

**CAREER TECHNOLOGY CENTER
OF LACKAWANNA COUNTY**

PROGRAM PARTICIPANT HANDBOOK

2026 · 2027

3201 Rockwell Avenue · Scranton, PA 18508
570-346-8471 · www.ctclc.edu



*Serving Carbondale Area · Dunmore · Forest City Regional · Lakeland · Mid Valley ·
North Pocono · Scranton · Valley View School Districts*

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► *This handbook applies to all program participants at CTCLC, in all program areas, at all times during the program day and at all school-sponsored activities.*

A

WELCOME & ORIENTATION

Welcome to the Career Technology Center of Lackawanna County.

You have made a deliberate choice to pursue career and technical education - and that choice matters. From your first day here, you are no longer just a student. You are a program participant in a professional training environment, preparing for a career in a field that demands skill, reliability, and character.

This handbook is your guide to how we operate. It is written the way a professional handbook is written - because that is what it is. The standards in these pages are not arbitrary school rules. They are the standards of your industry. The way you show up here is practice for the way you will show up at work.

We hold you to a higher standard because we believe you are capable of meeting it. Our job is to prepare you - fully - for what comes next.

A Message from the Director

At CTCLC, we have one mission: to prepare you for a career. Everything in this building - every program, every policy, every expectation - exists in service of that goal.

The habits you build here will follow you. Employers will hire you because of your skills, but they will keep you - and promote you - because of your professionalism. Attendance, reliability, respect for coworkers, how you handle a problem, how you respond when you make a mistake - these are the things that define a career.

We are excited to have you as part of the CTCLC community and are committed to providing you with the opportunity to learn, grow, and prepare for your future. We are proud of the work our graduates do in the community, and we look forward to adding you to that tradition.

We wish you a successful and fulfilling year ahead.

Sincerely,

Karla Carlucci, Ed.D.

Executive Director, Career Technology Center of Lackawanna County

How to Use This Handbook

Read this handbook completely. When you have a question about a policy, look here first. If you still have questions, ask your instructor or a school counselor. Questions may also be directed to Dr. Carlucci - Executive Director, Mr. Carachilo - Assistant Principal, or Mr. Linko - Supervisor of CTE. We also welcome any feedback that may help us improve this handbook or the success of our participants.

This handbook is a binding agreement between you, your parent or guardian, and CTCLC. At the start of the school year, you will be asked to sign a form confirming that you have read and understood its contents. Signing that form means you agree to be held to these standards.

Throughout this handbook, and in every CTCLC and Joint Operating Committee policy, the term “program participant” is used interchangeably with “student.” The two terms carry identical rights, responsibilities, and protections. Where a JOC policy, state regulation, or federal law cited in this handbook refers to a “student,” that reference applies equally, and without exception, to CTCLC program participants.

► *Ignorance of a policy is not an excuse. If something is unclear, ask before you act.*

Your Role Here

Think of your time at CTCLC as your first job. You applied to come to CTCLC, you have been accepted, you have been placed in a program, you report to a supervisor (your instructor), and you are expected to perform. Below is a summary of what that looks like in practice:

IN A TRADITIONAL SCHOOL	AT CTCLC
You are a student	You are a program participant and emerging professional
Absences are tracked for compliance	Absences affect your standing - just like a job
Dress codes are about rules	Appearance standards reflect your industry
Discipline is a consequence	Conduct standards develop professional character
You attend class	You report to your program area
Teachers manage the classroom	Instructors supervise your professional development
You earn grades	You build a career portfolio and industry credentials

B**ABOUT CTCLC - MISSION, SAFETY & GOVERNANCE****Our Mission**

It is the mission of the Career Technology Center of Lackawanna County (CTCLC) to prepare all participants for career pathways in the global marketplace by providing experiential learning with the skills and knowledge needed for post-secondary education and employment opportunities that result in self-sufficiency or family-sustaining wages.

Our Vision

CTCLC will innovate, educate, and provide the highest quality opportunities for all of our participants while continuing to be a valuable community partner.

Safe & Secure Facility

Just as any professional workplace secures its premises, our facility is monitored by cameras and professional staff, with special attention given to entrances and corridors leading to exterior areas. All guests are required to present proper identification and register at the main office upon arrival.

Facility standards apply to all visitors as well as program participants, and municipal and state codes are strictly enforced. To maintain an orderly and safe environment, all participants and guests must follow the standards outlined in this handbook and comply with administrative decisions regarding conduct matters.

Standard Response Protocol (SRP)

Every workplace needs an emergency plan, and so does CTCLC. We review the Standard Response Protocol (SRP) information below so you stay informed and prepared if you receive a safety-related notification from the school. CTCLC has adopted the “I Love U Guys” Foundation's Standard Response Protocol. Participants and staff will train, practice, and drill the protocol.

The SRP uses common, clear language rather than scenario-specific codes. There are five specific actions that can be communicated during an incident:

- **HOLD - “In Your Classroom or Area.”** Clear the hallways, remain in your area, and continue business as usual until the “All Clear” is announced.
- **SECURE - “Get Inside. Lock Outside Doors.”** Return inside the building; adults bring everyone indoors, lock outside doors, and increase situational awareness.
- **LOCKDOWN - “Locks, Lights, Out of Sight.”** Move away from sight, maintain silence, and do not open the door.
- **EVACUATE - “To a Location.”** Leave belongings behind if instructed, follow directions, and move to the designated evacuation location.
- **SHELTER - “State Hazard and Safety Strategy.”** Follow the announced hazard-specific strategy - for example, seal the room or drop, cover, and hold.

By familiarizing yourself with these procedures, you will be able to quickly recognize the nature of an incident and understand the steps being taken to keep you safe. If you have questions or need help locating SRP information, contact the main office.

The reference below summarizes the Standard Response Protocol in full — keep it handy.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



CTCLC also provides parents/guardians with the option to register for ONE-CALL text alerts. To register: text ALERT to 22300. Once registered, you'll receive urgent CTCLC updates by text. Questions may be directed to the CTCLC Main Office.

STAY IN THE KNOW WITH TEXT ALERTS!

Our school uses One Call Now to keep you informed of emergency closings, delays, and urgent updates.

TEXT Alert TO 22300

It's quick, easy, and ensures you'll never miss important information!



One Call Now

Contact Information

DEPARTMENT / EXTENSION	DETAILS
Main Office	570-346-8471, ext. 300 (follow prompts)
School Counselors	Extensions 101, 108
Supervisor of Special Education	Extension 123
Business Office	Extension 142
Nurse	Extension 150

Hours of Operation: Monday–Friday, 8:00 AM–4:00 PM | Morning Session: 8:15–11:15 AM | Lunch: 11:15 AM–12:15 PM | Afternoon Session: 12:15–3:00 PM

Joint Operating Committee (JOC)

CTCLC is governed by a Joint Operating Committee comprised of school board members from Carbondale, Dunmore, Forest City, Lakeland, Mid Valley, North Pocono, Scranton, and Valley View School Districts.

REPRESENTATIVE	SCHOOL DISTRICT
Mark Solomon, President	Lakeland
Francis Kranick, Vice President	Dunmore
Christopher Stahl, Treasurer	Forest City
Glenn Cashuric, Secretary	Mid-Valley
James Dovin	Carbondale
Timothy Bracey	North Pocono
Bob Casey	Scranton
Laurie Marino	Valley View
John Marichak, Superintendent of Record (Dunmore)	
John P. Finnerty, Esq., Solicitor	

Administration & Staff Directory

Administration

ROLE	NAME
Executive Director	Karla Carlucci, Ed.D.
Assistant Principal	Dominick Carachilo, M.Ed.
Supervisor of Career & Technical Education	Kyle Linko, M.Ed.
Chief Financial Officer	James McHale Jr.
Career Tech Grant Administrator	Colleen Stepanovich, M.S.Ed.
Practical Nursing Director	Janet Yontas, MSN, RN
Supervisor of Special Education	Stephanie Branning, M.Ed.
Director of Operations	Ren Petrauskas
Community Outreach Coordinator	Alexandra Manganello, M.Ed.

Support Staff

ROLE	NAME
Administrative Assistant to Executive Director	Teri Cerep
Administrative Assistant to CFO	Elizabeth Lark
Staff Accountant	Alyson Rovielli
Technology Coordinator	Dean Pencek
Student Data Coordinator	Janet Pencek
Career Ready Skills Coordinator	Sherreccia Jackson
Administrative Assistant to Director of PN	Mauri Olivetti
Confidential Secretary to Assistant Principal	Lisa Fanucci
Main Office Secretary	Deborah Killino
School Security Guard	Officer Paul J. Lindsay, Officer Edward J. McCarthy

Student Services Staff

ROLE	NAME
School Nurse	Breanna Tyriw, MSN, RN
Cooperative Education Coordinator	Bonnie Baker
School Counselors	Ann Jordan, Nicole Walsh

Faculty

ROLE	NAME
Automotive Technology	Daniel Ward, Bryan Peck
Building Mechanics Trades	Merle Gilpin
Carpentry	Shane Malicky
Collision Repair Technology	Brian A Pisarcik
Cosmetology	Christine Menichini, Kristina Petrauskas
Culinary Arts	Stephen Anania, Mark McAndrew
Cybersecurity	Thomas Czachor
Digital Communication Design	Paul Georgetti
Early Childhood Care and Development	Kristine Lenceski
Electrical Construction and Maintenance	Bob Lettieri
Heating, Ventilation and Air Conditioning	Justin Kraft

ROLE	NAME
Illustration and Design	Pat McLane
Masonry	Jason Sheridan
Mathematics	Jessica Ogonosky, Kristen Smith
Medical Assistant	Jennifer Savo
Patient Care Technician	Jaclyn Chesnick
Plumbing and Heating	Oscar Soto
Protective Services	Jonathan Coyne
Print Production Technology	Rebecca Rinella
Robotics and Automation	Thomas Czachor
Service Occupations	Arielle Connor
Smart Systems & Engineering Technology	John Moran
Welding	Landon York

Lab Assistants/Paraprofessionals

ROLE	NAME
Lab Assistants	Kathy Czachor (Protective Services), Mackenzie McAndrew (Service Occupations), Caitlynn Ondrako (Culinary)
Paraprofessionals	Lauren Deily, Melissa Lydon, Christine Pazzaglia, Brenda Rhodes, Taryn Wells

Cafeteria

ROLE	NAME
Cafeteria Coordinator	Marlene Toolan
Cafeteria Staff	Pamela Bird, Laurie Decker, Stephanie Longstreet, Deba Symons, Dorothy Wells

Maintenance

ROLE	NAME
Maintenance Mechanic	Mike Hudson
Maintenance	Carl Cannon, Chris Lewis, Brian Major, James Stalbird, Matthew Stalbird, Damien Mulderig (Part Time)

Threat Assessment Team (TAT)

In 2019, the Pennsylvania General Assembly passed Act 18 of 2019, amending the Public School Code to add Article XIII-E, Threat Assessment, which requires school entities to establish a Threat Assessment Team (TAT).

CTCLC's TAT consists of our School Safety and Security Coordinator along with individuals with expertise in school health, counseling, administration, and special education. Members of CTCLC's Student Assistance Program (SAP) team and Safe2Say Something Crisis Team also serve on the TAT.

Both participants and staff are trained annually on the TAT, including how to make anonymous tips through the Safe2Say Something app and anonymous referrals through our SAP referral process. More information is available under the JOC Policies tab, Policy #236.1, or by calling the school.

► *CTCLC is mandated by the Pennsylvania Department of Education to maintain a working relationship with local authorities and is required to report incidents related to violence, weapons possession, drug possession and/or abuse, harassment, or any other activity that impedes the orderly and safe operation of the educational institution. This standard is enforced with the intention of maintaining a safe and secure learning environment.*

C

ACADEMIC INFORMATION

Changing Your Program Area

Consider your program choice carefully when applying to CTCLC. Changing programs mid-year can be challenging for both participants and instructors, so all requests are carefully reviewed.

Participants who wish to change their program must first meet with their school counselor to discuss their concerns, interests, and goals. The counselor will arrange visits to areas of interest, and the program instructor will evaluate whether the change is appropriate. If approved, the participant completes a Change of Course Form, signed by the participant, program instructor, counselor, and parent(s)/guardian(s), before the change takes effect.

Enrollment Limitations

When PM program enrollment is limited, certain AM participants may be required to return in the AM for Level II courses. Selection for AM retention occurs after the 3rd marking period and is based on program grades, attendance, and conduct. Participants selected to return in the AM will be notified early in the 4th marking period to allow time for schedule adjustments at their sending schools. Participants may instead choose to enroll in a different AM-only program or return to their sending school for a full schedule the following year.

Progress Reports & Communication

Progress reports are issued midway through each quarter for participants who may be at risk of failing and are posted to both the participant and parent portals. Grades and progress can be monitored at any time through the parent portal on the school's website. Parents and guardians are strongly encouraged to contact the CTCLC instructor and school counselor with any questions.

Report Cards

Report cards are issued four (4) times per school year and include grades earned, teacher comments, and daily absences. Report cards are posted to both the parent and participant portal, with notification via the automated calling system.

Performance Evaluation (Grading)

Just as a professional performance review measures both output and conduct, your grade reflects both theoretical knowledge and how you apply it on the job (in lab). Development of the characteristics of a good employee - teamwork, attendance, and work ethic - is also considered.

SCORE	RATING
93–100	Excellent
85–92	Above Average
76–84	Average
70–75	Minimum Requirements
0–69	Failure (F)
I	Incomplete

Grades are calculated from two factors:

- **Content Knowledge Grade** - theoretical work (tests, quizzes, written assignments) combined with practical skills, safety application, and job-specific competencies.
- **Industrial Professionalism Grade** - attendance; being prepared with uniform, tools, and materials; staying focused throughout the daily session; and using time wisely. CTCLC uses a single Industrial Professionalism Point System across every program area, so this part of your grade means the same thing whether you are in Culinary, Welding, or any other program. The system scores daily professional habits — attendance and punctuality, preparedness, safety compliance, and shop or lab conduct — through a straightforward point scale, with points deducted for violations and opportunities to earn points back through initiative, leadership, and consistency. Every participant is given a copy of the Point System at the start of the year, and it serves as the detailed scoring guide behind the Industrial Professionalism Grade described above.

► *If a participant fails at CTCLC, they will not participate in Awards Night. If a participant fails a math credit taken at CTCLC they will not participate in Awards Night even if a certificate of completion is issued.*

Participant Activities

Participants are encouraged to join career technical student organizations, including the National Technical Honor Society (NTHS), SkillsUSA, Student Council, and the Student Ambassador Program.

NTHS membership qualifications:

- No CTCLC quarter grade below 85% for 10th, 11th, and 12th grades
- Cumulative CTCLC average of 90% or above
- CTCLC participant for 3 years
- 5 absences permitted senior year
- Review of conduct record - no suspensions in/out of CTCLC over the three years attending
- Cumulative home school average of 80% or above with no course failure for 10th, 11th, and 12th grades
- Nominations by instructor

For other participant activities, the criteria are the same, excluding grades - grades are reviewed but not held to the NTHS standard.

Cooperative Education (Co-op)

Cooperative Education, also known as co-op, is a supervised work-based learning experience that connects classroom instruction with real-world career experience. Co-op allows eligible participants to apply technical knowledge and skills in an approved workplace related to their CTCLC program of study.

Cooperative Education may include:

- Capstone experiences
- Paid internships
- Unpaid internships, when permitted by law and approved by CTCLC
- Clinical experiences
- Diversified occupations
- Other approved work-based learning experiences

Co-op is designed as a culminating skill-development experience. Eligible seniors and approved fourth-quarter juniors may be considered for a half-day work-based learning placement in a field related to their CTCLC technical program. Participant work is monitored by the CTCLC Co-op Coordinator and a workplace mentor or supervisor.

Co-op participation is not guaranteed. Placement depends on participant eligibility, program readiness, employer availability, safety considerations, scheduling, required documentation, and approval by CTCLC and the sending school.

Level 3 Co-op Eligibility: Seniors

To be considered for a co-op recommendation, a participant must meet the following criteria:

1. Recommendation from the Program of Study instructor
2. No more than 10 absences during the previous school year
3. CTCLC grades of 85% or higher during the previous school year
4. Passing all required classes at the sending school
5. Review of CTCLC and sending school discipline records
6. Demonstration of strong technical skills, employability skills, attendance, punctuality, work ethic, and professionalism
7. Approval from the sending school principal/designee and CTCLC administration
8. Reliable transportation
9. Completion of all required co-op paperwork, training agreements, safety documentation, work permits if applicable, and employer requirements

Level 2 Co-op Eligibility: Seniors or Fourth-Quarter Juniors

Participants seeking Level 2 Co-op placement as a senior or fourth-quarter junior must meet the general Co-op Eligibility Guidelines and the following additional requirements:

1. Maintain a Program of Study grade of 90% or higher each marking period during the junior and/or senior year.
2. Have no more than five total absences during the junior year and/or senior year, as applicable.
3. Submit the co-op application by the midpoint of the third marking period.

Once approved, a participant must continue to meet all co-op eligibility requirements. Attendance, tardiness, grades, discipline, safety, job performance, and compliance with CTCLC and employer expectations may affect continued participation.

Participants participating in co-op must follow:

- The CTCLC Program Participant Handbook expectations
- Sending school expectations
- Employer policies and procedures
- Workplace safety rules
- Child labor laws and work permit requirements, when applicable
- Co-op training agreement requirements
- Directions from the CTCLC Co-op Coordinator, program instructor, administration, and workplace supervisor

CTCLC may remove a participant from co-op if the participant no longer meets eligibility requirements, violates school or employer rules, fails to maintain appropriate attendance or academic standing, creates a safety concern, loses employer approval, or fails to comply with the training agreement.

Attendance records, including tardiness, may be used to determine eligibility for cooperative education, extracurricular activities, and other school-sponsored opportunities.

Participant Awards

At the end of the school year, each instructor may select a senior as Student of the Year in recognition of outstanding achievement. Faculty, administration, and staff also nominate a Student of the Month throughout the year, based on grades, attendance, participation, attitude, and conduct.

The Student Challenge Program offers additional recognition in five categories: Attendance, STEAM (Science, Technology, Engineering, the Arts, and Mathematics), Community Service, Academic Improvement, and Academic Excellence. A committee determines category winners; in the event of a tie, factors such as grades, tardiness, or conduct are considered.

D

PARTICIPANT SUPPORT SERVICES

School Counseling

The School Counseling Program is a comprehensive program developed to meet the academic, personal/social, and career development needs of every participant. Participants, parents/guardians, and staff are encouraged to meet with the School Counselor to address any concern. Academic development includes time and task management, study skills, and postsecondary planning. Social and personal support includes interpersonal skills, conflict resolution, decision-making, and goal setting. The counselor also assists with career planning - identifying interests and aptitudes, choosing a program that fits career goals, and expanding options.

The counseling relationship requires trust and confidence. However, exceptions to confidentiality exist where a counselor must inform others of information obtained in counseling in order to prevent serious and foreseeable harm to the participant, themselves, or others, or when legally required.

Parent Conferences

Parents are encouraged to request a conference to discuss a participant's progress and performance. The Pupil Services Department will coordinate the meeting and schedule a convenient time for all parties.

Community Outreach

Our Community Outreach Coordinator works closely with sending districts to bring appropriate career resources to the program participants and parents of Lackawanna County - helping build the knowledge and skills needed to become productive, self-respecting citizens capable of maintaining employment and continuing education within the scope of their career.

Support for Participants with Special Needs

Participants requiring specially designed instruction have their needs met according to their Individualized Education Plan (IEP). CTCLC employs a Supervisor of Special Education who attends IEP meetings to help develop appropriate career and technical programming, then shares the information with CTCLC staff to ensure proper delivery. Participants may always seek extra help from instructors and should arrange a conference directly with the instructor at a mutually convenient time.

School Nurse

A full-time nurse is available for emergency health care. For non-emergencies, participants must secure a written pass from their instructor before visiting the nurse. Other than administrators, the school nurse is the only staff member who can excuse a participant from school during the day due to illness or injury. Participants who become ill during school hours may not leave school property without express permission of a CTCLC administrator, and will only be released to the parent or an approved designee with photo identification.

Participants are required to provide the school with pertinent information regarding allergies, health, and medical history at the start of each school year and update it as conditions change. Participants may be excluded from certain shop work until the information is on file. On-going health care for illness or injury is the responsibility of the participant's personal physician.

Use of Medications

Prescription and non-prescription medicine should be administered at home whenever possible. CTCLC recognizes some participants would be unable to attend school without medication during the day, and will permit administration only under the following conditions:

► *Non-prescription and prescription medicines cannot be taken in school without an accurate, properly completed "Authorization for Medication During School Hours" form. The form is at <https://ctclc.jobready360.pathful.com/GeneralForm> and must be submitted to the school nurse.*

Medications must be brought to school in a sturdy container labeled by the physician or pharmacy (prescription) or by the parent (non-prescription), including the participant's name, medication name, and dosage. CTCLC will incur no liability for the use of unauthorized drugs.

Participant Injury

Every effort will be made to contact a parent by phone in the event of injury. If the parent/guardian cannot be reached, authorized persons may arrange transportation to a hospital or available physician.

1. Any participant who becomes ill, hurt, or injured is required to report the injury to the instructor and to the CTCLC nurse.
2. A participant must first report to the school nurse prior to being released for illness. The nurse will contact the parent or guardian; participants may use the main office phone but are not to call from personal cell phones for pick-up.

Emergency & Attendance Notifications

CTCLC independently determines whether to close, delay, or modify its schedule due to inclement weather or other emergency conditions. Participants should also monitor their sending school district's schedule, as transportation to CTCLC is provided by the sending districts. When a sending district does not provide transportation due to a closure, delay, or other schedule change, affected participants are not required to attend CTCLC. CTCLC will communicate school closings, delays, and other important notifications through its automated notification system by telephone, email, and/or text. We also post on WNEP, WBRE, as well as our social media pages. Participants and parents/guardians are responsible for ensuring that CTCLC has current contact information on file. If no CTCLC announcement is made, CTCLC is operating on its regular schedule.

Tools, Equipment & Textbooks

Textbooks, reference books, and lockers are provided on a loan basis; care and security are the responsibility of the participant. Damage or loss must be replaced or repaired at the participant's expense, and legal action may be taken if necessary. Lockers must be locked at all times.

Major equipment and many tools required for instruction are provided for participant use. Participants must follow all program-specific safety rules and instructor directions regarding the use of tools, equipment, and materials. Sharp, hazardous, or potentially dangerous tools and equipment may be used only as authorized and under appropriate instructor supervision. Tools and equipment may not be removed from the instructional area without instructor authorization. Failure to follow these requirements may result in disciplinary action.

Damage or loss beyond normal use and care requires repair or replacement at the participant's expense. Intentional damage to tools, equipment, or property is considered vandalism and can result in suspension, removal from the program, and/or legal action.

Some career areas require participants to purchase specialized safety equipment, small tools, and/or uniforms, which are required to participate and earn credit. Personal tools brought from home must be delivered by a parent and collected/turned in daily to the main office.

Fundraising

Only building administrators may authorize fundraising within the building or on school property; solicitation or sale of merchandise to participants or staff is prohibited unless authorized. Any participant who chooses to participate in a fundraising event assumes full responsibility for goods entrusted to them and money raised. Fundraising must adhere to Pennsylvania Nutritional Standards guidelines, and outstanding obligations may make a participant ineligible for extracurricular activities and may be referred to the District Magistrate for collection.

E

ATTENDANCE STANDARDS

Reliability is a professional standard. Program participants are expected to report to their program area every day, on time, ready to work. The Joint Operating Committee requires that school-age participants attend regularly, in accordance with state law. An unexcused absence is not just a policy violation - it is a missed shift, and it disrupts the continuity of instruction and lab participation this program depends on.

Attendance is required of all participants during the days and hours CTCLC is in session. The building administrator may excuse a temporary absence upon satisfactory evidence of mental, physical, or other urgent reasons. These urgent reasons are limited to genuine emergencies — they cannot be used to excuse frequent or repeated absences.

Reasonable Causes for Absence as identified in School Board Policy #204 include:

- Illness - medical professional excuse required
- Quarantine - medical professional excuse required
- Recovery from accident - medical professional excuse required
- Death in immediate family (3 days)
- College or military visits (2 days, with documentation)
- Court-mandated absences (court-provided excuse required)
- Preapproved educational travel or vacation days, subject to CTCLC procedures and limits

Participants must make up missed work within the time allotted by the instructor; failure to do so lowers the Industrial Professionalism Grade for the time absent. Absences are treated as unexcused until a written excuse from one of the conditions above is submitted **within three (3) days**. Excuses submitted after the three-day window will not be accepted. Participant-signed excuses and parent-written explanations alone do not qualify an absence as excused. Three vacation days are permitted per school year.

► *Seniors who accumulate 15 unexcused days and/or fail to complete the NOCTI written or practical test will not walk on stage on Awards Night. No exceptions.*

Truancy Under Pennsylvania Law

Pennsylvania's compulsory attendance law sets its own thresholds, separate from CTCLC's internal escalation process below. Under state law, a participant with three (3) or more unexcused absences during the school year is considered truant, and CTCLC and/or the sending school will provide required notice to the parent/guardian and may begin attendance intervention. A participant with six (6) or more unexcused absences is considered habitually truant, at which point the CTCLC in coordination with the sending school may schedule a School Attendance Improvement Conference and develop a School Attendance Improvement Plan to address barriers to attendance.

Escalation Thresholds

ACCUMULATED UNEXCUSED ABSENCES	ACTION
5 days	Written notice mailed to parent/guardian and sending school principal; participant placed on attendance probation
10 days	Mandatory conference scheduled with parent/guardian; failure to attend forfeits ability to raise extenuating circumstances later
15 days	Administrative review meeting held to determine if continued enrollment is appropriate. Participant may be dis-enrolled from CTCLC and given a full schedule at their sending school.
30 days (excused + unexcused)	Administrative review meeting held to determine if continued enrollment is appropriate

Attendance need not always be within school facilities - a participant is considered in attendance if present where school is in session by JOC authority, receiving approved tutorial, health, or therapeutic services, engaged in approved and supervised independent study/work-study/career education, or receiving approved homebound instruction. Participation in a project sponsored by a statewide or countywide 4-H or FFA group is excused upon written request prior to the event. Medical/dental appointments and court-related early releases must be verified through the center prior to the date of absence when possible; participants must be present a minimum of ½ the school day to receive attendance credit.

When a participant is absent, they are restricted from all CTCLC functions and activities that day, both onsite and offsite. A written excuse must be provided to the Program Instructor within three (3) school days of return, signed and dated by the parent/guardian, with any medical or court-provided excuse attached.

Sending School Excused Absences

Sending schools must provide advance notice to CTCLC to excuse any or all of their participants from a regularly scheduled day, including early dismissal or late-start days and other days not on the sending school's annual calendar; the notice must include the reason and names/numbers of participants excused. CTCLC recognizes only ten (10) such sending school excuses as acceptable absences per year - additional days count against the 5/10/15/30-day thresholds above. Three (3) days bereavement for death of an immediate family and two (2) days for college or military visits, with documentation, are permitted.

Skipping Math Classes

Mathematics is integral to every program of study at CTCLC and necessary for meeting graduation requirements at your home school. Disciplinary action for continuing to skip math classes will increase and may lead to out-of-school suspension:

OCCURRENCE	CONSEQUENCE
1st math class missed	1 day detention
2nd math class missed	2 days of detention
3rd math class missed	3 days of detention
4th math class missed	Parent conference scheduled with home school administration to discuss current performance and the possibility of a full-time schedule at the home school

Early Dismissal

Participants are not permitted to leave school early for work or social activities. Early dismissal requests are reviewed by administration and must qualify as excused:

- Notifications from a medical facility
- Approval from the school nurse due to illness
- Approval from the sending district for approved extracurricular activities
- Court-mandated absences (with official documentation)
- Death in the immediate family

Proper documentation must be submitted within three (3) days of the early dismissal, or it will be treated as unexcused. Requests must be submitted to the main office before leaving, including reason, date/time of dismissal, and parent/guardian signature with a valid phone number.

Signing out: All program participants leaving early must sign out at the front office. Program participants being picked up must ensure that:

- The adult comes into the building to sign them out
- The adult is registered on the Participant's Record
- The adult provides proper identification
- Any additional adults must have prior authorization from the parent/guardian
- Uber, Lyft, and similar services are not permitted

VIOLATION	CONSEQUENCE
Four unexcused early dismissals	Detention
More than four	Further disciplinary measures, including suspension and loss of driving privileges
All future early dismissals	Require a parent/guardian to pick up the participant (including student drivers)

► *Forging notes or excuses is a serious violation and will result in disciplinary action according to the conduct code. If an outside entity's information is misused, the entity will be notified, which may lead to legal consequences.*

F

WORKPLACE STANDARDS

Appearance Standards

All participants arrive and leave CTCLC in their CTCLC-approved uniform or sending school uniform. Appearance standards reflect your industry - appropriate attire is clothing that permits you to work safely, does not detract from the educational process, and presents a positive professional image.

First-year participants who do not follow the dress code receive a written warning on the first offense; discipline follows the second offense. Second- and third-year participants who do not abide by the dress code face disciplinary action that may include suspension.

The following are not permitted inside the building during school hours: mesh or see-through clothing; tank tops or low-cut dresses/blouses; half shirts, tube tops, or midriff shirts; shorts/skirts extending less than 3 inches above the knee; skin-tight clothing such as spandex/yoga pants (unless covered to that length); torn, tattered, or frayed clothing; sunglasses (unless prescribed); pajamas; bedroom slippers; shoes with fixed/retractable wheels; gloves; excessively baggy clothing; inappropriate headgear including hoodies; flip-flops, sandals, slides, and open-toed shoes; wallet chains; gang-related apparel; sexually suggestive, crude, or vulgar lettering/printing/pictures depicting drugs, tobacco, alcohol, slurs, weapons, or gang affiliation; and any other item deemed a distraction or safety concern by administration and/or the teacher. The administration reserves the right to make decisions regarding Participant's attire and grooming not addressed above.

Clothing must be neat, clean, safe, and non-disruptive. Pants must be properly worn, not below the waist; underwear may not be exposed. Sweatpants, leggings, sports pants, and shorts are not proper attire in construction and mechanical shop areas.

► *No open-toed shoes are to be worn inside the building at any time. Each instructor provides specific dress and safety requirements for their instructional area, and participants will not be permitted to participate in a shop unless properly clothed and equipped. Required personal protective equipment (PPE) varies by program and may include safety glasses or goggles, face shields, respirators, hard hats, safety footwear, coveralls, and other industry-specific protective equipment. Participants must wear all PPE required by their instructor to participate in instructional activities.*

Certain jewelry and adornments may pose a safety risk or affect the ability to participate; administration/teaching staff may require their removal. In many careers, body piercing does not conform to industry standards and may be viewed as unprofessional – participants with certain pierced body parts may be excluded from specific activities or programs. Participants refusing to comply will be excluded from school until willing to do so, and disciplinary action will follow.

Skateboards, rollerblades, scooters, roller shoes, and similar recreational devices are not permitted on CTCLC property, including outdoor areas. Prohibited devices may be confiscated and released only to a parent/guardian. Violations may result in disciplinary action.

Access to Building & Tardiness

For safety and security, all participants enter and exit via the front doors near the main office. Participants arriving after their scheduled arrival time must obtain a Late Pass.

OCCURRENCE	CONSEQUENCE
4 unexcused tardies	Detention
2nd offense	Second detention, followed by suspension thereafter
Habitual tardiness	Parental conference and additional disciplinary action; student drivers lose driving privileges

Transportation & Student Driving

Bus transportation to and from CTCLC is provided by, and the responsibility of, the sending school; transportation questions or incidents should be reported to an administrator at both the sending school and CTCLC. All program participants are to be dropped off and picked up at the front entrance. Program participants are not permitted to board buses other than those designated by their sending district.

Walking off CTCLC school grounds to access vehicles or obtain a ride is prohibited during the school day. Program participants may drive licensed vehicles to school as a privilege, not a right. CTCLC does not have to provide parking and assumes no liability for student driving or vehicle damage on school property. Permission-to-drive forms are available at the main office. Permits cost \$15.00 through the principal's office, are not transferable, and are distributed first-come, first-served by class.

1. Abusing driving/parking regulations results in revoked driving privileges.
2. Failing to fulfill obligations as a CTCLC participant may result in revoked driving privileges at any time; the parking permit fee is non-refundable.
3. Program participants who drive are responsible for getting to school on time; vehicle breakdowns, traffic, and accidents are not excused absences, including for riders.
4. Four unexcused absences in one quarter or eight total unexcused absences forfeit the parking permit (fee non-refunded).

Morning session drivers must be in class by 8:15 AM; afternoon session drivers by 12:15 PM. Arriving late requires a late pass from the main office; eight late arrivals forfeit the parking permit.

Student drivers dismissed early by their sending school must be parked on school grounds and have a valid CTCLC permit, or they will not be dismissed until regularly scheduled times.

Parking rules while on CTCLC grounds: 15 MPH speed limit; obey all directional and stop signs; yield right-of-way to buses and pedestrians; park only in the designated student lot (adjacent to the greenhouse); display a valid parking permit hung from the rear-view mirror; no tobacco, drugs, or alcohol in vehicles on CTCLC property; no loitering or remaining in vehicles before school or during lunch; riders must have a rider permit on file.

Off-campus parking is not permitted and will result in disciplinary action up to and including suspension. A vehicle parked without a permit receives one warning; the next incident results in towing at the owner's expense.

Program participants are not allowed to be picked up by an Uber, Lyft driver or other similar vehicle services.

CTCLC is legally responsible for all participants once they arrive on campus. Leaving the building or grounds during the school day without permission results in disciplinary action, and parents and the sending school will be immediately notified.

Flag Salute

Opening activities include recitation of the Pledge of Allegiance. All participants are encouraged to participate. Those whose personal beliefs prohibit participation are not required to do so, provided the school is notified in writing by the parent or legal guardian; non-participating participants must not disrupt or infringe on others' rights to participate. Disruption of this ceremony will result in disciplinary action.

Passes

Participants may not leave their classroom without an authorized hall pass, and are expected to sign out and carry a valid pass any time they leave. Participants in an unauthorized area without express permission are subject to disciplinary action.

Procedures Regarding Arrest Warrants

If a warrant for a participant's arrest has been issued and law enforcement is sent to execute it, the participant may be removed from school grounds to avoid unnecessary delay to the issuing authority. The school will attempt, as a courtesy, to notify parents/guardians, but cannot hold the participant or refuse removal.

Prohibited Items

Participants may not possess unauthorized hazardous chemicals, unlabeled substances, matches, lighters, laser pointers, fireworks, or other items determined to pose a safety risk or disruption to the educational environment. Weapons, controlled substances, inhalants, and related prohibited items are addressed separately under the applicable sections of this handbook.

Deliveries of food, candy, flowers, balloons, or similar personal items are not permitted during the instructional day without administrative approval.

Cafeteria

All food, whether brought in or purchased, must be consumed in the cafeteria only. Participants report directly to the cafeteria at their appointed time, properly discard trash and return trays/dishes/silverware, and may not remove food or drink from the cafeteria (bottled water is allowed in classrooms at instructor discretion). Screaming, yelling, or other loud noise will not be tolerated; glass containers are not permitted; throwing food or objects will result in disciplinary action. Each participant is responsible for the cleanliness of the area they use.

Fighting

Fighting is a physical or verbal assault on other participants or staff. All parties involved are subject to reprimand. Fighting mandates an automatic suspension up to and possibly including 10 days from school following an informal hearing. Appropriate law enforcement agencies will be notified, and charges may be filed against all involved; the local Magistrate determines fines and court costs.

Dangerous Weapons Policy

Weapons and facsimiles of weapons are forbidden on school property, concealed or not. No participant shall go onto school premises with a firearm, explosive, weapon, knife, or any dangerous or illegal instrument, or any instrument represented as such - nor interfere with normal school activities by exhibiting, using, or threatening to use one. Any violation results in suspension and referral to police, where legal action may be taken under Act 26 and Section 1317.2 of the Pennsylvania School Code. School premises include the school, school grounds, school buses, and any premises or vehicles used for official school purposes.

G

PROFESSIONAL CONDUCT STANDARDS & THE PROUD FRAMEWORK

Professional conduct is not optional at CTCLC - it is part of the curriculum. Every program area has technical skills requirements and professional standards requirements. Both are evaluated. Both affect your standing in the program.

The conduct standards in this section apply to all program participants at all times on CTCLC premises and at all school-sponsored activities. These standards exist because they reflect what your future employer will expect of you.

Why this looks like an employment handbook

Because the standards here are industry standards. A participant who arrives late every day, uses their phone during a procedure, or argues with their instructor is practicing habits that will cost them a job. We address conduct the same way a responsible employer would - with coaching first, escalation when needed, and removal when the environment or safety of others requires it.

The CTCLC PROUD Professional Readiness Framework

At CTCLC, every participant is considered an emerging professional. While technical knowledge and occupational skills are essential, employers consistently identify professionalism, accountability, communication, teamwork, and work ethic as the qualities that distinguish successful employees and create opportunities for long-term career success.

The CTCLC PROUD Professional Readiness Framework establishes the professional expectations for every participant throughout their career and technical education experience. These standards apply in classrooms, laboratories, common areas, work-based learning experiences, school-sponsored activities, and any setting in which participants represent CTCLC.

The framework supports CTCLC's mission of preparing participants for successful transitions into employment, postsecondary education, apprenticeships, and military service by reinforcing the professional behaviors expected in today's workforce.

The CTCLC PROUD Framework

STANDARD	WORKPLACE COMPETENCY	WHAT IT LOOKS LIKE
P — Professional	Professionalism	Arrives prepared, maintains an appropriate appearance, communicates respectfully, demonstrates integrity, follows workplace expectations, and represents CTCLC with pride.
R — Respectful	Professional Relationships	Demonstrates courtesy toward classmates, instructors, staff, employers, and community partners; communicates professionally; accepts constructive feedback; contributes positively to the learning environment.
O — Ownership	Accountability	Accepts responsibility for actions, protects school property, follows procedures, practices honesty, completes responsibilities, and learns from mistakes.
U — United	Teamwork	Collaborates effectively, supports classmates, communicates professionally, contributes positively to teams, and recognizes the value of working together toward common goals.
D — Dedicated	Work Ethic	Demonstrates punctuality, attendance, initiative, perseverance, engagement, productivity, and a commitment to continuous improvement.

Professional Readiness Performance Reviews

Professional Readiness Performance Reviews provide participants with meaningful feedback regarding their professional development while reinforcing workplace expectations throughout the school year. The purpose of these reviews is to:

- Recognize professional growth.
- Reinforce positive workplace behaviors.
- Encourage self-reflection.
- Identify opportunities for improvement.
- Prepare participants for successful workforce entry.

Performance is evaluated using the following levels:

LEVEL	DESCRIPTION
Proficient	Demonstrates expected professional and workplace behaviors independently with no supervision or redirection.
Competent	Understands and demonstrates expected professional and workplace behaviors with minimal supervision or redirection.
Basic	Requires supervision, coaching, and guided practice to demonstrate expected professional and workplace behaviors.
Needs Improvement	Demonstrates limited application of expected professional and workplace behaviors and requires further coaching and practice.
NY – Not Yet	The professional or workplace behavior has not yet been introduced, taught, or assessed as part of the participant's program of study.

Implementation of the PROUD Professional Readiness Framework

The CTCLC PROUD Professional Readiness Framework is designed to support participant growth and career readiness. It is not intended to replace academic grades or disciplinary procedures. Instead, it serves as a professional development system that provides participants with ongoing feedback regarding the workplace behaviors expected by employers.

Professional Readiness Performance Reviews may be completed throughout the school year and may be considered during:

- Career readiness sessions
- Quarterly progress reviews
- Parent conferences
- Participant support meetings
- Career planning conferences
- Cooperative Education eligibility
- Clinical placement preparation
- Internship readiness evaluations
- Employer recommendation discussions
- Participant recognition and leadership opportunities

Participants requiring additional support will receive coaching, mentoring, goal-setting activities, and opportunities to demonstrate continued professional growth.

Career Readiness Attainment Review Cycle

Career Readiness Attainment Reviews may occur throughout the school year to monitor participant growth, reinforce workplace expectations, and document progress using the CTC Career Readiness Attainment Levels: **Proficient, Competent, Basic, Needs Improvement, and NY – Not Yet**. Reviews may include:

- **Beginning of the school year** to establish baseline career readiness expectations and introduce professional workplace behaviors.
- **End of each marking period** to assess Career Readiness Attainment, monitor growth, and provide participants with feedback, coaching, and opportunities for continued development.
- **Prior to Cooperative Education, internships, or clinical experiences** to determine the participant's level of readiness for workplace-based learning experiences.
- **Prior to program completion** to document the participant's demonstrated Career Readiness Attainment and overall preparation for transition into employment, postsecondary education, or training.
- **Additional reviews** may be conducted when determined appropriate by instructors, the Career Readiness Coordinator, or administration to support participant growth, address identified areas for improvement, or recognize demonstrated progress.

Program Oversight

The implementation of the CTCLC PROUD Professional Readiness Framework is monitored by the Career Ready Skills Coordinator to ensure consistent application across all career and technical education programs. The Career Ready Skills Coordinator reviews Career Readiness assignments, Professional Readiness Performance Reviews, and Career Readiness Portfolio requirements to monitor participant progress toward workforce readiness competencies.

The Career Ready Skills Coordinator collaborates with instructors and administrators to ensure consistent implementation of the framework, provide recommendations for continuous improvement, and maintain alignment with the Pennsylvania Career Education and Work (CEW) Standards.

Professional Growth Process

When improvement is needed, the Career Readiness Coordinator will work collaboratively with participants using the following process:

1. Identify the applicable PROUD standard in the PROUD Framework.
2. Explain the workplace expectation.
3. Develop an improvement plan.
4. Provide opportunities to demonstrate growth.
5. Recognize improvement during future Professional Readiness Performance Reviews.

The goal of this process is continuous professional growth and workforce readiness.

Alignment to Pennsylvania Career Education and Work (CEW) Standards

The CTCLC PROUD Professional Readiness Framework directly supports the Pennsylvania Career Education and Work (CEW) Standards by integrating career readiness into daily instruction, technical training, work-based learning, and participant development. The framework reinforces the knowledge, skills, and professional behaviors necessary for success in employment, postsecondary education, apprenticeships, military service, and lifelong career development.

PROUD STANDARD	CAREER AWARENESS & PREPARATION	CAREER ACQUISITION	CAREER RETENTION & ADVANCEMENT	ENTREPRENEURSHIP
Professional	✓	✓	✓	
Respectful	✓	✓	✓	✓
Ownership	✓	✓	✓	✓
United	✓	✓	✓	✓
Dedicated	✓	✓	✓	✓

Through this framework, participants develop the employability competencies most valued by employers, including professionalism, communication, teamwork, accountability, ethical decision-making, leadership, dependability, adaptability, problem solving, and lifelong learning.

Commitment to Professional Excellence and the PROUD Framework

Professionalism is developed through consistent daily choices. Every classroom experience, laboratory activity, work-based learning opportunity, leadership experience, and interaction with others provides participants with the opportunity to strengthen the habits and behaviors expected in today's workforce.

- At CTCLC, participants are not simply preparing to graduate. They are preparing to become trusted professionals.

Progressive Conduct Management

CTCLC uses a four-level progressive conduct system. The goal is not punishment - it is correction. Most conduct issues are resolved at Level 1 through a conversation with your instructor. Escalation happens when behavior continues or when an act is serious enough to skip lower levels entirely.

Administrators administer all conduct actions consistently and fairly, on school grounds and during school-sponsored activities off property, including travel on school-rented or leased vehicles. When a participant is removed (i.e. Out of school suspension (hereinafter OSS)) from CTCLC for any period, that removal (OSS) also applies to the participant's home school; participants are restricted from all CTCLC functions and activities, onsite and offsite, for the duration.

- A removal of three (3) or more days requires a mandatory conference (informal hearing) with the participant and parent or guardian before returning to the program.

Conduct Standards Matrix

The matrix below identifies examples of conduct violations by level and outlines the range of appropriate corrective actions. Multiple responses may be applied, and prior conduct history is considered in determining the appropriate response.

LEVEL	EXAMPLES of CONDUCT VIOLATION	CORRECTIVE ACTION OPTIONS
LEVEL 1 – COACHING: Addressed by your instructor. Corrected through conversation and guidance. Can be documented as a warning by the instructor in the participant's record.		
1	Academic dishonesty or misrepresentation	Verbal coaching; personal conference; counselor referral; written warning
1	Unauthorized absence from assigned area (cutting class)	Personal conference; parent notification; written warning; detention
1	Minor horseplay or other minor unsafe behavior in program area (throwing a nonhazardous or nondangerous item to another participant such as a piece of paper, wearing PPE in a joking way, etc.)	Verbal coaching; removal from activity; written warning
1	Uniform or professional appearance violation	Verbal warning; parent notification; written warning (repeat)
1	Minor disruptive behavior in a learning environment (i.e., yelling across the room to someone, talking while the instructor is talking, playing music in theory, etc.)	Verbal coaching; written warning; detention
1	Minor damage to equipment or materials	Parent notification; restitution required; written warning
1	Unauthorized use of personal devices	Device confiscation; written warning (1st); suspension of privileges (repeat)
1	Tardiness to program or class	Written warning; parent notification; loss of privileges; detention
LEVEL 2 - FORMAL COUNSELING: Requires administrator involvement. Documented in the participant's record.		
2	Continued Level 1 conduct after coaching	Written counseling memo; suspension; parent conference
2	Insubordination or disrespect toward staff	Written counseling; suspension; parent conference
2	Falsification of records, excuses, or documentation	Written counseling; suspension; referral
2	Unauthorized departure from program premises	Loss of privileges; suspension; referral
2	Tobacco, vaping, or controlled substance paraphernalia (see Substance-Free Workplace Standards)	Suspension; magistrate referral; ATS (Alternative to Suspension) program option (1st offense)
2	Conduct unbecoming a professional - language, gestures, or behavior	Written counseling; suspension; parent conference
2	Misuse of program equipment or facilities	Restitution; suspension; loss of program privileges

LEVEL 3 - PERFORMANCE IMPROVEMENT / SUSPENSION: *Serious conduct affecting safety or program integrity. Law enforcement may be contacted. Potential Threat Assessment Team Review may be warranted and lead to a Level 4 infraction.*

3	Continued Level 1 and/or 2 conduct	Suspension; removal from program area; parent conference
3	Physical altercation or threat of violence	May result in suspension up to 10-days with an informal hearing conducted; potential TAT review, escalation to Level 4, and law enforcement notification including possible charges
3	Intimidation, coercion, or extortion	Suspension; parent conference; law enforcement referral; possible charges
3	Theft or misappropriation of property	Suspension; restitution; law enforcement referral; possible charges
3	Vandalism or intentional damage to program property	
3	Unauthorized activation of safety systems (fire alarm, etc.)	Suspension; law enforcement; possible charges

LEVEL 4 - REMOVAL FROM CTCLC

A Level 4 violation may result in a mandatory suspension of up to ten (10) school days, an informal hearing, and an administrative review by CTCLC and the participant's home school administration. Following this review, CTCLC may determine that the participant cannot safely or successfully continue in the CTCLC program. In such cases, the participant may be returned to the home school, where the home school will provide a full schedule and reassign the participant to appropriate coursework necessary to meet graduation and credit requirements.

Removal from CTCLC may be considered for serious safety or disciplinary violations, including but not limited to weapons, controlled substances, threats, or other conduct that poses a significant safety concern. Removal may also be considered when a participant is failing the CTCLC program and continued enrollment would prevent the participant from meeting necessary credit or graduation requirements.

Law enforcement will be contacted when required or appropriate based upon the nature of the violation.

4	Continued serious conduct after prior interventions	May result in a 10-day suspension following an informal hearing; law enforcement contacted and possible charges filed, possible program removal.
4	Assault on program staff or administration	
4	Possession, use, distribution, or sale of controlled substances - on or off premises in connection with the program	
4	Possession or use of dangerous weapons or explosives	
4	Arson or bomb threat	
4	Criminal conduct on program premises or at a program-sponsored activity	Mandatory suspension; law enforcement; formal hearing; removal
*	Failing CTCLC	Although failing a program does not warrant discipline, a participant failing CTCLC may result in removal from the program to ensure the participant can obtain the necessary credits at their homeschool in order to graduate.

Removal (OSS), Hearings & Due Process

Removal from the program is administered by the building administrator. Before any removal (OSS), the participant will be informed of the reason and given an opportunity to respond, unless it is clear that the health, safety, and welfare of the school community are threatened. This mirrors the corrective action process used by responsible employers.

Definitions and Procedures:

- Removal from school is an exclusion (OSS) from class or school for 1 to 10 consecutive days.
- Communication to the parents or guardians will follow the suspension action by the school.
- When out-of-school suspension exceeds 3 school days, an informal hearing will be conducted.
- Participants are responsible for contacting their teacher via email or phone about work to be completed while suspended, and are permitted to make up exams and missed work.
- Participants may not participate in extra or co-curricular activities during a suspension.
- Detention is held during the school day at CTCLC and includes an assignment from an instructor and/or administrator, realistic and relative to coursework, sufficient for the duration.
- As part of the detention process, when the behavior or circumstances are appropriate for career-readiness reflection, program participants will complete a reflective workplace-readiness activity coordinated by the Career Readiness Coordinator. The activity will align with Pennsylvania Career Education and Work (CEW) Standards and connect the participant's behavior, decision-making, professional conduct, and personal responsibility to expectations in the workplace.
- Suspensions will not run consecutively beyond the 10-school-day period.
- Suspension from CTCLC is also a suspension at the home school, and vice versa.
- Senior participants with out-of-school suspensions may not be able to walk during Senior Awards Night.

Informal Hearing: The purpose is to enable the participant to meet with the appropriate school official to explain the circumstances of the suspension. Due process requirements include written notification of the reasons for suspension to the parents/guardians and participant, sufficient notice of the time and place, the right to question witnesses, and the right to speak and produce witnesses on their own behalf. An informal hearing is offered whenever an out-of-school suspension exceeds 3 school days.

Removal from CTCLC

If continuance in a CTCLC program is not recommended — whether due to safety concerns involving the participant or others, or because the participant is failing and will not earn the credits required to graduate from their sending school — the participant will be returned to the sending school on the recommendation of the Director, in conjunction with the Superintendent of Record and/or the sending school's principal. Pending that decision, the participant remains in their normal program placement, unless an informal hearing determines that the participant's continued presence would threaten the health, safety, morals, or welfare of others and Board action cannot occur within the suspension period — in which case the participant may be excluded from CTCLC for more than ten (10) days. Any participant excluded under this provision will be provided with alternative education, which may include home study.

Expulsion

If the recommendation to return a student to the resident school is not agreed upon by all parties, CTCLC may move towards expulsion from its school. In the case where CTCLC decides to move towards an expulsion, the guidelines in the Joint Operating Committee Policy Manual Policy #233 will be followed.

Corrective Physical Intervention

Reasonable force may be used by all staff members in response to offenses such as, but not limited to:

- Quelling a disturbance
- Obtaining possession of weapons or other dangerous objects
- The purpose of self-defense
- The protection of persons or property

H

EQUAL OPPORTUNITY & ANTI-HARASSMENT

CTCLC strives to provide a safe and positive learning climate for every participant. It is the policy of the center to maintain an educational environment in which discrimination, harassment, or sexual harassment in any form is not tolerated.

CTCLC prohibits all forms of unlawful harassment of participants and third parties. Participants and third parties who have been harassed are encouraged to promptly report incidents to designated employees. Complaints are investigated promptly, and corrective action is taken when allegations are substantiated. Confidentiality is maintained consistent with the center's legal and investigative obligations, and neither reprisals nor retaliation will occur as a result of good-faith reports.

Discrimination Other Than Title IX

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, religious creed, religion, sex, gender identity, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's center (school) or center (school) -related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a center (school).

Title IX

Title IX sex-based discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation and gender identity.

Title IX sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including:

1. Quid pro quo harassment
2. Hostile environment harassment
3. Sexual Assault, dating violence, domestic violence or stalking

Such conduct must have taken place during a center (school) education program or activity and against a person in the United States to qualify as sex-based discrimination or harassment under Title IX. This includes conduct that is subject to the center (school)'s disciplinary authority. An education program or activity includes, but is not limited to, academic, extracurricular, research, occupational training and other education programs or activities of the center (school). The center (school) is obligated to address a sex-based hostile environment in a center (school) education program or activity, even when some conduct is outside the center (school)'s program or activity, or outside of the United States.

Supportive measures shall mean non-disciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent and without fee or charge to the complainant or the respondent in order to:

Restore or preserve access to the center (school)'s education program or activity, including measures designed to protect the safety of the individuals or the center (school)'s educational environment; or

Provide support during the grievance procedures or during an informal resolution process.

Reports of Title IX Sex-Based Discrimination and Harassment and Other Discrimination and Retaliation:

The Title IX Coordinator shall conduct an assessment to determine whether the reported conduct meets the definition of Title IX sex-based discrimination or harassment and the appropriate procedures to address the conduct in accordance with this Joint Operating Committee policy and procedures, or other Joint Operating Committee policies. If the Title IX Coordinator reasonably determines that the conduct may constitute sex-based discrimination or harassment, or other discrimination or harassment, the Title IX Coordinator shall take the following steps under applicable law and regulations, this Joint Operating Committee policy and procedures.

The complainant or reporting employee is encouraged to use the report form available from the building administrator, but all complaints shall be acceptable.

Once a complaint has been received, the complaint process shall be in accordance with Policy #103 of the approved policy manual.

Dating Violence (JOC Policy 252)

Dating violence is prohibited at CTCLC, on school property, at school-sponsored activities, and in any setting where CTCLC has supervisory responsibility. Dating violence includes physical, sexual, verbal, or emotional abuse directed at a current or former dating partner, as well as patterns of controlling or threatening behavior within a dating relationship.

Participants who experience or become aware of dating violence are encouraged to report it to a teacher, counselor, administrator, or the Title IX Coordinator. Reports will be handled in accordance with JOC Policy 252, applicable law, and participant support procedures, and supportive measures will be made available consistent with the participant's safety and access to their education program.

Mandated Reporting of Suspected Child Abuse or Neglect

Just as a workplace has legal obligations to its employees, CTCLC staff carry legal obligations to protect participants. CTCLC employees are mandated reporters and are required by Pennsylvania law to report suspected child abuse or neglect to the appropriate authorities whenever they have reasonable cause to suspect it, in accordance with the Pennsylvania Child Protective Services Law and CTCLC procedure. This obligation applies regardless of where the suspected abuse or neglect occurred and is separate from and does not depend on any other disciplinary or conduct process in this handbook.

SUBSTANCE-FREE WORKPLACE STANDARDS

CTCLC recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community. As an educational institution preparing participants for the workforce, the center strives to prevent abuse of controlled substances.

For purposes of this policy, controlled substances mean all: substances prohibited by federal and state law; look-alike drugs; alcoholic beverages; anabolic steroids; drug paraphernalia; volatile solvents or inhalants (such as glue and aerosol products); and prescription or patent drugs except those permitted under JOC policy. “Under the influence” includes any consumption or ingestion of controlled substances by a participant.

CTCLC prohibits participants from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time on school property, at any school-sponsored activity, and while traveling to and from school and school-sponsored activities.

Reasonable Suspicion / Testing

If, based on a participant's behavior, medical symptoms, vital signs, or other observable factors, the building administrator has reasonable suspicion that the participant is under the influence of a controlled substance, the participant may be required to submit to drug or alcohol testing, or the testing of vape pens. Testing may include analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

Tobacco and Smoking

Smoking, use of tobacco, electronic cigarettes, vaporizers, vaping liquid, or possession of these items in any form on school property is not permitted (Pennsylvania Anti-Smoking and Clean Air Law, September 1, 1989). Violations are subject to disciplinary action and referral to the District Magistrate. Consequences include suspension from school and a parental conference.

Alternative to Suspension Program (“Catch Your Breath”)

Most employers maintain drug-free and tobacco-free workplace policies. This program does too - but because the loss of education to participants is costly to all concerned, CTCLC offers a proactive alternative for first-time tobacco/vaping violations: the “Catch Your Breath” Alternative to Suspension (ATS) Program. The program consists of four sessions, approximately 50 minutes each, covering the facts of participant tobacco use, comparison of smoking and vaping, long-term effects of vaping, addiction and the brain, influence of social media, strategies for quitting, and future planning.

Attendance is mandatory for participants who choose the ATS program. If a participant is excessively late or misses a session, the full mandatory suspension is issued and the violation is submitted to the local magistrate.

Parents/guardians receive a copy of a signed student contract with the dates and times of required attendance.

Controlled Substances in Continued Enrollment

Participants found using drugs/alcohol who are allowed to continue their education at CTCLC must complete the DATS (Drug and Alcohol Treatment Service) program or be removed from CTCLC.

J**TECHNOLOGY, DEVICES & DRIVING STANDARDS****Acceptable Use / Computer Use**

CTCLC strives to afford every participant the ability to enhance their education through computer technology. Participants have access to computers in classrooms and specific labs and may be required to access the internet to complete assignments.

The smooth operation of the school's computer network relies upon the proper conduct of each user and adherence to strict rules and guidelines. Violation of these rules results in immediate termination of network/internet access and disciplinary action up to and including suspension.

Use of CTCLC computers and networks is a privilege. Vandalism - any attempt to harm or destroy another user's data, hardware, or software, including creation or transmission of computer viruses or any activity that disrupts efficient operation - results in loss of privileges and is subject to disciplinary action including dismissal or expulsion, and/or referral to the district magistrate or other legal action. Participants receive a copy of the Acceptable Use Policy from their instructors and must agree to abide by it before computer access is granted; copies are also available from the Principal.

Cellphones, Electronic & Entertainment Devices

Toys, radios, iPods, MP3 players, cell phones, headphones, earbuds, electronic games, cameras, cards, spinners, and other entertainment devices are not permitted in classrooms; staff will confiscate and store these items in the main office, and disciplinary action will follow.

Use of cellular phones and any device capable of taking photographs, recording audio/video, or texting is prohibited during the instructional day. Cellphones are allowed only during non-instructional times, scheduled lunches, and after 3:00 PM; a phone in plain view is a violation; cell phones must remain off during an evacuation. Taking pictures, recordings, or videos in the school may result in disciplinary action up to and including suspension and may involve law enforcement.

OFFENSE	CONSEQUENCE
1st offense	Teacher or administrator warning; device confiscated and returned at the end of the day
2nd offense	Detention; device confiscated and held in the main office for the next 5 school days; parental meeting scheduled
3rd offense	Suspension; device confiscated and held in the main office for the remainder of the school year
Additional offenses	Confiscation, out-of-school suspension, and a parent meeting to determine a corrective action plan

► *Refusal to turn over the phone will result in immediate suspension. CTCLC assumes no responsibility for lost or damaged entertainment/communication devices.*

K**SAFETY, SECURITY & SEARCH POLICY****Search of School Property**

The CTCLC supports the elimination of the possession or use of illegal substances/devices. The administration wants to convey a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances.

It shall be the policy of CTCLC to permit the administration to periodically invite law enforcement agencies, or other qualified agencies or individuals, to search school property with dogs trained for the purpose of detecting the presence of illegal substances:

- The administration shall authorize the search and have a designee on hand while the search is taking place.
- Parents and program participants are notified of this policy through its
- inclusion in the Participant Handbook.
- All school property such as lockers, classrooms, and storage areas may be searched.
- Individual(s) shall not be subjected to a search by dogs.
- Once this notification has been given to parents and program participants, the CTCLC will have met its obligation to advertise the searches. Additionally, notices need not be given and actual times or dates of planned searches need not be released in advance.

Search of Participant and Belongings

With reasonable suspicion, an administrator can require a participant to present his/her belongings for the search of prohibited items, illegal substances, or weapons. School personnel, to assist in the search of a participant and his/her belongings, may use electronic wands.

School lockers, desks, locker rooms, roadways, and parking areas are the property of CTCLC. The use of such property by program participants is a privilege, not a right. The reasonable expectation of privacy that program participants enjoy does not extend to lockers, desks, or vehicles parked or driven on school property. CTCLC reserves the right to search lockers, desks, and vehicles on school property when necessary for the protection of the health, welfare, and maintenance of discipline in the classroom or on school grounds. This may include random, blanket, periodic, or sweeping searches, and may include the use of animals or mechanical means in an effort to detect the presence of illegal substances, weapons, or other prohibited articles or materials and/or facsimiles of illegal substances, weapons, or other prohibited articles or materials. Random, periodic, or sweeping searches of all lockers will be conducted without regard for any individual suspicion.

Searches of program participants, participants' clothing, and participants' possessions may be conducted if the administration determines that a reasonable level of suspicion exists that a violation of school policy has occurred. Program participants who refuse to be searched, including their personal belongings (backpacks, bookbags, purses, vehicles, etc.) will be subjected to disciplinary action.

Gang Policy

The use of hand signals, written or oral comments, stances, stares, graffiti, or the presence of apparel, jewelry, accessories, or grooming that indicates or implies membership or affiliation with a gang or group - real or implied - presents a clear and present danger to the school environment and is strictly prohibited. Any person wearing, carrying, or displaying gang/group paraphernalia; exhibiting gang-affiliated behavior or gestures; or participating in activities that intimidate or affect another participant's attendance will be subject to disciplinary action including suspension and/or permanent expulsion under applicable Pennsylvania law.

Loud, Abusive, and/or Profane Language or Behavior

It is CTCLC policy to prevent disruptions to school operations, sponsored functions, and the instructional process. All persons - including but not limited to participants, parents, visitors, and members of the public - are prohibited from loud, foul, profane, and abusive language, whether spoken or written, or disruptive behavior of any kind on school premises. Violation may result in removal from school property by appropriate authorities; participants may face disciplinary procedures, and members of the public may be charged with trespassing for failing to vacate when directed. All violators remain subject to applicable Commonwealth of Pennsylvania law.

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PROGRAM ADMINISTRATION & SUPPORT PROGRAMS

In-School Detention

In-school detention may be scheduled during the school year for an infraction of any school rule. Detention time runs 8:45–11:00 AM (AM Session), 12:45–3:00 PM (PM Session), or possibly during lunch; participants are not notified in advance of their scheduled time. Privileges - including driving, cooperative education, field trips, and other programs or assemblies - may be withdrawn for participants repeatedly issued detention. Grades and certificates are held until the obligation is served, and unserved detentions carry over to the following year.

Restricted Movement

The Restricted Movement Policy avoids interruptions to a participant's educational program due to misbehavior. Participants may be placed on restricted movement for violations such as excessive class cutting, an excessive number of detentions, being found in an unauthorized area, causing a classroom disruption, or lateness to school.

1. Participants on restricted movement report to the main office for a form prior to the start of class and return it before leaving school. Failure to do so results in further discipline.
2. At the start of each class period, the participant presents the restricted movement paper to each teacher for a signature; comments on behavior, attitude, timeliness, and participation may be entered.
3. While on restricted movement, a participant may be excluded from committee work, assemblies, or student government activities; during assemblies, participants report to a designated room.
4. Participants on restricted movement may not leave the classroom except to see the nurse, report to the School Counselor's office with a previously arranged pass, or use the lavatory.

Participant Complaint Process

To provide an unrestricted and open-ended input or feedback system, CTCLC has instituted JOC policy number 219, available for review at www.ctclc.edu.

Student Assistance Program (SAP)

Every school in Pennsylvania is required to have a plan for identifying and assisting participants who experience barriers to learning. The CTCLC–SAP team follows PA Department of Education guidelines and is confidential.

A SAP team is comprised of trained individuals from CTCLC staff and Lackawanna community agencies who provide assessment and support to participants and their parents/guardians as a team. The team does not diagnose, treat, or refer a participant for treatment - it provides information, with the goal of helping the participant succeed in school. Anyone can refer a participant: parent, teacher, principal, peers, or self-referral. Participation is voluntary. If you feel a participant needs help, call the school (570-346-8471) and ask to speak with a member of the SAP team.

Bullying Prevention

CTCLC is committed to protecting participants from all forms of bullying behavior. Every participant has the right to attend school in a non-threatening environment where they are treated with dignity and respect. CTCLC is committed to working together with participants, parents/guardians, and sending school districts to provide a safe and secure environment for participants and staff.

If a participant is being bullied, they are strongly encouraged to tell someone - a teacher, administrator, school nurse, school counselor, or parent. Bullying behaviors will be investigated and handled professionally and fairly. For more information about bullying, including cyberbullying, see CTCLC Policy #249; for hazing, see Policy #247. Both are available at www.ctclc.edu.

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GENERAL OPERATING INFORMATION

School Lockers

School lockers are the property of the school, not the participant, and are used to store lab clothes, lab supplies, and other personal property. Lockers must be locked at all times; participants should not bring large sums of money, jewelry, or other valuables to school. CTCLC is not responsible for loss or theft of personal property, and lockers must be cleaned out before the end of the school year. Administration has the right to inspect any participant's locker at any time without permission, and lockers may be checked by a police K-9 unit at the request of administration at any time.

Lost & Found

Found items should be turned in to the Main Office so owners may claim them as soon as possible. Theft of materials should be reported to the instructor and/or office immediately. Money and valuables should not be placed in lockers or brought on the bus or into the building - if necessary, they should be left in the Main Office. The school is not responsible for theft or damage to personal property, including vehicles and items left in vehicles, lockers, or classroom areas.

Visitors

Visitors are welcome at CTCLC. All visitors enter through the Main Entrance, present valid photo identification, and register at the Main Office to obtain a visitor's badge, which must be worn at all times while visiting. Visitors not abiding by the rules will be asked to leave the building.

Handbook Verification Forms & Shop Permits

Participants are required to return their completed handbook verification forms, shop permits, computer usage form, media consent form, and similar documents to the school within the time specified by administration. Participants who do not return completed forms within the specified time will face disciplinary consequences and will not be permitted to work in the lab areas.

Participant Involvement with Media

Participants take part in a number of classes and school-sponsored activities during the school year, and certain classes and activities may be recorded by the news media, CTCLC personnel, or other participants. From time to time, participant pictures, class work, or school activities information may be included in school newsletters or released to local media. Any media interaction with participants and posting of pictures, class work, and/or activities information must be approved in advance by administration. Parents must sign the media release form found on the CTCLC website.

Safe School Practice

CTCLC is dedicated to providing all who enter its campus or participate in its programs a safe and secure environment. This includes maintaining a safe facility, enforcing applicable safety policies and procedures, and encouraging any person to report - in confidence and without fear of reprisal - any situation that compromises safety and security. Policies and procedures pertaining to health, safety, emergency management, and crisis management may be reviewed by contacting the Director's office during normal business hours.

► *CTCLC is mandated by the Pennsylvania Department of Education to maintain a memo of understanding with local authorities and is required to contact them on issues pertaining to violence, weapons, substance abuse, harassment, hate crimes, or any other action detrimental to a healthy learning environment. This zero-tolerance policy provides our community with a safe and secure educational environment.*

The Career Technology Center of Lackawanna County does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Title IX Coordinator/Compliance Officer, Mr. Dominick Carachilo, or the Section 504 Coordinator, at 3201 Rockwell Avenue, Scranton, PA 18508 / 570-346-8471, or the Office of Civil Rights, 801 Market Street, Suite 1000, Philadelphia, PA 19107-3126, 1-800-669-4000 / 267-589-9700 / PDOContact@eeoc.gov.

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ACADEMIC CALENDAR

Academic Calendar
2026.2027Career Technology Center
of Lackawanna County

August '26						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
24-26 Teachers' Inservice: No School for Students						
27 Students First Day of School						
Student Days: 3 YTD: 3						
Teacher Days: 6 YTD: 6						

November '26						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
11 Veterans Day: School Closed						
23 No PM Session for Students, Half Day for Staff						
26-30 Fall Break: School Closed						
Student Days: 17 YTD: 62						
Teacher Days: 17 YTD: 65						

February '27						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
12 Teachers' Inservice: No School for Students						
15 Presidents' Day: School Closed						
Student Days: 18 YTD: 116						
Teacher Days: 19 YTD: 120						

May '27						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
27 CTC Senior Awards Night						
31 Memorial Day: School Closed						
Student Days: 20 YTD: 178						
Teacher Days: 20 YTD: 182						

September '26						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
7 Labor Day: School Closed						
Student Days: 21 YTD: 24						
Teacher Days: 21 YTD: 27						

December '26						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
24 No PM Session for Students, Teacher's Inservice in PM						
24-31 Winter Break: School Closed						
Student Days: 17 YTD: 79						
Teacher Days: 17 YTD: 82						

March '27						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
24 No PM Session for Students, Teacher's Inservice in PM						
25-29 Spring Break: School Closed						
25, 29 Possible Snow Make Up Day(s)						
Student Days: 20 YTD: 136						
Teacher Days: 20 YTD: 140						

June '27						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
8 Tentative Last Day of School for Students and Teachers						
Student Days: 6 YTD: 184						
Teacher Days: 6 YTD: 188						

October '26						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
12 Columbus Day: School Closed						
30 No PM Session for Students, Teacher's Inservice in PM						
Student Days: 21 YTD: 45						
Teacher Days: 21 YTD: 48						

January '27						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
1 Winter Break: School Closed						
18 Martin Luther King Holiday: School Closed						
Student Days: 19 YTD: 98						
Teacher Days: 19 YTD: 101						

April '27						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Student Days: 22 YTD: 158						
Teacher Days: 22 YTD: 162						

July '27						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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LEGAL NOTIFICATIONS & HANDBOOK FORMS**Family Educational Rights and Privacy Act (FERPA)**

Notification of Rights under FERPA for Secondary Schools. The Family Educational Rights and Privacy Act (FERPA) affords parents and participants over 18 years of age ("eligible students") certain rights with respect to the participant's education records:

1. The right to inspect and review the participant's education records within 45 days of the day the School receives a request for access. Parents or eligible program participants should submit a written request identifying the record(s) to the School principal or appropriate official. The School will arrange access and notify the parent or eligible student of the time and place; the School is not required to provide copies and may charge a fee if copies are requested.
2. The right to request amendment of records the parent or eligible student believes are inaccurate. The request should be in writing to the School principal or appropriate official, clearly identifying the part of the record to be changed and why. If the School declines, it will notify the parent or eligible student of the decision and the right to a hearing.
3. The right to consent to disclosures of personally identifiable information, except to the extent FERPA authorizes disclosure without consent - such as to school officials with legitimate educational interests (administrators, supervisors, instructors, support staff including health/medical and law enforcement unit personnel, School Board members, contracted service providers such as an attorney, auditor, medical consultant, or therapist, or a parent/student serving on an official committee). 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 FERPA violations: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible participants certain rights regarding CTCLC's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. This includes the right to consent before a participant is required to submit to a survey funded in whole or in part by the U.S. Department of Education that concerns protected areas such as political affiliations, mental or psychological problems, sex behavior or attitudes, illegal or self-incriminating behavior, critical appraisals of family members, legally recognized privileged relationships, religious practices, or income (other than as required by law). Parents/eligible participants also have the right to inspect certain instructional materials used in connection with such surveys, and to opt a participant out of activities involving the collection, disclosure, or use of personal information for marketing purposes. CTCLC will comply with FERPA, PPRA, and applicable JOC policy in administering these rights.

Directory Information Notice

FERPA also permits CTCLC to disclose appropriately designated “directory information” without prior written consent, unless a parent/guardian or eligible participant has advised CTCLC otherwise in accordance with this notice. Directory information - information generally not considered harmful or an invasion of privacy if disclosed - may include a participant's name, address, telephone number, email address, date and place of birth, program of study, participation in officially recognized activities, dates of attendance, honors and awards received, and similar information. Directory information will not include Social Security numbers or participant ID numbers used alone to access education records.

Parents/guardians or eligible participants who do not want CTCLC to disclose directory information without prior written consent must submit a written opt-out request to the main office within the timeframe specified in registration materials.

Handbook Verification

All handbook verification forms are to be electronically signed. Forms are accessible via an email sent from CTCLC's electronic platform, CTE-360, to all participants' CTC email addresses, or directly at <https://ctclc.cte-360.com/>, or by scanning the QR code provided at registration.

How to Access the Forms:

1. Go to <https://ctclc.cte-360.com/>
2. Select “Sign In with Google.”
3. Choose the “Forms” Tab.
4. Under the Forms Tab, select “REQUIRED” - all documents that need to be completed will be listed.
5. Forward the forms to your parent's or guardian's email, and verify the email address is correct.

► *Both the participant and a parent or guardian must sign the required documents. Deadline for the 2026–2027 school year to be confirmed by administration.*