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INTRODUCTION

The Mifflin-Juniata Career and Technology Center offers opportunities for vocational and technical training. These educational programs are available to individuals who are interested and can benefit from the training received.

WELCOME

This handbook was written to welcome you and to acquaint you with the Mifflin-Juniata Career and Technology Center and its programs. It will serve as an introduction to the school, staff, curriculum, regulations, and opportunities.

With the help of this handbook and our staff, we hope you will be able to work to your full potential utilizing the Career and Technology Center's facilities and opportunities and to successfully complete your educational program.

PHILOSOPHY

All persons regardless of race, creed, or color have the freedom to choose the type of training and education, according to their abilities, desires, and interests that will prepare them for a productive and satisfying life.

The main objective of our school is to develop the skills and knowledge needed to enter and advance in a chosen vocation. Attitude toward other people in respect to any individual's rights, responsibilities, privileges and the awareness of others are of the utmost importance in any vocation.

Since economic goals are closely related to the other goals of life, the method to insure reasonable success in life is through occupational proficiency, or the ability to do the job. Included in the occupational proficiency or excellence are the skills of the trade, as well as an understanding of basic and/or advanced mathematics, English, history and the physical sciences.

This school is concerned that each individual student develops to his or her fullest potential. This is best accomplished through the cooperation of the student, the parents, and the school.

SCHOOL COLORS

The approved school colors are TAN and MAROON.

POLICY OF NONDISCRIMINATION

The Mifflin-Juniata Career and Technology Center is an equal opportunity educational institution and does not discriminate in its educational programs, activities and employment practices as required by Title IV, Title IX and Section 504.

The school does not discriminate regardless of race, color, national origin, sex, handicaps (including visual or hearing impairments), religion, age or marital status.

All inquiries in regards to information, services, programs, facilities, or implementing the grievance procedure should be directed to:

**Alicia Lentz, Title IX and Section 504 Coordinator
Mifflin-Juniata Career and Technology Center
700 Pitt Street
Lewistown, PA 17044
(717) 248-3933**

“Any disabled student or parent of a student without an I.E.P. who has a grievance should make it known to the Director of Mifflin-Juniata Career and Technology Center. A copy of the grievance procedure will be issued at that time and the Planning and Appeals Committee will be notified immediately to schedule a hearing.”

For information regarding services, activities, programs and facilities that are accessible and usable by handicapped persons, contact:

**Dan Potutschnig, Administrative Director
Mifflin-Juniata Career and Technology Center
700 Pitt Street
Lewistown, PA 17044
(717) 248-3933**

SCHOOL ORGANIZATION

MJCTC ADMINISTRATION

**Dan Potutschnig, Administrative Director
Alicia Lentz, Practical Nursing Coordinator**

SECONDARY FACULTY

<u>Course Title</u>	<u>Teacher</u>
Agriculture Technology	Mark Laub
Allied Health	Chelsea Boyer
Automotive Mechanics	Bryan Boyd
Automotive Mechanics	Steven Michalchik
Child Care	Valarie Woodring
Collision Repair	Timothy Gilbert
Cosmetology	Maureen Keller
Culinary Arts	Lynn Fohringer
Electrical Installation	Charles Yeater
Health Science	Beth Manbeck
Metalworking Technology	Fred Nickel
Criminal Justice/Police Science	Rodger Fultz
Residential Construction	Mark Baker
Special Education	Michelle Waters

POST-SECONDARY FACULTY

Practical Nursing	Lisa Becker	Kim Dyer
	Beth Finkbiner	Karen Kerschner
Practical Nursing Secretary	Rebecca Fultz	

MJCTC SUPPORT STAFF

Teacher Aide	Linda Groninger
Teacher Aide	Michele Lutz
Teacher Aide	Randy Dressler Jr.
Teacher Aide	Steven Michalchik
Administrative Secretary	Patty Fogleman
Bus. / School Secretary	Sandy Klingler
Custodians	Howie Lockett
	Larry Goss
	Chad Fetterman

PARTICIPATING SCHOOLS AND ADMINISTRATORS

Mr. James Estep-Superintendent, Mifflin County
Mr. Richard Musselman-Superintendent, Juniata County

School	Principal	Assistant Principal	Guidance Counselor
East Juniata	Ben Fausey	Christie Holderman	Kathleen Durst Norma O'Brien
Juniata	Edward Apple	Nancy Kramer	Kurt Condo Lisa Kile
Mifflin Co	Mark Crosson	Christina Short Mark Conner	Bridget Kennington Valarie DeVecchis Kimberly Crone

JOINT OPERATING COMMITTEE MEMBERS

Juniata County

Mark Wagner
William Book, Vice Chairperson

Mifflin County

Walter Harpster, Chairperson
Travis Parkes
Kirk Rager
James Hurlburt Jr.

James A. Estep, Chief School Administrator
Richard J. Musselman, Jun. Co. Superintendent

DAILY SCHEDULE

The Mifflin-Juniata Career and Technology Center will operate daily with the following sessions.

A.M 9:05-11:43
P.M 12:15-3:08

Because bus transportation schedules differ, students will arrive and depart at slightly different times.

JUNIATA COUNTY SCHOOLS

EAST JUNIATA HIGH SCHOOL

	AM SESSION	PM SESSION
EJ DEP.	8:40	12:05
CTC ARV.	9:10	12:35
CTC DIS.	11:43	2:42
CTC DEP.	11:45	2:44
EJ ARV.	12:15	3:12

JUNIATA HIGH SCHOOL

	AM SESSION	PM SESSION
JUN. DEP.	8:40	11:50
CTC ARV.	9:05	12:15
CTC DIS.	11:43	2:55
CTC DEP.	11:45	2:57
JUN. ARV.	12:05	3:22

MIFFLIN COUNTY HIGH SCHOOL

	AM SESSION	PM SESSION
DEP.		
CTC ARV.		
CTC DIS.		
CTC DEP.		

	AM SESSION	PM SESSION
DEP.		
CTC ARV.		
CTC DIS.		
CTC DEP.		

CLOSING OF SCHOOL DUE TO WEATHER

The Career and Technology Center will be closed only for extreme conditions. When the home school closes, students are not required to report to the Career and Technology Center. Local radio stations report closings and delays when notified by the school administration

SCHOOL OPERATIONS

Vocational Student Organizations

Student leadership organizations are an important part of any vocation-technical training. The Mifflin-Juniata Career and Technology Center offers its students the opportunity to join a vocational student organization that is directly related to their area of study. Each organization has established goals that strive to develop leadership abilities through participation in educational, vocational, civic, recreational and social activities. Each student is challenged to develop realistic occupational goals and to practice high standards in organizations are available for student membership.

FFA (Agricultural Students)

HOSA (Health Science Students)

SKILLS USA-VICA (Vocational & Technical Students)

FIRE DRILLS

Fire drills will be held periodically. As soon as the alarm is heard, all persons are to leave the building quietly (DO NOT TALK) and quickly (WALK) and remain with their respective groups at a distance of not less than 75 feet from the building. The driveway must be kept clear in order that emergency equipment, if needed, may pass.

Specific directions to leave the building from each area within the building are posted on the bulletin boards, and fire exits are clearly marked.

A signal will be given for students to return to classes.

GRADING SYSTEM

Students will receive one report card from the home high school each marking period. This card will contain both the Career & Technology Center's and the academic grades.

Each grade will be based on knowledge, skills, and attitudes. The overall grade will be a composite of these three grades, based on the following system:

		Points
A = Excellent	93-100	4
B = Above Average	86-92	3
C = Average	78-85	2
D = Below Average (but passing)	70-77	1
E = Failure or No Competence	Below 70	0
I = Incomplete-Obligations not completed.		

* Juniata and EJ student grades will be converted to the Juniata Co. Grading System.

The final grade issued at the end of the school year will be the numeric average of all of the marking period grades and the final exam grade.

INCOMPLETE GRADES

1. When students are absent from school, they are not exempt from academic obligations in the classroom. Upon returning to school after any absence, it is the student's responsibility to contact teachers for makeup work. A general rule is that students have one day for each day of absence to fulfill their makeup work obligations. If the back work is not completed within the allowed time and no other arrangements for an exception have been made with the teacher, the student will receive failing grades for the makeup work not turned in to the teacher.

2. Incomplete grades at the end of a marking period should rarely be given because they are for students who, because of illness or injury, cannot fulfill their academic obligations. Incomplete grades are not to be given to students who have had sufficient time to do makeup work. For students qualifying to receive an incomplete grade at the end of a grading period or end of the year, there is a grace period of ten (10) school days to complete the missed work after the grading period is over. If the makeup work is not completed in the grace period, and special arrangements for an exception were not made with the teacher and Director, then the incomplete reverts to a failing grade.

3. Any student receiving an incomplete in any course for the last grading period will fail the course for the year if the incomplete is not removed within the permitted time.

4. When a student is absent for more than three consecutive school days, assignments may be obtained by telephoning your home school guidance counselor. Arrangements may be made for someone to obtain assignments for you during your period of absence.

LOST AND FOUND

Articles found in or around the school building should be turned in to the office at once. Anyone losing articles should inquire at the main office.

OPEN HOUSE

An Open House is held annually at the Mifflin-Juniata Career & Technology Center. Students, parents, and members of the community are invited to tour the school and to talk to the faculty.

RADIOS, TAPE PLAYER, FOOD, DRINK, ETC.

Radios, tape player, CD's, cell phones, pagers, and electronic games/pets are NOT to be brought to the CTC. Students are not permitted to bring food or beverages to the school in bottles, cans, paper or plastic containers.

TELEPHONE

Students ARE NOT to receive or place telephone calls at school except in the case of an EMERGENCY. Should an emergency arise where a student needs to use a phone, he/she must request permission from the Director or Assistant Director.

VISITORS

All visitors must register at the school office upon entering the building. Anyone wishing to visit a class in session must provide 24 hours prior notice and obtain administrative authorization. The school encourages parents to visit the school at any time.

STUDENT POLICIES

ADMISSION POLICY AND PROCEDURES* PASSED BY JOINT OPERATING COMMITTEE 1/23/92

Completed applications are submitted to sending school counselors by deadlines and then sent to MJCTC.

MJCTC evaluates the student applicant in terms of his/her preferred CTC course on the basis of the following criteria:

- 1. Aptitude**
- 2. Interest**
- 3. Attitude**
- 4. Attendance**
- 5. Career objective**
- 6. Teacher appraisals**
- 7. Date of Submitted Application**

Vocational assessment is scheduled if appropriate.

MJCTC director recommends placement at a joint meeting of all sending school counselors/principals (quota system used if applicable).

Students are notified of placement or asked to make second choice selections.

***Partial policy-check with MJCTC office for complete policy.**

STUDENT RIGHTS & RESPONSIBILITIES

The Commonwealth of Pennsylvania's State Board of Education Chapter 12, identifies student rights and responsibilities. Individuals who meet their responsibilities as a student will have a successful and productive year. Section 12.2 lists these student responsibilities:

- A. 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.**

- B. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.**
- C. Students should express their ideas and opinions in a respectful manner.**
- D. It is the responsibility of the students to conform to the following:**
- 1. Understand all rules, regulations, and safety procedures for all classroom and shop areas, and conduct themselves in accord with them. Students should assume that, until a rule, regulation, or safety procedure is waived, altered, or repealed in writing, it remains in effect. Follow the safety procedures outlined by the instructor for using all shop equipment.**
 - 2. Volunteer information in matters relating to health, safety and welfare of the school community and the protection of school property.**
 - 3. Dress to meet fair standards of safety and health and not to cause substantial disruption to the educational process.**
 - 4. Assist the school staff in operating a safe school for all students enrolled therein.**
 - 5. Comply with Commonwealth and local laws.**
 - 6. Exercise proper care when using public facilities and equipment.**
 - 7. Attend school daily and be on time for all classes and other school functions.**
 - 8. Make up work when absent from school.**
 - 9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.**

SCHOOL INSURANCE

It is hoped that students will avail themselves of the school's insurance program at their respective high schools. It is not mandatory that a student have insurance, but it is hoped that each student is covered, either by his/her parents' insurance where they work or by the school insurance program offered through his/her home high school. The school is not responsible for any doctor or hospital bills that may be incurred if the student is sent to the hospital or doctor in any emergency that could arise here at the school.

STUDENT DRUG AND ALCOHOL POLICY

It is the intent of the Mifflin-Juniata Career & Technology Center to prevent misuse and abuse of restrictive drug and alcohol substances within the school. The student is expected to be knowledgeable about the drug and alcohol policies of the sending school and to participate in drug and alcohol education and prevention programs offered by his/her respective school. Drug and Alcohol policies of the sending schools will apply to the Mifflin-Juniata Career and Technology Center. The use or possession of illicit drugs and alcohol is wrong and harmful.

Information about drug and alcohol counseling, rehabilitation and re-entry programs are available to students and can be obtained from the offices of the home school.

All students and parents will receive from the home high school a copy of the standards of conduct and statement of disciplinary sanctions relative to the policy, and notification will be given that compliance with the standard of conduct is mandatory.

STANDARDS OF CONDUCT

Standards of conduct prohibit the sale, use, possession, or transfer of, or being under the influence of alcohol, narcotics, hallucinogens or illicit drugs by students on school property or at any school related or sponsored activities.

Disciplinary Sanctions: Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. Disciplinary action will include referral of violations to the home school. The disciplinary sanctions of the home school will be enforced in cooperation with Mifflin-Juniata Career & Technology Center sanctions.

DRIVING POLICY

Transportation to and from Mifflin-Juniata Career & Technology Center is provided. Therefore, students driving to MJCTC from their home schools will be at the discretion of home schools and MJCTC administrators. Students given permission to drive must complete a driving application and display the parking permit on the rear view mirror.

Specific administrative policies and procedures will be reviewed with students at the beginning of the school year. The MJCTC administration reserves the right to suspend a student's driving privilege if the student does not have a permit, transports other students without permission, transports illegal substances, or drives in a manner that endangers people or property on the grounds of the MJCTC or to and from the respective schools.
DRIVING IS A PRIVILEGE!

POLICY ON THE PRESENCE/POSSESSION/USE OF CELL PHONES, TELEPHONE PAGING DEVICES AND 2-WAY RADIO WIRELESS DEVICES

The use by students of cellular telephones and 2-way radio wireless devices shall be prohibited during the academic school day. Such devices shall be turned off or made inoperable during the academic school day or while being transported using public school transportation on regular runs. Students are permitted to use cell phones at the discretion of a teacher or administrator before or after the academic school day.

The possession by students of telephone paging devices, commonly known as beepers, or any device that is capable of operating as a telephone paging device, shall be prohibited on school grounds, at school sponsored activities, and buses or other vehicles provided by the school district at all times.

The term academic school day is defined from the time the student arrives on school property to the official dismissal time set forth by the school district for that particular school building. The prohibitions contained in this policy shall not apply to any student provided that the school authorities approve of the presence of specifically named devices.

When a student is suspected to be using or is found using one of the above described devices, any or all of the following consequences may occur:

- 1. Confiscation of the device.**
- 2. Notification of parent/guardian.**
- 3. Conference with parent/guardian.**
- 4. Detention**
- 5. Suspension**
- 6. Referral to law enforcement if violation involves illegal activity.**
- 7. Additional options as determined appropriate by an administrator.**

USE OF VIDEO SURVEILLANCE CAMERAS

The MJCTC administration and faculty recognizes the need to provide a safe learning environment for students and staff and to protect MJCTC property and equipment. Therefore, video surveillance cameras will be used as a security measure at the MJCTC.

Video cameras will be used to ensure that student behavior on school property is consistent with the established safety and conduct rules. If unacceptable behavior is recorded, timely and appropriate corrective actions will occur.

The following rules and guidelines will apply to students and any individuals on school property:

- **Signs will be posted in at the main entrance to the school to inform students, staff and the public that video surveillance cameras are in use.**
- **Any activities detected through the use of video surveillance cameras that present a breach of MJCTC policy, security or possible criminal activity will be reported immediately to the Principal/Assistant Director.**
- **The Principal/Assistant Director will report such activity to the Administrative Director and promptly begin an investigation.**
- **If it is determined through the investigation that a student or any individual on school property has committed an unlawful or unsafe act in violation of state law or school policy, appropriate disciplinary consequences will be administered.**
- **In the event that a student is disciplined based on video, the parent/guardian may request permission to view the tape within five (5) school/working days from the date disciplinary action was administered by the school administrator. Upon receipt of the parental request, a meeting will be arranged by the Principal/Assistant Director.**
- **Should the Administrative Director consider it advisable for the parent/guardian to view a tape, the Principal/Assistant Director may request a viewing be scheduled for the parent.**

TOBACCO CONTROL POLICY

PURPOSE: The Joint Operating Committee of the Mifflin-Juniata Career & Technology Center recognize that smoking or use of other forms of tobacco presents a health hazard which can have serious consequences for both the smoker and non-smoker. Further, Act of December 21, 1988, P.L. 1315, No. 168, requires the establishment of committee policy to enforce the prohibition of tobacco use.

DEFINITIONS: “Smoking” includes possession of a lighted cigarette, cigar, pipe or other lighted smoking equipment.

“Tobacco Use” includes smoking and the use of smokeless tobacco in any form.

STUDENTS: The possession or use of tobacco by pupils is prohibited in school buildings, school buses, school vehicles, on school district property, and during school sponsored activities.

EMPLOYEES AND ADULTS: Tobacco use is prohibited on all school property when secondary students are in attendance. Tobacco use by employees or adults is also prohibited in school buildings, school buses, and school vehicles and outside school buildings when the employee or adult is supervising students during school sponsored activities.

PENALTIES

Students

Students will be disciplined according to the tobacco policies of their respective school districts. Parents will be informed of the violation, and a parent conference will be scheduled if deemed necessary by the director.

Employees

Employees will receive a verbal warning for the first offense and a written warning for a second offense. Thereafter, each offense will involve a one-day suspension without pay.

Other Adults

Adults will receive a verbal warning for the first offense and a written warning for a second offense. Thereafter, persons will not be permitted on school property for one year from the date of offense.

BULLYING POLICY

PURPOSE: The Mifflin-Juniata CTC recognizes that bullying of students has a negative effect on the educational environment and overall climate 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 district. Bullying can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying.

DEFINITIONS: Bullying shall mean unwelcome verbal, written, electronic, or physical contact directed at a student by another student or students, or by an adult, that has the intent and effect of:

1. **Physically harming a student.**
2. **Damaging, extorting, or taking a student's personal or academic property.**
3. **Placing a student in reasonable fear of physical harm.**
4. **Placing a student in reasonable fear of damage to or loss of personal property.**
5. **Systematically and intentionally excluding a student from activities with peers.**
6. **Spreading false information about a student or attempting to influence others to exclude a student from an activity.**
7. **Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.**

Bullying is occurring when there exists an imbalance of physical, psychological, or social power between the aggressor and the victim, favoring the aggressor. Bullying is most often a series of aggressive acts as directed above.

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 the district 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 the district, offenders shall be subject to appropriate discipline.

AUTHORITY: The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities.

Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliations shall occur as a result of the submission of a complaint.

The district shall annually inform students that bullying or cyber bullying of students will not be tolerated.

DELEGATION OF RESPONSIBILITY:

***Development of Education Programs* – The Superintendent or designee shall develop administrative procedures and programs to increase the awareness of the problems of bullying, and train teachers and support staff to effectively intervene if bullying is witnessed in their presence or brought to their attention.**

***Intervention*– Teachers and staff workers who observe acts of bullying shall take reasonable steps to intervene to stop such conduct, unless intervention would threaten a teacher’s or worker’s personal safety. The nature of the intervention will vary depending upon the age of the student (both the victim and aggressor), the severity of the bullying and the student’s involvement in prior acts of bullying. The purpose of the intervention is to take prompt remedial steps to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.**

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Students shall be encouraged to report bullying or cyber bullying complaints to district employees, who will notify building principals.

The building principal or designee will inform parents/guardians of the victim and person accused.

Student, Parent/Guardian And Employee Reporting

The school district expects students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal, or other school employees supervising school-sponsored activities. Students should be encouraged not to stand by as third parties and tolerate bullying by others. Parents/Guardians may contact the building principal to report acts of bullying.

GUIDELINES: If teachers cannot reasonably remediate acts of bullying through their own intervention, they shall report the bullying to the building principal. Other school employees who observe acts of bullying shall report the conduct to the building principal. The building principal or designee shall investigate any report of bullying and shall resolve this instance in a manner consistent with the district's stance that such acts will not be tolerated and that students are to be taught that bullying is unacceptable behavior.

Investigation Procedures

Each building principal or designee is authorized to investigate reports of bullying brought to their attention by students, parents/guardians or school employees. Any investigation of a report may include meeting with students, parents/guardians or employees; a review of student records and other reasonable efforts to better understand the facts surrounding a reported incident.

Consequences/Discipline

Consequences for students who are found to have bullied others may include counseling, a parental conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities.

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate, and developing a supervision plan with parents/guardians.

Dissemination And Training

- 1. A summary of this policy shall be included in the student handbooks.**
- 2. Discussion of the policy shall be included in the orientation of each new teacher and periodically in staff development workshops.**

Confidentiality

The Mifflin-Juniata CTC recognizes that both the complaining student and the alleged bully/extorter have strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witness will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Educational Rights Privacy Act ("FERPA") and any discovery or disclosure obligations. As limited by FERPA protections, the principal or designee may inform the complaining student/parents/guardians of the outcome of the investigation.

Reprisal

Any student who retaliates against another student for reporting bullying or extortion or for assisting or testifying in the investigation or hearing may be subject to disciplinary action.

SCHOOL RULES

ATTENDANCE

The Public School Code of 1949, Sec. 1327 mandates that “Every child of compulsory school age having a legal residence in the Commonwealth of Pennsylvania is required to attend a day school in which the subject and activities prescribed by the standards of the State Board of Education are taught in the English language.” Persons who are in violation of the Compulsory School Act by accumulating excessive illegal absences, more than three per year, could on a summary conviction be sentenced to pay a fine plus costs and/or be confined to the county jail for a period not exceeding five days.

Attendance is one of the most important obligations while enrolled at the MJCTC. Regular attendance is necessary for satisfactory achievement in the classroom as well as on the job. Poor attendance habits that are carried over to the job often cause failure or dismissal. Poor attendance in school could prevent you from obtaining a good recommendation for a job.

If a student is absent from school due to an unavoidable circumstance, he/she is required by law to present, within three days immediately following the absence, an excuse to the home school explaining the absence signed by his/her parents/guardian or doctor. If the excuse is not presented within a three-day period, the absence is recorded as illegal. Students are advised to review the attendance policies of their home schools.

If it is necessary for a student to be excused during school hours, a written excuse from the student’s parent/guardian must be presented to the MJCTC attendance office one day prior to the excused day.

No early dismissal will be approved unless an emergency condition exists. An attempt should be made to schedule all appointments during non-school hours. All requests must include a telephone number so that the early dismissal can be verified.

Any student who misses the bus at the home high school must report to his/her home school office. Any student who misses the bus at the CTC must report to the CTC office. No hitchhiking or walking to or from the CTC will be permitted.

All students going to and from the CTC shall use the transportation provided by the school. The only exception to this policy is granted to students that have been issued a special driving permit.

ABSENCE/TARDINESS

Students should contact their teacher immediately upon returning from absence. Students have one day for every day absent to make up work. Make up work will be assigned to supplement the work missed during the student's absence. The responsibility lies with the student to request assignments for the make up work. Make up assignments are to be completed at home and not during the time the student is in school.

Students arriving at school after the class starting time must report to the main office upon entering the building and sign in. Students will not be admitted to class, when tardy, without a late admission pass from the office. Upon receiving a late pass students must go directly to shop.

Students arriving after the start of classes but before 10:00 a.m. will be marked tardy. Students arriving after 10:00 a.m. will be marked ½ day absent. Students dismissed before 2:00 p.m. will be marked ½ day absent. After 2:00 p.m., they will be credited with a full day but will be marked tardy. Students who are chronically tardy (more than 3 times) may, at the discretion of the principal/assistant director, have points deducted from their grade.

EXCUSES

Students who are absent from school should provide a written excuse to the home school. A written excuse may be requested by the principal/assistant director, if s/he deems it warranted.

ACCIDENTS, ILLNESS AND MEDICATIONS

All accidents, regardless of their size or nature, must be reported immediately to the person in charge or the MJCTC office. An accident report must be completed by the person in charge and given to the principal/Assistant Director. Within one day of the accident, a copy of this report must be filed in the MJCTC office.

Any student who becomes ill during the school day should request an excuse form the teacher in charge and then report directly to the MJCTC office. If a student's illness requires that he/she go home, the parent/guardian will be contacted by the CTC office to transport the student.

All students who are required to take prescribed medications during the school day must bring authorization for such, along with the medication, to the main office. All medications will be stored in the office. Students will be given a pass to return to the office to take the medication at the proper time.

ARRIVAL/DEPARTURE

Entry and exit shall be from the front of the building. Students arriving shall proceed directly to their respective classrooms. Afternoon Mifflin County students must report directly to the cafeteria. Upon dismissal, all students are to proceed directly to the buses in an orderly manner.

BOOKS

At the beginning of each year, students are loaned textbooks. Throughout the year reference books are available for students' use. These textbooks and/or reference books should be treated with care.

Books are expected to be returned to the school in the same condition as they were issued, less normal wear. Lost or mutilated books must be paid for by the student to whom they were issued. The MJCTC reserves the right to withhold grades from students who do not return or pay for lost books.

LOCKERS

Lockers and locks may be issued to each student during the first week of school. The locks are to be kept on the lockers at all times. The student must not exchange lockers or locks or share lockers with any other student without permission of the issuing teacher. The student who is assigned a locker is responsible for the contents of the locker.

Lockers are considered public property that is loaned to the students for school use. School authorities have the right to inspect lockers at any time to ensure the health, safety, or welfare of the students and the school.

Valuables are not to be kept in the student's locker. If the student has the need to bring valuables to MJCTC, they must be turned in at the office for security. The MJCTC is not responsible for items stolen from an unsecured locker.

If locks are lost or stolen, the student must purchase a replacement in the office, at a charge of \$5.

CHANGE OF ADDRESS

In the event that a student moves to a new address within or outside the school district, he/she is expected to notify his/her home school and the CTC office immediately.

VANDALISM

All classrooms and shops are equipped with equipment available for the field they are built to serve. We assume that each individual will have enough pride in the school to handle each piece of furniture or equipment as carefully as he/she would handle his/her own valued possessions. A student caught damaging or willfully destroying school property will be subjected to disciplinary action and be required to pay for such damage.

PERSONAL APPEARANCE/DRESS

Every student is expected to be clean and neat while attending school. Students must wear suitable clothing at all times. Clothing of a suggestive nature including items with words or pictures about drugs, alcohol, tobacco or sex is not permitted. Muscle shirts or midriff cut shirts as well as short shorts and mini skirts are not appropriate. Pants must be worn at waist level. Shoes must be worn at all times.

Special clothing or shoes may be required of students in particular programs. Students will not be permitted to participate in laboratory/shop activities if they do not meet the uniform requirements spelled out at the beginning of the course. This includes the use of safety eyeglasses, goggles or hearing protection.

SAFETY

Students are taught safe working practices and respect for tools and equipment. However, in spite of all precautions taken, there is always the element of danger when working around machinery. It is mandatory, by state law, that goggles or safety glasses and other protective equipment are worn at all times in the shop or lab area. There are specific types of practical and/or protective clothing and other items that must be worn in certain courses. These course requirements will be given during class orientation. Failure to follow safety regulations could result in permanent suspension from the CTC program.

LUNCH PERIOD

Mifflin County students are served a cafeteria lunch at the MJCTC. Juniata County students are served lunch at their home schools. Morning students from Mifflin County eat the first lunch period following their MJCTC class, then report to buses for return to the home school. Afternoon Mifflin County students are served lunch when they arrive at the MJCTC, then report to class. Mifflin County students are required to spend their lunch period in the cafeteria or in the C.I.A. room. Juniata County students who are in the building during the lunch periods must report to the C.I.A. room. Students are not permitted to loiter in the hall. Students may spend time during lunch in the classroom area only if granted permission by the teacher and that teacher or a supervising adult is present.

TRIPS

Students going on educational trips with vocational teachers must return a signed parent permission form prior to the trip. A field trip is an extension of the classroom and all school and shop rules and regulations apply during the trip as they apply while in school.

WORK PERMITS

Work permits must be secured at your home high school guidance office.

STUDENT PATROLS

The MJCTC, through the Police Science program, permits the use of student patrols during school hours. The patrols are part of the training students receive through their program area. Patrols also provide an added safety measure for the school. The students on patrol are permitted to direct students, who are in inappropriate locations on the school premises, to their appropriate areas. They are also permitted to redirect students if they observe them violating school rules. Students are required to comply with requests made to them by patrols. Patrols are required to report activity that violates school policies to their teacher, who will then report it to the administration. Students on patrol do not have the authority to administer discipline to students. Students on patrol will wear vests or shirts that identify them as such. Students who see improper activity by patrols should report it to the administration.

DISCIPLINE POLICY

STUDENT RESPONSIBILITIES

IT IS EACH STUDENT'S RESPONSIBILITY TO REVIEW THIS BOOKLET WITH HIS/HER PARENT(S) OR GUARDIAN(S). If a student and/or his/her parent(s)/guardian(s) have any questions regarding student rights and responsibilities, please contact a school administrator.

- 1. Dress and groom so as not to cause a disruption to the education process.**
- 2. Volunteer information in matters relating to the safety and welfare of the school community and the protection of school property.**
- 3. Exercise proper care and safety when using school equipment.**
- 4. When absent from school, complete all assigned work that was missed.**
- 5. Act in a polite, mature manner at all times and conduct themselves in accordance with school guidelines.**
- 6. Show respect for teachers, staff, other students, visitors, etc...**
- 7. Keep all areas of the school clean, including the halls, classrooms, cafeteria and locker rooms.**
- 8. NO public displays of affection, including any physical contact, are permitted (holding hands, hugging, kissing, etc...)**

PARENT/GUARDIAN RESPONSIBILITIES

A cooperative effort between the home and school is necessary if students are to achieve their highest potential.

- 1. Demonstrate a supportive attitude toward school and education.**
- 2. Develop a good relationship between themselves and the school staff.**
- 3. Promote a respect for others and for property.**
- 4. Support good attendance habits.**
- 5. Provide an environment conducive to study at home.**

TEACHER RESPONSIBILITIES

The teacher's primary objective is to provide a well-rounded education, which will prepare students for future endeavors.

- 1. Promote a climate of respect and dignity designed to strengthen the self-image of each student.**
- 2. Develop a close cooperative relationship with parents for the educational benefit of the student.**
- 3. Identify changing behavior patterns and personality traits of all students and communicate this information to the appropriate personnel.**
- 4. Distinguish between minor misconduct, which is best handled by the teacher, and major misconduct, which is best handled by the administration.**
- 5. Assist in the enforcement of the discipline code in all areas of the school.**

GUIDELINES FOR STUDENT CONDUCT INCLUDE THE FOLLOWING THREE LEVELS:

LEVEL I (INCLUDE, BUT ARE NOT LIMITED TO...)

The Classroom Teacher, Assistant Director/principal or Director shall assign disciplinary consequences for Level One violations. Disciplinary consequences could include detention, suspension, or other measures at the discretion of the assistant director/principal or director.

INAPPROPRIATE BEHAVIOR- Actions and/or behavior or lack of actions and/or behavior that are disruptive to the overall operating process of a school building. Failure to comply with restrictions and/or standard operating procedures would be an example.

CHRONIC TARDY TO CLASS OR TO HOMEROOM- Arriving to class late.

LOITERING/LOCKER VIOLATION- Any action by a student which is determined by a staff member to be disruptive or inappropriate while in the hallway or locker room(s). Students who are spending an inordinate amount of time passing from class to class shall be determined to be loitering.

TEASING FELLOW STUDENTS- Considered as name calling, inappropriate jokes, or causing another student to feel uncomfortable based on a fellow student's actions or statements.

FAILURE TO FOLLOW DIRECTIONS OR CLASSROOM RULES- Any classroom rule either written or verbal in which the student fails to follow. Teachers are given the privilege of creating their own classroom rules.

HORSEPLAY- Student actions and/or behavior which are rough or boisterous play. Horseplay that causes a safety concern becomes a Level II violation

DISRUPTIVE BEHAVIOR- Actions and/or behavior or lack of action/behavior that cause an interruption in the teaching/learning process. All students have the right to a quality education; any actions/behaviors that deny others the opportunity to a quality education are unacceptable.

PROFANITY- The use of swear words, profane gestures, or gang symbols which are determined inappropriate.

DRESS CODE VIOLATION- Any means of dress or grooming which violates the district dress code and/or is an interruption to the educational process, is a safety concern, or is a health concern.

CHEATING/LYING or PLAGIARISM- The act of an instance of fraudulently deceiving, copying other's work, or being untruthful.

LEVELII (INCLUDE, BUT ARE NOT LIMITED TO...)

All Level II infractions shall be referred to the Assistant Director or Director. These can include, but are not limited to: Detention, In-School Suspension, Out-of-School Suspension, Alternative School, and Recommendation for Expulsion, Referral to Law Enforcement or some other means of action at the administrator's discretion. The administration holds the right to apply any or all levels of disciplinary action at their means.

COMPUTER/INTERNET VIOLATIONS- Downloading any software without permission from an instructor; use of e-mail accounts; alter official documents, files, or program in any manner; search inappropriate websites; use MJCTC equipment inappropriately, be disrespectful, slander anyone, or use inappropriate language; play computer games unless given permission by an instructor; loan your account or password without permission from a computer instructor.

CUTTING CLASS or LUNCH – “Cutting” a class, study hall, lunch, homeroom, assigned activity or any unauthorized leave of absence during the school day can be charged with up to one full day unlawful absence.

MISCONDUCT IN CAFETERIA or SPECIAL PROGRAM - Student behavior that a staff member determines as inappropriate, unsafe, or disruptive to the educational process.

LEAVING CLASS WITHOUT PERMISSION – An overt act to leave a class or designated area without verbal and/or written permission.

DISRESPECT TOWARDS STAFF MEMBERS – Behaviors that are exercised to belittle, embarrass, or defy the authority and/or degrade any employee of the district while they are exercising their authority.

INSUBORDINATION – An overt act of being disobedient to an authority/staff member or not following a directive from an authority figure.

DISORDERLY CONDUCT (5503 CRIMES CODE OF PA) – Conduct with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk. Also considered as creating a hazardous or physically offensive condition by any act that serves no legitimate purpose of the actor.

1. Engaging in fighting or threatening or in violent or tumultuous behavior.
2. Making unreasonable noise.
3. Using obscene language or making an obscene gesture.

LEVEL III (INCLUDE, BUT ARE NOT LIMITED TO ...) – All Level Three infractions shall be referred to the Assistant Director or Director for disposition of discipline. These shall include Out-of-School Suspension, Alternative School, and Recommendation for Expulsion, and Referral to Law Enforcement. Administrators shall : (1) Suspend the student from school; (2) Contact the home school of a Level III violation: (3) In collaboration with the home school, set up a meeting with the parent/guardian of the student who has committed a Level III violation (*This may occur after the punishment has been administered*). The administration holds the right to apply any or all levels of disciplinary action at their means.

VANDALISM – Destruction of personal property

HARASSMENT (including Sexual Harassment)/FIGHTING or OTHER ACTS OF AGGRESSION(2709 Crimes Code of PA)- A person commits harassment when with intent:

1. He/She strikes, shoves, kicks, or otherwise subjects one to physical contact or attempts or threatens to do the same.
2. He/she follows a person in or about a public place or places.
3. He/she engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy another person and which serve no legitimate purpose.

SEXUAL HARASSMENT – shall consist of unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal or physical conduct of a sexual nature.

THEFT/SALE or POSSESSION OF STOLEN PROPERTY (3901-3928 Crimes Code of PA) – To withhold property of another permanently or possesses, intentionally receives, or retains property which has been stolen.

ETHNIC INTIMIDATION (3901-3928 Crimes Code of PA) –A person commits an offense if with malicious intention, refers to another person in an intimidating manner which reflects his/her race, color, religion, or national origin.

ACTS THAT ENDANGERS SELF OR OTHERS – Acts which are unjustifiable and are in disregard for the safety of self or others but fall short of breaking the law.

SIMPLE ASSAULT (2701 Crimes Code of PA) –If a person knowingly attempts or intentionally, knowingly, or recklessly causes bodily injury to another; negligently causes bodily injury to another with a deadly weapon; attempts, by physical menace, to put another in fear of imminent serious bodily injury, this is considered a misdemeanor of the first degree.

AGGRAVATED ASSULT OF STAFF (2702.5 Crimes Code of PA) – Attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, or other employee in any public or private school while acting in the scope of his/her employment relationship to the school.

TERRORISTIC THREATS (2706 Crimes Code of PA) – A person is guilty of a misdemeanor of the first degree if he/she threatens to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise cause serious public inconvenience, or in the reckless disregard of the risk of causing such terror or inconvenience.

INSTITUTIONAL VANDALISM (3307 Crimes Code of PA) – An act when a person knowingly desecrates as defined in section 5509, vandalizes, defaces, or otherwise damages any school, educational facility and/or grounds adjacent to and owned and occupied by the school system. Vandalism of any personal property located in school facilities and/or grounds are also included in this section. Institutional vandalism is a misdemeanor of the second degree unless costs exceed \$5,000.00, in which it becomes a felony.

POSSESSION or DISTRIBUTION OF WEAPON or DANGEROUS INSTRUMENT – Weapons shall include, but are not limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents, and patrons.

Section 1317.2A of Act 26 of 1995 indicates: *A school district shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. Under Section 1317.2C then Superintendent may recommend discipline short of expulsion on a case-by-case basis.*

CRIMINAL MISCHIEF (3304 Crimes Code of PA) – Is damaging tangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosives, or other dangerous means.

- 1. Minor bus offenses shall result in written warnings to students while major transportation offenses shall result in suspensions from riding the school bus or in some other school disciplinary action.**
- 2. Students who have been suspended out-of -school shall not be allowed on MJCTC property. Students shall be charged with trespassing for such a violation.**
- 3. Disciplinary action by the administration up to and including expulsion shall be based on the nature of the offense and on the record and performance of the student. The administrators must keep in mind the safety and welfare of all individuals.**

Notice to Parents

The Family Educational Right and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

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

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- **School officials with legitimate educational interest;**
- **Other schools to which a student is transferring;**
- **Specified officials for audit or evaluation purposes;**
- **Appropriate parties in connection with financial aid to a student;**
- **Organizations conducting certain studies for or on behalf of the school;**
- **Accrediting organizations;**
- **To comply with a judicial order or lawfully issued subpoena;**
- **Appropriate officials in cases of health and safety emergencies; and**
- **State and local authorities, within a juvenile justice system, pursuant to specific State law.**

Continued

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, if you do not want this directory information released, please notify in writing Dan Potutschnig, MJCTC Administrative Director.

ACKNOWLEDGMENT OF HANDBOOK

**I, _____, acknowledge that I
have read the 2011-2012 student handbook and
understand its contents.**

Student Signature _____

Date _____