



GREATER ALTOONA
CAREER & TECHNOLOGY CENTER

2023-2024

Student/Parent
Handbook



Program information and descriptions
are available on our website:
www.gactc.edu

2023-2024
STUDENT/PARENT
HANDBOOK





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

STUDENT IDENTIFICATION

Name: _____

Address: _____

Telephone Number: _____

Locker Number: _____

Home School: _____

GACTC Program: _____

Non-Discrimination Policy:

It is the policy of the Greater Altoona Career and Technology Center to ensure an equal opportunity in employment and programs, services, and activities without any consideration of an individual's race, color, national origin, sex, gender identity or expression, age, religion, disability, veteran status, genetic information, and/or any other characteristic protected by federal, state or local law. For information regarding civil rights, grievance procedures or access, contact Title IX Section 504 Coordinator, Nicole Zernick, at 1500 Fourth Avenue, Altoona, PA 16602-3616, email civilrights@gactc.edu, or telephone (814) 946-8457.

Our Mission:

The mission of the GACTC is to provide high school students and adult learners a superior career and technical education consistent with accepted academic and skill standards.

Our Vision:

The GACTC strives to integrate academic and technical skill instruction for high school students and adult learners as required to achieve industry skill standards. The culture of the school fosters intrinsic motivation and rewards student initiative and teamwork. A premium is placed upon excellence in student achievement in both academic and skill-specific areas of study. Students convey a sense of ownership that reflects the dignity of work well done, thereby increasing a student’s opportunity for a fulfilling life through a successful career.

The school envisions a learning environment that is progressive, well maintained, and incorporates innovative technology. Teachers inspire student learning and engage in professional development to enhance teaching skills. Students and staff take pride in personal appearance and embrace the importance of a professional demeanor.

The school serves as an important resource for local business and industry and is viewed as a first option for high school students and adults seeking a viable career path.

Member 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
- Tyrone Area School District
- Williamsburg Community School District

Other Participating Schools

Include, but are not limited to:

- Bishop Guilfoyle High School
- Great Commission School
- Blair County Christian School
- Central Pennsylvania Digital Learning Foundation

2023-2024 SCHOOL CALENDAR

Board Approved: 4/24/2023

AUGUST 2023					
M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
8/22 Full Day Act 80 - Student Orientation					
8/23 Full Day Inservice - No Classes					
8/24 First Student Day					
Student Days: 0 + 7 = 7 / 180					
Teacher Days: 0 + 8 = 8 / 186					
SEPTEMBER 2023					
M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
9/4 Labor Day Holiday - No Classes					
9/29 Full Day Act 80					
Student Days: 7 + 20 = 27 / 180					
Teacher Days: 8 + 20 = 28 / 186					
OCTOBER 2023					
M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
10/10 Evening Inservice - OAC Meetings					
10/25 End of 1st Marking Period					
10/27 Full Day Act 80 - No Classes					
Student Days: 27 + 22 = 49 / 180					
Teacher Days: 28 + 22 = 50 / 186					
NOVEMBER 2023					
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
11/7 Full Day Inservice - No Classes					
11/10 Veterans Day Holiday - No Classes					
11/22-27 Thanksgiving Holiday - No Classes					
Student Days: 49 + 16 = 65 / 180					
Teacher Days: 50.5 + 17 = 67.5 / 186					
DECEMBER 2023					
M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
12/5 Evening Inservice - Open House					
12/22-29 Winter Break - No Classes					
Student Days: 65 + 15 = 80 / 180					
Teacher Days: 67.5 + 15.5 = 83 / 186					
JANUARY 2024					
M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			
1/1 Winter Break - No Classes					
1/15 Martin Luther King Holiday - No Classes					
1/16 End of 2nd Marking Period					
Student Days: 80 + 21 = 101 / 180					
Teacher Days: 83 + 22 = 105 / 186					
FEBRUARY 2024					
M	T	W	TH	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29		
2/16-19 Presidents' Day Holiday - No Classes					
Student Days: 101 + 19 = 120 / 180					
Teacher Days: 104 + 19 = 123 / 186					
MARCH 2024					
M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
3/5 Evening Inservice - OAC Meetings					
3/21 End of 3rd Marking Period					
3/22 Evening Inservice - Open House					
3/28-29 Spring Break - No Classes					
Student Days: 120 + 19 = 139 / 180					
Teacher Days: 123 + 20 = 143 / 186					
APRIL 2024					
M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				
4/1 Spring Break - No Classes					
4/23 Full Day Inservice - No Classes					
Student Days: 139 + 20 = 159 / 180					
Teacher Days: 143 + 21 = 164 / 186					
MAY 2024					
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	
5/9 Evening Inservice - Senior Awards					
5/27 Memorial Day Holiday - No Classes					
5/30 Last Student Day					
5/30 End of 4th Marking Period					
5/31 AM Inservice - Last Teacher Day (1/2 Day)					
Student Days: 159 + 21 = 180 / 180					
Teacher Days: 164 + 22 = 186 / 186					
JUNE 2024					
M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
Student Days: 180 + 0 = 180 / 180					
Teacher Days: 186 + 0 = 186 / 186					
School Holidays - No Classes					
Sept. 4	Labor Day Building Closed				
Nov. 10	Veterans Day Building Closed				
Nov. 22-27	Thanksgiving Building Closed Nov. 23rd - 24th				
Dec. 22- Jan. 1	Winter Break Building Closed Dec. 25th & Jan. 1st				
Jan. 15	Martin Luther King Day Building Closed				
Feb. 16 - 19	Presidents' Day Building Closed Feb. 18th				
Mar. 28 - Apr. 1	Spring Break Building Closed Mar. 28th				
May 27	Memorial Day Building Closed				
Marking Periods					
10/25	End of 1st Marking Period				
1/16	End of 2nd Marking Period				
3/21	End of 3rd Marking Period				
5/30	End of 4th Marking Period				
Cancellation Make-Up Dates					
May 31, June 3					
*May change to coincide with sending schools					
This calendar is subject to revisions as deemed necessary by the Administration and the Joint Operating Committee.					
First Student Day: August 24			Last Student Day: May 30		

This calendar is tentative and subject to change. The most current form of the calendar is located at www.gactc.edu.

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Welcome to the GACTC!

On behalf of the faculty, staff, and administration, it is with great pleasure that I welcome you to the Greater Altoona Career & Technology Center (GACTC). I am excited to embark on this journey together and help shape your future through our comprehensive and dynamic education programs.

This student handbook serves as a valuable resource, providing you with essential information about our school's policies, procedures, and guidelines. It is designed to support you throughout your time with us, ensuring you have a fulfilling and successful experience.

At the GACTC, we take pride in our commitment to providing a supportive learning environment that nurtures creativity, curiosity, and critical thinking. Our aim is to equip you with both the technical skills and the knowledge necessary to excel in your chosen career path.

As you study this handbook, you will discover a wealth of information, including details about attendance and grading expectations, student organizations, building procedures, and our code of conduct. We encourage you to familiarize yourself with these guidelines to ensure a harmonious and productive atmosphere for everyone.

Our faculty and staff are dedicated professionals who are here to support your growth and development. In addition to your program teacher, the GACTC includes a Student Services Department consisting of the Assistant Principal, two Guidance Counselors, an Office of Work-Based Learning, and three Special Education Teachers, all dedicated to helping you adjust to the school and ultimately succeed in your chosen career pathway. Feel free to reach out to any member of our team if you have questions, concerns, or need assistance.

As you progress through your studies, remember that your education is a partnership between you, your teachers, and your peers. Embrace the challenges, celebrate your achievements, and continually strive for excellence. Together, we can create a positive and inclusive learning environment that fosters innovation and prepares you for a successful future.

I wish each of you a memorable and enriching experience at the GACTC. Let's work hand in hand to make this academic year a remarkable one, filled with growth, learning, and personal accomplishments.

Sincerely,



Eric D. Palmer
Executive Director

BASIC STUDENT RESPONSIBILITIES

You have chosen a learning path at the GACTC and we have chosen you!
Listed are some keys to your success:

1. Come to school regularly and on time.
2. Be willing to try and try again as you learn.
3. Cooperate and collaborate with your instructor and fellow students.
4. Know that mistakes are part of learning.
5. Look and act the part of the occupation.
6. Accept that if you cannot do it now, you simply cannot do it YET.
7. Be dependable and responsible.
8. Appreciate that your instructor is an expert in their field.
9. Understand that you are part of a team and that teamwork is a component of your success.

ATTENDANCE

AM					
AM SESSION	SCHOOL	ARRIVAL	TARDY AFTER	DISMISSAL BELL	PROGRAM TIME
7:50	<i>Teachers in Instructional Areas</i>				
7:55-10:50	Altoona	7:55	8:00	10:50	2hrs. 55min.
7:55-10:11	Altoona 3-period	7:55	8:05	10:11	2hrs. 16min.
7:56-10:50	Bellwood-Antis	7:56	8:01	10:50	2hrs. 54min.
8:05-10:30	Blair County Christian	various	8:10	10:30	2hrs. 25min.
8:00-10:30	CPDLF	8:00	8:05	10:30	2hrs. 30min.
7:57-10:30	Hollidaysburg	7:57	8:02	10:30	2hrs. 33min.
7:57-10:30	Hollidaysburg Junior	7:57	8:02	10:30	2hrs. 33min.
8:07-10:50	Tyrone	8:07	8:12	10:50	2hrs. 43min.
8:11-10:35	Williamsburg	8:11	8:16	10:35	2hrs. 24min.
MIDDLE					
MIDDLE SESSION	SCHOOL	ARRIVAL	TARDY AFTER	DISMISSAL BELL	PROGRAM TIME
	<i>*Culinary AND Baking & Pastry Arts Students ONLY</i>				
10:40-1:05	Altoona*	10:40	10:45	1:00 PM	2hrs. 20min.
PM					
PM SESSION	SCHOOL	ARRIVAL	TARDY AFTER	DISMISSAL BELL	PROGRAM TIME
11:50	<i>Teachers in Instructional Areas</i>				
12:00-2:40	Altoona	12:00	12:05	2:40	2hrs. 40min.
12:30-2:40	Altoona 3-period	12:30	12:35	2:40	2hrs. 10min.
11:55-2:35	Bellwood-Antis	11:55	12:05	2:35	2hrs. 40min.
12:07-2:40	Bishop Guilfoyle	12:07	12:12	2:40	2hrs. 33 min.
12:00-2:45	Central	12:00	12:05	2:45	2hrs. 45min.
12:10-2:35	Claysburg	12:10	12:15	2:35	2hrs. 25min.
12:00-2:35	CPDLF	12:00	12:05	2:35	2hrs. 35min.
12:04-2:45	Glendale	12:04	12:09	2:45	2hrs. 41min.
12:05-2:45	Great Commission	12:05	12:10	2:45	2hrs. 40min.
					7/31/2023

Attendance Arrival and Dismissal Times

Attendance arrival and dismissal times are subject to change. The most current calendar is available at www.gactc.edu.

All students returning from an absence, INCLUDING SENDING SCHOOL CONFLICT DAYS, must present an excuse to the GACTC explaining the reason for the absence. A student excuse must contain the following information:

1. Student's full name
2. Date of Absence(s)
3. Reason for Absence
4. Parent/Guardian signature

If possible, we ask that you provide an excuse electronically by directly emailing attendance@gactc.edu. Written excuses should be provided directly to the teacher.

PLEASE NOTE: Sending school excuses ARE NOT transferred to the GACTC.

Parents/Guardians MUST provide a SEPARATE excuse for the GACTC and the sending school. A student excuse must be submitted to GACTC within 3 DAYS of the absence, or the absence will be unexcused.

Overall student evaluation is based on many factors, not the least of which is attendance. Subsequent recommendation for cooperative work education (Co-op) or permanent employment could be contingent upon an acceptable record of attendance.

Conflict Days/Expectations when sending school is not in session:

When the sending school has an in-service or holiday and the GACTC is in session, the sending school will provide bus transportation to the GACTC. Please be aware that it is the parent's responsibility to transport the student to the sending school. In this case, the student is required to be in attendance at the GACTC.

Furthermore, in the event that the sending school has an early dismissal, bus transportation will be provided to the GACTC. If the student is not in attendance, it will be considered an unexcused absence.

Should transportation arrangements not be available, students must bring in a note from the parent/guardian to that effect or the absence will be unexcused.

GACTC absence due to sending school sanctioned events:

Sending school events sometimes impact a student's GACTC attendance. This type of absence refers to any instance where a GACTC student is held at the sending school for any reason (*excluding being retained for disciplinary purposes*). Such events include club activities, athletics, assemblies, field trips, and mandatory testing. A sending school sanctioned absence will not negatively impact a student's attendance record.

Weather Cancellations/Delays/Dismissals:

If sending school cancels school due to weather, student absence is excused from the GACTC and students are not expected to attend. In the case of a school delay or early dismissal, students and parents are to follow sending school schedules and procedures.

Non School-sponsored educational tours or trips: Parent(s)/guardian(s) must submit a written request for excusal no less than 5 school days prior to the absence. The

student's participation must be approved by the Executive Director and/or Superintendent of the student's district of residence, or their designee. *This is a separate request from any request given to the students' sending school.*

Attendance Probation: Student success requires daily attendance. Parents/guardians of students who accumulate 10 or more days of absence will be notified by mail, phone call, and/or email and encouraged to contact their student's counselor, teacher and/or other school personnel to improve student attendance. In addition, any further absences will also require a medical excuse or the student's absence will be considered unexcused. A weekly attendance report will be sent to the sending school in order to maintain compliance with PA Compulsory School Attendance Law. The student's attendance will then be closely monitored.

Missing school at the GACTC vs. sending school:

Missing 3 days of school at the GACTC = missing 9 Algebra, English or Biology classes at your sending school.

Three (3) days at the GACTC = 7.5 hours of class. Three (3) English classes = 2 hours and 15 minutes.

Change of Address:

For attendance purposes, it is critical that both the sending school and the GACTC have an up-to-date home address for each student. A student moving to a new address in the same or in another school district is expected to inform the GACTC 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 GACTC.

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. Grades are issued officially at the end of each nine weeks. Students are evaluated regularly throughout the marking period. Students' current grades can be accessed within Infinite Campus, accessed through our website at www.GACTC.edu, or by using the Infinite Campus app "Infinite Campus Mobile Portal".

NOTE: Students who earn less than a 70% for two marking periods during a given school year may be subject to disenrollment from the GACTC, so as to not fall behind on required credits for graduation. Also, students who fail the year, may not have the opportunity to return the following school year to the GACTC.

Parent Access/Portal: At the beginning of each school year a notice is sent home to

inform the parent/guardian how to monitor their students' grades electronically. Each household will receive instruction on logging into the GACTC grading system and will receive a unique password that differs from their son/daughter. The GACTC encourages parents/guardians to review their child's grades frequently. For more information or if you have trouble accessing your child's grades, please contact the Student Services office at 505-1273 or email infinitecampus@gactc.edu.

Grading Scale:

A = 93% - 100%

B = 86% - 92%

C = 77% - 85%

D = 70% - 76%

F = Below 70%

Grading Policy for Unexcused Absence

- Students will receive a zero for any grade given/assessed on the specific day of an **unexcused** absence. This may include but is not limited to individual tests, quizzes, homework assignments, and/or other forms of assessment including projects.
- Students will receive a failing work ethic grade on any unexcused day.

Students are graded in the following categories:

Skills (25-45% depending on program)

A measurement of technical skills related to the occupation and industry standards based on beginning level (9th-10th grade), developing level (11th grade), and secure level (12th grade).

- Application of related theory with reasonable efficiency.
- Observance and practice of industry-appropriate safety practices.

Knowledge (25-45% depending on program)

A measurement of students' theoretical knowledge of the trade principles, theories and concepts. (tests, quizzes, logs, etc.)

- Independent and collaborative work completion both short term and long term projects and activities. (projects, homework, etc.)

Work Ethic (25-45% depending on program)

A measurement of a student's employability relative to a number of character attributes detailed and explained below.

The GACTC 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 and/or provides a legitimate excuse from school. Work ethic is nearly impossible to assess for an absent student.

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

Teamwork: Displays leadership skills; respects confidentiality; is a team player; is cooperative; is assertive; displays a customer service attitude; willingness to complete unfavorable tasks.

Appearance: Displays appropriate dress, grooming, hygiene, and etiquette whether in uniform or not. Uniform is required unless otherwise directed by the instructor.

Attitude: Demonstrates a positive attitude; appears self-confident; has realistic expectations of self, willingness to accept direction, correction and mentorship, seeks opportunities for personal growth; demonstrates flexibility in handling change.

Productivity: Follows safety practices; conserves materials; follows directions and procedures; completes assignments punctually.

Organizational Skills: Prioritizes and manages time and stress; keeps work area neat and clean; able to locate schoolwork, tools, and materials efficiently.

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

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

Respect: Respects the rights of others; deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.

Make-up Work:

Students who are legally absent for any reason will be required to make up missed work 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 turned in prior to the end of the grading period. 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 the 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.

End-of-Program Test (NOCTI and NIMS):

The Commonwealth of Pennsylvania requires that career and technical schools administer an end-of-program test. The GACTC uses the NOCTI assessment. The NOCTI (National Occupational Competency Testing Institute) is the largest provider of industry-based credentials and partner industry certifications for career and technical education (CTE) programs across the nation. Students in the Precision Machining program are assessed using The National Institute for Metalworking Skills (NIMS) assessment. NIMS develops skills standards for the industry, represents the industry's benchmarks of performance, and certifies students' skills against those standards. These tests, taken in twelfth grade, have both a written (online) and performance portion.

Diplomas and Certificates:

Students who attend the GACTC are still members of their sending 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 sending school. However, the GACTC will issue certificates to those senior students who successfully complete their courses of study.

Statewide Programs of Study (POS):

The Pennsylvania Department of Education is currently pursuing the development of Statewide Programs of Study. Elements of each POS include rigorous 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. Credit information can be found at www.collegetransfer.net.

Academic Honesty:

The GACTC considers academic honesty to be the foundation of its educational program. Academic honesty is a fundamental expectation in course work completed by students. Cheating and plagiarism compromise the educational integrity of the school's educational programs. All work submitted as part of course requirements must be the original work of the student. The faculty and administration of The GACTC believe that enforcing rules against student cheating and academic dishonesty will enhance the validity of the educational program for every student. Students who have displayed academic dishonesty will be subject to Level II Disciplinary Action, and will receive a zero on said assignment/project.

DRESS/APPEARANCE FOR STUDENTS IN PREPARATION FOR A CAREER IN BUSINESS AND INDUSTRY

The main purpose of the GACTC is to prepare our students 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.

Safety:

Safety hazards, while varying from one program to another, are inherent in every career and technical education program. The school board, administration, and instructional staff share responsibility for the safety of students. Safety and industry-specific demands are a prime consideration since long, unkempt hair, and improper loose-fitting clothing could cause an accident, for example. Decorative necklaces, chains, collars, body piercing etc. that are exposed and free hanging shall not be worn, depending on the program.

Standards of Business and Industry:

The advisory committees for the respective school programs are on record to support student attire and practices appropriate for related occupations. Each of these advisory committees is made up of local tradespersons, 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 expectations of employers, the GACTC strongly considers the opinions of those in an official advisory role and gear each vocational program accordingly.

Students in several programs will wear, along with their regular attire, a GACTC-endorsed smock, blazer, coverall, or other uniform in a selected style and color as selected 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 or rented. It is each student's responsibility to regularly clean his or her uniform garment and replace it as necessary unless rented. In some program areas a laundering service is provided at a minimal expense to the student. Students are not permitted to decorate the uniform with paint, markers, pens, or to draw on the uniform in any fashion.

The GACTC prioritizes professionalism, safety, and a conducive learning environment, while still allowing students to express themselves. As such, we expect all students to adhere to the following dress code guidelines:

General Guidelines:

- A. All students are required to wear clothing that is clean, in good repair, and appropriate for the educational environment.
- B. Clothing should not be excessively revealing, offensive, or distracting to others.
- C. Clothing must not promote violence, discrimination, drugs, or any illegal activities.

Tops:

- A. T-shirts, collared shirts, blouses, or polo shirts are acceptable
- B. Tank tops, crop tops, and spaghetti straps should not be worn.
- C. Sleeveless shirts should have a strap width of at least two inches.

Bottoms:

- A. Jeans, khakis, and dress pants are acceptable.
- B. Shorts and skirts should be of appropriate length (reach at least mid-thigh when standing).

- C. Excessively ripped or torn jeans are not permitted.
- D. Leggings or yoga pants should be worn with a top that reaches mid-thigh.

Footwear:

- A. Closed-toed shoes may be required for safety purposes.
- B. Sneakers, dress shoes, and work boots are acceptable.

Outerwear:

- A. Students are allowed to wear jackets and hoodies at arrival and dismissal.
- B. Outerwear should be free of inappropriate imagery or messages.
- C. Coats and outerwear are not allowed to be worn during class time unless permitted by the teacher.

Safety Gear:

- A. Students in certain CTE programs, such as automotive, construction, or welding, may require specific safety gear (e.g., steel-toed boots, safety glasses, ear protection). These should be worn as instructed in shop and lab areas.

CTE Program Uniforms:

- A. Some CTE programs may have specific uniforms for students to wear during shop or lab time or while representing the school in events. These uniforms should be worn as required.

Accessories and Jewelry:

- A. Accessories and jewelry should not pose a safety risk or be overly distracting.
- B. Hats, caps, and hoods should not be worn inside buildings unless required for a specific CTE program or religious reasons.
- C. 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 permitted.

Special Events:

- A. For special events, students may be required to dress in business or professional attire.

Enforcement:

The dress code will be enforced consistently and fairly.

- A. Consequences for dress code violations may range from a warning to temporary exclusion from certain CTE activities.
- B. Repeated violations may lead to further consequences, such as detention or other disciplinary measures.

WORK-BASED LEARNING

Cooperative Education, Internship, & Career Shadowing

The office of Work-Based Learning supports students in providing "on-the-job" training and experiences in an occupational area that is a direct extension of the career/technical program in which the student is presently enrolled. Students will have the opportunity to explore opportunities such as cooperative education, internships and career shadowing.

Cooperative Education:

Students enrolled in 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/technical training, to make up a total school day and receive credit for the work experience.

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

It is the responsibility of the Cooperative Education Coordinator, with the assistance of the teacher, to locate and determine the appropriate training stations/employment sites for the student.

Eligibility Requirements:

- Possess a minimum 85% Cumulative GPA at the GACTC
- Be in good standing (C or better) in all courses at the student's sending school
- Have 10 or less absences during previous school year
- Have 90% of the Program of Study Task list completed
- Obtain teacher and parent/guardian approval

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 Workers Compensation insurance.

Career Readiness:

The GACTC is committed to providing students both technical and foundational skills for success in the workplace. GACTC seniors will participate in a course, which will prepare them for success upon completion of their training at the GACTC. Students will develop competencies in career & self-development, communication, critical thinking, equity and inclusion, professionalism, teamwork, and financial literacy.

STUDENT SERVICES

School Counseling:

The door to Student Services is always open and counseling 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 help; help with home, school, and/or social concerns; or any concerns 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 function of school counselors to work continuously with the student beginning with his/her initial selection. The purpose of our School Counselors is to assist each student in the development of self-understanding and to achieve a level of success commensurate to his/her ability. The counselors' goal is to help establish the climate whereby each student can develop a keen sense of responsibility and sound decision-making.

Schedule Changes:

Generally, program changes are discouraged, particularly before the student has had ample opportunity to experience the learning opportunities a program can offer. Experience has shown that students who remain with a program often adjust successfully.

A student contemplating a schedule change must initiate the process by first meeting with their GACTC school counselor. If a schedule change is appropriate, the student will need to complete a **Program Change Request Form** in its entirety. This must be approved by the student, parent, home school counselor, present CTC teacher, new CTC teacher, as well as the CTC counselor. Students having questions concerning their curriculum should not hesitate to seek the assistance of a guidance counselor.

Special Populations:

The GACTC employs learning support teachers to assist program teachers in the delivery of specially designed instruction as prescribed in student Individualized Education Plans (IEP). It is the policy of the GACTC 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 GACTC. Should you have questions or concerns about your child's special education programming, please contact the Principal or Student Services Office.

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 procedure set forth in this policy. The GACTC will also take reasonable steps to provide or permit auxiliary aids and/or services. Students, employees and applicants who have inquiries about accommodations for persons with disabilities are encouraged to contact our Title IX Section 504 Coordinator, Nicole Zernick, at 1500 Fourth Avenue, Altoona, PA 16602-3616, email civilrights@gactc.edu, or telephone (814) 946-8457.

Reasonable modifications will be made by the GACTC where necessary to ensure 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 GACTC 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 the GACTC Principal at 1500 4th Avenue, Altoona, PA 16602-3695, the phone number is (814) 946-8450.
- Step 2.** A meeting with the GACTC Principal and appropriate administration officials will be held to discuss the nature of the disability and potential reasonable accommodations that can be made. Therefore, 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 GACTC will request that such documentation be provided by the individual seeking accommodation/adjustment.
- Step 4.** Once the GACTC 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 GACTC, 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 GACTC 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 GACTC 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.

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/guardian permission. This includes Tylenol, Tums, and their generic brands.

All doctor-ordered medications to be administered by the First Aid Assistant 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/guardian. This form, which can be obtained from the First Aid Office, must be filled out in its entirety. After completion it will be kept on file in the First Aid Office.

Please note: No medication is to be kept in the student's possession or locker. All medication must be brought directly to the First Aid Office for storage. A refrigerator is available if needed.

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

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.

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 completed 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 and welfare of your child, please call the First Aid Assistant at (814) 946-8488 or (814) 946-8450 and ask our main office secretary to transfer you to our First Aid Office.

Visitors:

All visitors must report to a security greeter at the Fourth Avenue Main Entrance, immediately upon arrival and secure a visitor's pass. A photo ID will be required to enter the building. When 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.

STUDENT ORGANIZATIONS

National Technical Honor Society (NTHS)

The students at the Greater Altoona Career and Technology GACTC have the opportunity to be inducted into the NTHS, if they meet the induction requirements. The requirements for membership in the NTHS are as follows-

- Achieve a grade of 93% or higher at the GACTC all four marking periods the previous school year
- Have not missed more than 10 days of school at the GACTC the previous school year
- Possess an 85% or higher overall GPA on their sending school transcript at the end of the previous school year.
- Receive the Program teacher's recommendation and display good character worthy of an NTHS member

SkillsUSA – A Career and Technical Student Organization

SkillsUSA 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 of its purposes and activities related to career goals and interests. SkillsUSA 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, SkillsUSA promotes an appreciation of career and technical education while preparing students for success in the world of work.

ARRIVAL/DEPARTURE

Bus Arrival/Departure:

Students arriving at the GACTC must enter the school through the Fourth Avenue entrance ONLY, including drop-off students and students who walk from AASD. Student exit and departure is to follow a similar procedure.

Parent Drop Off/ Pick-Up:

Any student who is driven to school via a parent/guardian should utilize the third lane on 6th Avenue for this purpose. Student drop off/pick up is NOT PERMITTED ON FIFTH AVE. OR 15TH ST. Students should walk through the “mall” area, along 15th St. and enter/exit the building through the Fourth Ave. Main Entrance. Students who are being picked up during the school day must have their parent/guardian sign them out at the main entrance greeter station. Students must arrive at their designated sending school's time in order to be considered on time. Please see the bus arrival/departure document above, or ask your teacher for the most updated version.

Altoona Area High School Students:

Any student walking to or from Altoona High School should enter & exit the building through the Fourth Ave. Main Entrance and walk along Fifth Ave. and 14th Street, crossing Sixth Ave., to enter Altoona High School. Students must yield to the crossing guard at the 14th Street and Sixth Avenue intersection to safely cross the street.

Parking Policy:

Student parking is **not** available at the GACTC. Students have access to street parking only. Under no circumstances are students permitted to park in any of the faculty/staff and library lots surrounding the GACTC unless bringing a vehicle for maintenance/repair. Please note this requires a Work Order Card obtained in the Main Office ahead of time. Students getting work or maintenance completed will be given parking instructions upon issuance of the Work Order Card. Students' vehicles driven or parked on school property are subject to search and a parking fine.

Driving/Riding:

Generally, students are encouraged not to drive to the GACTC. **If a student wishes to drive and/or ride the following procedures must be followed:**

- Pick up a Driving/Riding pass at the Main Office
- Complete the pass in full and return to the Main Office and **MUST** include the following information before approval:
 - License Plate#
 - Make of Car and Color
 - Parent/student signature
 - GACTC Instructor's signature
 - Sending school Principal signature
 - CTC Administration signature

***Please note: If a student is ill and has a driving pass, parental approval will be obtained by the First Aid Assistant before allowing the student to drive.**

Early Dismissal:

Please report to the Main Office for **ALL** early dismissals except for unexpected illness or injury. All illness or injury related dismissals are processed through the First Aid Office.

- The student must have written parental/guardian permission in order to be released early from school.

- The student must provide the written parent permission to his/her teacher upon reporting to class.
- Students will only be excused to participate in activities at their sending schools after the principal of the sending school directly notifies the GACTC and makes the necessary arrangements.
- Please report to the First Aid Office for injury/illness.
- 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 an extreme emergency, transportation for an ill or injured student is to be provided by the parent or guardian.

PROFESSIONAL BEHAVIOR

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 GACTC 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 demonstrated by students who have been taught the value of regular attendance, cooperation, safety, civility, and other behaviors and attitudes indicative of successful businesses and industries.

Therefore, we aim to encourage and promote not only skills of the trade, but strong self-discipline in our students. It is our job to help students develop stronger discipline through teaching and we will always strive to initiate consequential action that is natural or related to the infractions committed. This includes helping students understand the impact of their behavior on others, themselves, their school, and their families. It also includes helping the student see the connection to what they have done that was inappropriate and how they can repair the harm done, whether to others or the environment as a whole, or both. Through this we hope that our efforts to provide discipline to students is part of our educational process. Employers demand and plead with us for employees who not only have the skills necessary to do the work, but also have discipline to show up on time, work hard, cooperate, and have a sense of pride in the work they do.

The GACTC has a compelling interest in maintaining an orderly, safe and distraction-free learning environment for all students. Each program, because of industry expectations, has unique rules and regulations in addition to the overall expectations of the school. The following descriptions of expectations are included for your information:

Cell Phone and Electronic Device Usage:

Cell phones and other electronic devices should not be visible during the school day except when permitted by program teachers for educational use. Inappropriate use of these items will result in confiscation and disciplinary action. If a cell phone or other

electronic device is confiscated due to disciplinary action, a parent/guardian may be required to pick up the device at the Main Office.

Inappropriate Content in Messages: Individuals who send messages with threatening, sexual, or otherwise inappropriate content may be subject to criminal prosecution. Because such violations may constitute a crime under local, state and/or federal law, the GACTC may report such conduct to local, state and/or federal law enforcement agencies. Administrators shall confiscate devices implicated in this electronic data transfer and immediately contact law enforcement when possession or distribution of such images is discovered or reasonably suspected. Any student in possession of inappropriate electronic content may be subject to the disciplinary procedures as appropriate, up to and including expulsion. Additionally, any inappropriate behavior committed when using a school issued online platform, whether in or out of school, may result in disciplinary action.

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. 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. Repeat instances of fighting will prompt a meeting with the sending school to determine proper placement and possible disenrollment from the GACTC.

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, facility of transportation, or otherwise cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.

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

Bullying:

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive(widespread) and has the effect of doing any of the following:

- A substantial interference with a student's education.
- The creation of a threatening environment.
- An imbalance of power to control or harm others.
- A substantial disruption of the orderly operation of the GACTC.

School setting means in the building, on GACTC grounds, in GACTC vehicles, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the GACTC.

Types of Bullying

Bullying activities occur in a number of different ways. Bullying is traditionally thought of as a physical activity but just as much harm can occur to others through words or through written form or public/social media. The three major types of bullying that occur in schools are as follows:

- Verbal bullying is saying or writing mean things. Verbal bullying includes teasing, name-calling, inappropriate sexual comments, taunting and threatening to cause harm.
- Social bullying involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone and/or embarrassing someone in public.
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things and/or making mean or rude hand gestures.

The GACTC Administration encourages students who have or feel they have been subjected to any form of bullying to promptly report such incidents to their teacher, counselor, or any staff member.

Unlawful Harassment:

Statement of Policy

It is the policy of the GACTC to maintain a pleasant, safe, non-hostile learning environment for students which fosters the educational process.

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.

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 an environment hostile, intimidating, or offensive will not be tolerated.

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.

Retaliation taken against students who bring unlawful harassment charges, or individuals who assist in investigating such charges or who provide witness statements

in connection with such charges, is strictly prohibited.

Definitions

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.

Drug Policy:

The following acts by a student while in school buildings, on school property, at school-sponsored functions off school property, or on transportation 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, at times, 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 random 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.
8. Failure to cooperate in drug testing will result in an automatic positive test, the student will be referred to their sending school's SAP program to complete drug and alcohol counseling, and they will not be permitted to participate in any coursework requiring the use of tools, machines, chemicals, or any other work that could be dangerous to the student or those around them, until they cooperate and test negative.
9. Multiple refusals to cooperate in the described drug testing procedure will result in disenrollment from the GACTC program.
10. A positive drug test may also disqualify a student from Senior Ceremony & other extracurricular events.

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. All drink containers in the building must be "self-serving" in size, (i.e. no 2 liter bottles or

other “group” sizes), may not be glass, and students are not permitted to share drinks with others.

Smoking and Use of Tobacco:

Because of an established GACTC policy, fire safety regulations, and the laws governing public schools in Pennsylvania, smoking and/or the use or possession of tobacco, lighting devices, electronic cigarettes (vapes, JUULs, vape pens), 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, require a conference with the student, parent, and school officials and the signing of a contractual agreement before a student can be readmitted. Students may be referred to mandatory school or community-based drug and alcohol educational counseling.

Laws Regulating the Possession of Any Tobacco Products:

Pennsylvania Senate Bill 1315 became ACT 145 of 1996 when signed into law by Governor Ridge. This law amended 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 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. This now includes e-cigarettes.
7. If such an 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.

Dangerous Weapons or Substances:

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 any time. This would include school buses to and from the GACTC, 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:

Definitions:

1. "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.
2. "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 the use of metal detection devices.

Search and Seizure:

A student's person and/or personal effects (e.g., purse, backpack, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials and/or as a result of specifying ongoing (daily) or random searches.

STUDENT DISCIPLINE

In general, what follows are the GACTC's infraction levels and associated disciplinary actions that may be administered in order to provide or supplement a student's motivation to change their behavior in the future. This listing is not all-inclusive, but is rather a sampling of offenses and disciplinary consequences. **Disciplinary action can vary and will be determined based on administrative judgment, student needs, and the facts of a given situation.** The GACTC complies with the Individuals with Disabilities Education Improvement Act (IDEIA) and Chapter 14 of the Pennsylvania School Code regarding discipline of students who receive special education services.

Level I Infractions

Description: Minor misbehavior on the part of the student which impedes orderly classroom/shop/lab procedures or interferes with the orderly operation of the school. These incidents can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

Procedures: There is immediate intervention by the staff member supervising the student or who observes the misbehavior. An anecdotal record of the offense and disciplinary action taken is maintained by the staff member in the student information system (Infinite Campus). The staff member may choose to involve the parent, support personnel, and/or administration.

Level I Infraction Examples	
Classroom disruption	Failure to address staff appropriately
Verbal outburst/inappropriate noises	Minor safety violation
Speaking out of turn	Violation of classroom/lab/shop rules
Failure to produce Student ID	Dress code/uniform violation
Excessive talking	Inappropriate language
Non-defiant failure to complete assignments	Possession or use of non-instructional item(s)
Failure to stay in assigned seat or area	Failure to follow staff directions
Sleeping in class	Tardy to class
Level I Discipline Examples	
Student and/or teacher and/or counselor and/or parent conference	Loss of privileges (special activity/shop time, etc.)
Behavior contract/plan	Student-teacher conference
Seat change	Detention

Level II Infractions

Description: Behavior of frequency or seriousness that tends to disrupt the learning climate of the program. Level II infractions are considered intermediate level offenses and may result in an office referral. This is misbehavior that disrupts the learning environment of the school but does not directly affect the health and safety of others. Level II infractions may require the intervention of support personnel or administration.

Procedures: A student may be referred to an administrator for appropriate disciplinary action. Staff members will log the incident in the student information system. Administrator meets with the student and/or teacher to establish the most appropriate resolution. Parents/guardians may be notified of the student's behavior and school's response to it.

Level II Infraction Examples	
Unmodified or accumulated Level I misbehavior	Hall pass violation
Throwing objects and/or food	Failure to serve assigned detention
Violation of Electronic Device Policy (includes confiscation)	Possession of lighter or matches
Failure to serve assigned detention	Academic dishonesty
Dishonesty	Driving/Riding violation
Disrespect to Staff (non-confrontational)	Forgery
Verbal altercation	Skiping School
Level II Discipline Examples	
Any combination of Level I options	In-school suspension
Restitution	Student and/or teacher and/or counselor and/or parent conference and/or Assistant Principal conference
Restrictions to activities/shop/lab	
Behavior plan/contract	Detention

Level III Infractions

Description: Level III infractions are considered to be major school offenses. Some may result in a report to police. They may be acts directed against persons or property, but they do not seriously endanger the health and safety of others. All violations of the PA Crimes Code committed in school will be reported to the police and student's sending school administration.

Procedures: A student may be referred to administration for appropriate disciplinary action. Staff member will appropriately document the incident in the student information system (Infinite Campus). Administrator initiates disciplinary action by investigating the infraction and conferring with staff. The administrator meets with the student and informs or meets with the parent(s) regarding the student's misconduct and the resulting disciplinary action. If warranted, the administrator will notify law enforcement.

Level III Infraction Examples	
Unmodified or accumulated Level II misbehavior	Safety violation that may result in injury
Theft	Use of profanity, derogatory language or gesture
Bullying	Insubordination
Disrespect to staff (confrontational)	Minor physical altercation
Tobacco/vape violation	
Minor Vandalism	
Level III Discipline Examples	
Any combination of Level I or II options	In-school suspension
Restitution (non-monetary)	Student and/or teacher and/or counselor and/or parent conference and/or Assistant Principal and/or Principal conference
Restrictions to activities/shop/lab	
Behavior plan/contract	Law enforcement referral
Detention	Student is removed from school environment - Suspension

Level IV Infractions

Description: Misconduct involves student behavior that significantly impacts the school community, to include violence, property destruction or violations of law which pose a threat to the safety or welfare of others.

Procedures: Staff member will immediately notify administration. Staff member will appropriately document the incident in the student information system (Infinite Campus). Administrator initiates disciplinary action by investigating the infraction and conferring with staff. The administrator may immediately remove the student from the program or school environment after meeting with the student and informs or meets with the parent(s) regarding the student's misconduct and the resulting disciplinary action. If warranted, the administrator will notify law enforcement and document the incident on appropriate state reporting forms.

Level IV Infraction Examples	
Unmodified or accumulated Level III misbehavior	Racial/ethnic or religious intimidation
Vandalism (destruction of property)	Theft/possession/sale of stolen property
Violation of weapons policy	Violation of harassment policy
Possession of dangerous devices	Violation of drug and alcohol policy
Fighting	Possession of sexually explicit material
Assault and battery	Reckless or unsafe driving on or around school property
Terroristic threat	Inciting panic
Level IV Discipline Examples	
Any combination of Level I, II or III options	Student and/or teacher and/or counselor and/or parent conference and/or Assistant Principal and/or Principal conference
Student is removed from school environment - Suspension	
Administrative hearing	Law enforcement referral
Charges under the criminal code	
Expulsion	

Suspension:

Those students who fail to comply with the regulations of the GACTC may be subject to suspension from school for serious and/or dangerous infractions. The number of days of suspension will depend upon the severity of the infraction. 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.

There is a mutual agreement between the sending schools 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 while on suspension.

Detention:

Students may be assigned detention by GACTC Administration. After-school detentions will be served at the student's sending school.

Behavior Contract

Students accumulating an excessive amount and/or severity of behavioral referrals may be required to sign a behavior contract stating that they will abide by the rules and regulations set forth by the GACTC administration. Failure to do so will result in a re-evaluation of the student's placement in the program or enrollment at the GACTC.

Disenrollment from the GACTC

In the event that a student accumulates an excessive amount of behavioral referrals, significantly disrupts the educational process, commits serious safety violations, performs any actions that intentionally cause harm to others, or commits egregious violations of otherwise acceptable behavior, it is the practice of the GACTC to re-evaluate the appropriateness of the student's enrollment at the GACTC. If this re-evaluation is prompted, the GACTC administration will hold a meeting with the sending school, IEP team (if applicable), the parent/guardian, and student prior to the student's disenrollment.

Student Grievance Procedure:

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 sending 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 a 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 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 Joint 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 additional individuals during Steps 2 and 3.

GENERAL BUILDING PROCEDURES

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.

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 ensure 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.

Lockers, Backpacks and Searches:

Students will be assigned a locker in the hall or locker room. 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, occasional use of metal detectors, and dogs are all methods in place to ensure 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.

Student Photo Identification Cards:

GACTC Identification Cards will be issued to all students. The card will have the picture of the student, student's full name, the program they're enrolled in, the school year they were issued the card, and a barcode for scanning purposes.

Identification cards must be carried by the student at all times and must be used for participation in GACTC 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 main 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.

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.

Fundraising:

Student organizations engage in school-sponsored fundraising. Such projects can only be undertaken with the express 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/guardian permission slip to their instructor. If a student fails to return a permission form they will not attend the trip, no exceptions. 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. Students who owe detentions may not participate. All school rules apply during field trips.

Computer Use and Internet Access:

The school will provide access to computers, a computer network, a virtual classroom learning management system, the Internet, and other technology 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.

As online/virtual instruction methods become more prevalent, students and parents should be aware that expectations for respect and cooperation that exist in the classroom are also expected in the online/virtual instructional environment. Students failing to meet expectations may be removed from the virtual learning environment, be required to complete coursework alternatively, and be subject to other disciplinary measures.

Acceptable Use Policy:

The Greater Altoona Career & Technology Center (GACTC) will provide access to the computers and internet for students who have their parents' or guardians' permission to use the network and who agree to the provisions, requirements, and prohibitions on network use outlined in our school policy.

Notice is sent home yearly for parent(s)/guardian(s) and student signature, and can be found at www.gactc.edu.

Federal Notices

Asbestos Hazard Emergency Response Act (AHERA):

As required by the Asbestos Hazard Emergency Response Act (AHERA), the school has maintained a management plan including periodic surveillance as stipulated in the Environmental Protection Agency's AHERA Regulations, Section 763.84. Reinspection of our buildings is a regular part of our continuing Asbestos Management Plan.

If you wish to obtain a copy of the management plan, a copy will be furnished within thirty days of receipt of a written request. For more information, please contact the Facilities Management Coordinator at (814)505-1243.

Integrated Pest Management:

The school shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

The Integrated Pest Management Notice can be found under Annual Notices at www.gactc.edu/about.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Copies of the student records plan shall be submitted to the Department of Education, upon request. Policy 216, Student Records, can be referenced at <https://go.boarddocs.com/pa/grea/Board.nsf/Public>

Student and Parent/Guardian:

Thank you for taking the time to review this handbook. We appreciate and greatly value our partnership with you in your education. Best of luck, and please let us know if we can be of assistance to you.

The GACTC Administration Team

Items in the handbook are subject to change.
Visit www.gactc.edu for the most recent version
of the Student/ Parent Handbook.