

Chief School Administrator:

The Superintendent of Record or a designated agent for the Board of Education.

Compliance Officer:

The school employee or employees designated to coordinate compliance efforts with Federal Anti-discrimination legislation and charged with the responsibility of investigating complaints.

Compliance School Officer:

Director, Fulton County Center for Career and Technology, 145 East Cherry Street, McConnellsburg, PA 17233

General Provisions

- A grievance must be filed within ten (10) days of the circumstances that occasioned the grievance.

- No person shall suffer recrimination or discrimination because of participation in this grievance procedure.
- Whenever possible, hearings will be scheduled during a mutually convenient time that does not conflict with the regularly scheduled school program.
- Employees shall be freed to testify regarding any grievance filed hereunder and the expense or necessary and approved release time shall be borne by the school when hearings must be scheduled during the school day.
- Confidentiality will be observed pending resolution of the grievance or final decision by the Joint Operating Committee.
- Nothing contained herein shall be construed to limit in any way the option of the school and the grievant to resolve the grievance mutually and informally.
- These grievance procedures will not be required to be followed if other statutory procedures are available.

Procedure

LEVEL I

The grievant shall prepare and file the grievance with the Compliance Officer, at 145 East Cherry Street, McConnellsburg, PA 17233, (717)485-5813, Extension 202.

The compliance officer shall investigate the complaint with the parties concerned in the grievance within ten (10) calendar days of the grievance filing. The compliance officer shall issue a written report setting forth his/her finding and recommendations for resolution of the grievance within five (5) calendar days after the conclusion of the investigation. The grievance shall be considered resolved if the grievant fails to file the grievance at Level II within the time limits set forth herein.

LEVEL II

The grievant shall file the grievance with the, Chief School Administrator, designated agent of the Joint Operating Committee (JOC) within ten (10) days of the date the compliance officer's report was (or should have been) issued.

The designated agent may be a person involved in the grievance. This agent is Clint Heath, Superintendent of Record, Forbes Road School District.

Within ten (10) days of the receipt of the grievance, the Joint Operating Committee's agent shall conduct a hearing with all parties involved in the grievance.

The grievance shall be considered resolved if the grievant accepts the recommendations of the agent of the JOC, or if the grievant fails to file the grievance at Level III within the time limits set forth herein.

LEVEL III

If the grievant rejects the recommendations of the JOC's agent, or if the JOC's agent fails to issue a report within limit set forth above, the grievant shall be free to file the grievance at Level III within ten (10) days of the date the JOC's agent recommendations were (or should have been) issued.

In any matter where the law requires a hearing before the JOC, the third step of this procedure shall be that hearing. In any matter where the law does not require a hearing before the Board of Education within the time limits set forth herein:

- The grievant shall file the grievance by delivering it to the JOC within the time limits set forth herein. Such filing shall name a person selected by the grievant to sit upon an ad hoc compliance panel.
- Within five (5) days of receipt of the grievance, the ranking officer of the JOC shall appoint one member of the compliance panel.
- The two members so selected shall meet and mutually agree upon a third panel member. In the event the two members are unable to agree upon a third member, they shall request the presiding judge of the county court to appoint the chairperson.

- Within fifteen (15) days of the filing of the grievance at Level III, the compliance panel shall convene hearing the testimony of all interested parties, and seek such legal guidance, which seems necessary. The compliance panel shall have the authority to call witnesses and to establish the procedures for the hearing.
- Within twenty-five (25) days of the filing of the grievance at Level III, the compliance panel shall issue its Finding of Facts and specific recommendations for the resolution of the grievance to both the grievant and the JOC. The grievance shall be considered resolved if the recommendations of the panel are accepted by the JOC and the grievant.
- The actual and necessary expenses of the panel shall be jointly borne by the JOC and the grievant. Fees of panel members, if any, shall be paid by the parties who appointed them and fees, if any, of the panel chairperson shall be jointly paid by the grievant and the districts.

LEVEL IV

- Issues not resolved at Level III may be appealed to the Commissioner of Basic Education, at Pennsylvania Department of Education, (PDE) 333 Market Street, Harrisburg, PA 17126-0333.
- The appeal must state the decision being appealed, the rationale for the appeal and the desired resolution. The appeal must be presented with 30 days from the date on which the information about the disputed action was communicated to the local agency.
- The PDE will attempt to resolve appeals through correspondence and telecommunication. In the event that resolution cannot be reached, an appeal hearing will take place within 30 days of the PDE's receipt of a written request for such a hearing. A written ruling will be issued no later than ten days after the hearing. If the eligible recipient is dissatisfied with the PDE's ruling, the next right of appeal is to the U.S. Secretary of Education. This right must be exercised within 20 days of the PDE notification of the ruling.

Counseling Services

The purpose of the school counseling program is to be of assistance to students, families, and teachers and to assist in making the educational process as effective as possible. Our participating school districts provide students and parents/guardians services that include academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing program, career exploration, and postgraduate planning.

Student Assistance Program (SAP)

SAP services are provided by our participating school districts and are designed to improve the quality of education by providing assistance to students troubled by emotional or drug and alcohol related problems. Using school faculty and community resources, SAP focuses on identifying student behavior which adversely affects learning. Students are then confronted with these behaviors and taught alternative methods to achieve success. Referrals may be made by the school faculty and staff, by a student's parents/guardians, or by the students themselves.

Students With a Disability

Students with a disability who attends FCCCT shall be provided a quality education program and services that meet the student's needs for educational, instructional, transitional and related services. The special education program (i.e. IEP, 504 Plan) shall be designed by the home school district with the support of FCCCT program teachers to comply with law; conform to goals of the school; and integrate programs of special education with the regular instructional program of the school, consistent with the interests of the student with a disability and other students.

English Second Language Students

The education of identified students whose dominant language is not English shall be completed through the home school district's policy, plan and procedures, with the support of FCCCT program teachers, in accordance with law and regulations.

Insurance

Accidents at School and Student Insurance: It is highly recommended that every student enrolled in a program offered by the FCCCT be covered by health and accident insurance. While every effort will be made to maintain a safe learning environment, parents, guardian and students should keep in mind that the risk of accidents is higher when working in a CTE program where power equipment and tools are being used than in a traditional classroom. The FCCCT does not pay medical or hospital bills incurred as a result of an accident to the student in school or while participating in a school related activity. Students are encouraged to take advantage of the school insurance programs provided by the participating school districts.

In the event of an accident, regardless of how minor it may be, or if the student becomes ill, the student is required to report that accident or illness to the teacher immediately. In the event of a severe accident or acute illness, emergency care will be given and the parent, guardian or designee will be notified. Medical transportation is the responsibility of the parent or guardian. Students may not be sent home without parental approval or permission and students may not drive when excused for medical reasons unless parental consent has been given.

Cellphones

We live in a society that heavily depends upon constant communication and technology. We understand that parents desire to have constant communication with their student, especially if they are involved in extracurricular activities. However, cellphones and the use of technology is a privilege, and not always a requirement in FCCCT programs. We believe there is a time and place for cellphones and the use of technology. Our foremost priorities are the safety and education of our students. To properly do that, we attempt to remove as many distractions as possible. Therefore, teachers are encouraged to set up classroom expectations for cell phones that best suits the educational environment within their classroom. If a student and their parent chooses to assume the responsibility of having a cellphone in their possession at school, we require the following expectations to be upheld:

1. Respect classroom expectations established by the teacher.
2. Use of cellphones for texting (no social media apps) only in between classes and at lunch. At no time should cellphones be used in the restrooms or locker rooms.
3. For safety reasons, earbuds and headphones are not permitted to be used in program lab areas.
4. No photos, phone calls, or videos without permission from a teacher or staff member.
5. Use in productive ways, not destructive ways like bullying.
6. If contact needs to be made to the student during instructional time (8:05 am to 2:47 pm), notify the district of location front office and they will notify the student. We request that students and parents follow the proper procedures for becoming ill at school or leaving school early. If a student is ill, they must first go to the nurse. If a student leaves because they are sick without the nurse's permission, it will be marked as an illegal absence.

Internet Use Terms and Conditions

Acceptable Use - The purpose of the FCCCT's Internet connection is to support research and education in and among academic institutions worldwide by providing access to unique resources and opportunity for collaborative work. The use of an account at the FCCCT must be in support of education and research, and consistent with the educational objectives of the school. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: Copyrighted material, threatening or obscene material, or material

- Protected by trade secret. Use for commercial activities and for-profit institutions is not acceptable.
- Use for product advertisement or political lobbying is also prohibited.

Use of the Internet in the FCCCT shall be limited to educational and instructional purposes related to the class curriculum of the particular user and for no other purpose. A teacher shall supervise student use.

Privileges - The use of the FCCCT Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

Netiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not send abusive messages.
- Use appropriate language. Do not use profanity or vulgarities.
- Do not reveal your personal address or phone number, or those of other students or colleagues.
- Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network for other users.

Security - Security on any computer system is a high priority, especially when the system involves many users. If the user feels he/she can identify a security problem on the Internet, that user must share that problem with the FCCCT Business Office. Do not demonstrate the problem to other users. Do not use another individual's account. Do not seek information on, obtain copies, or modify files, other data, or passwords belonging to other users. Do not misrepresent other users on the network. Attempts to login as a system operator, or the violation of any security guidelines, will result in a cancellation of privileges.

Vandalism - Vandalism will result in immediate cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or hardware or software associated with the computer system. This also includes the creation or transmission of computer viruses. The FCCCT reserves the right to expect monetary reimbursement for any and all damages incurred to the system.

Copyright - The illegal use of copyrighted software, including copying, uploading, and downloading, is prohibited.

Conclusion:

The FCCCT recognizes that its students and staff have a wide range of needs and requirements. Internet access provides a relatively unrestricted and flexible means to meet those needs and requirements. To this end, the school relies on the integrity of the user to follow the guidelines of this policy.

Medications

Use of Medications Policy:

Book	Policy Manual	Section	200 PUPILS
Title	USE OF MEDICATIONS	Code	210
Status	Active	Adopted	August 18, 2005

Purpose

The Joint Operating Committee shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Definitions

For purposes of this policy, **medication** shall include all medicines prescribed by a physician and over-the-counter medicines.

Authority

Before any medication may be administered to or by any student during school hours, the Joint Operating Committee shall require:

1. The written request of the parent/guardian, giving permission for such administration and relieving the Joint Operating Committee and its employees of liability for administration of medication.
2. The written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.

Delegation of Responsibility

The Administrative Director, in conjunction with the district nurses, shall develop procedures for the administration and self-administration of students' medications.

All medications shall be administered by the nurse or designee, or self-administered by the student, upon written request.

All employees involved in administering or supervising self-administration of medication shall receive appropriate training before performing this responsibility.

The Administrative Director, in conjunction with district nurses, shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

Guidelines

The school shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.

Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors:

Book	Policy Manual	Section	200 PUPILS
Title	POSSESSION/USE OF ASTHMA INHALERS	Code	210.1
Status	Active	Adopted	August 18, 2005

Authority

The Joint Operating Committee shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized.

Possession and use of asthma inhalers by students shall be in accordance with state law and Joint Operating Committee policy.

Definitions

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Guidelines

Before a student may possess or use an asthma inhaler during school hours, the Joint Operating Committee shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the school and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If student is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students. The student shall notify the district's school nurse immediately following each use of an asthma inhaler.

Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges. The school reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the district's school nurse the capability for self-administration and responsible behavior in use of the medication.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Demonstrate the proper technique for self-administering medication.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

Delegation of Responsibility

The Administrative Director or designee, in conjunction with the participating districts' school nurses, shall develop procedures for student possession of asthma inhalers and self-administration of prescribed medication.

The school shall annually inform staff, students and parents/guardians about the policy and procedures governing student possession and use of asthma inhalers.

When an asthma inhaler is initially brought to the school by a student, the designated employee shall be responsible to complete the following:

1. Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the Administrative Director or designee.
2. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant.
3. Determine the student's ability to self-administer medication and the need for care and supervision.
4. Maintain an individual medication log for all students possessing asthma inhalers.

National Technical Honor Society

The National Technical Honor Society (NTHS) is the highest scholastic honor awarded for excellence in work force and occupational education in America.

Candidates for NTHS membership are students who have demonstrated scholastic achievement, skill development, good character, leadership, honesty, and responsibility. All candidates for membership in the Society must be approved by the local school administration and must meet local and national membership standards.

The standards for national membership are: Good character, good mentality, creditable achievement, exhibit leadership, excellent grade point average, and excellent attendance.

Requirement for admission to the NYHS are as follows:

- Cumulative GPA of 3.0 and a B or higher average in FCCCT Program
- No more than 6 absences/year (excluding extenuating medical reasons approved by the advisor)
- No more than 1 disciplinary action/year
- Teacher recommendation
- Student agrees to abide by NTHS code of conduct

The Purposes are:

- To reward excellence in work force education,
- To encourage scholastic achievement, skill development, honesty, service leadership, citizenship, and individual responsibility,
- To assist students in reaching their educational and career goals,

- To cultivate and champion a stronger, more positive image for work force education in America.
- Letters of recommendation provide a significant and valuable advantage to every Society member as they make application for employment, for scholarship, or for college.

What does a NTHS member receive?

- A certificate of membership
- A membership card
- A membership pin
- A silver seal for his/her diploma
- The NVTHS newsletter
- Three letters written by the National Office in the member's behalf when making application for employment or continuing education
- National recognition for achievement in career-technical education
- Successful achievement by local business/industry persons

Pesticide Use

If pest control is required within any program areas, parents will be notified what pesticide will be used, as well as the location and date. Student will be notified by home schools.

Pursuant to ACT 26 (The Safe Schools Act)

"Weapons" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Whenever a pupil enrolls from a non-resident school entity, a certified copy of the student's disciplinary record shall be required from the sending school. FCCCT will continue the enforcement of expulsion for any student presently serving a term of expulsion due to a weapon's violation.

A parent or guardian wishing to enroll a non-resident student in the FCCCT must sign a release of information form for all education and discipline records from the sending school, at the time admission to the school is requested.

The parent, guardian or other person having control or charge of a student shall upon registration provide a sworn statement of affirmation stating whether the pupil was previously suspended or expelled from any public or private school of this Commonwealth or of any other state for any act or offense involving weapons, alcohol or drugs or for the willful infliction of injury to another person or for any act of violence committed on school property.

This registration shall be maintained as part of the student's disciplinary record. A record of all weapons' violations will be maintained on all incidents that will include, but not limited to:

- Age and grade of student
- Name and address of school
- Circumstance surrounding the incident, including type of weapon
- Sanction imposed by the school
- Notification of law enforcement (case number)
- Remedial programs involved
- Arrests, convictions and adjudication, if known
- The parental involvement required

REFERENCES

Federal Statute - Gun Free School Act of 1994

Pennsylvania State Statute - Act 26 of 1995 (Added 7-25-96)

Weapons Policy

The Federal Gun-Free Schools Act of 1994 requires educational agencies to expel from school for a period of not less than one year any student who is determined to have brought a gun to school. (An exception is made for students with disabilities under either the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act (Section 504) who can be expelled for only 45 days.) The State Act 26 (Safe School Act) requires school districts to expel, for a period of not less than one year, any student who is determined to have brought a weapon onto school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. The FCCCT adopts as its policy the mandates of the Federal and State laws.

The Superintendent or Director may recommend discipline short of expulsion on a case-by-case basis. In doing so, the following guidelines will be followed.

- The minimum discipline that can be recommended is a 10-day out of school suspension.
- A gun or firearm violation will result in maximum expulsion as stated in the Federal Gun-Free School Act of 1994 unless the following criteria justify other punishment.
- A complete review of the student's discipline record will occur. Past behavior records will be used as criteria in the recommendations.
- The circumstances of the incident will also be used as criteria in the recommendations.

Procedure

The State Police will be called to investigate the incident as required by the Acts and to prosecute through the Juvenile Justice System. The weapon will be confiscated and turned over to the police. All incidents will be reported to the Pennsylvania Department of Education in accordance with Act 26. Immediate 10-day out of school suspension. Expulsion Hearing will be held before the full Joint Operating Committee as required by Pennsylvania School Code.

If a parent or guardian of a child with a disability requests a due process hearing, the child shall remain in an alternative educational setting during the pendency of any proceedings conducted unless the parents and the FCCCT agree otherwise.

Safety

Employers place a premium on work-site safety. Your FCCCT instructor will enforce safety requirements at all times with all students. Students are expected to follow these rules. These rules govern the wearing of safety glasses, hard hats, leatherwork shoes/boots and protective clothing when the activity being performed requires them. It is mandatory, by state law, that goggles or safety glasses and other protective equipment are worn at all times except during classroom instruction. Horseplay between and among students is considered a safety violation and will be dealt with in a strict manner. Failure to follow safety requirements will result in a "student referral" form being sent to the district school principal. Repeated safety violations or a serious safety violation may result in the immediate removal of a student from the program.

Smoke-Free Schools

It shall be the policy of the FCCCT that the use of tobacco will not be permitted on school grounds/property at any time. Smoking is not permitted in any instructional or administrative area by pupils, non-students, faculty, staff or guests.

The following definitions shall apply:

Pupil – a person between the ages of 6 and 21 years who is enrolled in school.

School – a school operated by a joint board, board of Directors or school board where pupils are enrolled in compliance with Public School Code of 1949, as amended.

Tobacco – a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

The Fulton County CCT will adhere to Pennsylvania Act 145 and may enforce the provisions of Act 145 of 1996.

References

Pennsylvania Act 145 of 1996—Section 6306.1
School Code - P.S. -24 15-1547
Curriculum Regulations - 22 Pa. Code 5.202
Pennsylvania Code - P.S. - 35 1223.5
Federal - Public Law 103-227, Part C of title IX of the Goals 2000:
Educate America Act Adopted 7/11/89 Amended 8/14/90
 Amended 4/9/96 Amended 7/22/99

Student Rights and Responsibilities

The Commonwealth of Pennsylvania's State Board of Education chapter 12 identifies student rights and responsibilities. Individuals who meet their responsibilities as a student will have a successful and productive year. Section 12.2 lists these student responsibilities.

Student Responsibilities (Section 12.2)

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the 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 fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

- Be aware of all rules and regulations for students' behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
- Volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for all students enrolled.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by commonwealth and local authorities.
- Report accurately and not use indecent or obscene language in student newspapers or publications.

Transfer or Withdrawal of Students From Career and Technical Programs

Student (s) Who Wish to Transfer

Whenever appropriate openings are available, students may be permitted to transfer to another FCCCT program. Students who are transferred because of action initiated by the FCCCT will be considered for reentry only after the District School Administrator and parents are consulted.

School Transfers

The FCCCT reserves the right to return the student to the district school. Such school initiated transfers or withdrawals will result from the following situations:

- Behavior, which constantly interferes with the learning of other students.
- Conduct, which endangers the safety of either the student or others.

Withdrawal Procedures

A student who withdrawals must go through the following procedures:

- Discuss this decision with their program instructor, the Director and the district school counselor.
- Discuss this decision with his/her parents/guardians.
- Bring a withdrawal form to the home school counselor, the program instructor and the Director, during the first ten (10) days of the school year.
- The home school counselor will notify the FCCCT Director when and if the withdrawal becomes effective.
- Report to FCCCT Director to satisfy all debts and obligations, to return all books, tools and supplies and to submit any assignment needed to assign an appropriate grade or credit. Return the appropriate form signed by the CTE instructor indicating that all debts and obligations have been satisfied. The Director will then process the necessary forms and notify the home school counselor.

CTE Concentrators

Act 6 defines a CTE concentrator as a student who, by the end of a reporting year, will be reported as successfully completing at least 50 percent of the minimum technical instructional hours required under 22 Pa. Code Ch. 339 (relating to vocational education). The student must be enrolled in a PDE-approved CTE program to be considered a CTE concentrator.

For a 3-year program that provides a minimum of 1,080 hours of vocational program instruction, a CTE student achieves concentrator status after completing 540 hours of vocational program instruction. Most students enrolled in a 3-year program should reach concentrator status at the middle of their junior year.

The NOCTI and other state occupational assessments will be scheduled through the FCCCT Director or designee. Transportation may be provided by the FCCCT to and from assessment test. All CTE concentrators are required to take the NOCTI Assessment.

Title IX:

The Department of Education Title IX regulations were first issued in 1975, reissued in 1980, and then amended after that, including in 2006 and 2020. Prior to 2020, the regulations set out requirements under Title IX for educational programs and activities that receive federal financial aid, but they did not include specific requirements related to sexual harassment. Instead, OCR had several guidance documents in place to assist schools in understanding how OCR interpreted the Department's Title IX regulations. The 2020 amendments added specific, legally binding steps that schools must take in response to notice of alleged sexual harassment.

If you should have a Title IX complaint, please contact Erik H. Damgaard, our Title IX Coordinator.

Erik H. Damgaard, Executive Director
Fulton County Center for Career and Technology
145 East Cherry Street
McConnellsburg, PA 17233
edamgaard@fcavts.org
(717) 485-5813 Ext. 202

Mr. Damgaard has been trained by Annemarie Harr Eagle, Esq. on the Title IX Coordinator & Administrator Training & Certification Level One Course provided by the Pennsylvania Association of Career & Technical Administrators.

Title IX information, Board Policies, materials including the process to submit a complaint can be found on our website at www.fcavts.org

Threat Assessment-Act 18

The Pennsylvania Commission on Crime and Delinquency School Safety and Security Committee recently released the K-12 Model Threat Assessment Procedures and Guidelines. It provides suggested procedures and guidance for school entities and their school threat assessment teams, now required under Act 18 of 2019.

In order for members of threat assessment teams to carry out their duties, Article XIII-E of the PA Public School Code explicitly permits access to student information maintained by the school entity such as:

- Student health records
- Prior school disciplinary records
- Records or information related to adjudication
- Records of any prior behavioral, mental health or psychological evaluations or screening
- Other records or information that may be relevant to evaluating a threat or determining treatment/referral options

The privacy of student information is still governed by federal laws such as the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). Threat assessment teams should only handle, create and access student records and information for the purpose of completing the threat assessment process.

Additionally, the guidelines provide procedural steps for the assessment and intervention with students whose behavior poses a threat to themselves, other students, school staff, the community, or others. These include:

- Creating and promoting a safe, positive school climate
- Establishing a threat assessment team
- Defining prohibited and concerning behaviors
- Creating or identifying a central reporting mechanism
- Determining the threshold for law enforcement intervention
- Establishing assessment procedures
- Developing options for response and interventions
- Conducting training and providing information to all stakeholders
- Promoting equity, continuous improvement, and sustainability

The state will provide free comprehensive online threat assessment team training and technical assistance opportunities for school entities.

Reports of concerning aberrant behaviors or communications can be reported to:

- Law Enforcement
- Safe2Say
- Crisis Center
- FCCCT Threat Assessment Coordinator:
 - Erik Damgaard
 - edamgaard@fcavts.org
 - 717-485-5450 Ext. 202

Act 158 Graduation Requirements

Act 158 was signed into law on October 24, 2018, shifting Pennsylvania's reliance on high stakes testing as a graduation requirement. Act 158 of 2018, in conjunction with Act 6 of 2017, expands the options for students to demonstrate postsecondary readiness. Formerly, Pennsylvania's statewide graduation requirements were more restrictive, requiring most students to pass the Keystone Exams - end of course exams in Algebra I, Literature, and Biology. The new statewide graduation requirements were set to take effect starting with the graduating class of 2022. However, on November 25, 2020, the Governor signed Senate Bill 1216, making it Act 136 of 2020. Act 136 shifted the new statewide graduation requirements to take effect starting with the class of 2023. It did not modify the actual requirements. Act 158 of 2018 establishes five pathways for students to demonstrate college, career, and community readiness. The High School guidance team is available to support students in determining the pathways to graduation that are appropriate and achievable for each individual student.

All Participating School District students in the class of 2023 forward can meet the statewide graduation requirement through one of the following pathways:

Pathway 1: Keystone Proficiency Pathway: Scoring proficient or advanced on each of the Keystone Exams - Algebra I, Literature, and Biology.

Pathway 2: Keystone Composite Pathway: Earning a satisfactory composite score (4452) on the Algebra I, Literature, and Biology (while achieving at least a score of proficient on at least one of the three exams AND no less than a score of basic on the remaining two exams).

Pathway 3: Alternative Assessment Pathway: Earning a passing grade in the courses associated with each of the Keystone Exams on which a score of proficiency was not achieved AND satisfactorily completing one of the following:

- Attainment of an established score on one of the following approved alternative assessment: SAT (Score of 1010); PSAT (Score of 970); ACT (Score of 21); ASVAB (the minimum score needed to gain admittance to a branch of the armed services in the year the student graduates);
- Attainment of Gold Level on the ACT WorkKeys Assessment;
- Attainment of a 3 or higher on an Advanced Placement test in the content area associated with each Keystone Exam in which a score of proficiency was not achieved. [Click here](#) to see a list of AP Exams that are equivalent to each Keystone Exam;
- Successful completion of a concurrent enrollment course in the content area associated with each Keystone Exam in which a score of proficiency was not achieved.
- Successful completion of a pre-apprenticeship program;
- Acceptance in an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework. (i.e. letter of acceptance, placement test results, college registration form, etc.)

Pathway 4: Evidence Based Pathway: Earning a passing grade in the courses associated with each of the Keystone Exams on which a score of proficiency was not achieved AND demonstrating three pieces of evidence consistent with goals and career plans.

Including one of the following pieces of evidence:

- Attainment of Silver Level on the ACT WorkKeys Assessment;
- Attainment of a 630 on an SAT Subject Test;
- Attainment of a 3 on an Advanced Placement test;
- Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college level coursework; (i.e. letter of acceptance, placement test results, college registration form, etc.)
- Attainment of an industry-recognized credential;
- Successful completion of a concurrent enrollment or postsecondary course.

Including two of the following pieces of evidence:

- Satisfactory completion of a service learning project. Project proposals must be presented in writing to a guidance counselor for pre-approval by the principal/assistant principal. The proposal should include goals, activities, and contributions to the community. Projects must be supervised by an adult and completion must be verified in writing. (i.e. National Honors Society, Junior Rotarians, Boy Scouts, etc.);
- Attainment of proficiency or advanced on a Keystone Exam;
- A letter from an employer guaranteeing full-time employment;
- A certificate of successful completion of an internship or cooperative education program;
- Satisfactory compliance with the NCAA's core course for college-bound student athletes with a minimum grade point average (GPA) of 2.0.

Pathway 5: Career and Technical Education Pathway: Earning a passing grade in the courses associated with each of the Keystone Exams on which a score of proficiency was not achieved AND one of the following:

- Attaining an industry-based competency certification related to the Career and Technical Education (CTE) Concentrator's program of study.
- Demonstrating a high likelihood of success on an approved industry-based competency assessment. (National Occupational Competency Testing Institute (NOCTI) or the National Institute of Metalworking Skills (NIMS)

For more information, visit the [Pennsylvania Department of Education \(PDE\) Act 158: High School Graduation Requirement webpage.](#)