DAUPHIN COUNTY TECHNICAL SCHOOL

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Main Office: (717) 652-3170
Website: www.dcts.org

STUDENT HANDBOOK

2026-2027

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DAUPHIN COUNTY TECHNICAL SCHOOL ADMINISTRATION

Administrative Director
Jason Civitello

Assistant Director
Claire Dacko

Business Administrator
Angela Troutman

Curriculum, Instruction, and Assessment Director
Jen Spangler

Special Education Director
Betsy Standland

Technology Director
Scott Davis

Principal
Matthew Keys

Assistant Principal
Christine Estright

Assistant Principal
Gwen Mosteller

Human Resources Manager
Leane Thorn-Beckey

Food Service Manager
Caitlin Grim

Adult & Continuing Education Director
Stephanie Hanford

Administrative Operations Coordinator
Betsy Gates

COOPERATING SCHOOL DISTRICTS

CENTRAL DAUPHIN
Mr. Eric Turman, Superintendent

DERRY TOWNSHIP
Dr. Stacy Winslow, Superintendent

HALIFAX AREA
Mr. Tyler James, Superintendent

HARRISBURG
Dr. Benjamin Henry, Superintendent

LOWER DAUPHIN
Dr. Gregory Milbrand, Superintendent

MIDDLETOWN AREA
Dr. Chelton Hunter, Superintendent

SUSQUEHANNA TOWNSHIP
Dr. Tamara Willis, Superintendent

JOINT OPERATING COMMITTEE

SCHOOL DISTRICT	MEMBERS
Central Dauphin:	Janelle Bingaman, Jeanne Webster
Derry Township:	Lesa Brackbill, Dr. Stewart McCarver
Halifax Area:	Jonathan Bowman, Scott Corsnitz
Harrisburg:	Annie Hughes, Danielle Robinson
Lower Dauphin:	Forrest Rehrer, Thomas Scott
Middletown Area:	Andy Kinsey, Jennifer Scott
Susquehanna Township:	Eric Hedenbert, Jesse Rawls Sr.

STUDENT BELL SCHEDULE

REGULAR DAY

½ Academic / 100 CTE	400 CTE Students	½ Academic / 100 CTE
Period 1: 7:45 - 9:03 (78 Min)	Period 1: 7:45 - 9:03 (78 Min)	Period 1: 7:45 - 9:03 (78 Min)
Period 2: 9:05 - 10:23 (78 Min)	Period 2: 9:05 - 10:23 (78 Min)	Period 2: 9:05 - 10:23 (78 Min)
Lunch A: 10:25 - 10:55 (30 Min)	Period 3: 10:25 - 11:04 (39 Min)	Period 3: 10:25 - 11:43 (78 Min)
Period 3: 10:57 - 12:15 (78 Min)	Lunch B: 11:05 - 11:35 (30 Min)	Lunch C: 11:45 - 12:15 (30 Min)
Period 4: 12:17 - 1:35 (78 Min)	Period 3: 11:36 - 12:15 (39 Min)	Period 4: 12:17 - 1:35 (78 Min)
Period 5: 1:37 - 2:55 (78 Min)	Period 4: 12:17 - 1:35 (78 Min)	Period 5: 1:37 - 2:55 (78 Min)
	Period 5: 1:37 - 2:55 (78 Min)	

STUDENT BELL SCHEDULE

ACTIVITY DAY

½ Academic / 100 CTE	400 CTE Students	½ Academic / 100 CTE
Period 1: 7:45 - 8:53 (68 Min)	Period 1: 7:45 - 8:53 (68 Min)	Period 1: 7:45 - 8:53 (68 Min)
Activity Period: 8:55 - 9:40 (45 Min)	Activity Period: 8:55 - 9:40 (45 Min)	Activity Period: 8:55 - 9:40 (45 Min)
Period 2: 9:42 - 10:50 (68 Min)	Period 2: 9:42 - 10:50 (68 Min)	Period 2: 9:42 - 10:50 (68 Min)
Lunch A: 10:52 - 11:22 (30 Minutes)	Period 3: 10:52 - 11:25 (33 Min)	Period 3: 10:52 - 12:00 (68 Min)
Period 3: 11:27 - 12:35 (68 Min)	Lunch: 11:27 - 11:57 (30 Min)	Lunch: 12:02 - 12:32 (30 Min)
Period 4: 12:37 - 1:45 (68 Min)	Period 3: 12:00 - 12:35 (35 Min)	Period 4: 12:37 - 1:45 (68 Min)
Period 5: 1:47 - 2:55 (68 Min)	Period 4: 12:37 - 1:45 (68 Min)	Period 5: 1:47 - 2:55 (68 Min)
	Period 5: 1:47 - 2:55 (68 Min)	

STUDENT BELL SCHEDULE

2-HOUR DELAY

½ Academic / 100 CTE	400 CTE Students	½ Academic / 100 CTE
Period 1: 9:45 - 10:35 (50 Min)	Period 1: 9:45 - 10:35 (50 Min)	Period 1: 9:45 - 10:35 (50 Min)
Period 2: 10:37 - 11:27 (50 Min)	Period 2: 10:37 - 11:27 (50 Min)	Period 2: 10:37 - 11:27 (50 Min)
Lunch A: 11:29 - 11:59 (30 Min)	Period 3: 11:29 - 12:02 (33 Min)	Period 3: 11:29 - 12:44 (72MIn)
Period 3: 12:01 - 1:13 (72 Min)	Lunch B: 12:04 - 12:34 (30 Min)	Lunch C: 12:43 - 1:13 (30 Min)
Period 4: 1:15 - 2:05 (50 Min)	Period 3: 12:36 - 1:13 (37 Min)	Period 4: 1:15- 2:05 (50 Min)
Period 5: 2:07 - 2:55 (48 Min)	Period 4: 1:15 - 2:05 (50 Min)	Period 5: 2:07 - 2:55 (48 Min)
	Period 5: 2:07 - 2:55 (50 Min)	

Early Dismissal Schedule

½ Academic / 100 CTE (Normal Lunch A)	½ Academic / 100 CTE (Normal Lunch C)	400 CTE Students (Normal Lunch B)
Period 1: 7:45 - 8:39 (54 Min)	Period 1: 7:45 - 8:39 (54 Min)	Period 1: 7:45 - 8:39 (54 Min)
Period 2: 8:41 - 9:35 (54 Min)	Period 2: 8:41 - 9:35 (54 Min)	Period 2: 8:41 - 9:35 (54 Min)
Period 3: 9:37 - 10:31 (54 Min)	Period 3: 9:37 - 10:31 (54 Min)	Period 3: 9:37 - 10:31 (54 Min)
Lunch A: 10:33 - 11:03 (30 Min)	Period 4: 10:33 - 11:27 (54 Min)	Period 4: 10:33 - 11:27 (54 Min)
Period 4: 11:05 - 11:59 (54 Min)	Lunch B: 11:29 - 11:59 (30 Min)	Period 5: 11:29 - 12:01 (31 Min)
Period 5: 12:01 - 12:55 (54 Min)	Period 5: 12:01 - 12:55 (54 Min)	Lunch: 12:03 - 12:33 (30 Min)
		Period 5: 12:35 - 12:55 (20 Min)

FID (Flexible Instruction Day) SCHEDULE

Remote/Weather Closure Schedule

	Meeting Time
Period 1	9:00 - 9:30
Period 2	9:35 - 10:05
Period 3	10:10 - 10:40
Period 4	10:45 - 11:15
Period 5	11:20 - 11:50
Lunch (Everyone)	
Asynchronous **(All teachers available for office hours)**	12:20 - 2:55

INTRODUCTION

Welcome! We are pleased that you have chosen to attend Dauphin County Technical School, home of the Wolverines. Your presence at Dauphin County Technical School should be viewed as a valuable asset, something not everyone gets to do. We are here to provide you with the most positive, comprehensive education possible and to help you reach your career goals and ambitions. With your perseverance, reaching your career and educational goals will be a rewarding experience.

Our faculty and staff are committed to providing a positive learning environment, full of opportunities not found in a typical high school. The School Counseling Office and Student Services Office are staffed by four school counselors, a social worker, and a transition coordinator, respectively, who are ready to assist you in academic, social, or personal matters. Principals have an open-door policy and are very happy to meet with students before small concerns turn into big problems. Open communication and honesty are important vehicles leading to a healthy school experience.

This student handbook provides you with important school information regarding the expectations and guidelines. Your handbook is a valuable tool that can prevent many problems, concerns, and misunderstandings. Refer to it often, especially if you are new to DCTS. Returning students should refresh themselves with the material, as some changes may have been made. **Your future is in your hands!**

DCTS MISSION and VISION

At Dauphin County Technical School, our mission is simple yet powerful: to prepare every student for success in both their careers and lives through rigorous academics, hands-on career and technical training, and the development of strong character.

Together, we aim to cultivate a learning environment grounded in work ethic, leadership, teamwork, respect, and pride – our Five Keys to Success. These core values guide every aspect of what we do and who we are.

Our goals are forward-thinking and student-focused:

- To provide real-world learning experiences that connect classroom instruction to high-demand careers.
- To ensure all students earn industry-recognized certifications and credentials that open doors to employment and post-secondary education.
- To foster a school culture of accountability, inclusivity, and professionalism, empowering students to take ownership of their learning and behavior.
- To expand opportunities through partnerships, innovation, and continued investment in high-quality programs and facilities.

DCTS is more than a school; it’s a launchpad. Whether our students choose to enter the workforce, the military, or further their education, we are committed to ensuring they leave us prepared, confident, and proud of who they’ve become.

DCTS 5 KEYS to SUCCESS

1. **Work Ethic.** Always put your best effort into everything you do. Work ethic is getting the job done, no matter what it takes. Going the extra mile to excel at a task or project.

2. **Be a Leader**. Take the initiative to lead, and don't be afraid to accept advice from those you lead. Inspire others to achieve a common goal.

3. **Be a Team Player.** The power of teamwork is underestimated. Be a part of a team and don't let that team down. Work well with others; communicate effectively, collaborate, and support others.

4. **Be Respectful.** Show consideration and regard for others. Be respectful to your loved ones, and especially be respectful to yourself. Remember that respect is earned, not given.

5. **Take Pride in Your Work**: No matter how small the task or accomplishment is, take pride in it. Have a sense of ownership and take responsibility for the quality of your work.

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.

ACADEMIC AND CAREER AND TECHNICAL INFORMATION

ARTICULATION AGREEMENTS

Dauphin County Technical School offers students the opportunity to earn college credits while still in high school. Through articulation agreements with community colleges and technical schools, high school students enrolled at Dauphin County Technical School can enter certain occupational programs at a community college or trade school with advanced standing through skills and knowledge already acquired. The articulation agreements will provide a way for qualified students to earn credit toward a certificate or degree, thereby saving the student both time and money. For more information, see your school counselor.

COMPETENCY LISTS

Each technical teacher maintains an online list of technical competencies through CTE360 for their students to view. Upon graduation, students may request a list of competencies.

COOPERATIVE EDUCATION PROGRAM (Policy #115)

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 planned method of instruction developed through a signed cooperative arrangement among school representatives, students, parents/guardians and employers in the community to provide students with an opportunity to alternate in-school academic and career technical instruction in entry-level paid employment in an occupational field, in which the student's total occupational work experience is planned, coordinated and supervised by the school in close cooperation with the employer.

To be eligible to participate, a student must comply with Policy and Program Guidelines. Students may be placed in the Cooperative Education Program during their junior/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.

GRADUATION REQUIREMENTS (Policy #217)

All courses are designed to meet the required Pennsylvania Department of Education Academic Standards. Beginning a student's 9th grade school year, to meet graduation requirements, a student must successfully complete the Dauphin County Technical School Career Portfolio and must earn twenty-eight (28) credits as follows:

Planned Courses	Credits (Minimum)
English	4.0
Mathematics	4.0
Science	3.0
Social Studies	3.0
Financial Literacy	0 .5
Health	0 .5
Physical Education	1.0
Career/Technical Education (9-12)	12.0*

TOTAL: 28 CREDITS

*For students enrolled at DCTS at the beginning of their 9th grade school year.

Students enrolling in Dauphin County Technical School after the beginning of their 9th-grade year (10th, 11th, or 12th grade) will be required to earn a prorated number of CTE credits based on their enrollment date. Graduates will be considered eligible provided they earn .75 CTE credits per marking period of enrollment (four (4) 9-week marking periods), or three (3) credits per academic year.

Students entering Dauphin County Technical School after the start of their 9th-grade year will combine previously earned credits with those earned at Dauphin County Technical School to meet the minimum 28 required credits for graduation. Students with disabilities who transfer to Dauphin County Technical School will be in accordance with P.L. 94-142 (IDEA).[6]

Act 158 of 2018 (Act 158) and Act 6 of 2017 (Act 6) amended the Pennsylvania Public School Code, establishing five different pathways by which students may meet the statewide graduation requirements under Title 22 Chapter 4. Please see the infographic on the graduation pathways on page 16.

pennsylvania
DEPARTMENT OF EDUCATION

Pennsylvania Pathways to Graduation

Keystone Proficiency Pathway
Numeric or Non-Numeric Scores

- **Algebra I** — Proficient or Advanced
- **Biology** — Proficient or Advanced
- **Literature** — Proficient or Advanced

Keystone Composite Pathway
Numeric Scores Only

- At least 1 Keystone Exam scaled score is **1500 or Greater**
- No Keystone Exam score is **Below Basic**
- The Keystone Exam 3-score composite is **4452 or Greater**
  The Keystone Exam 2-score composite is **2939 or Greater**
  (where eligible under §121.1)

CTE Concentrator

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

CTE Concentrator
1 Artifact from pathway criteria

Alternative Assessment

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

Alternative Assessment
1 Artifact from pathway criteria

Evidence-Based Pathways

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

Evidence-Based
3 Artifacts from pathway criteria

Waiver

A student in 12th grade, or experiencing extenuating circumstances, who meets locally established grade-based requirements for Keystone content area(s) in which the student is less than proficient, and is unable to satisfy the requirements of a graduation pathway may be granted a waiver by the chief school administrator.

Individualized Education Plan

A student with a disability who is unable to satisfy pathway requirements but who satisfactorily completes a special education program is granted a diploma under Title 22 §4.24.

Upon the successful completion of all graduation requirements, a diploma and a career technical education program of study certificate will be distributed at the Dauphin County Technical School's commencement ceremony. Students who have not met the graduation course requirements will not be permitted to participate in the graduation ceremony and will not receive a diploma and/or a career technical education certificate.[1][7][8][9][10][11]

A student who is deficient in credits due to unsuccessful completion of an academic course will be required to show remediation by obtaining a minimum passing score in a summer school course prior to the start of the next school term.

Students who fail their career and technical program for the year will return to their home high school to complete their graduation requirements.

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but may be denied participation in the graduation ceremony when personal conduct warrants it.

Questions about graduation requirements should be directed to the school counseling office.

FRESHMAN ROTATION

The purpose of the freshman rotation through 24 Career and Technical Education (CTE) programs is to provide students with exposure to a variety of career pathways, enabling them to make informed decisions about their future interests and goals. Throughout the rotation period, student performance in academics, CTE engagement, attendance, and behavior will be monitored and factored into a cumulative score. This score will be used to rank students for placement in their preferred CTE program, with higher scores receiving priority. This system promotes accountability, exploration, and alignment of student strengths with career opportunities. The breakdown of the averaged rotation score is as follows:

- 35% - CTE rotation assignments
- 35% - Academic Grades (Cumulative GPA)
- 20% - Attendance (minus 5 points per Unexcused absence, minus 2 points per Unexcused tardy)
- 10% - Discipline (Per Infractions: OSS - minus 10 points; ISS - minus 5 points; Detention - minus 2 points)

GRADING REPORTING SYSTEM

Evaluation used for class work, examinations, and report cards will be based on 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	Below Average
F	0 to 59	Unsatisfactory
I		Incomplete

The following are considered in establishing a final grade:

- **Assessment 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's responsibility, and the value it contributes to a final grade should reflect the assignment's extent and importance.
- **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 final grade being based on the remaining marking period 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 expectations of each of your teachers (e.g., being on time for class, asking questions, paying attention, meeting deadlines, dressing appropriately [dress code], proofreading).

PowerSchool is the official site for student grades, transcripts, and more.

REPORT CARDS

Report cards are issued four times during the school year via email. To access grades, log in to the PowerSchool Parent/Student Portal at https://ps-dcts.caiu.org/. If you need help logging in, please contact IT at helpdesk@dcts.org.

**** PowerSchool Parent/Student Portal is the official location to view up-to-date grades.***

NOCTI (SKILLS) CERTIFICATE

The Pennsylvania Skills Certificate was created by the Pennsylvania Department of Education to recognize career and technical students who have achieved high skills in their chosen technical area. To be eligible for the Skills Certificate, a student must demonstrate mastery of the knowledge and skills required for an occupation. To earn the Skills Certificate, a student must achieve an advanced score on the National Occupational Competency Testing Institute (NOCTI) assessment. The written (online) test covers factual knowledge, technical information, and the understanding of principles and problem-solving related to the chosen career and technical program. The performance (hands-on) test allows students to demonstrate that they have mastered the skills required to do the job. The test is administered to seniors in the spring at Dauphin County Technical School, where students' performance is evaluated by local businesses and industry representatives. The Pennsylvania Skills Advanced Certificate is signed by the current Governor of Pennsylvania.

CRITERIA FOR HONOR ROLL

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

- **Distinguished Honor Roll**: 90% or above in all subject areas.
- **Honor Roll**: 80% or 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 shall be Valedictorian and the second highest ranked student by grade point average meeting the following criteria shall be the Salutatorian:

- 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.
- The student must have attended Dauphin County Technical School for grades 9 through 12.
- The Valedictorian and Salutatorian must be of good moral character and reflect good citizenship.
- The Valedictorian and Salutatorian must have scored Advanced on their NOCTI/NIMS exam.
- The Valedictorian and Salutatorian must have scored Proficient or Advanced on the Algebra I, Literature, and Biology Keystone Exams.

Honors and Responsibilities:

- The Valedictorian and Salutatorian will be on stage for the commencement ceremony.
- The Valedictorian and Salutatorian will be invited to offer remarks as a part of the commencement ceremony.
- A medal will be awarded to each to wear at the commencement ceremony.
- The picture of both students will be submitted for publication.

NATIONAL 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 Council. 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 requirements are evaluated by the faculty council on the qualities of character, service, and leadership. Final selections are made by the Faculty Council.

New members are inducted into the Honor Society each fall/winter. Membership in this society is recognized nationally for outstanding academic achievement and exemplary character.

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society honors the achievements of leading CTE students, provides scholarships, and cultivates excellence in today's highly competitive, skilled workforce. NTHS members should be upstanding, honest, responsible student-citizens who have made a personal commitment to excellence and who agree to uphold the NTHS Standards of Conduct.

STUDENT ORGANIZATIONS

The education students receive will become a meaningful experience only to the degree that there is student involvement. It is hoped that Career and Technical Organizations (CTSOs) such as SkillsUSA, Future Farmers of America (FFA), Health Occupation Students of America (HOSA), Ambassadors for Career Education (ACE), Future Business Leaders of America (FBLA), Class Councils, etc. will attract the interest of many students. Participation in these organizations 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.

Note: If a hybrid instructional schedule is implemented due to a pandemic or other public health or safety emergency that requires limiting in-person contact, student organizations will meet virtually. Fundraising activities will be suspended during this time. Requests for organization-related field trips will be reviewed by the administration on a case-by-case basis, with approval based on current health and safety guidelines and the well-being of all participants.

GENERAL INFORMATION

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 7:35 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 on the day of an event or the Friday before a weekend event may not participate (e.g., a student must be in attendance on Friday to go to the prom on Friday or Saturday night).**

EXCESSIVE ABSENCES

After a student has **accumulated 5 absences (via a parent note, 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 more than three consecutive days will require a doctor's note to be excused.**

Students struggling with excessive absences will work with the school counselor and/or 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 postsecondary career visits

PLEASE NOTE: Students are permitted three unexcused tardies before any disciplinary consequences are assigned. For example, car trouble or sleeping late is not an excuse. 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.

MAKE-UP WORK

When a student is absent, the student will be responsible for contacting each teacher on the day s/he returns to school to arrange a make-up time. The time to complete the missed work will be 1 day for each excused day of absence. Teachers will coordinate with the student to determine an appropriate time and pass for make-up assignments and classwork. If a student misses school on the date of an exam/test, or project, the student is expected to make up the test on the day s/he returns to school unless material covered during the absence is being assessed. A student who is unexcused/unlawfully absent will not be permitted to make up assignments.

AFTER SCHOOL TUTORING

After School Tutoring is a free program offered at DCTS to provide academic tutoring to struggling students. Attendance will be taken to verify student participation. Students should listen for announcements when after-school tutoring begins. Students who stay for after-school tutoring are responsible for finding their own transportation home. The hours of operation are from 3 PM until 4:30 PM on Tuesdays and Thursdays. Teachers are on hand to assist any student in need. For more information on the after-school tutoring, contact the school office.

CAFETERIA

There are three lunch periods, 30 minutes each. Lunch 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 dishwashing area.
- Leaving the table and the floor around your place clean for others.
- Remaining seated until dismissed.
- Upon dismissal, make sure all chairs are pushed in.

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 do not engage in misbehavior or theft. If 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, laptop, and equipment are provided for students' 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 who loses school property or returns it in poor condition.

FINANCIAL OBLIGATIONS

Students who lose, damage, or otherwise render inoperable any school property, including books, laptops, 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 who do not meet financial obligations may be restricted from participating in extracurricular and co-curricular activities. Students who fail to deposit fundraiser funds 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.

LOST AND FOUND

A “Lost and Found” table is located inside 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.
- Sign in and out of the Media Center and return directly to class.
- Books on open shelves may be borrowed for four weeks.
- For all books not returned by the designated due date (May 4-8, 2026), students will be charged the book's replacement value and a $5.00 late fee.

PARENT/GUARDIAN/STUDENT NOTIFICATION OF RIGHTS UNDER FERPA FOR SCHOOLS (Policy #216)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day Dauphin County Technical School receives a request for access.
    - Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
    - Parents or eligible students who wish to ask DCTS to amend their child's or their education record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
    - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Joint Operating Committee. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Dauphin County Technical School, with certain exceptions, obtain 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 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 3, 2026**. Dauphin County Technical School has designated the following information as directory information: Student's name, address, telephone number, email 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.

PERSONAL POSSESSIONS

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

REVIEW OF INSTRUCTIONAL MATERIALS (Policy #105.1)

Upon request by a qualifying parent/guardian or student, the school will make available existing information about the curriculum, including academic standards and competencies to be achieved, instructional materials, and assessment techniques.

SAFE2SAY

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially on social media, in individuals who may be a threat to themselves or others, and to "say something" before it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies. Visit safe2saypa.org for more information.

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 a 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 the permission of the administration, provided they have the written consent of their parent or guardian and present evidence of liability insurance coverage for the vehicle driven, a valid driver's license, and 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. Excessive tardiness to school can lead to a parking pass suspension for 20 school days or more.

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 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.

STUDENT EXPRESSION/DISTRIBUTION and POSTING OF MATERIALS (Policy #220)

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.

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. Students will not be excused to attend pep rallies or other assemblies at their home school.

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.

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 telephones without the permission and supervision of the instructor. Classroom telephone use should be used for curriculum related activities only.

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.

TECHNOLOGY 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 complete this form when logging into their launch-pad for the first time at the beginning of the year. In order to maintain internet privileges, students must complete the digital citizenship course on the Vector Solutions website (login information will be issued to the student).

Internet usage should be limited to educational purposes only. Students are not permitted to give their password to any other student or any non-DCTS staff member to use at any time. Violation of this policy will result in administrative discipline.

For more information please refer to policy 815 at https://policymain.org/dauphin-county-technical-school/policies/a76a1cef-2d13-4bc2-aee6-7f07297d9337.

FORMS

The following forms **are required to be read and signed by parent/guardian and student electronically on PowerSchool Parent/Student Portal. https://ps-dcts.caiu.org/ > Forms**

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

- DCTS Annual Health Survey – **on-line form**
- DCTS Insurance Protection – **on-line form**
  *** If Insurance is not submitted or purchased by August 31, 2026 the student will not be permitted on the CTE program floor**
- DCTS Student Media Release Form – **on-line form**
- DCTS Student Emergency Contact & Residency Survey – **on-line form**
- DCTS Policy 815 Acceptable Use Policy – **on-line form**
- DCTS Student Handbooks, Permission & Agreements – **on-line form**
- DCTS Cafeteria and CEP Notification – **on-line form**
- DCTS Yearlong Student Field Trip Permission Form - **on-line form**
- DCTS Career Objectives Form **- on-line form**

Students who do not turn in the above forms signed by both student and parent/guardian by September 11, 2026 will be denied ALL access to the device until said document(s) are submitted.

LAPTOPS

Students will be responsible for an annual **$25.00** technology fee for usage of device and minor classification repairs such as malfunctions and or wear and tear. Students are not permitted to place stickers on the laptop.

DCTS equipment replacement and repair pricings are displayed in the Technology Department.

DCTS laptop collection: At the end of the school year the laptop collection schedule will be communicated to students and parents. Laptops must be returned as scheduled. 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.

SCHOOLOGY

Dauphin County Technical School uses Schoology as our web-based learning platform. Students and families can access this 24 hours a day, 7 days a week, to see learning resources. Questions about how to use Schoology effectively can be sent to the Help Desk, helpdesk@dcts.org.

Schoology Learning Management System

Teachers' communications may include but are not limited to the following:

- Posting classroom assignments, messages and calendar items.
- Two-way conversations and class discussions between students and teachers.
- Sharing files and links with students, families and fellow teachers.

**** Please keep in mind Schoology is not used to view up to date course grades.***

STUDENT SERVICES

CAREER AND TECHNICAL PROGRAM CHANGE REQUEST PROCEDURE

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

- 9th & 10th 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.
    - Interesting Interview.
    - Provide two recommendation forms 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.
- No changes for the current school year will be permitted after the end of the 1st semester.
- Students completing grade 11, may not transfer programs, except for special circumstances.

DROP/ADD a COURSE

Students who may want to drop or add a course may do so during the first 2 weeks of school by meeting with their school counselor. After the 2 week period, students must remain in their scheduled course for the year.

ENGLISH TO SPEAKERS OF OTHER LANGUAGES (ESOL)

The English to Speakers of Other Languages (ESOL) Program is a Language Instruction Education Program (LIEP) intended to facilitate school wide compliance with applicable federal and state law in the education of language diverse students. The ESOL Program provides instruction in English/Language Arts using strategies intended to overcome language barriers and grant students meaningful access to the general education curriculum. The program consults with teachers of English Learners (ELs) to support accessibility and parent/guardian inclusion. The ESOL Program monitors civil rights adherence, administers mandated language assessment, reviews and convenes meetings based on the academic progress of ELs and former ELs, provides professional development opportunities to school personnel and submits accountability data to the PA Department of Education.

MCKINNEY-VENTO HOMELESS ASSISTANCE

Dauphin County Technical School (DCTS), and the Joint Operating Committee, firmly believes that every student has the right to a free and appropriate public education. This right exists independent of housing status, and is protected via the McKinney-Vento Act. Subtitle VII-B of the McKinney-Vento Homeless Assistance Act, and amended by the Every Student Succeeds Act, provides for the

identification of students who may lack a fixed, regular and adequate nighttime residence. DCTS can provide coordination and support for students that includes (but is not limited to) transportation to and from school, access to free breakfast and lunch, and connection to appropriate community resources. A family or student is considered homeless under the McKinney-Vento definition if they are in any of these places or situations:

- Public or private shelters.
- Public or private places not designated for, or ordinarily used as, regular sleeping accommodations such as vehicles, parks, motels, campgrounds, etc.
- Living with a parent in a domestic violence shelter.
- Living with relatives or friends due to lack of housing.
- Living in transitional housing programs.
- Runaway children (under 18 years of age) and children and youth who have been abandoned or forced out of their home by parents or other caretakers (unaccompanied youth). These children may be in temporary shelters awaiting assistance from social service agencies, or may live alone on the street or move from place to place among family members, friends or acquaintances.
- Children of migrant families who lack adequate housing.
- Children abandoned in hospitals or awaiting foster care.

Unaccompanied youth are students living in one of the temporary situations listed above *and* are not living with a parent or legal guardian. Unaccompanied youth are eligible for additional rights under the McKinney-Vento Act as well as those listed above, including the right to:

- Enroll and participate in school without a parent or guardian.
- Receive assistance with moving on to the next grade or reaching graduation.
- Assistance with college planning and applying for the Free Application for Federal Student Aid (FAFSA) as an independent student without their parent's income information.

Ms. Jodi Smith is the designated homeless liaison for DCTS. Please feel free to contact her with any questions or concerns regarding McKinney-Vento or community resources: (717) 652-3170, Ext. 7106. jsmith@dcts.org.

SCHOOL COUNSELING OFFICE

The Dauphin County Technical School provides guidance services for all students. The School Counseling Office is located on the first floor. 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 the first period class.

SCHOOL COUNSELORS

School Counseling Services are designed to assist students in becoming successful individuals in the community and the labor force. School Counseling activities emphasize the placement of students into courses to foster success. General, personal, academic, career and technical counseling is available. Information concerning educational opportunities is available in the School Counselor's Office. Individual and/or small group counseling is used to assist students in preparing for a job, solving personal problems and planning a career. Students may make an appointment with school counseling staff to discuss any of these concerns. School counselors are assigned by program and alphabetically for freshmen.

Mrs. Tonya Resto

- Cosmetology
- Dental Assistant
- Emergency & Protective Services
- Exercise & Sports Science
- Medical Assistant
- Nursing Foundations
- Veterinary Assistant
- 9th Grade – Students with last names A-E

Mr. Jamal Wells

- Automotive Technology
- Collision Repair Technology
- Culinary Arts
- Diesel Technology
- Agricultural Technology
- 9th Grade – Students with last names F-K

Mrs. Denise Short

- Commercial Art
- Computer Networking Technology
- Engineering Drafting Design Technology
- Engineering & Machining Design
- Web Development & Design
- 9th Grade – Students last names L-Sb

Mrs. Laura Gerber

- Building Construction Technology
- Carpentry
- Electrical Construction & Maintenance
- Heating, Venting & Air Conditioning
- Landscaping & Greenhouse Production
- Masonry
- Welding
- 9th Grade – Students with last names Sc-Z

SCHOOL PSYCHOLOGIST

Dauphin County Technical School has a certified school psychologist available throughout the school year. The psychologist services include: psychological education evaluations, consultations with students, parents/guardians, school personnel, and community agencies. The services are encouraged and supported by Administration for purposes of enhancing academic/technical growth and encouraging academic success.

STUDENT ASSISTANCE PROGRAM (Policy #236)

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 school counselor or the school nurse. You can request that your referral remain anonymous.

STUDENT TRANSFER TO HOME SCHOOL

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 the Dauphin County Technical School Counselors Office. The DCTS Counselors 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 through the DCTS Counselors 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**).

SUICIDE AWARENESS AND RESPONSE (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.

WITHDRAWAL FROM SCHOOL (Policy #208)

Any student who decides to withdraw from Dauphin County Technical School must contact their school counselor for a withdrawal application. The school 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 school 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 school counselors office. All applications for withdrawal must be signed by a parent/guardian and the teachers of the student making the 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.

SCHOOL SAFETY AND WELLNESS

FLEXIBLE INSTRUCTION DAY(FID) AND EMERGENCY CLOSING

In case of inclement weather, families will be notified via an automated phone call, provided the school has been provided with an accurate phone number. Closures will also be posted on the school website, local news websites, and the school's Facebook page. Students should follow their home school bus schedules.

Dauphin County Technical School will be taking advantage of our **Flexible Instructional Day, (FID),** program as outlined by the Pennsylvania Department of Education for inclement weather days. Please note that the district can only use **up to five** FIDs for the 2026-2027 school year.

Also, please note that **not every** inclement weather day may be used as a FID. In other words, we may still cancel school days during inclement weather, and we would need to make those days up on the school calendar.

Student participation is **required** for a successful inclement weather FID. By continuing education during these weather emergencies, it will allow us to preserve our vacation days as scheduled while keeping instruction moving forward.

Teachers will be conducting the day using an abbreviated schedule that will be shared by your building principal and can be found on **page 9** of this handbook. Additionally, teachers and support staff will be available throughout the school day for assistance. Please reach out to your teachers and counselors with any questions you may have. Families will receive additional instructions from the building principal regarding individual school schedules.

HEALTH SERVICE

A school nurse is on duty in the clinic 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 (ex. Tylenol, Midol, Nasal sprays, etc.).

Medications to be administered in school must be delivered to the school nurse by the parent or guardian. Medicine should be in the original container. **At no time should any student be in possession of any medication, over the counter or prescription (Policy #210 Use of Medications). Students in possession of any medication are in violation of Policy #227 (Controlled Substances).**

REQUIRED PHYSICAL INFORMATION

It is the responsibility of the parent to maintain accurate information with the school regarding health concerns and emergency contact information.

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.

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.

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.

USE/WEAR OF SAFETY EQUIPMENT AND GLASSES

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.

All newly enrolled students will receive a brand-new pair of safety glasses their first week of school 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 program areas. Students who have lost or significantly damaged their glasses will not be allowed in the program area.

VISITORS

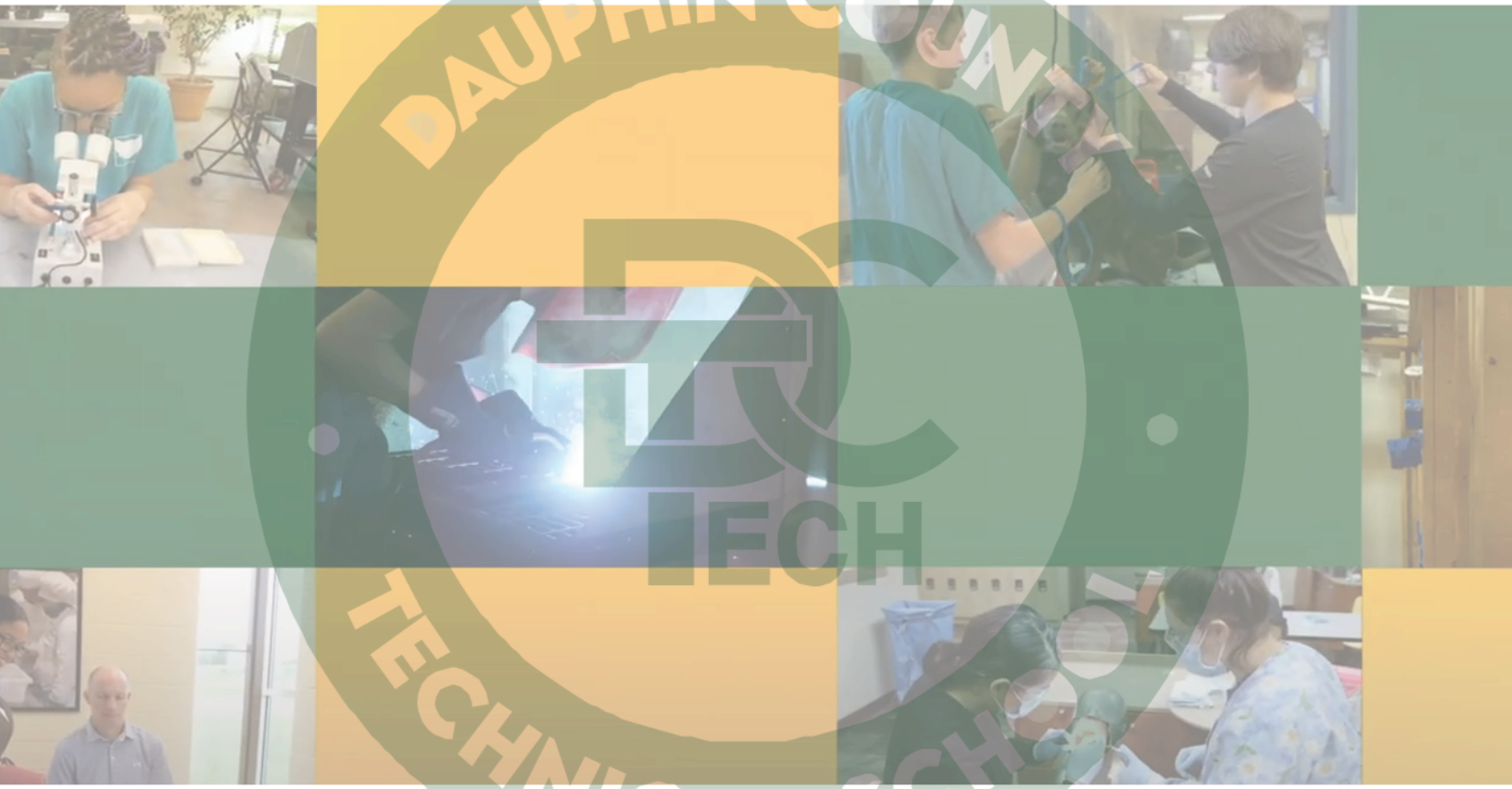
Visitors are not allowed in the school except those on official business. All visitors must report to the main office to register, show proper identification and receive a visitor's pass. At no time should pets be brought into the building. An exception to this would be pets participating in the Veterinarian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

EMERGENCY DRILLS

Emergency 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 follows the specific procedures for the drill being conducted quickly and as orderly as possible. The teacher in each program of study 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.

PARENT/GUARDIAN AND STUDENT SIGNATURE

** Parent and student signatures are collected online via PowerSchool Forms in the Parent Portal. **All forms must be completed by September 11, 2026.**



6001 Locust Lane | Harrisburg, PA 17109
Main Office: (717) 652-3170
Website: www.dcts.org

Dauphin County Technical School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities.