

GREATER ALTOONA
CAREER & TECHNOLOGY CENTER

1500 Fourth Avenue
Altoona, Pennsylvania 16602-3695
(814) 946-8450
www.gactc.edu

STUDENT IDENTIFICATION

Name _____

Address _____

Telephone Number _____

Locker Number _____

Home School _____

CTC Program _____

Non-Discrimination Policy . . .

The Greater Altoona Career & Technology Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. For information regarding civil rights, grievance procedures or access, contact Title IX Section 504 Coordinator, Daniel Bender, at 1500 Fourth Avenue, Altoona, PA 16602-3695 or telephone (814) 946-8457.

Our Mission . . . The mission of the Greater Altoona Career and Technology Center is to provide high school students and adult learners a superior career and technical education consistent with accepted academic and skill standards.



Philosophy . . .

Our school provides career and technical education to high school students who have the interest and aptitude to profit from this type of specialized education.

The training provides a foundation for the individual’s after-high school goals. Some students are prepared with skills to enter immediately into full-time employment, others secure the necessary background to pursue apprenticeship or advanced training, and others prepare themselves for higher education.

Each student, in addition to the specialized skills and learning, develops better work habits, attitudes and understandings. Graduates are able to attain these goals, obtain employment, hold the job, and progress in the world of work.

Sponsoring School Districts . . .

- Altoona Area School District
- Bellwood-Antis School District
- Claysburg-Kimmel School District
- Glendale School District
- Hollidaysburg Area School District
- Spring Cove School District
- Williamsburg Community School District

Other Participating Schools . . .

- Tyrone Area High School
- Bishop Guilfoyle High School
- Great Commission School & Blair County Christian School

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2011-2012 GACTC Calendar . . .

August 29, 2011.....	First Student Day
September 5, 2011.....	Labor Day - No School
October 7, 2011.....	Teacher Inservice - No School
November 11, 2011	Veteran’s Day - No School
November 24, 25, and 28, 2011	Thanksgiving Break - No School
December 23 to January 2, 2012	Christmas Break - No School
January 16, 2012	Martin Luther King Day - No School
February 17 and 20, 2012	President’s Day - No School
March 9, 2012	Teacher Inservice - No School
April 6 and 9, 2012	Spring Break - No School
May 28, 2012	Memorial Day - No School
June 1, 2012.....	Last Student Day

Snow Make-Up Days:

February 17, 2012; April 9, 2012, June 4, 5, 6, 7, 2012

This calendar is subject to change.

Welcome . . .

The policies and procedures contained in this handbook are presented to assist you in adjusting to the challenges of the Greater Altoona Career & Technology Center. The contents of this student handbook cannot possibly cover every situation that may occur during your tenure as a student. It is, however, intended to be a guide through most of the circumstances you will encounter.

You have chosen a specific program of studies in career and technical education. The combination of skills and knowledge you will acquire in your chosen program, along with the academic studies in your home school, combine to prepare you for work and continuing education after high school. This integration of academic and technical education also prepares you for state assessment in academic subjects (Math, Reading, Writing, and Science) and an occupational competency evaluation (NOCTI). These assessments are part of an overall accountability system and present a challenge for you and your instructor. It is important that you dedicate yourself to meeting these high expectations.

In addition to your instructor, the Student Services Staff, consisting of guidance counselors and a cooperative education instructor, is dedicated to helping you adjust to the school and ultimately succeed in your cho-

Basic Student Responsibility . . .

You have been selected to attend our school. You have a basic responsibility to:

1. Come to school regularly and on time.
2. Strive for continual improvement.
3. Cooperate with your instructor and fellow students.
4. Do your best each day.
5. Look and act the part of the occupation.
6. Be goal oriented.
7. Become a dependable, responsible person.
8. Learn to accept constructive criticism.
9. Be a team player.

Attendance Policy . . .

When the home school has an inservice or holiday scheduled and the GACTC is in session, the student is expected to be in attendance at the Greater Altoona Career & Technology Center. This may require adjustments in travel and scheduling arrangements by the student and parent.

Please note: If students are absent from the GACTC on inservice/holiday days, the school is required by the Pennsylvania Department of Education to mark the students absent on these days. If the home school has an early dismissal day with bus transportation being provided to the GACTC and the students take it upon themselves not to come, then those students will have an unexcused absence for the day(s) as indicated by the home school. If no bus is provided, it is an excused absence.

All students returning from an absence must present a written excuse to the CTC teacher explaining the reason for the absence. The excuse must be signed by the parent or guardian. All excuses must have the student's **full name**. **The excuse must be submitted within 2 school days or the absence will be unexcused. An accumulation of 6 unexcused absences will result in disciplinary action.**

In the end, overall student evaluation is based on many factors, not the least of which is attendance. Subsequent recommendation for cooperative work education or permanent employment could be contingent upon an acceptable record of attendance. To prepare for the world of work a student needs to maintain acceptable attendance patterns.

Attendance Probation . . .Any student having excessive absences will be placed on attendance probation. This probation places restrictions upon student activities. If attendance does not improve, students may be dropped from the career & technology program and returned to the home school. This attendance dismissal may occur at any time. Unavoidable illness or injury is always given consideration.

Driving/Riding/Parking Policy . . .

Generally, students are encouraged **not** to drive to the GACTC. Furthermore, most students are prohibited from driving by the policies of their home schools. However, in circumstances where a student must drive in order to bring in a project, take home a project, bringing in a car to have work done (via an approved in-house work order prior to the request for a driving pass), large fund-raiser orders, etc., the student(s) **must** obtain a driving/passenger pass from the CTC Attendance Office.

- All drivers, as well as any passengers, **must each** complete a permission card that needs approval by their instructor, home school principal, and parents, and returned to the Attendance Office the day before they are permitted to drive **(apply first day, return completed permission card the second day in order to secure a temporary permit to park and drive/ride the third day)**.
- If a student needs to drive to the GACTC for **other than CTC purposes**, (i.e. doctor/dentist appointment, work after school, etc.), please take a written note by parent/guardian to the home school principal for approval and then bring a copy of the approved note or driving pass to the CTC Attendance Office.

- Under no circumstances are students permitted to park in any of the faculty / staff and library lots surrounding the GACTC. **Students with permits will be instructed where to park upon issuance of the Parking Permit.** Students' vehicles driven or parked on school property are subject to search.
- If a student should miss the CTC bus, that student **must report to the home school principal** to make arrangements to get to the CTC. **Under no circumstances should students take it upon themselves to drive/ride to the CTC**

Grading . . .

Grades are issued officially at the end of each nine weeks. Students are evaluated regularly during the marking period. **Students' current grades can be accessed within our website at www.gactc.com.**

Student evaluation generally reflects the following:

Skills . . .

- Does the quality of the student's work approach acceptable business and industry standards?
- Does the student recall and apply related theory with reasonable efficiency?
- Does the student observe good safety practices?

Knowledge . . .

- Does the student accurately complete and return all assigned work promptly?
- How well does the student perform on tests?

Work Ethic . . .

- What is the extent of the student's participation in class?
- Does the student's classroom performance generally reflect a mature and cooperative attitude?
- Attendance: Students who are absent 20% of the days in one marking period (9 days) risk a failing grade except in instances of hospitalization, serious illness, or extremely extenuating circumstances.

Key to Grading . . .

Grades are expressed in percentages. Satisfactory achievement is indicated by a score of 70 percent or better. During each grading period, students will be given a performance grade in the areas of Skills, Knowledge, and Work Ethic, as well as an overall grade.

Interim Grade Reports . . .

Interim grade reports are sent home for every student at the mid-point of each marking period. This report is to notify parents of any deficiencies or merits deserving of their child. These reports do not necessarily mean that a student is failing but a negative comment may be noted which needs attention. Acknowledgement of this report by a note, phone call, or request for an appointment to further discuss the report is appreciated.

End of Program Test . . .

The state of Pennsylvania requires that the school administers an end of program test. The most common test is known as NOCTI (National Occupational Competency Testing Institute). This test, taken in the spring of twelfth grade, has both a written and performance portion.

Work Ethic Program . . .

You are a student who has elected to dedicate one to four years of your life to career and technical education. You will encounter in your program new challenges, different kinds of people, institutional rules and policies, and teachers who expect you to possess and model a good work ethic.

As a Career and Technical Center, the school values its relationships with employers in business and industry. They are the school's customers. The school responds to employer needs and their need goes beyond specific skills training. Evidence is strong that almost all businesses and industries value a strong work ethic over other attributes among new hires. Employers rightfully expect employees to demonstrate personal characteristics and behaviors such as reliability, honesty, and cooperation.

Accordingly, the Greater Altoona Career and Technology Center accepts the challenge of providing not only skills training, but also work ethic training to its high school and adult students. A positive work ethic provides the link between technical skills and successful entry into the workforce.

A portion of every student's grade will include a teacher evaluation of the work ethic modeled by that student.

Ten Work Ethic Traits:

Attendance: Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.

Character: Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.

Teamwork: Respects the rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior.

Appearance: Displays appropriate dress, grooming, hygiene, and etiquette.

Attitude: Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.

Productivity: Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates.

Organizational Skills: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.

Communication: Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills.

Cooperation: Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.

Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.

Statewide Programs of Study (POS) . . .

The Pennsylvania Department of Education is currently pursuing the development of Statewide Programs of Study. The POS effort is aligned with the Federal Carl D. Perkins Career & Technology Education Improvement Act of 2006. Elements of each POS include vigorous academic content aligned with PA academic standards and technical education content which align secondary and post-secondary education to adequately prepare students to succeed in careers.

The POS will provide students the opportunity to earn post-secondary education credits through Dual Enrollment or Concurrent Enrollment courses, articulated credit, or other ways which lead to a PA recognized, industry-based credential, credit-bearing certification, or Associates or Baccalaureate Degree. The following programs have PDE approved “Program Of Study” status: Automotive Technology, Carpentry/Construction, Collision Repair & Refinishing Technology, Computer Tech/Cisco Academy, Dental Assistant, Digital Printing Technologies, Drafting/ Design Technology, Electrical Trades, Electronics Technology, Health Occupations, HVAC/Plumbing, Multimedia & Web Design, Precision Machining, Retail Marketing/Entrepreneurship, Visual Arts Technologies, and Welding Technology.

Make-up Work . . .

Students who are legally absent for any reason will be required to make up work missed in each class. This work should take approximately the same time as the time missed from class (plus one additional day). All make-up work must be in prior to the end of the grading period. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the teacher. A day’s absence does not excuse a student from responsibility for all recitations on the day of his/her return. When absent, it is the student’s responsibility to get work missed from his/her teacher(s) and to complete/turn in by deadlines given. Grades and/or credit will be withheld in case make-up work is not turned in and lead to failure if the situation is not remedied.

Cooperative Education . . .

This program is intended for 12th grade students and is designed for “on-the-job” training in an occupational area that is a direct extension of the career/technology course in which the student is presently enrolled. Students scheduled into the Cooperative Education program will attend their high school for one-half day for their academic studies and report the remaining half day to the employment site for their specialized career/technology training, to make up a total school day and receive credit for the work experience.

A certified Cooperative Education Coordinator will make a monthly visit to each training station/employment site. All Co-op students are required to report to the

Greater Altoona Career & Technology Center twice monthly. The students will sign in at the Co-op office upon arrival at the GACTC and then report to their CTC class. Later, they will return to the Co-op office to complete the necessary paperwork and meet with the Co-op Coordinator for Job Readiness classes.

It is the responsibility of the Co-op Coordinator to locate and determine the appropriate training stations / employment sites and with the assistance of the instructor, select the student to participate in Cooperative Education program.

Students eligible for Cooperative Education must . . .

1. Be in good academic standing.
2. Pass PSSA (proficient or advanced)/ Complete PSSA Remediation Courses.
3. Achieve required baseline score on junior written NOCTI test.
4. Be regular in attendance.
5. Display entry level vocational competency.
6. Be recommended by their CTC instructor.
7. Have an approved co-op training station compatible with their CTC course of study.
8. Have parental permission.

All students under the age of 18 must secure a Transferable Work Permit before training commences. The training station/employer will adhere to all Federal and State Labor Law Regulations and provide Workman's Compensation insurance.

Guidance . . .

The Guidance Office is located on the second floor. The door to the Guidance Office is always open, and guidance services are available for every student in the school. These services include assistance with educational planning; interpretation of test scores; occupational information; career information; study helps; help with home, school and/or social concerns; or any concern the student may feel he/she would like to discuss with the counselor. Students should also take advantage of the opportunity to talk confidentially with someone trained to understand and respect their confidence.

It is the guidance function to work continuously with the student beginning with his/her initial selection. The purpose of the Guidance Program is to assist each student in development of self-understanding and to achieve a level of success commensurate to his/her ability. The guidance counselors endeavor to help establish the climate whereby each student can develop a keen sense of responsibility and sound decision-making ability. The counselors try to supplement rather than duplicate the services of the counselor in the home school.

Student Assistance . . .

The STAR Program (for students at risk) was initiated at the Greater Altoona Career & Technology Center to aid school personnel in identifying and assisting students who may be experiencing behavior or academic problems in school. At times, those problems may be related to mental health concerns, depression, suicidal thoughts, or alcohol and other drug use.

The STAR Program utilizes a systematic process, along with specially trained school personnel, to intervene and refer those students to appropriate in-school and/or community services.

Student participation in the program is voluntary and is meant to be a support service for students and families. All information regarding a student's involvement in the program is confidential and maintained in the best interest of the student.

Reporting to an Office . . .

From time to time it is necessary for the student to report to an office. The student should secure written permission from his/her instructor, proceed directly to the office and state his/her specific purpose. As soon as he/she has been attended to, the student should return directly to his/her assigned area.

If you are called to an office, be prompt and follow the same procedure.

Change of Address . . .

A student moving to a new address or having a 911 address change in the same or in another school district is expected to inform the Greater Altoona Career & Technology Center Student Services Office of such change at the earliest possible convenience. Generally, if the student moves to another participating district, he/she can remain in the Greater Altoona Career & Technology Center.

Health Services . . .

The First Aid Office is located on the second level. This office is available at all times to administer first aid and medical assistance. A student in need of medical assistance because of sickness or accident is to be referred to the First Aid Office by the instructor or by office personnel. A hall pass is required when reporting to this office.

According to Pennsylvania School Law the school is only permitted to dispense over the counter medications with prior parental permission. This includes Tylenol, Tums, Maalox, and their generic brands.

All doctor-ordered medications to be administered by the nurse must be in the original container (labeled with the student's name) and have a GACTC Medication Form filled out & signed by the physician and the parent. This form will be kept on file in the First Aid Office.

Students are reminded that the services of the First Aid Office does not extend beyond first aid and basic medical assistance. Do not attempt to use this office for other purposes.

School Clubs and Organizations . . .

DECA . . . Distributive Education identifies a program of instruction which teaches marketing, merchandising, and management. DECA identifies the Program of Youth Activity relating to Marketing. The letters "DECA" represent Distributive Education Clubs of America and is designed to develop future leaders for marketing and distribution. DECA is a national youth organization operating within the

nation's schools for young people who are planning a Marketing career. Marketing students have common objectives and interests in that each is studying for a specific career objective. Any student enrolled in Retail Marketing/Entrepreneurship or Logistics & Materials Management is eligible for membership in local, state, and national chapters of DECA. Each chapter elects its own student officers and the Retail Marketing/Entrepreneurship Teacher/Coordinator then serves as the chapter advisor. The club usually undertakes activities which will permit its members to grow in social, professional, and civic attitudes.

Health Occupations Students of America (HOSA) . . . HOSA is a national organization for secondary and postsecondary students enrolled in Health Occupations Education (Dental Assisting, Health Occupations, Practical Nursing, and others). Officially formed in 1976, HOSA chapters provide programs and activities to help individuals develop their physical, mental, and social well-being. Members strengthen their leadership and citizenship abilities through interaction with professional, business, and other student organizations.

The purpose of the HOSA organization is to develop leadership and technical HOSA skill competencies through a program of modification, awareness and recognition, which is an integral part of the Health Occupations Education instructional program. The mission of HOSA is to enhance the delivery of quality health care to all Americans.

Students from all local chapters attend regional and statewide conferences for leadership training, chapter management workshops, and participate in HOSA competitive events that test and recognize the students' competencies in their chosen health occupations and related skills. The HOSA National Leadership Conference is held in June each year.

Skills USA . . . Skills USA is an organization for young men and women enrolled as full-time students in secondary and postsecondary vocational courses in trade, industrial, and technical education. It is a special organization because its purposes and activities relate to career goals and interests. Skills USA is for those who want to develop themselves as people, learn to express themselves, work with others and make contributions as individuals. The organization builds and reinforces self-confidence, positive attitudes toward work, and communication skills. Through skill competitions, student activities, professional development programs and school leadership opportunities, Skills USA promotes an appreciation of career and technology education while preparing students for success in the world of work.

Accidents and Insurance . . .

The school is responsible only for immediate first aid. **The school does not pay any medical or hospital bill** incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills.

We urge you to avail yourself of the protection afforded through school insurance. You will be given information regarding various insurance plans during the first week at the home school.

In the case of an accident, no matter how minor, the student should report that accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified.

Medical Transportation . . .

It is the responsibility of the parents to provide transportation and further care of the student if the student becomes ill or injured on school property. Students may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given.

Emergency Cards . . .

In order that we conform to the wishes of parents, emergency cards must be filled out for each student and returned to the First Aid Office for use in emergency situations. **On a need to know basis, this information will be shared with staff. If there are items of a confidential nature concerning the health & welfare of your child, please call the First Aid Nurse at 946-8488.**

Communicable Diseases . . .

Students returning to school after recovering from a communicable disease must be readmitted through the school's First Aid Office. Communicable diseases include German measles, measles, mumps, chicken pox, scarlet fever, and mono-nucleosis.

Visitors . . .

All visitors must report to a security greeter immediately upon arrival and secure a visitor's pass. Where possible, visits should be preplanned. Community and parental interest is to be encouraged, but the process of career and technical education should not be unnecessarily interrupted. Visitors are not to be received by instructors unless prior authorization has been granted by the administration.

Announcements . . .

The daily school announcements are to be posted in each classroom and on the GACTC computer network. Please avail yourself and become informed as to its contents. On an as-needed basis, some announcements will be given over the school-wide public address system.

Schedule Change . . .

Generally, schedule changes are discouraged, particularly at the beginning of the year. Experience has shown that students who remain with a program and do not overreact to perceived problems most often adjust successfully. Students cannot accurately determine the worth of a program on the basis of a few days experience.

If, however, after one semester, the student has a compelling reason for a change to another CTC program or to the home school, such a change will at that time be given full consideration by the guidance staff. Students should understand that schedule changes are often difficult to complete in that the alternatives preferred by the student may not be available. Also, a change may delay completion of the program certification requirements and hinder co-op placement during the senior year.

In any case, a student contemplating a schedule change must initiate the process by securing from the Guidance Office a course-change application. After this form is completed in its entirety, the student will meet with a member of the guidance staff for a full discussion of the proposed change. Students having questions concerning

Bus Arrival/Departure/Parent Pick-Up . . .

Buses arriving from any school other than Altoona will permit students to disembark and enter the Fourth Avenue entrance **only**. Student exit and departure is to follow a similar procedure. It is clearly a student responsibility to arrive and depart the school in an orderly manner.

Any parent's or other authorized person's request for students to not ride the buses provided to and from the CTC should be processed through the home school by way of a written request signed and approved by the home school principal. The note must then be brought to the CTC Attendance Office. A parent/guardian must come into the Attendance Office to sign the student out.

Student Traffic . . .

Students will be permitted to use the following entrances:

1. All bus students will unload on 4th Avenue and must use the 4th Avenue entrance only. This includes arrival and dismissal times.
2. ALTOONA students must enter and leave the building by way of the three entrances on 15th Street. They are not permitted to cut through the St. Mary's parking lot, but must remain on the sidewalks as directed.
3. No student is permitted to use entrances on the 17th Street side of the building without special permission.
4. BISHOP GUILFOYLE students must enter the building as soon as they arrive in the area. Students arriving early must report to the cafeteria.

Early Dismissal . . .

The student must have **written parental/guardian permission** and permission from their home school administration in order to be released early from school.

Please report to the Guidance Office for the following types of dismissals . . .

- Court hearings, sports, emergency situation (other than medical), etc.
- All other early dismissals are discouraged.
- Students will only be excused to participate in activities at their home schools after the principal of the home school directly notifies the GACTC and makes the necessary arrangements.

Please report to the First Aid Office for the following types of dismissals . . .

- Doctor and dentist appointments. The student must have **written parental/guardian permission** and all appointments are verified by the First Aid Assistant. Parents are required to come in to the First Aid Office to sign their child out when a student is being dismissed for a Doctor or Dental Appointment. The First Aid Office is located on the 2nd floor. If a student is driving him or her self to the appointment, this information must be provided in writing. Parents are asked to include the name of the doctor and the phone number for easier verification.
- In the event of illness, a student may not go home early without approval by the First Aid Assistant or an administrator and unless a parent or other responsible adult comes to the office to receive him/her. Except in extreme emergency, transportation for an ill or injured student is to be provided by the parent or guardian.

Emergency Evacuation Drills . . .

Fire drills are held periodically as required by state law. Students are to exit the building in an orderly manner consistent with the directions which are posted in each shop or laboratory in the school. These directions may be supplemented by specific instructions from each instructor. Upon complete evacuation, everyone will re-enter through the same door when the appropriate signal is given.

Fire alarms are installed for the welfare and safety of students, teachers, administrators, and all other occupants of the building. Anyone who would jeopardize the well-being of others by unnecessarily tampering with these alarms will be dealt with severely.

Emergency School Closing . . .

In the event of heavy snow accumulation, treacherous highway conditions, or other extreme weather, tune in to one of the local TV or radio stations for complete school closing information. If your home school is closed due to inclement weather, you are not required to attend the Greater Altoona Career & Technology Center. In the event of a school delay, follow your home school schedule. Please be sure to listen to the TV or radio announcements.

Care of Books and Equipment . . .

Textbooks, tools, and equipment will be provided for the student's use. Students are reminded that all of our materials are of the finest quality and therefore quite costly. Periodic checks will be made in order to insure that damage, loss, or defacing of school property is not occurring.

Any student found responsible for such action may be suspended from school until proper restitution has been made and will be responsible for replacement costs.

Locks, Backpacks and Searches . . .

Students will be assigned a locker in the hall or locker room which they will share with another student. Combination locks will be issued for each locker. Lockers must remain secure. If you lose your lock, you must pay the school to replace it. You must use a school lock.

Lockers or other storage areas are to be kept clean and orderly. Decals or other items of a permanent nature are not to be placed on any part of the locker. No expectation of privacy is to be assumed. Students are advised of the basic administrative prerogative to open and inspect the locker or storage area at any time there is reasonable cause to suspect it contains materials which pose a threat to health, safety and welfare of students in the school. This policy extends to student backpacks, notebooks, handbags, etc.

Building Security . . .

Security officers, greeters, video cameras, limited access, and the occasional use of metal detectors and dogs are all methods in place to insure the safety and protection of our students and staff. Students must always display respect and courtesy toward the officers and greeters and comply with their requests (hall passes, etc.). Outside entrances are monitored and most are locked during the school day to limit public access.

Elevators . . .

Students are not permitted on school elevators except as follows:

1. With written permission by the first aid person because of a physical injury *or*
2. With written permission of the program instructor when a student is making a delivery of heavy materials and/or equipment.

Hall Passes . . .

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member, and their I.D. card.

Food and Beverages . . .

Food and beverages at no time are to be consumed or open in the halls. Food or beverages purchased in the cafeteria must be consumed in the cafeteria and are not allowed to leave that area. Food items from the school store must not be visible in the halls.

Student Photo Identification Cards . . .

Greater Altoona Career & Technology Center Identification Cards will be issued to all students. The card will have the picture of the person, the full name, student identification number, the home school, and the expiration date.

Identification cards must be carried by the student at all times and must be used for participation in CTC related activities, shown to proper school authorities/security personnel when requested, and relinquished upon request. Failure/refusal to produce an Identification Card will result in disciplinary action comparable to the situation.

The Identification Card is the property of the GACTC and the student is accountable for it. If lost, stolen, or destroyed, the student is to report to the Attendance Office immediately. A new card will be issued and the student must pay a fee to replace it. The replacement charge will be subject to change in accordance with material costs at that time.

All students will turn in their I.D. Card at the time of graduation or termination along with other items as requested by their instructor. If not turned in, payment for the card will be assessed.

Student Projects . . .

Any student project that becomes a useful take-home project instead of a practice exercise is to be paid for by the student before it is taken from the school. Individual charges are to be based on the cost of materials in repair and are to be paid for before they are installed and become a part of the assembled product.

Students are cautioned that unpaid bills will result in appropriate actions by the school to recover the cost.

Lost and Found . . .

A "Lost and Found Dept." is maintained in the First Aid Office. Lost articles may be properly identified and claimed in that office. Found articles should be taken directly to the First Aid Office where they can be reclaimed by the rightful owner.

Fund Raising . . .

Student organizations engage in school-sponsored fund raising. Such projects can only be undertaken with the expressed permission of the administration. Specific guidelines are contained in the policies governing student activities.

Field Trips . . .

Field trip arrangements may be made by an instructor for a class or club. Students are expected to dress appropriately and to behave in a mature manner on field trips, since the school will naturally be judged by the appearance and attitudes of its student representatives.

Any student who seeks permission to participate in a school-sponsored field trip must obtain, complete, and return a parental permission slip to his/her instructor. This is necessary regardless of the method of transportation.

Participation in a field trip or school activity is a privilege. Permission to participate can be denied to individuals at the discretion of the instructor or an administrator. All school rules apply during field trips.

Computer Use and Internet Access . . .

The school will provide access to computers, a computer network, and the Internet for students who have their parents' or guardians' permission to use the network and who agree by signature on the proper form to abide by the rules stated on that form. Proper uses and improper uses of computers are listed on the Access and Agreement Form distributed to each student.

Smoking and Use of Tobacco . . .

Because of an established CTC policy, fire safety regulations and the laws governing public schools in Pennsylvania, smoking and/or the use or possession of tobacco/lighting devices or look-alike tobacco products will not be permitted in the school building, on the adjoining grounds, field trips, school socials or any school-sponsored activity. Failure to comply with this policy will result in a suspension from school, which will require a conference with the student, parent, and school officials and the signing of a contractual agreement before a student can be readmitted. When an offense occurs, it will result in a fine and a suspension from school.

Laws Regulating the Possession of Any Tobacco Products . . .

Pennsylvania Senate Bill 1315 became ACT 145 of 1996 when signed into law by Governor Ridge. The new law amends Title 18 (Crimes and Offenses). The law clarifies the School Tobacco Control Act in 35 P.S. Section 1223.5 for school districts and local district justices. **The major changes are the following which became effective February 3, 1997:**

1. Possession is now included, unlighted tobacco is added, and such possession or use is identified as a summary offense.
2. The word “**Pupil**” is defined as any student ages 6-21.
3. “**Tobacco**” is any lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.
4. Nature of Offense: It shall not be a criminal offense, shall not be reportable as such, shall not be reportable as a criminal act, and shall not be placed on the criminal record of the offending school-age person if any such record exists. However, this summary offense applies to any student who is on school property – in a school building, on a school bus, or on school property owned by, leased by or under the control of a school district. This includes **vocational-technical** schools and intermediate units.
5. School districts must initiate prosecution.
6. The student may be sentenced to pay a fine of not more than \$50 (for the benefit of the school district in which such offending pupil resides), plus court costs, or be assigned to an adjudication alternative.
7. If such offense occurs at the GACTC, the Altoona Area School District Security personnel will handle the situation. The fine would be payable to the Altoona Area School District, the district in which the GACTC is located.
8. The offense is defined as: A pupil who possesses or uses tobacco on school property commits a summary offense. (See #4 above).
9. When a pupil is charged with a violation, the court may admit the offender to an adjudication alternative as authorized under 24 PA C.S. Section 1520 in lieu of imposing the fine.

Cell Phone Usage . . .

Students are permitted to bring cell phones to the GACTC; however, at no time can the cell phone be turned on, used, or visible on CTC property. Use of a cell phone will result in confiscation of the phone.

Electronic Devices . . .

Students may not use radios, tape players, CD or MP3 players, pagers, hand-held scanners, computer games, laser pointers, telephones or any other devices at the Greater Altoona Career & Technology Center. There is no time for their use, and they are disturbing to the business-like and professional atmosphere created at the GACTC. The possession or use of a PDA is restricted to school applications. In addition, any device that provides for a wireless, unfiltered connection to the Internet is prohibited!

Sexual Content In Messages . . .

Individuals who send messages with sexual content may be subject to criminal prosecution. Images containing sexual content, including various stages of nudity, of an individual under the age of 18 meet the legal definition of child pornography, the possession of which constitutes a felony.

Any student in possession of images with sexual content on school grounds will be subject to the disciplinary procedures as appropriate, up to and including expulsion. Students participating in the distribution of messages with sexual content will risk prosecution in addition to any school imposed penalties. CTC officials recommend that any student who receives this type of image, DELETE it immediately from their electronic device.

Discipline Responsibilities . . .

Students' Responsibility . . . Since the Constitution and law safeguard the student's rights, each student has the responsibility to protect his/her own and others' rights to an undisturbed education. All students in the public schools shall be expected to follow the rules and regulations of the Board of Education and school administration. Students shall be required to observe the customary rules of courtesy and politeness which contribute to good order as established by the acceptable standards of the school and community. The administration and faculty shall be authorized to use their own judgment in regard to what is to be interpreted as contributing to good order.

Parents' Responsibility . . . Discipline is the primary responsibility of the parents and the students while attending school. The behavior of students attending our school shall reflect standards of good citizenship demanded of members of a democratic society. It is the parents' obligation, by teaching and example, to develop in the student good behavior habits as well as proper attitudes toward the school. To insure student success, parents should, at regular intervals, check with school officials concerning their child's school conduct.

Students' dress and appearance are the responsibility of the parents. A student guide is published in this handbook for your review and practice. The Board expects that parents will work with the school to bring about changes of acceptable school conduct.

School Responsibility . . . It is the school's responsibility to provide experiences that will enable the student to function as a good citizen. Policies and measures of discipline shall be employed to establish favorable learning environment free from distractions and misbehavior. Administrators, teachers, and others connected with the Greater Altoona Career & Technology Center shall provide positive models of good community interaction and discipline which are observable as good examples for students to follow.

Drug Policy . . .

The following acts by a student while in school buildings, on school property, at school-sponsored functions off school property, or in route to any of the foregoing shall be regarded as misconduct by such student provisions of Article XIII, Section 1318 of the Public School Code of 1949 as amended, also Act 26 of 1995 - Safe and Drug Free Schools:

1. The possession or use of narcotics or dangerous drugs, as defined in The Drug, Device, and Cosmetic Act (Act of September 26, 1961, P.L. 1664), and not prescribed by a physician or the possession or use of alcoholic beverages; *or*
2. Being under the influence of narcotics or dangerous drugs, as defined in The Drug, Device, and Cosmetic Act (Act of September 26, 1961, P.L. 1664), and not prescribed by a physician or being under the influence of alcoholic beverages.
3. Students should be aware that from time to time law enforcement agencies or school security will bring trained drug-sniffing dogs to sniff lockers for illegal drugs.
4. Possession of drug paraphernalia and/or alcoholic products is forbidden.
5. School policy provides for drug testing to ensure the safety of all students.
6. Every student and one parent/guardian must consent to drug testing at any time during the school year for one or more of the following reasons: cooperative education, reasonable suspicion, and/or random testing.
7. Students must agree to cooperate in the drug testing procedures in order to remain enrolled at the GACTC.

Alcohol Testing Policy . . .

The school reserves the right to perform testing upon reasonable suspicion that a student is under the influence of alcohol. This testing may occur at any time during school hours, in school or during school sponsored functions, on or away from campus.

Dangerous Weapons or Substance . . .

Students are not permitted to possess or transport any object that could reasonably be considered a dangerous substance or a dangerous weapon on school premises at all times. This would include school buses to and from the CTC, any school-sponsored activity on school premises or off school premises during the day or evening hours. Any student not adhering to this policy may face charges under the Pennsylvania criminal code as deemed necessary by school authorities.

This policy is in compliance with Act 26 of 1995 - The Act of March 10, 1949 (P.L. 30, No. 14), known as the Public School Code of 1949, amended July 1, 1981 (P.L. 200, No. 62), is amended to SECTION 1317.2 Possession of Weapons Prohibited - Amended 1995:

7029.1 Definitions:

- a. "Weapon" – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, paintball gun, chemical agent, explosive device, and any other instrument or implement capable of inflicting serious bodily injury.

- b. "Possession" – a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while the student is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on the way to or from the GACTC. School policy allows use of metal detection devices.

Authority

7029.3 The Joint Operating Committee prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any school-sponsored activity, and in any public conveyance providing transportation to school or a school-sponsored activity.

7029.4 The Joint Operating Committee shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Executive Director may recommend discipline short of expulsion on a case-by-case basis.

Fighting . . .

Students involved in fighting will be suspended. To be readmitted to school following a suspension, a parent or guardian must accompany the student to a discipline conference with the appropriate administrator. At the administrator's discretion, fighting incidents will be referred to the school security officer for investigation of criminality with possible assistance from the AASD Security Staff. Criminal or civil charges may be filed. This is especially true if the student's actions result in injury to another student or to a teacher or other school employee attempting to quell a fight.

Terroristic Threats . . .

A student shall at no time threaten to commit any crime of violence with the purpose to terrorize another or to cause evacuation of a building, place of assembly, or facility of transportation, or otherwise cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience:

- a. On the school premises during and immediately before or after school hours.
- b. On the school premises at any time when the school is being used by a school-sponsored group, noncurricular-related student group, and/or private nonschool person(s) group.
- c. Off school premises at any school activity, function, or event.
- d. Off school premises involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly, and/or immediately result in adverse affects on the educational process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reasonableness in the effect including danger to the health, safety, welfare, or morals of students within the school system.

Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.

Bullying . . .

A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. It is a negative action when someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another.

Direct bullying - A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words, by threatening, taunting, teasing and calling names.

Indirect bullying - Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person's wishes.

Cyber-bullying - Using electronic device mediums such as but not limited to computers, cell phones and pagers to bully (defined above) others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging and email. The cyber-bullying behavior is not to be confused with terroristic threats, which can be communicated through similar methods.

The Administration encourages students who have been subjected to bullying to promptly report such incidents to their Teacher, Counselor, or any Staff member.

Unlawful Harassment . . .

Statement of Policy

- 7030.1 It is the policy of the Greater Altoona Career & Technology Center to maintain a pleasant, safe, non-hostile learning environment for students which fosters the educational process.
- 7030.2 To ensure such an environment, the GACTC strictly prohibits verbal, physical, or graphic conduct by any student or non-student which harasses, disrupts, or interferes with an individual's performance or which creates an intimidating, offensive, or hostile environment. All students have a responsibility to conduct themselves in a manner consistent with this policy, thereby avoiding conduct that constitutes unlawful harassment.
- 7030.3 The GACTC will not tolerate any type of unlawful harassment of students by other students, employees, or non-employees (vendors, contractors, volunteers, etc.). Additionally, conduct that interferes with the learning environment or makes such environment hostile, intimidating, or offensive will not be tolerated.
- 7030.4 Unlawful harassment is a form of discrimination prohibited by Titles VI of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, Pennsylvania Human Relations Act, the Code of Conduct for Education, 22 PA Code § 235.11 and Student Rights and Responsibilities, 22 PA Code § 12.1, et. seq.

7030.5 Retaliation taken against students who bring unlawful harassment charges, or individuals who assist in investigating such charge or who provide witness statements in connections with such charges, is strictly prohibited.

Definitions

7030.7 A “student” refers to an individual registered part-time or full-time in any secondary or postsecondary or continuing education programs or courses sponsored by the GACTC.

7030.8 Unlawful harassment includes, but is not limited to slurs, jokes, or other verbal, graphic or physical conduct related to an individual’s race, color, religion, ancestry, sex, national origin or disability.

Suspension . . .

Those students who fail to comply with the regulations of the Career & Technology Center may be subject to suspension. The number of days they are suspended shall depend upon the cause. In every case, the student and his/her parent or guardian must come into the school for a conference prior to readmission to the school.

It is mutually agreed between the home school and the Career & Technology Center that students suspended from one school are automatically suspended from the other. This policy is in accordance with the State Board of Education.

All suspended students will be given the opportunity to make up missed work either before or after the suspension.

Detention . . .

Students may be assigned detention by the Student Services Office or any member of the faculty for such reasons as undesirable patterns of attendance, tardiness, or other disciplinary problems. **Each student is to have sufficient materials and books to study and is to cooperate with the detention supervisor.** The school is permitted to assign detention to any student provided at least a twenty-four hour notice is given in order for the students to provide their own transportation home.

If detention is assigned and not completed when due, it may be extended and/or suspension may occur.

Detention Rules and Regulations . . .

1. All rules of the GACTC will be enforced in detention at all times.
2. You must be in your assigned detention room on time. Tardiness will not be tolerated and will result in appropriate disciplinary action.
3. Detention will be held daily from 3:00 to 3:30 pm in room A-204 which is located down the hall from the Attendance/Guidance areas.
4. During the time you are assigned to detention, talking or any form of communication with other students is **ABSOLUTELY FORBIDDEN**. Also, hall passes will not be issued and all materials and personal belongings should be brought with you when you report to the detention room.
5. When you are assigned to detention, you are assigned for the entire time. You will not be excused early for work, appointments, etc.

6. Students are required to bring schoolbooks, assignments, pencils, etc. to detention with them. This time should be spent productively. All nonproductive behaviors will not be tolerated. Failure to work during detention will result in appropriate disciplinary action.
7. The original detention hall slip is the official student and parent notification of detention assignment. No further notice will be given by the office.
8. You must attend detention if you attend school the day of your assignment. Students who are absent on the day(s) assigned will make up the day(s) starting with the day they return to school. Students who are ill during the school day should receive permission from the first aid person to miss detention.
9. Lack of transportation is not an excuse for not attending detention assignment. (Students should make prior arrangements for transportation. Twenty-four hours notice is always given before the detention is assigned.)
10. Students with doctor's appointments on days of assignment should have a written note by the parent to request the administration to excuse them from detention hall that evening. The day will be made up the following day. Meetings, jobs, practices, etc., are not acceptable reasons for missing detention hall.
11. Students who fail to attend detention, report late, or without materials when it is assigned will, on the first offense, be given a warning and an additional two nights of detention. If a student is suspended for violation of the detention hall assignments, they still must complete the detention hall assignment.
12. **ALL VIOLATIONS WILL RESULT IN FURTHER DISCIPLINARY ACTION!**
13. **An accumulation of detention assignments will bring about suspension because of multiple offenses.**

Student Behavior Code . . .

A community can best gain a competitive edge in today's global economy by developing a high quality workforce. It is important that the Greater Altoona Career and Technology Center promote a learning climate to help develop job skills compatible with the atmosphere found in a productive workplace. Critical job skills include not only basic academic skills, technical skills, and computer literacy, but also work ethics that are indicative of students who have been taught the value of regular attendance, cooperation, safety, civility, and other behaviors and attitudes indicative of successful businesses and industries.

The rules and regulations set forth in this code are meant to supplement common rules of courtesy and civility. A disciplinary code is most effective in promoting proper student behavior and minimizing discipline problems when student misbehaviors are grouped into rather specific categories with related school discipline responses. With this information, students, parents, and teachers should come to a more common understanding of unacceptable student behavior and consequences of student misbehavior.

The school has a compelling interest in maintaining an orderly, safe, and distraction free learning environment for all students. Each program has unique rules supplementary to this code.

In accordance with this code, disciplinary infractions are broken into five categories, with a listing of sample misbehaviors, along with expected disciplinary responses. These categorical listings, by their nature, cannot be totally inclusive, but rather are intended to serve as an effective description of the type of student behavioral offenses to be treated within each category. School officials retain discretionary authority to adjust discipline consequences in accordance with the particular circumstances of an offense.

An example of discretion is as follows: tossing a pencil across a classroom and throwing a brick at another student are both seen as throwing an object and/or a safety violation. Common sense dictates, however, that throwing the brick at another student is more dangerous and should result in a more serious consequence. This type of judgment is required in many instances, and we have included LEVELS OF MISBEHAVIOR (one through three) to use as reference points.

When student misbehavior involves a criminal act, the student is liable to criminal prosecution by the appropriate authority. While the school will cooperate with authorities in such prosecution, any punishment under the law is imposed apart from and in addition to school discipline.

CATEGORY ONE – 1 NIGHT DETENTION

Category One misconduct involves actions on the part of the student which impedes orderly classroom/shop procedures or interferes with the orderly operation of the school or school-sponsored activities.

EXAMPLES OF MISBEHAVIOR:

- Chewing of gum violation
- Class cut - one period
- Disobeying class rules
- Disruptive behavior (level one)
- Dress code violation
- Failure to complete assignment in a timely manner
- Failure to return report card
- Failure to return required forms in a timely manner
- Food/drink violation
- Hall pass violation
- Inappropriate comment, language, or gesture
- (level one)
- Insubordination (level one)
- Late to class
- Leaving class or building early, without permission
- Littering
- Out of assigned area
- Public displays of affection
- Refusal to work, not on task
- Safety violation (level one)
- Sign-in or attendance reporting violation
- Sleeping in class
- Uniform violation – whole or part
- Yelling

CATEGORY TWO – 2 NIGHTS DETENTION

Category Two misconduct involves student behavior the frequency or seriousness of which disrupts the learning climate of the school or school-sponsored activities.

EXAMPLES OF MISBEHAVIOR:

- Any second occurrence of a category 1 offense
- Abuse of equipment or supplies (level one)
- Assembly disruption or misbehavior
- Class cut - two periods
- Contraband - electronic devices, etc. (includes confiscation)
- Detention truancy
- Driving/Riding violation
- Lying to school personnel
- Riding elevator without permission
- Throwing any object (level one)
- Vandalism or property destruction (level one)
- Verbal threat to another student or harassment (level one)

CATEGORY THREE – 4 NIGHTS DETENTION

Category Three misconduct involves student behavior which is directed toward persons or property, upsets classroom climate, disrupts school decorum or school-sponsored activities.

EXAMPLES OF MISBEHAVIOR:

Any third occurrence of a category 1 offense
Any second occurrence of a category 2 offense
Bullying (level one)
Cheating/copying work
Class cut - more than 2 periods
Computer or network violation - plus loss of privileges
Disruptive behavior (level two)
Ethnic/racial intimidation or harassment (level one)
Forgery of note, excuse, receipt

Horseplay (level one)
Insubordination (level two)
Internet agreement violation - plus removal of privileges
Off campus during school hours without permission
Safety violation (level two)
Spitting
Swearing/Offensive language (level two)
Theft (level one)
Throwing any object (level two)
Vandalism or property destruction (level two)
Verbal threat to any person (level two)

CATEGORY FOUR – 3 DAYS OUT OF SCHOOL SUSPENSION

Category Four misconduct involves student acts of severe disruption, violence, property destruction, or violations of law which poses a threat to the safety or welfare of others.

EXAMPLES OF MISBEHAVIOR:

Any repeat of a category 3 violation
Possession of sexually explicit material
Bullying (level two)
Damage to school property (level one)
Detention truancy occurring after level two
Drug related activity
Ethnic/racial intimidation or harassment (level two)
Fighting (level one)
Horseplay (level two)
Inappropriate comment/language/gesture/contact (level three)

Multiple category 3 violations in same incident
Off campus and smoking
Reckless/unsafe driving on or near school property
Safety violation (level three)
Smoking/tobacco violation
Theft (level two)
Truancy
Vandalism (level three)
Verbal threat to school personnel (level one)

CATEGORY FIVE – 5 TO 10 DAYS OUT OF SCHOOL SUSPENSION

Category Five misconduct involves the most serious misbehavior or criminal acts leading to the most severe disciplinary measures including possible dismissal from the school.

EXAMPLES OF MISBEHAVIOR:

Any second suspendable offense or the first incident of the following:
Assault of another student
Assault of any school personnel
Bullying (level three)
Damage to school property (level two)
Fighting (level two)
Horseplay, dangerous (level three)
Inappropriate comment/language/gesture/contact

directed toward school personnel
Possession of a controlled substance
Possession of drug paraphernalia
Possession of a weapon
Under the influence of a controlled substance or alcohol
Theft (level three)
Verbal threat to any person (level three)
Distribution of sexually explicit material

Student Grievance Procedure . . .

A grievance is another name for a complaint. A student grievance exists when it is alleged that a student has been unfairly treated or has not been afforded due process. This procedure defines the due process procedure to be followed when filing a grievance.

- Step 1. Within ten school days after the alleged violation, the grievant shall initiate an informal discussion with the teacher or person(s) who allegedly treated the student unfairly. If this informal discussion does not resolve the issue, the grievant shall initiate a discussion/conference with a guidance counselor, a home school advisor, or the supervisor in charge of student services about resolving the complaint.
- Step 2. If the grievance is not resolved under Step 1, the grievant shall submit the written complaint to the individual designated as Equal Rights and Opportunities Coordinator. The Coordinator has the authority to investigate the grievance and attempt a solution. If no solution to the grievance can be mutually agreed to at this point, then the Coordinator will set up a formal meeting with the Executive Director. Also, at this time, the grievant's letter shall be passed on to the Executive Director, along with any back-up investigative information already collected. The Executive Director shall respond within ten working days.
- Step 3. If the grievance is not resolved in Step 2, the grievant shall refer the complaint (written letter) to the Chairperson of the Operating Committee within ten calendar days. The Executive Director and Chief School Administrator shall respond within 30 calendar days of receiving such correspondence.

Note: A grievant has the right to be accompanied by an additional individual during Steps 2 and 3.

In cases where the grievance is not settled at the institutional level, contact the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia 30346, or telephone 1-800-917-2081 or 770-396-3898.

Diplomas and Certificates . . .

Students who attend the Career & Technology Center are still members of their home school districts. The courses taken at the GACTC will meet the requirements that are established by the cooperating district for graduation.

Graduation exercises and the distribution of high school diplomas will be the responsibility of the home school. However, the GACTC will issue certificates to those senior students who successfully complete their course of study.

Postsecondary Education . . .

The programs of the Greater Altoona Career & Technology Center are mostly designed to prepare the student for immediate entry into the world of work. Interested students, however, are encouraged to carefully plan their academic courses with their guidance counselor so that they can also prepare for entry into higher education.

This is the crux of the Career Education scheme as outlined by the United States Office of Education: (1) learn a marketable skill & (2) prepare for advanced education. Some students interested in going on to college or other postsecondary institutions may find it necessary to schedule certain academic courses in the summer.

Dress/Appearance Guide . . .

This dress guide is prepared under the provisions of Act 46 of 1998 which authorizes schools to adopt dress or uniform policies. It is intended to help students best meet their vocational goals. The main purpose of the GACTC is to prepare young men and women for the world of work. Since every occupation carries with it certain modes of dress, habits of work and unique responsibilities, students are expected to look and act the part of the most successful worker in each occupational field.

The rationale is basically three-fold:

1. **Safety:** Safety hazards, while varying from one program to another, are inherent in every vocational-technical program. The school board, administration, and instructional staff share responsibility for the safety of students. Therefore required is a common mode of dress consistent with reasonable accident prevention measures for all students enrolled in the school.
2. **Personal Hygiene:** Personal pride is best reflected in one's personal appearance. Cleanliness, neatness, and appropriate dress together do more to positively influence others in the work place than most other personal traits.
3. **Standards of Business and Industry:** The advisory committees for the respective school programs are on record in support of student attire appropriate for related occupations. Each of these advisory committees is made up of local trades persons, supervisors, and other employers who know first hand the traits, including dress and grooming, that are most desirable in entry level workers from the GACTC. In order to meet the predominant expectations of employers, the GACTC must listen to those in an official advisory role and gear each vocational program accordingly. A student's everyday school appearance should approximate appropriate dress for a job interview.

Dress/Appearance Guide for Students in Preparation for a Career in Business and Industry

Students in each program will wear, along with their regular attire, a GACTC-endorsed smock, blazer, coverall, or other uniform in a selected style and color as explained by the teacher. The school will pay the cost of the student's first smock, coverall, blazer, or other uniform when the uniform is purchased through the school store. It is each student's responsibility to regularly clean his or her uniform garment and replace it as necessary. In some program areas a laundering service is provided at a small expense to the student. NO additional ornaments, patches, buttons, etc. are to be added to the uniform. Students are not permitted to decorate the uniform with paint, markers, pens, or to draw on the uniform in any fashion.

1. In general, students shall wear a style of clothing which depicts mature judgment and good taste.
2. Baggy clothes, low slung pants, torn pants, and pants of an excessive length are a safety hazard and therefore prohibited. Pants shall be free of rivets or metal buttons which cause damage to school furniture.

3. The wearing of shorts is discouraged during the months of August, September, May, and June, and prohibited at all other times. If worn during the months indicated, however, they must be at least knee to mid-thigh in length. Cutoffs, boxer-style shorts, spandex, gym shorts and short-shorts are disallowed. The teacher may prohibit wearing shorts within a given program, for safety reasons.
4. Students shall not wear excessively tight or revealing clothing, see-through or low cut blouses or shirts, tank tops, muscle shirts, or clothing including any top, jeans, or other attire showing a bare midriff. Pajamas and slippers are not acceptable.
5. Most dresses, skirts, skorts, culottes, jumpers, pantsuits, slacks/jeans, sweaters or blouses are acceptable. Dresses, skirts, skorts and culottes must be of reasonable length to adequately cover the thighs when standing or sitting.
6. Male-style shirts must be worn with the shirt tail tucked inside the trousers. All shirt tails must be tucked in when working around equipment or in hazardous areas.
7. Footwear shall be appropriate to the occupations of each vocational area as determined by the instructor and advisory committee. Safety is a primary concern; consequently, **thongs, sandals, other open-toed shoes, or clogs are disallowed.**
8. There shall be no patches, badges, or pictures displayed on clothing depicting alcohol, tobacco or drugs. Other offensive language, emblems or symbols are also not allowed. Clothes that depict gang colors or symbols are prohibited. This includes the display of colors, symbols, or other paraphernalia that have the intent to show allegiance to a gang.
9. Decorative necklaces, chains, collars, etc. that are exposed and free hanging shall not be worn. Other than non-dangling earrings, there shall be no body piercing, e.g., tongue, nose, or eyebrow rings/studs. Ear stretching is prohibited.
10. Excessive makeup is to be avoided.
11. Hair shall be neatly groomed and styled in a manner that insures full exposure of the eyes. A student may be required to alter the length or style of hair consistent with good safety practices when using equipment or due to the hygienic nature of the vocational program. Radical styles and unnatural colors are prohibited
12. Hats shall not be worn in the hallway, cafeteria, or classroom. Within instructor's permission, hats may be worn in certain program areas.
13. Outer garments and backpacks worn to the school shall be placed in the student's locker or other designated storage area.

Regardless of fashion fads or fancies, any young man or woman who wants to look his or her best is always well groomed and uses good judgment in selection of clothes. You should know which colors and style of clothes accent your personality. Coordinate your clothing and your grooming. Regardless of the passive, complacent grooming and dress attitude taken by a certain minority of our people, potential employers prefer the conservative dresser. Good grooming is in a sense good manners. Present yourself in the best manner possible.

Students with Disabilities

I. Policy Statement

It is the policy of the Greater Altoona Career & Technology Center not to discriminate against persons with disabling or handicapping conditions in its educational programs, services and/or activities and to make reasonable accommodations allowing such individuals to participate fully in the programs, services, and activities offered by the Center.

No qualified applicant, student or employee with a disability may be excluded from participation in or denied the benefits of any program, activity, course or course of study on the basis of said disability. Academic standards and requirements that are essential to the program of instruction in which a student is enrolled will not be modified. Procedural and environmental adjustments which do not substantially modify essential course requirements will be made in accordance with the with the procedure set forth in this policy. The Center will also take reasonable steps to provide or permit auxiliary aides and/or services.

Students, employees and applicants who have inquiries about accommodations for persons with disabilities are encouraged to contact Dan Bender, the Center's Section 504 coordinator, at 1500 4th Avenue, Altoona, PA 16602-3695 or at (814) 946-8454.

II. Procedures for Academic Adjustment/Accommodations

A person with a disability is an individual with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. The term "major life activities" includes the ability to care for oneself, walking, seeing, hearing, speaking, breathing, learning and working.

Students, applicants or employees with a disability have the right to equal access to courses, programs, services, jobs, activities and facilities offered through the Center. Said individuals have the right to an equal opportunity to work and/or learn and to have reasonable accommodations, academic adjustments, and/or auxiliary aides and services made available or provided to them. The Center will provide a working/learning environment free of discrimination. Reasonable modifications will be made by the Center where necessary to insure full educational opportunity and/or career opportunity for students, applicants, and/or employees with disabilities. Modifications to requirements or standards essential to the program of instruction or job of an employee will not be made so as to insure the integrity of the Center's course of instruction. A qualified student, applicant or employee with a disability is entitled to an equal opportunity to enjoy the benefits and privileges available to other qualified individuals without a disability. To provide an equal opportunity, reasonable accommodations or adjustments to a course, program, service, job, activity, or facility may be required. In order to procure such a modification or adjustment, the following procedure should be complied with:

Step 1. Contact Dan Bender at 1500 4th Avenue, Altoona, PA 16602-3695 or at (814) 946-8454.

Step 2. A meeting with Mr. Bender and appropriate administration officials will be held to discuss the nature of the disability and potential reasonable accommodations that can be made therefor. In order to provide reasonable accommodations, if necessary, as expeditiously as possible, individuals seeking accommodations should have with them appropriate medical documentation demonstrating the nature of the disability and the potential accommodations to be made, if any.

Step 3. If the student, applicant or employee does not have appropriate documentation of disability, the Center will request that such documentation be provided by the individual seeking accommodation/adjustment.

Step 4. Once the Center receives the documentation of disability, it will be reviewed and, if necessary, the author(s) of the documentation will be consulted.

Step 5. Once the nature of the disability, if any, has been ascertained the Center, in conjunction with the student, applicant, or employee and medical care providers, if necessary will determine which reasonable accommodations will be made. Said accommodations will be committed to writing in a Statement of Accommodation and the Center administration will keep one copy and give another copy to the student.

Step 6. The applicant, student, or employee is responsible for presenting the Statement of Accommodation to faculty when requesting such accommodations. The Center will also notify faculty that accommodations have been requested and granted.

Step 7. If there are differences which cannot be resolved, the student, applicant or employee shall refer any and all complaints through the grievance procedure as set forth herein.

Safety . . .

School laboratory safety has always been an important part of our instructional program. The natural hazards of laboratory work, with machines, tools, and materials requires that a considerable amount of attention be devoted to safety and accident prevention.

The CTC is very similar to business and industry in environment and operation. Therefore, we (meaning student, teacher, administration) must work together to develop a safety education program which will not only protect us while we are in school, but also make us permanently safety conscious individuals when ready to enter into the world of work.

In 1965 the Commonwealth of Pennsylvania approved ACT 116 which provides that all individuals who are engaged in, or exposed to hazardous laboratory activities will use eye protective devices. Thus, all students and instructors working in such areas will comply with this act.

In accordance with our dress guide, all students are expected to wear footwear which meets the occupational standards for safety, appearance, and hygiene. Hence, thongs, sandals, and clogs are not acceptable footwear. Hair must also meet the requirements as stated under the dress guide section.

Depending on the occupation, students will be required to wear glasses, safety toe shoes, socks, and hard hats as well as certain protective clothing and devices.

Notes . . .