2026-2027

STUDENT CODE OF CONDUCT



DAUPHIN COUNTY TECHNICAL SCHOOL

FIND YOUR DIRECTION

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SCHOOL ADMINISTRATION

Administrative Director

Mr. Jason Civitello

Assistant Director

Mrs. Claire Dacko

Business Administrator

Mrs. Angela Troutman

Human Resources Manager

Mrs. Leane Thorn-Beckey

Principal

Mr. Matthew Keys

Assistant Principal

Mrs. Christine Estright

Assistant Principal

Dr. Gwen Mosteller

Director of Special Education

Mrs. Betsy Standland

Director of Technology

Mr. Scott Davis

Director of Curriculum and Instruction

Mrs. Jen Spangler

Food Service Manager

Mrs. Caitlin Grim

Adult & Continuing Education Director

Ms. Stephanie Hanford

Administrative Operations Coordinator

Mrs. 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 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 Hedenberg, Jesse Rawls Sr.

FIND YOUR DIRECTION

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 guidelines on rights, responsibilities, prohibited acts, and activities that are detrimental to maintaining a safe and orderly learning environment. While the Code of Conduct that follows is extensive, it is not exhaustive and does not anticipate every responsibility of students, school staff, or teachers, or every type of behavior that 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 prohibited conduct.

The Student Code of Conduct will be provided to every student at the beginning of each school year. However, amendments, supplements, and corrections may be made to this Code at any time during the school year. If such occurs, those amendments, supplements, or corrections will be made public via a 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 Committee's 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, school 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 the final and sole judge of the interpretation of 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 Policies tab: https://policymain.org/dauphin-county-technical-school
- Click on "Browse Board Policies" in the middle of the screen
- 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 7:35 bell and be in their seats by 7:45 AM. After that bell rings, any student not yet in class must report to the attendance office to obtain 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 a school counselor and/or school social worker to create and implement a truancy elimination plan (SAIP).

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 excused tardy. 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**
3 Tardies Warning	1 Hour Detention Each	2 Hour Detention Each	1 Day of ISS; possible Loss of Parking Permit For The 20 days
Unexcused Absences	**3rd Absence**	**4th and 5th Absence**	**6+ 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 throughout the year. **Unlawful absences will result in a conference with the SAIC counselor and/or social worker and the filing of a criminal complaint with the District Magistrate. Upon administrative review, excessive absences and tardies may result in loss of access to extracurricular activities, including student parking, the prom, field day, and commencement.			

LATE TO CLASS PROCEDURE

Students tardy to individual classes should report directly to class. Tardies to class should be entered in PowerSchool with a T for tardy. If the student is more than 10 minutes late, it is considered a class cut/out of assigned area, which will result in disciplinary action.

EDUCATIONAL TRIPS

Educational trips will be approved for students who are passing all of their courses, have fewer than three unexcused absences, and submit an educational trip form at least five days prior to the start of the trip. The maximum number of educational trip days per school year may not exceed 5. 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 and community, and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and so as not to disrupt 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 comprises 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 when technical school students violate 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 written work such as research papers without proper citations.
- Helping a fellow student to do any of the above.
- Improper use of AI.

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, 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 to ride another bus within the district to reach 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 1 day before 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 your head, hands, and feet on 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.
- The 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 drivers, and others concerned will result in bus privileges being suspended for up to 30 days or longer, depending on the seriousness and/or frequency of the violation. It will be the parents' responsibility to provide transportation to and from school whenever bus privileges are suspended. The Administration of the Dauphin County Technical School will, in most cases, follow the disciplinary guidelines established by the student's home district. Students found smoking on the school bus will be given an assignment to in-school suspension, out-of- school suspension, and/or issuance of a 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-alike 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.

DISCRIMINATION/ TITLE IX SEXUAL HARASSMENT EFFECTING STUDENTS (Policy #103)

Authority: The Joint Operating Committee declares it to be the policy of this school to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the school without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][16][17]

The Joint Operating Committee also declares it to be the policy of this school to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the school may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The school is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the school and is prohibited at or in the course of school-sponsored programs or activities, including transportation to or from the school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Joint Operating Committee policy and procedures.[18][19][20][21]

The Joint Operating Committee directs that the foregoing statement of Joint Operating Committee policy be included in each student and staff handbook, and that this policy and related attachments be posted to the school's website.

The Joint Operating Committee requires a notice stating that the school does not discriminate in any manner, including Title IX sexual harassment, in any school education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the school. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Joint Operating Committee encourages students and third parties who believe they or others have been subject to Title IX sexual harassment and other discrimination or retaliation, to promptly report such incidents to the building administrator, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by offensive conduct may file a discrimination report.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator, as well as properly making any mandatory police or child protective services reports required by law.[22]

If the building administrator is the subject of a complaint, the student, third party, or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents

in writing; however, verbal reports of an incident or incidents shall be accepted, documented, and the procedures of this policy and the relevant attachments followed.

The building administrator shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment, or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes regarding supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Joint Operating Committee policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the grievance process for formal complaints outlined in Attachment 3 is complete. The school shall presume that the respondent is not responsible for the alleged conduct until a determination is made upon completion of the grievance process for formal complaints.[19][21][23]

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[18][19][21][23]

When an emergency removal is not required, disciplinary sanctions shall be considered during the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary

action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions, or other disciplinary actions, including specific provisions to address a student with a disability where applicable.[18][19][21][23]

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction of adjudication of a student for sexual assault against another student attending the school or participating in a school program, the school shall coordinate actions with the appropriate participating school entity and comply with the disciplinary or placement requirements established by state law and Joint Operating Committee policy.[24][25]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report, and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the school's legal and investigative obligations.[26][27][28][29][30]

Retaliation

The Joint Operating Committee prohibits retaliation by the school or any other person against any person for:[29]

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating, or refusing to participate in a related investigation, process, or other proceeding or hearing.
3. Acting in opposition to practices that the person reasonably believes are discriminatory.

The school, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals

are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by the school.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the

school investigate the allegation under the formal complaint grievance process. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[28][31]

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[31]

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[31]

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with

applicable law, regulations, or Joint Operating Committee policy, and in coordination with the student's school district of residence.[17][23][32]

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[31]

1. A school employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a school education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
    a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[33]
        i. Length of relationship.
        ii. Type of relationship.
        iii. Frequency of interaction between the persons involved in the relationship.
    b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[33]
    c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[34]
    d. **Stalking,** under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a

course of conduct directed at a specific person that would cause a reasonable person to either:[33]

i. Fear for their safety or the safety of others.
ii. Suffer substantial emotional distress.

Such conduct must have taken place during a school education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events, or circumstances over which the school exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on-campus or off-campus.[27][28][31]

Delegation of Responsibility

To maintain a program of nondiscrimination practices in compliance with applicable laws and regulations, the Joint Operating Committee designates Leane Thorn-Beckey as the school's Compliance Officer and Jason Civitello as the school's Title IX Coordinator.[35]

The Compliance Officer can be contacted at:
Address: 6001 Locust Lane, Harrisburg, PA 17109
Email: LThornBeckey@dcts.org
Phone Number: 717-652-3170, ext. 7252

The Title IX Coordinator can be contacted at:
Address: 6001 Locust Lane, Harrisburg, PA 17109
Email: jcivitello@dcts.org
Phone Number: 717-652-3170

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures, and to monitor the implementation of the school's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks, and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify, and address discrimination-related problems.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the complaint procedure or Title IX procedures, such as making reports to the police, available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. School Support - Assure that aspects of the school programs and activities receive support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the school's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, conducting hearings (if applicable),

drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Joint Operating Committee policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes. All training materials shall be posted on the school's website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[18][19][21]

1. Loss of school privileges.
2. Permanent transfer to another building, classroom or bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Joint Operating Committee policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[20][36]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

DISCIPLINE OF STUDENT CONVICTED/ ADJUDICATED OF SEXUAL ASSAULT (Policy #218.3)

Purpose: The Joint Operating Committee recognizes the importance of a safe school environment for students who are victims of sexual assault. This policy addresses disciplinary requirements for a student convicted or adjudicated delinquent of sexual assault upon another student attending this school or participating in a school program.[1]

Definitions

Conviction – means the finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.[1]

School setting – means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school.[1]

School-sponsored activity – means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the school.[1]

Sexual assault – means any of the following offenses:[1]

1. Rape [2]
2. Statutory sexual assault.[3]
3. Involuntary deviate sexual intercourse.[4]
4. Sexual assault.[5]
5. Aggravated indecent assault.[6]
6. Indecent assault.[7]

Authority

The Joint Operating Committee shall comply with the disciplinary requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student attending this school or participating in a school program, regardless of whether the sexual assault took place inside or outside of the school setting.[1][8][9]

Delegation of Responsibility

A student who is convicted of sexual assault upon another student attending this school or participating in a school program shall be required to notify the Administrative Director or designee of the conviction no later than seventy-two (72) hours after the conviction.[1]

Upon report of a conviction or adjudication of sexual assault upon a student attending this school or participating in a school program, the Administrative Director or designee, in coordination with the appropriate participating school entity, shall take one (1) of the following actions against the convicted or adjudicated student:[1]

1. Recommend that the Joint Operating Committee expel the student from the school in accordance with law and Joint Operating Committee policy.[9]
2. Transfer the student to an alternative education program.

If the convicted or adjudicated student has already been expelled, transferred, or reassigned, or if the victim does not attend the same school or program, no additional action regarding expulsion, transfer, or reassignment is required by the school. Although action is not required, the school, in coordination with the appropriate participating school entity, maintains the authority to make an alternative assignment or provide alternative educational services during or after an expulsion at the discretion of the Administrative Director or designee.[1]

Upon report of a conviction or adjudication of sexual assault upon a student that occurred in the school setting, the Administrative Director or designee shall notify the Title IX Coordinator to determine whether the incident has been addressed in accordance with applicable Joint Operating Committee policy.[10][11]

Guidelines

In the case of a student with a disability, including a student for whom an evaluation is pending, prior to implementing any disciplinary removal or considering a change of placement for the student, the school shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Joint Operating Committee policies.[1][12][13][14][15][16]

The school shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:[1]

1. Being educated in the same school building.
2. Being transported on the same school vehicle.
3. Participating in the same school-sponsored activity.

Return of Student to School

The school, in coordination with the appropriate participating school entity, may return the student who is expelled, transferred or reassigned, to the student's originally assigned school if one (1) of the following circumstances occur:[1]

1. The victim is no longer attending the school or participating in a school program.
2. The conviction or adjudication has been reversed and is not pending appeal.

Transfer Students

When the school receives a student who transfers from a public or private school during an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the school may assign that student to an alternative assignment or may provide alternative education services, consistent with federal and state laws and regulations.[1][17]

SEARCHES (Policy #226)

Dauphin County Technical School administration may legally search a student and/or a student's personal possessions (book bags, purses, vehicles, etc.) if there is reasonable suspicion to justify the 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. A violation will result in disciplinary action as stated in Dauphin County Technical School Policy 222. The offenses are cumulative throughout 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: Three-days of In-School-School Suspension, plus a potential summary prosecution, may be initiated.
- Third Offense: Students will receive three days of Out-Of-School Suspension, a parent/guardian meeting, and 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 an authorized school program shall not constitute 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 and interfere with the orderly classroom procedure or the orderly operation of the school.

Level I Examples	**Discipline Options**
Classroom, Cafeteria, Hallway, or Assembly Disruptions	Warnings/Personal Talk
Classroom Tardiness	In-School Conference
Inappropriate Display of Affection	Parent Contact Loss of Privileges
Dress Code Violation	After School (PM) Detention Lunch Detention
Academic Dishonesty	Seat Change
Misuse or Abuse of School Materials	Documentation Log-Entries from Teacher
Violation of Classroom Procedures and Rules	Lunch Detention
Minor violation of the AUP	
Tardy to School	
Bullying / Cyberbullying	

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

Level II infractions may require the intervention of an administrator.

Level II Examples	**Discipline Options**
Unmodified, accumulated, or egregious Level I Infractions	Any combination of Level I options
Violation of AUP	2-Hour Detention
	In-School Suspension (ISS)

Cell phone violation

Severely Disruptive Classroom Behavior

Profanity

Insubordination/Disrespectful Behavior

Possession of Lighter

Skipping Class/Out of assigned area/Leaving class without permission

Horseplay

Leaving School Grounds

Level III: Infractions are considered a major school offense. These acts might be considered criminal, but most often can be handled through the school's disciplinary process. However, direct violations of the PA Crimes Code committed on school property will be reported to the police.

Level III Examples	**Discipline Options**
Unmodified, accumulated, or egregious Level II infractions	Any combination of Level II options
Theft	Out-of-School Suspension (OSS)
Inappropriate language and gestures to Staff	Title IX Investigation
Indecent, Inappropriate, and/or Intimidating Conduct	Referral to Law Enforcement
Granting Entry of Individuals into the School Building	Administrative Hearing (Informal Hearing)
Destruction of School Property	Restitution

Unwanted Physical Contact

Sexual Contact/Activity

Harassment

Verbal Altercations

Failure to Follow
Administrative Directive

Safety Violations

Tobacco/Vaping

Level IV: Infractions will result in a suspension of up to ten 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

Discipline Options

Any combination of Level III options

Referral to JOC for expulsion

Title IX Investigation

Referral to Law Enforcement

Administrative Hearing

Expulsion Recommendation

Assault

Harassment

Violation of District Drug and Alcohol Policy

Other Criminal Acts

PM DETENTION

Detention is a disciplinary action in which the student is required to report to an assigned room on designated after-school days. 1-hour and 2-hour detention assignments will be held on Wednesday afternoons only, from 3:00 PM until 5:00 PM. 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 the work assigned during detention, additional days may be assigned.

The student and his/her parent(s)/guardian(s) will take responsibility for making the necessary transportation arrangements from school, calling his/her employer or coach, and informing them that they have detention.

Classroom Device Monitoring
To support student focus and academic success, Dauphin County Technical School uses Blocksi Software on school-issued devices. This allows teachers to monitor and guide student activity during class time. The software will be operating during the hours of detention.

Failure to attend:

- First time - an unexcused absence from detention will result in 1 day of ISS.
- 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 the day (s) they are assigned to 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 Administration's prerogative to suspend a student from school for certain misbehavior. **Students must be in DCTS dress code while in In-School Suspension.**

Classroom Device Monitoring
To support student focus and academic success, Dauphin County Technical School uses Blocksi Software on school-issued devices. This allows teachers to monitor and guide student activity during class time. The software operates only during school hours and is intended to maintain a safe, on-task learning environment.

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 during their suspension. It will be the student's responsibility to complete all assignments on

Schoology for full credit. Repeated OSS may result in conferencing, a behavioral management plan, alternative education placement, return to the home school, or expulsion. **During Out-of-School Suspension, students are not permitted to participate in extracurricular activities at DCTS or at their home school.**

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.

STUDENT UNIFORM (Policy #221)

DCTS PROFESSIONAL DRESS DISCIPLINARY CONTINUUM

All DCTS students are required to wear DCTS clothing or their prescribed program attire for the entire school day on both academic and CTE days, 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+ Offense
Verbal Warning by Teacher, Parent Contact	Written Office Warning, Parent Contact by Teacher	Lunch Detention, Parent Contact by Teacher	1 Hour After School Detention, Parent Contact by Teacher	2 Hour After School Detention, Parent Contact by Teacher	1 day 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 in relation to the frequency of violations. Dress Code violations are cumulative.

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 grades and hands-on experiences, resulting in continual unpreparedness. In addition to the above Professional Dress policy and expectations, students will not be permitted to attend class until they make acceptable adjustments 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 to maintain a healthy and educationally conducive atmosphere.
- It is the student's responsibility 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 any kind of print **(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 the DCTS logo must be the top layer.**
- DCTS clothing may not be hand-decorated in any manner, including paint, buttons, etc., and may not be cut or tied in any fashion to modify the DCTS professional dress.

- Clothing shall not be worn tight, torn, frayed, or with holes, or be immodest to the point of being distracting in 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-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 “open-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 a program instructor.
- No buttons, slogans, pictures, words, or patches are permitted if they distract from 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.
- The right to restrict backpacks and large purses at any time.
- Goggles and safety glasses must be worn in certain CTE programs as required by the instructor.
- Jewelry and decorations that are a safety hazard are not permitted. Body piercing jewelry will not be allowed where it poses a safety hazard, at the instructor's discretion.
- 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 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, in school vehicles, or at school-related activities.

- Blankets/snuggies 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 not to 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 an inadequate skirt or short length.
- Pajama/lounge pants **may not be worn.**
- Sweatpants may be worn.
- Non-DCTS upper-body wear may be worn, but must be modest and free of inappropriate references or distractions to the educational process, as stated in our regular daily dress code rules. **Tops that are not permitted include: strapless tops, tank tops, halter tops, midriff tops, spaghetti-strap tops, low-cut tops, mesh tops, muscle shirts, and 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 Jr. mock interviews, 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, 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 complete this form when logging into their launch-pad for the first time at the beginning of the year. To maintain internet privileges, students must complete the digital citizenship course on the Vector Solutions website (login information will be provided 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 non-DCTS staff member to use at any time. Violation of this policy will result in administrative discipline.

For more information, please refer to dcts.org to review policy 815.

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To support student focus and academic success, Dauphin County Technical School uses Blocksi Software on school-issued devices. This allows teachers to monitor and guide student activity during class time. The software operates only during school hours and is intended to maintain a safe, on-task learning environment.

CAFETERIA

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. Trays must be returned to the trash can if it is full; use another trash can.
- Leaving the table and the floor around your place clean for others.
- Remain seated until dismissed.

- Lunch detention will report to the ISS room first.

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 7:40 a.m. **Students on late buses may purchase breakfast items from the vending machine in the lobby. Students scheduled for lunch are expected to remain in the cafeteria unless they have a pass.** Students with free or reduced-price breakfast or lunch 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. 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 who loses school property or returns it in poor condition.

LAPTOPS

Students will be responsible for an annual $25.00 technology fee for device use and minor classification repairs, such as malfunctions and/or wear and tear.

DCTS equipment replacement and repair pricing is displayed in the Technology Department.

DCTS laptop collection: 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.

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 participating in selling 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 drinks are not permitted due to federal non-compete rules.

FORMS

The following forms must be read and signed by the parent/guardian and the student, either electronically in PowerSchool or on paper. The signature on the forms means that all parties have been made aware of the policies, procedures, and possible consequences contained therein.

- DCTS Annual Health Survey – online form or Paper Form
- DCTS Insurance Protection – online form (Due 8/31/2026)
- DCTS Student Media Release Form – online form
- DCTS Student Emergency Contact & Residency Survey – online form
- DCTS Policy 815 Acceptable Use Policy – online form
- DCTS Student Handbooks, Permission & Agreements – online form
- DCTS Cafeteria and CEP Notification – online form
- DCTS Yearlong Student Field Trip Permission Form - online form
- DCTS Career Objectives Form - online form

Students who do not turn in the above forms, signed by both the student and parent/guardian, by September 3, 2026, will be denied ALL access to the device until the document(s) are submitted.

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 with a fine of five cents per day charged for overdue books.
- For all outstanding fines not paid by the designated due date (May 3-7, 2027), students will be charged the book's replacement value and a $5.00 late fine.

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. 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 program area requires safety glasses will receive a brand-new pair of safety glasses their first week of school at no cost to the student. It is the student's responsibility to retain the glasses while enrolled at the Dauphin County Technical School and to use them at all times in program areas. Students who have lost or significantly damaged their glasses will not be allowed in the program area.

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. 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 they drive, 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 result in revocation of the student driver's privilege 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 result in a parking pass suspension of 20 school days or more.

Adherence to all traffic laws (e.g., speed limits, safety belts, phone rules, reckless driving) 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 theft 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 available at 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 regularly, 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.

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

Unauthorized reproduction and/or distribution of literature is not allowed on school property. All literature must be approved by the principal before distribution or posting.

USE/WEAR OF SAFETY EQUIPMENT

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

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 3, 2026.**

Dauphin County Technical School
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Website: www.dcts.org