



## 2021-2022 Student Handbook

### Mission Statement

Helping students choose their path to a successful career.

### Vision Statement

The Adams County Technical Institute will continuously improve and expand career and technical education opportunities to meet the needs of the local workforce and the career goals of our students.

*Adams County Technical Institute reserves the right to amend any provision in this handbook, which it deems to be in the best interest of the students and school or through policy revisions adopted by the JOC.*

*Parents and students will be notified of any changes within one day of the change.*

#### NON-DISCRIMINATION POLICY

The Adams County Technical Institute declares itself to be an equal rights and opportunities school district. As an equal rights and opportunities school, it will not discriminate against individuals or groups in its admission or access to, or treatment or employment in, its programs and activities because of sex, color, age, race, handicap/disabilities, religion, national or ethnic origin, or any other legally protected classification. The school's commitment to nondiscrimination extends to students, employees, prospective employees and the community. This policy is placed here in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 503 and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992, as well as federal and state executive orders. Inquiries regarding nondiscrimination/equal opportunity may be addressed to the Administrative Director, Adams County Technical Institute, 1126 Old Harrisburg Road, Gettysburg, PA 17325



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Welcome to the 21-22 School Year!

Attending one of the programs at Adams County Technical Institute will be unlike any other experience you've had in school! You will be here for an extended time (2-2 ½ hours), you will be meeting people from other school districts, and you will be working closely with our business and industry partners who may want to hire you!

Enrolling in an ACTI program allows you to choose several paths after graduating from high school. You will be prepared for an entry-level job in your career field or you can pursue post-secondary education, possibly with college credits earned while still in high school.

Learning basic employability skills - technical communication, teamwork, the ability to teach yourself, cell phone use on the job, punctuality, etc. - are just as important to our employers as learning the technical skills. Our teachers will incorporate those into your training.

I encourage you to take full advantage of everything ACTI has to offer - excellent faculty, professional-grade equipment, active student organizations, and working as a team with your classmates.

We have high expectations for our students. As you enter the building each day, you will be treated as a professional and we will expect professional standards of behavior and attendance from you.

This school year again presents unique challenges due to COVID-19. Rules specific to mitigating the spread of the disease have been incorporated into our handbook in an effort to keep everyone safe and healthy and keep our school open during the pandemic. Your education depends on everyone following these rules.

Best wishes for a great school year!

Shawn Eckenrode

Administrative Director



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## Administrative Information

### Faculty and Staff

Allied Health	Christine Penton	<a href="mailto:cpenton@acti-pa.org">cpenton@acti-pa.org</a>	717-334-6254, option 8, x4318
Building Trades	David Snyder	<a href="mailto:dsnyder@acti-pa.org">dsnyder@acti-pa.org</a>	717-334-6254, option 2, x6310
Computer Networking	Stephen Kosman	<a href="mailto:skosman@acti-pa.org">skosman@acti-pa.org</a>	717-334-6254, option 2, x6172
Criminal Justice	Don Slimmer	<a href="mailto:dslimmer@acti-pa.org">dslimmer@acti-pa.org</a>	717-334-6254, option 8, x4317
Culinary Arts	Jeremy Schaffner	<a href="mailto:jschaffner@acti-pa.org">jschaffner@acti-pa.org</a>	717-334-6254, option 8, x4330
Diesel Mechanics	Jim Penton	<a href="mailto:jpenton@acti-pa.org">jpenton@acti-pa.org</a>	717-334-6254, option 8, x4340
Early Learning	Erin Kehr	<a href="mailto:ekehr@acti-pa.org">ekehr@acti-pa.org</a>	717-334-6254, option 2, x6149 or 6148
Accountant	Brittney Motts-Pritt	<a href="mailto:bpritt@acti-pa.org">bpritt@acti-pa.org</a>	717-334-6254, option 8, x4215
Administrative Assistant	Amanda Krantz	<a href="mailto:akrantz@acti-pa.org">akrantz@acti-pa.org</a>	717-334-6254, option 8, x4320
Administrative Director	Shawn Eckenrode	<a href="mailto:seckenrode@acti-pa.org">seckenrode@acti-pa.org</a>	717-334-6254, option 8, x4216

### Participating School Districts



Bermudian Springs  
School District



Conewago Valley  
School District



Fairfield Area School  
District



Gettysburg Area  
School District



Littlestown Area  
School District

### Joint Operating Committee (JOC)

	Board Member	Alternate Board Member
Bermudian Springs School District	David Reinecker	Richard Sterner
Conewago Valley School District	Edward Groft	William Huffman
Fairfield Area School District	Marcy VanMetre	Jen Holz
Gettysburg Area School District	Carrie Soliday	Sylvan Hershey
Littlestown Area School District	Carl Thompson	Melinda Jones



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## ACTI School Calendar

July 2021							July	0 Days, 0 Total	January		20 Days, 101 Total	January 2022										
S	M	T	W	T	F	S			17	Vacation/No School					S	M	T	W	T	F	S	
				1	2	3				13 End Marking Period 2											1	
4	5	6	7	8	9	10						2	3	4	5	6	7	8				
11	12	13	14	15	16	17						9	10	11	12	13	14	15				
18	19	20	21	22	23	24						16	17	18	19	20	21	22				
25	26	27	28	29	30	31						23	24	25	26	27	28	29				
												30	31									
August 2021							August	8 Days, 8 Total	February		18 Days, 119 Total	February 2022										
S	M	T	W	T	F	S			18	Teacher In-Service - No Students					S	M	T	W	T	F	S	
1	2	3	4	5	6	7				21 Vacation/No School								1	2	3	4	5
8	9	10	11	12	13	14				23 Parent Conferences					6	7	8	9	10	11	12	
15	16	17	18	19	20	21		19	Room Prep & Mtgs - No Students					13	14	15	16	17	18	19		
22	23	24	25	26	27	28		20	Dist & Bldg Programs - Act 80					20	21	22	23	24	25	26		
29	30	31						23	Students' First Day					27	28							
September 2021							September	20 Days, 28 Total	March		22 Days, 141 Total	March 2022										
S	M	T	W	T	F	S			18	Vacation/No School Snow Day Makeup #1					S	M	T	W	T	F	S	
			1	2	3	4				23 End Marking Period 3								1	2	3	4	5
5	6	7	8	9	10	11									6	7	8	9	10	11	12	
12	13	14	15	16	17	18		6	Vacation/No School					13	14	15	16	17	18	19		
19	20	21	22	23	24	25		29	Parent Conferences					20	21	22	23	24	25	26		
26	27	28	29	30										27	28	29	30	31				
October 2021							October	20 Days, 48 Total	April		19 Days, 160 Total	April 2022										
S	M	T	W	T	F	S			15	Vacation/No School Snow Day Makeup #2					S	M	T	W	T	F	S	
					1	2				18 Vacation/No School Snow Day Makeup #3										1	2	
3	4	5	6	7	8	9				22 NOCTI Practical Test Level 1 - Remote Level 2 - All Day					3	4	5	6	7	8	9	
10	11	12	13	14	15	16								10	11	12	13	14	15	16		
17	18	19	20	21	22	23								17	18	19	20	21	22	23		
24	25	26	27	28	29	30								24	25	26	27	28	29	30		
31																						
November 2021							November	17 Days, 65 Total	May		20 Days, 180 Total	May 2022										
S	M	T	W	T	F	S			27	Students' Last Day					S	M	T	W	T	F	S	
	1	2	3	4	5	6				27 End Marking Period 4												
7	8	9	10	11	12	13									1	2	3	4	5	6	7	
14	15	16	17	18	19	20		5	Vacation/No School					8	9	10	11	12	13	14		
21	22	23	24	25	26	27		24-29	Vacation/No School					15	16	17	18	19	20	21		
28	29	30												22	23	24	25	26	27	28		
December 2021							December	16 Days, 81 Total	June			June 2022										
S	M	T	W	T	F	S			23	Teacher In-Serv/Trade - No Students					S	M	T	W	T	F	S	
			1	2	3	4				24-31 Vacation/No School												
5	6	7	8	9	10	11									5	6	7	8	9	10	11	
12	13	14	15	16	17	18								12	13	14	15	16	17	18		
19	20	21	22	23	24	25								19	20	21	22	23	24	25		
26	27	28	29	30	31									26	27	28	29	30				

Attendance expectations are based on this calendar. If your home school has a scheduled day off, but ACTI is in session, you are expected in the ACTI classroom as usual.



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## General Information

### Weather-Related Closings

ACTI will follow the Gettysburg Area School District (GASD) weather-related delays and closings – if GASD is delayed, ACTI will be delayed; if GASD is closed ACTI will be closed, etc.

The following tables will help you determine when to be at ACTI in the event of weather-related delays/closures.

<b>2 Hour Delay Scenario</b>	<b>AM Level 1 Students</b>	<b>PM Level 2 Students</b>
ACTI and your school have a 2-hour delay.	Ride district transportation. Arrive at ACTI by 9:30 a.m. – session ends at 11:05 a.m.	Carefully drive to school. Arrive at ACTI by 12:40 p.m. – session ends at 2:35 p.m.
ACTI has a 2-hour delay and your school does not.	Do not report to ACTI. Follow your district's instructions on when to report to your school.	Carefully drive to school. Arrive at ACTI by 12:40 p.m. – session ends at 2:35 p.m.
Your school has a 2-hour delay and ACTI does not.	Do not report to ACTI. Arrive at your high school at the 2-hour delay arrival time.	Carefully drive to school. Arrive at ACTI by 12:00 p.m. unless you have class that run past noon. If so, report to ACTI after your last class.

<b>School is Closed Scenario</b>	<b>AM Level 1 Students</b>	<b>PM Level 2 Students</b>
ACTI is closed but your school is open.	Do not report to ACTI.	Do not report to ACTI.
ACTI is open but your school is closed.	Do not report to ACTI.	Do not report to ACTI.

<b>Weather Related Early Dismissal</b>	<b>AM Level 1 Students</b>	<b>PM Level 2 Students</b>
ACTI dismisses early but your school is open.	N/A	Do not report to ACTI.
Your school dismisses early but ACTI is open.	N/A	Do not report to ACTI.

## Grading

### ACTI Teaching and Grading Philosophy

Career and Technical Education (CTE) is about learning how to perform all of the tasks of a job – efficiently, effectively, independently, and precisely. Performance of a task typically requires having



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some background **knowledge** about the task before you learn to perform the **skill**. Most tasks require practice (doing it more than once) to master and most tasks lead to learning more complex tasks. In our programs, it usually isn't sufficient to just "take the zero" and move on to something else. You have to **master** what you are learning before you move on to the next thing.

## Grading Requirements

Grading is based on **knowledge** and **skill** performance. Written assignments, projects and test/quiz grades account for the knowledge portion of your grade. Ability to complete tasks or skills, performance on shadowing experiences, and professional behavior in all settings will account for the skill performance portion of your grade.

The professional judgement of ACTI teachers, with input from their Occupational Advisory Committee, will determine the grading policy of their program. Teachers will determine types/categories of assignments and weight them relative to their importance in the associated industry. It is the student's responsibility to be familiar with their program's grading system.

In addition to your teacher's grading system, task/skill grades will factor into your overall average. All programs have developed their curriculum based on the PA Program of Study Task List supplemented with tasks recommended by their local Occupational Advisory Committee. Each task will essentially be worth 10 points and graded with the following general guidelines in mind (your teacher may have a more detailed system):

- Advanced (ADV) – 10 points – Your knowledge/skill goes beyond what was explicitly taught.
- Proficient (PRO) – 9 points – Your knowledge/skill is approximately equivalent to an entry-level employee.
- Basic (BAS) – 8 points – You know the basic requirements of the task but need additional practice.
- Below Basic (BEL) – 7 points – Your knowledge of the skill is insufficient to begin practicing the skill.
- Did Not Attempt (DNA) – 6 points – You've received instruction in the skill but did not attempt to learn or practice the skill during the time allotted.

All students should achieve Advanced or Proficient to be considered "passing" that task – otherwise, more practice is needed.

You will be given a percentage grade in your ACTI course. That percentage grade will be sent to the home school and your home school's grading policy will be applied; the grade guidelines that apply at your home school will apply to your ACTI grade also. You should monitor your grades online throughout the school year. If there is a question about your grade, please contact the teacher of your ACTI course.

The 180-day school year will be divided into 4 equal 45-day Marking Periods. The end of each Marking Period is designated on the school calendar. Report Cards will be issued at the end of each Marking Period and Progress Reports will be issued at approximately the half-way point of each Marking Period. Progress Reports and Marking Period grades will be posted on the student and parent portals. Progress Reports/Report Cards of students who receive a grade of 70% or below will be mailed home.

## Course Policies

Each program at ACTI has a course syllabus which lists specific policies and guidelines unique to that program. Students are expected to follow all policies and guidelines listed for their program.

## School Property

Students are responsible for all textbooks or other school materials issued to them by the school. Students will also be responsible for any damages to school materials or lab equipment utilized





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during class. Students will be required to pay for any lost, stolen, or damaged school textbooks issued and will also be expected to return the same book as the one issued to them.

## Emergency Evacuations

Emergency evacuation drills will be conducted periodically. Students are to follow specific instructions of their teachers in an emergency evacuation of the building. Students must proceed calmly and quietly to the proper location outside the building. These drills may occur during class or changing of class or the lunch period.

## Transportation

Transportation is the responsibility of our participating districts.

Level 1 students typically meet at their home schools, under the direction of the assistant principal or other designee, and then will be transported to ACTI. Level 1 classes run daily, from 7:30-9:30 a.m. Students will be returned to their local schools at the conclusion of the class period.

Level 2 students typically are responsible for their own transportation. Hours for Level 2 classes are 12:00-2:35 p.m.

Gettysburg students who drive to the high school are required to follow the Gettysburg Area High School driving/parking rules and regulations.

Non-Gettysburg students who drive to ACTI must complete a **Parent Permission Form for Student to Drive To and From ACTI**. Once the permission form is returned, the student will receive an ACTI Parking Pass to display on their dashboard. If your tag is lost a \$10 replacement fee will be assessed. Failure to display an ACTI Parking Pass could result in fines and towing charges. Non-Gettysburg students must park in the yellow ACTI parking spaces.

A **Parent Permission For Student to Ride with Another Student** form must be completed to be or carry a passenger while driving to/from ACTI. **Only one passenger per car is allowed.**

## Uniforms/Professional Attire

Adams County Technical Institute students must wear the uniform and safety equipment required by their program. Non-compliance with this policy will result in grading penalty and in the case of safety equipment, can result in removal from the program.

## Conflict Resolution

Students and parents are encouraged to make every attempt to work out issues with attendance, grades and other situations with their teacher. If the effort to work out problems with the program teacher is unsuccessful, the next step is to contact the Director of Career and Technical Education, Shawn Eckenrode, at 334-6254, option 8, ext 4216. If, after trying to work out issues with the teacher and the director, the student/parent is still dissatisfied, the home school principal should be contacted to assist in the resolution process.



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## Student Responsibilities

### Safety

Our business and industry partners tell us that working safely is the most important skill that they want you to learn and practice! Each program has its own risks, and your teacher will provide specific safety instruction. Listed below are general safety guidelines that must be followed.

- Periodically check your work area for potentially hazardous conditions. Don't let clutter creep up on you!
- Do not sit or lie on any lab or shop equipment (wheelchairs, worktables and benches, hospital beds, etc.) unless otherwise instructed.
- Beware of broken, cracked or damaged equipment. Do not work with broken or damaged equipment. Report broken equipment to your teacher.
- Horseplay around lab or shop equipment is extremely dangerous and strictly forbidden.
- Rings, necklaces, and any metallic jewelry that might inadvertently cause problems should be removed before entering the work area. Please consult your program syllabus for further details.
- Use all safety equipment as required by the teacher.
- Always ask questions when in doubt, and NEVER experiment with equipment.
- Respect the rights and property of others.
- No inappropriate language.
- Do not run in the hallways or in the classroom.

### Attendance/Tardy/Early Dismissal

#### Philosophy

In addition to teaching you safety and the technical knowledge and skills for the program you chose to study, our teachers will teach you employability skills – skills that all of our local employers tell us are essential for employment in any career field. One of those skills is good attendance. Regular attendance is crucial to keeping a job! Your employer needs you to be at work, on time, all day, and every day. Many people are fired because they are habitually late for work or didn't come to work for a day or two with no reason. Since one of our overall goals is to teach you to be employable, we will make a big deal out of attendance!

#### Lawful/Excused Absences

The following absences are defined as lawful or excused:

- Illness (see special situations below),
- Field trips,
- Early dismissals and late arrivals due to other school activities (athletics, band, etc.),
- Educational trips – obtain the required forms from your high school and provide a copy to the ACTI Attendance Office,
- Out-of-school suspension,
- State approved absences, required court appearances, death in the immediate family, quarantine, impassable roads, and religious observations,
- All doctor verified illnesses.

When returning to school after an absence, students must bring a note, signed by their parent/guardian, stating the reason for the absence. This note must be presented to the ACTI



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attendance office AND your home school attendance office within three (3) days of the absence. Failure to bring a note within three days will result in recording the absence unexcused. After four consecutive days absent a doctor note is required. Students who have been absent from school for an excused reason may make up work within time frames established in the course syllabus. Skills make-up times will be scheduled by the teacher and may be before or after the regular class times. Students must make special transportation arrangements to fit the skills make-up schedule.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

## Unlawful/Unexcused Absences

The following absences are defined as unlawful or unexcused:

- Illnesses covered by a parent note above 3 consecutive days and not covered by a physician's note;
- Family vacations in excess of Administrative Director's approved number of days;
- Unlawful absences such as truancy;
- Unlawful tardiness to school;
- Absence due to missing the bus;
- Class cutting;
- Absences not verified in writing by parents within three school days of the absence;
- Absences due to non-school activities while school is in session. Credit can be denied for one course (as the result of seven class cuts) as well as for all courses taken during a semester (as the result of seven unlawful or unexcused full day absences). Class cuts will be combined with all full day unlawful or unexcused absences.

Students who have been absent from school for an unexcused reason will be required to make up all missed work (because you need to learn the all of the content) but will not receive credit. All work performed in class (including tests and quizzes) or due to be turned in on the unexcused day will receive a zero (0). Additionally, the daily program grade on the unexcused day will be zero (0). Your employer will miss you (they won't make money) when you don't show up for work...so will we! Excessive and illegal absences will not be tolerated and may be sufficient cause for removal from ACTI.

## Anticipated Absences/Appointments/Early Dismissals

If a student anticipates an absence for personal reasons, they must submit a request to the administration for an excused absence before the date of such absence. Discuss anticipated absences with your teacher to get the correct request forms.

We encourage appointments with doctors, dentists, etc., to be made for Saturday or after school hours. Students are expected to be in school prior to and/or after all appointments, if possible.

When it is necessary for students to be dismissed from school early due to a medical appointment or other approvable reason, the student must bring a note from a parent/guardian to the main office prior to the start of their ACTI session on the day of the appointment. All early dismissal notes must be brought to the attention of the teacher at the start of the session. No students will be excused to leave the building without a written note from a parent or guardian. Students must have the early dismissal excuse form signed by the doctor, orthodontist, or dentist, etc. including departure time from appointment and present the signed form to the school attendance office.



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In case of illness, the school nurse or the Administrative Director will contact the parent or guardian before permission is granted to leave the building. Only an administrator or school nurse may dismiss a student early from school. A student leaving school without obtaining appropriate permission will be subject to disciplinary action. All early dismissals will be designated unexcused until the Doctor's note is returned. All students being dismissed early must sign out with their teacher and the Attendance Officer before leaving.

## Tardy

Any student who is not in his/her assigned classroom/shop by 7:30 a.m. for Level 1 or by 12:00 p.m. for Level 2 is considered tardy. Students who arrive after the morning has begun must submit a written excuse signed by their parent or guardian when they check-in. If no excuse is received by the following day, or an administrator does not excuse the reason for tardiness, then the tardiness will be marked "unexcused" and appropriate disciplinary action will be taken. Late bus arrival is not considered tardiness and students should report directly to their program area.

## Cell Phones and Electronic Devices

Most of our business and industry partners have a "not allowed" policy for cell phones on the job and they want us to prepare you for that. If you are using your cell phone when you should be working, it takes profits away from the company. Each ACTI teacher will have a specific policy designed to get you used to not being able to use your phone in the classroom/lab/on the job. The use of cell phones, laptops, and other electronic devices are permitted for educational purposes under the supervision of professional staff. Inappropriate use of cell phones, laptops, and other electronic devices, for verbal and text communication purposes during the school day, in district buildings, on district property and while students are engaged in, school-sponsored activities will result in disciplinary action. (Board Policy 237) Talking on a cell phone or similar device in the hallways is prohibited. Texting is allowed as long as it does not interfere with students arriving to class on time.

## Home School Activities & Athletics

Level 1 Students must attend ACTI on days of an extracurricular event or risk ineligibility for that day's event.

Level 2 students will be released from ACTI 30 minutes prior to activity bus departure from the home school or 30 minutes prior to the start of the activity in time to participate in scheduled afternoon events.

Any exceptions will require written permission by the home school principal/designate.

## Student Conduct

### Code of Student Conduct

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for receiving an education in our school. Students and parents/guardians should be aware that this document is reviewed annually. Changes made after Board approval will generally supersede the provisions found in the handbook. In a case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted will prevail. The handbook is not a contract between the school and parents/guardians or students.



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The Board of Education acknowledges that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment. The efficacy of the educational program is in part, reflected in the behavior of students and employees. It is the responsibility of all associated with the school - students, parents, and staff to promote good discipline and preserve the quality of our educational environment. All efforts to promote proper discipline must evolve from a code, which clearly states the expectations placed upon students, defines unacceptable behaviors, and provides for appropriate disciplinary consequences commensurate with the students' actions including but not limited to detention, in-school suspension, out of school suspension, and expulsion (Board Policy 233). Finally, we believe that an effective student discipline code (Board Policy 218) must adhere to the following:

- Recognize the inherent qualities of each individual;
- Promote self-discipline and prevention;
- Concern itself with the welfare of the individual as well as that of the school community as a whole
- Foster a close relationship among parents, students, and staff.

The administrative director shall have the authority and flexibility to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal. The discipline measures listed in the Student Code of Conduct/Student Handbook are guidelines. The principal/administrator will have the authority and flexibility to impose discipline based on the situation, age, grade and maturity of the student and the impact on the student victim(s), if appropriate. (SC 1317, 1318)

## Bomb Threats

ACTI has adopted Board Policy 218.2 Terroristic Threats/Acts that addresses issues compromising the safety of students and staff. For this purpose, a bomb threat is considered a threat to the safety and welfare of students, staff and community. Any such threat is a serious offense and can lead to permanent expulsion from school.

## Drug and Alcohol Policy

Alcohol or drugs are not permitted in the school, on school grounds, or at school activities. For additional information on Board Policy 227 Controlled Substances/Paraphernalia, refer to the Adams County Technical Institute website. Students found in violation of this policy will be reported to local law enforcement authorities and will receive penalties outlined in the policy.

## Search by Drug Detection Dogs

The Board of School Directors has authorized school administrators to use drug detection dogs for preventing the presence of drugs on school premises. School officials must possess a reasonable suspicion that a crime or violation of school regulations is being committed before such a search is initiated. The search will be conducted during school hours and may be either announced or unannounced. The dogs will be limited to locker areas, the parking lot, and other areas where the administration has reason to believe drugs may be hidden. (Board Policy 226)

## Harassment/Bullying

It is the policy of this school that all students and employees should enjoy a learning environment free from bullying, harassment, and sexual harassment. It is a violation of Board Policy 248 for any student to harass another student through conduct or communications of a sexual nature including requests for sexual favors or inappropriate verbal or physical conduct of a sexual nature.





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Board Policy 249 prohibits bullying and/or cyber bullying. Any act of this nature should be reported immediately to his/her teacher, counselor or school administrator. Any student who violates these policies shall be subject to appropriate disciplinary action and may be referred to the School Resource Officer (SRO) or other law enforcement authorities. Any student who perpetrates an act of sexual harassment, bullying or cyber bullying is subject to removal from classes and/or schedule change.

## Hazing

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in, or affiliation with, any organization recognized by the Joint Operating Committee. Incidents of alleged hazing must be brought to the attention of the administrator who will then conduct an investigation. If the investigation results in a substantiated finding of hazing, the administrator shall recommend appropriate Adams County Technical Institute disciplinary action in accordance with the Code of Conduct. The student could also be subject to disciplinary action by the coach or activity sponsor and be subject to a law enforcement referral. Please contact the administrator if you have any questions. (Board Policy 247)

## Lockers/Searches/Seizure

ACTI retains control over student lockers. Lockers are school property loaned to students for use by them for legitimate purposes only. As per Board Policy 226, school authorities retain the right to search all lockers without warning and without the consent of the student or his/her parents or guardian, and to seize any illegal materials found therein. Such materials may be used as evidence against the student in disciplinary or legal proceedings. Students are not permitted to share lockers. Lockers will be issued only to students who request the use of a locker.

## Tobacco Use/Possession

The possession or use of tobacco in any form is prohibited in the school building, grounds, vehicles or while participating in a school sponsored function. Students found in violation of Board Policy 227 will be subject to disciplinary action as well as prosecution and subsequent fines through the local magistrate's office.

## Weapons

Adams County Technical Institute has adopted Board Policy 218.1 citing the need to control the presence of weapons on school grounds. For this purpose, a weapon includes, but is not limited to, any firearm, knife, razor, dagger, cutting instrument, or tool, air rifle, air pistol, archery items, nunchaku ninja device, blackjack, metal knuckles, club, chain or any other instrument or implement capable of inflicting bodily injury. Possession or use of a weapon on school grounds is a serious offense and can lead to permanent expulsion from school.



# 2021-2022 Student Handbook

## COVID-19 Information and Requirements

### Discussion

Operating a school that serves students from across the county during a pandemic requires additional health and safety precautions. Schools like ours require students to be physically present most of the time in order to get the knowledge, skills practice, and coaching required to be ready for entry-level employment. An outbreak in our school could cause it to be shut down and equipment made not available to students.

Our Health and Safety Plan has been approved by the Joint Operating Committee and is available in its entirety on our website. Our plan follows the CDC Guidance for COVID-19 Prevention in K1 Our plan is subject to change by the Joint Operating Committee and families will be notified of any changes. Changes may be prompted by changing conditions of the spread of COVID-19 in Adams County or as a result of perceived changes needed by the administration to improve the health and safety of our students.

If an outbreak occurs in our school, it may necessitate the temporary or permanent closing of one or more programs or the entire school. We all have to do our part to prevent an outbreak.