

READING MUHLENBERG CAREER & TECHNOLOGY CENTER

The Reading Muhlenberg Career & Technology Center (RMCTC) is an Equal Opportunity educational institution. No person shall on the basis of race, ethnicity, national origin sex (including gender identity and sexual preference), age, disability, religion or any other status protected by state or federal law be denied the benefits of or subjected to discrimination under any educational program or activity at the Reading Muhlenberg Career & Technology Center.

The 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 educational programs.

For information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact Dr. Daniel Marks Assistant Administrative Director, 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: William Hensil, CTE Principal, 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: Cory Schmaldestadt, Supervisor of Building and Grounds, Reading Muhlenberg Career & Technology Center, 2615 Warren Road, Reading, PA 19604, telephone 610-921-7361.

NOTE: Post-secondary students enrolled at 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).

The Reading Muhlenberg Career and Technology Center, through policy, supports federal, state, and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt, and promote access to suicide awareness and prevention resources. This policy can be accessed at www.rmctc.org or by contacting Dr. Daniel Marks, Assistant Administrative Director, Reading Muhlenberg Career and Technology Center, 2615 Warren Road, Reading, PA 19604, phone 610-921-7300 ext. 7681.

**JOINT SCHOOL COMMITTEE
FOR
2025-2026**

Cindy Mengle, Chairperson
Patricia Wright, Vice-Chairperson
Miguel Vasquez, Treasurer
Nick Philippides, Jr., Secretary
Shaykayarira DelRio Gonzalez, Member
Ronald Haas, Sr., Member
Dr. Paige Brookins, Alternate
Jonathan Tinoco, Alternate
S. Wayne Hardy, Alternate
Andrew Eaton, Sr., Alternate

SUPERINTENDENT OF RECORD FOR 2025

Dr. Joseph E. Macharola

SUPERINTENDENT OF RECORD FOR 2026

Dr. Khalid Mumin

ADMINISTRATIVE STAFF

Eric Kahler, Administrative Director
William Hensil, CTE Principal
Dr. Daniel Marks, Assistant Administrative Director
Holly Lorchak, CTE Director of Special Education
Dominic Bellucci, Jr., Business Manager
Michael Torres, Supervisor of CTE
Cory Schmaldinst, Supervisor of Building and Grounds
Justin Work, Director of Information Technology
Carmen Torres, Assistant to the Administrative Director

FACULTY

Advertising Design & Commercial Art	Thackary, Aidan
Auto Body Repair	Cassler, Todd
Automotive Technology	Yankowski, Zak
Baking & Pastry Arts	Rustum, Meena
Bricklaying	Brumbach, Lee
Building & Property Maintenance	Tylka, Richard
Building Trades	Suppa, Peter
Career & Technical Education Literacy Integration Specialist	Stettler, Tracy
Career & Technical Education Math Integration Specialist	Batten, Florence
Carpentry	Herb, Leon
Computerized Drafting Technology	Rettew, Jeff
Cosmetology	Adams, Patricia; Curro, Nicole
Culinary Arts	O'Connell, John
Diesel Truck Technology	Noecker, Matthew
Early Childhood Education	Yobb, Heather
Electrical Technology	Dohn, Dylan
Engineering & Automation Technology	Potteiger, Brian
Guidance	Burkart, Stephanie; Edwards, Lindsey; Work, Melissa
Health Dental Occupations	Rauenzahn, Monica
Health Medical Professions	Kier, Bethanne
Health Nursing Careers	Scott, Erica Bowers, Alice; White, Daneen
Health Sports Medicine	Raymond, Jonathan
Horticulture	Michalski, Amy
Information Technology-Applications	Merkel, Michelle
Information Technology-Web Design	Pugh, Robert
Institutional Foods	Firing, Stephanie
Motorcycle, Marine & Small Engine Technology	Miller, Paul
Painting & Decorating	Umberger, Amanda
Plumbing & Heating	Nemes, Daniel
Precision Machining Technology	Davis, Daryl
Printing Media Production	Borelli, Michael
Public Safety & Security	Paparo, Anthony
Sewing & Clothing Manufacturing	TBD
Special Ed.	Summons, Tannen
Social Studies	Bastian, Robert; Hoffman, Lora; Lechner, Philip; Stavitzski, Tom; Sedler, Andrew; Semmel, Tracey
Welding & Metal Fabrication	Majors, Zachary
Work Based Learning	Hughes, Lisa
Work Based Learning & Adult Education	Potteiger, Justin

PARAPROFESSIONALS/INSTRUCTIONAL ASSISTANTS

Allen, Elizabeth
Baez, Marjorie
Baker, Kristin
Becker, Kevin
Blessing, Brianna
Bonner, Eileen
Carrano, Renne
Danks, Craig
Gonzalez, Demetria
Hice, Larry
Lopez, Maricelie
Marcano, Christina
McDevitt, Thomas
Perez, Yameiry
Bressler, Colette
Scolastico, Jennifer
Simon, Melissa
Summer, Thomas
Wloczewski, Bridget

SCHOOL NURSE

Feeg, Mary Beth

INFORMATION TECHNOLOGY SPECIALIST

Work, Justin
Zalegowski, Katelyn

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!

A handwritten signature in black ink that reads "Eric D. Kahler". The signature is written in a cursive, flowing style.

Eric Kahler
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

The Reading Muhlenberg Career & Technology Center is a school where students obtain the necessary academic support and critical skill attainment in becoming productive members of a complex and demanding workforce. The School is assisted in this endeavor through partnerships established with its sponsoring districts, business and industry, and post-secondary education institutions. Collectively, we strive and appreciate the School's students for their diversity, and cooperatively work together to provide students with the opportunity to begin molding a destiny and establishing a personal legacy.

BELIEFS

We believe...

- in valuing the diversity of each student.
- education leads to opportunity.
- quality education starts with quality leadership.
- a career and technical education is a critical component of workforce development.
- technology is vital to learning and will help students connect with a rapidly changing world.
- technology must be embraced by teachers as a tool to help prepare students to meet current and future labor market demands.
- in providing all students with a positive educational experience.
- students should feel proud of what they have accomplished each day.
- students will be provided the opportunity to achieve their highest potential.
- students will be provided the opportunity to acquire and cultivate leadership skills.
- in providing students with a safe school environment.
- the success of a student is enhanced by parents and/or other influential adults through their support and involvement.
- in encouraging students to maintain a lifelong affiliation with the school.
- change is an ongoing process, not an event, and is fundamental for building quality programs of study.
- 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 compliance with 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 their 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 process.
 - d. Assist the school staff in operating a safe school for all students and staff.
 - 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 the courses of study prescribed by Commonwealth and local school authorities to their potential.
 - 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 Opportunity educational institution. No person shall on the basis of race, ethnicity, national origin, sex (including gender identity and sexual preference), age, disability, religion or any other status protected by state or federal law, including Title IX Sexual Harassment, be denied benefits or subjected to discrimination under any educational program or activity at the Reading Muhlenberg Career & Technology Center. The Title IX Non-discrimination policy #103 can be found on the Reading Muhlenberg Career & Technology Center web site at www.rmctc.org. The Reading Muhlenberg Career & Technology Center Title Coordinator is Dr. Daniel Marks. Complaints or questions can be directed to Dr. Marks at TitleIXCoordinator@RMCTC.org.

NONDISCRIMINATION OF QUALIFIED STUDENTS WITH DISABILITIES

The RMCTC Joint School Committee has adopted Policy 103.1 Nondiscrimination- Qualified Students with Disabilities to ensure that all RMCTC programs and practices are free from discrimination against all qualified students with disabilities. The RMCTC Joint School Committee recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities. The public can access Policy 103.1 Nondiscrimination- Qualified Students with Disabilities on BoardDocs through the following- [LINK](#).

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 a 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 with 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 Opportunity Administrator, the Administrative Director, and the Superintendent. The Committee shall respond with 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: William Hensil, CTE Principal, Reading Muhlenberg Career & Technology Center, 2615 Warren Road, Reading, PA 19604, Telephone 610-921-7304.

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 by 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 18 and "unexcused" for those students 18 and older. *Excuse notes submitted via email are permitted.*
3. Absences of three (3) or more consecutive school 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.
5. Family educational trips are governed and approved by the sponsoring district. The student must provide a copy of the approved educational trip form, signed by the student's principal, to RMCTC. Once the approval form is received, the days will be excused.

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 and 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 Principal. 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:

- 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 buses 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.**
 4. Good bus conduct is expected for the safety of everyone. Therefore, all school rules must be followed while on district transportation including:
 - a. Walk to and from the bus
 - b. Ride the assigned bus (Have ID ready)
 - c. Remain in your seat until the bus comes to a complete stop; do not hop from seat to seat
 - d. No smoking of tobacco products or related products including electronic cigarettes.
 - e. Do not eat or bring food or food/drink containers/bottles on the bus

- f. Do not throw objects
 - g. Do not shout or use abusive/vulgar language
 - h. Do not damage the bus in any way
 - i. No playing loud/obscene music or videos
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 Reading Muhlenberg 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 by the cafetorium, is off limits to students at all times during the school day.

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 or know their ID number to purchase lunch.
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!
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.

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. Rearranging chairs – No chairs are allowed at the end 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. (Sign out and back in and take a laminated pass 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 purpose of SkillsUSA is to promote leadership and technical skills for participating students. All Students of 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 our construction trades have the opportunity to participate in HBA (Home Builder 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 agriculture 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 the 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 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.

COVID-19

Covid-19/Pandemic Response: School Health Policies and procedures may change based on guidelines provided to our school district by the CDC, Pennsylvania Department of Health and Pennsylvania Department of Education. As these changes occur, the RMCTC will do our best to communicate these changes to you. Please be aware that these changes could occur quickly and we ask for your patience and cooperation.

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 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. Students who are unable to alter/correct issues related to inappropriate dress may be sent home.

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, 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 that individual with any of the aforementioned groups.

5. Clothing that contains the defamation of a religion, religious symbol or religious belief.
6. Clothing that contains messages regarding political groups or organizations, which may be divisive or inflammatory within a school environment.
7. Students are permitted to wear hooded clothing but at no time can the hood be used to cover their head

DRIVING PERMITS

Driving permits may be issued for the following situations:

1. Vehicle repair
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 should proceed directly from their sending school or residence to the CTC and vice versa. Students are discouraged from making stops along the way for food/refreshments or to visit friends. Failure to follow the procedures may result in the revocation of driving privileges and additional consequences.

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. The vehicle registration is also requested of the driver.**
3. The student and parent/guardian must complete the Driving Request Application form.
4. Driving Request Application should be completed and returned to the Main Office. Once the application has been reviewed and approved by RMCTC administration, students will provide a copy of their current car registration, current insurance form, and driver license (these copies will be maintained on file in the main office), and pay the \$5 application fee.
5. Students should park their car in front of the school in their assigned parking spot(Level 3 or 4).
6. Parking permits may be revoked as a result of disciplinary consequences. Deductions will be taken for the following violations:
 - -1 Tardy to school
 - -1 No tag displayed
 - -1 Parking in an unassigned spot
 - -2 Not turning in keys
 - -3 Speeding on school grounds
 - -4 Reckless driving #1 (warning/temporary suspension)
 - -6 Reckless driving #2 (permanent loss)

Students will be given 10 points for the year, once they have exhausted those ten points their driving privileges may be revoked.

7. Students who bring their vehicles for repairs and/or single day driving pass should park in the reserved spots on level 2. They should report to their program area for attendance, then contact the teacher involved in the repair of your vehicle 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 due to the emergency situation.
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 drives to school.
5. The student may pick up his/her keys in the office after the buses 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 3:30pm. 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 the property, buses and vans that are owned, leased or controlled by the school, including personal vehicles.

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 held accordingly:

1. POSSESSION OR USE OF CONTROLLED SUBSTANCES OR PARAPHERNALIA

1. Identification and certification of the substance or paraphernalia
2. May notify Police
3. Parent notification
4. May result in 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(s)
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 websites. **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.**

In the event of a school and campus evacuation, where transportation to RHS and/or MHS is unavailable, reunification will occur at Spring Valley Church of God, 2727 Old Pricetown Road, Temple, PA 19560.

ENTERING THE BUILDING

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

FACEBOOK, TWITTER, RMCTC WEB SITE

RMCTC has a Facebook and Twitter presence. You can also visit our website at www.rmctc.org.

STUDENT EXPRESSION/DISTRIBUTION AND POSTING MATERIALS

- All approved materials will be posted in an area designated by the building administrator for students to post non-school materials.
- All material approved to be posted will contain the date it will first be posted.
- All materials approved to be posted must be removed after 5 school days to assure full access to the bulletin boards.
- No students will remove otherwise interfere with the posting of approved non-school material by student(s).
- Approved postings may be required to display the appropriate Reading Muhlenberg CTC disclaimer, as directed by the building administrator or designee.

DISCLAIMER: THE READING MUHLENBERG CTC IS NOT RESPONSIBLE FOR, AND DOES NOT ENDORSE, ANY STATEMENT, SENTIMENT OR OPINION PUBLISHED OR EXPRESSED IN THE DOCUMENT. THIS DOCUMENT IS NOT PART OF, AND HAS NOT BEEN DISTRIBUTED AS PART OF, THE READING MUHLENBERG CTC'S CURRICULAR OR EXTRACURRICULAR PROGRAMS.

Disciplinary Consequences

Any students who violate any provisions of Policy 220 or these procedures will be subject to disciplinary action, which may include suspension and/or expulsion from the Reading Muhlenberg CTC.

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. The signed Field Trip Permission form must be turned in to the program teacher 5 days prior to the date of the field trip so that they can be turned in to the nurse and evaluated for medical issues.
4. 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 (1) one 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 for 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.
2. The note must be given to the administration for determination.
3. If the note has been approved by administration, students will be allowed to take their final exam.

FOOD ITEMS

Students are not permitted to have food delivered to the CTC. Students are discouraged from bringing food from outside business. Lunch and breakfast are provided by Reading School District Food Service to eligible student groups. Students are not allowed to remove open food items from the cafeteria. Students are not permitted to eat outside of the cafeteria unless specifically approved by a staff member.

FUNDRAISING ACTIVITIES

The School Board believes that the interests of the Reading Muhlenberg Career & Technology Center, the professional staff, 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, fundraising 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.

Fundraiser Permission and Release Form shall be required for any student engaged in school related fundraisers.

Please note, the sale of candy is not permitted within Reading High School and may result in having the candy confiscated by Reading School Personnel.

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 educational plans.

RMCTC Counselors are assigned students by last name. They are as follows:

- Last Names beginning with A through G: Melissa Work
- Last Names beginning with: H through P: Stephanie Burkart
- Last Names beginning with Q through Z: Lindsey Edwards

Procedure for Student Continuation (Present Student)

Underclass students currently attending Reading Muhlenberg CTC and performing satisfactorily are expected to remain in and continue with their current program area for the following school year. However, students are provided the opportunity, via the continuation form, to request a change to a different RMCTC program or return to their sending school for the upcoming year. These options are contingent upon the teacher's evaluation of the student's

performance, which includes assessments of attitude, skill, and knowledge.

Students who do not earn a passing final grade in their program will not be invited to return to RMCTC for the next school year. In such cases, parents, students, and sending school counselors will be notified. Parents may request a meeting if desired, and the sending school will create an appropriate schedule for the student for the subsequent year.

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

Students will have their picture taken in their first year at RMCTC. They will be provided an ID each school year.

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 CLOSING/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 the information disseminated by RMCTC.

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 advance notice so that they can obtain work for 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.

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 to 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. **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 education community, projects between schools, communications, and research of 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.

RMCTC has contracted with a company called Gaggle. All student communications and work while on an RMCTC device or in an RMCTC program from a personal device, can and will be evaluated by Gaggle for the purposes of identifying inappropriate use. If there are inappropriate searches, comments, images etc. on an RMCTC device or program, RMCTC administration will be notified and address the issue at hand.

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 must provide a written explanation from the parent or guardian for consideration to excuse the lateness.
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 RMCTC Code of Conduct 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 to those damages and institutional vandalism charges will be filed against the student. 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 from 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 consequences in accordance with the code of conduct.

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 the students do not have an assumption of privacy regarding the 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.”

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 a 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, book bags and valuables are to be placed in the student’s locker upon arrival and kept there until dismissal.

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 Portal on the School's website: www.rmctc.org. This will give you up to date information related to your child's attendance, grades (work ethic and knowledge combined into one marking period grade. Individual assignment details can be viewed on Canvas), 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

In an effort to go green, Reading Muhlenberg Career & Technology Center (RMCTC) will no longer be producing paper progress reports. If necessary, parents/guardians may request a printed copy to be mailed home. Student progress reports 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. Parents/guardians will be contacted through the school's automated messaging system notifying them when progress reports are available.

If parents/guardians would still like a printed mailed to the home, please contact Student Services at 610-921-7310. 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 electric 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

Students will receive a report card from the sponsoring school district, which will reflect the student's grades issued

by RMCTC. In addition, grades are available on the parent portal (www.rmctc.org).

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 format of the **Berks County Schools Emergency Operations Plan (EOP)**. 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. **Please be advised that your child may participate in at least two emergency drills each school year.**

The EOP 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 and recovery, Reading Muhlenberg CTC strives to manage every phase of emergency readiness competently and effectively.

The EOP has established five (5) specific actions that can be performed during an incident. These responses are called Standard Response Protocols (STP). They are: **Hold, Secure, 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 of 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 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 Principal 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 locker, motor vehicle parked on school property, or personal possessions to include backpacks, bags, purses, jackets, clothing, etc. when there is 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. **These searches may be random and at the discretion of school administration. Such searches may be performed by a Police K9 Unit.** 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 instructional areas, hallways, cafeteria, on buses 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 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 may not be granted until the student has done so. Also, **participation in the school's Senior Recognition Night, Work Based Learning program, CTSO activities, eligibility for awards, (Student of the Quarter, All Star, Business & Industry awards, etc.) and field trips may 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.

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 schools 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.

CELL PHONES/ELECTRONIC DEVICES

At RMCTC, we are committed to preparing students for the world of employment in a safe environment. Due to the employer expectations and safety issues, **CELL PHONE USE IS NOT PERMITTED IN ACADEMIC SETTINGS AT**

RMCTC. Students may only use their cell phone in settings where students have free time like in hallways and during scheduled lunch periods. The same expectation for cell phones may be applied to other electronic devices like airpods.

All electronic devices must be turned off and placed in classroom lockboxes when entering the classrooms at RMCTC.

1. Possession and/or use of a cell phone or other electronic devices will result in disciplinary action as outlined in the RMCTC Code of Conduct, which can be found on the CTC website (www.rmctc.org). Repeat offenders will be asked to sign contracts, have possible family meetings, and may be assigned suspensions.
2. Students who refuse to follow procedures or utilize deceptive tactics to avoid phone procedures may be addressed with more severe consequences.
3. We recognize that there will be situations where students need to use their phone. In these cases, the student should have a conversation with their teacher.
4. If the teacher agrees that the situation is indeed an emergency, a pass will be provided for the student to use their phone in the Main Office.
5. Students will only be able to use this process for appropriate communication as deemed so by office staff, or an administrator.

TOBACCO PRODUCTS

RMCTC prohibits possession, use or sale of tobacco related products, e-cigarettes, vaping devices 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. At the end of each session, the teacher will consult with the tool room supervisor(s) and account for all tools and equipment.
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 damage 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 will 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.

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 schools' 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 may be held responsible for all costs 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).

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 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 after school hours between the hours of 4:00pm – 11:00pm.
 - **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 disciplinary action:
 - 1st violation – VERBAL WARNING**
 - 2nd 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 student information system automatically calculates student grades using the following formula:

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

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

Interpreting a Grade:

Work Ethics Grade (40%): Each school day, every student receives a Work Ethics grade. Criteria that compromise these grades are safety, student behavior, preparation/participation, productivity or time on time on task, professional appearance and extra effort. The Work Ethics grade range is based on a 1 to 10 model that students may earn each day depending on how many criteria they satisfactorily meet.

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. Each instructor will utilize categories of assignments, assessments and project/labs. These categories may be weighted differently by each instructor and tailored to their program. For more detailed information regarding individual programs, please consult the teacher's syllabus.

Skill: A task list guides every RMCTC program. Tasks are evaluated on a scale with a 4 or 5 considered proficient. Lessons are 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.

Student grades will be reflected as a percentage, and will be reported directly to the student's sending school to be converted into a grade per the sending school's grading policy.

Students who have an overall failing grade for the given school year will not be invited to return the following year. Students, parents/guardians, and the sending school counselors will be notified in May of the current school year when a student is not being invited back. Parents and students will have the opportunity to request a meeting with the Assistant Administrative Director and Program Instructor to discuss this decision.

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.

Attendance and its Impact upon Grades: The importance of regular school attendance and its positive impact upon students' 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.

Makeup Work for Absences: Students have the opportunity to make-up schoolwork due to an illness/being absent from school. Students have the equivalent number of days in which they are absent to make up work that is due without penalty. When absent, it is very important for students to speak with the program instructor to ensure that all work is submitted in a timely manner.

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. In addition, grades are available on the parent portal.

Senior Recognition Night: Reading Muhlenberg Career & Technology Center hosts an annual Senior 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

RMCTC discipline procedures are found in the RMCTC Code of Conduct which can be found on the CTC website (www.rmctc.org).

RMCTC ADULT EDUCATION

Adult Student Handbook *Supplement*

FOREWORD

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 RMCTC Student Handbook and the RMCTC 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 disciplinary 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 importation 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!

RMCTC Administration

ATTENDANCE GUIDELINES

The goal of the Reading Muhlenberg Career and Technology Center is to prepare students for rewarding careers and lifelong learning. The goal of the Reading 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 Assistant Administrative Director's office within three school days.
- 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 unexpected absence.
- If you do not complete an absence excuse blank, your absence will be counted as an unexcused absence. Absences in excess of three (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 Assistant Administrative Director 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 may be submitted to the Assistant Administrative Director's 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.

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 the back left window at all times while on RMCTC property. Parking is available to adults in a designated location.

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

- Adult students are strictly 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 students being refused entrance to the classroom and/or possible termination from the training program. If a student is having financial difficulties, they should speak to the Assistant Administrative Director 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 Assistant Administrative Director 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:

The Joint School Committee supports use of the computers, Internet and other network resources in the Reading Muhlenberg CTC's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The Reading Muhlenberg CTC provides students, staff and other authorized individuals with access to the Reading Muhlenberg CTC's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of the network facilities shall be consistent with the curriculum adopted by the Reading Muhlenberg CTC as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photography, film, video, picture or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photography, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

Computer - for purposes of this policy, Reading Muhlenberg CTC computers include any electronic device owned or leased by the Reading Muhlenberg CTC that has the capability to create, play or edit text, audio and video data; transmit or receive messages, text, data or images; operate software or online applications; or provide a wired or wireless connection to the Internet.

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual

excitement or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole, lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

Authority

The availability of access to electronic information does not imply endorsement by the Reading Muhlenberg CTC of the content, nor does the Reading Muhlenberg CTC guarantee the accuracy of information received. The Reading Muhlenberg CTC shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The Reading Muhlenberg CTC shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Joint School Committee declares that Reading Muhlenberg CTC Internet, computer and network use is a privilege, not a right. The Reading Muhlenberg CTC's computer and network resources are the property of the Reading Muhlenberg CTC. Users shall have no expectation of privacy in anything they create, store, send, delete, access, receive or display on or over the Reading Muhlenberg CTC's Internet, computers or network resources, including personal files. The Reading Muhlenberg CTC reserves the right to monitor, track and log network access and use on Reading Muhlenberg CTC computers and network resources; monitor fileserver space and file storage utilization by Reading Muhlenberg CTC users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The Reading Muhlenberg CTC shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the Reading Muhlenberg CTC's Internet, computers and network resources.

The Joint School Committee requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the building administrator or designee.

The Joint School Committee establishes the following list of subject areas as inappropriate matter, in addition to those stated in law and defined in this policy, which shall not be accessed by minors:

1. Hate speech.
2. Lewd, vulgar or profane.
3. Threatening.
4. Harassing or discriminatory.
5. Bullying.
6. (Consisting of/Relating to) Weapons.
7. Terroristic.

The Reading Muhlenberg CTC reserves the right to restrict access to any Internet sites or network functions it deems inappropriate through established Joint School Committee policy, or the use of software and/or online server

blocking/filtering. Specifically, the Reading Muhlenberg CTC operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers and network resources used and accessible to adults and students. The technology protection measure shall be enforced during use of computers and network resources with Internet access.

Upon request by students or staff, the Administrative Director or designee shall expedite a review and may authorize the adjustment of technology protection measures to enable access to material that is blocked or filtered but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary adjustment of technology protection measures to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to adjusting Internet blocking/filtering for a student's use. If a request for temporary adjustment of technology protection measures is denied, the requesting student or staff member may appeal the denial to the Administrative Director or designee for expedited review.

Delegation of Responsibility

The Reading Muhlenberg CTC shall make every effort to ensure that this resource is used responsibly by students and staff.

The Reading Muhlenberg CTC shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the Reading Muhlenberg CTC website and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of Reading Muhlenberg CTC networks or Reading Muhlenberg CTC-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy and awareness that the Reading Muhlenberg CTC uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the Reading Muhlenberg CTC and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred, and may consult with the Administrative Director or designee and the solicitor when necessary.

The Administrative Director or designee shall be responsible for recommending technology and developing procedures used to determine whether the Reading Muhlenberg CTC's computers and network resources are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include, but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors or determined inappropriate for use by minors by the Joint School Committee.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors on Reading Muhlenberg CTC computers and network resources.

The Administrative Director or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

Guidelines

Reading Muhlenberg CTC computers and network accounts shall be used only by the authorized user of the computer or account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the Reading Muhlenberg CTC's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher, building administrator or other appropriate staff. Network users shall not reveal personal information to other users on the network or Internet, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, social networking websites and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including hacking and other unlawful activities.
4. Unauthorized disclosure, use and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them or which have been designated as inappropriate matter in Joint School Committee policy.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with Joint School Committee policy, accepted rules of network etiquette and federal and state law and regulations. Specifically, the following are prohibited uses of Reading Muhlenberg CTC computers and/or network resources:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, harassment and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Joint School Committee policy.
10. Vulgar language or profanity.
11. Transmission of material that a reasonable person would know to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords and data belonging to other users.
13. Impersonation of another user, anonymity and pseudonyms.
14. Fraudulent copying, communications or modification of materials in violation of copyright laws.
15. Loading or accessing unauthorized games, programs, files or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software, systems and files.
18. Accessing the Internet, Reading Muhlenberg CTC computers or other network resources without authorization.
19. Disabling, adjusting or bypassing the Internet blocking/filtering technology protection measure(s) without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing, deleting or downloading confidential information without authorization.

Security

System security is protected through the use of passwords and/or encryption and Reading Muhlenberg CTC security procedures. Failure to adequately protect or update passwords could result in unauthorized access to personal or Reading Muhlenberg CTC files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees, students and other authorized users shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another user.
3. Any user identified as a security risk or having a history of problems with other computers or network systems may be denied access to the Reading Muhlenberg CTC's computers and network resources.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network or Internet shall be subject to fair use guidelines and applicable laws and regulations.

Reading Muhlenberg CTC Website

The Reading Muhlenberg CTC shall establish and maintain a website and shall develop and modify its web pages to present information about the Reading Muhlenberg CTC under the direction of the Administrative Director or designee. All authorized users publishing content on the Reading Muhlenberg CTC website shall receive appropriate training and comply with this and other applicable Joint School Committee policies.

Users shall not copy or download information from the Reading Muhlenberg CTC website and disseminate such information on unauthorized web pages without authorization from the building administrator.

Accessibility –

Reading Muhlenberg CTC staff who maintain Reading Muhlenberg CTC websites and web pages shall post content which is accessible to individuals with disabilities, to the same extent that it is available to other users, based on the needs of the individuals and limitations of the platform. This shall include, but is not limited to:

1. Including alternate text descriptions or captions for images.
2. Including captions for video content.
3. Avoiding text that is posted as an image or conveyed using only color cues.
4. Creating links and attachments in formats that are accessible to screen readers and other assistive technology, and may be accessed through keyboard or speech navigation.
5. Formatting text so that it is accessible to screen readers and other assistive technology, and may be accessed through keyboard or speech navigation.

All Reading Muhlenberg CTC websites shall contain clear contact information that may be used by members of the public to request accommodations or assistance.

Consequences for Inappropriate Use

Users of Reading Muhlenberg CTC computers and network resources shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate or willful acts.

Illegal use of the Reading Muhlenberg CTC computers and network resources; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules and Joint School Committee policies for behavior and communications apply when using the Reading Muhlenberg CTC computers, network resources and Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action and/or referral to legal authorities. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, the Reading Muhlenberg CTC, the Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, Reading Muhlenberg CTC network or computers shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities.

**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 computer/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 privileges, other disciplinary action and/or legal action

I understand that the School makes no assurances of any kind, whether expressed 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.

STUDENT NAME (Please Print)

STUDENT ID NUMBER

STUDENT 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 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 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 in 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 2025-2026

Aug. 19 (T)	1st day for Teachers	Jan. 16 (Tu)	End of 2nd marking period
Aug. 21 (Th.)	1st day for Instructional Support Staff	Feb. 20 (F)	Progress reports to parents
Aug. 25 (M)	1st day for students	March 24 (T)	End of 3rd marking period
Aug. 29 – Sept. 01 (F, M)	Labor Day Break – School Closed	Mar. 30–Apr. 6 (M–F, M)	Spring Break – School Closed
Sept. 25 (Th.)	Progress reports to parents	May 4 (M)	Progress reports to parents
Oct. 29 (W.)	End of 1st marking period	May 25 (M)	Memorial Day – School Closed
Nov. 27 – Dec. 01 (Th-F, M)	Thanksgiving Break – School Closed	June 4 (F)	End of 4th marking period Last day for students
Dec. 9 (T)	Progress reports to parents	June 5 (F)	Last day for Teachers & Instructional Support Staff
Dec. 24 – Jan. 2 (W-F, M-F)	Winter Break – School Closed		

Due to the unstable nature of Pennsylvania winters, staff and students are cautioned not to make “firm” vacation/travel plans for the dates listed below as these are the possible snow make-up days in the order they are listed.

Possible Snow Make-Up Days: December 1, 2025, February 16, 2026, March 30, 31, April 1, 2, and 6, 2026. Any additional snow days will be added at the end of the normal school year.

Scheduled Events

Fall Occupational Advisory Committee Meeting	6:00 PM Dinner	Tuesday, October 7, 2025
Open House/Career Awareness Night/Post-Secondary College Fair	5:30 PM	Thursday, November 20, 2025
Spring Occupational Advisory Committee Meeting	6:00 PM Dinner	Tuesday, April 07, 2026
New Student Orientation Night	6:30 PM	Thursday, April 23, 2026
Senior Recognition Night	6:00 PM/7:45PM	Tuesday, May 26, 2026



STUDENT DRIVER PERMISSION FORM 2025-2026

APPENDIX 'C'

All students 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. A \$5 parking permit fee is due along with the signed application. Students must park in their assigned parking spots.

Section A (To be filled by student):

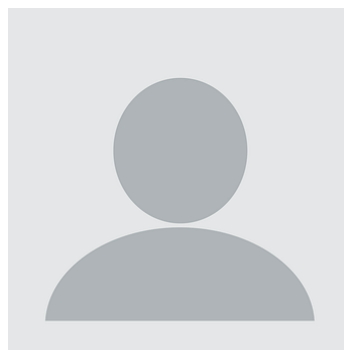
Student's Name: _____

Student ID: _____

Program & Instructor: _____

School: _____ AM/PM: _____

Student Driver License #: _____



Vehicle Information:

Vehicle Year: _____ Vehicle Make/Model: _____

License Plate Number: _____ Vehicle Color: _____

Parent/Guardian Contact Information:

Name: _____

Relationship to Student: _____

Phone Number: _____

Address: _____

Emergency Contact Information:

Name: _____

Relationship to Student: _____

Phone Number: _____

Address: _____

By signing this document, I agree to all the rules RMCTC has outlined in the STUDENT HANDBOOK and understand that failure to follow the policy will be cause for revocation of permit and suspension.

Student Signature: _____ Parent/Guardian Signature: _____

Teacher Signature: _____

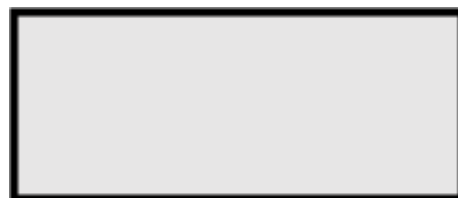
Section B (To be filled by office):

Approved by: _____ Administrator Signature: _____

Date Application Approved: _____

Parking Space Assigned: _____

\$5 Application fee Paid: _____



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.⁽¹⁾

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

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.

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 educational records. These rights are:

- (1) The right to inspect and review the student's educational 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 to 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 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 specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as 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 requirement 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 2020-4605

[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 the 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 Cory Schmaldest, Supervisor of Building and Grounds at 610-921-7361.

APPENDIX 'G'

READING MUHLENBERG CAREER & TECHNOLOGY CENTER HANDBOOK/CODE OF CONDUCT/PHOTO/VIDEO/FIELD TRIP RELEASE FORM

The Reading Muhlenberg Career & Technology Center STUDENT HANDBOOK and Code of Conduct are available on our website at www.rmctc.org. About Us-Forms/Publications-Student Handbook.

The STUDENT HANDBOOK and Code of Conduct 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.

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 this STUDENT HANDBOOK and Code of Conduct.

Student ID Number: _____

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 that promote the school, instructional programs and students. The public relations activities involve the use of photos and videos in print or social media platforms that contain images of students.

By signing below, you acknowledge that you have read, understood, and given permission for RMCTC to utilize images and/or videos of your child in public relations activities associated with the school.

If you do not give permission for RMCTC to utilize pictures and/or videos of your child, please contact the Administrative Assistant to Student Services at sacevedo@rmctc.org or 610-921-7310.

Student (Print) _____ Signature _____ Date _____

Parent/Guardian (Print) _____ Signature _____ Date _____

APPENDIX 'G'

Field Trip Release Form

Parents/Guardians:

Throughout the school year, RMCTC may involve students with "Live Work" related to their trade. By signing this form, the parent/guardian is permitting RMCTC to take their child off-site to complete this task. Students participating in "Live Work" will not miss time from their academic schedule at the high school. Your authorization will be on file for the current academic school year only.

NOTE: This form will not replace Field Trips planned by their program instructor. An individualized Field Trip Form will be provided to the parent/guardian identifying each event. The parent/guardian may sign off on the document giving permission for his/her child to participate.

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

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

Parent Signature: _____ Date: _____

Field Trip Release Form

Medical Information and Emergency Contact

(NOTE: In the event I cannot be reached in a medical emergency, I hereby give permission for the supervising staff member to secure appropriate and prudent medical attention)

Current medication/medical restrictions:

Allergies:

During this trip, I _____, can be reached at the following phone

number(s): _____

Home: _____ Cell Phone: _____ Work Phone: _____

Emergency Contact:

Name: _____ Phone Number: _____

(Parent/Guardian Signature)

(Date)