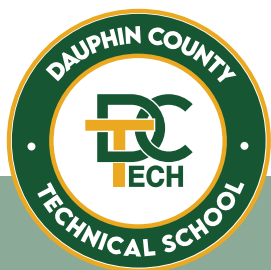


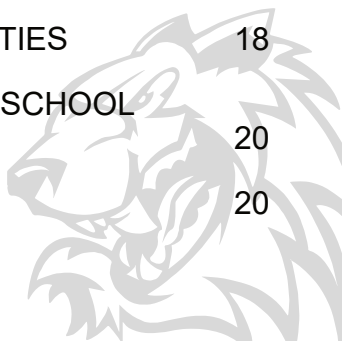
2023-2024

STUDENT CODE OF CONDUCT



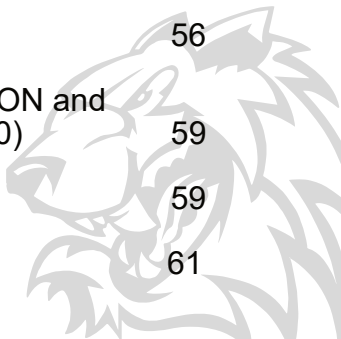
FIND YOUR DIRECTION

SCHOOL ADMINISTRATION	7
COOPERATING SCHOOL DISTRICTS	8
JOINT OPERATING COMMITTEE MEMBERS	9
STUDENT CODE OF CONDUCT	10
SCHOOL BOARD DISCIPLINARY PHILOSOPHY	11
BOARD POLICY ACCESS	13
ATTENDANCE (POLICY #204)	14
ABSENCES and TARDIES	14
EXCESSIVE ABSENCES	15
EXCUSED ABSENCES and TARDIES	16
LEAVING THE SCHOOL BUILDING	17
ATTENDANCE VIOLATIONS	17
EDUCATIONAL TRIPS	18
DISCIPLINE (Policy #218)	18
BASIC STUDENT RESPONSIBILITIES	18
STUDENT CONDUCT ON HOME SCHOOL PREMISES	20
ACADEMIC DISHONESTY	20



BULLYING / CYBERBULLYING (Policy #249)	21
BUS PROCEDURES	22
CONTROLLED SUBSTANCE (Policy #227)	24
RACIAL, ETHNIC, AND RELIGIOUS INTIMIDATION (Policy #248.1)	26
SEARCHES (Policy #226)	29
TOBACCO PRODUCTS ON SCHOOL PROPERTY (Policy #222)	30
WEAPONS AND DANGEROUS INSTRUMENTS PROHIBITED (Policy # 218.1)	32
CLASSIFICATION OF VIOLATIONS AND DISCIPLINARY ACTION	33
PM DETENTION	37
IN-SCHOOL SUSPENSION	38
OUT-OF-SCHOOL SUSPENSION	39
BEHAVIOR CONTRACT	40
SAFE CRISIS MANAGEMENT PROCEDURE	40
EXPULSION FROM SCHOOL	41
COMPLAINT PROCEDURE	41
DRESS DOWN DAYS	46

BUSINESS ATTIRE DRESS	47
ACCEPTABLE USE OF COMPUTER NETWORKS/ DIGITAL TECHNOLOGY/INTERNET AND INTERNET SAFETY (Policy #815)	48
CAFETERIA	49
CARE OF BOOKS AND EQUIPMENT	50
LAPTOPS	51
FINANCIAL OBLIGATIONS	52
FOOD AND DRINK	53
FORMS	53
LOST AND FOUND	54
MEDIA CENTER REGULATIONS	54
PERSONAL POSSESSIONS	55
SAFETY GLASSES	56
SERVICE AND PROJECT COST	56
STUDENT DRIVING/PARKING	56
STUDENT EXPRESSION/DISTRIBUTION and POSTING OF MATERIALS (Policy #220)	59
USE/WEAR OF SAFETY EQUIPMENT	59
PARENT/STUDENT SIGNATURE	61



SCHOOL ADMINISTRATION

Administrative Director

Dr. Karen Pflugh

Principal

Mr. Matthew Keys

Assistant Principal

Mrs. Christine Estright

Assistant Principal

Dr. Gwen Mosteller

Director of Special Education

Mrs. Betsy Standland

Director of Operations

Ms. Maria J. Zaharick

Assistant to the Director for Student and Facilities Management

Mr. Jason Civitello



COOPERATING SCHOOL DISTRICTS

Central Dauphin

Dr. Norman Miller, Superintendent

Derry Township

Dr. Stacy Winslow, Superintendent

Halifax Area

Dr. David Hatfield, Superintendent

Harrisburg

Mr. Eric Turman

Lower Dauphin

Dr. Patricia Sanker,
Acting Superintendent

Middletown Area

Dr. Chelton Hunter, Superintendent

Susquehanna Township

Dr. Tamara Willis, Superintendent

JOINT OPERATING COMMITTEE MEMBERS

Central Dauphin

Janelle Bingaman; Ford Thompson

Derry Township

Michael Rizzo; Dr. Donna Cronin

Halifax Area

Scott Corsnitz; Brad Harker

Harrisburg

Danielle Robinson; Brian Carter

Lower Dauphin

Jeffrey Neely; Robert Goduto

Middletown Area

Linda Mehaffie; Jennifer Scott

Susquehanna Township

Terry Heller; Jesse Rawls Sr.



STUDENT CODE OF CONDUCT

Dauphin County Technical School strives to achieve an environment conducive to learning, teaching and the free exchange of ideas. Students, safety and order are necessary components to achieving that environment. The following pages in this Student Code of Conduct provide students, school staff and parents with a guideline of rights, responsibilities and prohibited acts and activities deemed detrimental to maintaining a safe and orderly learning environment. While the Code of Conduct which follows is extensive, it is not exhaustive, and does not anticipate every responsibility of students, school staff or teachers, or types of behavior which may at a later date be deemed detrimental and prohibited. Students, school staff and parents are advised to familiarize themselves with this Code while keeping in mind that it must be viewed as a framework for determining rights, responsibilities and the types of conduct which would be prohibited. The Student Code of Conduct will be supplied to every student at the outset of a particular school year. However, amendments, supplements, and corrections may be made to this Code during any given school year. If such occurs, those amendments, supplements or corrections will be made public via posting on the school website at www.dcts.org.

SCHOOL BOARD DISCIPLINARY PHILOSOPHY

Pursuant to the Public School Code and in accordance with the provisions of Regulations of the State Board of Education, the Joint Operating Committee of the Dauphin County Technical School has adopted this Code of Student Conduct in order to ensure a more conducive and orderly educational environment for the employees and students of Dauphin County Technical School and to promote the ideals of citizenship and orderly interaction in and among the School community. In order to achieve these goals, it is stated to be the policy of the Joint Operating Committee that student conduct is to be shaped first by education and second by punitive action where, through the conduct of the student, it has been demonstrated that the student has failed to maintain the minimal behavioral expectations of the Joint Operating Committee as set forth in this Code.

In order to achieve the Joint Operating Committees objective of an orderly and conducive educational environment through education, Dauphin County Technical School Administration shall incorporate appropriate instruction and materials into the curriculum so that all students are taught their rights and responsibilities, particularly as they are set forth in this Code. In order to achieve the Joint

Operating Committee's objective through punishment, this Code:

- (1) enumerates in a non-exhaustive manner the type of conduct that will lead to disciplinary sanctions,
- (2) establishes a procedure to ensure that it is correctly determined that discipline is appropriate, and
- (3) describes the disciplinary options available.

Consistent with its desire to ensure a conducive and orderly educational environment, the Joint Operating Committee of Dauphin County Technical School adopted Policy No. 219 which prohibits improper conduct and establishes a student complaint procedure. Under that policy, all forms of intimidation, hostility, offensive behavior, sexual harassment and discrimination are prohibited by both students and School District employees. If any student believes that he or she is a victim of any improper conduct by any employee of Dauphin County Technical School or by any student, he or she has the right to file a complaint with his/her teacher, building principal, guidance counselor or the Director's Office. The policy then requires the Director's Office to conduct an appropriate investigation of the complaint and to take appropriate remedial action. Further, there is a right of appeal to the Joint Operating Committee should any student or his or her parents be dissatisfied with the disposition of the matter.

Consequently, students are invited to utilize the complaint procedure described. The Joint Operating

Committee shall be final and sole judge of the interpretation to be given to this, its Code of Student Conduct.

BOARD POLICY ACCESS

All board policies are available to the public on the district website at www.dcts.org.

- Along the top of the district web/home page, select About Us and then select and click on the Joint Operating Committee tab
- Click on the Board Docs (Green Tree) and then click on Enter Public Site
- Click on the tab Policies across the upper right hand side of the page
- Policies referred to in the Student Code of Conduct can be found under the 200 Pupils section
- If you do not have access to the internet, please contact the Director's office for a copy of the specific policy

STUDENT EXPECTATIONS

- Attend school every day.
- Act in a safe and healthy manner.

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

ATTENDANCE

ATTENDANCE (POLICY #204)

All children living in Pennsylvania have a legal obligation to attend school every day if they are of “compulsory school age.” The compulsory school age in Pennsylvania requires all students to attend school no later than age 6 and until age 18 or graduation, whichever occurs sooner.

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 7:40 bell and be in their seats by 7:45 AM. After that bell rings, a student not yet in class must report to the attendance office for a tardy slip before entering class.

ABSENCES AND TARDIES

Parent/guardian/doctor notes are to be submitted within three days of the student's return from absence (the first day back is counted as day 1) in order to be excused. Notes arriving after the third day will be accepted and filed; however, state regulations require the absence to be considered unexcused. Should it be discovered that an excuse has been falsified, the absence will be considered unexcused and illegal, and a criminal complaint will be filed with the District Magistrate as appropriate.

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 or Saturday night).

EXCESSIVE ABSENCES

After a student has **accumulated 5 absences (via parent note and excluding approved educational trips) in any one school year, a doctor's note is required.** Consideration will be given to students with extended illnesses. **An absence of over three consecutive days will require a doctor's note to be an excused absence.**

Students struggling with excessive absences will work with the assistant principal and school social worker to create and fulfill a truancy elimination plan.

EXCUSED ABSENCES and TARDIES

Absences will be excused for the following reasons:

- Illness or injury
- Quarantine
- Required court appearance
- Religious holidays/instruction/observation
- Verified impassable roadways
- Natural or man-made disasters
- Family emergencies, such as a death in the family
- Prearranged doctor and dentist appointments
- Approved educational trips, including post-secondary career visits

PLEASE NOTE: Students are permitted three unexcused tardies per semester before any disciplinary consequences are assigned. For example, car trouble or sleeping late are not excused tardies. In the case of inclement or unsafe road conditions, students are considered unexcused if they arrive after the last school bus.

Additionally, upon return from an appointment or event, please provide appropriate documentation to the attendance secretary.

LEAVING THE SCHOOL BUILDING

No student is permitted to leave the school building during school hours unless authorized by an administrator. If a student leaves without permission, he/she will be subject to disciplinary action.

ATTENDANCE VIOLATIONS

Unexcused Tardies (per semester)	4 unexcused tardies	8 unexcused tardies	12+ unexcused tardies
	1-hour detention each	2-hour detention each	1 or more day(s) of ISS Loss of parking permit for the remainder of the semester
Unexcused Absences	3rd absence	4th and 5th absence	6th+ absence
	3-day warning letter	Conference with SAIC counselor	Criminal Complaint with District Magistrate ISS

Note: Unexcused tardies to school and unexcused absences are cumulative per semester.

****Unlawful absences will result in a conference with the SAIC counselor and a criminal complaint being filed with the District Magistrate. Upon administrative review, excessive absences and tardies can include loss of extra-curricular activities, including student parking, the prom and commencement.**

LATE TO CLASS PROCEDURE

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

EDUCATIONAL TRIPS

Educational trips will be approved for students who are passing all of their courses, have fewer than three unexcused absences, and turn in an educational trip form no fewer than five days prior to the start of the trip. A maximum number of educational trip days per school year may not exceed 5 total. Exceptions may be made at the discretion of school administration.

Educational trips will not be approved during the first or last 10 days of the school year, or during Keystone or NOCTI testing for students required to take those exams.

A grace period is provided for students to hand in assignments upon returning from an approved educational trip, equal to the length of the trip.

DISCIPLINE (Policy #218)

BASIC 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:

- Be aware of all rules and regulations for student behavior and conduct.
- Respect the opinions and rights of teachers, students, administrators and all others who are involved in the educational process.
- Recognize that while in school the teacher assumes the role of a parent.

- Volunteer information in matters relating to the health, safety and welfare of the school, community and protection of school property.
- Dress and groom to meet fair standards of safety and health, and so not to cause disruption to the educational process.
- Attend school daily and be on time for all classes and other school functions.

STUDENT CONDUCT ON HOME SCHOOL PREMISES

The Dauphin County Technical School is made up of seven (7) 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

Cheating is defined as the use of unauthorized resources in the completion of formal, informal, minor, major, formative, or subjective assessments or assignments. Plagiarism is defined as the presentation of another's intellectual material as one's own.

As such, the following is not permitted:

- Using cheat sheets or crib notes during tests or quizzes.
- Copying tests or quiz answers or homework.
- Passing answers, questions, or test information to other students.
- Submitting unoriginal written work such as previously written term papers or book reports.
- Helping a fellow student to do any of the above.

Consequences of academic dishonesty are as follows:

- Zero for grade.
- Notification to parent(s)/guardian(s).
- Appropriate disciplinary consequences (possible suspension).

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. Students who believe they or others have been bullied should promptly report such incidents to the building administrator.

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 get off their bus at a stop other than their assigned stop or 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:

- Follow directions the first time given.
- Act in a safe and healthy way.
- Treat all property with respect.
- Respect the rights and needs of others.
- Be courteous, no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean, take trash with you or place it in the receptacle.
- Cooperate with the bus driver.
- No smoking, chewing, or other tobacco products.
- Do not damage the bus or equipment.
- Stay in your seat. Switching seats or standing in the aisle is prohibited.
- Keep head, hands, and feet in the bus.
- Do not fight, push or shove.
- Do not tamper with or remove any bus equipment.
- Do not bring animals on the bus.

- Do not bring flammable materials, lighters or matches on the bus.
- No spray colognes, perfumes, or other odiferous materials should be used on the bus.
- 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 (policy # 810.2). 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 to potential summary prosecution, pursuant to school policy and Act 145 of 1996.

CONTROLLED SUBSTANCE **(Policy #227)**

It is the goal of the Dauphin County Technical School to maintain a drug-free and alcohol-free school environment. In order to further this goal, the Alcohol, Drugs and Controlled Substances Policy No. 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:

- All dangerous controlled substances prohibited by law within the meaning of the Controlled Substance, Drug Device and Cosmetic Act as amended.
- All over-the-counter medications.
- All alcoholic beverages.
- Any anabolic steroids.
- Any synthetic compound, or any herbal substance sold as an incense, bath salts or smoking material that mimics the effects of marijuana.
- 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.

- All legal or illegal hemp products.
- Volatile solvents or inhalants to include glue and aerosol propellants.
- 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.
- 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.

RACIAL, ETHNIC, AND RELIGIOUS INTIMIDATION (Policy #248.1)

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, and religious intimidation. No form of intimidation will be tolerated. An allegation of such intimidation will result in an investigation.

Definition: Racial, ethnic or religious intimidation shall mean: Comments or conduct directed toward a person's race, color, national origin, or religious background 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.

- Any student who believes that she/he has been subject to racial, ethnic, and religious 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).
- 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.
- If the Principal is the complainant or the accused, the student shall report to the Director who will designate a person to investigate.
- 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.

- 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 file 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.
- If the conference is resolved against the accused, appropriate disciplinary action will be taken.

SEARCHES (Policy #226)

Dauphin County Technical School administration may legally search a student and/or personal

possessions (book bags, purses, vehicles, etc.) if there is reasonable suspicion to justify a search. 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 charges 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 locker rooms. 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.

TOBACCO PRODUCTS ON SCHOOL PROPERTY (Policy #222)

The Joint Operating Committee recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the school.

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.[\[1\]](#)

For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

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:

- First Offense: Three days of In-School Suspension, SAP referral and a potential summary prosecution may be initiated.
- Second Offense: One day of Out of School Suspension plus a potential summary prosecution may be initiated.
- Third Offense: Students will receive three days of Out-Of- School Suspension, parent/ guardian meeting, plus a potential 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 rolling paper.

- 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.
- Students need not be in violation of the above section to be in violation of this section.
- 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.

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.

CLASSIFICATION OF VIOLATIONS AND DISCIPLINARY ACTION

LEVEL I: These infractions can either be handled by teachers directly or by an administrator. These offenses are considered minor offenses that interfere with the orderly classroom procedure or orderly operation of the school.

Level I Examples

Classroom, Cafeteria,
Hallway, or Assembly
Disruptions

Classroom Tardiness

Inappropriate Display of
Affection

Dress Code Violation

Academic Dishonesty

Discipline Options

Warnings/Personal Talk
In-School Conference

Parent Contact

Loss of Privileges

After School (PM) Detention

Seat Change

Misuse/or Abuse of
School Materials

Violation of Classroom
Procedures and Rules

Minor violation of the AUP

Attendance

Level II: These infractions will likely result in an office referral. These are misbehaviors that disrupt the learning environment of the school but do not directly affect the health and safety of others.

Level II infractions may require the intervention of an administrator.

Level II Examples

Unmodified, accumulated,
or egregious Level I infractions

Violation of AUP

Cell phone violation

Leaving Classroom
w/out Permission

Possession of Lighter/Matches

Skiping Class

Severely Disruptive Classroom Behavior

Safety Violations

Profanity

Insubordination/Disrespectful Behavior

Discipline Options

Any combination of Level I
options

2-Hour Detention

In-School Suspension (ISS)

Level III: Infractions are considered a major school offense. These acts might be considered criminal, but most frequently can be handled by the disciplinary process in the school. However, direct violations of the PA Crimes Code committed within the school will be reported to the police.

Level III Examples

Unmodified, accumulated,
or egregious Level II infractions

Theft

Leaving School Grounds

Bullying

Inappropriate language
and gestures

Disrespect to Staff

Indecent, Inappropriate, and/or

Intimidating Conduct

Granting Entry of Individuals into the School Building

Destruction of School Property

Unwanted Physical Contact

Sexual Contact

Harassment

Verbal Altercations

Failure to Follow Administrative Directive

Discipline Options

Any combination of Level II
options

Out-of-School Suspension
(OSS)

Referral to Law Enforcement

Administrative Hearing

Restitution

Level IV: Infractions will result in a suspension of up to nine days. A readmission conference with a building administrator will be required before returning to their regular education classroom. The school administrator may request additional exclusion for students during which alternative educational placements can be examined. Students may be required to meet additional conditions before they are readmitted. These infractions may be reviewed by the Director to determine if the student should be recommended to the School Board for expulsion.

Level IV Examples

Unmodified, accumulated,
or egregious Level III infractions

Vandalism

Explosive Device/Imitations

Fighting

Arson/Bomb threats/ False Fire Alarms

Violation of Weapons Policy

Assault

Racial/Ethnic or Religious Intimidation

Sexual Harassment

Violation of District Drug and Alcohol Policy

Other Criminal Acts

Tobacco/Vaping

Discipline Options

Any combination of Level III
options

Referral to JOC for expulsion

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 Wednesday afternoons only, from 3:00 PM until 4:00 PM or 5:00 PM, depending on the assignment time.

Administrators may assign detention for any Level 1 or Level 2 violation of student expectations as listed in the student handbook. The student shall receive at least twenty-four (24) hours' notice. The expectations for detention are promptness, no talking, no eating, and constructive writing or studying. Cell phones are prohibited during detention.

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:

- 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.
- Second time – a second unexcused absence from detention will result in In-School Suspension.
- Third time – a third unexcused absence from detention will result in 3 days of In-School Suspension.
- Repeated failure to serve detention will be regarded as insubordination, persistent and flagrant behavior. Out-of- school (OSS) suspension will be assigned and an informal hearing will be held.

IN-SCHOOL SUSPENSION

When a student is assigned to In-School Suspension, he/she will report directly to the In-School Suspension room every morning. Students will remain in the In-School Suspension room for the entire day. **Lunch will be ordered by the ISS monitor and will be delivered to the ISS room by cafeteria staff.** 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. **On the day of an In-School Suspension, students are not permitted to participate in extracurricular activities at DCTS or their home school. Students must be in DCTS dress code while in In-School Suspension.**

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, a behavioral management plan, alternative education placement, return to the home school, or expulsion.

BEHAVIOR CONTRACT

Students who have repeated and/or serious violations of the student code of conduct may be placed on a Behavior Contract. The purpose of the Contract is to provide needed supports and/or interventions to help students be more successful in adhering to the code of conduct.

Contracts are usually four to six weeks in length. At the end of that time period, a decision will be made to remove the contract, extend the contract, or consider more intensive actions including, but not limited to, Out-of-School Suspension.

SAFE CRISIS MANAGEMENT PROCEDURE

It is important to note that corporal punishment is not a safe crisis measure within the school. However, physical intervention may be used under the following circumstances:

- To quell a disturbance.

- To obtain possession of a weapon or dangerous object.
- For the purpose of self- defense.
- 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 UNIFORM (Policy #221)

DCTS PROFESSIONAL DRESS DISCIPLINARY CONTINUUM

All DCTS students, at all times, are required to spend their entire school day wearing DCTS clothing or their prescribed program attire on both academic and CTE days at all times, except as designated by DCTS administration.

Failure to comply will result in the following disciplinary action(s).

Teacher Intervention	1st Offense	2nd Offense	3rd Offense	4th Offense	5 th + Offense
Verbal Warning by Teacher, Parent Contact	Written Warning, Parent Contact by Teacher & Admin	1 Hour After School Detention, Parent Contact by Teacher & Admin	2 Hour After School Detention, Parent Contact by Teacher & Admin	1 x ISS, Parent Contact by Teacher & Admin, Conference with Admin	2 or more x ISS, Parent Contact by Teacher & Admin, Conference with Admin
Adherence to the student uniform policy is consistent with professionalism and safety required in each of the programs of study and related work environments.					

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

Dress Code violations are cumulative per semester.

Students who arrive at school out of professional dress and 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 impact a student's program of study grade/hands-on experiences for being continually unprepared.

In addition to the above Professional Dress policy and expectations, students will not be permitted to attend class until acceptable adjustments are made to their appearance. Students will continue to comply with the following procedures on appearance:

- With administrative approval, individual teachers will prescribe appropriate grooming and clothes for Career and Technical classrooms and physical education.
- All students shall be neat and clean in order that a healthy and educationally conducive atmosphere can be maintained.
- It is the responsibility of the student to purchase an adequate supply of uniforms.

DCTS PROFESSIONAL DRESS:

- 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 CTE programs where required. White pants or pants with prints of any kind (animal, floral, tie-dyed, two-toned, camo, etc.) are not permitted. Capris and shorts are not permitted. No stretch, yoga, spandex, or jegging type jeans may be worn.

- Sagging pants are unacceptable. Belt loops on pants must be waist high.
- It is the expectation that DCTS shirts must be visible under unzipped outerwear.
- 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.
- Clothing shall not 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.
- Head coverings shall not be worn in the building except in Career and Technical lab areas. This includes: do-rags, bandannas, full/excessive head scarves, other excessive hair decorations. Hats should be kept in the program of study locker or hall locker and not carried throughout the day (i.e. on belt loops or in back pockets). Hats may be worn in the building after the end of the day dismissal bell. Hats with fish hooks are not permitted.

Exceptions for religious head coverings will be made.

- Appropriate foot covering must be worn for health and safety reasons. Shoes with laces must be tied and secured. No “opened toe” and/or “open heel” shoes, such as sandals and slides may be worn. Crocs may be worn on academic days or if allowed by program instructor.
- 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.
- Jewelry and decorations that are a safety hazard are not permitted. Body piercing jewelry will not be allowed where it becomes a safety hazard, as per the discretion of the instructor.
- Any clothing that may be interpreted as gang-related apparel will not be permitted.
- Chains, spikes, or raised metal studs attached to jewelry, clothing, wallets, belts or keys are a safety hazard that may not be worn in school.
- Lockers are available to store large coats, jackets, backpacks, and oversized book bags

or purses during school hours. The administration reserves the right to restrict backpacks and large purses at any time.

- Goggles and safety glasses must be worn in those areas where required. Sunglasses are not permitted unless they are prescription eyewear.
- Other safety equipment or dress code expectations can be set forth by the student's program area teacher.
- DCTS will not tolerate any gang activity or symbolism on school property or in school vehicles or at school-related activities.
- Blankets are not permitted.

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.

- Jeans with holes or excessive frays may not be worn. Pants of any kind with words printed across the backside may not be worn.
- Camouflage pants may be worn. Capri pants may be worn.

- Leggings, jeggings, yoga pants or tights may not be worn alone, under frayed jeans or to compensate for inadequate skirt or short length.
- Sweatpants may be worn.
- Skirts and shorts may be worn and must be knee length. For safety reasons, cargo shorts will not be permitted.
- 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 be worn 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.
- Slippers of any kind, such as slides, bedroom slippers and open toed shoes/sandals may not 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.

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

GENERAL INFORMATION

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 (September 30) 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.

CAFETERIA

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

- Depositing all litter in the proper containers.
- Returning all trays and utensils to the dish washing 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 beverages may be consumed. A light breakfast will be sold in the cafeteria each morning from 7:15 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 account. 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.

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 ensure 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.

LAPTOPS

Student will be responsible for an annual **\$20.00** technology fee for usage of device and minor classification repairs such as malfunctions and or wear and tear.

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 (**see chart below**). 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.

Charger replacement Cost:

HP ZBook Charger \$ 75.00

HP X360 Charger \$ 20.00

Lenovo Charger	\$ 20.00
Staff Charger	\$ 75.00

Laptop replacement Cost:

HP ZBook	\$ 2000.00
HP X360	\$ 400.00
Lenovo	\$ 400.00
Staff Device	\$ 500.00

DCS 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 extracurricular and co-curricular activities. Students failing to deposit fundraiser monies may be subject to criminal or civil prosecution. Undertaking of non-school fundraising is not permitted.

FOOD AND DRINK

Food and drink are only permitted in classrooms with permission from the Principal/Assistant Principal(s). Special celebrations involving food and drink are not permitted due to federal non-compete rules.

FORMS

The following forms **are required to be read and signed by parent/guardian and student either electronically on PowerSchool or paper.**

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

- Student Handbook – **on-line form**
- Student Code of Conduct – **on-line form**

- PowerSchool Agreement – **on-line form**
- Proof of Insurance – **on-line form**
- Acceptable Use of Computer Networks/
Digital Technology/Internet and Internet
Safety Policy-**paper**

Note: Acceptable Use Policy must be turned in to period 1 Academic teachers.

Students who do not turn in the above forms signed by both student and parent/guardian by September 10, 2023 will be denied internet access until said document(s) are submitted.

LOST AND FOUND

A “Lost and Found” table is located at the bottom of Stairwell “B” just outside the cafeteria. If you find an article, take it directly to the cafeteria. Valuable items are to be brought to the main office. If you lose an article, report the loss to the office.

Please note: finding and keeping a lost item is considered theft by unlawful taking and will be handled as such.

MEDIA CENTER REGULATIONS

The Media Center will be open between the hours of 7:30 a.m. and 3:00 p.m. Consider the Media Center a resource center to provide information for all students and cooperate by:

- Securing permission from a teacher to use the Media Center.
- Signing in and out of the Media Center and returning directly to class.
- Reference books, encyclopedias, etc. may be borrowed for overnight use.
- Books on open shelves may be borrowed for four weeks with a fine of five cents per day charged for overdue books.
- A maximum fine of \$10.00 will be charged for all outstanding fines not paid by May 13th.

PERSONAL POSSESSIONS

Students are encouraged to secure valuable items in their assigned locker(s). Any personal items are not the responsibility of DCTS if lost or stolen. Additionally, electronic devices should not be audible.

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.

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.

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.

STUDENT DRIVING/PARKING

School bus transportation is provided for students attending the Dauphin County Technical School. Eleventh and twelfth 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. Tardiness resulting from car trouble is unexcused.

Adherence to all traffic laws (i.e. speed limit, safety belts, phone rules, reckless driving, etc.) must be observed at all times. Consequences are at the discretion of the DCTS administration. 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 \$30.00 registration fee will be charged, \$20.00 after the first semester. 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 material of an offensive and/or intimidating nature are not permitted on Dauphin County Technical School property.

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 time of their home district. Students are encouraged to use the provided bus

Grade: _____

Period 1 Academic Day: _____

PARENT/GUARDIAN AND STUDENT SIGNATURE

The contents of the DCTS Student Code of Conduct have been reviewed.

Parent/Guardian Signature and Date

Print Student Name

Student Signature and Date

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





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