



# **STUDENT HANDBOOK**

**2018 - 2019**

## READING MUHLENBERG CAREER & TECHNOLOGY CENTER

It is the policy of the Reading Muhlenberg Career & Technology Center to provide an equal opportunity for all students to achieve their maximum potential through the programs offered at the Reading Muhlenberg Career & Technology Center without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability in its career and technical education programs, activities or employment as required by Title IX, Section 504 and Title VI.

Reading Muhlenberg Career & Technology Center will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all career and technical education programs.

For information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact Dr. Beth Ann Haas, CTE Director of Curriculum, Professional Development & Student Services, Reading Muhlenberg Career & Technology Center, 2615 Warren Road, Reading, PA 19604, telephone 610-921-7681.

Inquiries regarding your rights and grievance procedures should be directed to: Theresa Baller, CTE Director of Programs, Reading Muhlenberg Career & Technology Center, 2615 Warren Road, Reading, PA 19604, telephone 610-921-7304.

Management plans concerning asbestos, integrated pest management, and right to know are maintained in the office of the Supervisor of Buildings and Grounds. Inquiries regarding these plans should be directed to: Kevin Brumbach, Supervisor of Buildings and Grounds, Reading Muhlenberg Career & Technology Center, 2615 Warren Road, Reading, PA 19604, telephone 610-921-7361.

**NOTE:** Post-secondary students enrolled at the RMCTC are required to comply with ALL of the policies and procedures contained within this handbook. RMCTC reserves the right to immediately remove any full time post-secondary student from the program for violation of its policies and procedures. Students removed from the program will meet with the administration to discuss reasons for removal and the student's right to appeal (see Adult Education).

**JOINT SCHOOL COMMITTEE**

**For**

**2018-2019**

Robin Costenbader-Jacobson, Chairperson  
Cindy L. Mengle, Vice Chairperson  
Richard Hoffmaster, Treasurer  
Patricia Wright, Secretary  
Joseph Lupia, Member  
Eddie Moran, Member  
Wayne Hardy, Alternate  
John, Love, Alternate  
Julio Martinez, Alternate  
Ann Sheehan, Alternate

**SUPERINTENDENT OF RECORD FOR 2018**

Dr. Khalid N. Mumin

**SUPERINTENDENT OF RECORD FOR 2019**

Dr. Joseph E. Macharola

**ADMINISTRATIVE STAFF**

Gerald P. Witmer, Jr., Administrative Director  
Theresa Baller, Administrative Intern  
Dr. Beth Ann Haas, CTE Director of Curriculum, Professional Development & Student Services  
Holly Lorchak, Supervisor of Special Education  
Holly Keller, Business Manager  
Michael Torres, Jr., Dean of Students  
Kevin J. Brumbach, Supervisor of Building & Grounds  
Dipal Kapadia, Supervisor of Information Technology  
Tina M. Delgado, Assistant to the Administrative Director

## FACULTY

Advertising Design & Commercial Art .....	Simons, Steven
Auto Body Repair .....	Cassler, Todd
Automotive Technology .....	Morraco, Samuel
Baking & Pastry Arts .....	Hilliard, Emily
Bricklaying.....	Brumbach, Lee
Building & Property Maintenance.....	Holtzman, Mark
Career & Technical Education Literacy Integration Specialist.....	Stettler, Tracy
Career & Technical Education Math Integration Specialist .....	Murray, Kathie
Carpentry .....	Voelker, Steve
Computerized Drafting Technology.....	Stock, Ralph
Cosmetology .....	Adams, Patricia
Cosmetology .....	Sayer, Linda
Culinary Arts .....	Potteiger, Justin
Diesel Truck Technology.....	Merkel, Michael
Early Childhood Education.....	Yobb, Heather
Electrical Technology .....	Heffner, Chad
Engineering & Automation Technology I.....	Ziemer, Craig
Engineering & Automation Technology II.....	Harmuth, Benjamin
Guidance.....	Henderson, Donna; Perez-Vasquez, Barbara; Snow, Lydia
Health Dental Occupations .....	Rusnock, Jacklyn
Health Medical Office .....	Stephenson, Margaret
Health Medical Professions.....	Tamayo, Norma
Health Nursing Careers .....	Bowers, Alice
Horticulture.....	Vrabic, Mark
Information Technology-Applications .....	Merkel, Michelle
Information Technology-Web Design.....	Pison, Lisa
Machine Shop Technology.....	Martinez, Hector
Motorcycle, Marine & Small Engine Technology.....	Miller, Paul
Painting & Decorating .....	Umberger, Amanda
Plumbing & Heating .....	Gardecki, Christopher
Printing & Graphic Communications .....	Borelli, Michael
Public Safety & Security.....	Dietrich, Mark
Service Occupations Education .....	Diehm, Melisa; Evans, Christopher
Sewing & Clothing Manufacturing.....	Tricia, Rubin
Social Studies (Sp.Ed).....	Mc Guire, John
Social Studies .....	Hinzman, Sarah; Lechner, Philip; Morrissey, John; Semmel, Tracey; Shumanis, Elizabeth
Welding & Metal Fabrication .....	Millan, Daniel
Work Based Learning .....	Hughes, Lisa

### PARAPROFESSIONALS/INSTRUCTIONAL ASSISTANTS

Allen, Elizabeth  
 Bieber, Rickie  
 Creveling, James  
 Danks, Craig  
 DeJesus, Alicia  
 Gonzalez, Demetria  
 Goodwin, Awilda  
 Fox, Gary  
 Klein, Jill  
 Krout, Michael  
 Ramos, Jahaira  
 Russo, Colleen

### SCHOOL NURSE

Feeg, Mary Beth

### INFORMATION TECHNOLOGYSPECIALIST

Work, Justin

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## FOREWORD

Welcome to Reading Muhlenberg Career & Technology Center (RMCTC)! I appreciate the trust you have placed in my outstanding faculty and staff by choosing to enroll in a career and technical education program at RMCTC. The mission of our School is:

***The Reading Muhlenberg Career and Technology Center, in partnership with our diverse community, sponsoring districts, and business and industry, is committed to providing quality career and technical education, resulting in opportunities for students to gain employment, pursue post-secondary education, and develop an appreciation for lifelong learning.***

The faculty places emphasis on fulfilling this mission one student at a time! The obligation we have to each student will be evident through the programs and activities you will experience as a student at RMCTC.

The information included within this handbook will assist both the student and parent in helping facilitate transition into RMCTC. Within this handbook, you will find answers to questions you may have in addition to an outline of the expectations we have for our students. Ultimately, it is our collective goal to assist you in transitioning from RMCTC and your high school into a career pathway that will allow you to achieve your future goals. This pathway may lead you directly into the workforce, to post-secondary education, or into a career in the military. Regardless of the pathway you have selected to follow, the faculty and staff of RMCTC will be there to support and assist you.

As a student, you will quickly notice that the physical environment in which you will learn resembles that of business and industry. In addition, your teacher will expect you to work and behave in a manner that mirrors the expectations of the workplace. While it is RMCTC's goal to provide you with the technical skills to be successful in a future career, employers are looking for students with strong technical AND academic skills. Therefore, much of the instruction you will receive will help you to understand how to apply the academic skills you are learning at your high school to real-life problems which employers will expect you to know how to solve. In addition, each student will be challenged to develop leadership capacity and learn the "soft" skills required to obtain and keep a job; these are equally critical as you begin planning for your career. Finally, the expectations we have for you as a student, will require you to think and act in a safe and responsible manner, for both your safety and the safety of others.

I look forward to meeting you and welcoming you into the RMCTC family! I sincerely hope that your experience at RMCTC will be pleasant and rewarding.

Best wishes!

Mr. Gerald Witmer  
Administrative Director

## **READING MUHLENBERG CAREER & TECHNOLOGY CENTER**

### **MISSION STATEMENT**

The Reading Muhlenberg Career & Technology Center, in partnership with our diverse community, sponsoring districts, and business and industry, is committed to providing quality career and technical education, resulting in opportunities for students to gain employment, pursue post-secondary education, and develop an appreciation for lifelong learning.

### **VISION STATEMENT**

To empower Reading Muhlenberg Career & Technology Center students with the technical knowledge and skills to confidently pursue a career.

### **BELIEFS**

- We believe in valuing the diversity of each student
- We believe education leads to opportunity
- We believe quality education starts with quality leadership
- We believe a career and technical education is a critical component of workforce development
- We believe technology is vital to learning and will help students connect with a rapidly changing world
- We believe technology must be embraced by teachers as a tool to help prepare students to meet current and future labor market demands
- We believe in providing all students with a positive educational experience
- We believe students should feel proud of what they have accomplished each day
- We believe students will be provided the opportunity to achieve their highest potential
- We believe students will be provided the opportunity to acquire and cultivate leadership skills
- We believe in providing students with a safe school environment
- We believe the success of a student is enhanced by parents and/or other influential adults through their support and involvement
- We believe in encouraging students to maintain a lifelong affiliation with the school
- We believe change is an ongoing process, not an event, and is fundamental for building quality programs of study
- We believe instruction must accommodate individual student learning styles

## STUDENT RESPONSIBILITIES

(As outlined in section 12.2 of the PA School Code)

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. **This includes refraining from any bullying, harassment, intimidations or hazing of other students** (see Bullying/Harassment/Hazing/Prejudice).
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the students to conform with the following:
  - a. Be aware of all rules and regulations for student behavior and conduct them in an appropriate manner. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - b. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
  - c. Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
  - d. Assist the school staff in operating a safe school for all students enrolled therein.
  - e. Comply with Commonwealth and local laws.
  - f. Exercise proper care when using public facilities and equipment.
  - g. Attend school daily and be on time at all classes and other school functions.
  - h. Make up work when absent from school.
  - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
  - j. When reporting information in school-related documents and publications, please be sure that information is accurate and does not use indecent or obscene language.

## COMPLIANCE WITH TITLE IX

To comply with federal laws (Title IX, Section 504, Title IV), state laws and the State Department of Education regulations concerning equal rights and opportunities, and to assure these within our school environment, the Reading Muhlenberg Career & Technology Center declares itself to be an "Equal Rights and Opportunities School". No person on the grounds of race, color, sex, handicap, and national origin will be excluded from participation in, or be denied the benefit of or be subjected to discrimination under, an educational program or activity.



## **GRIEVANCE PROCEDURE (STUDENTS)**

Those persons who have complaints alleging violations of Equal Rights and Opportunities Policy and concerns regarding career and technical programs may submit them to the following grievance procedure, using the appropriate grievance forms.

1. Within five (5) days after the alleged violation, the grievant shall initiate an informal discussion with the immediate supervisor. If the informal discussion does not resolve the issue, the grievant shall submit written complaint to the immediate supervisor. The immediate supervisor shall respond within fifteen calendar days.
2. If the grievance is not resolved under Step 1, the grievant shall submit the written complaint to the Equal Rights and Opportunities Administrator within fifteen (15) calendar days. The Administrator has the authority to investigate the grievance and attempt a resolution. The Administrator shall respond within fifteen (15) calendar days.
3. If the grievance is not resolved under Step 2, the grievant shall submit the complaint, within fifteen (15) calendar days, to a committee consisting of the Equal rights and Opportunities Administrator, the Administrative Director, and the Superintendent. The committee shall respond within fifteen (15) calendar days.
4. If the grievance is not resolved under Step 3, the grievant shall refer the complaint to the Joint School Committee. The Committee shall respond within thirty (30) calendar days.
5. If the grievance is not resolved under step 4, the grievant shall refer the complaint to the Director of the Bureau of Career & Technical Education, Pennsylvania Department of Education.

A grievant has the right to be accompanied by a third party during all steps of the grievance procedure. Inquiries regarding your rights and grievance procedures should be directed to: Laurel F. Schaeffer, CTE Director of Programs, Reading Muhlenberg Career & Technology Center, 2615 Warren Road, Reading, PA 19604 telephone 610-921-7304.

## **ENVIRONMENTAL COMPLIANCE NOTIFICATION**

The Reading Muhlenberg CTC contracted Spotts, Stevens and McCoy, Inc. to professionally manage the removal of all asbestos containing material, during the school-wide building renovation project. In September of 2006, the RMCTC officially received documentation becoming a Certified Asbestos Free School.

Pennsylvania Worker and Community Right-to-Know Program provides for information to be made available to employees and community residents regarding hazardous substances in the workplace. Material safety data sheets are on file and available from the Supervisor of Buildings and Grounds.

Radon tests are conducted annually within the school building. A Radon Mitigation System was designed and installed during the building renovations in 2006. The school maintains an Integrated Pest Management Plan contracted by a local company specializing in this area.

## ABSENCE PROCEDURES

RMCTC recognizes that regular attendance and punctuality are vital to achievement. The educational program provided by RMCTC is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance is required for students enrolled in programs at RMCTC during the days and hours that the center is in session and governed the state law.

1. Absences will be considered unlawful until the school receives a written excuse signed by a parent/guardian for the absence. RMCTC and the home school require separate written notes for each absence. Therefore, **a student needs two excuse notes when absent; one for RMCTC and one for the home school.**
2. Written excuses MUST be submitted within three (3) school days to be considered valid. If an acceptable written excuse is not submitted within three (3) days, the absence becomes "unlawful" for students under the age of 17 and "unexcused" for those students 17 and older.
3. Absences of three (3) or more consecutive days require a physician's excuse.
4. After ten (10) cumulative absences, whether unlawful, unexcused or excused solely by a parental note, an **excuse from a physician is required**. If a physician's note is not received, the day(s) will be considered unlawful or unexcused.

## ACCIDENTS

All accidents, regardless of the severity, must be reported to the teacher immediately. Strict adherence to all safety regulations, as outlined by the teacher, will be expected of all persons in the program area. **It is strongly recommended that every student purchase student insurance at the sending school.**

Although the Reading Muhlenberg CTC has an excellent safety record, the potential for accidents at this school is higher than at the student's sending school due to the industrial type of equipment in the program areas; hence, unsafe student conduct will not be tolerated.

## BULLYING/HARASSMENT/HAZING/POTENTIAL TO HARM/PREJUDICE

RMCTC will not tolerate any form of prejudice, bullying, hazing, or harassment of any type. This includes cyber bullying and text messaging that directly implicates school behavior. Depending on the severity of the aggressive or intimidating event, the student may receive an out-of-school suspension and could face legal action.

Bullying/Harassment is defined as follows: Bullying, harassment, intimidation and hazing consists of verbal, written, electronic, graphic or physical conduct that is severe, persistent, perverse or has the potential to harm, which adversely affects an individual, or creates an intimidating, threatening, or abusive educational environment.

RMCTC considers any of the above that has the potential to harm as acts of bullying or harassment.

Each student shall be responsible to respect the rights of their fellow students and CTC employees and to ensure an atmosphere free from all forms of unlawful harassment, bullying or hazing.

Students who are the victim or a witness of these actions are encouraged to report such incidents to a staff member who will notify the CTE Director of Programs. Forms are available to file a written complaint in the Main Office of the CTC.

**NOTE: Reading Muhlenberg CTC is dedicated to providing a quality education to all students regardless of gender or racial/ethnic or religious background.**

## BUS REGULATIONS

**Please be advised that VIDEO recording is used during the transportation of students (see Video Recording).**

1. All students **must** ride their assigned school bus. **Students are not permitted to drive. However:**

## **BUS REGULATIONS (continued)**

- a. Permission to walk may be issued by Administration with prior written parental request for those students who live close enough to school to walk to/from the Career & Technology Center on a daily basis.
- b. Driving permits may be issued by Administration by following the driving permit procedures (see Driving Permits).
2. The teacher, and not the bell, will dismiss students to the busses at the assigned time.
3. Students must present their Identification Card (I.D.) to the bus driver upon entering the bus. **You are not permitted to walk home or to your respective high school. Doing so may result in a one day out-of-school suspension.**  
**NOTE: RHS students MUST obtain a new I.D. card at Reading High School.**
4. Good bus conduct is expected for the safety of everyone; therefore:
  - a. Walk to and from the bus
  - b. Ride the assigned bus
  - c. Show your I.D. card when entering the bus
  - d. Remain in your seat until the bus comes to a complete stop; do not hop from seat to seat
  - e. Do not smoke
  - f. Do not eat or bring food or food/drink containers/bottles on the bus
  - g. Do not throw objects
  - h. Do not shout or use abusive/vulgar language
  - i. Do not damage the bus in any way
5. Appropriate disciplinary action will be taken if the above guidelines are not followed.
6. If a student is removed for disciplinary reasons from school-provided transportation the student's parents or legal guardian must arrange alternate transportation. Generally only a parent or legal guardian will be permitted to drive the student to the Career & Technology Center; however, if the parent or legal guardian wishes to delegate that responsibility to another ADULT, that alternative person's name and relationship to the student must be submitted in writing to the proper RMCTC authority before permission will be granted. The RMCTC administration reserves the right to approve any alternatives to school-provided transportation.

## **CAFETERIA PROCEDURES**

All students must go to the cafeteria at their assigned lunch session. The basic principle for a good cafeteria lunch session is consideration for others. **NOTE:** The vending room, located in the cafetorium, is **off limits** to students at all times during the school day. Also, students are not permitted to bring unauthorized food or drinks into the cafeteria. A student desiring to bring his/her lunch from home must secure administrative approval before doing so.

### **Student Procedure for Lunch Period**

1. All students must present an I.D., in the proper manner, while in the cafeteria.  
**NOTE:** It is the student's responsibility to have their I.D. card to purchase lunch. The bar code on the I.D. cards assists with filtering the students through the serving line in an efficient manner.
2. **Walk** to the cafeteria at the time assigned to your class.
3. Stand quietly in the serving line to purchase food; do not cut ahead in the line! **NOTE: Outer Garments and book bags are not permitted in the cafeteria.**
4. Select food and have your student I.D. card available for the cashier.
5. Take all trays, utensils and trash to the designated disposal area when you are finished eating.
6. Remain at your cafeteria table until the dismissal bell sounds. Do not stand at the doorways.
7. Leave the cafeteria at the assigned time.
8. Walk to your assigned area or bus.
9. Student misbehavior may result in assigned seating.

## CAFETERIA PROCEDURES (continued)

### Student Conduct in the Cafeteria

Good school citizenship demands that students refrain from:

1. Shouting, making unnecessary noise, obscene/vulgar language.
2. Popping beverage cartons.
3. Re-arranging chairs - No chairs are allowed at the ends of tables.
4. Failing to clean up trash at their assigned table area.
5. Destroying cafeteria equipment.
6. Rocking, tilting or dropping chairs.
7. Taking food or beverages from the cafeteria.
8. Throwing anything! (In the event of **food items being thrown**, the person(s) responsible may have to clean the cafeteria at the conclusion of the last lunch session.)
9. Combing hair/grooming.
10. Using the lavatory except for emergency purposes. (Give your I.D. card to the cafe monitor in cases of lavatory use.)
11. Card playing, dice throwing, coin tossing or any form of gambling.

For violations of the above guidelines, the cafeteria monitors will request your I.D. card and may complete a discipline referral form.

Students involved in **major** cafeteria disturbances may be **SUBJECT TO DISORDERLY CONDUCT CHARGES** enforced by the Muhlenberg Township Police.

In cases where the student is a habitual disturbance in the cafeteria, the student may be suspended from the privilege of eating in the cafeteria. The student may be required to eat in an area other than the cafeteria.

## CAREER & TECHNICAL STUDENT ORGANIZATIONS

The Reading Muhlenberg CTC is an active member of SkillsUSA, HOSA, FCCLA, HBA, NTHS and FFA.

The purposes of SkillsUSA are to promote leadership and technical skills for the participating students. All students at the Reading Muhlenberg CTC have the opportunity to participate actively in our SkillsUSA chapter activities and are encouraged to do so by their teacher, School Administration and the School Board.

The RMCTC has membership in HOSA (Health Occupations Students of America). This organization is dedicated to promoting leadership and technical skills for those students enrolled in the school's Health Science Cluster and Public Safety & Security programs.

Students enrolled in Baking & Pastry Arts, Culinary Arts, Early Childhood Education and Sewing & Clothing Manufacturing are able to participate in FCCLA (Family Career and Community Leaders of America). This organization encourages the student to develop leadership skills and technical skills as part of their daily program.

Students enrolled in our construction trades have the opportunity to participate in HBA (Home Builders Association) as student members. The purpose of the HBA Student Chapter program is to give students first hand exposure to the "real world" of the building industry. Students will have the opportunity to shadow builders during a career day, participate in social activities, assist the local Home Builders Association on community service projects, and be recognized as Student of the Quarter and Outstanding Senior in the HBA monthly newsletter.

All students have the opportunity to be considered for acceptance into the NTHS (National Technical Honor Society). Students meeting the academic and technical standards will be accepted into this organization following an application and review process. Interested students should ask their teacher for an application, or see their RMCTC Guidance Counselor.

Students enrolled in Horticulture are able to participate in FFA. The National FFA organization is dedicated to making a positive difference in the lives of students by developing their potential for leadership, personal growth and career success through agricultural education.

**NOTE: Students may be prohibited from participating in school-related activities due to poor grades, attendance, or behavior. In addition, all charges owed to RMCTC must be paid in full before a student is able to participate in CTSO related activities.**

## CHANGE OF ADDRESS

During the time of an emergency and for the safety of your child, it is imperative that the latest address, phone number and email address be on file in the office. **The student, parent/guardian must contact the Main Office staff regarding any changes with student information.**

## CHILD CUSTODY

It is important that information regarding residence, access to the student during school hours, custody agreements and court orders be made available to the school in cases involving divorce, separation, or custody procedures. This will enable the staff to provide the greatest level of support to the student. If this situation applies to your family, a letter may be obtained in the Main Office containing the information required by the RMCTC. Only persons identified by the student's parent/guardian, as having permission to pick up a student may do so.

## CLASS DISMISSAL

Students are expected to remain in their program area until the teacher releases the class. The dismissal bell only signals when the teacher may dismiss the students...the **teacher** dismisses the students!

## COMPUTER USAGE

Many instructional activities in each program of study incorporate web based instruction and resources. All students need to sign and agree to the RMCTC internet, email, and Network Access Agreement and have parental consent to do so.

## DRESS CODE

Reading Muhlenberg CTC students are required to come to school each day attired in appropriate clothing for their program activities.

In order to maintain an orderly and safe program environment and to promote good work attitudes and safety, certain clothing styles and wearing apparel are not acceptable and/or are discouraged.

Students **may not** be permitted to participate in their Career & Technology program's activities if their dress is considered inappropriate for that activity. Furthermore, the student's daily grade will be affected negatively for any inappropriate dress. Eventually, a student may receive failing quarterly grades if the inappropriate dress and the inability to participate in related class activities become habitual.

The individual program area teacher will notify, in writing, both student and parent/guardian of that teacher's appropriate classroom dress requirements. In all cases, required dress is designed to promote professionalism, safety, hygiene and work-related conditions.

### Acceptable Dress

Students should come to school in clothing that is clean, sanitary and free of rips, tears or safety hazards. Students dress should reflect the business/industry standards of the careers they are learning.

### Prohibited Dress/Apparel/Jewelry

1. Physically revealing attire or clothing deemed unacceptable in a business environment. This includes, but is not limited to: shoe skates, open toed shoes, torn or ripped clothing, clothing that exposes undergarments or is worn in a manner which exposes undergarments.
2. Attire containing language of a blatantly vulgar, obscene sexual innuendo or **inappropriate nature** for a secondary school. Clothing which promotes or implies drug use or approval and/or alcoholic-product endorsements or advertisements are prohibited. These **prohibited** items include, but are not limited to, all clothing, hats, caps, bandanas, patches, buttons, medallions, necklaces, belt buckles, bracelets, rings and related jewelry.
3. Items or clothing that constitutes a threat or implies violence to educational safety, health or an orderly environment. This includes, but is not limited to all types of chains, spiked jewelry, wallet chains, choker chains or other jewelry, which poses a safety concern/hazard.
4. Clothing associated with gangs or any group/organization, which promotes violence, criminal activities, gender or racial bias. In addition, normally acceptable clothing may not be altered or worn in such a style that would associate the individual with any of the aforementioned groups.
5. Clothing that contains the defamation of a religion, religious symbol or religious belief.

## DRESS CODE (continued)

6. Clothing that contains messages regarding political groups or organizations, which may be divisive or inflammatory within a school environment.
7. Caps, hats, visors, head wraps, hoods, sunglasses and unauthorized religious head coverings.

## DRIVING PERMITS

Driving permits may be issued for the following situations:

1. Vehicle repairs
2. Field trips (only if normal bussing is not available)
3. Emergency Situations
4. Other situations approved by administration

**NOTE:** Any student driving to/from the CTC must proceed directly from their sending school or residence to the CTC and vice versa. They are not permitted to make stops along the way for food/refreshments or to visit friends. **Students issued driving permits may not transport other students.** Failure to follow the policy will be cause for revocation of permit and suspension.

### Procedures for Driving Permits

1. Advanced permission is required, with a minimum of one (1) day notice.
2. The student will obtain a "Driving Request Application" from the main office and if applicable, a "Work Permit Form" from the instructor in the program area doing the work. This form will outline the responsibilities of the student driver. **Proof of a valid driver's license and insurance must be presented at this time.**
3. The student and parent/guardian must complete the Driving Request Application form.
4. After the Driving Request Application has been completed and returned to the Main Office, the student will be issued a driving permit.
5. Driving permits must be signed by a CTC Administrator or an authorized representative of administration and the student's classroom teacher.
6. Students must drive alone and are NOT permitted to transport passengers.
7. Students should park their car in front of the school on the second level. For car repairs, go directly to the teacher involved to receive directions regarding how to proceed. After the necessary repairs have been made, the vehicle must be driven to the front of the school and parked on the second level **before** dismissal.  
**NOTE:** The Reading Muhlenberg CTC is not required to provide driving privileges to its students. Therefore, students should understand that if given reasonable suspicion, an Administrator may request a search of a vehicle that is parked in our lot for possible dangerous/illegal items.

## **PLEASE READ THESE GUIDELINES CAREFULLY FOR "EMERGENCY SITUATIONS"**

**EMERGENCY SITUATIONS** - (wherein the student drives or walks or is driven to the school without prior authorization)

1. The student shall have a written explanation or telephone communication of the emergency situation, which shall include permission from the parent or legal guardian approving the student's use of alternative transportation due to the emergency situation.
2. Report to the office immediately upon arrival at the CTC.
3. Report the condition of the emergency via the written explanation.
4. The student must give his/her keys to the office personnel, if he/she drove to school.
5. The student may pick up his/her keys in the office after the busses leave. Students will be reminded that any additional occurrences may require the **student to take the bus back to the home school and return to the CTC for the keys and car by 3:30 p.m.** Students may also be subject to disciplinary action.
6. Failure to follow these guidelines will result in disciplinary action.

## **DRUG POSSESSION OR USE**

RMCTC prohibits possession, use or sale of tobacco by students at any time in the school building and on any property, buses and vans that are owned, leased or controlled by the school.

Since we create within our school an environment wherein students must operate or use machinery, tools and equipment which can cause serious physical injuries, we cannot afford to have students under the influence of any controlled substance or possessing such controlled substances on site. These situations involving controlled substances constitute serious safety issues for the school and its students and staff. It is in the best interest of mutual safety that we take a prudent step in removing these students from the Career & Technology setting.

Furthermore, students who are participating in school-related activities such as Work Based Learning or Career & Technical Student Organizations, fall under the same concern for mutual safety and physical well-being as previously mentioned.

Drug related offenses will be handled accordingly:

### **1. POSSESSION OR USE OF CONTROLLED SUBSTANCES OR PARAPHERNALIA**

1. Identification and certification of the substance or paraphernalia
2. Police notification
3. Parent notification
4. Suspension to the Superintendent
5. Suspension conference
6. A recommendation that the student be removed from the CTC due to safety concerns as outlined in the opening paragraphs

### **2. INTENT TO DISTRIBUTE OR DISTRIBUTION OF A CONTROLLED SUBSTANCE**

1. Identification and certification of the substance
2. Police notification
3. Parent notification
4. Suspension to the Superintendent
5. A recommendation that the student be removed from the CTC due to safety concerns as outlined in the opening paragraphs
6. Determination will be made at the hearing as to the viability of full suspension or expulsion to the Board

### **NOTE: CONTROLLED SUBSTANCES - Include, but are not limited to the following:**

1. Alcoholic Substances
2. Cocaine
3. Amphetamines/Barbiturates
4. Hallucinogens
5. Inhalants
6. Marijuana
7. Opiates
8. Sedative Hypnotics
9. "Look-a-Like"/Designer Drugs
10. Drug Paraphernalia
11. Any controlled substance prohibited by law

For the protection of the student, prescription drugs and non-prescription drugs brought to the school must be registered with the school nurse. The following conditions must be met:

1. The student must have authorization from a medical doctor for the use of prescription drugs.
2. Medication brought to school by a student for limited use should be in sufficient quantity for that use period only.
3. Ingestion of any drug without proper supervision is prohibited for students on school property or at school functions.

## **EARLY DISMISSAL**

Students may not leave the building except by prior special arrangements made with a Career & Technical Administrator. Request for an early dismissal **MUST BE ACCOMPANIED BY A WRITTEN REQUEST FROM THE PARENTS/LEGAL GUARDIAN AT LEAST ONE DAY IN ADVANCE**. There is no promise that such requests will be granted; and their legitimacy will be verified whenever possible in the situations of medical/dental appointments. In addition, students will only be permitted to leave the building with authorized persons identified by the student's parents or legal guardians. The authorized person must show their picture ID and sign the proper release form in the main office prior to leaving the building.

## **EMERGENCY CLOSING OF RMCTC**

In the event that RMCTC is unable to conduct classes due to an emergency situation (such as: fire, lack of water, power outage), information regarding this condition will be broadcast via the local radio stations, the school messenger system and the website. **DO NOT call the school** (see Inclement Weather).

## **EMERGENCY DRILLS/FIRE/EVACUATION**

Fire/evacuation drills will be conducted monthly throughout the school year. When an alarm sounds, students are expected to evacuate the building in an orderly manner, following the instructions given by their teacher. Once outside the building, students must stand in their designated area until instructions are given that it is safe to re-enter the building.

Other emergency drills are conducted periodically. When notified by an alarm or the public address system, students must follow the directions given by the teacher. Students are to remain orderly and quiet until notified that the emergency drill has ended. Real emergency information will be broadcast via the website and the school messenger system. **DO NOT call the school.**

## **ENTERING THE BUILDING**

Students arriving before their regular starting time must report to the Main Office for instructions regarding how to proceed.

## **FACEBOOK/RMCTC WEBSITE**

RMCTC has launched a facebook page for students, alumni and RMCTC friends. Visit our social network at [www.rmctc.org](http://www.rmctc.org) for the latest updates on events, photos and comments.

## **FIELD TRIP ELIGIBILITY**

Field trips give students an opportunity to extend their career and technical education by visiting business and industry, post-secondary institutes, conferences, CTSO activities, etc.

All school rules apply, including proper dress that coincides to the site being visited. Students' behavior and appearance directly reflect upon the school's image; therefore, the teacher has the right to refuse a student(s) participation if their demeanor and/or attire are not appropriate. Students may be excluded from field trips if they have poor attendance, do not maintain passing grades or have multiple disciplinary infractions.

1. Students wishing to participate in any field trip must complete, and return the necessary permission forms, have all student charges paid or resolved, maintain passing grades and have up to date student and personal information on file.
2. Students must first obtain parent/guardian signature and contact/personal information.
3. After the parent/guardian authorizes the Field Trip Permission form, the student must take it to their sending school for authorization, i.e. home school administration.
4. The signed Field Trip Permission form must be returned to the sponsoring teacher at least one (1) week before the trip.



### **FIELD TRIP ELIGIBILITY (continued)**

5. Students attending the field trip must arrive on time and by school provided transportation unless prior arrangements have been made by the sponsoring teacher.
  - a. If the necessary permission forms are not completed, with the proper signatures and returned to the teacher at least one (1) week in advance, the student may not attend the field trip.
  - b. **In the event that a student's field trip permission is revoked for any reason, ALL deposits will be forfeited.**

### **FINAL EXAMS**

Students may be assessed a final exam in their academic class at RMCTC. Teachers must clarify the final examination content and the weight this exam will carry in relation to the students' overall grade. Attendance is required on the day of the final exam, otherwise:

1. Student(s) must produce a medical excuse, within three (3) days of the final exam date, stating that they were seen by a doctor.
2. The note must be given to administration first for verification. After the doctor's excuse has been verified, a copy of the note will be given to the student.
3. Student will then present the note to the teacher and will be allowed to take the final exam.

**NOTE:** Students will not be assessed a comprehensive final exam in their CTC Program. A comprehensive final exam reflects theory and practical tasks associated with the course during the entire school year.

### **FOOD ITEMS**

Students are not permitted to bring soft drinks, beverages and/or refreshments into the building. Only food items sold in and by the cafeteria/school are permitted. In the case of a student who wishes to bring his/her lunch from home, authorization must be given by the school's administration.

### **FUND RAISING ACTIVITIES**

The School Board believes that the interests of the Reading Muhlenberg Career & Technology Center, the professional staff and the students and their parents will be best served by permitting selling activities in the school and community only under controlled conditions.

If properly organized and directed, fund raising activities by students can produce desirable learning outcomes in students by providing opportunities to identify with a cause and to work cooperatively to achieve a goal.

Fund Raiser Permission and Release Form shall be required for any student engaged in a school related fund raiser.

### **GUIDANCE SERVICES**

Student services and counseling programs function to:

1. Assist all students in assessing and understanding their abilities, aptitudes, interest and educational needs.
2. Increase student understanding of the educational and career opportunities and requirements.
3. Help students make the best possible use of these opportunities through the formation and achievement of realistic goals.
4. Help students attain satisfactory personal-social adjustments.
5. Provide information useful to RMCTC staff, parents and community in planning and evaluating the School's total program.
6. Provide crisis counseling and referrals.
7. Help students transition from school to work.
8. Assist students with post-secondary and continuing education plans.

## GUIDANCE SERVICES (continued)

### Procedure for Student Continuation (Present Student)

Underclass students who are presently attending Reading Muhlenberg CTC and completing satisfactory work will be expected to remain and continue in the same CTC area for the next school year. However, students currently enrolled at the CTC are given an opportunity through the continuation form, to make a request to change their CTC program area, or return to the sending school for the following year. All of these choices are subject to the teacher's evaluation of the student's current performance based on attitude, skill and knowledge.

Instructors, Administration, and Guidance Counselors will monitor each student's progress based on academic progress, attitude, behavior, and attendance. Parents will be notified and consulted if any problems are identified. Students experiencing problems may be placed on "probationary status" for the program area in which they are enrolled. Students on probationary notice will be required to meet certain criteria in order to continue in their CTC course. Students and parents will be given written notice of the requirements that will need to be accomplished before a student will be removed from probationary status.

### CTC Program Area Change during The School Year

Students are encouraged to make a sound program area career choice when they apply for enrollment to RMCTC. However, there may be a situation when a student may want to change his/her CTC program area. Changing a student's program area can be a challenge to both students and instructors. Requests for a program change will be reviewed cooperatively with the student, parents or legal guardian, guidance counselors and the program instructors. Students wishing to change their CTC program must meet with their counselor regarding their issues, concerns, and ideas. The counselor will schedule a visit(s) to the student's areas of interest. Through the visit, the program instructor will evaluate the appropriateness of the change. The student will then complete a change of course form that will be signed by instructors, counselor, student, and parents.

## HALL PASSES

If a student must leave one location and proceed to another location, the student must secure a proper hall pass from the authorized area supervisor before proceeding to the other location. Once at the new location, the student must produce the hall pass for verification. A student is permitted (2) two minutes to move from one area to another within the building with this hall pass.

## IDENTIFICATION (I.D.) CARDS

General information - Many employers require their employees to wear company identification while at work. In preparing students for the world of work, **RMCTC REQUIRES** its students to possess an RMCTC or RHS picture I.D. card at all times, hence:

1. An I.D. card is required to enter the school bus daily and for use of the school's cafeteria services (see Cafeteria Procedures).
2. Any staff member may request an I.D. card from a student at any time.
3. One new I.D. card is issued, without charge, for every MHS, BCHS and Alt. Ed student each school year in order to utilize the cafeteria computerized software system.
4. All students must carry a current I.D. card that is visibly observed by staff.

### Replacement of a Lost I.D. Card

Students needing a replacement I.D. card should:

1. Report to the office with a proper hall pass signed by your teacher.
2. Office personnel will make arrangements to print a replacement I.D. for MHS, BCHS and Alt. Ed. students.
3. Each new I.D. card will cost \$5.00 and must be paid at the time of issue.

## INCLEMENT WEATHER (SNOW CLOSINGS/DELAYS)

When school is closed or delayed, due to inclement weather, information will be broadcast on local radio, TV stations, and the school messenger system. Students should listen for information regarding their **sending school** and be guided by that information.

## IN-SCHOOL SUSPENSION CENTER

**ONLY AN ADMINISTRATOR may assign a student to the In-School Suspension Center.**

Students who are assigned to In-School Suspension for disciplinary reasons will be given advanced notice so that they can obtain work from their teacher. A copy of the assignment notice will be given to your teacher and a copy will be sent to your parents or legal guardian.

All students placed in the ISS area will observe the following guidelines:

1. Students will be expected to complete assignments from their program area and Social Studies and are **not permitted to sleep**.
2. Talking is not permitted in In-School Suspension unless it is part of a supervised learning activity.
3. Students assigned to In-School Suspension do not report to Social Studies on their assigned day unless scheduled by an administrator.
4. Students assigned to In-School Suspension will eat at a time scheduled by the ISS monitor(s).
5. Students will be permitted one (1) break to go to the lavatory. This will be at the discretion of the monitor.
6. Hall passes will not be issued.

**NOTE:** Students who do not cooperate while in In-School Suspension may be suspended out-of-school, with a required parental conference prior to reinstatement. **In addition, the current day being served will be rescheduled.** Students are released from ISS at the proper dismissal time. Students must proceed directly to their proper bus for transportation back to their sending school.

## INTERNET USE

The Reading Muhlenberg CTC recognizes the vast, diverse, and unique resources Internet access offers students and how this service can promote educational excellence in schools by facilitating resource sharing, innovation and communications.

All use of the computer network/Internet must be in support of education and research. In addition, it must be consistent with the mission, goals, and beliefs of the Reading Muhlenberg Career & Technology Center as identified in the strategic plan. The computer network/Internet will be used to support the school's curriculum, the educational community, projects between schools, communications, and research for our students.

To safeguard students from controversial materials, Reading Muhlenberg CTC has purchased an Internet filtering product that will restrict the availability of a majority of this content. However, it is impossible for Reading Muhlenberg CTC to restrict access to **ALL** controversial materials. It is also important for parents and guardians to realize that the Internet user must seek out and search for such materials in order to gain access to it.

A student **and** his/her parent/guardian must sign an Internet Use Agreement if he/she desires to use the school's network. A copy of this form will be given to each student and is available in the appendix of the Student Handbook. Students are asked to return this form within one week of enrollment at RMCTC.

## LATENESS

Students are "late" if they are not in their classroom when the bell rings.

1. If a student is late to school, he/she must report to the office.
2. The student shall have an authorized adult bring them to the office or have a written explanation from the parent or legal guardian before they may be admitted to the CTC. This explanation must include the method by which the student will arrive at school; this includes

### LATENESS (continued)

- "walking" to school or cases deemed as **EMERGENCY** situations (see Walking).
3. If there is a question as to the reason for the lateness, the administration will analyze the situation and determine further disposition of the case.
  4. He/She will receive a late slip. This slip must be presented to the teacher before the student can be admitted to class.
  5. The first lateness will be considered a warning; however, students will receive a demerit for each additional lateness. (See discipline policy for consequences when students are habitually late.)

### LAVATORY

For those students who do not have a lavatory in their program area and wish to use the lavatory, he/she must get permission from their teacher and sign the "lavatory sign-out sheet". The lavatory permit **must** accompany the student to the lav. Five minutes will be allowed for a lavatory visit. Congregating, loitering and/or smoking in any lavatory are prohibited. Any student found damaging fixtures will be held responsible for payment of those damages and institutional vandalism charges will be filed against the student. **ONLY ONE STUDENT OF EACH GENDER IS PERMITTED TO LEAVE THE PROGRAM AREA AT THE SAME TIME.** Students must wait for the previous student to return before he/she may leave for the lavatory.

No student is permitted to use the lavatory on his or her way to/from classes, student services, main office, cafeteria, or any other function. Only the student's program area teacher may authorize a student's use of the lavatory. The exception to this is **during** the student's cafeteria session. In this case, the student must secure permission of the cafeteria monitor.

### LEAVING RMCTC CAMPUS WITHOUT PERMISSION

No student will be permitted to leave the CTC campus or a school-related activity without proper authorization. Students violating this rule will receive an automatic out-of-school suspension.

### LOCKERS

The privilege of using school-supplied lockers for storage of personal property during their session at the CTC is granted to our students. The storage of any illegal, unlawful, hazardous or potentially dangerous items or materials in the lockers by students is strictly prohibited. It is important for students to bear in mind that lockers are the property of the school and students do not have an assumption of privacy regarding these lockers and their use. All lockers will be subject to periodic or specific inspection by school personnel. These inspections are done to ensure the safety of our students and staff and may entail local enforcement officials and any detection activities/equipment deemed necessary. **(NOTE: Detection activities may involve police canine units.)**

The locker issued to a student must be kept clean, orderly and free of obscene or inappropriate pictures and/or materials and items which constitute a safety concern/hazard.

There is little, if anything, school officials can do to prevent theft if lockers are not properly secured or if locker combinations are "shared" with classmates. If an assigned locker is not functioning properly, please report the condition immediately to your instructor.

### MILITARY RECRUITER COMPLIANCE

The No Child Left Behind Act of 2001, the National Defense Authorization Act for Fiscal Year 2002, and the Pennsylvania Act 10 (the Armed Forces Recruiting Act) requires schools to provide military recruiters the same access to secondary school students as they provide the postsecondary institutes or to employers.

To ensure compliance with these laws, school authorities are required to provide the list of names, addresses and telephone listings of junior and senior year students to military recruiters, when requested, unless a parent has "opted out of providing such information."

## **MILITARY RECRUITER COMPLIANCE (continued)**

This correspondence is to notify parents of the schools' obligation and the parents' right for their child to be excluded from this list. Please provide written request to the CTC prior to the conclusion of your child's junior year, if you prefer to have them omitted from the list before it is made available for release (Military Affairs, 51 P.S. 20222(a)).

### **NURSE**

Students who become ill or wish to see the school nurse must secure a pass from their class teacher. If the nurse determines that the student should go home, he/she will provide the student with a pass slip that must be signed by a proper school authority. This pass slip must also be signed by the parent or physician and is necessary for the student to return to school. When the student returns to school, he/she must report to the nurse immediately to verify the actual illness and recovery/remedy for the illness.

### **OUTERWEAR GARMENTS/HEAD WEAR/BOOK BAGS/PURSES**

Outerwear garments, head wear, book bags and valuables are to be placed in the student's locker upon arrival and kept there until dismissal. **These items are not to be carried or worn in the hallways while passing to/from class.**

### **PARENT PORTAL**

The Parent Portal is available for parents/guardians to authorize permission forms online and to view your child's progress by accessing the RMCTC District Portal on the School's web-site; [www.rmctc.org](http://www.rmctc.org). This will give you up to date information related to your child's attendance, grades (work ethic and knowledge), discipline referrals and schedule. In order to use this resource, you must provide the CTC with a current email address. Directions to authorize forms are located in appendix H.

### **PARKING LOTS**

Transportation is provided for all CTC students by their sending district. Therefore, it is not necessary for any student to drive to RMCTC. If a student requests and is granted a driving permit, he/she does so with the understanding that given "reasonable cause for suspicion"...the vehicle may be searched while on school property for dangerous or illegal items that could pose a threat to the well-being of our students or faculty.

### **PASSING TO/FROM CLASS ACTIVITIES**

Adequate time is allowed for students to pass from one scheduled activity to another. Kindly keep to the right in the halls and on the stairways. Running is unnecessary and prohibited.

### **PERSONAL NEATNESS**

Personal neatness is an asset to anyone. Let your dress and your grooming (hair, nails, cleanliness, etc.) reflect the pride you have in yourself and thereby convey that pride to future employers and visitors who may visit the school (see Dress Code). Your locker also reflects your personality and habits. Periodic locker inspections are held to encourage you to keep your locker presentable and in order.

### **PROGRESS REPORTS/REPORT CARDS**

In an effort to go green, Reading Muhlenberg Career and Technology Center (RMCTC) will no longer be producing paper progress reports and report cards. If necessary, parents/guardians may request a printed copy to be mailed home. Student progress reports and report cards along with other information regarding your child's progress can be viewed using the RMCTC Parent Portal. Step-by-step instructions on how to access the parent portal, can be found on [www.rmctc.org](http://www.rmctc.org) under the "Parents" section at the top of the webpage. Parents/guardians will be contacted through the school's automated messaging system notifying them when progress reports and report card grades are available.

## PROGRESS REPORTS/REPORT CARDS (continued)

If parents/guardians would still like a printed copy mailed to the home, please contact Student Services at 610-921-7310 or at [amccullough@rmctc.org](mailto:amccullough@rmctc.org).

Teachers may issue additional progress reports at a time other than dates listed on the school calendar. The teacher may request a parental conference. Conferences are beneficial for all parties involved.

## RECORDING DEVICES/SCANNERS

Unless approved by school administration, neither staff nor students may engage in any audio/visual recording of any staff or students. Also, the uses of electronic scanning devices are prohibited (see Telephone Use/Cell Phones/Electronic Devices).

## REPAIR POLICY

Students of the Reading Muhlenberg Career & Technology Center may have work done at the school regarding repairs to their personal property. The school is **NOT RESPONSIBLE FOR LOSS OR DAMAGE TO ANY VEHICLE OR PROJECT BROUGHT INTO THE BUILDING OR ONTO THE SCHOOL GROUNDS.** (Students desiring a driving pass for the purpose of repairs, please refer to Driving Permits.)

## REPORT CARDS

Report Cards (See Progress Reports)

## SAFETY EDUCATION

RMCTC is committed to providing a safe educational environment for all students, staff and visitors. Safety education is a primary element of each program area. Our educational laboratories are equipped with mechanical and technical equipment and machines which present an element of danger if not maintained and operated by established guidelines. It is mandatory for all students, staff and visitors to wear personal protective equipment (PPE) at all times while in program laboratories that have equipment requiring PPE. It is also important that all students follow the safety guidelines as established by their program teacher.

**NOTE: Students are encouraged to purchase "student insurance" at their sending school.**

## SCHOOL SAFETY AND SECURITY

Reading Muhlenberg Career & Technology Center has adopted the **Berks County Schools All Hazards Plan**. This plan has been created to establish a county-wide all hazards emergency response plan that incorporates a standard emergency response protocol for all schools.

**The All Hazards Plan** provides a framework from which Reading Muhlenberg Career & Technology Center can build a safe and secure learning environment with the ability to respond promptly and appropriately in the event of an emergency. Whether it is prevention and mitigation, preparedness, response or recovery, Reading Muhlenberg CTC strives to manage every phase of emergency readiness competently and effectively.

The All Hazards Plan has established four (4) specific actions that can be performed during an incident. These responses are called Standard Response Protocols (STP). They are: **Lockout, Lockdown, Evacuate, and Shelter**. Drills are conducted routinely to familiarize staff and students with emergency response actions. In addition, staff and students are familiarized with the "Run, Hide, Fight" response during safety training.

**During an emergency, we ask that you refrain from coming to the school or from calling the school or your child.** Our access road and telephone lines need to be kept open for emergency responders and to maintain administrative ability to relay information to the media. In the event of a real emergency, staff and students must remain quiet for their safety and to hear instructions.

Information will be disseminated by the media and our school messaging system including when and where you should report to regain custody of your child. Traffic congestion will impede the response of emergency vehicles and threaten the safety of students and staff. **Please listen to local radio/TV stations**

## SCHOOL SAFETY AND SECURITY (continued)

### **for announcements for information relating to an emergency.**

If an emergency situation requires students to be released to parents/guardians, the person reporting to the designated student release areas will need to:

- Produce photo identification for verification as an authorized person to pick up the student.
- Sign a student release form.

Emergency conditions may also require that the school will have to close for a period of time. In that event, students may be required to complete assignments at home or at another location.

In order to assure the safety of our students, staff and facilities, and in an effort to assure the continuity of the educational process, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures please contact the CTE Director of Programs at 610-921-7304.

## SEARCHES

As part of our on-going efforts to maintain a safe and orderly educational environment, school officials are authorized to search a student's personal possessions, locker, or motor vehicle parked on school property when there is a reasonable suspicion that the student is violating law, Joint School Committee policy, school rules or poses a threat to the student or the school population. A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the School's discipline procedures.

## SECURITY CAMERAS

Security Cameras are used throughout the premises at RMCTC. These cameras are installed in the hallways, cafeteria, on busses and at exterior locations and may be used as evidence of misconduct in disciplinary and/or legal proceedings.

## SPECIAL REQUEST FOR ABSENCE

Pupils who desire to be excused for special reasons (including, but not limited to, funerals, college interviews, dental appointments) for a day or part of a day, are asked to present a written request from the parent or legal guardian **THE DAY BEFORE** the desired absence; however, there can be no guarantee that the request will be granted.

## STUDENT CHARGES

Students are responsible for the loss or damage of books. If you have paid for a lost book and later it has been found, the money will be refunded to you. Students will also be held responsible for damages or loss of tools, equipment or school property as a result of carelessness.

Students will be required to pay for materials used for personal projects that are to be taken from the school upon completion. (Your teacher will inform you of all charges.) All transactions will be conducted in the Business Offices.

If the student does not pay the charges due, release of grades, portfolios, and certificates will not be granted until the student has done so. Also, **participation in the school's Work Based Learning program, CTSO activities, eligibility for awards (Student of the Quarter, All Star, Business & Industry awards, etc.) and field trips will be denied until all charges are paid in full.**

## STUDENT SIGNATURE FORMS

All students are required to complete several school-related forms upon entering RMCTC. These forms are important for emergency and medical reasons. Due to the importance of these forms, students will be required to have these forms completed within one week of their enrollment. Students who do not return these forms within this time frame may be suspended from the CTC until a parent/guardian can come to the CTC to provide the required information.

## STUDENT SIGNATURE FORMS (continued)

**NOTE:** As information regarding changes in name, telephone number, address, email address or medical information arises, it is the responsibility of students and parents/guardians to inform the school's main office staff immediately. This may involve updating the specific school form containing this information. Updates to information must be verified by a parent/guardian signature.

### TELEPHONE USE/CELL PHONES/ELECTRONIC DEVICES

**CELL PHONE USE IS NOT PERMITTED AT RMCTC.** Students are advised not to bring cell phones to RMCTC. Students may only use the telephone located in the Main Office for an authorized emergency reason. **NO OTHER TELEPHONES WITHIN THE SCHOOL MAY BE USED BY STUDENTS** unless approved by an administrator.

**All electronic devices must be turned off and put away prior to arriving at RMCTC. Electronic devices are not allowed to be seen or heard at RMCTC (this includes outside of the building at arrival and dismissal times).**

1. Possession and/or use of a cell phone or other electronic devices will result in confiscation of the item(s) and may result in disciplinary action as outlined in Discipline Section of this handbook.

**Students who refuse to relinquish their device will be assigned an out-of-school suspension.**

2. Confiscated items will only be returned to a parent/guardian. These items must be picked up during the normal business hours of 7:30 am and 3:30 pm.

**ALL outstanding charges must be paid before these items will be returned.**

If a student desires to use the Main Office telephone for an emergency situation, the following procedures must be followed.

1. The student must inform his/her teacher of the reason for using the telephone.
2. If the teacher agrees that the situation is indeed an emergency, a "Telephone Use" pass must be completed in its entirety.
3. The student will proceed to the Main Office with the completed Telephone Use pass.
4. Office personnel will place the call to the phone number designated on the Telephone Use pass and make the initial contact for the student.
5. Once the appropriate party has been reached, the student will be permitted access to the phone.
6. There is a five (5) minute maximum time allowance per emergency telephone call.

### TOBACCO PRODUCTS

RMCTC prohibits possession, use or sale of tobacco, tobacco related products, e-cigarettes and controlled substances by students at any time in the school building and on any property, buses and vans that are owned, leased or controlled by the school.

### TOOL/EQUIPMENT POLICY

When tools are missing, it is difficult for students to work effectively in their respective program area. Valuable hands-on experience is lost when tools/equipment are unavailable.

1. Teachers may assign students to be tool/equipment room supervisors.
2. At the end of each session, the teacher will consult with the tool room supervisor(s) and account for all tools and equipment.
3. Missing tools/equipment or damaged due to malicious intent or neglect may require that the students attending that class session be held responsible for reimbursement to the school for the loss of the missing item(s). The cost will be shared equally by the students in attendance.
4. Tools/equipment assigned to a student for the year will be inventoried at the end of the year. If there are any tools/equipment missing, that student be held responsible for reimbursement.
5. Students will be informed of tool/equipment charges by the teacher.
6. Tools are not to be loaned to students for use outside of school at any time.
7. In programs needing personal tools, students may not transport those items via school bus transportation. Arrangements must be made with the program teacher and parents/guardians to have the tools delivered to RMCTC.
8. Students found in unauthorized possession (which includes student lockers) of program related tools may be subject to disciplinary consequences.



## **TOOL/EQUIPMENT POLICY (continued)**

If the student does not pay for missing items, his/her release of grades, portfolios/certificates will not be granted until he/she has done so. Participation in the school's Work Based Learning program, CTSO activities and field trips will not be permitted until all charges are paid in full.

### **VANDALISM**

Students who intentionally damage school property and/or equipment will be held responsible for all cost of replacement or repair and will be subject to disciplinary consequences.

### **VISITOR INFORMATION/PROCEDURES**

#### **ALL VISITORS MUST REPORT TO THE MAIN OFFICE AND PROVIDE A DRIVER'S LICENSE/PICTURE I.D.**

Community and parental interest is welcomed at RMCTC but visitations must not interrupt class schedules.

**Scheduling an appointment and approval by administration is necessary** due to staff commitments, safety concerns and the number of visitors.

1. Visitors **must** report directly to the main office, provide a driver's license/picture I.D., sign in, obtain and wear a Visitor's Pass while in the building.
2. Visitors should not interact with students unless it's part of the visitor's scheduled activity.
3. **At the conclusion of the visit, visitors must return to the Main Office to sign out.**

**NOTE:** Visitors who do not follow these guidelines will be considered unauthorized, and can be subject to trespassing charges, as defined in the legal code.

### **WALKING (Permits)**

Since transportation is provided by each sending school, to and from RMCTC for RMCTC students, walking is generally not permissible. However, if the situation arises wherein walking may be a viable alternative to the school-provided transportation, written permission from the parent or legal guardian **must** be received before permission for walking can be granted.

This policy also governs "emergency" situations (see Driving-Emergency Situations).

### **WEAPONS**

Expulsion will be considered for students who bring weapons on school property or on school transportation vehicles.

At this school, a weapon is defined as, but not limited to:

1. Any knife.
2. Cutting instrument or cutting tool.
3. Nunchuck stick and other martial arts weapons.
4. Firearm, shotgun, rifle, starter pistol, taser, stun gun.
5. Tear gas, pepper gas or any other solution/spray intended for physical harm.
6. Explosives include but not limited to fireworks, blasting caps, pipe bombs, M-80's, and smoke/stink bombs.
7. Dangerous apparel including, but not limited to: studded or spiked belts, wristbands, rings or chains.
8. Replica of a weapon.
9. Any other tool or device capable of inflicting serious bodily injury.

This policy applies to having such a weapon on school property (including student lockers and parking lots), not merely possessing them on the students person. No student should be carrying back and forth to school any program-related cutting devices or tools. If you need a cutting tool or device for after school work, those tools or devices should be left at work. This holds true for any cosmetology related scissors or cutting supplies.

As part of our on-going efforts to discourage students from bringing weapons on school property, the administration at RMCTC, will conduct periodic/random searches of students, their belongings, and lockers. Searches may involve the use of hand-held metal detectors (see Searches).

Reading Muhlenberg CTC takes safety and negative student behavior seriously. We deliver what we promise...arrest, fines and expulsions...to those who engage in harmful acts towards our students, staff and property.

## WORK BASED LEARNING Cooperative Education & Internship

Students participating in the Work Based Learning Cooperative Education Program MUST meet the following criteria:

- Be a SENIOR student.
  - Scored near competent on the Pre-NOCTI exam.
  - Maintain a grade of 70% or higher in the CTC program.
  - Have attained a job title in the program area.
  - Have a job related to the program area.
  - Pay all student charges.
  - Represent the program area and the CTC in a positive manner in school and the workplace.
1. All Work Based Learning (WBL) students must have school WBL forms completed before starting the job/internship, and any student less than 18 years of age must also have a transferable work permit.
  2. Absent procedures:
    - **IMPORTANT:** If your name is going to appear, for any reason, on your sending school absentee list, you must also **report off to RMCTC's attendance secretary at 610-921-7301. Failure to report off will result in removal from WBL.**
    - If you are absent from school in the morning, you may **NOT** go to work in the afternoon. **YOUR JOB IS PART OF YOUR SCHOOL DAY.** If you are at a **medical, social service, or court appointment** in the morning you **may** go to work that day. However, you must bring a note **from the agency where you were**, to the RMCTC attendance secretary, the next school day.
    - If you are ill, **YOU** must call your employer to inform him/her that you will not be reporting for work.
    - You are **REQUIRED** to go to work on the days school is closed; i.e. holidays, in-service day, snow day, etc., if you are scheduled.
    - You may **NOT** work at your WBL job if you are suspended out of school. This includes jobs that are scheduled with after school hours between the hours of 4:00-11:00 p.m.
    - **REPETITIVE ABSENCES** at school or work will result in your removal from Work Based Learning.
  3. All WBL students **MUST report to the CTC every Monday**. Any additional classroom time is at the discretion of your program area teacher. You are responsible for communicating this to your employer. On the **first Monday of each month**, immediately upon arrival, report directly to the **MULTI-PURPOSE ROOM**, where you will sign in with the WBL Coordinator. Co-op students will record hours and earnings, and then return to your program area for the remainder of the school day. **You MUST bring your check stubs to record your hours and earnings!** Internship students will record hours. **If you miss two Monday meetings, you will be removed from WBL.**
    - Any violations of these rules will result in the following **discipline action:**
      - 1<sup>st</sup> violation – VERBAL WARNING**
      - 2<sup>nd</sup> violation – REMOVAL FROM WORK BASED LEARNING**
  4. When at work you are guided by and are responsible to your employer. Be sure to follow all of the employers' rules and regulations because you will be terminated for the same reasons as any other employee.
  5. If your work experience is terminated for any reason, you must return to RMCTC the next day, and inform your CTC teacher and the WBL Coordinator.
  6. If you wish to terminate your employment, you must discuss this with the Work Based Learning Coordinator and leave the job properly by giving the employer a two-week notice and a letter of resignation.

### GRADE REPORTING

**Purpose:** The intent of this grading procedure is to provide a student grade that accurately reflects student achievement. Progress is measured in the areas of work ethics, knowledge and the practical skills aligned to the program area learning guides. Student performance for learning guide activities and assignments are reflected in the knowledge grade. Students will be evaluated according to established program standards on an individual basis. The ClassMate grading software automatically calculates student grades using the following formula:

## GRADE REPORTING (continued)

Work Ethic	40%
Knowledge	<u>60%</u>
	100%

Teachers must be able to justify grade percentages in the event of inquires or concerns.

### Interpreting a Grade:

**Work Ethics Grade (40%):** Each school day, every student receives a Work Ethics or daily grade. Criteria that comprise these grades are safety, student behavior, preparation/participation, productivity or time on task, professional appearance and extra effort. The Work Ethics grade range is based on a 0 to 10 model that students may earn each day depending on how many criteria they satisfactorily meet.

**NOTE: Impact of Absenteeism, Tardiness/Early Dismissals** – The direct effect of absenteeism on a students' grade will be through the Work Ethic component of the grading formula. If a student is Tardy or has an Early Dismissal the Work Ethic grade will automatically be defaulted to a five (5) from a possible ten (10) points. The instructor may change this value as they see fit.

**Knowledge Grade (60%):** Throughout the marking period, a student's cognitive knowledge about various career-specific topics will be evaluated and recorded by the instructor. Examples of knowledge activities include: lab/shop assignments, homework, quizzes, tests, and research activities. The Knowledge grade range is based on actual points earned divided by the total accumulative points.

**Skill (Learning Guide):** Learning guides are normally aligned to lab assignments or shop projects where a student will physically perform a task. The student and teacher will discuss, at the beginning of each quarter, student expectations and the required tasks that must be completed or "contracted" by the end of the marking period. This allows a student to work productively with the expectation to make constant progress during the marking period. All assignments, activities and rubrics associated with learning guides are documented in the "knowledge" grading component. It is important to note that poor productivity will have a negative impact on a student's grade.

**NOTE:** For the purpose of students earning a job title associated with their program area, teachers track students' skill/task work. Teachers identify specific criteria to evaluate each task performed, ranging from a 0 to 5 (not completed to mastery). Students must earn a 4 or 5, in order to credit the task towards earning the specific job title. Students have the opportunity to revisit a task multiple times until successfully receiving credit. The job titles a student earns will be listed on the student's RMCTC certificate that is awarded at Senior Recognition Night.

<u>CTC Letter Conversion Table</u>	<u>Grade</u>	<u>Letter</u>
	100 – 97	A+
	96 – 93	A
	92 – 90	A-
	89 – 87	B+
	86 – 83	B
	82 – 80	B-
	79 – 77	C+
	76 – 73	C
	72 – 70	C-
	69 – 65	D
	64 – under	F

Final Grade average is based on the student's four (4) numerical marking period grades. The final average will directly align to the letter conversion table listed above.

If a student has three (3) marking period grades of "F" the teacher shall give appropriate consideration to that student not passing for the year. If a student is on an **upward trend** at the end of the school year, this **may** justify having the student pass for the year. If the opposite is true, and the student is on a **downward trend**, the student **should** receive a failing grade.

The individual teacher must evaluate each student's achievement in terms of the expected goals for their program area.

## GRADE REPORTING (continued)

Failure to complete assignments, frequent lateness or absence, and demonstrated indifference to school are major contributors to student failure. **Blatant refusal** to attempt or to complete a significant number of course requirements may, by itself, justify a final course grade of "F".

The following divisions are given as a guide to recording and interpreting the grading system. It remains for each teacher to objectively and fairly rate each student, not based upon personality, but performance.

**Determination of Grades:** Teachers will give thorough consideration using all grading components in determining students' grades to both class work and test results.

### **A = Excellent**

1. This grade represents **superior work** and is distinctly an honor grade.
2. The excellent student **has reached all course objectives** with high quality achievement.
3. The excellent student displays unusual effort and works willingly and effectively in reaching required objectives.

### **B = Good**

1. This grade represents **above average** quality achievements.
2. The good student **has reached a large majority of course objectives**.
3. The good student is industrious and willing to follow directions.

### **C = Average**

1. This grade represents **acceptable** quality achievements.
2. The average student **has reached a majority of course objectives**.
3. The average student is cooperative and follows directions, yet extra effort and improvement are needed for more complete mastering of the material.

### **D = Passing**

1. This grade represents a **minimum acceptable** quality achievement.
2. The student is performing below-average work and **has not reached a majority of course objectives**.
3. This achievement level indicates there is a great need for improvement, daily preparation and improved dedication and attendance.

### **F = Failure**

1. This grade represents **unacceptable** quality achievements.
2. The failing student has **not reached necessary course objectives**.
3. The failing student has not attempted to complete assignments, is constantly late or absent, and generally has failed to accomplish the fundamental minimum essentials necessary in the program area.
4. It may be noted that generally a student does not fail because of a lack of ability; failure may be caused by laziness, non-dedication, or a general disregard to directions of the teacher and the unwillingness to use whatever ability he/she possesses.

**Incomplete Grades:** Incomplete grades must be updated no later than ten (10) days from the close of the marking period. As soon as the work is completed and the grade is available, it must be reported to the appropriate person.

**Failures:** Students who receive a failing final grade in a program area are permitted to repeat that program, but are urged not to do so for obvious reasons. If this situation presents itself, students and parents are advised to consider an alternative program which is probably more suited to the student's true interests and aptitudes and not merely satisfying a short-term or unrealistic desire.

**Attendance and its Impact upon Grades:** The importance of regular school attendance and its positive impact upon a student's performance grade cannot be overstated. If a student is absent, he or she does not have the opportunity to keep pace with their classmates and must work independently to acquire the information missed during any absence. Regardless of how well a student performs when he/she is present, habitual absenteeism usually results in a failing performance grade. This situation is not unlike the conditions of the business or industry for which the student is being trained.

**Make up Work for Absences:** Students have the opportunity to make-up school work due to an illness/being absent from school. **PROVIDED** their absence is **excused**. Students must submit make-up work within the following timelines:

1. One (1) to three (3) days excused absences – five (5) school days to complete assigned work.

## GRADE REPORTING (continued)

2. (4) or more days excused absence – ten (10) school days to complete assigned work.

All work missed through unexcused absences will be graded as a zero

**Report Cards (see Progress Reports):** Students will receive a report card from the sending school district which will reflect the student's grade from their Career & Technology classes. Students will also receive a report card from RMCTC reflecting their program grade and Social Studies grade, where applicable. In addition, grades are available on the parent portal.

**Student Recognition Night:** Reading Muhlenberg Career & Technology Center hosts an annual Student Recognition Night, which honors our senior students. During this event, senior students in attendance are recognized and may also receive awards that they have earned relevant to their accomplishments while attending Reading Muhlenberg CTC.

## DISCIPLINE POLICY

(This policy applies while the student is under the Jurisdiction of RMCTC and its staff members)

Section 1317 of the Pennsylvania School Code provides as follows:

"Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them."

The primary objective of the Reading Muhlenberg Career & Technology Center is to give its students the opportunity to acquire marketable skills and attitudes. Upon completion of a CTE program, the student should be ready to enter competitive employment. It is a privilege for students to attend RMCTC to learn these skills; and a privilege for us to teach them those skills. If this primary objective is to be realized, it is essential that orderly discipline be maintained.

While the primary objectives of RMCTC are the teaching of marketable skills and attitudes, another important aspect of the CTE program is the emphasizing of workplace safety. Consequently, any breakdown of school discipline can eventually result in safety hazards to students and staff. Furthermore, in keeping with Section 1317 of the Pennsylvania School Code, RMCTC believes that another goal is the preparation of its students to be lawful and responsible citizens. Therefore, this behavioral code is implemented to be consistent with the components of the Pennsylvania School Code, Chapter 12, "Regulations and Guidelines on Student Rights and Responsibilities", and is committed to assuring equal opportunity and treatment to all students, regardless of race, color, religion, national origin, gender or ethnic background.

The disciplinary actions which may be taken in response to a breach of the behavioral code are meant to be constructive in nature and not to be solely punitive. All disciplinary actions by the school authorities are predicated upon cooperative and courteous student behavior during any discipline procedure. Any misconduct, abusive behavior or uncooperative attitudes during the discipline proceedings may add to the punitive action.

The disciplinary action responses by the school authorities vary according to the severity of occurrences within the categories of infractions. Those infraction categories and the actions usually taken are included within this disciplinary policy. Where suspensions are applicable to a disciplinary problem, the suspension may include suspension from program activities at both the home school and RMCTC.

In a situation where the violation has reached a point of continuous or totally unacceptable behavior, and reasonable corrective measures have been taken, the administration of RMCTC will seek the student's withdrawal from RMCTC by the sending school's authorities.

In conclusion, to further protect the safety and well-being of our students and staff, all students are required to have in their immediate possession at all times, their school-issued identification card.

## PROCEDURES INVOLVED WITH DISCIPLINE OFFENSES

1. Staff members will complete an electronic discipline referral form, which includes a detailed statement describing the alleged incident.
2. The student must be informed by the reporting person of the specific violation(s) cited on the discipline referral form, before the form is sent to an administrator for disposition. The student has the right to note his/her version of the alleged incident on an Incident Report form. **The staff member should make every effort to contact the parent/guardian, especially in the cases of chronic infractions.**
3. The electronic discipline referral form must be submitted to the Administrative Assistant to the CTE

## DISCIPLINE POLICY (continued)

Director of Programs who will then forward the referral form to the appropriate administrator for disposition.

**(NOTE:** In cases of a severe incident or a volatile situation which requires immediate

attention, upon the teacher contacting the main office, the student may be sent directly to the office.)

4. Once the discipline referral is forwarded to the appropriate administrator, the teacher's disposition over the situation is relinquished to the administrator in charge.
5. After review and disposition of the discipline case, the referral form, with the appropriate administrative action taken, will become part of the student's record at RMCTC.

### **IMPORTANT...PLEASE NOTE:**

Students and parents should realize that the laws of the Commonwealth, and local legal jurisdiction, **do not end** at the property line of this or any other school. If a student's behavior warrants the involvement of the local or state police departments, those authorities **will be** called upon and the student subjected to their proceedings, as well as the school's disciplinary actions. This is **extremely important** to bear in mind in cases involving bullying, cyber-bullying, harassment, theft, fighting, assault, sexual misconduct, disorderly conduct (food fights and severe cafeteria disturbances), drug offenses, vandalism and possession of dangerous/illegal weapons, look-a-like weapons and mace/pepper gas, etc.

Parents/guardians are required to sign a document which acknowledges that they and the student have reviewed, understand and approve of the Board-approved policies/procedures set forth within this handbook.

Additionally, public school students are prohibited from using cell phones/telephone paging or electronic devices at any school related function during the school day. However, students may carry a device if they are members of a volunteer fire or rescue squad or if there is a need due to the medical condition of a family member. In such instances, school authorities need to **approve** the presence of communication devices.

If a conference involving the student, the student's parents/guardian and representatives of the school is considered necessary, this conference will be held at RMCTC during the student's regularly scheduled CTC session.

## **CATEGORIES/DESCRIPTIONS OF DISCIPLINE CODE VIOLATIONS**

**DEMERIT SYSTEM:** Demerits depend upon the severity of the discipline infraction. The following list of offenses and possible number of demerits for each offense shall be considered an administrative disposition of a referral. An accumulation of five (5) demerits may result in a day of in-school suspension.

### **PROCEDURES INVOLVED WITH DISCIPLINE OFFENSES (continued)**

#### **One (1) Demerit Offenses**

1. Lateness to RMCTC – a warning will be given for the first offense, one demerit will be given for each additional late. After five (5) demerits for lateness has been accumulated, one session of in-school suspension is assigned. **NOTE:** after serving ISS and upon receiving additional demerits, the student will receive an out-of-school suspension.

#### **Five (5) Demerit/In-School Suspension Offenses/Daytime Detention**

Students will be assigned an in-school suspension session(s) after they have earned five (5) demerits. A "session" means the time period during which the student is scheduled for RMCTC only (see In-School Suspension Center).

1. Abusive and unacceptable language among/between students - including, but not limited to, blatant use of vulgar and/or obscene language and/or gestures; verbal altercations which likely may lead to a physical confrontation; habitual disruptive classroom behavior.
2. Accumulation of five (5) or more demerits for late to school or temporary I.D.
3. Cheating - includes but not limited to, tests, quizzes, homework, etc.
4. Cutting class, including leaving a class or school activity without authorization.
5. Deliberate misuse of school permits.
6. Disruptive behavior - a situation wherein a student is causing a disruption and fails to immediately heed a warning/request to stop.
7. Forging/falsifying any school-related document, form or assignment.
8. Hall misconduct.

## DISCIPLINE POLICY (continued)

9. Insubordination to school personnel.
10. Lateness in moving from area to area within the school without a proper permit.
11. Possession or use of lighters, matches or flammable substances. This may also result in an out-of-school suspension.
12. Presence in an unauthorized area.
13. Questionable display of affection/physical contact between students.
14. Refusal to produce a proper I.D. card.
15. Safety/health violations, including, but not limited to, wearing sunglasses inside the facility, unauthorized walking to/from RMCTC, horseplay, possession of matches or lighters, use of pyrotechnic materials, use of laser pointers, use of skateboards, water pistols, chewing gum, and spitting within and on the school facility – this reference to “spitting” is significant due to the rise in communicable illnesses.
16. Possession of tobacco products or related products e.g. electronic cigarettes on school property or at any off-campus related activity is prohibited. **NOTE:** Pennsylvania law prohibits the **possession or use** of tobacco products on school property. In addition to being assigned ISS, students will be subject to a fine.
17. Students refusing to cooperate during a search. Depending on circumstance, it may lead to an out-of-school suspension.
18. Unauthorized/inappropriate use of computers, school equipment or supplies.
19. Violation of bus regulations, as outlined in the section of this handbook dealing with **BUS REGULATIONS** and the appropriate student conduct.
20. Violation of cafeteria procedures/guidelines (see Cafeteria Procedures).
21. Violation of dress code (see Dress Code).

### Out-of-School Suspension

1. Abusive language or verbal threats directed at staff/students. Administration will determine the type and length of suspension to be assigned.
2. Accessing computer web-sites that are not conducive to an educational environment, e.g. illegal, sexually oriented, obscene, threatening, etc. (see “Acceptable use policy” Appendix “A”).
3. Chronic tardiness upon serving in-school suspension for lates to school.
4. Disorderly Conduct – Conduct that disturbs the peace or endangers the morals, health or safety of others.
5. Extortion – refers to the act of obtaining money or property from an unwilling person by physical force or intimidation.
6. Fighting – a situation where physical actions or force are used by one or more persons against another. This would include blows being struck by a hand, fist, elbows, head or a kick. (Disorderly conduct and/or other charges will be filed with the local police in cases of fighting.)
7. Gambling, including, but not limited to, coin tossing, card playing, dice and games of chance.
8. Leaving school property without proper authorization.
9. Physical Confrontation – situations wherein a student or students engage in physical actions against another person(s); e.g. pushing, shoving.
10. Possession/use of illegal/unauthorized communications/technology/recording devices. These devices include, but are not limited to: radios, CD players, ear buds, tape recorders, video recorders, electronic games, pagers, cell phones, cameras, scanners and remote control items which can impact audio/visual equipment. Unauthorized audio or videotaping of any school-related activities or conversations is prohibited. **NOTE:** Students who refuse to relinquish their electronic device or cell phone will be assigned an out-of-school suspension. The device will be held at the school until a parent/guardian can make arrangements to pick it up during normal school hours or students can request return on last day of school year. **In addition, all outstanding charges owed by a student must be paid before the confiscated device is returned.**
11. Prejudicial remarks/violent drawings or documents concerning race, ethnicity, or gender directed at staff/students. This includes harassment/bullying/hazing/cyber text messaging.
12. Smoking of tobacco products or related products e.g. electronic cigarettes on school property or at any off-campus related activity is prohibited. **NOTE:** Pennsylvania law prohibits the **possession or use** of tobacco products on school property. In addition to being assigned OSS, students will be subject to **RECEIVING** a fine.
13. Stealing – The willful act of taking an item from someone that doesn’t belong to you without the

## DISCIPLINE POLICY (continued)

person's permission. This includes an instrument that can be used for theft (filed keys), unauthorized use/possession of a CTC program tool and/or possession of stolen property.

14. Use of a computer or other electronic media to engage in cyber bullying or inappropriate online behavior.
15. Vandalism – (**NOTE:** Where appropriate, restitution or restoration of damaged property will be required and institutional vandalism charges may be filed with the Muhlenberg Township Police).
16. Violation of ISS guidelines.
17. Violation of student driving regulations (**NOTE:** This includes transporting passengers even if a driving permit has been issued.) In such cases the permit will be immediately revoked and any future issuance of a permit will need prior approval of the administration.

### 1/2 Day Suspension

Administration has the right to assign a student a ½ day of out-of-school suspension (RMCTC only). Reinstatement will consist of a phone call from our secretary to the parent/guardian acknowledging the reason for the suspension and either accepting or waiving a parental hearing. If the parent/guardian cannot be reached by telephone, the parent/guardian **must** report to the CTC to sign the reinstatement form.

### Full-day Suspension

An assigned out-of-school suspension is suspension from RMCTC & student's sending school. Reinstatement will consist of the parent/guardian signing the appropriate paperwork at **RMCTC**. Subsequent suspension for the same offense will require a parental conference during normal school hours.

### Superintendent and/or Director's Suspension

In the following situations or conditions, the local police will be involved:

1. Drug-related offense.
2. Felonious activities directed against the school or its staff and students; these include but are not limited to: racial/gender "hate crimes", harassment, stalking and sexual misconduct.
3. Possession of a dangerous, illegal, or lethal weapon or substance.
4. Striking school personnel.
5. Vandalism - (major) (**NOTE:** Where appropriate, restitution or restoration of damaged property will be required and institutional vandalism charges may be filed with the Muhlenberg Township Police).

A suspension to the Superintendent or the Administrative Director will be used when applicable and may result in an out-of-school suspension for up to 10 days. Reinstatement will consist of the parent/guardian and student attending a required hearing with the appropriate administrator to determine the conditions of reinstatement or removal from RMCTC.

**NOTE: Depending on the severity of the aforementioned situations, i.e. drug-related offense, Act 26 (violation of weapons), etc., RMCTC will refer such violation to the Muhlenberg Township Police and the student's respective sending district for processing. This may result with the student being removed from RMCTC, transferred to an alternative educational program or an expulsion from both schools.**



# RMCTC ADULT EDUCATION

## Adult Student Handbook Supplement

### FOREWARD

The faculty and administration extend a sincere welcome to you and wish you the very best during the time that you will be attending the Reading Muhlenberg Career & Technology Center.

The Student Handbook and the Adult Student Handbook *Supplement* are to assist you in an important transition in your life, which will begin when you start your career and technical education training. The instruction is planned to make your time spent here result in a smooth transition from school to work. At the Reading Muhlenberg Career & Technology Center, you will learn in an atmosphere which closely resembles the world of work, both in the working environment and in what is required of you.

As an adult student you are a role model to the high school students, and are expected to adhere to all the rules, regulations, and guidelines in the RMCTC Student Handbook as well as any additional policies and procedures outlined in this Adult Student Handbook *Supplement*. The policies and procedures are to be observed at all times. Any infraction of the rules will result in discipline action, and could result in the immediate termination from the program and RMCTC. The policies and procedures outlined in this Adult Student Handbook *Supplement* are either in addition to those outlined in the Student Handbook, modified for Adult Students, or are meant to be an additional reminder of important regulations.

Congratulations on selecting a program of studies which should meet your specific needs and career goals. We sincerely hope that your educational experience is a pleasant and rewarding one at RMCTC.

Best Wishes!

The Administration

## **ADULT EDUCATION OFFICE**

The RMCTC Adult Education Coordinator's Walk-In "Office Hours" will be posted in the RMCTC Main Office, and will be distributed to all adult students at orientation. If these times are not convenient, please schedule an appointment with the secretary or call 610-921-7300, Ext. 7321.

## **ATTENDANCE GUIDELINES**

The goal of the Reading Muhlenberg Career and Technology Center is to prepare students for rewarding careers and lifelong learning. The development of appropriate work habits and attitudes, including regular attendance, is critical for success both on the job and at the Career Center. For these reasons, the Reading Muhlenberg Career and Technology Center has established the following guidelines:

- Students are expected to attend when they are scheduled. All adult students are expected to arrive on time and leave on time (this includes lunch breaks).
- If you will not be in attendance (*absent, arrive late, or leave early*) you must complete an absence excuse blank and submit to the Adult Education office by the end of the week.
- If you need to request time off in advance, please complete an absence request form prior to day of absence. Failure to do so will result in an unexcused absence.
- If you do not complete an absence excuse blank, your absence will be counted as an unexcused absence. Absences in excess of 3 consecutive days may require a doctor's excuse.
- Frequent absences from school disrupt the educational process. The benefits from regular attendance and instruction are lost and cannot be regained; therefore, the following procedure will be enforced:
  1. At 10 days of absence, a meeting with the student and the Adult Education Coordinator will be conducted. This will serve as a warning that the student's grades and enrollment status are in jeopardy.
  2. Excessive absences will be referred to the persons or agencies sponsoring student tuition.
  3. All Adult Day School Students are required to complete and submit attendance sheets, which must be submitted to the Adult Education Office each Friday. RMCTC can guarantee to process attendance sheets by the required deadline only if sheets are handed in on time.

## **DRESS CODE/UNIFORMS**

All Adult Students are required to follow the classroom uniform policy. In classrooms that do not require uniforms, students should follow the RMCTC Student Dress Code found in the Student Handbook.

## **EMERGENCY TELEPHONE GUIDELINES**

Students will not be called from class to the telephone. Students are urged to make their families and friends aware of this regulation. If there is an emergency, family members may call (610) 921-7300 and the student will be notified as quickly as possible. Cell phones are not allowed to be turned on or used during class time.

### **ID/PROXY CARDS**

All students are required to wear their ID while on school property. While in hallways and in cafeteria areas, ID's must be visible. Proxy cards (keys) may be required to enter the building from the parking areas. Do not give your proxy card to others to use. The activity is recorded each time they are used. Cards must be handed back in to the Adult Education Office before summer break and/or at the time of withdrawal or completion of your program. If a proxy card becomes lost, stolen, inoperable or damaged, contact the Adult Education Office immediately. There is a fee of \$10.00 for lost or damaged cards.

### **LUNCH**

The RMCTC cafeteria offers students a complete lunch and a variety of a-la-carte items. You may put money on account in advance or purchases may be made on a daily basis. Adult students may bring lunch, buy lunch in the cafeteria, order from the school restaurant or choose to leave campus during the lunch break. Food/drink is not permitted outside of the cafeteria unless otherwise designated.

### **PERSONAL TRANSPORTATION**

Adult students are required to secure a parking permit and display it in back left window at all times while on RMCTC property. Parking is available to adults on the 3<sup>rd</sup> level of the front parking lot.

The following are strictly forbidden regarding the use of personal transportation:

- Adult students are forbidden to transport high school students in their personal vehicles or allow a high school student inside their vehicle – a violation subjects the guilty party to immediate dismissal from RMCTC.
- Failure to park in a designated area.
- Unsafe driving behavior when on RMCTC property.
- Loitering on the campus parking lot.
- Drivers and riders may not leave before the specified dismissal time without permission.
- Transporting illegal or unauthorized objects, materials or substances.

### **TUITION/BILLING/REFUND POLICY**

Adult students will be billed on a quarterly basis with payment due prior to the start of each quarter. Failure to pay tuition or any other outstanding debt to RMCTC may result in student being refused entrance to classroom and/or possible termination from training program. If a student is having financial difficulties, they should speak to the Adult Education Coordinator to discuss a payment contract. Adult students funded by an approved agency will be responsible for any balance not covered by that agency.

### **WITHDRAWING FROM SCHOOL**

If you are planning to withdraw from RMCTC, you should first contact the Adult Education Coordinator to discuss your decision. You must supply the Adult Education Office with the reason for withdrawal. Adult students are required to have an exit interview prior to departure, and all financial/ material/book obligations must be met prior to withdrawal from RMCTC.

## APPENDIX 'A'

### Reading Muhlenberg Career & Technology Center Internet Access, Email & Network Resources Acceptable Use Policy

#### Purpose:

Internet access, electronic mail (Email) and network resources area available to teachers, administrators and students in the Reading Muhlenberg CTC ("School") for educational and instructional purposes and other purposes consistent with the educational mission of the School. Use of the Internet and Email network is a privilege. This Acceptable Use Policy establishes guidelines for such use.

With Internet and Email comes the availability of material that may not be considered appropriate in a school setting. The School cannot regulate and monitor all information received or sent by persons who use the Internet or Email; and the School cannot ensure that students who use the Internet or Email will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The School believes, however, that the availability and value of the Internet and Email far outweigh the possibility that users may procure inappropriate or offensive material.

#### Procedures:

- A. Monitoring. The School reserves the right to log, monitor and review Internet, Email and other network use of each user. This logging, monitoring and review may be conducted without cause and without notice. Each user of a School's computer by the use thereof agrees and consents to such logging, monitoring and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet, Email or other network usage. Network storage areas may be treated like school lockers. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that files stored on district servers or computers will not be private. The School does not maintain archives of all Email messages.
- B. Filter. The School will employ the use of an Internet filter, (Bess or equivalent "Filter"), as a technology protection measure pursuant to the Children's Internet Protection Act. The Filter may be disabled by the network administrator at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The Filter may not be disabled for use by students or other minors for any reason.
- C. Access Agreement. All students, administrators and teachers who use the Internet, Email and other network facilities must agree to and abide by all conditions of this policy. Each user must sign the School's Internet, Email and Network Access agreement ("Agreement"), which is attached to this Policy as Appendix A. In the case of a student, the student's parent(s)/guardian(s) must sign the Agreement and Notice to Parents/Guardians. Students may not use the School's computers for access to the Internet or for Email without the approval or supervision of a teacher or CTC staff member.

## APPENDIX 'A' (continued)

### **Acceptable Use Policy:**

A. Prohibitions. Use of the Internet, Email and network technology must be in support of the educational mission and instructional program of the School. With respect to all users, the following are expressly prohibited:

- Use for inappropriate or illegal purposes.
- Use in an illegal manner or to facilitate illegal activity.
- Use for commercial, private advertisement or for-profit purposes.
- Use for lobbying or political purposes.
- Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software or hardware components of a computer or system.
- Hate mail, harassment, discriminatory remarks, threatening statements, cyber bullying and other antisocial communications on the network
- The illegal installation, distribution, reproduction or use of copyrighted software. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.
- Use to access, view or obtain material that is pornography or child pornography.
- Use to transmit material likely to be offensive or objectionable to recipients.
- Use to obtain, copy or modify files, passwords, data or information belonging to other users.
- Use to misrepresent other users on the network.
- Use of another person's email address, user account or password.
- Loading or use of unauthorized games, programs, files, music or other electronic media.
- Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed modified or abused in any way).
- Use to upload, create or attempt to create a computer virus.
- The unauthorized disclosure, use or dissemination of personal information regarding minors.
- Use for purposes of accessing, sending, creating or posting, materials or communications that are damaging to another's reputation ( i.e. abusive, obscene, sexually oriented, threatening, and harassment, etc.)
- Illegal use which involves any copyright violation or for the copying, downloading or distributing copyrighted material without the owner's permission.
- Use to invade the privacy of other persons.
- Posting anonymous message.
- Read, delete, copy or modify the email or files of other users or deliberately interfering with the ability of other users to send or receive email.
- Use while access privileges are suspended or revoked.
- Any attempt to circumvent or disable the filter or any security measure.
- Inconsistent use with the network etiquette and other generally accepted etiquette.

B. Safety. Student users (and any other minors):

Will be protected (to the greatest extent possible) from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications immediately shall bring them to the attention of a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, Internet, etc.

## APPENDIX 'A' (continued)

Any School computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software. Safety measures will address:

- Control of access by minors to inappropriate matter on the Internet
- Security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Restriction of minor's access to materials harmful to them.

C. Etiquette. Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Be polite. Do not become abusive in messages to others. School rules and policies for behavior and communicating apply.
- Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of others.
- Recognize that Email is not private or confidential.
- Do not use the Internet or Email in any way that would interfere with or disrupt its use by other users.
- Consider all communications and information accessible via the Internet to be private property.
- Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

D. Security. System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or center files. To protect the integrity of the system, the following guidelines shall be followed:

- Employees and students shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged in under another student's or teacher's name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### **Consequences of Inappropriate Use:**

The user, whether a student or employee, shall be responsible for damages to equipment, systems or software resulting from deliberate or willful acts. In addition to other appropriate disciplinary procedures, failure by any user to follow the procedures and prohibitions listed in this Policy may result in the loss of access to the Internet and Email. Illegal activities or use (for example, vandalism which is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses, copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The

## APPENDIX 'A' (continued)

School reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

The use of the Internet and Email is a privilege, not a right. The School administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use and their decision is final. A list of the various levels of discipline is included in the Student Handbook.

### **Other Issues**

- A. **Disclaimer.** The School makes no warranties of any kind, whether express or implied, for the service it is providing. The School is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the use of the School's computers is at the user's risk. The School disclaims responsibility for the accuracy or quality of information obtained through the Internet or Email.
- B. **Charges.** The School assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.
- C. **Listservs and Software.** Subscriptions to listservs must be pre-approved by the School. A student may not download or install any commercial software, shareware, or freeware onto network drives or disks, unless he/she has the specific, prior written permission from a teacher or administrator.

## APPENDIX 'A' (continued)

### READING MUHLENBERG CAREER & TECHNOLOGY CENTER INTERNET, EMAIL AND NETWORK ACCESS AGREEMENT

I understand, accept, and will abide by the Reading Muhlenberg Career & Technology Center's Internet Access, Email & Network Resources Acceptable Use Policy. I further understand that any violation of this Policy is unethical and may constitute a criminal offense. I understand that use of the Internet and access to Email is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use the RMCTC network; I acknowledge that all aspects of my use of the School's computers/network is subject to monitoring and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of the School's computers/network. I understand that any violation or inappropriate conduct may result in termination of my access privileges, other disciplinary action and/or legal action.

I understand that the School makes no assurances of any kind, whether express or implied, regarding any Internet or Email services. I further understand that the use of any information obtained via the Internet and/or Email is at my own risk; that the School specifically disclaims responsibility for the accuracy or quality of such information; and that the School is not, will not be, responsible for any damage or loss which I suffer.

\_\_\_\_\_  
User Name (Please Print)

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

**Note: For student users, parent or guardian must also read and sign this agreement.**

#### Parent's or Guardian's Agreement

Due to the nature of the Internet and Email, it is neither practical nor possible for the School to ensure compliance at all times with the School's Internet Access, Email and Network Resources Acceptable Use Policy. Accordingly, parents/guardians must recognize that each student will be required to make independent decisions and use good judgment in his/her use of the Internet and Email. Therefore, parents/guardians must participate in the decision whether to allow their child access to the Internet and Email and must communicate their own expectations to their child regarding appropriate use of the Internet and Email.

As a parent/guardians of \_\_\_\_\_, I acknowledge that I received and understand the School's internet Access, Email and network Resources Acceptable Use Policy and the School's Internet, Access, Email and Network Access Agreement being signed by my child.

I understand that Internet and Email access is designed for educational and instructional purposes and that the School will discourage access to inappropriate and objectionable materials and communications. However, I recognize that it is impossible for the School to prevent access to all inappropriate and objectionable material, and I will not hold the School responsible for materials acquired or contacts made through the Internet or Email. I understand that a variety of inappropriate and objectionable materials are available through the Internet and Email and that it may be possible for my child to access these materials if he or she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet and Email; that there is no practical means for the School to prevent this from happening; and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the School to monitor and review all communications to or from my child on the Internet and Email, I recognize that it is not possible for the School to monitor and review all such communications. I have determined that the benefits of my child having access to the Internet and Email outweigh potential risks. I understand that any conduct by my child that is in conflict with these responsibilities is inappropriate, and that such behavior may result in the termination of access, disciplinary action and/or legal action.

I have reviewed these responsibilities with my child, and I hereby grant permission to the School to provide my child with Internet and Email access. I agree to compensate the School for any expense or costs it incurs as a result of my child's violation of the Internet Access and Email Acceptable Use Policy or its administrative procedures; and I further agree that I will not hold the School responsible for any matter arising by reason of or relation to (a) my child's violation of the School's Internet Access, Email and Network Resources Acceptable Use Policy or (b) any materials acquired by my child, contracts made by or to my child, through the Internet or Email.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name \_\_\_\_\_



## APPENDIX 'B'

### READING MUHLENBERG CAREER & TECHNOLOGY CENTER 2018-2019

Aug. 22 (W)	1 <sup>st</sup> day for Teachers	Jan. 21 (M)	Martin Luther King Day
Aug. 23 (Th)	1 <sup>st</sup> day for Instructional Support Staff	Feb. 18 (M)	President's Day
Aug. 27 (M)	1 <sup>st</sup> day for students	Feb. 21 (Th)	Progress reports to parents
Aug. 31, Sept. 3 (F,M)	Labor Day break	March. 20, 21, 22 (W, Th, F)	Spring Break
Sept. 27 (Th)	Progress reports to parents	March 28 (Th)	End of 3 <sup>rd</sup> marking period
Oct. 31 (W)	End of 1 <sup>st</sup> marking period	April 18, 19, 22 (Th, F, M)	Easter Break
Nov. 22, 23, 26 (Th, F, M)	Thanksgiving Break	May 3 (F)	Progress reports to parents
December 6 (Th)	Progress reports to parents	May 27 (M)	Memorial Day
Dec. 24 (M)	School closed for Christmas/New Year's Break	June 6 (Th)	End of 4 <sup>th</sup> marking period Last day for students RHS and MHS
Jan. 2 (W)	School reopens	June 7 (F)	Last day for Instructional Staff (1/2 day)
Jan. 17 (Th)	End of 2 <sup>nd</sup> marking period		

#### Faculty Meetings

Sept. 17, 2018	*Feb. 25, 2019
Oct. 15, 2018	Mar. 18, 2019
Nov. 19, 2018	April 15, 2019
Dec. 17, 2018	May 20, 2019
Jan. 21, 2019	*June 7, 2019

Faculty Meetings are the third Monday of each month unless noted (\*).

All professional personnel must attend faculty meetings unless a written request is submitted to the Administrative Director for approval at least one week in advance.

#### Other Scheduled Activity Days

Fall Occupational Advisory Committee Meeting	6:00 PM Dinner	Tuesday, October 16, 2018
Open House/Career Awareness Night/	5:30 PM	Thursday, October 25, 2018
Post-Secondary College Fair		
Spring Occupational Advisory Committee Meeting	6:00 PM Dinner	Tuesday, April 9, 2019
New Student Orientation Night	6:30 PM	Thursday, April 25, 2019
Senior Recognition Night	6:00 PM/7:45 PM	Tuesday, May 28, 2019

**APPENDIX 'C'**

**READING MUHLENBERG CAREER & TECHNOLOGY CENTER**

**DRIVING REQUEST APPLICATION**

Any student requesting permission to drive to RMCTC must first present a valid driver's license, read the following guidelines, and complete the entire application.

**GUIDELINES:**

This form must be completed and on file in the Main Office one (1) day prior to driving.

Once approved, the student will be given a "Driving Permit" that must be signed by the student's teacher. The driving permit is valid only for the day written on the pass.

The student may not transport any other student(s) to or from the Career and Technology Center.

**VEHICLE REPAIRS: On the day of driving:**

- The student may not transport any other student(s) to or from the RMCTC.
- The student must park the vehicle on the second level of the parking lot in front of the school.
- The teacher of the program area performing the work will give the student permission to drive the car to that program area.
- After the repair work, the student will park the vehicle on the second level of the parking lot (in front of the school), return their permit to the office staff, and report back to their assigned activity. If the repair work is not completed, it is the student's responsibility to obtain an extension on the driving permit or obtain a new driving permit. Students may not bring their car to school for repairs without a driving permit – NO PERMIT – NO VEHICLE REPAIR WORK THAT DAY!

**NOTE:** RMCTC is not required to provide these driving privileges to its students...school-provided transportation is available and free to all students. Therefore, students should understand that given reasonable suspicion, an Administrator may request a search of any student driven vehicle for possible dangerous/illegal items.

**STUDENT NAME** \_\_\_\_\_ **REASON FOR REQUEST** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PA DRIVER'S LICENSE NUMBER** \_\_\_\_\_ (must show valid license)

**MAKE OF VEHICLE** \_\_\_\_\_ **YEAR** \_\_\_\_\_ **COLOR** \_\_\_\_\_ **LICENSE PLATE NUMBER** \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_

**PARENT SIGNATURE** \_\_\_\_\_

**TEACHER SIGNATURE** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DENIED \*** \_\_\_\_\_

**\*REASON** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADMINISTRATIVE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## APPENDIX 'D'

### READING MUHLENBERG CAREER & TECHNOLOGY CENTER

#### Family Educational Rights and Privacy Act (FERPA)

##### Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Reading Muhlenberg Career & Technology Center, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Reading Muhlenberg Career & Technology Center may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Reading Muhlenberg Career & Technology Center 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
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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 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 (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want the Reading Muhlenberg Career & Technology Center to disclose directory information from your child's education records without your prior written consent, you must notify RMCTC in writing by September 30, 2018. The Reading Muhlenberg Career & Technology Center has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

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#### Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## APPENDIX 'D' (continued)

### **Family Educational Rights and Privacy Act (FERPA) for Reading Muhlenberg Career & Technology Center**

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School Director a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Reading Muhlenberg Career & Technology Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

## **APPENDIX 'E'**

### **Integrated Pest Management**

A recent requirement of the Pennsylvania Department of Education is for every school entity to have an Integrated Pest Management (IPM) Plan. For many years, we at RMCTC have utilized an effective and safe pest control system in conjunction with our pest control company, JC Ehrlich. As part of that IPM, we are required to inform our students' parents/guardians that we have an IPM in place and how we implement that plan.

Here is the information about our IPM:

The Reading Muhlenberg Career & Technology Center uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. Pest sightings are reported to our building and grounds department, and an evaluation of the "pest problem" determines the appropriate pest management techniques to use to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc. These are the same measures you would use in your home.

Sometimes it may be necessary to use pest-control products to control a problem. If chemicals ever have to be used, the certified pest control technician will use the products of least impact which will solve the pest problem, yet not cause a health risk. Applications will be made only when authorized persons do not have access to the area(s) being treated, such as after school or on weekends. Notices will be posted in these areas 72 hours prior to application and for 48 hours following the application.

Parents or guardians of students enrolled at RMCTC may request prior notification of specific pesticide applications to be performed at the school. To receive notifications, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the school in writing. Also, if your son/daughter is reactive to any pest control agents, those possible reactions must be noted on that student's medical information record on file at the career center. Please be sure to request a new medical form to update.

If a chemical application must be made to control any emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification. Exemptions to the notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students and gel type baits placed in cracks, crevices or voids. Again, we are using methods and products commonly used by the average resident in his/her home.

Each year the district will prepare an updated notification registry.

If you have any questions, please contact Kevin Brumbach, Supervisor of Building and Grounds at 610-921-7361.

## APPENDIX 'F'

### All Hazards Plan

The following information is to assure you of our concern for the safety and welfare of students attending the Reading Muhlenberg Career & Technology Center. Our All Hazards Plan provides for response to emergencies. Depending on the circumstances of the emergency, we will use one of the following protective responses.

#### Type of Protective Response

- **Lockout** is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by a type and a method and is the protocol for group and self protection.

Additionally, if your residence is in a disaster area and the school is not, your children will be cared for in their regular school location until the danger has subsided, or until you or your authorized designee comes to the school to pick them up.

Please listen to **local radio/television stations** for announcements relating to any of the emergency actions listed above.

**We ask that you refrain from calling the school during the emergency.** This will keep telephone lines open so that campus administrators will be able to make emergency calls and relay information to the media. Also, please refrain from contacting your child via cell phone or text messaging. This will eliminate false or incorrect information from being circulated.

All instructions will be provided to the media for dissemination. The media, school messenger, and web site will advise you when and where to report to regain custody of students. This will avoid traffic congestion that may impede the response of emergency vehicles and threaten the safety of students and staff.

You will need to do the following when reporting to the designated student release area:

- produce a photo identifying yourself as the authorized person designated at the beginning of the school year to pick up the student or a note signed by the parent or guardian authorizing the pickup of student.
- be prepared to sign a student release form.

In the event your child has a personal means of transportation at school at the time of the emergency or evacuation, your consent is also required before the student will be permitted to leave with their own mode of transportation.

Emergency conditions may also require that the school will have to close for a period of time. In that event, students may be required to complete assignments at home or at another location. You Will be informed via the news media or neighborhood alerting system of procedures to be followed.

In order to assure the safety of our students and staff, and in an effort to assure the continuity of the educational process, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures please contact the CTE Director of Programs at 610-921-7304.

**APPENDIX 'G'**

**READING MUHLENBERG CAREER & TECHNOLOGY CENTER  
HANDBOOK/PHOTO/VIDEO/FIELD TRIP RELEASE FORM**

The Reading Muhlenberg Career & Technology Center STUDENT HANDBOOK is available on our website at ([www.RMCTC.org](http://www.RMCTC.org)) About Us-Forms/Publications-Student Handbook. A printed copy is available by checking the box below.

I would like a printed copy of the RMCTC STUDENT HANDBOOK

The STUDENT HANDBOOK will answer many of the questions you may have about the rules and activities at RMCTC. It is important that students, and parents or guardians read this handbook to become familiar with the rules and policies of RMCTC.

Students and Parents/Guardians;

Sign and return this form to your child's program teacher within one (1) week of beginning school at RMCTC acknowledging that you have read and understand the policies and rules outlined in the STUDENT HANDBOOK.

Student (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Email Address \_\_\_\_\_

**Media Release Form**

Students and Parents/Guardians;

The Reading Muhlenberg Career & Technology Center engages in public relations activities which promote the school, instructional programs and students. Often the public relation activities involve the use of photos or videos of students.

Indicate below if you give permission or DO NOT give permission for RMCTC to utilize images and/or video containing images of \_\_\_\_\_ (Student Name) in public relations activities associated with the school.

- I give permission for the use of photos/videos
- I DO NOT give permission for the use of photos/videos

Student (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

**Field Trip Release Form**

Parents/Guardians:

Throughout the school year, RMCTC may involve students in Work Based Learning and/or Student Ambassador Opportunities. In lieu of signing a field trip form for each event, a parent/guardian may sign below giving permission for his/her child to participate in these off campus events which do not require them to miss time from their academic schedule at the high school. Your authorization will be on file for the current school year only. Please sign below.

I, \_\_\_\_\_ give permission for my child, \_\_\_\_\_  
(Parent Name) (Student Name)

to participate in off-campus events throughout the school year and to be transported to and from these events by RMCTC staff.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

