



STUDENT HANDBOOK

2023-2024

Welcome to the Lycoming Career & Technology Center!

This student handbook is your guide to the rules and procedures of the Lycoming Career and Technology Center (LycoCTC). It is important to note that some of the policies and procedures of Lycoming Career and Technology Center may be different from those of your sending school district. LycoCTC policies and procedures take precedence while the student is in attendance or participating in a LycoCTC activity. Also note that not all approved LycoCTC policies are included in this handbook. A copy of the approved policies is available for review in the LycoCTC Admin Office or on the LycoCTC website at www.lycoctc.org

Students and parents should carefully review the handbook to ensure understanding. Questions about the handbook should be directed to classroom instructors or administration.



Lycoming Career & Technology Center
293 Cemetery Street
Hughesville, PA 17737
Phone: 570-584-2300
Fax: 570-584-2401

NON-DISCRIMINATION POLICY

The Lycoming Career & Technology Center, an equal opportunity employer, does not discriminate on the basis of race, color, religious creed, national origin, sex, age, ancestry, non-relevant handicaps and disabilities, or union membership in employment, educational programs or activities. This policy of nondiscrimination extends to all other legally protected classifications.

Publication of this policy in the Lycoming Career & Technology Center documents is in accordance with State and Federal laws including Title VI of the civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

For information regarding Civil Rights or Grievance Procedures, contact Title IX Coordinator, Section 504 Coordinator, Lycoming Career & Technology Center, 293 Cemetery Street, Hughesville, PA 17737. For more information regarding services, activities, and facilities, which are accessible to and usable by handicapped persons, contact LycoCTC Administrator, at 293 Cemetery Street, Hughesville, PA 17737.

Note: The Lycoming Career & Technology Center reserves the right to change the name of the Title IX Coordinator and Center Administrator as needed due to personnel changes, etc.

TITLE IX SEX DISCRIMINATION

All institutions which receive Federal funds are required to comply with Title IX. This law sets up procedures to be followed by, in this case, public schools in order to avoid sex education discrimination in the many facets of their operation (i.e. athletics, health, and physical education, subject selections, and hiring and firing of employees of the institution.) It likewise sets up a grievance procedure should a member feel aggrieved. Please contact Mr. Eric Butler in the event more direct information is required.

NOTIFICATION OF RIGHTS UNDER 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. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent of eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school director or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent for eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person to employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist) ; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education
 1. Political affiliations or beliefs of the student or student's parent
 2. Mental or psychological problems of the student or student's family
 3. Sex behavior or attitudes
 4. Illegal, anti-social, self-incriminating, or demeaning behavior
 5. Critical appraisals of others with whom respondents have close family relationships
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding.
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
 1. Protected information surveys of students
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 3. Instructional material used as part of the education curriculum.

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SCHOOL CALENDAR

"THE UNIVERSITY PART OF A BETTER FUTURE"

Lycoming career and technology center

Approval dates
 First Reading: March 16, 2023
 Final Reading: April 20, 2023

2023-2024

MONTH	M	T	W	T	F	SPECIAL DATES	MONTH	M	T	W	T	F	SPECIAL DATES
JULY					1		JANUARY	1	2	3	4	5	January 1: Winter Break
	4	5	6	7	8			8	9	10	11	12	January 15: Teacher In-Service (7)
	11	12	13	14	15			15	16	17	18	19	January 23: 2nd Marking Period ends
	18	19	20	21	22		(21/96) (22/105)	22	23	24	25	26	
	25	26	27	28	29			29	30	31			
AUGUST						July 1-August 23: Professional Day (flex) (1) Aug 24-,25,28,29 : Teacher In Service (2-4) Aug 30: Student First Day	FEBRUARY						
		1	2	3	4						1	2	
	7	8	9	10	11			5	6	7	8	9	Feb. 16- Weather Day #1
	14	15	16	17	18		(19/115) (20/125)	12	13	14	15	16	Feb. 19: Teacher in Service (9)
	21	22	23	24	25			19	20	21	22	23	Feb. 26: 3rd MP Progress Reports Due
(2/2) (7/7)	28	29	30	31				26	27	28	29		
SEPTEMBER					1	Sep. 4: Labor Day Holiday (1/1)	MARCH						
	4	5	6	7	8							1	
	11	12	13	14	15			4	5	6	7	8	
(20/22) (20/27)	18	19	20	21	22	Sep. 29 1st MP Progress Reports Due	(19/134) (19/144)	11	12	13	14	15	March 28: Weather Day # 3
	25	26	27	28	29			18	19	20	21	22	March 28 & 29- Spring Break
								25	26	27	28	29	
OCTOBER						Oct. 9: Teacher in Service-No Students (6)	APRIL						
	2	3	4	5	6			1	2	3	4	5	April 1 & 2: Spring Break (3/14)
	9	10	11	12	13		(20/154) (20/164)	8	9	10	11	12	April 2: Weather Day # 2
(21/43) (22/49)	16	17	18	19	20			15	16	17	18	19	April 3rd: 3rd Marking Period ends
	23	24	25	26	27			22	23	24	25	26	
	30	31						29	30				
NOVEMBER						Nov 2: 1st Marking Period Ends Nov. 9: In-Service Nov 21: Teacher in Service-No Students (6) Nov. 22, 23, 24, 27 : Thanksgiving No School (3/4)	MAY						
			1	2	3					1	2	3	May 2 : Awards Day
	6	7	8	9	10		(21/175) (21/185)	6	7	8	9	10	May 3: 4th MP Progress Reports
(16/59) (16/67)	13	14	15	16	17			13	14	15	16	17	May 15: Senior Ceremony
	20	21	22	23	24			20	21	22	23	24	May 24 & 27: Memorial Day holiday (2/16)
	27	28	29	30				27	28	29	30	31	May 24: Weather Day # 4
DECEMBER					1	Dec. 12: 2nd MP Progress Reports Due Dec: 25-29: Winter Break (6/16)	JUNE						
	4	5	6	7	8			3	4	5	6	7	June 7: Student and Teacher Last Day
	11	12	13	14	15		(5/180) (5/190)	10	11	12	13	14	June 7: End of 4th Marking Period
(16/75) (16/83)	18	19	20	21	22			17	18	19	20	21	
	25	26	27	28	29			24	25	26	27	28	

SCHOOLS CLOSED- NO STUDENT DAY	<u>Snow Make Up</u> February 16, 2024- Day 1 April 2, 2024- Day 2 March 26, 2024- Day 3 May 24, 2024- Day 4	Marking Periods Nov. 2 : MP 1 Jan. 23: MP 2 April 3 : MP 3 June 7: MP 4
PROFESSIONAL DAY- NO STUDENTS		10 Interservice Days Flex Days- July 1- Aug. 23 Aug. 24, 2023 Aug. 25, 2023 Aug. 28, 2023 Aug. 29, 2023 Oct. 9, 2023 Nov. 9, 2023 Nov. 21, 2023 Jan. 15, 2024 Feb. 19, 2024
STUDENT BEGIN AND END DAYS	Awards & Senior Ceremony May 2: Awards Ceremony May 15 : Senior Ceremony	
END OF MARKING PERIOD		
PROGRESS REPORTS DUE		
WEATHER/SNOW MAKE UP DAYS		
SPECIAL EVENTS		

4/26/2023

SCHOOL	Lyco CTC	BENTON	HUGHESVILLE	LOYALSOCK	MONTOURSVILLE	MUNCY	WARRIOR RUN
August							
Teachers First Day	8/24	22-Aug	18-Aug	8/28	21-Aug	8/28/2023	21-Aug
Professional Days/ Teacher InServices	8/24-8/29	8/22-8/24	8/18-8/23	8/28-8/31	8/21-8/23	8/28-8/31	8/21 & 8/22
Holiday							
Student's First Day	8/30	8/29/2023	8/24	9/5	8/24	9/5	8/24/2023
First Day at Lyco							
September							
Professional Day/ Teacher In-service							
Holiday	9/4	9/4/23, 9/27 (1/2) 9/28 & 9/29	9/4	9/1 & 9/4	9/1 & 9/4	9/1 & 9/4	9/4
October							
Professional Day/ Teacher In-service	10/9	10/9	10/9	10/9	10/9	10/9	10/9
Holiday							
November							
Teacher In Service	11/9 & 11/21						
Parent Conf/ Act 80 Day		11/9 & 11/10	11/20 & 11/21	11/20-11/22 (1/2 days)			
Thanksgiving Holiday	11/22- 11/27	11/22-11/27	11/22-11/27	11/23-11/27	11/22-11/27	11/22-11/27	11/22-11/27
December							
Professional Day/ Teacher In-service							
Winter Holiday	12/25-12/29	12/22 (1/2) 12/25-12/29	12/21 (1/2), 12/22- 12/29	12/21 (1/2), 12/22-12/29	12/25-12/29	12/25-12/29	12/25-12/29
January							
Holiday	1/1	1/1 & 1/2	1/1 & 1/2	1/1	1/1 & 1/2, 1/15 & 1/16	1/1	1/1
Teacher In-service/ Professional Day	1/15	1/15	1/15	1/15		1/15	1/15
February							
Teacher In-service	2/19	2/12	2/19	2/9	2/12		2/19
Holiday	2/16	2/16 & 2/19		2/16 & 2/19		2/16 & 2/19	
March							
Teacher in-service				3/28			
Holiday	3/28 & 3/29	3/28 & 3/29		3/29	3/29	3/28 & 3/29	3/28 & 3/29
April							
Teacher In-service/							
Holiday	4/1 & 4/2	4/1	4/1 & 4/2	4/1 & 4/2	4/1	4/1 & 4/2	4/1 & 4/2
May							
Teacher In-service							
Holiday/ Memorial Holiday	5/24 & 5/27	5/27	5/24 & 5/27	5/24 & 5/27	5/27	5/24 & 5/27	5/27
Students Last Day						5/31	
Graduation / Sr Cere	5/15						5/27
June							
In-service							
Graduation / Sr Cere		6/7	6/7	6/14	6/6	6/7	
Students Last Day	6/7	6/5	6/6	6/13	6/6	6/7	
Teachers Last Day	6/7	6/5					
Make-up days							
Snow Day 1	2/16		1/12	2/16	2/16	2/16	2/16
Snow Day 2	4/2		2/16	4/2	3/8	3/28	4/2
Snow Day 3	3/28		4/2	4/1	3/11	4/2	3/28
Snow Day 4	5/24		3/28	5/24		4/1	4/1
Snow Day 5						5/24	
Snow Day 6							
Total Student Days	180	180	180	181	182	180	180
Teacher Days	190	185	189	190	188	188	187
MARKING PD. END DATES							
MP 1	11/2/23	11/2/23				11/6/23	
MP2	1/23/23	1/22/23				1/23/24	
MP3	4/3/23	4/2/23				4/3/24	
MP4	6/7/23	6/5/23				6/7/24	

**JOINT OPERATING COMMITTEE
2023**

Member

Michael Mamrak, President
Douglas Whitmoyer, Treasurer
Lynn Frey
Dave Shimmel, Vice President
David Messenger
Matt Yoder

Alternate

Tara Buebendorf
Daniel Truckenmiller

Dale Ulmer
Kim Walker

School District

East Lycoming
Warrior Run
Loyalsock
Montoursville
Muncy
Benton

SUPERINTENDENTS

Mr. Craig Skaluba, Superintendent of Record
Mr. Gerald McLaughlin
Mrs. Christina Bason
Dr. Thor Edmisten
Dr. Mark Stamm
Dr. James Gefken

Muncy School District
Loyalsock Township School District
Montoursville Area School District
Warrior Run School District
East Lycoming School District
Benton Area School District

ADMINISTRATION

Mr. Nathan Minium
Mrs. Patricia Kepner

Executive Director
Administrative Assistant / Board Secretary

PROGRAM INSTRUCTORS AND SUPPORT STAFF

Mrs. Kelli Finck	Attendance Secretary	LycoCTC Office
Mr. Harry Kline	Automotive Technology	LycoCTC – 113
Mr. Paul Shimel	Automotive Technology, level one	LycoCTC – HHS T-7
Mr. Eric Hall	Automotive Technology Teaching Asst.	LycoCTC – 113
Mrs. LizAnn Bartlett	Career Counselor	LycoCTC Office
Mr. Brandon Flannery	Computer Service Technology	LycoCTC – HHS T-1
Mr. Phillip Aiken	Construction Technology	LycoCTC – HHS T-9
Mr. Jeremy Brown	Criminal Justice / Law Enforcement	LycoCTC – HHS T-5
Mr. Brian Anstadt	Culinary Arts	LycoCTC – 118
Ms. Courtney Oldweiler	Culinary Arts Teaching Asst.	LycoCTC – 118
Mrs. Kerri Kime	Early Childhood Education	Ashkar Elementary School
Mrs. Dawn Shaffer	Health Careers	LycoCTC – 110
Mrs. Amanda Wallace	Health Careers, level one	LycoCTC – HHS T-6
Mrs. Martha Davis	Paraprofessional	LycoCTC
Mr. Mark Nance	Paraprofessional	LycoCTC
Mrs. Rhaylene Cooley	Workforce Development Coordinator	LycoCTC – HHS T-11

MORNING SENDING SCHOOLS

Muncy
Warrior Run

AFTERNOON SENDING SCHOOLS

Benton
East Lycoming
Loyalsock
Montoursville

ATTENDANCE

Attendance and punctuality are serious responsibilities for every employee and our students are expected to demonstrate an understanding and appreciation of these responsibilities.

Our policy regarding absences from school is in strict accordance with the Pennsylvania School Code. Illness, death in the family and health care are legal excuses for absences. A written excuse is required **within three school days** for each absence and must be on the form provided by your high school.

Students who have accumulated 3, 6, and 10 days of unexcused absences will be handled in the following manner:

<i>3 Unexcused Absences</i>	<i>Letter sent home to Parent/Guardian</i>
<i>6 Unexcused Absences</i>	<i>Student meeting with LycoCTC Administrator. Additional letter sent home to Parent/Guardian.</i>
<i>10+ Unexcused Absences</i>	<i>Sending School Administration notified. Consequences up to and including removal from all LycoCTC Programs for remainder of school year.</i>

Resolving absences:

When returning from an absence, students first resolve their absence at the sending district. Districts then provide written confirmation to be filed at LycoCTC. Students should report directly to the LycoCTC main office to present their excuse slip (from the sending district). The attendance clerk will then update their attendance record in the student information system.

Students without an excuse:

Students without an excuse must follow the same procedure for each day that they do not have an excuse. They will be issued a pass back to class indicating 'no excuse presented' PENDING. **After three (3) school days, if no excuse has been presented, the absence will be automatically recorded as unexcused.**

Excessive excused absences:

In accordance with Pennsylvania Department of Education guidelines, after ten excused absences students may be required to present a doctor's excuse for each additional absence to be counted as a legal absence. Excessive excused absences could result in consequences up to and including removal from all LycoCTC Programs for the remainder of school year.

Returning after excessive absences:

Student(s) and parent(s)/guardian(s) may be required to meet with administration after excessive absences/suspensions to re-enter the class/program.

COMPETENCY-BASED EVALUATIONS

The Lycoming Career & Technology Center evaluation system shall be competency-based and is not structured on the standard high school numeric and/or alphabetic system. Each student will receive a quarterly grade report. Instructors will review the competency lists with their students throughout the school year.

CONTROLLED SUBSTANCES

LycoCTC recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community. Through the use of a coordinated plan with the home schools, employers, community support, a strong and consistent staff effort, and rehabilitative and disciplinary procedures, the school shall work to educate, prevent and intervene in the abuse of controlled substances by the entire student population.

For purposes of this policy, controlled substances shall mean:

1. All dangerous controlled substances prohibited by law
2. All look-alike drugs
3. All alcoholic beverages
4. Anabolic steroids
5. Any drug paraphernalia
6. Any prescription or patent drug, except for those which permission for use in school has been granted pursuant to LycoCTC policy.

LycoCTC prohibits the possession, use, sale and distribution of any controlled substances during school hours, on school property and at any school sponsored event.

DAILY SCHEDULE

AM Session- WRHS	8:30 a.m. to 10:30
AM Session -MHS	8:45 a.m. to 10:45 a.m.
MID Session- HHS	10:55 a.m. to 12:55 p.m.
PM Session- BSD	12:30 p.m. to 2:30 p.m.
PM Session- HHS	12:55 pm. to 2:59 pm.
PM Session- LTSD	12:30 pm to 2:30 pm
PM Session MAHS	12:45 pm. to 2:45 pm

SCHOOL- WIDE EXPECTATIONS

LycoCTC school-wide behavior expectations are built around our daily work ethic standards, career readiness, and employability skills. It is expected that students will:

BE SAFE

BE RESPONSIBLE

BE RESPECTFUL

BE PRODUCTIVE

DISCIPLINE PROCEDURE

The LycoCTC Joint Operating Committee has the authority to make reasonable and necessary rules to govern the conduct of students during their time in attendance at school and all other times that the student is subject to the school's authority, such as field trips. This authority is granted by Sections 1850.1 and 1317 of the School Code of the Commonwealth of Pennsylvania. LycoCTC and the sending schools will work together in a progressive discipline procedure. Levels I and II infractions will be dealt with by the LycoCTC Instructors and/or Administration while Level III will involve the LycoCTC and sending school administrations and possibly local law enforcement.

Examples of Offenses (include but are not limited to the following):

Level I

1. Unexcused lateness to school
1. Unexcused lateness to class
1. Horseplay or scuffling in class
1. Loud, boisterous noise
1. Running in classrooms, hall, cafeteria, locker rooms, etc.
1. Throwing objects (pencils, erasers, etc.)
1. Sleeping in class
1. Failure to complete homework assignments
1. Violation of classroom procedures established by the teacher
2. Obscene language or gestures
3. Failure to follow safety guidelines.

Level II

1. Cheating or lying
1. Gambling
1. Minor defacing of school property (writing on desks, walls, lockers, books, etc.)
1. Acting in an insubordinate manner
1. Falsification of records, excuses, passes, etc.
1. Leaving school grounds without permission (including entering ELSD area)
1. Smoking, vaping, or chewing tobacco
2. Continuation of unmodified Level I behavior
3. Reckless use of tool or equipment

Level III

1. Assault and/or battery on another student or school personnel
1. Extortion
1. Indecent exposure
1. Intimidation: threat to student(s) and/or school personnel
1. Theft/possession/sale of another's property
1. Vandalism
1. Fighting
1. Arson or false alarms
1. Bomb threats
1. Possession and/or use of firecrackers or explosives

1. Possessing deadly or offensive weapons
1. Controlled substance abuse (drugs and alcohol)
1. Commission of any other act punishable under the Pennsylvania Crimes Code

Progressive discipline consequences will be as follows:

- Level I – Behavior modification, classroom consequences, parent intervention, in-school suspension
 Level II – All of the above, plus out of school suspension possible. Recommendation for removal from the program possible.
 Level III – All of the above plus recommendation for removal of the student from LycoCTC programs.

The following actions have automatic out of school suspension consequences:

Violation of the tobacco policy: 1st offense - 3 days out of school suspension, \$50 fine

DRIVING AND PARKING PRIVILEGES

As adequate bus transportation is provided for all students, only under certain circumstances may students be permitted to drive on a temporary basis for the following reasons:

1. Having a vehicle repaired in the school auto shop
2. Medical/dental appointments
3. Family emergency
4. Missed the bus (if approved by sending school administrator and LycoCTC administration)
5. School extra-curricular activities
6. Co-op / Penn college option
7. Online instruction

* Students can obtain a driving permission form from the LycoCTC main office. This form must to be returned with all of the required signatures the day PRIOR to the student driving to Lyco.

Students with both regular and temporary driving permits must adhere to the following restrictions:

1. Ten (10) mph speed limit on school property is to be observed at all times.
2. No loitering in the vehicle before, during, or after school. Students are to enter school immediately upon their arrival.
3. Any student who has accumulated Level I, II, or III disciplinary infractions may have their driving privileges suspended indefinitely.
4. Parking is permitted only in designated student parking areas.
5. Passengers are not permitted without written parental permission. All passengers are the sole responsibility of the driver and/or owner of the vehicle.
6. Constant tardiness will result in a restriction of driving privileges even with the submitting of written excuses from the parent or guardian.
7. The school is not responsible for damage or theft of vehicles or their contents.
8. Student vehicles parked on school property may be inspected when circumstances warrant such action.
9. Vehicles being repaired may be inspected prior to leaving the shop.

Any violations of the above restrictions are to be reported to the home school and the LycoCTC Office. The home school will apply any discipline required.

Driving passes will only be granted at the discretion of LycoCTC administration, the sending school administration, and in cooperation with the parent or guardian.

EARLY DISMISSALS

A student cannot be excused during the day without written consent from a parent or guardian. The only exception will be when a student is ill. Parent/Guardian or home school attendance staff may be contacted to verify the early dismissal.

All early dismissals will be verified by the Attendance Clerk and approved by the Director. If approved, the student will be issued an early dismissal form. The student will be responsible for:

- a. Showing the early dismissal form to the instructor.
- b. Signing out at the main office prior to leaving the school building.
- c. Returning the early dismissal form to the main office to resolve the absent time.

ELECTRONIC DEVICES

Cellular Phones, Pagers, Personal Computers, Personal Listening Devices, I-pods, and other Electronic Devices

Although cell phones have become an important part of our society, they can become a disruption to the educational process, and can interfere with the academic integrity of classes. Therefore, guidelines have been established and we insist that our students and parents adhere to the following:

- Electronic devices are not to be used during instructional hours, unless a teacher permits use for specific school projects.
- All cell phones and personal listening devices must remain out of sight and turned off during instructional time.
- Students are not permitted to use cell phones for the purpose of making recordings. If a student is found using their phone to make recordings in school, whether appropriate or inappropriate, he/she will be referred to the proper administrator. The content of the recordings taken will determine the severity of the punishment, which may include legal action taken against the student.

Violations of these rules will result in:

- 1.) First Violation: The device will be confiscated by a staff member and taken to the office. The Director/Dean of Students will notify the parent/guardian and they will be required to pick up the device at the end of the school day.
- 2.) Second Violation: Same as in number one; additionally, the student may be required to leave their phone in the office while class is in session for 1-3 days.
- 3.) Repeat violations will result in a parent meeting with the administration, the device being held in the high school office, and the student receiving days of school suspension.

** The administration has the authority to make modifications to this policy.

EMERGENCY SCHOOL CLOSING

In the event of school closing, an announcement will be made over local TV, radio stations, and by phone. If the home school has classes when LycoCTC does not, students must attend their home school. If the home school is closed and LycoCTC is in session, but no transportation is provided, the absence will not be counted against the students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - o School officials with legitimate educational interest;
 - o Other schools to which a student is transferring;
 - o Specified officials for audit or evaluation purposes;
 - o Appropriate parties in connection with financial aid to a student;
 - o Organizations conducting certain studies for or on behalf of the school;
 - o Accrediting organizations;
 - o To comply with a judicial order or lawfully issued subpoena;
 - o Appropriate officials in cases of health and safety emergencies; and
 - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FIELD TRIPS

Field trips, as a part of the instructional program, will be made available at the discretion of the administration and the instructor. Instructors or supervisory personnel will accompany students on field trips. Parental permission slips will be required for all field trips. Students shall be held responsible for compliance with all school rules. Infractions of those rules will be subject to the same disciplinary measures applied during the regular school program. Tobacco use is not permitted by students of any age while participating or traveling to/from a school sponsored event.

PUBLIC PARTICIPATION

The LycoCTC recognizes the value of students sharing their talents and skills with the community through public participation. Public participation constitutes a learning experience that contributes to the education program. These activities are recommended by the program instructor and approved by the director. Parental permission slips will be required for all public participation. Students shall be held responsible for compliance with all school rules including tobacco use rules, regardless of age while involved in public participation. Infractions of those rules will be subject to the same disciplinary measures applied during the regular school program.

FIRE DRILL INSTRUCTIONS

It is imperative that all persons leave the school in a swift, orderly fashion upon the sounding of the fire alarm. Any student who is out of class in another part of the building should leave by the nearest exit and report to the closest instructor. Students are required to remain quiet during a drill. Roll call will be taken by each instructor.

GRADING PHILOSOPHY

Three (3) major facets of development have been identified as being common to total pupil progress in all career and technical programs. These are: knowledge, skill, and work ethic. It has been determined further that since satisfactory performance in all three (3) of these areas is essential to continuing employment and advancement, appropriate weight is given in each of these areas in assignment of letter grades.

Students who are absent for class for an excused reason will be given the opportunity to make up work missed or an equivalent assignment, as determined by the instructor. It is the student's responsibility to get the work from the instructor.

GRADING SCALE

A	92-100
B	83-91
C	75-82
D	70-74
F	69 and below

Each student's parent or guardian will receive access to a Progress Report for each of the four marking periods electronically through the parent portal. Please notify us in writing if you wish to receive a hard copy by mail.

Parent conferences with school personnel are welcomed and may be arranged by an advance telephone call to the school office.

It is mandatory for all Program Completers to take the NOCTI exam, unless exempt by a student IEP.

HAZING

No student or other person in attendance in any class shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily damage, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending LycoCTC.

HARASSMENT

LycoCTC prohibits all forms of unlawful harassment of students by all school students and staff, contracted individuals and vendors and volunteers in the school. The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion,

ancestry, sex, sexual orientation, national origin, age or handicap/disability which creates an intimidating hostile or offensive educational environment. LycoCTC encourages any individual who has been harassed to report such incident.

INJURY OR ILLNESS

All accidents or illnesses must be reported to the instructor immediately. The school nurse services are limited, and the nurse should be seen only in serious cases of injury or illness. The nurse does not dispense over the counter medication.

(Ex. Tylenol) If necessary, the instructor will refer the student to the main office where the extent of the illness or injury will be evaluated by a nurse or another authorized person. The parents will be contacted if it becomes necessary to transport a student to a doctor or hospital. **It is the responsibility of the parent to assume any charges for transportation or necessary treatment either through insurance or by direct payment.**

Under no circumstances may a student leave the building for home or a doctor's office without authorization from the school office.

INTERNET POLICY

The Lycoming Career & Technology Center requires each staff member and student who receives an Internet Account to first read a description of the rights and responsibilities he/she is expected to adhere to while accessing the Internet or similar on-line services through the Lycoming Career & Technology Center.

By signing our Admissions Agreement, LycoCTC Internet and on-line services users are agreeing to the terms and conditions set forth in this document.

- A. Acceptable Use - The purpose of linking the Lycoming Career & Technology Center to the Internet and other on-line services is to support education within the Center by giving staff and students the opportunity to access unique resources for educational purposes. The use of these services must be in support of the Lycoming Career & Technology Center. Accessing or transmitting material or information in violation of any local, state or U.S. laws is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

Use of this service for product advertisement, political lobbying, and/or playing games is strictly prohibited.

- B. Staff and Student Training - Prior to using the Center Internet or other on-line services, each staff member and student will be required to complete training on the use of these services acceptable to requirements set forth by the Administration of the Lycoming Career & Technology Center.
- C. Privileges - The use of the Internet and other on-line services is a privilege that may be revoked if it is found that the user has violated any laws or acceptable use policies as defined in this document. The person(s) responsible for the administration of the Internet or other on-line services may suspend a user's privilege for a period of time as set forth in this document. Staff or students who have had their privileges suspended have the following rights and may appeal through the following procedures.
1. To request in writing a statement from the Internet/On-line Administrator justifying the revocation of privileges.
 2. Submit a written appeal to the Internet/On-line Administrator citing justification for reinstatement and request a meeting with the Administrator and his/her superior. Students must be accompanied by the parent/guardian whose signature appears on the application and agreement form.
- D. Netiquette - you are expected to abide by generally accepted rules of network etiquette. These rules include, but are not limited to the following:
1. Be polite. Do not send abusive messages.
 2. Use appropriate language. No swearing or vulgarities are allowed.
 3. Do not reveal personal addresses or phone numbers of acquaintances.
 4. Note that E-Mail is not private. Messages relating to or in support of illegal activities will be reported to the authorities.
 5. Use of the network or other on-line services in a way that would disrupt other person's use is prohibited.
- E. Security - Security on the system is a high priority. If you experience a security problem, notify the system administrator immediately. Do not attempt to duplicate the problem for other users. Do not give out your password or attempt to use anyone else's password. Attempts to log into the system without the proper procedures will result in forfeiture of privileges.
- F. Vandalism - Any attempts at vandalizing the system or destroying data belonging to another user in any form, including the introduction or creation of computer viruses, will result in suspension of privileges.

- G. Updating - LycoCTC may, on occasion be required to update accessibility resulting in the changing of user identification. When that occurs, new passwords or other accessing information will be assigned.

Violation of the acceptable use policy is a Level II discipline action.

LOST AND FOUND

Students should report lost or found articles to the office. Items unclaimed at the end of the school year will be considered abandoned and become the property of the school.

MEDICATIONS AND SCHOOL NURSE

The use of the school nurse is restricted to 'serious' situations.

- Headache medicine and antacids will not be distributed to LycoCTC students.
- Nurse visits are restricted to illness that will likely result in the student being sent home or injury.

Students requiring medications during school time must have a Doctor's note prior to any administration. Any medication will be kept in the nurse's office at Hughesville High School. LycoCTC staff members are not permitted to administer medication to students.

PERSONAL APPEARANCE

In certain shops or labs, length of hair could be a safety hazard, students may be required to pull it back or wear a head covering. Where length of hair is a problem, as in a shop or laboratory class, some type of head covering will be considered. Students have the responsibility to keep themselves, their clothes, and hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

Hats are not permitted in the hallways. Failure to follow this rule will result in the hat being taken by LycoCTC staff. Hats may be picked up in the office at the end of class. Continued disregard of this rule will result in hat being returned only to a parent/ guardian or at the end of the school year.

PROCEDURE TO REMAIN AT HOME SCHOOL

If it is necessary for a student to remain at the home school or to be dismissed early to participate in a home school function, authorization from a home school official will be required. *Students should submit an admittance slip to the LycoCTC office upon returning to class within the three-day time period otherwise the absence would be unexcused.*

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

RESTROOMS

Restrooms may be used before or after class or during breaks. Other times will be at the teacher's discretion. Congregating, loitering, and smoking in the restrooms are prohibited. Any student found damaging restroom facilities will receive Level II disciplinary action and be held responsible for payment of damages. **The faculty and staff will inspect restrooms daily.**

SAFETY

Career training at LycoCTC provides unique opportunities for students to gain hands-on experience with tools and equipment. Students are required to exercise proper safety and care at all times. This includes:

- Always using proper safety equipment, such as safety glasses
- Never use tools that you have not first been successfully trained on
- Use a tool only in the manner intended
- Keep all work areas clean
- Reporting any defect in tools or equipment to the program instructor
- Wearing of rings, wristwatches, bracelets, and other jewelry is prohibited when working in shops with power machinery.
- Students in the culinary program are not permitted to wear any jewelry (including piercings) or nail polish while in the kitchen.
- Report any accidents or injuries to the instructor immediately
- "Horseplay" and practical jokes in any form will not be tolerated

For the protection of all students, failure to exercise proper safety conduct can result in disciplinary action up to and including the removal of the student from the program.

The LycoCTC campus has video surveillance for the safety of students and staff.

SCHOOL BUS CONDUCT

Students are expected to obey the regulations of their home school in regard to their behavior on school buses in route to and from the participating school. Misconduct on buses while on LycoCTC sponsored field trips may result in immediate suspension of bus privileges as well as disciplinary action.

SEARCH & SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student use areas, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches /seizures as provided in this policy will be considered grounds for disciplinary action.

I. PERSONAL SEARCHES

A student's person and/or personal effects (e.g., purse, 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.

If a pat down search of a student's person is conducted it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Executive Director or Superintendent of Record, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

II. STUDENT USE AREAS

Instructional rooms and areas of student use are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security and condition of their own work areas. Periodic general inspections of rooms and other areas of the school may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

III. LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice,

without student consent, and without a search warrant.

IV. AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

STUDENT INFORMATION

At the beginning of each school year all students are given an emergency information/parental consent form that is to be completed and returned to their instructor. Students will not be permitted to operate power equipment until the form is returned. The Lycoming Career & Technology Center is in many instances, a considerable distance from the home of the student, therefore, a telephone number of a parent, relative, or neighbor must be listed for every student in case of illness, accident, or other emergency. **Any change in student and/or student contact information (address or telephone number) is to be reported to the school office immediately.**

The permanent record is maintained in the school office for each student. This record contains grades, attendance, tardiness record, and the date of graduation.

STUDENT INSURANCE

Students attending LycoCTC are covered by their personal/ family insurance plan. It is imperative that parents and students carefully review their insurance coverage prior to a student attending classes. Student insurance plans may be available for purchase through a student's sending school. Please contact your school district for more information.

The potential for accidents is higher at the Lycoming Career & Technology Center than at the home school due to the industrial type equipment in the shops. The school is **NOT** responsible for the cost of medical treatment. Therefore, unless sufficient medical coverage is carried by the student's parents, a sizable hospital bill could be incurred for x-rays, treatment, etc.

STUDENT ORGANIZATIONS

Skills USA - a student organization open to all LycoCTC students, which offers the opportunity for competitive events and awards from local to international levels. Officers are expected to serve as a role model for other students and representatives of LycoCTC. Skills USA

National Technical Honor Society- open to juniors and seniors who maintain sufficient grades, good attendance and conduct. NTHS recognizes outstanding student achievement and provides scholarships and career development opportunities.

These organizations are a privilege and students need to adhere to all LycoCTC policies and maintain passing grades in order to participate in these club activities.

STUDENT PERSONAL EQUIPMENT

Uniforms, personal equipment and supplies used on personal projects are the financial responsibility of the student. Any of these items that are lost, stolen, or damaged must be replaced by the student.

STUDENT RIGHTS AND RESPONSIBILITIES

FREE EDUCATION

Students who are enrolled in a LycoCTC program and are enrolled in a sending district are entitled to a free and full education up to age 21 or graduation. This right also extends to students who are pregnant or are married.

Students may be required to purchase personal use items such as a shop uniform or tools. Students may also be required to pay for elective activities such as field trip related fees (i.e. meals) and fees and costs related to dual enrollment (college) classes.

STUDENT RESPONSIBILITIES

- A. Student responsibilities include regular school attendance, conscientious effort in shop and laboratory work, and conforming to school rules and regulations. Most of all, students share with the administration and faculty the responsibility to develop a climate within the school that is conducive to learning.
- B. Students do not have the right to interfere with the education of their fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- C. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
- D. It is the responsibility of the student to:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
2. Assume that until a rule is waived, altered or repealed, it is in full effect.
3. Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
4. Dress and groom appropriately in accordance with the fair standards of safety and health, so as not to cause substantial disruption to the educational process.
5. Assist the school staff in operating a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Exercise proper care when using public facilities, equipment, and tools.
8. Attend school daily, except when excused, and be on time to all classes and other school related functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to satisfactorily complete the course of study mandated by the State of Pennsylvania and The Lycoming Career & Technology Center school authorities.
11. Avoid inaccuracies in student newspapers or publications and avoid the use of indecent or obscene language.

TEXTBOOKS AND SCHOOL PROPERTY

Textbooks in Pennsylvania are purchased for student use at the public expense. Students are responsible for the loss of or damage to, schoolbooks, tools, and equipment. Students are responsible for items that are lost or damaged and will be charged on a prorated value basis according to the original cost or replacement cost. Students who do not pay their assessed costs will have their grade and/or certificate withheld until full restitution is made.

TRANSCRIPTS

Transcripts of grades will be sent to employers, educational institutions, and armed services upon written request of the student or the parent, if the student is not yet 18 years of age.

UNIFORMS

Where applicable, students are required to wear and maintain uniforms, including masks or face shields, as set forth in the LycoCTC Health and Safety Plan. It is the responsibility of the student to purchase the appropriate number of uniforms in order to be properly attired for participation.

USE OF TOBACCO/ SMOKELESS TOBACCO

The possession, use or sale of tobacco, including but not limited to cigarettes, cigars, pipes or other smoking product or e-cigarettes, juuls, vaporizers or any other smokeless tobacco devices which are intended to deliver nicotine in any form, is not permitted anywhere in the building or outside the building on school grounds. The possession, use, or sale of tobacco, including but not limited to cigarettes, cigars, pipes, or other smoking product or e-cigarettes, juuls, vaporizers or any other smokeless tobacco devices which are intended to deliver nicotine in any form, is also not permitted during the travel to and from any off-site activities and/or field trips or any other function or event directed and administered by the Lycoming Career and Technology Center. (See appendix A for policy)

VISITORS

All visitors must register at the school office. Any student who wishes to bring a visitor must obtain advance permission from the executive director. No student from another school may visit the Lycoming Career & Technology Center on a regular school day without permission from the home school. The student who brings a visitor must accompany the guest throughout the visit and is responsible for the guest's conduct. Visitors are governed by the Lycoming Career & Technology Center school policy and regulations.

POLICY NOTICES - APPENDIX A

[Policy 222 Tobacco](#)

[Policy 226 Student Searches](#)

[Policy 233 Suspension & Expulsion](#)

[Policy 247 Hazing](#)

[Policy 249 Bullying](#)

[Policy 815 Acceptable Use of Internet, Computers and Network Resources](#)

[Policy 819 Suicide Awareness & Prevention](#)