

Dauphin County Technical School



Student Handbook and Planner **2009 - 2010**

Dauphin County Technical School
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Name _____ Grade _____

Address _____

City _____ Zip _____

Phone _____ Email _____

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STUDENT EXPECTATIONS

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

DAUPHIN COUNTY TECHNICAL SCHOOL

Chief School Administrator
MS. AMY C. MORTON
Administrative Director
DR. KEVIN R. LACEY
Assistant Director
MS. TONI L. ARNOLD
Principal, Secondary Education
MS. HELEN M. GRIMM
Assistant Principal
MRS. MARGARET S. GILREATH
Assistant Principal
MR. NICHOLAS P. BLANCH
Supervisor of Special Education
MRS. ASHLEY B. BENNETT
Business Administrator
MISS MARIA J. ZAHARICK
Workforce Development Specialist
MRS. MADELEINE C. BOWMAN

COOPERATING SCHOOL DISTRICTS

CENTRAL DAUPHIN
Vacant, Superintendent
DERRY TOWNSHIP
Dr Linda C. Brewer, Superintendent
HALIFAX AREA
Mr. Robert E. Hassinger, Superintendent
LOWER DAUPHIN
Dr. Sherri L. Smith, Superintendent
MIDDLETOWN AREA
Dr. Richard Weinstein, Superintendent
SUSQUEHANNA TOWNSHIP
Mr. David P. Volkman, Superintendent

JOINT COMMITTEE MEMBERS

School District

Central Dauphin:
Derry Township:
Halifax Area:
Lower Dauphin:
Middletown Area:
Susquehanna Township:
Solicitor:

Members

Christian Malesic, Michael Brehm
John Gräb, Dr. Henry Donahue
Edward Kabonick, Melissa Konyar
Keith Oellig, Todd Kreiser
Gordon Einhorn, Michael Richards
Nick Gekas, Michael Ferguson
Stanley Laskowski

Dear Students:

The Administrative Staff hopes that you have had a pleasant and enjoyable summer vacation and that you are looking forward to the 2009/2010 school year.

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

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

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

The Administration and Staff
Dauphin County Technical School

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

STUDENT HANDBOOK/PASSPORT

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

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

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

GRADUATION REQUIREMENTS

All members of the class of 2008 who have been enrolled at DCTS since their freshman year must meet the following minimum graduation requirements:

<u>Credits</u>	<u>9TH Grade</u>	<u>10th Grade</u>	<u>11th Grade</u>	<u>12th Grade</u>
English	4 Credits	4 Credits	4 Credits	4 Credits
Math	4 credits	4 Credits	3 Credits	3 Credits
Science	3 Credits	3 Credits	2 Credits	2 Credits
Social Studies	3 Credits	3 Credits	2 Credits	2 Credits
C&T program	12 Credits	12 Credits	12 Credits	12 Credits
Driver's Ed.	.5 Credits	.5 Credits	.5 Credit	.5 Credit
Health	.5 Credits	.5 Credits	5 Credit	.5 Credit
P.E. Credits	1 Credit	1 Credit	1 Credit	1 Credit
Elective Credits	Zero	Zero	Zero	3 Credits

In addition, the Culminating/Senior Project needs to be completed successfully.

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

Students transferring to DCTS as a tenth, eleventh or twelfth grade student will be required to successfully complete the minimum academic and

career and technical requirements at DCTS. Special needs students who transfer to DCTS will be in accordance with *P.L. 94-142 (IDEA)*.

Questions about graduation requirements should be directed to the Guidance Department or refer to the 2009-2010 Course Selection Guide

GRADING REPORTING SYSTEM

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

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

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

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

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

Attendance and Participation: Attendance and participation are required of a student if the educational process is to be effective. This consideration should have a strong concern on establishing a final grade. Teachers may exercise, at their discretion, a failing grade when absenteeism obstructs the educational achievement of the student. A medical excuse for physical education covering the entire marking period will result in the remaining marking period grade used as the final grade.

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

HOMEWORK

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

The student has the following responsibilities:

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

REPORT CARDS

Report cards will be issued four times during the school year.

HONOR SOCIETY

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

CRITERIA FOR HONOR ROLL

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

- The average of all grades for the Distinguished Honor Roll must be at least 90%.
- The average of all grades for the Honor Roll must be at least 80%.
- All grades must be greater than 69%.
- An incomplete grade automatically eliminates students from being considered.

VALEDICTORIAN & SALUTATORIAN

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

1. The career grade point average calculated at the end of the third marking period of the senior year will be used to determine the first and second ranked students.
2. The student must have attended Dauphin County Technical School for grades 9 through 12 if they are from a cooperating district or attended DCTS in grades 10 through 12 if from a tuition district.
3. The student must be a member of the senior class. Students attending college full time for their senior year are not eligible.
4. The valedictorian and salutatorian must be of good moral character and reflect good school citizenship. The final selection of the valedictorian and the salutatorian will be determined by a faculty committee chaired by the building principal.
5. The valedictorian and salutatorian must have scored a minimum of 'proficient' on both the Math and Reading PSSA's given during their junior year of school.

Honors and Responsibilities:

1. The valedictorian and salutatorian will be on stage for commencement.
2. A medal will be awarded to each during commencement.
3. The picture of both students will be submitted for publication.

CHEATING

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

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

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

ATTENDANCE

GENERAL INFORMATION

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

ABSENT/TARDY STUDENTS

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

ABSENCE

Upon returning to school following an absence, whether for a half or a full day, the student should present the completed Report of Absence form to the Attendance Clerk. If the student has been absent for three or more days due to illness, a doctor's certificate will be required (found on the reverse side of the Report of Absence form). If the Report of Absence/Doctor's Note is not presented to the Attendance Clerk within three days following the absence, the day(s) absence will be marked Unexcused.

EXCESSIVE ABSENCES

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

EXCUSED ABSENCES

Absences will be excused for the following reasons:

1. Illness
2. Exigent family emergencies, such as bereavement
3. Prearranged doctor and dentist appointments
4. Authorized school activities
5. Approved educational trips

MAKE-UP WORK

In the case of excused absences, it will be the student's responsibility to contact each teacher the day he/she returns to school to arrange for make-up privileges. The length of time to complete the missed work will be one day for each excused day absent. In the case of unexcused absences, no credit will be awarded for missed assignments.

NOTIFICATION BY PARENTS OF ABSENCES

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

(ATTENDANCE HOTLINE: 652-3689)

EARLY DISMISSAL

Students requiring an early dismissal to keep a dental, medical or other appointment, must complete an early dismissal slip, have it signed by their parent or guardian and turn it in to the attendance clerk between 7:40 a.m. and 7:55 a.m. **at least one day before** the appointment. Early dismissals will not be granted for excuses other than medical or legal purposes.

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

ASSIGNMENT REQUESTS WHEN ABSENT

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

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

TARDY PROCEDURE

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

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

ATTENDANCE VIOLATIONS

Unexcused Tardies	3 Unexcused Tardies to School	4 Unexcused Tardies to School	6 Unexcused Tardies to School	Excessive Tardies
	1 hour detention, parent contact & 2 week loss of driving privileges	2 hour detention, parent contact & loss of driving privileges for the remainder of the year.	1 day ISS & parent contact	Extended ISS & parent conference
Unexcused Absences	**3 Absences	**6 Absences	** Excessive Absences	
	1 day ISS & parent contact	2 days ISS & parent contact	Extended ISS & parent conference	
Note: Unexcused tardies to school and unexcused absences are cumulative. **Unlawful absences will result in a complaint being filed with the District Magistrate.				

LATE TO CLASS PROCEDURE

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

EDUCATIONAL TRIPS

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

To take advantage of an educational trip or tour, contact the office where the necessary form will be available. This form must be completed in its entirety and submitted for prior approval to the Principal at least **five (5) school days** before the trip is scheduled to begin. All assignments must be submitted within **seven (7) school days** upon return from an educational trip. An educational trip

is a privilege. Educational trips may be denied depending upon review of the student's discipline, attendance, financial obligation, cooperative education, or academic records.

FIELD TRIPS

Field trips are planned for educational purposes to meet the class objectives. These objectives might include specific curricular and/or celebrations of accomplishments. High school students can be banned from trips if they have too many absences, are doing poorly in a class, failed to make up work from previous trips, or for reason deemed appropriate by the principal. When on a field trip, all rules and regulations will be the same as when on school property. No student will be allowed to go on a field trip unless the teacher in charge has a completed parental permission form and written permission from the students' teachers **prior to the day of the trip**. Students with outstanding financial obligations may be denied permission to participate in a field trip. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the field trip.

WITHDRAWAL FROM SCHOOL

A student planning to leave school should go to their Career Counselor to secure a withdrawal form on which each of the student's teachers must sign their initials to show that all class books, library books and other school property have been returned. All bills must also be paid. The student must give the reason for withdrawal. If the student is planning to transfer to another school, he/she must give the address of the new school to his/her Career Counselor so that his/her school records may be transferred. All students desiring to withdraw from school must have a conference between their parents and school officials. If a conference is not possible, the parent must telephone the student's counselor. The counselor should be notified about the withdrawal at least two days before the student will last attend school at Dauphin County Technical School.

STUDENT TRANSFER TO HOME SCHOOL

Newly admitted students will be required to remain at the Dauphin County Technical School for the first marking period of the school year except when released for extreme cases. At the end of this period, a first year student may request reassignment to the home school through the Dauphin County Technical School Career Counselor **who will** contact the designated representative of the home school. At the start of the tenth week of school, transfer will cease except for extreme cases which will be handled individually following the procedure enumerated above.

Students in their second or third year at the Dauphin County Technical School, who want to return to their home school, must initiate a request for reassignment to the home school by July 1 of the school year through the DCTS

Career Counselor who will notify the designated representative of the home school. Once the school year begins, transfers will cease except for extreme cases which will be handled individually following the procedure enumerated above.

The participating district has no responsibility to accept a student who has violated DCTS policy and is under suspension or expulsion. The Joint Operating Committee will carry out all expulsion hearings regardless of the enrollment status of the student.

GENERAL RULES

OFFICE RULES

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

VISITORS

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

TELEPHONES

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

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

INTERNET USAGE

All students will be required to read and complete an Internet Acceptable Usage Policy form. A parent's signature will be required on this form, and the student will need to return this form to the front office. Upon completion of this requirement, each student will receive his/her internet password. Students are not authorized to use the school's internet in the library, academic classrooms or shop areas without permission and supervision of the instructor. Internet usage should be limited to research only. Students are not permitted to give their

password to any other student to use at any time. Violation of this policy will result in administrative discipline.

DISTRIBUTION OF LITERATURE IN SCHOOL

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

CARE OF BOOKS AND EQUIPMENT

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

FINANCIAL OBLIGATIONS

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

SERVICE AND PROJECT COST

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

PERSONAL POSSESSIONS

Prohibited Items:

Personal radios, headsets, tape recorders, lighters, pocket knives, laser pointers, hand held electronic games, IPODS, MP3 players, cameras, compact disc players, remote radio or infrared controls, laptops, paging devices and any other electronic devices are **not allowed on school property**. Any student who feels he/she has a need for a paging device must have the approval of the Principal. These items will and can be confiscated by staff and turned in to the office. The item will then need to be picked up by a parent or guardian.

Cellular Phones:

Cellular phones should be turned off upon entering the school building until exiting the building at the end of the school day and during public/school

performances. If a student brings a cell phone to school, it should remain in his/her locker and not be taken to classes or to lunch. Cell phones not turned off and not secured in a locker can and will be confiscated by staff and turned in to the office. The item will then need to be picked up by a parent or guardian. Repeated violation will result in administrative discipline.

Other Personal Valuables:

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

LOCKERS

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

Lockers will also be provided in the locker room, and assigned by your physical education instructors. The administration reserves the right to open and inspect any locker at any time. Periodic inspections of lockers will occur during the school year. The school will dispose of any items left in lockers on the last day of school.

ASSEMBLIES

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

STUDENT DRIVING

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

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

The speed limit on school property is 15 M.P.H. Dauphin County

Technical School will not be responsible for any damage or injury sustained as a result of excessive speed and reckless driving. Dauphin County Technical School will not be responsible for thefts and vandalism of vehicles parked on school property.

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 \$10.00 registration fee will be charged. \$2.00 will be charged for additional stickers. The parking lot will be checked on a regular basis and untagged vehicles will be subject to towing without notice at the owner's expense.

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

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

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

LEAVING THE SCHOOL BUILDING

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

STUDENT SURVEYS

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

Examples include:

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

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

If a parent or guardian does not want Dauphin County Technical School to disclose directory information from his/her child's education records without prior written consent, a parent or guardian must notify the school in writing by September 4, 2007. Dauphin County Technical School has designated the following information as directory information: Student's name, address, telephone number, e-mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree, honors, awards, most recent educational agency or institution attended, dates of attendance, and grade level.

Note: Dauphin County Technical School may, but does not have to, include all the information listed above

FOOD AND DRINK IN THE HALLWAYS

No food/drink is permitted in the halls or any classrooms after the 7:55 bell except for going to lunch. Food and drink are only permitted in classrooms with permission from the Principal/Assistant Principal.

BULLYING/CYBERBULLYING

Studies have shown bullying to be a factor in school violence. Bullying does not provide an environment conducive to learning. Acts of bullying will not be permitted at our school. Students found to be bullying, verbally harassing or spreading rumors about other students, will be counseled and disciplined appropriately.

DISCIPLINE

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 the cooperative working together of the administration, teachers, students and parents so that disruption is kept to a minimum. It will be every student's responsibility to:

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

9. Make all necessary arrangements for making up work when absent from school.
10. Express his/her ideas and opinions in a respectful manner so as not to offend or slander others.

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

STUDENT CONDUCT ON HOME SCHOOL PREMISES

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

STUDENT DRESS CODE

DCTS Professional Dress Disciplinary Continuum

All DCTS students, at all times, are required to spend their entire school day wearing their prescribed professional dress. The only time they will not be required to wear these items, partially, or in their entirety, are on days designated as such by DCTS Administration. Failure to comply with professional dress standards will result in the following disciplinary action(s).

1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Warning wear DCTS shirt, parent contact	1 lunch detention, wear DCTS shirt, parent contact	3 lunch detentions, wear DCTS shirt, parent contact	1 day ISS, Wear DCTS shirt, Possible loss of senior "privileges" Parent contact	Extended ISS; OSS; Parent conference; Suspension of driving privileges; Dismissal from Cooperative Education Program

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

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

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

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

- A. All students shall be neat and clean in order that a healthy and educationally conducive atmosphere can be maintained. Individual teachers will prescribe appropriate grooming and clothes for Career and Technical classrooms and gym.
- B. It will be the responsibility of the student to provide an adequate supply of uniforms.
- C. No clothing should not be worn tight, torn, frayed, with holes or immodest as to be distracting to the educational environment. At no time should cleavage, bare midriffs, torsos or underwear be exposed.
- D. Trousers must be worn so the belt/waistband is above the hips. Trousers shall be worn to stay up while walking without needing to hold them. Trousers (to include jeans, khakis, or industrial pants) may not be frayed, torn or have holes.
- E. On days designated by DCTS administration, skirts and shorts may be worn. However, on these days, skirts and shorts must cover the leg to the knee. Leggings or tights may not be worn to compensate for inadequate skirt or short length.
- F. No hats or headgear should be worn in the building except in career and technical areas if it is deemed appropriate by the instructor. Hats should be kept in a shop locker or hall locker and not carried throughout the day.
- G. Appropriate foot covering must be worn for health and safety reasons. Shoes with laces must be tied and secured. No footwear shall be worn that is a hazard in the career and technical area.
- H. No buttons, slogans, pictures, words or patches are permitted if they are a distraction to the educational process. This includes tobacco, drug and alcohol slogans or advertisements, sexual references, satanic references, racial, ethnic and religious intimidation references, etc.
- I. Inappropriate jewelry and decorations are not permitted. This includes: do-rags, bandannas, full head scarves, other excessive hair decorations and a glove or gloves. Body piercing jewelry will not be allowed where it becomes a safety hazard, as per the discretion of the instructor.
- J. Chains, spikes, or raised metal studs attached to jewelry, clothing, wallets, belts or keys damage furniture and are a safety hazard. They may not be worn in school.
- K. Outside jackets, coats, backpacks, bookbags and any type of bag or purse large enough to secure a textbook must be secured in a hall locker, shop locker or gym locker during school hours. Students may

carry string book bags.

- L. Goggles and safety glasses must be worn in those areas where required.

CONTROLLED SUBSTANCE

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

- a. All dangerous controlled substances prohibited by law within the meaning of the Controlled Substance, Drug Device and Cosmetic Act as amended.
- b. All over-the-counter medications.
- c. All alcoholic beverages.
- d. Any anabolic steroids.
- e. Any 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.
- f. All legal or illegal hemp products.
- g. Volatile solvents or inhalants to include glue and aerosol propellants.
- h. 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.
- i. Any look-a-like substance that resembles any item above including any non-controlled substance that in its overall finished dosage appearance is substantially similar in size, shape, color, marking or packaging to any controlled substance.

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

ALL WEAPONS AND DANGEROUS INSTRUMENTS PROHIBITED

No student shall possess, use, handle or transmit **any object** that can reasonably be considered by the administration to be a weapon or dangerous instrument such as: a knife, razor, ice pick, explosive, loaded cane, sword cane, machete, pistol, gun, rifle, shotgun, pellet gun, ammunition, or metal knuckles 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. 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.

SMOKING ON SCHOOL PROPERTY

Act 145 of 1996, Sec. 6306.1 makes the possession of any tobacco product on school grounds a summary offense. This not only covers the school building, but also adjacent grounds as well as school buses and personal vehicles while on school property. The school will notify parents of students who violate this rule. Violation will result in disciplinary action as stated in the Dauphin County Technical School Policy 222. The offenses are cumulative for the duration of the high school program. A student who violates this law is subject to the following disciplinary intervention:

1. First Offense: One day of In-School suspension and a summary prosecution will be initiated.
2. Second Offense: Three days of In-School suspension plus a summary prosecution will be initiated
3. Third Offense: Students will receive three days of in-school or out-of-school suspension plus a summary prosecution will be initiate

SPECIAL PROCEDURES FOR FIGHTING

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

RACIAL, ETHNIC, RELIGIOUS and SEXUAL INTIMIDATION

Purpose:

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

Definition:

Racial, ethnic religious, and sexual intimidation shall mean:

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

Guidelines:

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

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

BUS POLICIES

BUS PASSES

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

FOLLOW THESE RULES

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

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

CLASSIFICATION OF VIOLATIONS AND DISCIPLINARY ACTION

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

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

Examples:

Minor classroom disturbance, classroom and school tardiness, cheating and lying, non-defiant failure to complete assignments or carry out directions, excessive displays of affection, harassment of students, unprepared for class, food and/or drinks in unauthorized areas, dress code violation, and internet violation.

Procedures:

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

Disciplinary Options/Responses:

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

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

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

Examples: Unmodified Level I misconducts, truancy, using forged notes or excuses, disruptive classroom behavior, cutting class, tobacco violation, disrespect toward staff, cutting ISS, safety violation, failure to serve detention, abusive language, careless with school property or the property of others, plagiarism/cheating,

Procedures:

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

Disciplinary Options/Responses:

After school detention, lunch detention, in-school suspension, out-of-school suspension, referral to outside agency, restitution, possible legal action.

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

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

Examples: Unmodified Level II misconducts, minor fighting (pushing, shoving, tripping), vandalism, possession/use of unauthorized substances (drugs, alcohol, look alikes), possession/use of firecrackers or other explosive devices, stealing, threats to others, bullying, smoking/possession of tobacco, physical attack, misbehavior during an emergency drill or emergency, insubordination, repeated failure to serve detention and/or ISS.

Procedures:

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

Disciplinary Options/Responses:

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

Level IV: Acts which result in violence to another's person or

property or which pose a direct threat to the safety of others in the school.

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

Examples: Unmodified Level III misconducts, fighting resulting in visible damage or injury, extortion, bomb threat/falsefirealarms, possession/use/transfer of dangerous weapons, assault/battery, vandalism, theft/possession/sale of stolen goods, arson, furnishing/selling/possession of unauthorized substances, abuse of motor vehicles, possession of a weapon on school property, racial/ethnic/religious/sexual intimidation, sexual harassment/sexual assault, other criminal acts.

Procedures:

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

Disciplinary Options/Responses:

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

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

TABLE OF DISCIPLINE

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

	1st Offense	2nd Offense	3rd Offense
Tobacco Violation	1 days ISS Parent contact Summary prosecution	3 days ISS Parent contact Summary prosecution	3 rd or Subsequent offenses are considered unmodified behavior and severe clause

PM DETENTION

Detention is a disciplinary action where the student is required to report to an assigned room on designated days after school. 1 hour and 2 hour detention assignments will be held on Tuesday and Thursday afternoons only, from approximately 2:55 until 4:00 or 5:00, depending on the assignment time. Any teacher or administrator may assign detention for any Level 1 or Level 2 violation of student rules and expectations as listed in the student handbook. The student shall receive at least twenty-four (24) hours notice. After a date has been confirmed, NO detentions will be changed. The requirements for detention are promptness, no talking, no eating, and constructive writing or studying. While in detention the student will work quietly on academic or career and technical program assignments the entire time unless they are given a behavior modification packet from the detention monitor. If a student does not complete work given in detention, additional days of detention may be assigned. The student and his/her parent(s)/guardian(s) will take responsibility for making the necessary transportation arrangements from school and calling his/her employer or coach and informing them that they have detention.

Failure to attend:

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

IN-SCHOOL SUSPENSION

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

When a student is assigned to this program, he/she will report directly to the In-School Suspension room every morning, immediately after the homeroom portion of first period. Since students will remain in the Alternate Program room for the entire day, staff members will escort students to and from the cafeteria for

lunch. Limited lavatory privileges will be extended and students must complete all assignments and abide by all rules and regulations established for the operation of this area. Students absent from school on a day or days they are assigned to the Alternate Program must make up these days in the Alternate Program as soon as they return to school. Students tardy to the Alternate Program room on a day they are assigned will receive additional disciplinary action. It is also the prerogative of the Administration to suspend a student from school for certain misbehaviors.

ALTERNATE EDUCATION PROGRAM

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

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

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

CORPORAL PUNISHMENT

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

EXPULSION FROM SCHOOL

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

STUDENT SERVICES

HEALTH SERVICE

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

The Guide for School Nursing Services published by the Pennsylvania Department of Health states: "No medications should be administered in school except by direct order of a physician." This includes over-the-counter medicines as well. If your child must take medication during school hours, please have him/her bring the medication to the nurse's office along with a note from the doctor. Medicine should be in the original container.

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.

USE OF SAFETY EQUIPMENT

Each student is required to use and/or wear the necessary safety equipment as directed by the instructor. Students failing to practice safety procedures and failing to meet these requirements will be suspended from school.

SAFETY GLASSES

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

LOST AND FOUND

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

STUDENT ORGANIZATIONS

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

LIBRARY REGULATIONS

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

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

CAFETERIA

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

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

Students are permitted to go to the cafeteria only before the 7:55 bell and during their assigned lunch periods. The cafeteria and Food Service are the only areas where food and beverage may be consumed. A light breakfast will be sold in the cafeteria each morning from 7:30 a.m. until 7:50 a.m. Students scheduled for lunch are expected to remain in the cafeteria and are not permitted on the 2nd floor or to their career and technical programs unless they have a pass. Students with free or reduced breakfasts or lunches may enter the lunch line only once. No students may obtain food for their friends on their reduced lunch pass. In cases of cafeteria misbehavior, disciplinary action may follow. The cafeteria is monitored by staff and cameras are installed to ensure that students are not engaging in misbehavior or theft. In cases where it is determined that a student has stolen a food item, restitution will be made and legal action will be taken.

STUDENT INSURANCE

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

WORKING PAPERS

If a student is under eighteen years of age, and he/she has a full-time or part-time job, the student must have working papers. These forms can be secured in the office before school or during the student's lunch period.

COOPERATIVE WORK PROGRAM

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 on-the-job training programs that are held cooperatively with local business and industry. To be eligible to participate, a student must be recommended by the shop-laboratory instructor. The Career Planning Center will attest to a 70% or better grade point average, with no failing or incomplete grades, and acceptable attendance. The High School principal will determine citizenship eligibility.

Acceptable standards of citizenship, attendance and academic achievement must be maintained in order for the student to continue in the Co-op Program. The Coordinator will aid in placing the student and will maintain contact with both the student and the employer throughout the training period.

The student will be responsible for providing transportation, the equipment necessary to perform assigned tasks, securing an employment certificate from the office, and submitting weekly progress reports to the shop/laboratory instructor and coordinator. The students are expected to follow all safety rules and will conduct themselves as a representative of the school.

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

CAREER PLANNING CENTER

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

STUDENTS' 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.

EMERGENCY PROCEDURES

EMERGENCY CLOSING

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

CATASTROPHE DRILLS

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

STUDENT ASSISTANCE PROGRAM

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

2009 - 2010

SCHOOL CALENDAR

August 31, 2009	First Student Day (9 th & 10 th grade only)
September 1	First Student Day (All grades)
September 4, 7	Labor Day Holiday
October 12	Columbus Day Holiday
October 16	Student Tours (11 th & 12 th grade only)
November 3	Act 48 In-Service
November 25	Act 80 Day
November 26, 27, 30	Thanksgiving Holiday
December 24 - January 1, 2010	Winter Holiday
January 15	Act 80 Day
January 18	Martin Luther King Day
February 12	Act 48 In-Service
February 15	Famous American Day
March 12	Act 80 Day
April 1, 2, 5	Spring Holiday
April 19	Act 48 In-Service
May 4	Act 80 Day
May 31	Memorial Day Holiday
June 9	Graduation
June 10	Last Student Day