Adams County Tech Prep

2019-2020 Student Handbook

Mission

To empower students with the knowledge and skills necessary for career development and life success in an ever expanding technological and global society.

Vision

A qualified, skilled workforce is essential to the competitiveness of Pennsylvania's business and industry.

Career and Technical Education spans educational levels and contributes to a thorough education for youth by providing them with career knowledge, technical skills and attitudes necessary to succeed in the workplace. Tech Prep programs are provided through the Adams County schools operating in concert with colleges and technical schools to provide a continuum of education and training opportunities.

Welcome!

Attending one of the programs at Adams County Tech Prep will be unlike any other experience you've had in school! You will be here for an extended time (2-2 ½ hours), you will be meeting people from other school districts, and you will be working closely with our business and industry partners who may want to hire you!

Enrolling in an ACTP program allows you to choose several paths after graduating from high school. You will be prepared for an entry-level job in your career field or you can pursue post-secondary education, possibly with college credits earned while still in high school.

Learning basic employability skills - technical communication, teamwork, the ability to teach yourself, cell phone use on the job, punctuality, etc. – are just as important to our employers as learning the technical skills. Our instructors will incorporate those into your training also.

I encourage you to take full advantage of everything ACTP has to offer - excellent faculty, professional equipment, active student organizations, and working as a team with your classmates.

We have high expectations for our students. As you enter the building each day, you will be treated as a professional and we will expect professional standards of behavior and attendance from you.

Thank you for making the choice to attend ACTP. Best wishes for a great school year!

Shawn Eckenrode

Director of Career and Technical Education

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Visit our website at www.actp.info

Safety

Our business and industry partners tell us that **working safely is the most important skill** that they want you to learn and practice!

Each program has its own risks and your instructor will provide specific safety instruction.

Failure to work safely will result in efforts to remove you from your Tech Prep program!

Listed below are some general safety guidelines that must be followed.

- Periodically check your work area for potentially hazardous conditions. Don't let clutter creep up on you!
- Do not sit or lie on any lab or shop equipment (wheelchairs, work tables and benches, hospital beds, etc.) unless otherwise instructed.
- Beware of broken, cracked or damaged equipment. Do not work with broken or damaged equipment. Report broken equipment to your instructor.
- Horseplay around lab or shop equipment is extremely dangerous and strictly forbidden.
- Rings, necklaces, and any metallic jewelry that might inadvertently cause problems should be removed before entering the work area. Please consult your program syllabus for further details.
- Use all safety equipment as required by the instructor.
- Always ask questions when in doubt, and NEVER experiment with equipment.
- Respect the rights and property of others.
- No inappropriate language.
- Do not run in the hallways or in the classroom.

Attendance/Tardy/Early Dismissal Policy

Philosophy

In addition to teaching you safety and the technical knowledge and skills for the program you chose to study, our instructors will teach you employability skills – skills that all of our local employers tell us are essential for employment in _any_ career field. One of those skills is good attendance. **Regular attendance is crucial to keeping a job!** Your employer needs you to be at work, on time, all day, and every day. Many people are fired because they are habitually late for work or didn't come to work for a day or two with no reason. Since one of our overall goals is to teach you to be employable, we will make a big deal out of attendance!

Lawful/Excused Absences

The following absences are defined as **lawful or excused**:

- The first three (3) illness-related days with parent excuse note;
- Field trips;
- Early dismissals and late arrivals due to other school activities (athletics, band, etc.);
- Educational trips pre-approved by the principal and/or superintendent;
- Up to 3 pre-approved college visits;
- Out-of-school suspension;
- State approved absences, required court appearances, death in the immediate family, quarantine, impassable roads, and religious observations;
- All doctor verified illnesses.

When returning to school after an absence, students must bring a note, signed by their parent/guardian, stating the reason for the absence. This note must be presented to your Tech Prep instructor and your home school attendance office **within three (3) days** of the absence. Failure to bring a note **within three days** will result in recording the absence **unexcused**.

After four consecutive days absent a doctor note is required.

Students who have been absent from school for an **excused** reason may make up work within time frames established in the course syllabus. Skills make-up times will be scheduled by the instructor and may be before or after the regular class times. Students must make special transportation arrangements to fit the skills make-up schedule.

Unlawful/Unexcused Absences

The following absences are defined as **unlawful or unexcused**:

- Illnesses covered by a parent note above 3 consecutive days and not covered by a physician's note;
- Seven or more cumulative illnesses unsubstantiated by a physician's note;
- Family vacations in excess of principal or superintendent approved number of days;
- Unlawful absences such as truancy;
- Unlawful tardiness to school;
- Absence due to missing the bus;
- Class cutting;
- Absences not verified in writing by parents within three school days of the absence;
- Absences due to non-school activities while school is in session. Credit can be denied for one course (as the result of seven class cuts) as well as for all courses taken during a semester (as the result of seven unlawful or unexcused full day absences). Class cuts will be combined with all full day unlawful or unexcused absences.

Unexcused absences are considered truancy and excessive truancy may result in credit denial (see below).

Students who have been absent from school for an **unexcused reason will be required to make up all missed work** (because you need to learn the _all_ of the content) but will not receive credit. All work performed in class (including tests and quizzes) or due to be turned in on the unexcused day will receive a zero (0). Additionally, the daily program grade on the unexcused day will be zero (0).

Your employer will miss you (they won't make money) when you don't show up for work…so will we!

Excessive and illegal absences will not be tolerated and may be sufficient cause for removal from ACTP.

Credit Denial ([Board Policy 204.1](#))

If a student **exceeds seven unlawful or unexcused absences in a semester**, credit may be denied regardless of the grades earned.

Students and parents will be notified in writing after the third unlawful or unexcused absence. After the seventh unlawful or unexcused absence, the student and parent will be notified in writing that credit is being denied. Students and parents can request reinstatement of credits at the end of the semester in which credit was denied. The Reinstatement/Appeals Committee, consisting of the principal, assistant principals, counselors, and the school nurse, will seek evidence including substantial improvements in attendance, achievement and behavior when evaluating a request for credit reinstatement. Courses for which credit has been denied will be included on the student's permanent record and transcript in the Counseling Center. All courses for which credit has been denied will not be included in computations for grade point average, quality points, class rank, and honor roll.

Anticipated Absences/Appointments/Early Dismissals

If a student anticipates an absence for personal reasons, they must submit a request to the administration for an excused absence before the date of such absence. Discuss anticipated absences with your instructor to get the correct request forms.

We encourage appointments with doctors, dentists, etc., to be made for Saturday or after school hours.

Students are expected to be in school prior to and/or after all appointments, if possible.

When it is necessary for students to be dismissed from school early due to a medical appointment or other approvable reason, the student must bring a note from a parent/guardian to the main office prior to first period on the day of the appointment.

All early dismissal notes must be brought to the attention of the instructor at the start of the school day. No students will be excused to leave the building without a written note from a parent or guardian.

In case of illness, the home school nurse will contact the parent or guardian before permission is granted to leave the building.

Students must have the early dismissal excuse form signed by the doctor, orthodontist, or dentist, etc. including departure time from appointment and present the signed form to the school attendance office.

Only an administrator or school nurse may dismiss a student early from school. A student leaving school without obtaining appropriate permission will be subject to disciplinary action. All early dismissals will be designated unexcused until the Doctor's note is returned.

All students being dismissed early must sign out with their instructor before leaving.

Tardy

Any student who is not in his/her assigned classroom/shop by 7:30 a.m. for Level 1 or by 12:00 p.m. for Level 2 is considered tardy. Students who arrive after the morning has begun must submit a written excuse signed by their parent or guardian when they check-in. If no excuse is received by the following day or an administrator does not excuse the reason for tardiness, then the tardiness will be marked "unexcused" and appropriate disciplinary action will be taken.

All attendance discipline will follow the home school rule and detentions will be served at the home school.

Late bus arrival is not considered tardiness and students should report directly to their program area.

Grading Policy

Grading is based on academic performance and skill performance. Written assignments, projects and test/quiz grades account for the academic performance portion of your grade. Skills and exercises, performance in the shadowing setting, and professional behavior in all settings will account for the skill performance portion of your grade.

The grading scale is based on the grading scale of your home school. You will be given a percentage grade in the ACTP course. That percentage grade will be sent to the home school and be applied against your home school's grading policy; the grade guidelines that apply at your home school will apply to your ACTP grade also. You should monitor your grades online throughout the school year.

If there is a question about your grade, please contact the instructor of your ACTP course.

ACTP Calendar and Weather Related Closings

The ACTP classes follow the GASD calendar. ***Attendance expectations are based on this calendar.*** If your home school has a scheduled day off, but the GASD calendar does not indicate a scheduled day off, you are expected in the ACTP classroom as usual.

Non-Gettysburg students will follow the inclement weather procedure listed below:

Non-Gettysburg Student Two Hour Delay Procedure

Scenario	AM Level 1 Students	PM Level 2 Students
Gettysburg <u>and</u> your school have a 2 hr. day	Ride district transportation. Arrive at Tech Prep by 9:30 a.m.	Carefully drive to school. Arrive at Tech Prep by 12:40 p.m.
Gettysburg has a 2 hr. delay, <u>your school does not.</u>	Do not report to Tech Prep. Follow your district's instructions on when to report to your school.	Carefully drive to school. Arrive at Tech Prep by 12:40 p.m.
Your school has a 2 hr. delay, <u>Gettysburg does not.</u>	Do not report to Tech Prep. Arrive at your high school at the 2hr delay arrival time.	Carefully drive to school. Arrive at Tech Prep by 12:00 noon, unless you have classes that run past 12:00 noon. If so, leave school after your last class, then report to Tech Prep.

School is Closed Procedure

Scenario	AM Level 1 Students	PM Level 2 Students
Gettysburg is closed, your school is closed.	Do not report to Tech Prep	Do not report to Tech Prep
Gettysburg is closed, your school is open.	Do not report to Tech Prep	Do not report to Tech Prep
Gettysburg is open, your school is closed.	Do not report to Tech Prep	Do not report to Tech Prep

Weather Related PM Early Dismissal

Scenario	AM Level 1 Students	PM Level 2 Students
Gettysburg dismisses early, your school is open.	N/A	Do not report to Tech Prep
Your school dismisses early, Gettysburg is open.	N/A	Do not report to Tech Prep

Cell Phones and Electronic Devices

Most of our business and industry partners have a black-and-white "**not allowed**" policy for cell phones and they want us to prepare you for that. If you are using your cell phone when you should be working, it takes profits away from the company.

Each Tech Prep instructor will have a specific policy designed to get you used to not being able to use your phone in the classroom/lab/on the job.

The use of cell phones, laptops, and other electronic devices are permitted for educational purposes under the supervision of professional staff. Inappropriate use of cell phones, laptops, and other electronic devices, for verbal and text communication purposes during the school day, in district buildings, on district property and while students are engaged in, school-sponsored activities will result in disciplinary action. (Board Policy 237)

Talking on a cell phone or similar device in the hallways is prohibited. Texting is allowed as long as it does not interfere with students arriving to class on time.

Home School Activities & Athletics

Level 1 Students must attend Tech Prep on days of an extracurricular event or risk ineligibility for that day's event.

Level 2 students will be released from Tech Prep 30 minutes prior to activity bus departure from the home school or 30 minutes prior to the start of the activity in time to participate in scheduled afternoon events.

Any exceptions will require written permission by the home school principal/designate.

Student Conduct

Code of Student Discipline and Responsibilities

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for receiving an education in our schools. Students and parents/guardians should be aware that this document is reviewed annually. Changes made after Board approval will generally supersede the provisions found in the handbook. In a case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted will prevail. The handbook is not a contract between the school and parents/guardians or students.

The Board of Education acknowledges that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment. The efficacy of the educational program is in part, reflected in the behavior of students and employees. It is the responsibility of all associated with the school - students, parents, and staff to promote good discipline and preserve the quality of our educational environment. All efforts to promote proper discipline must evolve from a code, which clearly states the expectations placed upon students, defines unacceptable behaviors, and provides for appropriate disciplinary consequences commensurate with the students' actions including but not limited to detention, in-school suspension, out of school suspension, and expulsion (Board Policy 233). Finally, we believe that an effective student discipline code (Board Policy 218) must adhere to the following:

- Recognize the inherent qualities of each individual;
- Promote self-discipline and prevention;
- Concern itself with the welfare of the individual as well as that of the school community as a whole
- Foster a close relationship among parents, students, and staff.

The building principal shall have the authority and flexibility to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal. The discipline measures listed in the Student Code of Conduct/ Student Handbook are guidelines. The principal/administrator will have the authority and flexibility to impose discipline based on the situation, age, grade and maturity of the student and the impact on the student victim(s), if appropriate. (SC 1317, 1318)

Bomb Threats

The GASD has adopted Board Policy 218.2 Terroristic Threats/Acts that addresses issues compromising the safety of students and staff. For this purpose, a bomb threat is considered a threat to the safety and welfare of District students, staff and community. Any such threat is a serious offense and can lead to permanent expulsion from school.

Drug and Alcohol Policy

Alcohol or drugs are not permitted in the school, on school grounds, or at school activities. For additional information on Board Policy 227 Drug and Alcohol, refer to the Gettysburg Area School District website. Students found in violation of this policy will be reported to local law enforcement authorities and will receive penalties outlined in the policy.

The Gettysburg Area School District recognizes that opioid overdose is a major public health problem. Overdose involves students of all ages, ethnicities, and demographic and economic characteristics, and involves both illicit opioids such as heroin and, increasingly, prescription opioid analgesics such as oxycodone, hydrocodone, fentanyl, and methadone. Therefore, the district will stock and maintain **naloxone**, a drug to reverse the effects of an opioid related overdose, at both the high school and middle school.

To encourage overdose-reporting, students who report possible overdoses in the school setting and qualify for immunity from criminal prosecution will not be subject to school discipline procedures.

Search by Drug Detection Dogs

The Board of School Directors has authorized district administrators to use drug detection dogs for preventing the presence of drugs on school premises. School officials must possess a reasonable suspicion that a crime or violation of school regulations is being committed before such a search is initiated. The search will be conducted during school hours and may be either announced or unannounced. The dogs will be limited to locker areas, the parking lot, and other areas where the administration has reason to believe drugs may be hidden. (Board Policy 226)

Harassment/Bullying

It is the policy of this school district that all students and employees should enjoy a learning environment free from bullying, harassment, and sexual harassment. It is a violation of Board Policy 148 for any student to harass another student through conduct or communications of a sexual nature including requests for sexual favors or inappropriate verbal or physical conduct of a sexual nature. Board Policy 249 prohibits bullying and/or cyber bullying. Any act of this nature should be reported immediately to his/her teacher, counselor or school administrator. Any student who violates these policies shall be subject to appropriate disciplinary action and may be referred to the School Resource Officer (SRO) or other law enforcement authorities. Any student who perpetrates an act of sexual harassment, bullying or cyber bullying is subject to removal from classes and/or schedule change.

Hazing

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in, or affiliation with, any organization recognized by the Board of School Directors. Incidents of alleged hazing must be brought to the attention of the principal who will then conduct an investigation. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate

disciplinary action in accordance with the Code of Conduct. The student could also be subject to disciplinary action by the coach or activity sponsor and be subject to a law enforcement referral. Please contact the principal if you have any questions. (Board Policy 247)

Lockers/Searches/Seizure

The GASD retains control over student lockers. Lockers are school property loaned to students for use by them for legitimate purposes only. As per Board Policy 226, school authorities retain the right to search all lockers without warning and without the consent of the student or his/her parents or guardian, and to seize any illegal materials found therein. Such materials may be used as evidence against the student in disciplinary or legal proceedings. **Students are not permitted to share lockers. Lockers will be issued only to students who request the use of a locker.**

Tobacco Use/Possession

The possession or use of tobacco in any form is prohibited in the school building, grounds, vehicles or while participating in a school sponsored function. Students found in violation of Board Policy 227 will be subject to disciplinary action as well as prosecution and subsequent fines through the local magistrate's office.

Weapons

The Gettysburg Area School District has adopted Board Policy 218A citing the need to control the presence of weapons on school grounds. For this purpose, a weapon includes, but is not limited to, any firearm, knife, razor, dagger, cutting instrument, or tool, air rifle, air pistol, archery items, nunchaku ninja device, blackjack, metal knuckles, club, chain or any other instrument or implement capable of inflicting bodily injury. Possession or use of a weapon on school grounds is a serious offense and can lead to permanent expulsion from school.

Course Policies

Each program at ACTP has a course syllabus which lists specific policies and guidelines unique to that program. Students are expected to follow all policies and guidelines listed for their program.

School Property

Students are responsible for all textbooks or other school materials issued to them by the school. Students will also be responsible for any damages to school materials or lab equipment utilized during class.

Students will be required to pay for any lost, stolen, or damaged school textbooks issued and will also be expected to return the same book as the one issued to them.

Emergency Evacuations

Emergency evacuation drills will be conducted periodically. Students are to follow specific instructions of their teachers in an emergency evacuation of the building. Students must proceed calmly and quietly to the proper location outside the building. These drills may occur during class or changing of class or the lunch period.

Transportation Policy

Transportation is provided for **Level 1 Students Only**. Students in Level 1 programs are to meet at their local schools, under the direction of the assistant principal or other designee, and then will be transported to the Tech Prep site. Level 1 classes

run daily, from 7:30-9:30 a.m. and follow the Gettysburg Area School District calendar. Students will be returned to their local schools at the conclusion of the class period.

Level 2 students are responsible for their own transportation. Hours for Level 2 classes are 12:00-2:35 p.m.

Students from **Bermudian Springs, Fairfield**, **Littlestown** and **New Oxford** who drive to Tech Prep must display a Gettysburg HS parking tag. Students must complete a parking request to receive a parking tag. If your tag is lost a $10 replacement fee will be assessed. Gettysburg students must comply with GHS parking guidelines. Failure to display a GHS tag will result in fines and possible towing charges. Out of district students must park in the yellow Tech Prep parking spaces.

Students are not be permitted to ride with fellow students without signed written permission from their parent or guardian.

Uniforms/Professional Attire

Adams County Tech Prep students must wear the uniform and safety equipment required by their program. Non-compliance with this policy will result in grading penalty and in the case of safety equipment, can result in removal from the program.

Conflict Resolution

Students and parents are encouraged to make every attempt to work out issues with attendance, grades and other situations with their instructor.

If the effort to work out problems with the program instructor is unsuccessful, the next step is to contact the Director of Career and Technical Education, Shawn Eckenrode, at 334-6254, option 8, ext 4216.

If, after trying to work out issues with the instructor and the director, the student/parent is still dissatisfied, the home school principal should be contacted to assist in the resolution process.

GASD Board Policies

Adams County Tech Prep is operated by the Gettysburg Area School District. Therefore, students are subject to the policies of the Gettysburg Area School District. Listed below are policies which students and parents should familiarize themselves. All policies can be found on the district website: www.gettysburg.k12.pa.us

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