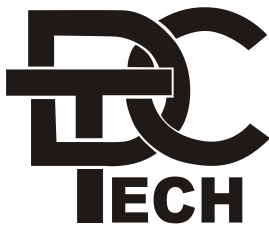


DAUPHIN COUNTY TECHNICAL SCHOOL



Student Handbook **2017-2018**

Dauphin County Technical School
6001 Locust Lane
Harrisburg, PA 17109
Phone: (717) 652-3170
Fax: (717) 652-9326
Website: www.dcts.org

Name _____ Grade _____

Address _____

City _____ Zip _____

Phone _____ Email _____

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DAUPHIN COUNTY TECHNICAL SCHOOL

Chief School Administrator

Mrs. Cindy Mortzfeldt

Administrative Director

Dr. Peggy Grimm

Assistant Director

Mrs. Sandy Traynor

Principal, Secondary Education

Mr. David Wright

Assistant Principal

Dr. Nicholas P. Blanch

Assistant Principal

Mr. Clinton Heath

Assistant Principal

Mrs. Gwen Mosteller

Director of Special Education

Ms. Janet Zeager

Business Administrator

Miss Maria J. Zaharick

COOPERATING SCHOOL DISTRICTS

CENTRAL DAUPHIN

Dr. Carol Johnson

DERRY TOWNSHIP

Mr. Joseph McFarland, Superintendent

HALIFAX AREA

Dr. Michele Orner, Superintendent

LOWER DAUPHIN

Dr. Sherri L. Smith, Superintendent

MIDDLETOWN AREA

Dr. Lori Suski, Superintendent

SUSQUEHANNA TOWNSHIP

Dr. Tamara Willis, Superintendent

JOINT COMMITTEE MEMBERS

School District

Central Dauphin:

Derry Township:

Halifax Area:

Lower Dauphin:

Middletown Area:

Susquehanna Township:

Solicitor:

Members

Eric Epstein, William Roberts, Jr.

Brian Shiflett, Julie Neal

Scott Corsnitz, Brad Harker

Todd Kreiser, Keith Oellig

Michael Corradi, Jennifer Scott

Jesse Rawls Sr., John Dietrich

P. Daniel Altland, Esq.

Dear Students:

The Administrative Staff hopes that you have had a pleasant and enjoyable summer vacation and that you are looking forward to the **2017-2018** school year.

The student handbook provides you with information regarding the rules, procedures, regulations and programs at the Dauphin County Technical School. The handbook is a valuable tool that can solve many of your problems and concerns. Refer to it often, especially if you are new to the building. Upper class students should refresh themselves with the material as some changes may have been made.

We are here to provide you with the most comprehensive education possible and to assist you in reaching the goals and career ambitions you have now established. Our faculty will provide a positive learning climate and the Career Planning Center is ready to assist you in academic, social or personal matters. Open communication and honesty are important vehicles leading to a healthy school experience.

Your future is in your hands! We will support and encourage you to reach your potential. Good luck and Best Wishes!

The Administration and Staff
Dauphin County Technical School

The Dauphin County Technical School is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, program or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact the DCTS Administration at 6001 Locust Lane, Harrisburg, PA 17109 (717-652-3170). For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Dr. Peggy Grimm, Director.

TIME SCHEDULE

Daily Bell Schedule

7:55 – 8:40	1 st Period
8:43 – 9:22	2 nd Period
9:25 – 10:04	3 rd Period
10:07 – 10:46	4 th Period/Lunch
10:49 – 11:28	5 th Period/Lunch
11:31 – 12:10	6 th Period/Lunch
12:13 – 12:52	7 th Period/Lunch
12:55 – 1:34	8 th Period
1:37 – 2:16	9 th Period
2:19 – 2:50	STAR

1 Hour Delay Schedule

8:55 – 9:38	1 st Period
9:41 – 10:17	2 nd Period
10:20 – 10:56	3 rd Period
10:59 – 11:35	4 th PD/Lunch
11:38 – 12:14	5 th PD/Lunch
12:17 - 12:53	6 th PD/Lunch
12:56 – 1:32	7 th Period
1:35 – 2:11	8 th Period
2:14 – 2:50	9 th Period

2 Hour Delay Schedule

9:55 – 10:30	1 st Period
10:33 – 11:02	2 nd Period
11:05 – 11:34	3 rd Period
11:37 – 12:07	4 th PD/Lunch
12:10 – 12:40	5 th PD/Lunch
12:43 – 1:13	6 th PD/Lunch
1:16 – 1:45	7 th Period
1:48 – 2:17	8 th Period
2:20 – 2:50	9 th Period

2017 – 2018

SCHOOL CALENDAR *

August 24, 2017	New Student Orientation – 6 PM
August 28	First Student Day (9 th & 10 th grade only)
August 29	First Student Day (All grades)
September 1-4	Labor Day Holiday
September 28	Back to School Night (6-8:30 PM)
October 9	Columbus Day Holiday
October 20	Student Tours (11 th & 12 th grade only)
October 27	Act 48 In-Service (Swap Day)
November 8	CTE Middle School EXPO (5:30-8pm)
November 22-27	Thanksgiving Holiday
December 25- Jan. 2	Winter Holiday
January 15, 2018	Martin Luther King Day
January 15	Act 80 Day/SkillsUSA Regional Competition
February 19	President's Day
March 2	Act 80 Day
March 2	Parent Conferences (12:30-3:30pm)
March 29-April 2	Spring Holiday
April 13	Act 80 Day
May 2	Act 80 Day
May 2	NOCTI (12 th grade only)
May 28	Memorial Day Holiday
June 5	Graduation
June 6	Last Student Day
June 7	Last Teacher Day

* *Subject to change*

STUDENT EXPECTATIONS

- Follow directions the first time they are given.
 - Act in a safe and healthy way.
 - Treat all property with respect.
- Respect the rights and needs of others.
 - Take responsibility for learning.

STUDENT HANDBOOK/PASSPORT

Each student is expected to have a student handbook/passport with them at all times. The handbook has several purposes. First, it has all the policies that pertain to all students. This can be used as a quick reference that can answer questions that may come up during the school year. Secondly, the handbook has a calendar/planner in it where class assignments, projects, and other important information can be recorded.

Another important use of the handbook is the passport section which is found in the back. This is needed when a **student requests** to leave a classroom. Please keep the following points in mind concerning the student handbook/passport. Misuse of passport may result in disciplinary measures.

1. Passport pages must remain in the handbook.
2. Write your name on each page of the passport section.
3. Sharing or borrowing passports is not allowed.
4. Replacement handbooks may be purchased in the office.
5. A pass may be written on behalf of the student if a passport is not present, at the teacher's discretion.

GRADUATION REQUIREMENTS (Policy #217)

All courses are designed to meet the required Pennsylvania Department of Education Academic Standards. The requirements for graduation are as follows:

<u>Planned Courses</u>	<u>Required Credits</u>
English (9-12)	4
Mathematics	4
Science	3
Social Studies	3
Elective	.50
Health	.50
Physical Education	1
Career/Technical (9-12)	*11 credits but not to exceed 13 credits
TOTAL	28 CREDITS

***For students enrolling after 9th grade.**

10th grade a minimum of 9 credits, but not to exceed 10 credits.

11th grade a minimum of 6 credits, but not to exceed 7 credits.

12th grade a minimum of 4 credits.

All students must successfully complete the DCTS Culminating Career Portfolio.

Beginning with the class of 2019, students must demonstrate proficiency on the Keystone Exams or a State Project Based Assessment in the subjects Algebra I, Biology, and Literature. Students will not earn a diploma or participate in the commencement ceremony until proficiency has been demonstrated in the above subject areas.

A student's IEP will be the guide in the determining participation of the Keystone Exams and project-based assessments. Keystone Testing results will be printed on official school transcripts for each student.

Upon the successful completion of all graduation requirements, a diploma and a career and technical certificate will be distributed at the Dauphin County Technical School's commencement exercises. **Students not meeting the graduation requirements will not be permitted to participate in the graduation ceremony and will not receive a diploma.**

Students transferring to DCTS as a tenth, eleventh or twelfth grade student will be required to successfully complete the minimum academic and career and technical requirements at DCTS as mentioned above. Special needs students who transfer to DCTS will be in accordance with *P.L. 94-142 (IDEA)*.

A student who is deficient in credits due to unsuccessful completion of a course will be required to show remediation in one of the following ways: summer school attendance, district approved tutoring program, correspondence program or complete the course in a subsequent year.

With approval from the student's career counselor and administration, students may take only two credit recovery packets or courses for credit in their high school tenure.

Questions about graduation requirements should be directed to the Career Planning Center or refer to the 2017 - 2018 Course Selection Guide

GRADING REPORTING SYSTEM (Policy #213)

Evaluation used in class work, examinations and report cards will be on the basis of a percentage grade. Students will be graded on projects, reports, tests and individual accomplishment as it relates to their ability. Report cards are issued quarterly throughout the school year with the following grading scale:

- A, 90 to 100, Outstanding
- B, 80 to 89, Above Average
- C, 70 to 79, Average
- D, 60 to 69, Unsatisfactory
- F, 0 to 59, Unsatisfactory
- I, Incomplete

Each teacher will consider the following when establishing a final grade:

Test Grades: This consideration should reflect a relationship of student ability to student achievement. The relationship of test grades to the three other categories will depend on the subject area.

Assignments: An assignment is a student responsibility and the value that it contributes to a final grade should relate to the extent and importance of the assignment.

Attendance and Participation: Attendance and participation are required of a student if the educational process is to be effective. This consideration should have a strong concern on establishing a final grade. Students with an extended illness or serious problems will be granted special consideration. A medical excuse for physical education covering the entire marking period will result in the remaining marking period grade used as the final grade.

Work Habits: Instructional areas that show a concern about work habits should reflect this concern as a part of the final grade. Each teacher has a method of arriving at a final grade, which will be explained by the teacher. It is your responsibility to know the method used by each of your teachers. Students will have **ten (10) days** after the end of each marking period to make up an incomplete grade.

HOMework

Homework assignments should complement classroom instruction. Assignments should develop student responsibility, good study habits and organizational skills. Homework shall be planned and evaluated with respect to its purpose, appropriateness, and completion time. The demand of homework upon the student's time shall be consistent with the best interests of the students in regards to other valuable experiences to be gained outside of school. The student has the following responsibilities:

1. Budget time to complete assignments.
2. Submit assignments on time and in the required format.
3. Assume the initiative to make up missed assignments as required by the teacher in accordance with the school's policy.
4. Ask for further explanation if original directions are not completely understood or if help is needed.
5. Develop a personal system for remembering and/or recording assignments; using the school handbook/planner or an alternative organizer.
6. Take full advantage of time during the school day that is designated for study.
7. Failure to do homework may result in parent contact and disciplinary action.

STAR PERIOD / HOMEWORK ACADEMY

Dauphin County Technical School offers assistance to every student who has difficulties in completing homework. Two programs that are available are STAR period held during tenth period Monday through Friday, and the Homework Academy, a tutoring program held on certain days after school. All students may participate in these. It is the intent of the administration and teaching staff that with additional teacher assistance/tutoring on classroom assignments, every student will have the opportunity to improve individual grades and academic success while enrolled at DCTS.

Supplemental, Teamwork, Acceleration, and Remediation (STAR) Period is offered to assist students in goal setting, and providing academic assistance for students to complete assignments and also to read silently. In addition, the Computer Lab and Resource Room are available for students to make-up work, projects and homework completion. All teachers can assign individual students to a specific teacher, with a pass, to complete missed assignments or to receive additional support/help as needed. If a student is assigned to a different STAR period by his/her teacher, he/she needs to arrive on time to the assigned room with make-up materials; prepared to complete all assignments as expected. Students failing to complete assignments during STAR or are uncooperative will be assigned a detention after school. Continued failure on the part of any student to complete required work in any class will be referred to the career counselors' office and/or the principals' office for further consideration and parent contact.

Homework Academy is the second program offered at DCTS to provide academic tutoring to struggling students. Homework Academy is a free after school program held at DCTS on specific days. Students should listen for announcements when the academy begins. The hours of operation are from 2:50 PM until 4:00 PM. Teachers are on hand to provide one-on-one homework assistance for any student who is in need. Parents/guardians need to provide transportation home for their student. For more information on the Homework Academy, contact the high school office.

REPORT CARDS

Report cards will be issued four times during the school year. Student grades are also updated and available on the dcts.org website under Parent Power School. Access passwords can be obtained by calling your son/daughter's Career Counselor.

CRITERIA FOR HONOR ROLL

Every quarter the Principal's Distinguished Honor Roll and Honor Roll is published. The criteria used in determining these honor rolls is as follows:

- Distinguished Honor Roll - 90% and above in all subject areas.
- Honor Roll - 80% and above in all subject areas.
- An incomplete grade automatically eliminates students from consideration for the honor rolls.

VALEDICTORIAN & SALUTATORIAN

Selection Criteria: The highest ranked student by grade point average meeting

the following criteria will be valedictorian and the second highest ranked student by grade point average meeting the following criteria will be the salutatorian:

1. The career grade point average calculated at the end of the third marking period of the senior year will be used to determine the first and second ranked students.
2. Any student with an incomplete during any marking period shall be ineligible.
3. The student must have attended Dauphin County Technical School for grades 9 through 12 if they are from a consortium member district or attended DCTS in grades 10 through 12 if from a tuition district.
4. The student must be a member of the senior class. Students attending college full-time for their senior year are not eligible.
5. The Valedictorian and Salutatorian must be of good moral character and reflect good school citizenship.
6. The final selection of the Valedictorian and the Salutatorian will be determined by a faculty committee chaired by the building principal.
7. The Valedictorian and Salutatorian must have scored proficient or advanced on the Algebra I, Literature, and Biology Keystone Exams.

Honors and Responsibilities:

1. The Valedictorian and Salutatorian will be on stage for commencement.
2. A medal will be awarded to each to wear at graduation.
3. The picture of both students will be submitted for publication.

ATTENDANCE (Policy # 204)

GENERAL INFORMATION

It is required by state law for a school to maintain accurate attendance records. Therefore, attendance is taken daily at the beginning of each school day. Students are expected to move to their first period class at the 7:50 bell and be in their seats by 7:55 AM (the tardy bell). After that bell rings, a student coming to school late must report to the attendance booth for an admit slip before entering class.

PERFECT ATTENDANCE

A perfect attendance award will be bestowed upon seniors in good academic standing that have no unexcused absences, unexcused tardies, or early dismissals for the academic school year.

ABSENT / TARDY STUDENTS

Securing and maintaining gainful employment and attending college requires consistent attendance and acceptable work habits. Unnecessary absences hinder the learning process and functional skills necessary in career and technical and academic areas. Since the Dauphin County Technical School is primarily concerned with developing these learning processes and functional skills in all students, certain rules, regulations and policies have been adopted that encourage good attendance. School bus transportation is available for all students. Driving/traffic is not an excuse for tardiness.

ABSENCE

Upon returning to school following **an absence, whether for a half or a full day, the student should present the completed Report of Absence form to the Attendance Clerk**. If the student has been absent for three or more days due to illness, a doctor's certificate will be required (found on the reverse side of the Report of Absence form). If the Report of Absence/Doctor's Note is not presented to the Attendance Clerk **within three days following the absence, the day(s) absence will be marked Unexcused**. Any parent/guardian note or doctor's note that appears to be falsified in any way will be verified and appropriate discipline by administration will follow. **Students who are absent the day of an event, or the Friday before a weekend event, may not participate in the event (ex: A student must be in attendance Friday to go to the prom Friday night)**.

EXCESSIVE ABSENCES

A doctor's certificate may be required for each absence after a student has accumulated 10 absences, verified by a parent note, during the school year. Failure to present the medical certificate will result in an unexcused absence. Consideration will be given to students with extended illnesses.

EXCUSED ABSENCES

Absences will be excused for the following reasons:

1. Illness or injury
2. Quarantine
3. Required court appearance
4. Religious holidays/instruction
5. Impassable roadways
6. Natural or man-made disasters
7. Exigent family emergencies, such as death in the family
8. Prearranged doctor and dentist appointments
9. DCTS sponsored educational trips/activities
10. Approved educational trips, including post-secondary career visits
11. Other "urgent reason" as deemed appropriate by administrator.

MAKE-UP WORK

When a student is absent, it will be the student's responsibility to contact each teacher the day he/she returns to school to arrange for a make-up time. The length of time to complete the missed work will be one day for each excused day absent. Teachers will coordinate with the student an appropriate time and pass for make-up assignments and class work. **If a student missed school on the date of an exam, test, or project, the student is expected to make up the assessment on the day in which they return to school. A student that is unexcused/unlawfully absent will not be permitted to make-up assignments.**

NOTIFICATION BY PARENTS OF ABSENCES

A parent or guardian should notify the school attendance office between 7:15 and 8:00 (652-3170 ext.7438) if a student will be absent or tardy for the day or call prior to this time and leave a recorded message on the answering machine (652-3689). **Calling in for a student absence does not relieve the parent from the responsibility of a written note.**

EARLY DISMISSAL

Students requiring an early dismissal to keep a dental, medical or other appointment, must complete an early dismissal slip, have it signed by their parent or guardian and turn it in to the attendance clerk between 7:40 a.m. and 7:55 a.m. **at least one day before** the appointment. **Early dismissals may be granted for medical, or health/mental health appointments, court appearances, family emergencies, cooperative education or urgent/necessary reasons as determined by appropriate administrator.**

The note should include the following information: a number where a parent or guardian can be reached, the nature of the appointment, the name of the doctor, dentist or other person with whom you have the appointment and the telephone number at which they can be reached. In case of sudden illness, students are to report to the nurse who will contact the parents or guardians to excuse the student through the high school office if necessary.

ASSIGNMENT REQUESTS WHEN ABSENT

The Guidance Office will obtain assignments from teachers, only upon request of a parent, after the student has been absent because of illness three consecutive days or there is assurance from a physician that an absence due to an illness more than three days is expected. For a shorter period of absence, it is suggested that parents obtain assignments through Schoology or emailing the teachers directly.

It usually takes a day for teachers to return assignment requests to the Guidance Office. It is suggested that parents call the Guidance Office, at (717) 652-3170 ext.7432, early in the morning and expect to pick up the assignment at the close of school the following day.

TARDY PROCEDURE

Students arriving at school after the tardy bell (7:55am) should report directly to the tardy desk located in the lobby or the attendance booth for a late slip.

In the event an entire class is missed, no make-up privileges will be granted unless the tardy is considered excused. **Only urgent family emergencies approved by a principal, legal obligations/court appearances, Cooperative education, urgent or necessary reasons as determined by appropriate administrator, and medical appointments(health/mental health, dental), that cannot be scheduled any other time will be considered as an excused tardy. All other tardies are unexcused.** It is emphasized that tardiness to school will not be tolerated. **Tardies do not reset each marking period. They only continue to add up.** The following table of discipline will be followed:

ATTENDANCE VIOLATIONS

Unexcused Tardies	3 Unexcused Tardies to School	4 Unexcused Tardies to School	6 Unexcused Tardies to School	Excessive Tardies
	1 hour detention, parent contact & 2 week loss of parking privileges	2 hour detention, parent contact & loss of parking privileges for the remainder of the year.	1 day ISS & parent contact	Extended discipline, parent conference, possible loss of all extra-curricular activities
Unexcused Absences	**3 Absences	**6 Absences	** Excessive Absences	
	1 day ISS & parent contact	2 days ISS & parent contact	Extended discipline & parent conference	
Note: Unexcused tardies to school and unexcused absences are cumulative. **Unlawful absences will result in a complaint being filed with the District Magistrate. <u>Upon administrative review, excessive absences and tardies can include loss of extra-curricular activities, including the prom and commencement.</u>				

LATE TO CLASS PROCEDURE

Students tardy to individual classes should report directly to class. The tardy to class will be handled by the individual instructor's classroom management plan.

EDUCATIONAL TRIPS

A student is permitted to take educational trips not to exceed five (5) school days per school year with his/her parents or guardians and receive an excused absence. It will be the responsibility of the student to make up all work

To take advantage of an educational trip or tour, contact the office where the necessary form will be available. This form must be completed in its entirety and submitted for prior approval to the Principal at least **five (5) school days** before the trip is scheduled to begin.

All assignments must be submitted within **seven (7) school days** upon return from an educational trip. An educational trip is a privilege. Educational trips may be denied depending upon review of the student's discipline, attendance, financial obligation, cooperative education, standardized testing (Keystone Exams/NOCTI) or academic records.

FIELD TRIPS

Field trips are planned for educational purposes to meet the class objectives. These objectives might include specific curricular and/or celebrations of accomplishments. High school students can be banned from non-curricular trips if they have too many absences, are doing poorly in a class, failed to make up work from previous trips, or for reason deemed appropriate by the principal. When on a field trip, all rules and regulations will be the same as when on school property. Students will not be allowed to go on a field trip if the teacher in charge does not have a completed parental permission form and written permission from the students' teachers **prior to the day of the trip**. Students with outstanding financial obligations may be denied permission to participate in a field trip. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the field trip.

CAREER AND TECHNICAL PROGRAM CHANGE REQUEST PROCEDURE

Students should see their guidance counselor to discuss a change and review available openings.

1. Current 9th grade students may apply for a shop change using a program change form during the 1st semester of their freshman school year without re-applying. Any change after the first semester will require the student to re-apply for the next school year.
2. 10th -12th grade students wanting to pursue a career and technical program change will need to complete the following portions of the DCTS Application:
 - Front pages of the application
 - Interest Interview
 - Provide two letters of recommendation from present CTC program teacher and future CTC program teacher
 - Discipline record, academic transcripts, and attendance will be reviewed
 - All changes will be scored using the rubric for admissions
 - Current students will be allotted 5 extra points on the rubric
 - An application for CTC program change will only be valid for one school year
3. No changes for the current school year will be permitted after the end of the 1st semester.
4. Students completing grade 11, may not transfer programs, expect for special circumstances.

WITHDRAWAL FROM SCHOOL (Policy #208)

Any student who decides to withdraw from Dauphin County Technical School must contact their guidance counselor for a withdrawal application. The guidance counselor shall arrange a conference which will involve the parents/guardians. If a conference is not possible, the parent/guardian must telephone the student's counselor. The guidance counselor should be notified about the withdrawal at least two (2) days before the student will last attend school at Dauphin County Technical School.

Teachers will not release or sign any student out of their program of study/courses without written authorization from the guidance office. All applications for withdrawal must be signed by a parent/guardian and the teachers of the student making such request before the withdrawal application will be completed.

The school principal or assistant principal will sign the withdrawal application and meet with the student who is withdrawing. The administration will ensure the student finalizes all obligations (financial, return of class books, library books, and other school property) to DCTS.

Students leaving the Dauphin County Technical School program before completion of their program of study/courses must apply for readmission in the future through the general admission procedures.

STUDENT TRANSFER TO HOME SCHOOL (Policy #206)

Newly admitted students will be required to remain at Dauphin County Technical School (DCTS) for the first marking period of the school year except when released for medical reasons. During that time, a student will have spent approximately four (4) or five (5) weeks in academic and career and technical classes. At the end of this period, a first year student may request reassignment to the home school through Dauphin County Technical Guidance Office. The DCTS Guidance Office will contact the appropriate school official at their home school. At the start of the tenth week of school, transfers will cease except for extreme cases which will be handled individually following the above procedures.

Students in their second or third year at the Dauphin County Technical School who wish to return to their home school shall initiate a request for reassignment to their home school by July 1 of the school year through the DCTS Guidance Office who will contact the appropriate school official at their home school. Once the school year begins, transfers will cease except for extreme cases which will be handled individually following the above procedure.

The participating district has no responsibility to accept a student who has violated DCTS school policy and is under suspension or expulsion. The Joint Operating Committee will carry out all formal hearings regardless of the enrollment status of the student. **(See policy #206 for more details)**

GENERAL RULES

OFFICE RULES

If a student is directed to report to the high school office, the student should go directly to the office, state the reason for being there, and **remain quiet** until office staff meets with him/her. Students may not use their cell phones, unless permitted. Disruptive and/or loud behavior will not be tolerated. No one is allowed behind the office counter without permission of the office personnel. Students violating office rules will be placed on immediate suspension.

VISITORS

Visitors are not allowed in the school except those on official business. All visitors must report to the main office to register, show proper Identification and receive a visitor's pass. At no time should pets be brought into the building. An exception to this would be pets participating in the Veterinarian Assisting Program that have prior permission granted by the instructor to be in the building.

TELEPHONES

Students are not permitted to use office phones for any reason without permission from the Principal or designee.

Students may not use classroom or program area telephone without the permission and supervision of the instructor. Classroom telephone use should be used for curriculum related activities only.

ACCEPTABLE USE OF COMPUTER NETWORKS/DIGITAL TECHNOLOGY/INTERNET AND INTERNET SAFETY (Policy #815)

All students will be required to read and complete an **Acceptable Use of Computer Networks/Digital Technology/Internet and Internet Safety Policy form**. A parent's signature will be required on this form, and the student will need to return this form to the front office. Upon completion of this requirement, each student will receive his/her internet password. Students must complete the school Digital Citizenship course during quarter 1 in order to maintain Internet privileges.

Students are not authorized to use the school's internet in the library, academic classrooms or shop areas without permission and supervision of the instructor. Internet usage should be limited to educational purposes only. Students are not permitted to give their password to any other student to use at any time. Violation of this policy will result in administrative discipline.

DISTRIBUTION OF LITERATURE IN SCHOOL

No unauthorized reproduction and/or distribution of literature is allowed on school property. All literature must be approved by the principal before distribution or posting.

CARE OF BOOKS AND EQUIPMENT

Textbooks, supplies, tools and equipment are provided for the student's use. Students are reminded that these items are costly and should be handled properly. Periodic checks will be made to insure that this is being done. A Fine Report will be issued to anyone losing any property belonging to the school or returning it in poor condition.

One-to-One laptop care: Damage to student laptops deemed to be intentional will result in the student being financially responsible for the full repair/replacement cost of the device up to \$400. Students must charge their laptops at home. Students must store and carry their laptops in the school-issued laptop bag. Students may use their own laptop bag **only** if it meets DCTS requirements for quality equipment protection. Sleeves and backpacks are **not** permitted. Damage to laptops resulting from improper storage and carrying are considered intentional, students and parents will be responsible for full repair/replace costs

DCTS laptop collection:

The laptop collection schedule will be communicated to students and parents. Laptops **must** be returned as scheduled. Items that must be returned include Dell or HP Laptop, 2-part charger and carrying case. Be sure to back up your files before the collection date. Laptops may be wiped over the summer and files will be lost. It is strongly recommended that you save your files to your Google Drive throughout the year.

FINANCIAL OBLIGATIONS

Students who lose, damage or otherwise render inoperable school property including books and equipment, will be required to pay for those items. Students taking items for sale in fundraisers are expected to pay for all items ordered or taken at the close of the fundraisers. Students not satisfying financial obligations may be restricted from participating in extra curricular and co-curricular activities. Students failing to deposit fundraiser monies may be subject to criminal or civil prosecution. Parents who do not want their student to participate in fundraisers must notify the principal in writing by the second week of school.

SERVICE AND PROJECT COST

Students will be required to pay for materials used for personal projects which will be removed from school after completion. All charges for services and projects will be computed on materials-used basis and must be paid at the school Business Office before removal from the program area-laboratory.

PERSONAL POSSESSIONS

Music, videos, and any other noises from electric or electronic device is not permitted to be audible on school property, inside or outside.

Other Personal Valuables:

The Dauphin County Technical School assumes no responsibility for students' personal valuables and discourages students from bringing them and/or large sums of money onto school property.

SEARCHES (Policy #226)

Students do have constitutional rights that must be respected in schools, but these rights must be balanced against the duty of schools to maintain a safe environment in which learning can take place. **To this end, administration may legally search a student and/or personal possessions (lockers, book bags, purses, vehicles, etc.) if there is reasonable suspicion to justify a search. DCTS Administration may also use electronic detecting devices to assist in searches, when applicable.** Any search and seizure may lead to disciplinary action and/or criminal charge being brought against the student.

All students will be assigned a hall locker, which should not be shared with anyone for security reasons. Students are expected to keep their lockers clean and locked. Decals or other items should not be placed on the locker.

Lockers will also be provided in the locker room, and assigned by your physical education instructors. **The administration reserves the right to open and inspect any locker at any time. Periodic inspections of lockers will occur during the school year.** The school will dispose of any items left in lockers on the last day of school. DCTS may use canine searches of lockers, buildings and grounds, including parking areas and any vehicles parked thereon.

ASSEMBLIES

The school assembly is an important part of the educational program. Assembly periods are not included on your schedule. Students are reminded to conduct themselves as ladies and gentlemen. Enter and leave the auditorium in an orderly manner and remain quiet. Courtesy reflects the character of the individual and school and is therefore very important. Failure to comply with these guidelines will result in students losing their assembly privileges.

STUDENT DRIVING

School bus transportation is provided for students attending the Dauphin County Technical School. 11th and 12th grade students are permitted to drive to school with permission of the administration, providing they have the written consent of their parent or guardian and present evidence of liability insurance coverage on the vehicle driven, valid driver's license, valid vehicle registration and insurance. All vehicles will be assigned to a given parking area. Any violation of acceptable driving regulations will revoke the privilege of the student driver for an indefinite period. Students will not be permitted to go to vehicles on the lot during the school day without administrative permission.

Students are reminded that car trouble is no excuse for being tardy to school. Once a student assumes the responsibility of driving to and from school, he/she also assumes the responsibility of being here on time. Also, once the vehicle is brought on school property, you should remove the keys, lock the car and immediately enter the building. Loitering or leaving school property after the vehicle is parked is not permitted.

The speed limit on school property is 15 M.P.H. Dauphin County Technical School will not be responsible for any damage or injury sustained as a result of excessive speed and reckless driving. Dauphin County Technical School will not be responsible for thefts and vandalism of vehicles parked on school property. Students and passengers must have their seat belts on or could have their parking privileges suspended or revoked.

All vehicles parked on the school property must have an identification tag attached to the rearview mirror. Identification tags are issued to students who properly complete a registration form that is obtainable in the front office. A non-refundable **\$25.00** registration fee will be charged. Students driving a different car, need to register their additional vehicle (s) in the front office and use their parking tag. The parking lot will be checked on a regular basis and untagged vehicles will be subject to towing without notice at the owner's expense.

Vehicles displaying racial, ethnic or religious intimidating material are unwelcome and will not be permitted on Dauphin County Technical School property. This is offensive to the educational process and environment. Driving to school and parking on school grounds is a privilege which may be revoked for school infractions involving the automobile, such as tardiness, truancy and leaving campus without permission.

Students driving to school **WILL NOT** be dismissed early on days of inclement weather (snow). In the event of a school closing (snow) after the school day has begun, student drivers will be dismissed at the appropriate time under the supervision of the administration. Students are encouraged to use the provided bus transportation, especially during threatening weather forecasts.

By signing the Transportation Permission Form, it is to be understood by the student driver that he/she is giving Dauphin County Technical School officials the right to search the vehicle if they deem it necessary.

LEAVING THE SCHOOL BUILDING

No student is permitted to leave the school building during school hours unless authorized by the Principal, Assistant Principal, Director or Assistant Director. If a student leaves without permission, he/she will be subject to disciplinary action including but not limited to in-school suspension and loss of parking privileges.

STUDENT SURVEYS

Occasionally the school administration conducts or facilitates surveys of the student body for educational and social issues affecting our students. Unless the parent/guardian requests an exemption from participation, students are expected to participate in all school sanctioned surveys. Exemption requests must be submitted in writing to the building principal by the second week of the school year.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Dauphin County Technical School, with certain exceptions, obtains written consent from a parent or guardian prior to the disclosure of personally identifiable information from a student's educational records. However, Dauphin County Technical School may disclose appropriately designed "directory information" without written consent, unless a parent or guardian advises the school to the contrary in accordance with school procedures.

The primary purpose of directory information is to allow the Dauphin County Technical School to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Co-curricular activities, such as career and technical program clubs, and sports

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – name, address, and telephone listings – unless a parent or a guardian has advised the Dauphin County Technical School that he/she does not want his/her student's information disclosed without prior written consent.

If a parent or guardian does not want Dauphin County Technical School to disclose directory information from his/her child's education records without prior written consent, a parent or guardian must notify the school in writing by **September 5, 2017**. Dauphin County Technical School has designated the following information as directory information: Student's name, address, telephone number, e-mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree, honors, awards, most recent educational agency or institution attended, dates of attendance, and grade level. **Note:** Dauphin County Technical School may, but does not have to, include all the information listed above

FOOD AND DRINK IN THE HALLWAYS, AUDITORIUM AND GYMNASIUM

No food/drink is permitted in the halls, classrooms, auditorium or gymnasium after the 7:45 am bell, except for going to lunch. Food and drink are only permitted in classrooms with permission from the Principal/Assistant Principal(s).

SURVEILLANCE CAMERAS

DCTS has surveillance cameras installed to record activity in the school building and on school property. DCTS may use images and recorded information for disciplinary and other appropriate purposes.

DISCIPLINE (Policy #218)

STUDENT RESPONSIBILITIES

For any school to function effectively, certain rules, regulations and policies must be established to assure that teaching-learning activities are conducted in an orderly manner. Unfortunately, it is impossible in a booklet of this size to cover all situations that might arise in the life of a school. That is to say that all possible student behaviors or infractions, as well as prescribed staff responses associated with each, would be impossible to list. Good common sense on everyone's part seems to be the common denominator.

Discipline is not the responsibility of the teachers alone. Classroom order is a result of collaboration among administration, teachers, students and parents so that disruption is kept to a minimum. It will be every student's responsibility to:

1. Recognize that while in school the teacher assumes the role of a parent.
2. Respect the rights of teachers, students, administrators and all others who are involved in the educational process.
3. Share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
4. Be aware of all rules and regulations for student behavior and conduct his/herself in accordance with them.
5. Assume that until a rule is waived, altered or repealed, it is in full effect.
6. Volunteer information in matters relating to the health, safety and welfare of the school, community and protection of school property.
7. Dress and groom his/herself so as to meet fair standards of safety and health, and so not to cause substantial disruption to the educational process.
8. Attend school daily, except when excused, and be on time at all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Express his/her ideas and opinions in a respectful manner so as not to offend or slander others.

To be effective, discipline decisions must be made quickly, fairly and with firmness. Following are some general classifications of behavior that are considered improper and not conducive to good teacher-learning activities, health and/or safety practices of the school community.

STUDENT CONDUCT ON HOME SCHOOL PREMISES

The Dauphin County Technical School is made up of 6 participating districts, and technical school students are reminded that they are also members of their home school. Consequently, whenever a technical school student is on home school property or a school bus, he/she must abide by all the rules and regulations of that school. Students are under the jurisdiction of the home school's officials. The administration of the technical school will work cooperatively with these home school officials in instances of technical school students violating a home school rule or regulation.

ACADEMIC DISHONESTY

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- a. Copying another student's homework
- b. Working with others on projects that are meant to be done individually
- c. Looking at or copying another student's test or quiz answers
- d. Allowing another student to look at or copy answers from your test or quiz
- e. Using any other method to get/give test or quiz answers (cell phone or non-approved electronic device)
- f. Taking a test or quiz in part or in whole to use or to give others
- g. Copying information from a source without proper referencing
- h. Taking papers from other students, publications, or the Internet

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to: redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion. Repeated offenses may result in receiving no credit for the course.

BULLYING / CYBERBULLYING (Policy #249)

DCTS will not tolerate any form of bullying on school property or in school vehicles or at school-related activities. Bullying means unwelcome verbal, written, electronic, or physical contact directed at a student by another student or students, or by an adult. Bullying occurs when there is a lack of balance of physical, psychological, or social power between the initiator and the victim, favoring the initiator. DCTS recognizes that bullying has a negative effect on the educational environment and overall climate of the school.

CLASSIFICATION OF VIOLATIONS AND DISCIPLINARY ACTION

Level I: Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.

These misbehaviors should be handled by an individual staff member but sometimes require the intervention of other school support personnel or the Student Assistance Program.

Examples:

Minor classroom disturbance, classroom and school tardiness, cheating and lying, non-defiant failure to complete assignments or carry out directions, excessive displays of affection, harassment of students, unprepared for class, food and/or drinks in unauthorized areas, dress code violation, three strikes rule, sleeping in class, using someone else's planner/agenda.

Procedures:

- Immediate intervention by the staff member supervising the student or who observes the misbehavior.
- A conference with the counselor, and/or administrator and/or parents as deemed appropriate.
- Proper and accurate recordkeeping of the offenses and disciplinary action taken by staff.

Disciplinary Options/Responses:

Verbal reprimand, after school detention, conference and/or parental contact, pass restriction, behavior contract, in-school suspension, lunch detention, loss of parking privileges, possible legal action.

Level II: Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel, which could include referral to the Student Assistance Program.

Examples: Unmodified Level I misconducts, truancy, using forged notes or excuses, disruptive classroom behavior, cutting class, disrespect toward staff, cutting ISS, safety violation, failure to serve detention, abusive language/profanity, careless with school property or the property of others, plagiarism/cheating, inappropriate use of technology, leaving class without permission, failure to follow administrative directive, and failing to identify oneself to a teacher.

Procedures:

- The student is referred to the administration for appropriate disciplinary action.
- The administration meets with the student and/or teacher.
- The teacher is informed of the administrator's action.
- The administrator maintains a proper and accurate record of the offense and the disciplinary action.
- The parent is notified of the offense.

Disciplinary Options/Responses:

After school detention, lunch detention, in-school suspension, out-of-school suspension, loss of internet privileges, loss of parking privileges on student lot, referral to outside agency, restitution, possible legal action.

Level III: Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

These acts must be considered criminal, but most frequently can be handled by disciplinary mechanism in the school. Corrective measures, which the school should undertake, however, depend on the extent of the school's resources for remedying the situation in the best interest of all students, which could include referral to the Student Assistance Program.

Examples: Unmodified Level II misconducts, minor fighting (pushing, shoving, tripping), vandalism, stealing, gang activity or symbolism, threats to others, bullying, smoking/possession of tobacco, possession of lighters/incendiary devices, physical attack, misbehavior during an emergency drill or emergency, insubordination, repeated failure to serve detention and/or ISS, making racial slurs, drawing/displaying gang symbols. Any student videotaping any incident that occurred that would be considered criminal will be suspended.

Procedures:

- The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.
- The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.
- A proper and accurate record of offenses and disciplinary action is maintained by the administrator.
- Restitution of property and damages.

Disciplinary Options/Responses:

Temporary removal from class, in-school suspension, out of school suspension, in-school work experience, legal action may be taken, formal hearing with the possibility of expulsion.

Level IV: Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.

These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and actions by the Joint Operating Committee.

Examples: Unmodified Level III misconducts, fighting resulting in visible damage or injury, extortion, bomb threat / false fire alarms, possession / use / transfer of dangerous weapon(s) on school property, assault/battery, vandalism, theft/possession/sale of stolen goods, arson, furnishing / selling / possession of unauthorized substances (drugs, alcohol, look alikes), possession / use of firecrackers or other explosive devices, abuse of motor vehicles, racial / ethnic / religious / sexual intimidation, sexual harassment / sexual assault, other criminal acts, failure to stop fighting when directed by staff member/ intentionally or unintentionally striking a member of the community, staff, faculty, or administration.

Procedures:

- The administration verifies the offense, confers with the staff involved and meets with student.
- The student is immediately removed from the school environment. Parents are notified.
- Law enforcement officials are contacted.
- A complete and accurate report is submitted to the Director for board action.
- The student is given a full due process hearing before the board.

Disciplinary Options/Responses:

In-School suspension, out of suspension, legal action, appropriate board action and/or *expulsion.

***Continued violation of Levels I-IV can lead to expulsion.**

TABLE OF DISCIPLINE

	1st Offense	2nd Offense	3rd Offense	Subsequent offenses
Class Cut	1 day ISS Parent contact	2 days ISS Parent contact	3 days ISS Parent contact	Severe clause Parent conference
Unassigned Area	1 day ISS Parent contact	2 days ISS Parent contact	3 days ISS Parent contact	Severe clause Parent conference
Left Campus	2 days ISS Parent contact Parking suspended for the remainder of the school year	3 days ISS Parent contact	3 rd or Subsequent offenses are considered unmodified behavior and severe clause	
Tobacco Violation	1 day ISS Parent contact Summary prosecution	3 days ISS Parent contact Summary prosecution	3 rd or Subsequent offenses are considered unmodified behavior and severe clause	

PM DETENTION

Detention is a disciplinary action where the student is required to report to an assigned room on designated days after school. 1 hour and 2 hour detention assignments will be held on Tuesday and Thursday afternoons only, from approximately 2:55 until 4:00 or 5:00, depending on the assignment time. Any teacher or administrator may assign detention for any Level 1 or Level 2 violation of student rules and expectations as listed in the student handbook. The student shall receive at least twenty-four (24) hours notice. After a date has been confirmed, NO detentions will be changed. The requirements for detention are promptness, no talking, no eating, and constructive writing or studying.

While in detention the student will work quietly on academic or career and technical program assignments the entire time unless they are given a behavior modification packet from the detention monitor. If a student does not complete work given in detention, additional days of detention may be assigned. The student and his/her parent(s)/guardian(s) will take responsibility for making the necessary transportation arrangements from school and calling his/her employer or coach and informing them that they have detention.

Failure to attend:

1. First time - an unexcused absence from detention will result in the student making up the detention on the next available detention date. The make-up detention will be a 2 hour detention.
2. Second time – a second unexcused absence from detention will result in In-School Suspension.
3. Repeated failure to serve detention will be regarded as insubordination and persistent and flagrant behavior. Out-of-school (OSS) suspension will be assigned and an informal hearing will be held.

IN-SCHOOL SUSPENSION

It shall be the prerogative of the Administration and/or the Joint Operating Committee to assign a student to an In-School Suspension for a flagrant violation of a school rule or policy or if the student persists in failing to maintain his/her citizenship responsibilities.

When a student is assigned to In-School Suspension, he/she will report directly to the In-School Suspension room every morning, immediately after the homeroom portion of first period. Since students will remain in the In-School Suspension room for the entire day, staff members will escort students to and from the cafeteria for lunch. Limited lavatory privileges will be extended and students must complete all assignments and abide by all rules and regulations established for the operation of this area. Students absent from school on a day or days they are assigned In-School Suspension must make up these days in the In-School Suspension room as soon as they return to school. Students tardy to the In-School Suspension room on a day they are assigned will receive additional disciplinary action. It is also the prerogative of the Administration to suspend a student from school for certain misbehaviors.

OUT-OF-SCHOOL SUSPENSION

Severe violations or repeated offenses may result in a student being placed on Out-of-School Suspension. **Students on OSS must remain off campus and attempts to pick up make up assignments should be coordinated with the front office and the student's parents and/or guardians.** It will then be the responsibility of the student to return all completed assignments to his/her teacher upon return to classes for full credit. Repeated OSS may result in conferencing, Alternative Education placement, return to the home school or expulsion.

ALTERNATIVE EDUCATION PROGRAM

Dauphin County Technical School's Alternative Education Program is designed to serve students who are considered at-risk for failure within the traditional educational system. The program consists of, but is not limited to: enrollment criteria (e.g. consistent suspension or expulsions, habitual truancy, failing grades or some form of at-risk criteria), supplemental support and counseling, small enrollments, a personalized environment, positive relationships with adults and peers, specific educational and transition goals and educational programs that focus on basic academic skills, social services and/or community work-based learning.

Overall, the goal of alternative education is to meet the specific educational as well as personal needs of the targeted students through developing and implementing successful strategies and techniques that enhance the learning opportunities for all students.

Placement is determined at the discretion of DCTS administration for a minimum of 45 days. Students who are deemed insubordinate with the programs rules and regulations will be subject to Out-Of-School suspension (OSS) and/or potential for expulsion.

CORPORAL PUNISHMENT

Corporal punishment is not to be applied as a corrective or disciplinary measure within the school. However, physical force may be used under the following circumstances: (A) to settle a disturbance, (B) to obtain possession of a weapon or dangerous object, (C) for the purpose of self-defense and (D) for the protection of persons or property.

EXPULSION FROM SCHOOL

The Joint Operating Committee has the exclusive authority to expel students for violation of school rules or policies. Parents/Guardians may sign a waiver to expedite impending expulsions.

COMPLAINT PROCEDURE

Any student, parent/guardian, resident or community group has the right to present a request, suggestion or complaint concerning DCTS personnel, programs or operations. Misunderstandings between the public and DCTS shall be resolved by discussions of an informal manner among the involved parties. It is only when such informal meeting fails to resolve the differences the formal procedures will be employed in accordance with the established complaint policy.

STUDENT DRESS CODE (Policy #221)

DCTS Professional Dress Disciplinary Continuum

All DCTS students, at all times, are required to spend their entire school day wearing their prescribed professional dress. The only time they will not be required to wear these items, partially, or in their entirety, are on days designated as such by DCTS Administration. Freshman will be required to wear plain gray T-shirts/upper body wear or gray T-shirt/upper body wear with the DCTS logo visibly seen until they are placed permanently into a chosen technical program. After students are placed in their Programs of Study (POS), they must either wear their POS upper body wear or grey DCTS upper body wear. Plain gray upper body wear will not be accepted after this time. Failure to comply with professional dress standards will result in the following disciplinary action(s).

1st Offense	2nd Offense	3rd Offense	4th Offense	Additional Offenses
Warning, parent contact	2 lunch detentions, parent contact	3 lunch detentions, parent contact	1 hour PM detention, Possible loss of senior "privileges" Parent contact	Extended Administrative discipline; Parent conference; Suspension of driving privileges; Possible loss of all extra- curricular activities

Discipline will be considered on a case by case basis and frequency of violations.

Students, who arrive in the morning knowingly out of professional dress and ask to call home for a parent/guardian to bring in their appropriate items, will not be disciplined unless it is a frequent occurrence.

Career and Technical Instructors may also develop and implement plans that negatively impact a student's shop grade/hands-on experiences for being continually unprepared.

In addition to the above Professional Dress policy and expectations, students will continue to comply with the following rules and regulations on appearance.

- A. With administrative approval, individual teachers will prescribe appropriate grooming and clothes for Career and Technical classrooms and gym.
- B. All students shall be neat and clean in order that a healthy and educationally conducive atmosphere can be maintained.

- C. **It will be the responsibility of the student to purchase an adequate supply of uniforms.**
- D. Professional dress trousers include dark, single colored jeans with no excessive decorations; khakis; or industrial trousers only. Scrubs may be worn during the school day as professional dress by students enrolled in C&T programs where required. White pants or pants with, prints of any kind (animal, floral, tie-dyed, two-toned etc.) are not permitted. Capris and shorts are not permitted. No stretch, yoga, spandex, or jegging type jeans may be worn.
- E. Non DCTS upper body wear is not permissible under any circumstances without permission from administration. This includes wearing non DCTS shirts under unzipped hoodies. One exception to this may be a student wearing a DCTS shirt with a long sleeved non-DCTS shirt underneath.
- F. DCTS clothing may not be hand decorated in any manner, including paint, buttons etc., and may not be cut or tied in any fashion as to modify the DCTS professional dress.
- G. No clothing should be worn tight, torn, frayed, with holes or immodest as to be distracting to the educational environment. At no time should cleavage, bare midriffs, torsos or underwear be exposed.
- H. No hats or headgear should be worn in the building except in Career and Technical areas if it is deemed appropriate by the instructor. Hats should be kept in a shop locker or hall locker and not carried throughout the day (i.e. belt loops or back pockets). Hats may be worn in the building after the end of the day dismissal bell. Hats with fish hooks are not permitted.
- I. Appropriate foot covering must be worn for health and safety reasons. Shoes with laces must be tied and secured. No footwear shall be worn that is a hazard in the career and technical area.
- J. No buttons, slogans, pictures, words or patches are permitted if they are a distraction to the educational process. This includes tobacco, drug and alcohol slogans or advertisements, sexual references, satanic references, *gang symbols, racial, ethnic and religious intimidation references, etc.
- K. Inappropriate jewelry and decorations are not permitted. This includes: do-rags, bandannas, full/excessive head scarves, other excessive hair decorations, and a glove or gloves. For any style hair accessory, if it is tied, the knot must be at the back of the head. Body piercing jewelry will not be allowed where it becomes a safety hazard, as per the discretion of the instructor. Masks are not permitted.
- L. Any dress that may be interpreted as gang-related apparel will not be permitted.
- M. Chains, spikes, or raised metal studs attached to jewelry, clothing, wallets, belts or keys damage furniture and are a safety hazard. They may not be worn in school.
- N. Outside jackets, coats, backpacks, and oversized bookbags or purses should be secured in a homeroom, shop, or gym locker during school hours. The administration reserves the right to restrict backpacks and large purses at any time.
- O. Goggles and safety glasses must be worn in those areas where required.
- J. Other safety equipment or dress code expectations can be set forth by the student's program area teacher.

GANG ACTIVITY OR SYMBOLISM

DCTS will not tolerate any gang activity or symbolism on school property or in school vehicles or at school-related activities. A “gang” is a group of people which initiates, advocates or promotes activities that threaten the safety and well-being of persons or property, or which disrupts the school environment.

- A. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership in/or affiliation with a gang, presents a clear and present danger to the school environment and educational objectives of the community is prohibited.
- B. Gang initiations, hazing, intimidation and/or related activities of such gang affiliations are prohibited.
- C. The wearing, carrying or displaying of gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be prohibited.

DRESS DOWN DAYS

On designated days throughout the school year, the DCTS administration may approve Dress Down Days for students and staff. On these days, the following rules and expectations will apply for all students who choose to not wear their DCTS professional dress.

- A. Skirts and shorts may be worn. However, in order to maintain modesty, skirts and shorts must be knee length.
- B. Leggings, jeggings, yoga pants or tights **may not be worn alone, under frayed jeans or to compensate for inadequate skirt or short length.**
- C. Non DCTS upper body wear may be worn but must be modest and free of any inappropriate references or any distractions to the educational process as stated in our regular daily dress code rules. Tops that are not permitted to wear include: strapless tops, tank tops, halter tops, midriff tops, spaghetti strap tops, low cut tops, mesh tops, muscle shirts, or any see-through attire. At no time should cleavage, mid-drifts or underwear be seen. All tops must have sleeves. Cut-outs in sleeves are not permitted.
- D. Sweatpants may not be worn. Pajama bottoms may not be worn. Slippers may not be worn. Jeans with holes or excessive frays may not be worn. Pants of any kind with words printed across the backside may not be worn.
- E. Camouflage pants may be worn. Capri pants may be worn.

BUSINESS ATTIRE DRESS

For student picture days, Co-operative Education job interviews and events, any club events, Business and Industry interviews and Administrative interviews as part of the Graduation Project, shadow days, certain field day trips and any other special occasions, individual students or classes may be granted permission by the administration to dress professionally in business/industry attire.

- A. Business attire for males shall include a suit and a tie, a dress shirt, sweater or polo shirt and slacks, and dress shoes.
- B. Business attire for females shall include a suit (skirt or slacks), dress slacks and a modest blouse or sweater, and dress shoes.

HOME SCHOOL SPORTS ATTIRE and DCTS ORGANIZATIONS

Any student who is an active participant/member of a home school sports team or DCTS organization (DECA, SkillsUSA, FFA, etc.), is permitted to wear home school uniform top or team hoodie, DCTS organization T-shirt, etc. on game/event days only. Additionally, warm-up pants, uniform pants, skirts, etc. are not permitted. Any other outfits such as League uniforms are not permitted.

CONTROLLED SUBSTANCE (Policy #227)

A student shall not possess, use, transmit, deliver, sell or be under the influence of any controlled substance. Controlled substances shall be defined as:

- A. All dangerous controlled substances prohibited by law within the meaning of the Controlled Substance, Drug Device and Cosmetic Act as amended.
- B. All over-the-counter medications.
- C. All alcoholic beverages.
- D. Any anabolic steroids.
- E. Any synthetic compound, or any herbal substance sold as an incense, bath salts or smoking material that mimics the effects of marijuana.
- F. Any drug paraphernalia. Drug paraphernalia includes equipment, apparatus, and/or gear generally associated with the use/abuse of alcohol, narcotic drugs, and mood altering chemicals. Examples may include items such as "pot pipes," cigarette-rolling papers, roach clips, weighing scales, and any other device used to measure, inject, inhale, ingest, package, deliver or facilitate the use, sale or distribution of a controlled substance.
- G. All legal or illegal hemp products.
- H. Volatile solvents or inhalants to include glue and aerosol propellants.
- I. Any prescription, patent drug, caffeine pills/capsules, epinephrine or other stimulant except those for which permission for use in school has been granted pursuant to Joint Operating Committee Policy.
- J. Any look-a-like substance that resembles any item above including any non-controlled substance that in its overall finished dosage appearance is substantially similar in size, shape, color, marking or packaging to any controlled substance.

In an effort to discourage individuals from bringing controlled substances onto school property, every effort ranging from educational activities to the use of canine services will be utilized. These preventative measures will be conducted at the discretion of the secondary school principal. All prescribed/over-the-counter medications must be given to the school nurse who will administer them according to the physician's instructions. Violation of the controlled substance policy will result in out-of-school suspension and possible expulsion.

ALL WEAPONS AND DANGEROUS INSTRUMENTS PROHIBITED (Policy # 218.1)

In accordance with Act 26, no student shall possess, use, handle or transmit **any object, device, or instrument designed as a weapon or capable of inflicting serious bodily injury including, but not limited to; any firearm, shotgun, air rifle, pistol, whether loaded or unloaded; any knife, cutting instrument, or cutting tool; nunchaku or martial arts device, slingshot device; any chemical agents such as pepper spray or mace; stun gun; explosive device, any other tool, instrument or implement/object used or intended to be used to inflict serious bodily injury to oneself or another** in any school building, on any school premises, or on any school bus, or off the school grounds at any school activity, event or function. This shall also include any simulated, replica, toy, or look-alike weapon. Any person discovered to have an item in violation of this policy (including locker or car) or who has threatened to use a weapon on another person shall be removed immediately from school and the school's programs and referred to the appropriate police department or criminal justice agency.

TOBACCO PRODUCTS ON SCHOOL PROPERTY (Policy #222)

Act 145 of 1996, Sec. 6306.1 makes the possession of any tobacco product on school grounds prohibited. This policy not only covers the school building, but also adjacent grounds as well as school buses and personal vehicles while on school property.

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and electronic cigarettes. The term "tobacco" also includes electronic cigarettes, which are defined without limitation as battery operated products designed to replace traditional tobacco products or to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user.

The school will notify parents of students who violate this rule. Violation will result in disciplinary action as stated in the **Dauphin County Technical School Policy 222**. The offenses are cumulative for the duration of the high school program.

A student who violates this law is subject to the following disciplinary intervention:

1. **First Offense:** One day of In-School suspension and a summary prosecution may be initiated.
2. **Second Offense:** Three days of In-School suspension plus a summary prosecution may be initiated.
3. **Third Offense:** Students will receive three days of In-School or Out-Of-School suspension plus a summary prosecution may be initiated.

Students shall not possess any device used to ingest, inhale, conceal or use tobacco products. Such devices can include, but are not limited to matches, lighters, rolling machines and roll paper.

1. Students in possession of such devices shall be assigned (one) day in-school suspension in addition to any suspensions imposed for possessing or using the actual tobacco product.
2. Students need not be in violation of the above section to be in violation of this section.
3. Authorized use of matches or lighters, provided by an instructor, for use in an authorized school program shall not be a violation of this policy.

SPECIAL PROCEDURES FOR FIGHTING

1. First offense: Minimum three to ten day suspension, parental contact, possible police intervention.
2. Failure to stop fighting when directed by a teacher: Ten day suspension, informal hearing, police intervention, and possible expulsion.
3. If the teacher is intentionally or unintentionally struck while attempting to stop a fight: Ten day suspension, an informal hearing, police intervention, and possible formal hearing that can result in expulsion.
4. Serious injury in a fight: Ten day suspension, informal hearing, police notification, formal hearing scheduled that can result in expulsion.
5. Repeated offenses: Ten days suspension, informal hearing, possible police intervention, and formal hearing with the possibility of expulsion.

UNLAWFUL HARASSMENT (Policy #248)

Purpose:

The Dauphin County Technical School seeks to establish an environment for all students that is free from all forms of discrimination, including racial, ethnic, religious, and sexual intimidation. No form of intimidation will be tolerated. An allegation of such intimidation will result in an investigation.

Definition:

Racial, ethnic, religious, and sexual intimidation shall mean: Comments or conduct directed toward a person's race, color, national origin, religious background or sexual orientation constitute intimidation when such comments or conduct have the purpose or effect of unreasonably interfering with one's educational performance, or creating an unwelcome, intimidating, hostile or offensive educational environment.

Guidelines:

Dauphin County Technical School has developed the following guidelines to address, investigate and resolve complaints involving racial, ethnic and religious intimidation.

- A. Any student who believes that she/he has been subject to racial, ethnic, religious, or sexual intimidation shall report the occurrence of an incident of such comments or conduct to the Principal (Principal shall include any Assistant Principal or any immediate supervisor.)
- B. The Principal shall investigate the complaint. The investigation may include an interview with both parties to provide the complainant and the accused with the opportunity to discuss the allegation(s). The Principal will attempt to resolve the complaint by bringing the parties to a mutual agreement. A written record that a meeting was held shall be made and shall include: the subject of the meeting, the parties present at the meeting and the resolution or disposition made of the complaint. The Director will be notified of any allegation(s). Where the investigation includes a meeting of the parties, the written report of the meeting shall be submitted to the Director.
- C. If the Principal is the complainant or the accused, the student shall report to the Director who will designate a person to conduct an investigation.
- D. If the complaint is not resolved to the satisfaction of both parties, as outlined in Steps A-C, the complainant and the accused will each submit a detailed, written statement of the event to the Director. Upon receiving such written statements, the Director will inform both parties of an administrative conference. A notice of the conference shall include the place and time of the conference and the subject of the conference. At the conference, the complainant and the accused shall present informal testimony in support of their respective positions and may present witnesses.
- E. If the administrative conference is resolved in favor of the accused, no further action will be necessary, except the charge(s) and resolution may be placed in the accused and accuser's student files if the accused so requests. Otherwise, the charge(s) and any transcript shall be sealed and impounded. Release from impounding may be made only upon action of the Director or his/her designee or a court order.
- F. If the conference is resolved against the accused, appropriate disciplinary action will be taken.

BUS PROCEDURES

BUS PASSES

The participating school districts will not transport students who are not residents of their district. Example: District A will not transport a student from District B. Students wishing to: (1) get off their bus at a stop other than their assigned stop or (2) ride another bus in the district to arrive at a destination other than their assigned stop, must secure a bus pass. Prior parental permission is needed for all bus passes. Bus passes can be secured from the front office before the homeroom period. Completed bus passes must be returned to the front office one day in advance of the bus assignment change.

FOLLOW THESE RULES

1. Follow directions first time given.
2. Act in a safe and healthy way.
3. Treat all property with respect.
4. Respect the rights and needs of others.
5. Be courteous, no profane language.
6. Do not eat or drink on the bus.
7. Keep the bus clean, take trash with you or place in receptacle.
8. Cooperate with the bus driver.
9. No smoking, chewing, or other tobacco products.
10. Do not damage bus or equipment.
11. Stay in your seat. Switching seats or standing in the aisle is prohibited.
12. Keep head, hands, and feet in the bus.
13. Do not fight, push or shove.
14. Do not tamper with or remove any bus equipment.
15. Do not bring animals on the bus.
16. Do not bring flammable materials, lighters or matches on the bus.
17. No spray colognes, perfumes, or other odiferous materials should be used on the bus.
18. Driver is authorized to assign and/or change seating. Sit in assigned seats.

Buses may have audio and videotape in operation during the time pupils are transported. Disruptive action on the school bus that jeopardizes the safety and welfare of students, bus driver and others concerned will result in bus privileges being suspended for up to thirty days or longer periods of time, depending upon the seriousness and/or frequency of the violation. It will be the responsibility of the parents to provide transportation to and from school whenever bus privileges are suspended. The Administration of the Dauphin County Technical School in most cases will follow the disciplinary guidelines established by the student's home district concerning discipline. Students found smoking on the school bus will be given an assignment to in-school suspension, out-of-school suspension, and/or issuance of legal citation, pursuant to school policy and Act 145 of 1996.

STUDENT SERVICES

HEALTH SERVICE

A school nurse is on duty in the Health Suite to administer first aid and medical assistance for needs that occur during the school day. The nurse's office will not do routine care on tattoos and piercings. The parent/guardian should call the school nurse about specific student needs.

The Guide for School Nursing Services published by the Pennsylvania Department of Health states: "No medications should be administered in school except by direct order of a physician." This includes over-the-counter medicines as well.

If your child must take medication during school hours, please have him/her bring the medication to the nurse's office along with a note from the doctor. Medicine should be in the original container. **(Policy #210 Use of Medications)**

Eleventh grade students are required by law to have a physical examination by their personal physician or by the school physician. A copy of this exam must be submitted to the school nurse's office by the beginning of the junior year.

Students should report any injury or accident to the instructor. Any student requiring medical assistance due to an accident or sickness will be referred to the school nurse by the instructor and parents will be contacted.

SUICIDE AWARENESS AND RESPONSE (Policy#819)

A school nurse is on duty in the Health Suite to administer first aid and medical assistance for needs that occur during the school day. The nurse's office will not do routine care on tattoos and piercings. The parent/guardian should call the school nurse about specific student needs.

From Policy # 819: The Joint Operating Committee is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources. Please see the full policy and additional resources located on the DCTS website under the safety tab.

USE OF SAFETY EQUIPMENT

Each student is required to use and/or wear the necessary safety equipment as directed by the instructor. Students failing to practice safety procedures and failing to meet these requirements will be suspended from school and upon return safety remediation will be provided by the instructor. Until then, the student may be limited in their activities within the program.

SAFETY GLASSES

All newly enrolled students whose shop area requires safety glasses, will receive a brand new pair of safety glasses their first week of shop at no cost to the student. It is the responsibility of the student to retain the glasses while enrolled at the Dauphin County Technical School and to use them at all times in the shop areas. Students who have lost or significantly damaged their glasses will not be allowed in the shop area. Glasses will be available for purchase at the school store for students who wish to purchase an additional pair.

LOST AND FOUND

A “Lost and Found Department” is in the office. If you find an article, take it directly to the office. If you lose an article, report the loss to the office.

STUDENT ORGANIZATIONS

The education students receive will become a meaningful experience only to the degree that there is student involvement. It is hoped that organizations such as SkillsUSA, Distributive Education Clubs of America (DECA), Future Farmers of America (FFA), Health Occupation Students of America (HOSA), Ambassadors for Career Education (ACE), Class Councils and various shop organizations will attract the interest of many students. Participation in these groups will develop leadership potential and the ability to assume responsibility. They will also give the student an opportunity to express creative ideas that will develop insight in a particular vocational or technical area.

HONOR SOCIETY

Dauphin County Technical School sponsors a member chapter of the National Honor Society. The DCTS Honor Society is open to those juniors and seniors who meet the membership requirements and are selected by the Faculty Honor Committee. To be eligible for membership, a student must achieve a 90% cumulative average for all semesters of attendance at the Dauphin County Technical School. All those students who meet the grade point average are evaluated by the faculty on the qualities of character, service and leadership. Final selections are made by the Faculty Honor Committee. New members are inducted into the Honor Society each fall/winter. Membership in this society is known nationally as recognition of outstanding academic achievement and exemplary character.

LIBRARY REGULATIONS

The library will be open between the hours of 7:40 a.m. and 3:10 p.m. Consider the library as a resource center to provide information for all students and cooperate by:

1. Securing permission from a teacher to use the library.
2. Sign in and out of the library and return directly to class.
3. Reference books, encyclopedias, etc. may be borrowed for overnight use.
4. Books on open shelves may be borrowed for four weeks with a fine of five cents per day charged for over-due books.
5. A maximum fine of \$10.00 will be charged for all outstanding fines not paid by May 15th.

CAFETERIA

Lunches will be served every day and a complete meal may be purchased as well as ala carte items. Students are asked to cooperate by:

- Depositing all litter in the proper containers.
- Returning all trays and utensils to the dishwashing area.
- Leaving the table and floor around your place in a clean condition for others.
- Remain seated until dismissed.

Students are permitted to go to the cafeteria only before the 7:45 bell and during their assigned lunch periods. The cafeteria and Food Service are the only areas where food and beverage may be consumed. A light breakfast will be sold in the cafeteria each morning from 7:25 a.m. until 7:50 a.m. **Students scheduled for lunch are expected to remain in the cafeteria and are not permitted on the 2nd floor or to their career and technical programs unless they have a pass.** Students with free or reduced breakfasts or lunches may enter the lunch line only once. No students may obtain food for their friends on their reduced lunch pass. In cases of cafeteria misbehavior, disciplinary action may follow. The cafeteria is monitored by staff and cameras are installed to ensure that students are not engaging in misbehavior or theft. In cases where it is determined that a student has stolen a food item, restitution will be made and legal action will be taken.

STUDENT INSURANCE

Student accidents and/or injuries are not covered under Dauphin County Technical School's insurance policies. Student insurance through a private insurance carrier will be available to purchase through DCTS. All students are required to participate in this insurance program or show proof of an individual insurance policy which covers injuries the student may incur while attending DCTS. This requirement must be completed prior to the student's participation in any Career and Technical program due to the nature of shop-laboratory exposure.

WORKING PAPERS

If a student is under eighteen years of age, and he/she has a full-time or part-time job, the student must have working papers. These forms can be secured in the office before school or during the student's lunch period. Students must provide documentation of their birthdate i.e. birth certificate, driver's license, learners permit, etc.

COOPERATIVE EDUCATION PROGRAM (Policy #118)

Students who participate to the fullest extent in their educational program at the Dauphin County Technical School will have a distinct advantage in obtaining employment after graduation. The school is in continuous communication with business and industry and will assist the student in gaining employment.

Students will have an opportunity to take part in Cooperative Education, a method of instruction developed through a signed agreement that is planned, coordinated and supervised by the school, where students alternate in-school academic and career and technical instruction with employment in an occupational

To be eligible to participate, a student must comply with Policy and Program Guidelines. Students will only be placed in the Cooperative Education Program during their senior year at a time determined by the Career & Technical Instructor and the Cooperative Education Coordinator

While attending a school approved job placement, all policies governing student behavior and discipline apply to the student in the same manner as if the student were attending regular classes or CTE program.

It will be the responsibility of the employer to provide the student with relevant educational experiences as reviewed by the Cooperative Education Coordinator. The employer will provide a progress report on each student placement, insurance mandated by law and a rate of remuneration comparable with the service rendered. It will be the responsibility of the student to find transportation.

CAREER PLANNING CENTER

The Dauphin County Technical School provides guidance services for all students. The Career Planning Center is located on the first floor next to the high school office. Each student is assigned to a counselor, depending on the Career and Technical course in which he/she is enrolled. However, a student may see any counselor for personal, educational, occupational, or academic counseling. Every student should take advantage of the opportunity to talk confidentially with someone who will understand and respect his/her confidence, no matter what is discussed. Appointments can be made with a counselor prior to first period.

STUDENT PARTICIPATION IN ACTIVITIES AT THEIR HOME SCHOOL

Students enrolled at the Dauphin County Technical School will be released from classes only to participate in regularly scheduled interscholastic activities of their home school. Students will not be released early for practices, only scrimmages and games. When such an activity is scheduled, it will be the student's responsibility to furnish the attendance clerk with a note signed by the teacher in charge of the activity, stating the time the student must be excused. This note must be in the hands of the attendance clerk by 9:00 a.m. on the day of the activity.

STUDENT ASSISTANCE PROGRAM (Policy # 239)

Knowing that students sometimes run into difficulty in school because of drug, alcohol and emotional problems, our school provides a student assistance program. The program is modeled after many Employee Assistance Programs currently found in private business or industry and is in compliance with standards set by the Pennsylvania Department of Education for high school intervention programs. The members of the student assistance team work closely with trained drug and alcohol and mental health professionals to identify students who might need help. If you wish to refer a student to the team you can contact your Career Counselor or the school nurse. You can request that your referral remain anonymous.

EMERGENCY PROCEDURES

EMERGENCY CLOSING

In case of heavy snows, icy roads or other extreme weather conditions, tune into any of the local radio or television stations between 6:30 a.m. and 7:30 a.m. for closing or delay information. Students should follow their home school bus schedules. Also, students may go online to Dauphin County Technical School's website at www.dcts.org.

CATASTROPHE DRILLS

Catastrophe drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders and leaves the building by the designated route as quickly and orderly as possible. The teacher in each shop-laboratory and classroom is in charge and will give the students instructions. Student misbehavior during a drill or an actual emergency becomes a Level III offense and will result in immediate disciplinary action.

Grade _____
Homeroom # _____

PARENT/GUARDIAN AND STUDENT SIGNATURE

The contents of the DCTS student handbook have been reviewed.

Parent/Guardian Signature and Date

Print Student Name

Student Signature and Date

Signature of the student handbook means that all parties have been made aware of the policies, procedures and possible consequences contained therein.

