

**2021-2022**

# **STUDENT HANDBOOK**



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**This document is updated throughout the school year.  
Please visit our website for the most up-to-date version.**

**[www.berkscareer.com](http://www.berkscareer.com)**

**NAME:** \_\_\_\_\_

# Berks Career & Technology Center

## 2021-2022 School Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
				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

August 2021						
Su	M	Tu	W	Th	F	Sa
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				

September 2021						
Su	M	Tu	W	Th	F	Sa
			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		

October 2021						
Su	M	Tu	W	Th	F	Sa
					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						

November 2021						
Su	M	Tu	W	Th	F	Sa
	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				

December 2021						
Su	M	Tu	W	Th	F	Sa
			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	

January 2022						
Su	M	Tu	W	Th	F	Sa
						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					

February 2022						
Su	M	Tu	W	Th	F	Sa
		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					

March 2022						
Su	M	Tu	W	Th	F	Sa
		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		

April 2022						
Su	M	Tu	W	Th	F	Sa
					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

May 2022						
Su	M	Tu	W	Th	F	Sa
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				

June 2022						
Su	M	Tu	W	Th	F	Sa
			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		

- August 2021**  
18, 19 - In-Service Day  
24 - First Student Day
- September 2021**  
3, 6 - Labor Day Weekend
- October 2021**  
11 - In-Service (Hosting Skills USA Districts)
- November 2021**  
22, 23 - Act 80 Days  
24, 25, 26, 29 - Thanksgiving
- December 2021**  
23 - 31 - Winter Break
- January 2022**  
3 - Winter Break  
17 - In-Service Day
- February 2022**  
21 - President's Day
- April 2022**  
12 - Act 80 Day  
13, 14, 15, 18 - Spring Break
- May 2022**  
30 - Memorial Day
- June 2022**  
3 - Last Student Day

*Note: February 21, April 13, 14 and 18 may be scheduled as emergency/weather-related make-up days.*

179 Instructional Days  
3 Act 80 Days  
4 In-Service Days  
3 Event Function Days  
189 Contracted Days

Events are 1/2 day each.

**Legend**

- First/Last Student Day
- In-Service Days
- Holiday
- Using FIDS otherwise Possible Weather Related
- Act 80 Days

Calendar template by Vertex42.com

# **Quality Statements**

## **Our Mission**

is to prepare all students  
for successful careers and higher education  
through a highly acclaimed,  
integrated academic and technical educational experience.

## **Our Vision**

is to provide a safe learning environment  
where each student is valued and prepared to succeed.

## **Our Commitment to Quality**

We are committed to providing  
quality instruction and services  
to the satisfaction of our students  
and other stakeholders.

# **Beliefs**

## **Our Beliefs**

**We believe** that all students are important and we value the uniqueness of each individual.

**We believe** that a high quality teaching and learning process must be a top priority with a shared responsibility for student success.

**We believe** that high standards and high expectations coupled with relevant experiences will motivate students to achieve excellence.

**We believe** all students can learn and have a desire to be successful.

**We believe** in providing a professional and safe learning environment that embraces diversity and mutual respect.

**We believe** that all students must have the skills, knowledge, and attitudes necessary to compete in a rapidly changing and technologically sophisticated global economy.

**We believe** that continual learning and professional development for all staff members are essential to student achievement.

**We believe** in continuous improvement and life-long learning.

**We believe** that participative processes with key stakeholders during the decision-making process yield the best results.

**We believe** in embracing accountability based on documented outcomes.

**We believe** that achievement is the shared responsibility of all stakeholders in the learning community.

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# INTRODUCTION

The broad educational program offered by the BCTC is available to students from the following school districts:

Antietam	Fleetwood Area	Schuylkill Valley
Boyertown Area	Governor Mifflin	Tulpehocken Area
Brandywine Heights Area	Hamburg Area	Twin Valley
Conrad Weiser Area	Kutztown Area	Wilson
Daniel Boone Area	Oley Valley	Wyomissing Area
Exeter Township		

Representatives from education, labor and industry have planned and developed these career and technical programs to supplement what is offered by the above-named school districts.

This is your school and you have reason to be proud of it. You will find the educational programs offered here rewarding and challenging as you prepare for your future in the world of work or post-secondary education.

**ATTENTION:** For the safety of our staff, students, and visitors, the Berks Career and Technology Center and its busses are equipped with closed circuit video surveillance systems.

## GENERAL INFORMATION/SCHOOL PROCEDURES

<b>I. ATTENDANCE</b>	<b>POLICY 204</b>
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### STUDENT ATTENDANCE GUIDELINES

The goal of the BCTC is to prepare students for rewarding careers and lifelong learning. The development of appropriate work habits and attitudes, including regular attendance, is critical for success both on the job and at the Career Center. For these reasons the BCTC has established the following guidelines in conjunction with the Pennsylvania School Code and the Pennsylvania Department of Education:

If a student is absent on any day, INCLUDING conflict days, the following procedure will be followed:

**Parent Responsibility:** Complete Parent Portal Sign Off/BCTC Student Handbook Form

**Agree to keep any student home who displays COVID-19 symptoms or is ordered to quarantine. Refer to BCTC Health and Safety Plan, follow CDC, PDE or PA Department of Health guidelines.**

When a student is absent from BCTC, the parent must notify the BCTC attendance office via telephone: 610-987-6201 (East) or 610-374-4073 (West) by 9:00 am on the day of the absence. Otherwise, they must send an excuse blank/Healthcare provider note upon return to school. The note should be turned into the teacher.

**Failure to notify BCTC within three (3) school days will result in the absence being classified as unexcused and if an excuse note is turned in after three days the student attendance record will be listed “unexcused- late note”. Once an absence is classified as unexcused, the student will not have the opportunity to make-up missed work/assignments. Excuse blanks may be obtained from the teacher, in the main office, and on our website.**

Frequent absences in excess of three (3) consecutive school days may be considered chronic and may require a doctor's excuse. Also, the sending school district may take legal action for truancy.



**CONFLICT DAY NOTICE:** There may be days when your high school is closed, on early dismissal or late arrival and BCTC is open. When BCTC is open, students are expected to attend BCTC according to the approved BCTC school calendar. Buses will run to and from district high schools to BCTC and back at the regular scheduled times. Unless notified otherwise, bus times remain unchanged on conflict days. Parents are asked to arrange transportation to and from the high schools to home. Should transportation arrangements not be available, students must bring in a note from the parent or guardian to that effect for the absence to be excused.

**PLEASE NOTE: PARENT/GUARDIANS MUST PROVIDE A SEPARATE ABSENCE NOTIFICATION OR PHONE CALL FOR BCTC AND THE SENDING SCHOOL.**

**During Pandemic, students are expected to follow their sending school schedule, ex. Boyertown(hybrid) attends in-person Monday and Tuesday, virtual attendance Wednesday, Thursday and Friday.**

Frequent absences from school disrupt the educational process. The benefits from regular attendance and instruction are lost and cannot be regained; therefore, the following procedure will be enforced:

**\* All absences beyond 10 cumulative days shall require an absence note from a licensed physician.**

At five (5) and seven (7) days of unexcused/excused absences, and ten (10) days of unexcused absences, a letter will be sent informing the parent/guardian that BCTC will notify the sending school district that credit for their program and/or course could be denied to the student due to excessive absenteeism (i.e., >10 days unexcused absences). A copy of the letter shall be sent to the district. A doctor's excuse may be required for each absence thereafter the ten (10) day letter.

Students who accumulate more than (10) days of unexcused absences within a school year are at risk of failing their program, and may not be eligible to return to BCTC the following school year. For students with disabilities, an IEP meeting may be reconvened to reevaluate the appropriateness of the CTC program placement.

Absences will be recorded as unexcused, based on, but not limited to, the following list of reasons:

- Oversleeping
- Car trouble
- Unauthorized trips
- Unauthorized vacations
- Missing the bus
- Working before, during or after school
- Failures to provide an absence excuse consistent with BCTC procedure

Students **may not** excuse themselves from school under any circumstances.

### **STUDENTS WHO BECOME ILL WHILE ON CAMPUS**

Students who become ill, either at their participating sending school district or at the Berks Career and Technology Center, must report to their school nurse. Failure to do so will result in an unexcused absence and progressive disciplinary measures for "cutting" school.

Whenever a student wishes to be excused from school for reasons of hunting, vacation, etc., s/he must apply in advance for permission from his/her participating sending school district administration. Students must provide a copy of the approval letter to Berks Career and Technology Center, otherwise after (3) school days this occurrence will result in an unexcused absence.

Excessive and unlawful absences (Truancy) will be referred to the sending school for action in compliance with official notice and prosecution procedures of the Commonwealth of Pennsylvania Public School Code, Section 1333 and Act 29 of 1995.

## **PROCEDURES FOR EXCUSED ABSENCES FROM INSTRUCTIONAL ACTIVITIES DUE TO INTERNAL CO-CURRICULAR EVENTS**

While interference with any BCTC instructional activity is not encouraged, there are instances where conflicts arise and may take precedence. Examples include the cancellation of a sending school's attendance at the Career and Technology Center on a school day for some specific co-curricular activity at the sending school, which requires the involvement of their Career and Technology Center students.

Activities or events of an internal nature may include: youth club activities, assemblies, student services activities, guest speakers, or a planned activity which requires a student's absence from one activity over another, e.g., major testing situations.

Realizing that conflicts of internal activities may arise throughout a school year, the following guidelines are to be followed:

The event/activity must be planned, organized, and approved by administration at least two (2) weeks in advance of the scheduled date; however, if extenuating circumstances do not allow for a two-week notice, the request will be dealt with on an individual basis.

The student may be withheld from attending an internal activity at the discretion of the teacher because of unsatisfactory performance in the student's instructional area. This unsatisfactory performance includes the academic and behavioral aspect of overall class performance.

If a teacher or administrator does not grant permission for attendance at an event, the student may not attend the event. If the student disregards this denial, the student will be in violation of two (2) discipline code guidelines: "insubordination" and "unexcused absence from class activity," and will be suspended for his/her actions.

Any teacher may request to withhold his or her entire class from an activity/event; if he or she feels that the conflicting activity/event should not take precedence over a planned activity.

## **WORK-BASED EDUCATION GUIDELINES**

BCTC provides opportunities for senior students to participate in the Work-Based Education program.

Work-Based Education is a collaborative effort by school, business and industry for the training of apprentices and learners. Students, who meet the requirements of the basic trade and technical training, attitudes, and good work habits, are recommended for on-the-job training.

Work-Based Education coordinators are responsible for coordinating placement, paperwork, on-site visitations and evaluations of the students between the employer and the teachers.

The students are paid at least the prevailing minimum wage for the time on the job and spend half of the day at the sending school for academic subjects and the other half of the day on the job. The student must work a minimum of 2 days and 15 hours a week to qualify as a Work-Based Education Student and receive credit to meet graduation requirements.

Most Work-Based Education students continue to work for the same employers upon graduation, which is indicative of a positive business/education partnership.

Work-Based Education is a privilege and is an integral part of the career and technical program and the opportunities available for employment will be affected by excessive absenteeism. The following is a list of criteria and guidelines for participation in the program:

The student's educational or career objective must have a direct correlation to the Work-Based Education experience training station as indicated in the Standards Based Report Card. The remaining tasks necessary for a Certificate of Competency must be attained while on Work-Based Education or the student will return to the regular vocational program to complete his or her career training.

The Career Center teacher must approve the student's participation in the program.

The Job Seeking/Keeping Learning Guides, including a portfolio, must also be completed for participation as well as the Student Project being completed or complete except for the scheduling of the oral presentation, when applicable.

The students will be paid at least the prevailing minimum wage for the time on the job.

The student will spend half a day at the sending school for academic subjects and the other half-day on the job.

The students shall be legally employed a minimum of 15 hours a week during the school year. These hours can be other than school hours.

The student's prior performance in the school program, as evidenced by attendance, citizenship records, must be satisfactory, including no student debt.

Students will receive credit for their participation in the program toward graduation on a basis comparable to that for their Career and Technology Center course.

The student will be required to adhere to all Federal, State, and Local Child Labor Laws applicable to his/her age and job category.

The student will be returned to a regular Career Center schedule if his/her employment is terminated or temporarily suspended.

Students are required to attend BCTC 4 days a month (typically a Monday, unless it falls on a day off) to meet with their program teacher for the purpose of preparing for the NOCTI end of program exam. **All students will be given a Work-Based Education Meeting Schedule with dates and instructions at the start of the school year.** The student meets with the WBE Coordinator one Monday a month (noted on schedule in **BOLD**) for 30 minutes to record hours and update job progress. The remainder of the time, they will be in their lab.

The student will maintain the best attendance record possible.

The student will notify the employer and appropriate school office in case of absence.

The student will work a minimum number of hours per school week equal to the total weekly time released from school, usually 15 hours. The maximum hours per school week are limited to 28 plus the number of hours released from school. The total per day is not to exceed 8 and 40 hours per week if the student is under age 18.

The student will report to the Career Center on non-scheduled workdays, if it is a scheduled day of instruction.

The student will be suspended from work when suspended from school. The student will not be allowed to report for work on a day when he/she is absent from school.

The student will be expected to be on time for work and limit breaks to the actual time allotted.

## **SCHOOL CLOSING**

In the event a student's participating sending school district is closed due to inclement weather, or some other emergency, BCTC classes will be cancelled for this sending school. In rare incidents where a majority of sending schools may close, BCTC may also close. For information regarding BCTC closing, tune to your local radio or television stations or web sites: WEEU-830 AM, WRFY-102.5FM, WRAW-1340 AM, WIOV-1240 AM & 105.1FM, and WFMZ TV Channel 69 news.

NOTE: During a BCTC school closing, a student on Co-Op may report to work with parental permission. It is not mandatory to report to work under unsafe conditions. All employees are made aware of this policy.

## **CONFLICT DAYS**

Recognizing the difficulty in establishing a common calendar among 16 participating sending school districts and the instructional impact of not having students attend 182 days, the JOC recommends that all districts require or strongly encourage their students enrolled at BCTC to attend BCTC according to the BCTC approved calendar. Consequently, all students enrolled at BCTC will be expected to be present on all approved instructional days. A copy of the BCTC approved school calendar can be found at the beginning of this handbook.

Our participating sending school districts and BCTC are committed to ensuring the success of all students and recognize the negative impact loss of instruction can have on a student's success.

Therefore, BCTC will provide transportation from the participating sending school high school to each of our campuses and back on all conflict days. Please note: students are responsible for getting to and from his or her participating sending school high school during days when the participating sending school high school is not in session, unless the administration from the participating sending school high school has made other arrangements. Should a student not attend BCTC during a conflict day, an absence notification is required, the same as any other absence.

## **EARLY DISMISSAL/LATE ARRIVAL**

Early dismissal from or late arrival to Berks Career and Technology Center will only be permitted on a case-by-case basis. The student must make this request in writing to the Assistant Principal/Supervisor at the Berks Career and Technology Center stating the reason, date and time for the early dismissal or late arrival.

## **CHANGE OF ADDRESS**

In the event that you change your legal residence, it is your responsibility to report to the attendance office and complete a new Student Handbook Sign Off Sheet / Student Pick Up Registration Form/Emergency Contact/Health Form, as soon as possible. This form can be found at the end of this handbook.

## **SCHOOL MESSENGER**

The Berks Career & Technology Center uses the School Messenger notification service to send important information to families through phone calls, emails, and text messages.

To comply with wireless carrier requirements and protect against unsolicited text messages, you may receive a text message on the wireless cell phone number which the School has on file, requesting that you "opt-in" to receive important information from the School via our SMS text messaging service.

The message you receive will come from our 'short code', 68453 and read similar to the following:

"Berks Career & Technology Center messages. Reply "Y" or "Yes" to subscribe or "STOP" to cancel. Msg & data rates may apply.

Msg freq varies. Visit [schoolmessenger.com/txt](http://schoolmessenger.com/txt) for info"

So that you may continue to receive these important messages, we encourage you to reply with "Y" or "Yes" when you receive such a verification message. If you do not reply, you will not receive any further text messages from our school. To opt out of all text messages from School Messenger, visit <http://www.schoolmessenger.com/txtmsg/> or reply with "STOP" to the opt-in message that you receive. If you opt-in, but later decide to opt-out, simply send "STOP" to 68453. You may also reply "STOP" to any message from our organization.

Please check with your wireless carrier for information about your mobile service plan and any possible charges related to text messaging. Our organization does not reimburse for any charges associated with sending or receiving text messages.

You may also manage how BCTC contacts you by going to <https://infocenter.schoolmessenger.com> and signing up with the email address you provided to the school. You may also download free apps for your mobile devices.

If you need to add or change any contact information, please send a note to school with your student. To use School Messenger as well as our Parent Portal, your email address must be associated with your student in our Student Information System.

<b>II. CAREER AND TECHNICAL STUDENT ORGANIZATIONS</b>	<b>POLICY 122</b>
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BCTC offers students an array of co-curricular career and technical student organizations (CTSO's) in which students have the opportunity to develop leadership skills through community service projects, participation in skill competitions and engage in other planned career-related educational events. Therefore, all students are expected to join and actively participate in one or more of these national organizations.

The annual state and national dues for the student organizations vary by organization and are established on an annual basis by the state and national organization guidelines. BCTC chapter fundraising activities are partially utilized to provide an opportunity for students to join these organizations. Additional funding may be provided by BCTC in support of students who compete and represent BCTC and their career and technical program at competitions. The BCTC career and technical student organizations chapters have BCTC chapter advisors.

### **SKILLS USA**

SkillsUSA is the largest of the five organizations. It emphasizes respect for the dignity of work, high standards and trade ethics, workmanship, scholarship, safety, and partnership with business. It also serves as the school's student government, since all students are eligible to participate in SkillsUSA and/or one of the other career specific organizations.

### **FCCLA**

Family, Career and Community Leaders of America (FCCLA) is open to students enrolled in the Early Childhood Education, Culinary Arts, and Service Occupations programs. Emphasis is on promoting personal growth and leadership development through family and consumer science education, focusing on the multiple roles of family members, wage earners, and community leaders. Students participate in leadership training events, competitions, and state and national conferences.

### **FFA**

Future Farmers of America (FFA) is open to students enrolled in the Horticulture and Heavy Equipment Technology programs. This co-curricular experience assists students by developing their potential for leadership, personal growth and career success. Students participate in community service and competitions.

## HOSA

Health Occupations Students of America (HOSA) is open to students enrolled in the Healthcare and Protective Service programs. Activities focus on training, developing skills, and serving others. The school's members enjoy a winning tradition of competing at annual state and national HOSA conferences.

## NTHS

National Technical Honor Society (NTHS) is open to 11<sup>th</sup> and 12<sup>th</sup> grade students that meet certain requirements. NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. The Society is committed to the recognition of excellence in every arena of career and technical education including student achievement, community service, outstanding chapters, and contributions from business, industry, and educational professionals.

## PBA

Pennsylvania Builders Association (PBA) is a student chapter affiliation of the Pennsylvania Builders Association and the National Association of Home Builders (NAHB) and is open to students who are enrolled in the construction-related occupations at both campuses. The goal of this student organization is to promote a greater understanding of the construction trades; exposure to innovative products and processes, industry field trips, guest speakers, leadership, competition to showcase skill development and service. Additional information can be found at [www.pabuilders.org](http://www.pabuilders.org)

## VE

Virtual Enterprise (VE) is open to students in the Business Management and Entrepreneurship program. Global business simulation will occur where students learn all aspects of a business through practical hands on experience. Using their knowledge and skills, students can put what they learn to use through collaboration with others as well as the competitions throughout the year. Virtual Enterprise fosters teamwork, communication, and leadership; establishing the framework for our future innovators and entrepreneurs.

<b>III. STUDENT CODE OF CONDUCT/DISCIPLINE</b>	<b>POLICIES 201, 204, 208, 218, 218.1, 221, 222, 222.1, 224, 225, 227, 233, 235, 248, 249</b>
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## POSITION STATEMENT

Section 1317 of the Pennsylvania School Code provides as follows: S13-1317 - Authority of teachers, assistant principals, and principals over students. "Every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to the conduct and behavior over the pupils attending his/her school, during the time they are in attendance; including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. In keeping with Section 1317, the BCTC believes that one of its goals is the preparation of its students to be lawful and responsible citizens. Therefore, the behavioral code is implemented to be consistent with the components of the student's rights and responsibilities and is committed to assuring equal opportunity and treatment to all students, regardless of race, color, religion, national origin, sex or ethnic background.

**The disciplinary actions, which may be taken in response to a breach of the behavioral code, either at BCTC or at school related/sponsored functions (i.e. field trips, CTSO competitions, Work-Based Learning locations, etc.), are meant to be constructive in nature and not to be solely punitive. All disciplinary actions are predicated upon a cooperative and courteous student behavior during any discipline procedure.**

**Any misconduct, abusive behavior or uncooperative attitude during the discipline proceedings may advance the disciplinary action response step. Behavioral code violations, which involve multiple offenses, will be handled either according to the more severe offense level or advance the steps within the level of the Student Code of Conduct violations.**

The disciplinary action responses vary according to the severity of common occurrences within the four levels of infractions. Those infraction levels, the actions to be taken, and descriptions of common disciplinary offenses are contained within the following chart.

There will be communication with the sending school's administrative staff throughout these disciplinary proceedings. Suspensions may include suspension from instructional activities at both the sending school and Career and Technology classes, and will be compatible with the sending school's disciplinary procedures whenever possible.

In any situation, where the violator has reached the final disciplinary step, and all reasonable corrective measures have been taken, the administration of the Career and Technology Center will pursue the student's withdrawal from BCTC through the sending school's administration.

### **INFORMAL AND FORMAL HEARINGS**

**Informal Hearing**-In the assignment of disciplinary consequences that require a full out of school suspension (4 to 10 days) as a result of a violation of the Student Code of Conduct, State Board of Education regulations require that a student and his or her parents are entitled to an informal hearing. Sufficient notice of the time and place of the hearing will be given. The student has the right to question witnesses present, and the student can speak and present witnesses. The school will hold the informal hearing prior to the fifth day of a suspension, 22 Pa. Code §§ 12.8 (c) (2), whenever possible.

**Formal Hearing**- Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of the process. Section 1318 of the Public School Code requires all expulsion hearings must be before the board of school directors, a committee thereof or a hearing officer designated by the board for that purpose. 24 P.S. 13-1318. The student must be provided sufficient written notice regarding the date and time of the hearing as well as the charges. At the hearing, the student has the normal due process rights such as: the right to testify or remain silent, the right to cross-examine witnesses, the right to present witnesses, the right to be represented by counsel or parent, and the right to obtain a copy of the transcript or tape of the proceedings at his or her own expense. 22 Pa. Code 12.8.

### **ADMISSION/EXPULSION**

Placement into a career and technical education program shall be determined by the student's interest, level of appropriateness, the least restrictive environment for the student, and the potential for student success in that program.

It is further recognized that a student placed in an off-campus alternative education setting as a consequence of his/her disruptive behavior is not eligible for acceptance/attendance at BCTC until such time as the student has been successfully re-enrolled in the regular education program of the participating sending school district.

A student who is expelled from his/her participating sending school district shall be considered removed from the rolls of the BCTC for the same period as the student is expelled from the participating sending school district . A copy of the participating sending district school board's expulsion adjudication (formal action) will be part of the student's file at BCTC.

## EXCERPTS FROM THE PENNSYLVANIA SCHOOL CODE - CHAPTER 12

Regulations and Guidelines on Student Rights and Responsibilities are supplied with this behavioral code so students attending the BCTC are aware of both their rights and responsibilities and can exercise both properly.

### 12.1 FREE EDUCATION AND ATTENDANCE

A. All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

B. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because of being married or pregnant.

### 12.2 STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform with the following:

Follow safety guidelines during Pandemic situations, proper spacing and face coverings.

Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.

Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

Dress and groom so as to meet fair standards of safety and health, and not to cause disruption to the educational processes.

Assist the school staff in operating a safe school for all students enrolled therein.

Comply with State and local laws.

Exercise proper care when using public facilities and equipment.

Attend school daily and be on time at all classes and other school functions.



Make up work when absent from school.

Pursue and attempt to complete satisfactorily the courses of study prescribed by BCTC, State and local school authorities.

Report accurately and do not use indecent or obscene language in student newspapers, publications and/or social media.

## REFERRALS FOR DISCIPLINARY ACTION

	Levels of Misconduct	Examples	Disciplinary Response Procedures	Response Options
<b>Level I</b>	<p>I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school personnel.</p>	<ul style="list-style-type: none"> <li>• Minor misbehavior</li> <li>• Inappropriate language</li> <li>• Cafeteria misconduct (minor)</li> <li>• Classroom disturbance (minor)</li> <li>• Classroom tardiness</li> <li>• Disrupting other students</li> <li>• Failure to carry out directions (defiance)</li> <li>• Failure to stay on task</li> <li>• Failure to wear uniform</li> <li>• Food/Drink in unauthorized areas</li> <li>• Horseplay (non-physical)</li> <li>• Inappropriate/offensive attire</li> <li>• In unauthorized area/no hall pass</li> <li>• Neglect of responsibility</li> <li>• Public display of affection (PDA)</li> <li>• Unauthorized use of electronic/ communications device (minor)</li> <li>• Violation of lab/classroom rules</li> <li>• Failure to display Student ID</li> </ul>	<p>I. There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Parents/guardians can be notified of the offense.</p> <p>A proper and accurate record of the offenses and disciplinary actions is maintained by the teacher and/or administrator.</p>	<p>Behavioral contract</p> <p>Counseling</p> <p>Loss of privileges</p> <p>Parent/guardian conference</p> <p>Special assignments</p> <p>Verbal reprimand/warning</p> <p>In-School Suspension (1 to 3 days)</p>
<b>Level II</b>	<p>II. Misbehavior (major) whose frequency or seriousness tends to disrupt the learning environment of the school.</p> <p>These infractions, which usually result from the continuation of Level I misbehaviors, may require the intervention of administrative personnel because the execution of Level I disciplinary options failed to correct the situation.</p> <p>Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences may be serious enough to require corrective action by administration.</p>	<ul style="list-style-type: none"> <li>• Continuation of Level I behavior</li> <li>• Cafeteria misconduct (major)</li> <li>• Classroom disturbance (major)</li> <li>• Computer/internet usage violation</li> <li>• Cutting class</li> <li>• Falsifying school records/cheating / plagiarism</li> <li>• Forged notes/excuses</li> <li>• Horseplay (physical)</li> <li>• Improper reading materials</li> <li>• Insubordination</li> <li>• Leaving the premises without permission</li> <li>• Late/Tardy</li> <li>• Offensive behavior</li> <li>• Disrespectful or offensive behavior</li> <li>• Unauthorized driving</li> <li>• Unauthorized riding</li> </ul>	<p>II. The student may be referred to the administrator for appropriate disciplinary action.</p> <p>Parents/guardians shall be notified of the offense.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator and/or teacher.</p> <p>A parental conference may be held.</p> <p>Conduct informal hearing as required.</p>	<p>Behavior contract</p> <p>In-School Suspension (1 to 3 days)</p> <p>Loss of privileges</p> <p>Out-of-School Suspension (1 to 3 days)</p> <p>Parent/Guardian contacted</p> <p>Referral to outside agency</p> <p>Parent Conference</p>

## REFERRALS FOR DISCIPLINARY ACTION

	Levels of Misconduct	Examples	Disciplinary Response Procedures	Response Options
<p><b>Level III</b></p>	<p>III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p> <p>These acts may be considered criminal, but most frequently can be in-school disciplinary action.</p> <p>Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.</p> <p><b>** NOTE:</b> Possession to mean to have on one's person or in locker, purse, or carrying case.</p>	<ul style="list-style-type: none"> <li>• Continuation of Level II behavior</li> <li>• Bullying/Cyberbullying</li> <li>• Careless or reckless driving</li> <li>• Deliberate safety violation</li> <li>• Disrespect directed toward others</li> <li>• Disturbance on school transportation vehicle (minor)</li> <li>• Excessive tardiness</li> <li>• Harassment</li> <li>• Hazing</li> <li>• Illegal usage of electronic devices i.e. recording/laser pointer (major)</li> <li>• Physical/Sexual/Verbal Assault</li> <li>• Theft/Stealing</li> <li>• Threats to others/harassment</li> <li>• Misuse/Abuse of school facilities/equipment</li> <li>• Unauthorized entry into another person's locker/toolbox/property</li> <li>• Use/possession of tobacco/smoking products and Electronic Nicotine Delivery Systems (ENDS)/paraphernaliachargers/fluids/oils/accessories.</li> </ul> <p><b>** NOTE:</b> Possession to mean to have on one's person or in locker, purse, carrying case, or vehicle.</p>	<p>III. An administrative referral is made to investigate the infraction.</p> <p>Parents/guardians shall be notified of the offense.</p> <p>A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.</p> <p>School officials may contact law enforcement agency and assist in prosecuting the offender.</p> <p>Conduct informal hearing as required.</p>	<p>Alternative program</p> <p>Counseling</p> <p>In-school suspension (1 to 10 days)</p> <p>Out-of-school Suspension (1 to 10 days)</p> <p>Recommendation to the Student Assistance Program</p> <p>Parent Conference</p> <p>Police Intervention</p> <p><b>**Smoking/tobacco offenses are subject to a referral to civil authorities and a potential citation per ACT 145, Sec 6306.1.</b></p>
<p><b>Level IV</b></p>	<p>IV. Acts which result in violence to another's person or property or which prove a direct threat to the safety of others in the school.</p> <p>These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, possible intervention of law enforcement authorities, and possible action by the participating sending school district school board.</p> <p><b>** NOTE:</b> Possession to mean to have on one's person or in locker, purse, or carrying case.</p>	<ul style="list-style-type: none"> <li>• Continuation of unmodified Level III behavior</li> <li>• Abusive language</li> <li>• Arson</li> <li>• Bomb threat</li> <li>• Disturbance on transportation vehicle (major)</li> <li>• Extortion</li> <li>• Fighting (major)</li> <li>• Possession/consumption of alcohol on school property</li> <li>• Possession of drug paraphernalia</li> <li>• Possession of stolen property</li> <li>• Possession/use/furnishing/selling of controlled substances</li> <li>• Possession/use/transfer of dangerous weapons</li> <li>• Sale of stolen property</li> <li>• Under the influence of alcohol or other controlled substance</li> <li>• Other violations deemed inappropriate by school officials whose seriousness will determine the level of misconduct</li> </ul> <p><b>** NOTE:</b> Possession to mean to have on one's person or in locker, purse, carrying case, or vehicle.</p>	<p>IV. An immediate administrative referral shall be made.</p> <p>Those students involved in the incident shall be separated and not provided access to personal belongings and locker.</p> <p>The administrator investigates the offense, confers with the staff involved and meets with the student.</p> <p>The student is immediately removed from the school environment and the parents are notified.</p> <p>School officials may contact law enforcement agency and assist in prosecuting the offender.</p> <p>A complete and accurate report may be submitted to the Executive Director.</p> <p>Conduct informal hearing as required.</p>	<p>Out-of-school suspension (4 to 10 days)</p> <p>Recommendation to alternative placement</p> <p>Recommendation for expulsion</p> <p>Removal from CTC</p> <p>Police Intervention</p> <p><b>**Requires automatic referral to the Student Assistance Program</b></p>

Any misconduct, abusive behavior or uncooperative attitude during the disciplinary proceedings may advance the disciplinary step.

The building administrator has the right and may modify the disciplinary response procedures based on extenuating circumstances.

Students are responsible to make-up all work missed during a suspension.

Please note: the BCTC administration reports student violations of the student code of conduct to the Pennsylvania Department of Education in accordance with the Safe Schools Act 104.

## UNLAWFUL ACTIVITIES

Any student activity, which not only violates the school's behavioral code, but also constitutes a violation of the township, state or federal code of law, will involve the intervention of the particular law agency with jurisdiction and civil or criminal charges being filed. Police intervention will occur for violations including, but are not limited, to the following: The possession/sale/distribution of stolen property; gambling; possession of firearms/illegal weapons/hazardous substances; gang affiliation, gang related type activities, or gang symbolism; the unlawful use of telephone, mail or any communication medium; false alarm or a bomb hoax and disorderly conduct.

In addition, police intervention will occur and civil or criminal charges filed for most Level III or IV offenses including: drugs, alcohol and tobacco, insubordination, verbal and physical assault, harassment and bullying, theft, and weapons.

## COMMON OFFENSES AND CATEGORY OF DISCIPLINARY ACTION TAKEN

THE FOLLOWING SECTION DEFINES SEVERAL OF THE DISCIPLINARY OFFENSES FROM THE PREVIOUS REFERRALS FOR DISCIPLINARY ACTION CHART. ADDITIONAL INFORMATION REGARDING BCTC JOINT OPERATING COMMITTEE SCHOOL POLICIES ARE ACCESSIBLE AT [www.berkscareer.com](http://www.berkscareer.com).

### 1. **UNAUTHORIZED USE OF ELECTRONIC/COMMUNICATIONS DEVICE- LEVEL I OFFENSE – Communication Devices and Other Personal Items.**

#### Student Use of Personal Electronic Devices

It is the responsibility of each student to safeguard their personal property, including any Personal Electronic Device. BCTC is not liable for the loss, damage, or misuse of any electronic device brought to school by a student. Electronic devices include, but are not limited to; cellular phones, music devices, personal computers, and personal game systems.

**BCTC will allow Personal Device usage at the discretion of the instructor, provided the electronic device is only used for planned instructional purposes.** Otherwise, all electronic devices will remain silent and out of sight during instructional time. **Cellular phones and electronic devices may be used on school buses and in the cafeteria during a student's assigned lunch period.** Ear buds/head phones must be used while listening to music and the volume of the music players must not be heard by other students or staff members in the vicinity or cause any disruption within the school setting, cafeteria food line or on the school bus. Ear buds/head phones must be put away before entering the building or leaving the cafeteria unless going directly to the bus.

The use of all personal electronic devices must comply with BCTC's Acceptable Use Policy which can be found under Section XII ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES of the student handbook. Any misuse of personal electronic devices will be subject to the consequences outlined within the student handbook. **Taking pictures or recording of staff or students is strictly prohibited and a serious violation of the BCTC Code of Conduct.**

**Any unauthorized personal electronic devices that are visible can be confiscated and handled as follows:**

**First offense-** confiscation of the device, returned to student at the end of the session.

**Second offense-** confiscation of the device, 1-day in-school suspension, and can result in a parent/guardian pick-up of the electronic/communications device during school hours.

**Third and subsequent offenses-** additional suspensions and confiscation of the device for parent/guardian pick-up.

**Please Note: Refusal to surrender the electronic device to a BCTC staff member when instructed to do so WILL result in an insubordination disciplinary offense, in addition to the electronic device violation/offense. BCTC has absolutely no responsibility for the theft of or damage to Cellular/or any other Electronic/Communications Devices or any other items of a personal nature that a student may bring with them to the Career Center.**

**If you have any questions regarding this policy, please contact the building administration.**

## **2. LATENESS- LEVEL II OFFENSE**

The BCTC instructional program includes emphasizing those qualities necessary for successful employment during and after the student's career preparation. Among the most sought after qualities in an employee are dependability and promptness. We will do everything possible to reinforce those qualities. Lateness is divided into two (2) separate and distinct categories. One category involves situations wherein the student is late arriving at the Career and Technology Center from the participating sending school district, and the other category involves situations wherein the student is late for a class session, after arriving at the Career and Technology Center. These two (2) categories of lateness will be handled as follows:

### TARDINESS TO BCTC:

When arriving late to the Career Center, **immediately report to the Main Office and receive an admission pass**, before reporting to class. The fourth incident of unexcused tardiness will result in disciplinary action.

If a student will be late arriving from the participating sending school district because the student missed the authorized transportation from the participating sending school high school to the Career and Technology Center, the student **must** follow these guidelines:

The student must report to the participating sending school high school office before proceeding to the Career and Technology Center. This "lateness" will be handled according to the individual sending school district's policies/practices governing "lateness."

If a means of transportation can be secured to get the tardy student to the Career and Technology Center, the participating sending school district will contact the Career and Technology Center regarding the transportation arrangements and give to the student a written authorization to do so. This written authorization must be presented to the designated person assigned to handle lateness situations. **Students may not be given authorization to drive to BCTC if they miss the authorized transportation.**

The student must report to the Career and Technology Center's office immediately upon arrival.

### LATENESS TO CLASS WHILE AT BCTC:

**It is the responsibility of every student to be on time to their assigned program.** Notations will be placed in the student's anecdotal file by the teacher. The first offence for students who are late to class will be a warning. Subsequent offences will result in progressive disciplinary action.

**NOTE:** If a student misses the bus returning to the participating sending school district, the student will be assigned to a designated location until the next bus returns to the participating sending school district. If the next bus is not until the next school day, the parent or guardian will be notified to pick up the student.

### **3. BULLYING/CYBERBULLYING- LEVEL III or IV OFFENSE**

The Joint Operating Committee (JOC) of the BCTC prohibits all forms of bullying behavior on school property, in school vehicles, at school-sponsored events, or during travel to and from school. Any violation of this policy shall be considered an infraction of the Code of Conduct, with discipline implemented accordingly. All bullying behavior that is a violation of the PA Crimes Code will be reported to the police.

The BCTC strives to provide a safe, positive learning climate for students and recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated, or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school. Every student has the right to an education and to be safe in and around the school and at school activities. Therefore, BCTC strives to offer all students an educational environment free from bullying. **(For additional information, please refer to BCTC Policy #249 Bullying/Cyberbullying)**

**Bullying** shall mean a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, humiliate the other person or disrupt the educational process. Acts of bullying can occur outside of the school, students participating in these behaviors can be held accountable at BCTC, should there be a nexus or disruption that carries into our building. Researchers have identified four (4) forms of bullying:

**Physical** – the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.

**Verbal** – includes taunting, malicious teasing, name-calling, and making threats.

**Psychological or Relational** – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.

**Cyber-Bullying** – forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile and social network web sites. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of Berks Career & Technology Center by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyber-bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of Berks Career & Technology Center, offenders shall be the subjects of appropriate discipline.

**Bullying** shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

- Physically, emotionally or mentally harming a student.
- Damaging, extorting or taking a student's personal property.
- Placing a student in reasonable fear of physical, emotional or mental harm.
- Placing a student in reasonable fear of damage to or loss of personal property.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The terms **bullying** and **cyber-bullying** shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

#### 4. **FALSIFYING SCHOOL RECORDS/CHEATING/PLAGIARISM- LEVEL III OFFENSE**

Since the school is attempting to prepare its students for future placement in their chosen fields of study, it is responsible for impressing upon its students the importance of personal integrity. Therefore, any situation where the student is in violation of the trust placed in the individual, will be considered a serious infraction of the discipline guidelines:

Any attempt to falsify information regarding any school-related documents, class assignments or examinations to include cheating, forgery, unauthorized alteration or plagiarism will be considered a violation. **First offense will result in a zero for the assignment.**

#### 5. **ALL FORMS OF UNLAWFUL HARASSMENT: SEXUAL, ETHNIC, RACIAL, RELIGIOUS, LIFESTYLE- LEVEL III or IV OFFENSE**

It is the policy of the BCTC to maintain a learning and working environment that is free from all forms of unlawful harassment. Incidents of sexual, ethnic, racial, religious or lifestyle harassment as a result of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion not be tolerated and must be reported to the school administration for disciplinary action. **(For additional information, please refer to BCTC Policy #103 Nondiscrimination in School and Classroom Practices)**

Further, it shall be a violation of Joint Operating Committee policy for any member of the staff to harass a student through conduct or communications as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications as defined below:

**Sexual Harassment** shall consist of unwelcome sexual advances; requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, when made by any member of the school staff to a student or when made by any student to another student when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.

Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment, as defined above, may include but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or student in the school may use the school's complaint procedure or may complain directly to his/her immediate supervisor, building administrator, school counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status; nor will it affect future employment, grades or work assignments. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

**Ethnic Harassment** includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.

### **Harassment and Intimidation/Physical Aggression**

Behaviors that intimidate, bully or are physically aggressive are unacceptable. This includes cyber bullying and text messaging that directly implicates school behavior. Depending on the severity of the aggressive or intimidating event, the student may receive the following:

A substantiated charge against a student in the school shall subject that student to disciplinary action, including suspension or expulsion, consistent with the student discipline code. A substantiated charge against a staff member in the school shall subject such staff member to disciplinary action, including discharge.

## **6. HAZING- LEVEL III OR IV OFFENSE**

The BCTC maintains a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school and are prohibited at all times.

Hazing is defined as any activity that recklessly or intentionally endangers the mental health or safety of a student or causes willful, destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Joint Operating Committee. (For additional information, please refer to BCTC Policy #247 Hazing)

## **7. MISUSE/ABUSE OF SCHOOL FACILITIES/EQUIPMENT- LEVEL III OFFENSE**

The BCTC will consider any deliberate attempt to misuse, destroy, alter, abuse or deface any of its facilities or equipment a breach of the discipline guidelines. The guilty party will be required to make restitution and legal actions may be taken against the party by school authorities.

Students are required to abide by the "Acceptable Use of Internet, Computers and Network Resources" policy which can be found in another section of the student handbook. Students are required to only use computers and other devices for purposes authorized by the teacher and school.

## **8. PHYSICAL/SEXUAL/VERBAL ASSAULT- LEVEL III and IV OFFENSES**

Physical, sexual or verbal assault by a student against another student or staff member is strictly forbidden.

Incidents, which are clearly "fighting," involving at least two (2) combatants in mutual physical force, **will be considered Level III offenses.** Police will be called and civil or criminal charges may be filed.

Incidents, where one party is clearly physically assaulted or attacked by another without provocation, **will be handled as LEVEL IV violations.** Police will be called and civil or criminal charges may be filed.



While no physical altercations, verbal assault, or sexual assault are condoned, there are varying degrees of severity associated with the extent of force used. Facts leading to the incident and the depth of involvement of the parties engaged in the situation will be investigated, and in any situation where the instigator of the altercation can be clearly determined, that party will receive a more severe punishment than the other party. Also, the "category offenses step" can be advanced accordingly, if the facts of the incident warrant stronger measures.

#### **9. POSSESSION/USE/FURNISHING/SELLING OF DRUGS/ALCOHOL/LOOK-A-LIKE/ CONTROLLED SUBSTANCES- LEVEL IV OFFENSES**

In the interest of creating a healthy environment the following rules will be strictly enforced:

Being under the influence of, using, or in the possession of narcotics, illegal drugs, drug paraphernalia, "look-alike drugs", intoxicants, mood altering substances, controlled substances, look-alike substances, alcohol or any substance which is conveyed or implied as a drug, while on school property, transportation, or during school related activities is strictly forbidden.

If a student must take either a prescribed or "over-the-counter" drug, the student must notify the school authority regarding the drug's use. A note from a parent or legal guardian explaining the specifics of the drug's use is necessary. In addition, the school may request that the school authority's delegated person (school nurse) keep the substance during school hours. If a student secures authorization to use a prescribed drug or "over-the-counter" drug during school hours, he/she is strictly forbidden from dispensing the drug to another person.

**IMPORTANT:** It should be noted that the school administration is very concerned with controlling drug abuse and seeking professional help for the abuser. If a student desires assistance regarding a drug related problem and voluntarily contacts the BCTC authorities with this information, every attempt will be extended to assist the student to resolve the situation and avoid punitive measures.

#### **10. SAFETY- LEVEL III OFFENSE**

The BCTC is entrusted to provide a safe and healthy instructional environment for its students and staff. Any actions, which jeopardize the safety of its students and/or staff, will be considered most serious.

**Safety rules of various courses will be strictly adhered to. Repeated safety violations will subject the student to temporary or permanent removal from the CTE program.**

#### **11. USE/POSSESSION OF TOBACCO/TOBACCO PRODUCTS OR ALTERNATIVE TOBACCO-LIKE PRODUCTS INCLUDING ELECTRONIC NICOTINE SYSTEMS (ENDS) AND PARAPHERNALIA- LEVEL III OFFENSE**

The use of tobacco and tobacco products by minors is a violation of the law, inconsistent with recommended health practices, and violates many fire and safety regulations. Therefore, no tobacco products, lighters, matches, alternative tobacco-like products, electronic smoking devices including Electronic Nicotine Delivery Systems (ENDS), vaporizers, fluids/oils used for "vaping," accessories for charging "vaping" devices including cables and/or charging ports are to be used or in the possession of students while on school property or while under the jurisdiction of the school's authority.

**SMOKING** - The use or possession of cigarettes, cigars, pipes, chewing tobacco, dissolvable tobacco, etc., is strictly forbidden. In addition to being recorded as a Level III offense a citation may be issued and a fine, as determined by the District Justice, will be imposed. All smoking products, devices, and equipment will be confiscated with intent to deliver to local police for evidence. Disorderly conduct charges may be filed.

## 12. POSSESSION/USE/TRANSFER OF DANGEROUS WEAPONS- LEVEL IV OFFENSE

**It is unlawful for anyone to possess lethal weapons in a school building or on school property.**

No pupil shall possess or knowingly assist or accompany any pupil who possesses any weapon on or in any property of Berks Career & Technology Center; such property shall include, by way of example and not limitation, grounds, buildings, vehicles, locations at which activities of Berks Career & Technology Center are taking place, any vehicles used to transport pupils to and from school or school related activities, and locations where pupils await such vehicles.

The term "weapon" refers to any loaded or unloaded firearm (including pellet guns, B.B. guns, and look-alike firearms); any explosive device of any kind; ammunition; any Bowie knife, straight-bladed dagger, lock-blade knife, or any knife or knife-like instrument with a sharp cutting edge; or any other tool or instrument that is not reasonably related to education, such as chains, metal spikes, brass knuckles, night-sticks, saps, axe handles, etc.

A student is in possession of an illegal and/or banned item(s) under this policy when such item(s) is found on the person of the student, or under his/her control, on property being used by the school or at any school function or activity, or any school event held away from school, or while student is on his/her way to or from school.

Any professional staff member or school employee shall immediately inform the building administrator, who will conduct a complete investigation. Upon confiscation, the building administrator must immediately notify and/or summon:

- the local police
- the executive director
- the parents of any and all students involved in the incidents
- the student's participating sending school district principal

Upon reasonable suspicion of possession of a weapon, the building administrator will request the student to volunteer to be searched by a school official (in the presence of a witness). If the student(s) resists being searched, the building administrator will immediately summon the police and request assistance in this matter from the local police.

Every effort will be made to notify the parent(s) or guardian(s) as soon as possible. Upon determination of possession of a "weapon," disciplinary action will be taken.

<b>IV. GRADING POLICY</b>	<b>POLICIES 204, 212, &amp; 213</b>
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**Purpose** - To accurately measure student achievement and communicate the rate of achievement to both students and parents on a continuous basis. Evaluation and grading shall be criterion referenced and outcome oriented.

### GRADING CONTRACTS

Instruction at Berks Career and Technology Center is competency-based, which provides students the opportunity to acquire new skills at their own pace and ability. Depending on the program of study, a student may be individually contracted each quarter for the expected number of learning guides to be completed using the Skill/Competency Grade Contract (CD-053). Teachers, in consultation with each student, develop these contracts. Students are expected to perform to the best of their individual ability and complete all contracted learning guides and related tasks. Contracts shall be developed based upon the number of learning guides a student is expected to complete each report period. The ultimate goal is to keep all students on task 100% of the time and working toward program completion. If necessary, teachers may adjust contracts periodically throughout the quarter. Overall, progress is recorded in each student's electronic PAL booklet in a timely fashion.

## COMPUTATION OF QUARTERLY GRADES – PROCEDURES

When computing quarterly grades, two (2) major areas will be considered:

Work Ethic (Attitude) and Knowledge (Theory and Application). Each category will be independently graded. A breakdown of sample criteria under each main heading follows below:

Criteria Percentages for Quarterly Grading:  
 20% Work Ethics (Daily) Grade  
 80% Knowledge Grade (Theory & Application) Grade

### 1. WORK ETHICS (DAILY) GRADE

The development of appropriate work habits and attitude including regular attendance is critical to success both on-the-job and at the career center. To foster a strong work ethic, students will be evaluated and graded daily on their observed work habits and attitudes. Students begin each school day with a work ethics grade of 9 out of 10 points. The teacher is expected to actively monitor the work habits of students and reduce or increase each student's grades based on the observed performance of the student on a daily basis. A teacher comment is required when reducing the work ethics daily grade. The work ethics grade comprises 20% of the quarterly grade and is determined by the following evaluative criteria:

#### Work Ethics - Performance Criteria

<b>Attendance (Punctuality):</b> Attends class every day; arrives/leaves on time; notifies teacher in advance of planned absences, arranges to complete work missed.
<b>Character:</b> Displays honesty and integrity; is conscientious, hardworking, dependable and trustworthy; demonstrates academic integrity.
<b>Teamwork and Cooperation:</b> Displays loyalty to the team; respects the rights and confidentiality of others; actively participates and is appropriately assertive; maintains appropriate relationships with supervisors and peers; follows chain of command; displays a customer service attitude; demonstrates mannerly behavior.
<b>Appearance (Presentation of Self):</b> Displays appropriate dress, grooming and hygiene; demonstrates self-confidence, pride and friendliness.
<b>Safety:</b> Follows all classroom and laboratory rules and procedures; always demonstrates safe practices; conserves materials; listens and follows directions; returns tools and equipment in good order.
<b>Productivity (Initiative):</b> Completes assignments and projects on time; remains on task and assigned area for the entire session; requests additional assignments and work when original assignment is completed; comes prepared to class every day; seeks opportunities for enrichment and continuous learning.
<b>Organizational Skills:</b> Demonstrates skill in prioritizing and management of time; organizes resources to achieve objectives; maintains equipment and tools; keeps work area organized and clean; takes exams at scheduled times; completes exams within scheduled time limits.
<b>Communication:</b> Participates in class discussions; listens to others who are speaking; displays appropriate nonverbal behavior (e.g., eye contact, body language, attentiveness); uses proper grammar and tone when speaking; asks appropriate questions related to assignments; interacts with teacher and other students; avoids inappropriate and disrespectful language.
<b>Leadership:</b> Encourages positive behavior within the classroom and laboratory; appropriately handles constructive criticism, conflicts, and complaints; demonstrates creativity and flexibility in handling change; participates in student organizations and service projects; reports problems to the teacher; assists other students with tasks when requested; accepts leadership roles within the laboratory.
<b>Respect and Self-Control:</b> Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind in person or in written and oral communication; demonstrates maturity and self-discipline; behavior is mannerly and supportive in interactions with students and teacher.

As a rule, the work ethic grade shall not be increased above a 9 for excused or unexcused tardiness. In this instance, should there be a compelling reason to increase the daily points awarded beyond a 9, an administrator may authorize an increase. At the discretion of the instructor, a student may also earn up to a 10 in their work ethic grade.

Work ethic grades must be finalized within one (1) work day.

Teachers are encouraged to use the Work Ethics (Daily) Grade Form as a tool when assessing a student's performance in the area.

## **2. KNOWLEDGE (THEORY AND APPLICATION) GRADE**

Teachers are expected to regularly assess student knowledge with a minimum of two (2) written tests per quarter, various writing assignments, weekly quizzes, two (2) homework assignments per week, and other assessments as necessary. These assessments are identified within each learning guide.

Most tasks require student to achieve a grade of 80% or better to achieve "mastery" on written tests. Students, who are required to retest to achieve mastery, will have a grade no higher than 80% recorded for their test grade.

### Other Grading Procedures:

All grading at BCTC must be maintained electronically in eSchoolData. All student work shall be graded as quickly as possible and reviewed with the student. Grades shall be entered in eSchoolData no more than 5 school days after student completion of the assignment.

### Student Make Up Work:

Students must make up any missed work within three (3) days for every excused absence. Any missing work that is not completed within the designated period shall be graded as a zero ("0"). A teacher may only issue an incomplete grade ("I") under extreme circumstances and after discussion with the campus principal. Excessive excused absenteeism, student debt and incomplete work constitute an extreme circumstance. Teachers are required to submit a grade change notice form (SS004) with MP Grade Profile Report (highlight the changes) in order to change an incomplete grade. Any incompletes that remain two weeks after the end of the marking period convert to an "F" (45). The assistant principal reviews all incomplete grades. If the instructor indicates no change in the incomplete grade, the assistant principal will notify the Technology Support Specialist to recalculate grades manually in eSchoolData. Incomplete grades cannot be given for the fourth marking period.

For an unexcused absence, a student can earn a zero for the day and not be provided the opportunity to make up work missed for a grade.

Attendance - Overall attendance patterns are reflected in the Work Ethics component of the quarter grade.

A teacher's Knowledge Bank must be related to the evaluation components of each learning guide.

Knowledge activities must be assigned to students in eSchoolData using 999.99. This will not affect the grade calculation and allow teachers to track what activities were assigned to students. Once the assignment is completed the appropriate grade can then be placed into eSchoolData. If the student fails to complete an assignment by the due date, the grade will be recorded as a zero (0).

### Computation of Quarterly Grades:

CTE program grades shall be weighted in the following manner and based on:

Knowledge (Theory and Application) = 80% and Work Ethic = 20%.  
University dual enrollment courses will vary according to university policies.

### Computation of Final Grades:

All evaluations shall be provided in a numerical form and, at the conclusion of the marking period, translated into a percentage and an actual grade using the following system:

A	=	90 – 100
B	=	80 – 89
C	=	70 – 79
D	=	60 – 69
F	=	0 - 59
MED	=	Medical
W	=	Withdrawal
I	=	Incomplete

A grade of 45% is the lowest grade that can be earned by any student for the first marking period only. Thereafter, the grading system ranges from zero (0) to 100%.

Failures – The career and technical education placement of those students who do not make adequate progress and fail for the year shall be reconsidered. With exception, students who fail for the school year will not be permitted to continue in that particular career and technical education program the following year. If the student has an IEP, an IEP meeting shall be held to modify the goals of the plan and determine a more appropriate placement for the next year.

## **PROGRESS REPORTS**

Students who are not progressing satisfactorily or who are in danger of failing the marking period will receive an Interim Progress Report with at least one comment in accordance with the BCTC Grading Schedule (AD-003). Students should know their grade and should understand why they have earned a particular grade. Students may discuss any discrepancies with their grades at an appropriate time (e.g., before or after class). All progress reports will be distributed to the students by the teachers. Teachers are expected to contact those parents/guardians of students who are not making satisfactory progress. This contact will be recorded in the teacher anecdotal section of eSchoolData.

Teachers are reminded that students and parents/guardians will have access to student grades via the BCTC Parent Portal; Therefore, it is imperative that the recording of student grades in eSchoolData are kept current on a day to day basis.

## **WORK-BASED LEARNING AND CLINICAL GRADING**

### **1. WORK ETHICS (DAILY) GRADE**

The student's Work Ethics grade will be based on student's attendance at school and in the work place.

## 2. KNOWLEDGE (THEORY AND APPLICATION) GRADE

The student's knowledge grade will consist of the Employer Evaluation form (WBL- 009), which is obtained monthly from the Work-Based Learning Coordinator and will be worth a possible 100 points.

In addition, students will be graded twice monthly on assignments completed on the two scheduled visitation days (WBL-030). It is expected that the assignments be directed toward addressing gaps identified in the student's pre-NOCTI exam. If no pre-test was taken by the student, teachers should concentrate on those tasks and knowledge activities that would best contribute to that student's success on the NOCTI exam.

### PROGRAM OR COURSE TRANSFERS – PROCEDURE FOR CALCULATING A MARKING PERIOD GRADE

Whenever possible, transfers from one program or course to another will be scheduled to coincide with the start of a new marking period. When this is not possible all graded assignments (e.g., homework, quizzes, tests, activities, etc.) shall follow the student when transferring a new program or course. These graded assignments shall be weighted according to the proportionate amount of time in each program/course. Therefore, the student's grades from the Program /Course from which (s) he is transferring will be reflected in the new program/ course grade. The following percentages will be used when weighting is necessary:

#### 8 Week Marking Period (1<sup>st</sup> & 2<sup>nd</sup> Marking Periods)

Week #	Program A/Course 1	to	Program B/Course 2
1	0%		100% of grade
2 & 3	25% of grade		75% of grade
4 & 5	50% of grade		50% of grade
6 & 7	75% of grade		25% of grade
8	100% of grade		

#### 10 Week Marking Period (3<sup>rd</sup> & 4<sup>th</sup> Marking Periods)

Week #	Program A	transfer to	Program B
1	0%		100% of grade
2	20% of grade		80% of grade
3	30% of grade		70% of grade
4	40% of grade		60% of grade
5	50% of grade		50% of grade
6	60% of grade		40% of grade
7	70% of grade		30% of grade
8	80% of grade		20% of grade
9	90% of grade		10% of grade
10	100% of grade		0% of grade

## TASK TRACKING PROCEDURES

### SKILL PROFILE (TASK TRACKING):

Although not directly calculated into the student's grade, the number of specific skills along with the student's level of achievement for that skill will be recorded and retained as part of each student's permanent performance record at BCTC. Task tracking shall be updated on a weekly basis as students complete contracted tasks. No more than five (5) days should lapse for recording the level of achievement in eSchoolData for every student.

Students, parents and selected district staff members have access to the skill profile through Parent Portal and shall be provided an up-to-date skill profile upon request and at the end of the program. Perspective employers are encouraged to request a copy of a student's skill profile to supplement the student's transcript. These skill profiles will also be used for determining the number and name of occupational titles a student earns and will be used for awarding articulated credits at postsecondary institutions.

The following evaluative criteria will be used and recorded when assigning the level of skill achievement for the various competencies:

Skill (Task) Rubric	
Scale	Description
0	Task assigned: Limited/no progress or task not assigned
1	Task assigned: Demonstrates knowledge
2	Performs skill, but not at industry standards
3	Performs skill to industry standards, but requires some supervision
4	Task Mastered: Works independently and meets all industry standards

The student must perform the skill (task) at the level of 3 or 4 in order for the task to be credited towards achievement of a career title for the Certificate of Competency. However, student achievement at the level of 0, 1 and 2 shall be recorded to provide an accurate and up to date record of student progress.

Task tracking for Work-Based Learning and Clinical Experiences: Tasks that have been assigned to the student are stated on the Training Plan (WBL-008) and will be inputted and maintained electronically in eSchoolData upon completion and scored to the level of performance related to each task.

## STUDENT PROJECT

At the Berks Career & Technology Center, depending on the program of study, BCTC students may be required to complete a culminating project to assure that he/she is able to apply, analyze, conduct research, synthesize and evaluate information and communicate significant knowledge and understanding.

Participating students must complete Learning Guides 98.01-98.03 and present their student project before Spring/Easter Break of their senior year. If not completed by the end of the third quarter, student will receive a grade of (I) incomplete for the quarter.

All student project requirements must be satisfied with the exception of the scheduled oral presentation, before any student is eligible for Work-Based Education. For more information, please refer to the Student Project Learning Guide, 98.04.

## PROMOTION AND RETENTION

Students are expected to make measurable progress annually consistent with established program outcomes and individual student career goals. Students who meet these goals shall be promoted to the next level of the program.

Students who fail to make adequate progress in achieving their established career objectives and completing their career and technical education (CTE) program outcomes shall be scheduled back at their participating sending school district full-time or may be placed in another CTE program more in line with their ability, aptitude and needs. For students with disabilities, an IEP meeting shall be reconvened to re-evaluate the appropriateness of the CTE program placement.

## ABSENCES

The BCTC joins business and industry in its emphasis in trying to promote excellent attendance on the job and in school. In order to achieve a grade of (A), which indicates excellence, a student must be regarded as excellent in all areas by which we measure a student's growth: theory (knowledge), skill (task), and attitude (work ethic).

Overall attendance patterns will be reflected in the attitude (work ethic) component of the quarter grade.

## **V. MISCELLANEOUS INFORMATION**

## **POLICIES 220, 221, 226, 246**

### LEARNING RESOURCE CENTER (LRC)

Some students may need to attend the LRC to complete a specific task. A student may be sent to the LRC to complete assignments or a test missed while absent, to receive assistance with a specific concept, to study/complete work in a quiet setting, etc.

Depending upon the individual student, the LRC can be deemed a privilege. Students misusing the LRC will lose that privilege.

A Campus Counselor, Educational Facilitator, or program area teacher shall complete the LRC Pass (LRC-016). Students shall be sent to the LRC with an assignment and a completed LRC Pass (LRC-016) indicating what type of assistance the student requires while attending the LRC. The pass shall be given to the LRC staff upon arrival.

### DUAL ENROLLMENT COURSES

The following courses are available to eligible seniors:

Medical Health Professional Program: On-Campus at Penn State Berks  
Fall Term – PHIL 132: Introduction to Bioethics (3 credits)  
Spring Term - Chemistry 110 & 111: Chemistry with Lab (4 credits)

Students are expected to pay the RACC dual enrollment cost per credit towards each Penn State credit. However, BCTC will assist the student with the tuition cost as funding is available. If there is a question of financial hardship, please speak with your school counselor.

For additional information on these courses, contact Student Services at BCTC.

### TECHNICAL ACADEMY

Reading Area Community College, Kutztown University, Bloomsburg University, Penn State University and the Berks Career & Technology Center maintain a partnership to create the Technical Academy and Teacher Academy.

The Technical Academy and Teacher Academy provides college-bound students with the opportunity to develop advanced technical skills and earn college credit toward an associate and/or bachelor's degree while still in high school. Students have the opportunity



to earn credits towards an associate and/or bachelor's degree while still in high school. Dual enrollment tuition will be the responsibility of the student/parent. BCTC will continue to seek alternative funding sources. If there is a question of financial hardship, please speak with your school counselor.

Programs of study:

Computer Technology Degree (Computer Systems Networking & Security)	Up to 27 credits
Computer Technology Degree (IT-Programming)	Up to 27 credits
Business Management Degree (Business Management and Entrepreneurship)	Up to 27 credits
Mechatronics Engineering Technology Degree (Mechatronics Engineering Technology)	Up to 24 credits
Early Childhood Teaching (Early Childhood Education)	Up to 12 credits

### **INDUSTRY CERTIFICATIONS**

To remain globally competitive, today's industry requires a highly skilled and competent workforce. To ensure quality, many industries have developed nationally recognized standards of performance. These standards are measured by licensing examinations or certification testing programs that can lead to state or nationally recognized credentials. Most of the career and technical programs at BCTC have undergone a rigorous accreditation review process and now offer industry recognized certificates for students. These certifications/credentials are portable and recognized nationally by industry. They provide a competitive edge when applying for employment and are recognized by many colleges for awarding advanced credit.

New state regulations require all students completing an approved career and technical program to earn one industry recognized certificate or license.

Funding is available for Pennsylvania Department of Education (PDE) approved industry certifications to pay for fees and the required testing or instructional materials related exclusively to the industry certifications; standard textbooks are not reimbursable. Only the fees for the first testing for each core certification will be paid by the school. Should the student not pass the test in the first attempt, all future attempts to pass the test shall be paid by the student prior to taking the test.

### **BERKS COUNTY INTERMEDIATE UNIT (BCIU) DRIVER TRAINING**

Listed below are the Berks County Intermediate Unit's links for Driver Training:

BCIU Driver Education Overview:

<http://www.berksiu.org/programs-services/early-childhood-student-services-programs/student-support/driver-training/>

Behind the Wheel Training:

<http://www.berksiu.org/programs-services/early-childhood-student-services-programs/student-support/driver-training/behind-the-wheel-training/>

Online Theory Instruction:

<http://www.berksiu.org/programs-services/early-childhood-student-services-programs/student-support/driver-training/online-theory-instruction/>

### **WELLNESS**

The BCTC recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Joint Operating Committee is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Joint Operating committee establishes that the BCTC shall provide to students:

A comprehensive nutrition program consistent with federal and state requirements.

Access at reasonable cost to foods and beverages that meet established nutritional guidelines.

Curriculum and programs for grades within the building that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

## INSURANCE

As specified in the student's "Application for Admission" both the students and the parents/guardians acknowledge the inherent risk and potential for injury involved in career and technical programs.

The Berks Career and Technology Center does not provide first party medical insurance relative to accidents or injuries at our schools. BCTC cannot and will not be accountable for any medical bills which occur due to an accident/injury incurred while participating in school related activities.

School insurance can be purchased through the sending school district. It is highly recommended that students have some kind of accident insurance that covers them while in attendance at the BCTC. School insurance is not available at the BCTC.

## REQUIRED STUDENT PURCHASES/DEBTS

Students must purchase required clothing (uniforms), tools (e.g., cosmetology kits), personal protective equipment and textbooks which become their personal property.

If a teacher provides the opportunity to a student to build, repair, or have repaired, a personal project, which will be taken from the school upon completion, the student must supply or pay for all the materials used. Any work that is brought from outside must be approved by the teacher and supervisor. The teacher may reject an outside project on the following basis:

- job is routine
- job does not fit into the course of study at the time it is requested
- job interferes with normal class function

**Student Debt/Obligations** include, but are not limited to:

- BCTC supplies, materials, tools and books. Failure to return these items to the school when requested will obligate the student to replace the item or pay for the cost to replace the item.
- CTSO fees.
- Field trips, selected clothing and tools provided by BCTC, and any fundraising items.
- Parking fines and penalties.
- Damage to facilities and/or equipment that result from horseplay, vandalism or carelessness.
- Industry certification fees – not paid for by BCTC

All financial obligations must be cleared before a student leaves for withdrawal, Work-Based Learning education, summer vacation or graduation. A recommendation will be made to the participating sending school district that the student not be permitted to participate in any extracurricular activities (ex: prom, commencement, class trips etc.). Students will also be restricted from BCTC privileges (ex: staying at BCTC all day, permission to drive/ride, assemblies, live work etc.) if he or she has an outstanding debt. Payment plans are available, if a payment plan is desired parent/guardian is encouraged to contact the main office for details.

## PATRIOTIC EXERCISES

BCTC believes that it is the responsibility of every citizen to show proper respect for his/her country, its flag, and its National Anthem. However, students shall have the right to decline to recite the Pledge of Allegiance and/or salute the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall be expected to stand and remain respectfully silent during the Pledge and/or National Anthem.

## LOST AND FOUND

Articles found should be taken to the main office. Articles not claimed within a week, will be given to charity. If a student loses anything, the loss should immediately be reported to the teacher and the main office.

## TEXTBOOKS

Students are required to purchase the standard textbook/workbook for their program area as a start to their professional/technical resource library. Should a student have an economic hardship, the school will arrange an installment payment plan. In extreme circumstances the school will loan a student a textbook for their use. All textbooks issued to students at no cost remain the property of the BCTC. They must be returned at the end of the school year and be in good condition, less reasonable wear, or students will pay for damaged books.

To see which textbooks are needed for your program from the BCTC Website, click on the following hyperlink: <https://www.berkscareer.com/Page/318> . Scroll down the Textbook List page until you see your Program's name. You will be able to view the Required Books.

## TELEPHONE GUIDELINES

Students will not be permitted to utilize the class telephone for any personal reason. A personal message from home can be delivered to the student. Students are urged to inform their parents and friends of this regulation.

Phones located throughout the school are business phones. Students are not permitted to use these phones. A phone is available in the main office for emergencies only. Students must obtain permission to use this phone from their teacher or from a building administrator.

## SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstance outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. These inspections are done to ensure the safety of our students and staff and may entail local enforcement officials and any detection activities/equipment deemed necessary. **(NOTE: Detection activities may involve police canine units and/or the use of metal detectors).**

If the school official conducting the search finds any illegal substance, material, or object, or evidence that the student has violated or is violating the law, the rules and regulations of the school, or the policy of the Joint Operating Committee, such substance, material, object or evidence may be seized and used against the student in school disciplinary, juvenile, or criminal proceedings.

**Personal Searches** - A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

**Locker Searches** - Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspection of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

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

**Seizure of Illegal Materials** - If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## LOCKER POLICY

The BCTC acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property, and may provide lockers for such storage. All lockers are and shall remain the property of the school. As such, **students shall have no expectation of privacy in their lockers.** Only school owned locks are permitted for use on student lockers. A \$10.00 fee will be assessed for replacement locks if damaged or lost by a student.

Students are required to keep their lockers closed and locked, as the school is not responsible for the loss or theft of valuables. There is little, if anything, school officials can do to prevent theft if the lockers are not properly secured or if locker combinations are "shared" with classmates.

If an assigned locker is not functioning properly, please immediately report the condition to your teacher.

In the event a student withdraws and is not responding to be available to empty the contents of his/her locker, a Building Administrator shall open, inventory and record all items in the locker with a witness present. Contents will be retained for a reasonable timeframe.

## CAFETERIA

The BCTC cafeteria offers students a USDA Class A lunch and a variety of a la carte items. BCTC employs a point-of-sale system, which offers parents the opportunity to establish an account against which students can draw. Parents should be aware that cash will always be accepted.

Each student is issued a student identification badge through the Student Services Department. This card contains the student's picture and ID number. The student ID numbers are programmed into the cafeteria register. This enables parents/guardians to pay for lunches in advance and assures that money for lunch is not lost or stolen.

Parents/guardians may make deposits in advance, by check or cash, in amounts of at least \$20. They may also establish an on-line account at EZSchoolPay.com to make deposits via a credit card, see account activity, and setup low-balance alerts. The current meal pricing is \$1.75 for breakfast and \$3.00 for lunch. When a student has their meal and goes to the register, they need to scan their card, which displays the student information on the cashier's computer touch screen. The cost of the lunch is automatically deducted from the account without any exchange of cash. Students who receive free or reduced lunches will follow the same procedures, and the computer automatically deducts the correct rate. **Note: A \$25 fee will be charged for returned checks.**

Refunds for balances due to withdrawal or graduation will only be issued on amounts greater than \$5, unless requested.

Not all students are scheduled to eat lunch at the Career and Technology Center; some students eat at the sending school district. Students scheduled to eat at BCTC are allotted a **20 minute** lunch period. Meal Benefit Applications are received and completed at the student's participating sending school district. Copies of approved applications are forwarded to BCTC. If at BCTC for lunch due to NOCTI or weather-related issues, students are financially responsible for their meal for that day.

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

Special Note for 2021-2022 School Year: Students scheduled to eat at BCTC will receive a reimbursable meal at no cost. The USDA has continued the waivers that allow schools to serve ALL children's meals for free, regardless of their current meal benefit status. Additional a-la-carte items will be available for purchase, along with a second complete meal.

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*This institution is an equal opportunity provider.*

## **FOOD ALLERGY MANAGEMENT**

**Food allergy** – an abnormal, adverse reaction to a food that is triggered by the body's immune system

The Joint Operating Committee is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in the school (center) in order to:

Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.

Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.

Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school (center) programs and activities, including classroom parties and field trips.

The focus on food allergy management shall be on prevention, education, awareness, communication and emergency response.

### **MEDICAL PLANS OF CARE THAT IDENTIFY FOOD ALLERGIES MAY INCLUDE:**

**Emergency Care Plan (ECP)** – a medical plan of care based on the information provided in the student’s Individualized Healthcare Plan (IHP) as provided by the student’s participating school district and distributed to all school (center) personnel who have responsibilities for the student, which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.

**Individualized Healthcare Plan (IHP)** - a medical plan of care that provides written directions for school (center) health personnel to follow in meeting the individual student’s healthcare needs as provided by the student’s participating school district. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student’s personal healthcare team and family, which shall outline the student’s prescribed healthcare regimen and be signed by the student’s board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.

**Related Services Component in Individualized Education Program (IEP)** - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student’s needs as provided by the student’s participating school district.

**Section 504 Service Agreement** - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies as provided by the student’s participating school district.

Medical plans of care are developed by the participating sending school district and provided to BCTC when applicable.

Additional information may be found in Policy No. 209.1, which is available on the BCTC website.

### **STUDENT HONORS**

Student of the Quarter honors are presented each marking period in all instructional areas, both A.M. and P.M. Students are invited to an honorary breakfast or luncheon.

Students who have perfect attendance for each marking period are recognized with a certificate and are invited to attend a recognition assembly.

Through competition in the four student youth club organizations, students are eligible for recognition at local, state, national and international levels.

Each year the outstanding senior student in each subject area is chosen. Many shops also have specific competitions throughout the state relating to their career and technical areas.

## STUDENT DRESS/GROOMING GUIDELINES

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

The rationale is basically three-fold:

**Safety** - Safety hazards, while varying from one program to another, are inherent in every career and technical program. The school board, administration, and instructional staff share responsibility for the safety of students. Therefore, required is a common mode of dress, consistent with reasonable accident prevention measures for all students enrolled in the school.

**Personal Hygiene** - Personal pride is best reflected in one's personal appearance. Cleanliness, neatness, and appropriate dress together do more to positively influence others in the workplace than most other personal traits.

**Standards of Business and Industry** - The advisory committees for the respective school programs are on record in support of student attire appropriate for related occupations. Each of these advisory committees is made up of local industry persons, supervisors, and other employers who know firsthand the traits, including dress and grooming, that are most desirable in entry level workers from the BCTC. A student's everyday school appearance should approximate appropriate dress for a job interview. Part of every student's grade will be dress and appearance.

### DRESS/GROOMING GUIDE FOR STUDENTS IN PREPARATION FOR CAREERS IN BUSINESS AND INDUSTRY

Students in each program will wear, attire as described for each program listed on BCTC website; [www.berkscareer.com](http://www.berkscareer.com). It is the expectation of BCTC that all students that do not arrive dressed in their required program uniforms must change into them upon arrival to their program.

1. The wearing of shorts will be permitted only in program areas where there are no facilities in which to change and no safety risks associated with the wearing of shorts. Acceptable shorts will be dress shorts or cargo shorts with an overall length no shorter than the mid-thigh. Shorts should always be weather appropriate.
2. Students must follow program requirements regarding piercing or tattoos.
3. Clothing and outer wear must be free of any distracting, divisive message or symbol (confederate flag, others)
4. Selected hairstyles must meet program safety requirements.
5. No headwear unless part of program prescribed uniform. Hats shall not be worn in the hallway, cafeteria, or classroom. Within program rules, hats may be worn in certain program areas, Diesel and Heavy Equipment Technology, construction hard hats or outdoor where when climate dictates.
6. Outer garments and backpacks worn to the school shall be secured in the student's locker or other designated storage area.

Regardless of fashion trends, any young man or woman who wants to look his or her best is always well groomed and uses good judgment in selection of clothes. You should know which colors and style of clothes accent your personality. Coordinate your clothing and grooming. Good grooming is, in a sense, good manners. You are expected to present yourself, your program, and BCTC in the best manner possible at all times.

## 1. LABS

Each course has a dress code and students assigned to that area will abide by that code. Any such code will be governed by safety requirements, exposure to trade practice, and uniformity/identity. The adopted policy will, for the reasons listed above, also apply to length of hair, grooming and cleanliness.

Dress requirements are an expectation in any business and industry in America. Each teacher is responsible for enforcing the appropriate dress code in his/her respective lab or classroom. At no time should any student be allowed in a work area without proper dress. Students not prepared for lab work must be assigned to an area within the lab, classroom or alternative area where guided study can take place. The following guidelines are provided to clarify dress requirements.

To purchase uniforms from the BCTC Website, click on the following hyperlink: <http://store.apexadv.com/bctc/> and then click on your campus. Choose your program from the left hand side of the webpage. Required items for each program are listed at the top of each page. During Pandemic, Teachers have discretion to limit student changing or locker room access.

PROGRAM	CAMPUS	REQUIRED/OPTIONAL ITEMS APEX UNIFORM STORE (on the BCTC Website)	REQUIRED ITEMS (Purchase from any Vendor)	FOOTWEAR REQUIRED	SAFETY GEAR REQUIRED
<b>Advertising Art and Design Technology</b>	WEST	<p><b>REQUIRED</b> Two Shirts (ANY STYLE listed)</p> <ul style="list-style-type: none"> <li>Black Long Sleeve Polo Shirt with BCTC Logo</li> <li>Black Short Sleeve Polo Shirt with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Cotton blue jeans, khakis/cargo pants, dress pants - proper fitting and no holes</li> <li>Skirts, dress shorts – cargo/denim/golf style-appropriate length – to the knee and proper fitting and no holes</li> </ul>	<p><b>REQUIRED</b> Casual shoes, sneakers, dress shoes, or work boots</p>	N/A
<b>Automotive Collision and Repair Technology</b>	EAST and WEST	<p><b>REQUIRED</b> Two Shirts (ANY STYLE listed) and Two Pairs of Pants:</p> <ul style="list-style-type: none"> <li>Navy Long Sleeve Work Shirt with BCTC Logo</li> <li>Navy Short Sleeve Work Shirt with BCTC Logo</li> <li>Navy Short Sleeve Tee Shirt with BCTC Logo</li> <li>Two Pairs Navy Industrial Work Pants – proper fitting and no holes</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	N/A	<p><b>REQUIRED</b> Leather non-skid work boots, no sneakers</p>	<p><b>REQUIRED</b> Safety glasses provided by BCTC, ear plugs</p>



PROGRAM	CAMPUS	REQUIRED/OPTIONAL ITEMS APEX UNIFORM STORE (on the BCTC Website)	REQUIRED ITEMS (Purchase from any Vendor)	FOOTWEAR REQUIRED	SAFETY GEAR REQUIRED
<b>Automotive Technology</b>	EAST and WEST	<p><b>REQUIRED</b> One Shirt (ANY STYLE listed) and One Pair of Pants:</p> <ul style="list-style-type: none"> <li>Navy Short Sleeve Tee Shirt with BCTC Logo</li> <li>Navy Long Sleeve Work Shirt with BCTC Logo</li> <li>Navy Short Sleeve Work Shirt with BCTC Logo</li> <li>One Pair Navy Industrial Work Pants – proper fitting and no holes</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Navy Fleece Zippered and Hooded Pullover with BCTC Logo</li> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	N/A	<b>REQUIRED</b> Work shoes or work boots	<b>REQUIRED</b> Safety glasses provided by BCTC
<b>Building Construction Occupations</b>	EAST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Three Carolina Blue Short Sleeve Tee Shirts with BCTC Logo</li> <li>Two Petrol Blue Short Sleeve Work Shirts with BCTC Logo</li> <li>Two Charcoal Crewneck Sweatshirts with BCTC Logo</li> </ul>	<b>REQUIRED</b>	<b>REQUIRED</b> Work boots, no sneakers	<b>REQUIRED</b> Safety glasses provided by BCTC
<b>Business Management and Entrepreneurship</b>	WEST	<p><b>REQUIRED</b> One Shirt (ANY STYLE listed)</p> <ul style="list-style-type: none"> <li>Black Short Sleeve Polo Shirt with BCTC Logo</li> <li>Black Long Sleeve Polo Shirt with BCTC Logo</li> </ul>	<b>REQUIRED</b>	<b>REQUIRED</b> Casual shoes, sneakers, dress shoes, or work boots	N/A
<b>Cabinetry and Wood Technology</b>	EAST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Choice of any Two Sand Shirts with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	<b>REQUIRED</b>	<b>REQUIRED</b> Leather work shoes or boots	<b>REQUIRED</b> Safety glasses provided by BCTC
<b>Carpentry</b>	EAST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One Royal Blue Short Sleeve Work Shirt with BCTC Logo</li> <li>One Royal Blue Short Sleeve Tee Shirt with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	<b>REQUIRED</b>	<b>REQUIRED</b> Work boots with hard sole, no sneakers	<b>REQUIRED</b> Safety glasses provided by BCTC

PROGRAM	CAMPUS	REQUIRED/OPTIONAL ITEMS APEX UNIFORM STORE (on the BCTC Website)	REQUIRED ITEMS (Purchase from any Vendor)	FOOTWEAR REQUIRED	SAFETY GEAR REQUIRED
<b>Computer Systems Networking and Security</b>	EAST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One Navy Short Sleeve Polo Shirt with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> <li>Navy Long Sleeve Tee Shirt with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Cotton blue jeans, Khakis/cargo pants, Dress pants – proper fitting and no holes</li> <li>Skirts, dress shorts – cargo/denim/golf style appropriate length – to the knee and proper fitting and no holes</li> </ul>	<p><b>REQUIRED</b></p> <p>Closed toed, appropriate casual business attire footwear</p>	N/A
<b>Cosmetology</b>	EAST and WEST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One Black V-Neck Scrub Top with BCTC Logo</li> <li>One Pair Black Draw-String Scrub Pants – proper fitting and no holes</li> <li>One Color Apron (Purchased through Kit)</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One solid black full length shirt w/sleeves</li> </ul>	<p><b>REQUIRED</b></p> <p>Black, leather, nurse-type shoes or ALL black leather sneakers (no canvas) Black or flesh-colored nylons or black socks</p>	N/A
<b>Culinary Arts</b>	EAST →          WEST →	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Two White Chef Coats with Embroidered BCTC Logo and First Name</li> <li>Two White Chef Hats with Embroidered First Name</li> <li>Two Pairs Black/White Checkered Chef Pants – proper fitting</li> </ul> <p><b>ADDITIONAL REQUIRED ITEMS FOR FIRST YEAR STUDENTS</b></p> <ul style="list-style-type: none"> <li>Two White Bib Aprons with BCTC Logo and First Name</li> </ul> <hr/> <p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Two White Chef Coats with Embroidered BCTC Logo and First Name</li> <li>Two White Chef Hats with Embroidered First Name</li> <li>Two Pairs Black/White Checkered Chef Pants – proper fitting and no holes</li> </ul> <p><b>ADDITIONAL REQUIRED ITEMS FOR FIRST YEAR STUDENTS</b></p> <ul style="list-style-type: none"> <li>One Black Polo Shirt for <i>The Class Act Restaurant</i> with Embroidered BCTC Logo and First Name</li> <li>One Black Bistro Apron for <i>The Class Act Restaurant</i> with Embroidered BCTC Logo and First Name</li> </ul> <p>Two White Bib Aprons</p>	N/A	<p><b>REQUIRED</b></p> <p>Black Leather or Leather-like Work Shoes</p> <p>Solid sturdy sole (non-slip type)</p> <p>Leather uppers must cover top of the feet (no open-toed shoes or clogs)</p> <p>Dress socks or white socks</p>	No jewelry is permitted
<b>Dental Occupations</b>	EAST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One Black V-Neck Scrub Tops with BCTC Logo</li> <li>One Pair Black Scrub Pants</li> <li>One White Warm Up Jacket with BCTC Logo</li> <li>One Pair of White Zone Clogs (Purchase from Apex on the BCTC Website)</li> </ul>	N/A	<p><b>REQUIRED</b></p> <p>White crew socks</p>	N/A

PROGRAM	CAMPUS	REQUIRED/OPTIONAL ITEMS APEX UNIFORM STORE (on the BCTC Website)	REQUIRED ITEMS (Purchase from any Vendor)	FOOTWEAR REQUIRED	SAFETY GEAR REQUIRED
<b>Diesel Technology</b>	EAST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One Navy Diesel Short Sleeve Tee Shirt with BCTC Logo</li> <li>One Pair Navy Industrial Work Pants – proper fitting &amp; no holes</li> <li>One Crewneck Sweatshirt with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Navy Short Sleeve Pocket Tee Shirt with BCTC Logo</li> </ul>	N/A	<p><b>REQUIRED</b></p> <p>Leather work boots with or without steel toe</p> <p>NO cowboy boots or sneakers allowed</p>	<p><b>REQUIRED</b></p> <p>Safety glasses with sides shields or safety goggles first pair provided by BCTC</p>
<b>Drafting Design Technology</b>	WEST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Two Navy Short Sleeve Polo Shirts with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> <li>Navy Long Sleeve Tee Shirt with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Cotton blue jeans, khakis/cargo pants, dress pants – proper fitting and no holes</li> <li>Skirts, dress shorts – cargo/denim/golf style – appropriate length–to the knee, proper fitting, no holes</li> </ul>	<p><b>REQUIRED</b></p> <p>Casual footwear</p>	N/A
<b>Early Childhood Education</b>	EAST and WEST	<p><b>REQUIRED</b></p> <p>One Shirt (ANY STYLE listed)</p> <ul style="list-style-type: none"> <li>Burgundy Short Sleeve Polo Shirt with BCTC Logo</li> <li>Burgundy Long Sleeve Polo Shirt with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Burgundy Sweatshirt with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Khaki pants – proper fitting and no holes</li> </ul>	<p><b>REQUIRED</b></p> <p>Comfortable closed-toe shoes.</p>	N/A
<b>Electrical Occupations</b>	EAST and WEST	<p><b>REQUIRED</b></p> <p>One shirt (ANY STYLE listed)</p> <ul style="list-style-type: none"> <li>Sport Grey Short Sleeve Tee Shirt with BCTC Logo</li> <li>Graphite Long Sleeve Work Shirt with BCTC Logo</li> <li>Graphite Short Sleeve Work Shirt with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Cotton blue jeans – proper fitting and no holes</li> </ul>	<p><b>REQUIRED</b></p> <p>Hard-sole leather work shoe</p>	<p><b>REQUIRED</b></p> <p>Safety glasses provided by BCTC</p>

PROGRAM	CAMPUS	REQUIRED/OPTIONAL ITEMS APEX UNIFORM STORE (on the BCTC Website)	REQUIRED ITEMS (Purchase from any Vendor)	FOOTWEAR REQUIRED	SAFETY GEAR REQUIRED
Health Occupations	WEST	<p><b>REQUIRED Level 1:</b></p> <ul style="list-style-type: none"> <li>Two Hunter Green V-Neck Scrub Tops with BCTC Logo</li> <li>Two Pairs Hunter Green Scrub Pants – proper fitting and no holes</li> </ul> <p><b>REQUIRED Level 2:</b></p> <ul style="list-style-type: none"> <li>Two Navy V-Neck Scrub Tops with BCTC Logo</li> <li>Two pairs Navy Scrub Pants – proper fitting and no holes</li> </ul> <p><b>REQUIRED Level 3:</b></p> <ul style="list-style-type: none"> <li>Two Wine V-Neck Scrub Tops with BCTC Logo</li> <li>Two Pairs Wine Scrub Pants – proper fitting and no holes</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Navy Zippered Microfleece with Pockets with BCTC Logo</li> <li>White Medical Warm-Up</li> </ul>	N/A	<b>REQUIRED</b> White sneakers, not canvas or cloth	N/A
Heavy Equipment Technology	EAST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One Navy Heavy Equipment Short Sleeve Tee Shirt with BCTC Logo</li> <li>One Pair Navy Industrial Work Pants – proper fitting and no holes</li> <li>One Charcoal Heavy Equipment Crewneck Sweatshirt with BCTC Logo</li> </ul>	N/A	<b>REQUIRED</b> Steel-toed work boots	<b>REQUIRED</b> Safety glasses with side shields provided by BCTC
Heavy Equipment Operator		<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Choice of One Tee Shirt with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>One Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	<b>RECOMMENDED</b> Mechanics Gloves	<b>REQUIRED</b> Steel-toed work boots	<b>REQUIRED</b> Safety glasses with side shields provided by BCTC. Hard Hat provided by BCTC
Horticulture	EAST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Two Forest Green Short Sleeve Tee Shirts with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Green Hooded Thermal Sweatshirt with BCTC Logo</li> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> <li>Forest Green Long Sleeve Tee Shirt with BCTC Logo</li> </ul>	<b>REQUIRED</b> <ul style="list-style-type: none"> <li>Cotton blue or black jeans – proper fitting and no holes</li> </ul>	<b>REQUIRED</b> Work boots (prefer hard tipped)	<b>REQUIRED</b> Landscape: Safety glasses provided by BCTC; Ear protection, Work gloves

PROGRAM	CAMPUS	REQUIRED/OPTIONAL ITEMS APEX UNIFORM STORE (on the BCTC Website)	REQUIRED ITEMS (Purchase from any Vendor)	FOOTWEAR REQUIRED	SAFETY GEAR REQUIRED
HVAC-R	EAST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Two Navy HVAC Short Sleeve Tee Shirts with BCTC Logo</li> <li>Two Pairs Navy Work Pants</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Navy Short Sleeve Work Shirt with BCTC Logo</li> <li>Charcoal HVAC Crewneck Sweatshirt with BCTC Logo</li> </ul>	N/A	<p><b>REQUIRED</b></p> <p>Hard-soled shoes with leather tops</p>	<p><b>REQUIRED</b></p> <p>Safety glasses provided by BCTC</p>
IT Programming	WEST	<p><b>REQUIRED</b></p> <p>One Shirt (ANY STYLE listed)</p> <ul style="list-style-type: none"> <li>Royal Blue Short Sleeve Polo Shirt with BCTC Logo</li> <li>Royal Blue Long Sleeve Polo Shirt with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Cotton blue jeans, khakis/cargo pants, dress pants – proper fitting and no holes</li> <li>Skirts, dress shorts-cargo/denim/golf style – appropriate length – to the knee, proper fitting and no holes</li> </ul>	<p><b>REQUIRED</b></p> <p>Casual shoes, sneakers, dress shoes, or work boots</p>	N/A
Masonry	EAST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Choice of any two Tee Shirts with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Cotton blue or black jeans – proper fitting and no holes</li> </ul>	<p><b>REQUIRED</b></p> <p>Heavy-duty work shoes</p>	<p><b>REQUIRED</b></p> <p>A belt is to be worn at all times</p> <p>Safety glasses provided by BCTC</p>
Mechatronics Engineering Technologies	WEST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One Black Short Sleeve Polo Shirt with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One pair blue or black jeans or pants – proper fitting and no holes</li> </ul>	<p><b>REQUIRED</b></p> <p>Closed toe, appropriate casual business attire footwear</p>	<p><b>REQUIRED</b></p> <p>Safety glasses provided by BCTC (Non-prescription)</p>
Medical Health Professions	WEST	<p><b>NOT ON UNIFORM STORE</b></p> <p><b>See Instructor for Ordering</b></p>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Hunter Green Scrub Top (one pocket)</li> <li>Hunter Green Scrub Bottom/pants (drawstring, straight leg) – proper fitting and no holes</li> <li>Grey program specific jacket</li> </ul>	<p><b>REQUIRED</b></p> <p>White sneakers or white clinical shoes</p>	N/A
Mechatronics Engineering Technologies	WEST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One Black Short Sleeve Polo Shirt with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One pair blue or black jeans or pants – proper fitting and no holes</li> </ul>	<p><b>REQUIRED</b></p> <p>Closed toe, appropriate casual business attire footwear</p>	<p><b>REQUIRED</b></p> <p>Safety glasses provided by BCTC (Non-prescription)</p>
Ninth Grade Early Admissions	Students will initially follow the “Home Base” program requirements, with exceptions. Loaner uniforms will be provided until such time as the student is accepted into the program. Early Admissions students will follow the program personal protective equipment requirements, including proper footwear.				

PROGRAM	CAMPUS	REQUIRED/OPTIONAL ITEMS APEX UNIFORM STORE (on the BCTC Website)	REQUIRED ITEMS (Purchase from any Vendor)	FOOTWEAR REQUIRED	SAFETY GEAR REQUIRED
Painting and Decorating	EAST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One Navy Blue Short Sleeve Tee Shirt with BCTC Logo</li> <li>One Navy Blue or Charcoal Crewneck Sweatshirt with BCTC Logo</li> <li>One Pair White Utility Pants – proper fitting and no holes.</li> </ul>	N/A	<p><b>REQUIRED</b></p> <p>Work shoes or work boots; or <b>all leather</b> sneakers</p>	<p><b>REQUIRED</b></p> <p>Safety glasses provided by BCTC</p>
Plumbing and Heating	EAST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One Forest Green Short Sleeve Tee Shirt with BCTC Logo</li> <li>One Spruce Green Short Sleeve Work Shirt with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Forest Green Long Sleeve Tee Shirt with BCTC Logo</li> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Cotton blue or black jeans – proper fitting and no holes</li> </ul>	<p><b>REQUIRED</b></p> <p>Leather work shoes with non-scuffing sole</p> <p>Steel tips are <i>optional</i></p>	N/A
Precision/ Computerized Machining Technology	WEST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One Pair Black Industrial Work Pants – proper fitting and no holes</li> </ul> <p><b>Choice of One of the following:</b></p> <ul style="list-style-type: none"> <li>One Charcoal Short Sleeve Work Shirt with BCTC Logo <u>OR</u></li> <li>One Black Short Sleeve Polo with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Black Short Sleeve Tee Shirt with BCTC Logo</li> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	N/A	<p><b>REQUIRED</b></p> <p>Safety Toe work type, hard-soled shoes or boots (no sneakers, sandals, etc.)</p>	<p><b>REQUIRED</b></p> <p>Safety glasses (ANSI Z87 rated) <b>First pair</b> provided by BCTC</p>
Protective Services	EAST	<p><b>REQUIRED</b></p> <p><b>EMS:</b></p> <ul style="list-style-type: none"> <li>One Navy Short Sleeve Polo Shirt with BCTC Logo</li> <li>One Pair Navy Cargo Pants – proper fitting and no holes</li> </ul> <p><b>REQUIRED</b></p> <p><b>LAW:</b></p> <ul style="list-style-type: none"> <li>One Black Short Sleeve Polo Shirt with BCTC Logo</li> <li>One Pair Black Cargo Pants – proper fitting and no holes</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <p><b>For ALL EMS and LAW Students:</b></p> <ul style="list-style-type: none"> <li>One Black Belt</li> </ul> <p><b>PT Uniform:</b></p> <ul style="list-style-type: none"> <li>One black sweatshirt</li> <li>One black tee shirt</li> <li>One pair of black sweat pants – proper fitting and no holes</li> <li>One pair of black gym shorts – proper fitting and no holes</li> </ul>	<p><b>REQUIRED</b></p> <p>Black boots</p> <p>Black or blue socks</p> <p><b>PT uniform:</b> white socks and sneakers</p>	N/A

PROGRAM	CAMPUS	REQUIRED/OPTIONAL ITEMS APEX UNIFORM STORE (on the BCTC Website)	REQUIRED ITEMS (Purchase from any Vendor)	FOOTWEAR REQUIRED	SAFETY GEAR REQUIRED
Recreational and Power Equipment Technology	WEST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One Navy Short Sleeve Tee Shirt with BCTC Logo</li> <li>One Pair Navy Industrial Work Pants – proper fitting and no holes</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> <li>Navy Long Sleeve Work Shirt with BCTC Logo</li> </ul>	N/A	<p><b>REQUIRED</b></p> <p>Work boots, 6" high, all leather</p>	<p><b>REQUIRED</b></p> <p>Safety glasses provided by BCTC</p> <p>Mechanic's gloves/Hat (optional)</p>
Service Occupations	EAST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Three Black Short Sleeve Tee Shirts with BCTC Logo</li> </ul> <p><b>REQUIRED FOR Retail/Food Prep/Dishwashing/Laundry STUDENTS</b></p> <ul style="list-style-type: none"> <li>Two Black Bib Apron</li> <li>Two Black Structured Cap</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Cotton blue or black jeans – proper fitting and no holes</li> </ul>	<p><b>REQUIRED</b></p> <p>Leather non-skid sneakers for Food Service</p> <p>Steel-tipped boots (recommended)</p>	<p><b>REQUIRED</b></p> <p>Safety glasses provided by BCTC</p>
Sports Medicine and Rehabilitative Therapy (SMaRT)	EAST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Two Short Sleeve Polo Shirts with BCTC Logo</li> <li>One Charcoal grey crewneck sweatshirt with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Khaki pants – proper fitting and no holes</li> </ul>	<p><b>REQUIRED</b></p> <p>Athletic shoes/ sneakers</p>	N/A
Video & Media Content	WEST	<p><b>REQUIRED</b></p> <p>One Shirt (ANY STYLE listed)</p> <ul style="list-style-type: none"> <li>Black Short Sleeve Polo Shirt with BCTC Logo</li> <li>Black Long Sleeve Polo Shirt with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> <li>Navy Zippered Microfleece w/Pockets with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Cotton blue jeans, khakis/cargo pants, dress pants – proper fitting and no holes</li> <li>Skirts – appropriate length – to the knee</li> </ul>	<p><b>REQUIRED</b></p> <p>Closed toe shoes or athletic shoes/ sneakers</p>	<p><b>REQUIRED</b></p> <p>Safety glasses as needed, provided by BCTC</p>
Video & Media Content Production	WEST	<p><b>REQUIRED</b></p> <p>One Shirt (ANY STYLE listed)</p> <ul style="list-style-type: none"> <li>Black Long Sleeve Polo Shirt with BCTC Logo</li> <li>Black Short Sleeve Polo Shirt with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> <li>Navy Zippered Microfleece with pockets with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Cotton blue jeans, khakis/cargo pants, dress pants – proper fitting and no holes</li> <li>Skirts – appropriate length – to the knee</li> </ul>	<p><b>REQUIRED</b></p> <p>Closed toe shoes or athletic shoes/ sneakers</p>	<p><b>REQUIRED</b></p> <p>Safety glasses, as needed, provided by BCTC</p>

PROGRAM	CAMPUS	REQUIRED/OPTIONAL ITEMS APEX UNIFORM STORE (on the BCTC Website)	REQUIRED ITEMS (Purchase from any Vendor)	FOOTWEAR REQUIRED	SAFETY GEAR REQUIRED
<b>Welding Technology</b>	WEST	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>One Navy Long Sleeve Tee Shirt with BCTC Logo</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Charcoal Crewneck Sweatshirt with BCTC Logo</li> </ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"> <li>Cotton blue jeans – proper fitting and no holes</li> </ul>	<p><b>REQUIRED</b></p> <p>Steel toed, all-leather work boots, min. of 8" laced and tied (Measure by placing ruler inside the boot)</p>	<p><b>REQUIRED</b></p> <p>Safety glasses w/side shields provided by BCTC</p> <p>All-cotton Welder's cap</p>

**Note:** Proper footwear, clothing, head gear, and personal protective devices must be worn at all times.

Prescription glasses **must have** approved safety glass with side shields. BCTC will provide one pair of safety glasses for all students including a style that will fit appropriately with prescription glasses.

Students are to adhere to the program requirements related to piercings, tattoos, etc.

Students who are enrolled in the Health Programs at BCTC must abide by additional requirements as outlined in the Program of Studies.

## 2. GENERAL SCHOOL DRESS REQUIREMENTS

Hats, hoods, undershirts, cut-off clothing, Heeleys, or shoes with cleats will not be worn in the school.

Any clothing or jewelry which contains words or symbols that are profane, offensive, sexually explicit, or which by its nature disrupts the educational process, is not considered appropriate for school attire.

Footwear must be worn at all times.

Tank tops, halters and tube tops are not permitted.

Shorts may be worn if part of the individual vocational dress code(s).

The guidelines listed below will be strictly followed:

Clothing designed for athletic wear is not appropriate

Clothing which focus undue attention on the wearer, or which is disruptive or indecent, may not be worn.

Clothing should be selected that is appropriate for school/business and activities performed at school

If, in the opinion of the school official, the clothing is found to be inappropriate, the matter will be handled under the progressive disciplinary policy.

Students have a responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the instructional program, where lack of cleanliness constitutes a health hazard.

No chains or studs, choke collars, or metal are permissible attire.

**Identification Badge must be in the student's possession upon arrival on campus and must be visible when entering the school or cafeteria.** The identification badge must be presented to faculty and staff upon request.

**See Violations of the School ID Badge regulations in the Student Code of Conduct Section of this handbook.**



**NOTE:** Failure to abide by the above provisions will be considered a violation of the program rules violations section of the discipline code (see Section III. STUDENT CODE OF CONDUCT/DISCIPLINE). Students may be sent home at the discretion of the administrator in charge of discipline for failure to heed the guidelines listed above.

### **STUDENT PHOTOS**

In order to conduct an effective public relations program, BCTC shares news about activities and events that occur within the school. To do this, names, photos and video clips of students might be placed in school publications or may appear in local media. Respecting the right to privacy, parents/guardians are asked to give consent for use of this material by signing the bottom line of the Sign-Off Sheet at the end of this manual. Failure to sign the sheet may result in your student not receiving public recognition due them for their outstanding achievements.

### **EDUCATIONAL FIELD EXPERIENCES (FIELD TRIPS)**

Throughout the school year, students are afforded the opportunity to travel to local business and industry to enhance the quality of their career education. Students are responsible to complete a *Parental Permission for Educational Field Experience* form (G-134). This form **MUST** be signed by the student, parent/guardian, participating sending school district principal, and the teacher two (2) weeks prior to the date of the field trip. Failure to do so can result in denial of participation. All possible care and precaution will be taken to safeguard the student from accident or injury. However, written consent of the parent/guardian is required for each student. If departure and arrival of regularly scheduled buses do not coincide with “Educational Field Experience” transportation, then the transportation to or from home will be the responsibility of the student or parent/guardian.

**NOTE:** In the event of student misconduct, it will be the responsibility of the student or parent/guardian to arrange, at their own expense, to pick up the student at the location of the event and return them to their home. The same rules of conduct that apply in school also apply on field trips.

### **HOME SCHOOLED STUDENTS**

Home Schooled Students must receive preauthorization to attend field trips associated with “Home Schooling” curriculum. Parents/Guardians of home-schooled students must submit Berks Career & Technology Center Home Schooled Student Preauthorization for Home Schooling Curriculum Field Trips Form (G-137) to BCTC administration at least two weeks prior to the event, outlining the details of the trip and its educational value. As per BCTC Attendance Policy, all unauthorized trips will be recorded as unexcused absences.

### **CHILD CUSTODY**

It is important that information regarding residence, access to the student during school hours, custody agreements and court orders be made available to the school in cases involving divorce, separation or custody procedures. This will enable the staff to provide the greatest level of support to the student.

If this situation applies to your family, a letter may be obtained in the main office containing the information required by the school.

### **PENNSYLVANIA’S CHILDREN’S HEALTH INSURANCE PROGRAM (CHIP)**

Pennsylvania’s Children’s Health Insurance Program (CHIP) covers uninsured kids and teens up to age 19. CHIP provides quality, comprehensive health insurance for routine doctor visits, prescriptions, dental, eye care, eyeglasses, mental health, and much more. CHIP covers uninsured kids who are not eligible for Medical Assistance. For most families, CHIP is free- for others, it is low cost. Visit their website at [www.chipcoverspakids.com](http://www.chipcoverspakids.com) for more information and additional resources.

## **VI. PICTURE IDENTIFICATION BADGE**

Students must replace a lost or defaced ID badge at a cost of \$5.00.

**DO NOT CHANGE THE ID IN ANY WAY!! NO STICKERS, NO WRITING, NO EXTRA HOLES, ETC. ANY CHANGES TO AN ID WILL BE CONSIDERED A DEFAACEMENT OF SCHOOL PROPERTY AND THE STUDENT WILL BE ISSUED AND CHARGED FOR A NEW ID!**

If a student does not have his or her ID badge, for any reason, they must report to the Main Office ***immediately*** to obtain a temporary ID badge. **FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN AN AUTOMATIC IN-SCHOOL SUSPENSION!**

When a student reaches their 4th temporary ID from the front office, the student's name will also be forwarded to the staff member in the LRC to help the student install the StoCard App or screen saver on their cell phone.

It is the student's decision whether or not they choose to install the StoCard App or screen saver. If the student does not have a phone to utilize or chooses not to be involved with the StoCard App, that student must continue to get temporary IDs. All students have the ability to purchase a backup or new ID at any time for \$5.00.

Upon the fifth (5<sup>th</sup>) and/or every additional five (5) requests for a temporary student ID, the student may be assessed a \$5.00 fee for a new student ID and issued an in-school suspension (ISS).

**ONCE THE ID IS MADE, THE STUDENT IS RESPONSIBLE FOR THE DEBT. NO EXCEPTIONS!!!**

## **VII. SAFETY**

**POLICIES 705, 716, 805, 806**

**SAFETY** is our first priority at BCTC!

All career and technical education teachers at BCTC implement a safety program within their particular program areas. As part of that safety program, every student enrolled in an approved career and technical education program at BCTC must successfully complete an OSHA 10-hour General Industry or Construction Industry course during their first year in the program. Students must successfully complete the entire safety program of instruction, including the 10-hour CareerSafe Online Safety Training Course to return to BCTC as a level 2 student. Each section of the CareerSafe Online Safety Training has an assessment that must be passed before moving to the next section and ultimately the final exam. If a student fails the section/chapter assessment three times he/she is locked out of the program and must take the classroom version to earn the 10 hour safety card. These courses are web-based and can be completed online whenever and wherever internet service is provided. Students may take the final examination for this course up to three (3) times during the first year in their program.

Upon successful completion of the course, students earn and receive an OSHA credential from the Federal OSHA Training Institute.

These courses are designed to teach entry level workers how to stay safe in the workplace and begin to prepare them for a safe and prosperous future in their chosen career.

By ensuring that every student has the fundamental safety knowledge and skills required in the workplace, BCTC places safety as our first priority.

Safety instruction and testing are documented and maintained as part of each student's instructional record.

In many cases what you wear in school is dictated by safety rules and industry standards. Your teacher will explain these rules and regulations, which include use of required hard hats, goggles, hair nets, safety shoes, and uniforms. Dress that is consistent with industry expectations is required as established under the provisions of Act 46 of 1998 which authorizes schools to adopt dress and uniform policies. (See Student Dress/Grooming Guidelines). Any act or behavior deemed unsafe to the extent where the safety and well-being of the individual or others is placed in jeopardy may be cause for immediate dismissal from the BCTC.

**NOTE:** Parent/Guardian signature on student handbook signature form is acceptance of notification of this policy.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Safety glasses, ear protection, respirators and hard hats are required of all students when participating in selected activities or while in certain work areas. For example, safety glasses must be worn in all laboratories and live work areas, hard hats must be worn at all times while in construction areas including the house project, ear protection must be worn in any area where power tools and other areas with loud noises, respirators must be worn when spray painting, or in areas where tasks are being performed that create dust or fumes.

For the protection of our students the BCTC will provide safety glasses and cleaning stations in areas requiring their use. PPE's must be kept in the student's possession at all times and used as required. Safety glasses and other PPE's are not to be removed from the school at any time.

### **PROXIMITY CARDS**

Student safety and security is always an important concern of BCTC. Students attending programs in annexes, located outside of the main building will be issued a proximity/access card that will be used to unlock the door to the main building.

These programs include:

- Automotive Collision Repair Technology
- Automotive Technology
- Diesel Technology
- Heavy Equipment Technology
- Horticulture
- Welding Technology

This proximity card is directly associated with the security of the BCTC and is for use during the school year only. It shall be returned at the end of the school year or at time of withdrawal and will be reissued at the start of the school year. Cards are programmed for each individual student.

When students access the building, the student's name is logged onto a computer, which makes it imperative that a student notify their teacher immediately if their card is lost, stolen or damaged. A replacement fee of \$10.00 will be paid before a new proximity card will be issued.

## VISITORS

In compliance with the Safe Schools Initiative, Berks Career & Technology Center has implemented the Raptor System for the safety and security in all buildings. In addition, it is imperative that we have an accurate record of all visitors who are in the building at any given time should an emergency situation arise.

Visitors include all external visitors and BCTC employees visiting a campus not designated as their home campus.

During Pandemic, non-essential visitors are not permitted.

- All visitors must first report to the Main Office to check in through the Raptor System
- All visitors shall present a government issued ID upon entering the building. If the visitor does not have a government issued ID, they must supply their first name, last name and date of birth to be manually entered into the Raptor System. In addition, each visitor will be required to wear a visit ID while in the building, and staff will inform them that they must sign out upon exiting the building.
- Staff will confirm the information on the government issued ID matches the information identified on the Raptor System.

## EMERGENCY EVACUATION PROCEDURES

Students will move quickly and quietly when leaving the building and moving to their designated area. Teachers will also accompany their classes, maintain order and check attendance, using class rosters.

If students are working outside their assigned lab, they should follow the flow of traffic that is leaving the building. Once outside, they are to report to their teacher. When outdoor stations are reached, students will remain quiet and orderly until signaled to re-enter the building.

## ACCIDENTS

All accidents must be immediately reported to our teachers, regardless of how minor they may seem. Teachers will send students to the nurse or person responsible for first aid. An accident report form must be completed and returned to the nurse.

## CHILD/STUDENT ABUSE

All BCTC employees are state mandated reporters. BCTC employees who in the course of employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child under the care, supervision, guidance or training of BCTC employees is a victim of child abuse, including child abuse by an individual who is not a perpetrator. **(For additional information, please refer to BCTC Policy #806 Child/Student Abuse).**

## INTEGRATED PEST MANAGEMENT

The Berks Career & Technology Center uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management.

Our IPM approach focuses on making the school buildings and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school buildings and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator, who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible.

Applications will be made only after normal school hours. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parent or guardians of students enrolled in the career center may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on the registry, please notify the school in writing.

If a chemical application must be made to control an emergency pest problem (ex. stinging insects), a notice will be provided by telephone to any parent or guardian, who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices, or voids.

Each year the school will prepare a new notification registry. If you have any questions, please contact the Director of Facilities and Grounds, IPM Coordinator, at (610) 378-0402, extension 2317.

<b>VIII. SPECIAL EVENTS</b>	<b>During Pandemic, all evening events may be virtual or postponed</b>
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### **OPEN HOUSE**

An Open House is held annually at each campus in the Fall. The Open House gives prospective students, current students, parents/guardians, and the community an opportunity to tour our school; visit our laboratories; and meet our teachers and staff. Current BCTC students showcase their projects and perform demonstrations related to their program areas.

### **COLLEGE/CAREER AND PARENT CONFERENCE NIGHT**

A College/Career and Parent Conference Night is held annually at each campus in the Fall. This is an opportunity for parents/guardians to schedule a meeting with their son or daughter's BCTC program teacher to discuss the student's progress at BCTC. In addition, representatives from several key post-secondary institutions will be available to discuss the opportunities at their institutions for BCTC graduates.

### **SENIOR RECOGNITION NIGHT**

Awards and certificates of competency are presented to members of the senior class during an evening ceremony in May of each year. Graduating seniors are provided an opportunity to invite two or more guests. *Please Note: BCTC seniors are required to attend BCTC after the date of this event until the advertised last day of attendance by their participating sending school district.*

<b>IX. STUDENT COMPLAINT PROCESS</b>	<b>POLICY 219</b>
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#### **1. PURPOSE:**

The Joint Operating Committee recognizes that students have the right to request redress of complaints. Further, the Joint Operating Committee believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures should be provided.

## 2. DEFINITIONS Pol. 103:

- a. **GRIEVANCE** - shall be defined as any dispute or complaint involving questions or violations of Civil Rights Guidelines: Title IX (non-discrimination on the basis of sex) and Section 504 (non-discrimination on the basis of handicap). A grievance may be filed when a satisfactory solution is not achieved through discussions with building administration.
- b. **AGGRIEVED PERSON** - shall mean any individual or individuals making a grievance or complaint.
- c. **DAYS** - the term days used in this procedure shall mean BCTC school days according to the calendar of Berks Career and Technology Center.

## 3. GUIDELINES: Complaint Process,

### **Supporting documentation includes BCTC Nondiscrimination Policy 103 & 104**

**Step 1** - The aggrieved person shall, within ten (10) BCTC school days of the occurrence, present the complaint in writing to the campus principal. Complaint forms can be obtained in the Student Services Office or can be obtained electronically through the BCTC website ([www.berkscareer.com](http://www.berkscareer.com)). The campus principal shall conduct a review and issue a decision, in writing, within five (5) BCTC school days of the review.

**Step 2** - If not satisfied with the decision of the campus principal, the aggrieved person may appeal the decision to the Executive Director (Title IX or Section 504 coordinator) of the Berks Career and Technology Center within five (5) BCTC school days of the original decision. The Executive Director shall conduct a review and issue a decision, in writing, within five (5) BCTC school days of the review.

**Step 3** - If not satisfied with the decision of the Executive Director (Title IX or Section 504 coordinator), the aggrieved person may appeal the decision of the Executive Director to the Superintendent of Record. The Superintendent of Record shall conduct a review and issue a decision, in writing, within ten (10) BCTC school days of the review.

**Step 4** - If not satisfied with the decision of the Superintendent of Record, the aggrieved person may appeal to the Joint Operating Committee at its next monthly meeting. The Committee meets on the fourth Wednesday of each month. The decision of the Joint Operating Committee is final.

## TITLE IX AND SECTION 504 COORDINATOR:

Director of Human Resources  
Berks Career & Technology Center  
1057 County Road  
Leesport, PA 19533

### References:

School Code – 24 P.S. Sec. 1850.1

Joint Operating Committee Policy – 103 and 104

**PLEASE NOTE:** This Student Complaint Process will apply to Dual Enrollment students until acceptance to post-secondary education.

## CONTINUOUS IMPROVEMENT

On April 10, 2003, SRI Quality System Registrar granted a certificate of registration to the Berks Career and Technology Center. ISO 9001 implements a Quality Management System for every key process of the Berks Career and Technology Center.

The goal of ISO 9001 is to continuously improve the instructional process and other related processes at BCTC. Staff, students, parents, administrators and stakeholders may submit suggestions for improving our School through the use of an Opportunity for Improvement (OFI). Anyone may complete and submit an OFI from the BCTC website; [www.berkscareer.com](http://www.berkscareer.com). Instructors are encouraged to have students and their parents submit an OFI to recommend improvements to our system.

Completed OFIs are submitted to the ISO Management Representative Assistant. The Management Representative Assistant will present them to the Disposition Team for review and assignment to a process management team for further review and action planning. As part of the ISO 9001 procedures, the individual who submits an OFI will be notified of the actions that occur as a result of the submission. OFIs submitted anonymously will be forwarded to the process supervisor for information only and will be closed. No reply will be provided.

To submit an Opportunity for Improvement (OFI) from the BCTC website [www.berkscareer.com](http://www.berkscareer.com):  
Under Quick Links, click on "Opportunity For Improvement (OFI)"

Fill in all required fields

Click "Submit Form"

### **X. STUDENT SERVICES**

### **POLICIES 208, 209, 210, 210.1, 217**

#### **GUIDANCE**

Each Campus at the BCTC is staffed with a guidance counselor, who will coordinate educational activities with those of the participating sending school district. Please utilize the counselors to discuss school related or personal problems that may arise. As part of the testing and records maintenance function, student services will be responsible for the following areas: "Student Assessment and Testing Program" and "Student Assessment/Industry Certification".

#### **STUDENT ASSESSMENT AND TESTING PROGRAM**

In accordance with the recommendations of the Director, the members of the Joint Operating Committee of the BCTC have approved a testing program, designed to provide information concerning the proficiency of students on standardized tests of career and technical education achievement.

#### **STUDENT ASSESSMENT/INDUSTRY CERTIFICATION**

All students attending the BCTC are required to complete the NOCTI (National Occupational Competency Testing Institute) exam or other state recognized assessment prior to graduation. These exams are categorized as "Job Ready" assessments. Job Ready assessments measure the skills of an entry-level worker or an individual who has completed course work in a secondary or post-secondary career and technical program.

NOCTI assessments allow students to demonstrate their knowledge, skills and talents within their chosen occupational program and NOCTI score reports provide valuable data for program improvement and accountability requirements. Students that score advanced on these exams will receive a Pennsylvania Skills Certificate of achievement. The written exams will be administered in two (2) parts over two days with all make-ups completed in one week. CTE teachers shall select one of those two (2) dates to conduct all performance testing for their program. Site Coordinators, in consultation with the CTE teacher, shall determine which students, if

any, must be released for a full day for completion of the performance test. Since the performance test requires the assistance of program experts outside of BCTC, students are highly encouraged not to be absent the days of the performance test.

Currently there are thirty-eight (38) career and technical programs at BCTC that offer students industry certifications or program recognition in areas of study. By successfully completing their technical programs, students are expected to graduate with a minimum of one national, state, or local certification, certificate of recognition, or become trained and exam-ready for certifications. These offerings are different for each program. The cost pertaining to these various accomplishments/certifications can be found in the program's Student Orientation Booklet.

During this school year, the following tests may be administered:

<b>Name of Test</b>	<b>Purpose</b>
1. N.A.E.P. (National Assessment of Educational Progress)	To provide a sound technique allowing school personnel to evaluate, plan, and implement program improvement and provide feedback through student self-assessment to determine remediation needs.
2. NOCTI (National Occupational Competency Institute)	
3. SAM (Skills Assessment Module)	

Student's scores on these tests will be checked carefully and maintained in his/her school record as long as he/she attends BCTC. Student records may be reviewed by arranging an appointment with the appropriate guidance counselor.

### **WITHDRAWING FROM SCHOOL**

If you are planning to withdraw from BCTC, you first should contact your home school guidance counselor, where arrangements will be made for you to complete the necessary forms. You should then make an appointment with the guidance counselor at your Career and Technology Center Campus to discuss your decision. **All financial or material obligations to the BCTC must be met prior to withdrawal.**

### **CONFERENCES**

Parent conferences may be scheduled through the office staff with teachers, counselors, administrators or other staff members. A conference will be scheduled as soon as possible upon request, at a mutually convenient time.

### **HEALTH SERVICES**

Each BCTC Campus is staffed with a school nurse. Health services will be responsible for the following: student illness/injury, student/parent consent and medical and emergency information form, use of medications, student self-administration of emergency medications, administration of naloxone, and administration of epinephrine.

### **STUDENT ILLNESS/INJURY**

The school nurse is to provide emergency medical care and first aid for injuries sustained at school and are not to render medical treatment for ailments or injuries that were acquired outside of school grounds.

All students who want to see the nurse for illness and/or injury must report to the health room with a pass signed by the teacher or instructional assistant. All students must obtain permission for dismissal from the nurse, or designee, before they can leave school due to an illness and/or injury. Students are not to arrange their own illness dismissal. The nurse, or designee, will make calls to parents/guardians or emergency contacts for illness dismissal. Parents/guardians are expected to report to BCTC to pick up their student if they are deemed unable to return to class by the school nurse.



## STUDENT/PARENTAL CONSENT AND MEDICAL AND EMERGENCY INFORMATION

The BCTC Student Handbook Sign-Off Sheet/Student Pick-Up Registration Form/Emergency Contact/Health Form (SS-032) will be issued to students on the first day of school by their teachers. The form is also available on the BCTC Website. If you fail to submit this form by the required date, the student will not be allowed to participate in lab instruction. This information is vital in case of accident or injury. No stock medications (Acetaminophen, Ibuprofen, Tums and Sore Throat Lozenges) will be given without a signed Medical and Emergency Information Form on file in the nurse's office. Updated Medical and Emergency Information Forms will be requested annually. It is the parent/guardian's responsibility to keep these forms up-to-date with accurate contact information in the event of an emergency or medical concern.

### USE OF MEDICATIONS

The Joint Operating Committee directs all BCTC employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Joint Operating Committee shall require the written request of the parent/guardian, giving permission for such administration and completion of the **Authorization for School Medication Administration Form (M-005)** which is available from the BCTC nurse or can be obtained from the BCTC Website

All medications shall be administered by the BCTC's Nursing & Attendance Services Specialist, or in the absence of the Nursing & Attendance Services Specialist by other licensed school health staff (RN, LPN), or qualified designee, except as otherwise noted in this policy.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.  
Prescription medication shall be delivered in its original packaging labeled with:

- Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
- Student's name.
- Directions for use (dosage, frequency and time of administration, route, special instructions)
- Name and registration number of the licensed prescriber.
- Prescription serial number.
- Date originally filed.
- Name of medication and amount dispensed.
- Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

### STUDENT SELF-ADMINISTRATION OF EMERGENCY MEDICATIONS

Prior to allowing a student to self-administer emergency medication, BCTC shall require the following:

**Medication Self-Administration by Student/Asthma Inhaler/Epinephrine Auto Injector Form (M-007)** which is available on the BCTC Website.

An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.

Written parent/guardian consent.

An Individual Health Plan including an Emergency Care Plan.

The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if center policies regarding self-administration are violated.

### **ADMINISTRATION OF NALOXONE**

As a means of enhancing the health and safety of its students, staff and visitors, the center may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.

### **ADMINISTRATION OF EPINEPHRINE**

BCTC nurses and selected staff have access to emergency Epinephrine auto-injectors that meets with the standing order prescription on file for emergency purposes. If a student has a personally prescribed Epinephrine injector it is recommended that a parent/guardian brings one to BCTC to be kept in the nursing office in case of an emergency. If a student carries an Epinephrine auto-injector, a self-administration form (M-007) must be completed and given to the school nurse. Parents/guardians requesting an exemption to the administration of an Epinephrine auto-injector for their student must schedule a meeting with the school nurse to discuss their decision, review and sign the opt-out form in the presence of the nurse.

<b><i>XI. STUDENT RECORDS</i></b>	<b><i>POLICY 216</i></b>
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A cumulative record shall be maintained for the express purpose of assisting the school's professional staff toward the maximum educational development of each student. All such records shall be considered as confidential and private. It shall be understood that while student cumulative records are maintained primarily for school use, certain situations will arise when the release of specific portions of such records, under controlled circumstances, serves to benefit both the student and his/her family. Utilizing the approved BCTC form, a cumulative record, initiated upon the student's entry for the first time and following the student throughout his/her educational career, shall be kept for each student enrolled in the BCTC.

Both federal and state laws require that Berks Career & Technology Center provide military recruiters' access to secondary school students. The No Child Left Behind Act of 2001, the National Defense Authorization Act for Fiscal Year 2002 and Pennsylvania Act 10 (The Armed Forces Recruiting Act) reflect these requirements. They collectively require Berks Career & Technology Center to provide military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers.

To ensure compliance with the collective laws, Berks Career & Technology Center is required to provide names, addresses and telephone listings of junior and senior students to military recruiters, when requested, unless a parent has "opted out" of providing such information. Berks Career & Technology Center must advise parents in writing of this obligation and give them at least 21 days to make a written request to be excluded from the list before it is made available for release (51 P.S. § 20222(a)). Parents must be notified of this obligation not later than the end of the student's junior year. Military recruiters are entitled to request and receive these lists throughout the year.

Additional background on this requirement may be found in the Pennsylvania Department of Education's Web site ([www.pde.state.pa.us](http://www.pde.state.pa.us)) in Basic Education Circular (BEC) Access to Secondary Students. The BEC also contains the Family Educational Rights and Privacy Act (FERPA) information.

## TYPES OF STUDENT RECORDS

### Category “A” Information (Permanent)

In accordance with policy regarding representational consents, the members of the Joint Operating Committee of the BCTC do hereby authorize the superintendent or his designee to collect and maintain the following student records classified as ‘Category A.’

- |                          |  |
|--------------------------|--|
| A. Student’s Name        | H. Sending School District Data                            |
| B. Address of Student    | I. Vocational/Academic Record                              |
| C. Birth date of Student | J. Attendance Record                                       |
| D. Gender of Student     | K. Names and Addresses of Parents/ Guardians               |
| E. Telephone Number      | L. Grades  |
| F. Date of Entry         | M. Participation in Co- and/or Extra-Curricular Activities |
| G. Date of Withdrawal    |  |

### Category “B” Information (Supplementary)

This category includes verified information of clear importance, but not absolutely necessary to the school over time, in helping the child or in protecting others. It includes items such as: Health Records, aptitude, interest, and intelligence test results, student application packet, teacher/counselor evaluations, discipline data, psychological reports, class rank, parent conference reports (other than confidential reports) and special service reports, confidential letters to agencies or parents/guardians, diagnostic team reports (Instructional Support Teams, Student Support Teams), reports from outside agencies (Children and Youth Services, rehabilitation), and 504 Service Plans.

### Category “C” Information (Tentative)

This category includes highly confidential, unverified, potentially useful information, which may not be clearly needed beyond the immediate future, e.g.:

Personality tests results and clinic and legal findings, unevaluated reports of teachers, counselors and others which may be needed for ongoing investigation, disciplinary actions and counseling actions.

## PENNSYLVANIA’S SAFE SCHOOL ACT (Act 104)

Pennsylvania’s Safe School Act requires the BCTC to maintain in the student’s disciplinary records parents’/guardians’ sworn statements or affirmations made upon admission to the Career Center where the student was previously suspended or expelled from any public or private school in any state for an offense involving drugs, alcohol, weapons, or for the willful infliction of injury to another person or any act of violence committed on school property. These statements are separate and distinct from those permitted by FERPA (Family Educational Rights and Privacy Act).

## COLLECTION OF STUDENT RECORDS

All information necessary for the maintenance of student records shall be collected only with the prior informed written consent of the student and or his/her parents/guardians. Such consent may be given either individually or through the parents’/guardians’ legally elected or appointed representatives (Joint Operating Committee of the BCTC) depending on the nature of the information to be collected.

Representational consent shall be sufficient for the collection of data necessary to the maintenance of other Administrative Records (Category “A”).

Individual written consent shall be required for securing of supplemental medical information, systematically gathered teacher or counselor ratings and observations of use to potential employers, and participation in work based learning activities at the BCTC.

## **MAINTENANCE OF RECORDS**

### **Category “A” Information (Permanent)**

Such records shall be considered as permanent records and shall be maintained by the BCTC for a period of one hundred years beyond the date the student becomes 24 years old.

### **Category “B” Information (Supplementary)**

Where not in conflict, with existing statutes and/or regulations, such records shall be destroyed two years following graduation. If a student leaves school prior to graduation, the records shall be destroyed two years after the student’s class graduates. Disciplinary records and Student Support Team records must be destroyed when the student graduates.

### **Category “C” Information (Tentative)**

Information in this category shall be reviewed by the principal at least once a year and destroyed as soon as its usefulness is ended. It may be transferred to Category “B” under certain conditions 22 Pa. Code 12.33 (2.3.1).

Transfer to Category “B” may be made only if the following two conditions are met:

The continuous usefulness of the information is clearly demonstrated.

The validity of the information has been verified by the principal, in which case, the parents must be notified and the nature of the information explained to them. Parents then have the opportunity to challenge the decision to maintain such information.

## **DISSEMINATION OF STUDENT RECORDS**

Administrative and supplementary records may be released without consent to: other school district officials, including teachers, who have a legitimate educational interest – Comptroller General of the United States – the Commissioner of Education – Director of the National Institute of Education – the Assistant Secretary for Education – State Secretary of Education – to officials of other school districts in which the student intends to enroll – to appropriate authorities in a health and safety emergency – to a parent, which includes both natural parents, guardian, or individual acting as a parent, unless the school has been provided with evidence that there is a legally binding instrument or state law, or court order governing custody which provides to the contrary. No other person may have access to a student’s records except when proper written consent to the release of such records has been obtained. The student’s parents, spouse, or guardian must give such consent to a student’s records. However, when a student reaches the age of 18 year, or is married, or is attending an institution of higher education, his/her consent must be obtained in order to release requested information. Either a student, or his/her parents/guardians, or their legal representative, may access to the official administrative record (Category “A”). Parents may have access to Category “B” data. Students may have access to Category “B” data with parental permission.

Parents and/or eligible students may upon request have a copy of those records to which they have access. A fee will be assessed to cover the cost of retrieval and reproduction.

Directory type information may be disclosed for purposes beneficial to the student or Berks Career & Technology Center only with the approval of the superintendent, or his/her designee.

The parent or eligible student has the right to refuse the disclosure of any or all types of directory information by giving the school written notice within (20) days of publication/dissemination of the notice. Parents shall be given public notice to this right at the beginning of the school year. This summary constitutes your written notice. Directory type information includes the following information relating to a student: The student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other information.

### **RIGHT OF CHALLENGE TO RECORDS**

In order to afford students and/or their parents/guardians the right to challenge the content of student records, a quasi-judicial review panel has been established. This panel is composed of the Superintendent of record of the BCTC or his/her designated representative, Director of the BCTC, Joint Operating Committee Solicitor, campus principal, and the guidance counselor. The party conducting the hearing may be an official of the school who does not have a direct interest in the outcome of the hearing.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate: Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate official), clearly identify the part of the record they wanted changed, and specify why it is inaccurate.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Joint Operating Committee; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which the student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Berks Career & Technology Center to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **RIGHTS UNDER THE PROTECTION OF THE PUPIL RIGHTS AMENDMENT (PPRA)**

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

**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or part by a program of the U.S. Department of Education.

Political affiliations or beliefs of the student or student's parent;  
Mental or psychological problems of the student or student's family;  
Sex behavior or attitudes;  
Illegal, anti-social, self-incriminating, or demeaning behavior;  
Critical appraisals of others with whom respondents have close family relationships;  
Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;  
Religious practices, affiliations, or beliefs of the student or parents; or  
Income, other than as required by law to determine eligibility.

#### **Receive notice and an opportunity to opt a student out of:**

Any other protected information survey, regardless of funding;

Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted under State Law; and

Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

#### **Inspect**, upon request and before administration or use:

- a. Protected information surveys of students;
- b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- c. Instructional material used as part of the educational curriculum.

These rights transfer from parents/guardians to a student who is 18 years old or an emancipated minor under State Law.

## REVIEW OF INSTRUCTIONAL MATERIAL BY PARENTS/GUARDIANS AND STUDENTS (POLICY 105.1)

BCTC has adopted a policy to ensure that parents/guardians and students have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

Instructional material means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). For purposes of this policy, the term does not include academic tests or academic assessments.

Upon request by a parent/guardian or student, the center will make available existing information about the curriculum, including academic standards and competencies to be achieved, instructional materials and assessment techniques.

The following conditions shall apply to any request:

To assist the center in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.

The written request will be sent to the building administrator.

The center will respond to the parent/guardian or student within ten (10) school days by designating the time and location for review.

The center may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.

No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students is permitted.

No more than one (1) request per semester may be made by any parent/guardian or student for each enrolled child.

Under federal law, the rights provided to parents/guardians to inspect any instructional materials used as part of the student's educational curriculum transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to access information about the curriculum and to review instructional materials.

<b>XII. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</b>
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<b>POLICY 815</b>
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The Joint Operating Committee supports use of the computers, Internet and other network resources in the Berks Career and Technology Center's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

Berks Career and Technology Center provides students, staff and other authorized individuals with access to the school's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

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

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

The Berks Career and Technology Center shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

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

The Joint Operating Committee requires all users to fully comply with policy and to immediately report any violations or suspicious activities to the Executive Director or designee.

**The Joint Operating Committee establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:**

- Defamatory**
- Lewd, vulgar, or profane**
- Threatening**
- Harassing or discriminatory**
- Bullying**
- Terroristic**

Berks Career and Technology Center reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Joint Operating Committee policy, or the use of software and/or online server blocking. Specifically, the school operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Students should not attempt to circumvent the BCTC filtering process. Such an act would be considered a violation of BCTC Acceptable Use of Internet Policy.

The Berks Career and Technology Center shall make every effort to ensure that this resource is used responsibly by students and staff.

The Berks Career and Technology Center shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the school web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of The Berks Career and Technology Center networks or school-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the school



uses monitoring systems to monitor and detect inappropriate use and may use tracking systems to track and recover lost or stolen equipment.

The student user agreement found in section XV of this handbook shall also be signed by a parent/guardian and returned to the appropriate teacher.

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

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the school (center) and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

It is The Berks Career and Technology Center's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc.

Users are expected to act in a responsible, ethical and legal manner in accordance with Joint Operating Committee policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

- Facilitating illegal activity
- Commercial or for-profit purposes
- Non-work or non-school related work
- Product advertisement or political lobbying
- Bullying/Cyberbullying
- Hate mail, discriminatory remarks, and offensive or inflammatory communication
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
- Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs
- Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Joint Operating Committee policy
- Inappropriate language or profanity
- Transmission of material likely to be offensive or objectionable to recipient
- Intentional obtaining or modifying of files, passwords, and data belonging to other users
- Impersonation of another user, anonymity, and pseudonyms
- Fraudulent copying, communications, or modification of materials in violation of copyright laws
- Loading or using of unauthorized games, programs, files, or other electronic media
- Disruption of the work of other users
- Destruction, modification, abuse or unauthorized access to network hardware, software and files
- Accessing the Internet, school computers or other network resources without authorization
- Disabling or bypassing the Internet blocking/filtering software without authorization
- Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization

## **Copyright**

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

## **Consequences for Inappropriate Use**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

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

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

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

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

The use of the school's access to the internet and the school's e-mail is a privilege, not a right. School administrative staff, along with the system administrator, will deem what is appropriate or inappropriate use based upon the above guidelines, and their decision on behalf of the school administration is final. A user may petition the Joint Operating Committee (JOC) to hear an appeal of the above decision.

<b><i>XIII. TRANSPORTATION</i></b>
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<b><i>POLICY 223</i></b>
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### **PERSONAL TRANSPORTATION**

The following are strictly forbidden regarding the use of personal transportation and are categorized as follows:

Unauthorized use of any transportation other than a school provided vehicle to/from an instructional campus. This includes, but is not limited to, the use of bicycles or motorized cycles of any kind.

Transporting unauthorized passenger(s) to/from the instructional campus. Both driver and passenger(s) will be in violation.

Failure to park in a designated area.

Unsafe driving behavior to/from the instructional campus, or when on the instructional campus's property.

Loitering on the campus parking lot after arrival. Students arriving earlier than their class starting time must report immediately to the cafeteria.

Walking to/from BCTC without proper authorization.

Drivers and riders may not leave before the specified dismissal time without prior written permission from the building administration.

Transporting illegal or unauthorized objects, materials or substances.

## STUDENT DRIVING/RIDING

Due to safety and liability concerns, student driving and riding is not encouraged, and only a limited number of reasons will be considered when issuing driving/riding permits. Only students in good standing, as evidenced by their teacher's signature on the permission forms, may continue to obtain the remainder of the signatures necessary for final approval. **Students with an identified student debt or obligation will not be issued a drivers pass or be permitted to ride with another student.** Work-Based Education students, who must report to school two days a month, may request permission to drive on those designated days. Permission may be granted only with proper authorization. **A DRIVING PERMIT IS REQUIRED ANY TIME A STUDENT DRIVES TO SCHOOL.** No passengers are allowed unless by special permission.

Violations of the driving/riding policy will be dealt with as follows:

**Driving Without Permission** - the first violation can result in a Fine of \$25.00 and an insubordination infraction with a suspension of at least one day; the second or subsequent violation can result in a Fine of \$50.00, an additional suspension; the third violation can result in the vehicle being towed at the owner's expense.

**A driver with permission who transports an unauthorized rider** - the first violation will result in loss of driving privileges for 30 days; the second violation will result in loss of driving privileges for the balance of the school year.

**Riding without permission** - the first violation will result in an insubordination infraction with a suspension of at least one day. Subsequent violations will result in further progressive disciplinary action.

Driving permit applications must be signed as required, and the application returned to the main office. A nominal fee is charged for parking placard, which must be displayed while parking on school property. All students park in designated areas only. Unauthorized vehicles will be towed away at the owner's expense. The student's disciplinary file will be considered for all driving request submissions.

**It is the responsibility of the driver during inclement weather to check on the status of BCTC either on BCTC's website or through sending school main office.**

**Permission to drive/ride to or from BCTC is a privilege and can be suspended for any disciplinary infraction, also may result in driving/riding privileges being suspended or lost for the remainder of the school year.**

**Students who are issued permanent driving status to BCTC will be required to purchase a driving permit. The cost of the driving permit for the 1<sup>st</sup> through 3<sup>rd</sup> marking period will be \$20.00. Any student who is issued permanent driving status as of the start of the 4<sup>th</sup> marking period, will be required to purchase driving permit in the amount of \$10.00. No student will be permitted to drive to BCTC or issued a driving permit without proper completion and submission of all required forms and documentation.**

**Vehicles which display words or symbols that are profane, offensive, sexually explicit or disruptive are strictly prohibited on BCTC property. This includes but is not limited to: license plates, bumper stickers, or other displays.**

## TEMPORARY DRIVING/RIDING PERMIT

Students who need to drive to BCTC for special circumstances must complete a Driving Permit Request Form (G-110) **at least one week in advance**. Students who need to ride with another student to BCTC for special circumstances must complete a Riding Permit Request Form (G-111) **at least one week in advance**. The student's disciplinary file will be considered for all driving request submissions.

Students, who want to bring a vehicle to be repaired in one of the auto shops, must first get permission from the automotive teacher who will supervise the work, the sponsoring school principal, and the building supervisor at their campus. The permit will be valid only for the time indicated by the automotive teacher up to a maximum of three (3) days.

## PARKING LOTS

All BCTC students are provided with school transportation. Therefore, it is not required for any student to drive to either campus. If a student is granted a driving permit, he/she must understand that given "reasonable cause for suspicion," the vehicle may be searched while on school property for dangerous or illegal items that could pose a threat to the well-being of our students or staff members.

Additionally, all student drivers will be assigned a numbered parking spot (West Campus). Student drivers are only to park in their assigned parking spot and must have their assigned placard hanging from the rear-view mirror of their registered vehicle.

## BUS TRANSPORTATION

Negative student behavior, which represents a real or potential safety hazard to the other students on the transportation vehicle by diverting the attention of the vehicle's driver, will be dealt with as violations of the school's policies regarding transportation, safety, insubordination and misuse of facilities. As a result, the student may be suspended from school-provided transportation and approved alternative transportation will have to be arranged by the student's parents.

**DON'T LOSE YOUR RIDING PRIVILEGE.** Avoid trouble by following these simple rules. **THE USE OF TOBACCO, VAPING DEVICES/PRODUCTS, DRUGS, and/or ALCOHOL IS STRICTLY PROHIBITED.** School regulations and the laws of the Commonwealth of Pennsylvania prohibit smoking on buses. **DO NOT** use profane language, eat or drink on the bus, throw objects, or shout. Stay in your assigned seat and keep your head and hands inside the bus. The driver is in complete charge of the bus and passengers. Seating rules and charts must be obeyed.

**AS PER SENATE BILL 1077, WHICH WAS ENACTED ON JUNE 23<sup>RD</sup>, 2016 IN THE FORM OF ACT 56, VIDEO CAMERAS AND AUDIO RECORDING EQUIPMENT ARE OPERATING ON ALL BCTC BUSES.**

### ON THE BUS, STUDENTS MUST:

Present their student ID badge.

Be seated before the bus moves and remain seated while the bus is in motion.

Not tamper with the bus or any of its equipment. Any person willfully damaging a bus will be held responsible for such action.

Not extend any part of the body from the bus or throw objects out of the bus.

No use of tobacco such as smoking or chewing, including all smoking/vaping devices.

Be courteous to the driver; obey him/her and give him/her the same respect as a teacher.

Not talk to the driver while the bus is in motion or distract his/her attention by loud talking or disorderly behavior.

Ride only on the assigned bus, sit in assigned seat, and get off only at the assigned stop, with such exceptions as requested in writing by the parent and approved by the building administrator.

Refrain from any actions that would endanger the health, safety and welfare of the other pupils on the bus.

Students need to make alternate arrangements for the transportation of tools: utilizing a temporary driving pass or parent drop off/pick up.

Students need to make alternate arrangements for the transportation of student projects: utilizing a temporary driving pass or parent drop off/pick up.

Due to the small enclosed area of a school bus and close proximity to one and other students are expected to refrain from applying products such as, but not limited to, nail polish, hair spray, perfumes, deodorants, hand sanitizers, and other miscellaneous spray materials which could trigger breathing distress and other allergic reactions.

Not block aisles or emergency door.

Share the responsibility of keeping the bus clean. Do not throw paper, etc., on the floor.

Not open or close windows unless permitted to do so by the driver.

**DISCIPLINARY ACTION RESPONSES TO VIOLATIONS OF THIS AREA MAY BE COVERED UNDER THE LEVEL II OR III OFFENSES AS OUTLINED IN SECTION III STUDENT CODE OF CONDUCT/DISCIPLINE.**

## **BCTC NON-DISCRIMINATION STATEMENT**

Berks Career and Technology Center will not discriminate in its employment practices or its educational programs and activities on the basis of race, color, age, creed, religion, gender, sex, sexual orientation, ancestry, domicile, veterans status, national origin, marital status, pregnancy, handicap/disability or genetic information or any other legally protected characteristics in its admission procedures, educational programs and activities or employment practices, as required by the Pennsylvania School Code and related regulations, ADA, Title VI, Title IX, and Section 504 and will provide equal access to the Scouts of America and other designated youth groups. Students are encouraged to consider enrolling in career programs non-traditional to their gender. Berks Career and Technology Center will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in career and technical education programs and will make reasonable accommodations for those with disabilities. Furthermore, harassment in any form, including bullying, by any individual will not be tolerated. All policies, regulations and practices of BCTC shall be guided by this statement. Inquiries regarding compliance with Title IX, Section 504 or Title VI should be directed to Dr. Michael Stauffer at the Office of the Executive Director at 1057 County Road, Leesport, PA 19533, 610-374-4073.

### **Declaración Non-Discriminatoria de BCTC Documento**

Berks Career and Technology Center no discriminará por razones de raza, color, edad, religión, sexo, orientación sexual, origen, domicilio, si es veterano, nacionalidad, estado civil, embarazo, incapacidad o cualquier otra característica protegida legalmente en su proceso de empleo, programas educativos ni actividades o proceso de admisiones como es requerido por el Código Escolar del Estado de Pennsylvania y las regulaciones ADA, Título VI, Título IX y Sección 504 y proporcionará un acceso igualitario a los Exploradores de America y otros grupos de jóvenes designados. Fomentamos que todo estudiante considere registrarse en programas educativos no tradicionales a su sexo. Berks Career and Technology Center tomara pasos para asegurar que la falta de conocimiento de Ingles no sea una barrera para su admisión y participación en los programas educativos y técnicos. También se harán acomodaciones razonables para personas con impedimentos físicos. Cualquier forma de acoso, incluyendo intimidación por parte de cualquier individuo no será permitida. La política, regulaciones y prácticas de BCTC serán guiadas por esta declaración. Dudas o preguntas acerca del cumplimiento del Título IX, Sección 504 o Título VI deberán dirigirse a la oficina del Director Ejecutivo, Dr. Michael Stauffer, en 1057 County Rd, Leesport, PA 19533, 610-374-4073.