



**Adams County Technical Institute**

Choose Your Path

## 2023-2024 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 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Career and technical education program offerings include: health; public safety; child care; diesel technology; building trades; and culinary. Inquiries may be directed to the Adams County Technical Institute's Title IX Coordinator or the Section 504 Coordinator at 1126 Old Harrisburg Road; Gettysburg, PA 17325 or 717-398-3158 Ext. 101 or TitleIXCoordinator@acti-pa.org.



# 2023-2024 Student Handbook

Welcome to the 23-24 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 at ACTI.

Learning basic professional skills - technical communication, work ethic, teamwork, the ability to teach yourself, 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.

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>	717-398-3178 Ext. 308
Building Trades	David Snyder	<a href="mailto:dsnyder@acti-pa.org">dsnyder@acti-pa.org</a>	717-398-3178 Ext. 306
Career Connections	Lori Munson	<a href="mailto:lmunson@acti-pa.org">lmunson@acti-pa.org</a>	717-398-3178 Ext. 304
Computer Networking	Stephen Kosman	<a href="mailto:skosman@acti-pa.org">skosman@acti-pa.org</a>	717-398-3178 Ext. 301
Criminal Justice	Don Slimmer	<a href="mailto:dslimmer@acti-pa.org">dslimmer@acti-pa.org</a>	717-398-3178 Ext. 305
Culinary Arts	Jeremy Schaffner	<a href="mailto:jschaffner@acti-pa.org">jschaffner@acti-pa.org</a>	717-398-3178 Ext. 302
Diesel Mechanics	Jim Penton	<a href="mailto:jpenton@acti-pa.org">jpenton@acti-pa.org</a>	717-398-3178 Ext. 307
Early Learning	Erin Kehr	<a href="mailto:ekehr@acti-pa.org">ekehr@acti-pa.org</a>	717-398-3178 Ext. 303 or 309
Business Office Coordinator	Brittney Motts-Pritt	<a href="mailto:bpritt@acti-pa.org">bpritt@acti-pa.org</a>	717-398-3178 Ext. 201
Student Services/Payroll Spec/HR	Amanda Krantz	<a href="mailto:akrantz@acti-pa.org">akrantz@acti-pa.org</a>	717-398-3178 Ext. 202
Administrative Director	Shawn Eckenrode	<a href="mailto:seckenrode@acti-pa.org">seckenrode@acti-pa.org</a>	717-398-3178 Ext. 101

### 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)

	JOC Member	Alternate JOC Member
Bermudian Springs School District	Daniel Chubb	Matthew Nelson
Conewago Valley School District	William Huffman	Melanie Sauter
Fairfield Area School District	Jennifer Holz	LaShay Kalathas
Gettysburg Area School District	Jeremy Davis	Ryan Morris
Littlestown Area School District	Yancy Unger	Brian Lawyer



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## ACTI School Calendar

Month	Days	Notes	Month	Days	Notes
July 2023	31		July		
August 2023	31		August	10 Days, 10 Total	17-18 Act 80 - No Students 21 In-service - No Students 22 Students' First Day
September 2023	30		September	20 Days, 30 Total	4 Holiday/No School 27 Parent Conferences
October 2023	31		October	21 Days, 51 Total	9 Teacher In-Service No Students 20 End Marking Period 1
November 2023	30		November	17 Days, 68 Total	10 Teacher In-Service No Students 22-27 Holiday/No School
December 2023	31		December	15 Days, 83 Total	22-29 Holiday/No School
January 2024	31	21 Days, 104 Total	January	21 Days, 104 Total	1 Holiday/No School 10 End Marking Period 2 15 Holiday/No School
February 2024	29	19 Days, 123 Total	February	19 Days, 123 Total	16 Teacher In-Service No Students 19 Holiday/No School 21 Parent Conferences
March 2024	31	19 Days, 142 Total	March	19 Days, 142 Total	18 End Marking Period 3 28 Holiday/No School 28 Snow Makeup Day #1 29 Holiday/No School 29 Snow Makeup Day #2
April 2024	30	Juniors: 20 days, 162 Total Seniors: 21 Days, 163 Total	April	Juniors: 20 days, 162 Total Seniors: 21 Days, 163 Total	1 Holiday/No School Snow Day Makeup #3 NOCTI Practical Test 19 Juniors - No School Seniors - All Day
May 2024	31	Juniors: 18 Days, 180 Total Seniors: 17 Days, 180 Total	May	Juniors: 18 Days, 180 Total Seniors: 17 Days, 180 Total	Students' Last Day 24 Juniors - Normal Seniors - No School
June 2024	30		June		

Attendance expectations are based on this calendar. If your sending 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

### Daily Schedule

Morning (Level 1) Session is typically 7:30-9:30 a.m.

Afternoon (Level 2) session is typically 12:00-2:35 p.m.

Unless there is a situation with sending school transportation, all students are expected to be in their classrooms and ready to begin by the session start time.

Students arriving late must report to Miss Amanda (Krantz).

### 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.

If ACTI or your sending school is closed, do not report to ACTI.

Weather-related early dismissals typically affect the ACTI afternoon session and will be handled individually. If you drive to ACTI and are uncomfortable with driving conditions at any time, do not attempt to report to ACTI. If it is known that your sending school will dismiss early before the start of the ACTI afternoon session, do not report to ACTI. If the early dismissal announcement occurs after the afternoon session has begun, you will be dismissed accordingly.

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

<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 classes that run past noon. If so, report to ACTI after your last class.



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## Grading

### ACTI Teaching and Grading Philosophy

Career and Technical Education (CTE) is about learning how to perform all the tasks of a job – efficiently, effectively, independently, and precisely. Performance of a task typically requires having 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 must *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 sending school and your sending school's grading policy will be applied; the grade guidelines that apply at your sending 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.

Standards-Based Reports will also be generated and posted on the student and parent portals. Standards-Based Reports are a list of all the tasks associated with your program and how well you





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have performed on each one. The general goal is for all students to perform at Proficient or Advanced on all tasks of their program by the time they graduate.

## 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 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 at any time and will be coordinated with the Gettysburg Area High School.

## Transportation

Transportation is the responsibility of our participating districts.

Level 1 students typically meet at their sending high school, 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. All Gettysburg students must park in their assigned spaces and not in ACTI spaces.

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 numbered 400-450.

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.



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## 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 ACTI Administrative Director, Shawn Eckenrode, at 717-398-3178 Ext. 101. If, after trying to work out issues with the teacher and the director, the student/parent is still dissatisfied, the sending school principal should be contacted to assist in the resolution process.

## 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 professional 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,



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- 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 attendance office AND your sending 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 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.



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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.

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.

ACTI policy (JOC Policy 237) "prohibits use of electronic devices by students during the school day" except for laptops provided for student use by ACTI or the sending school. Each classroom will have a designated storage space for you to stow your cell phone or other electronic device at the beginning of class.

## Sending School Activities & Athletics

ACTI coordinates with our sending schools regarding student participation in sending school activities and 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 sending 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 sending school principal/designate.



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## Code of Student Conduct

The purpose of this 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 JOC approval will generally supersede the provisions found in the handbook. In a case of conflict between a JOC Policy and the provisions of this handbook, the JOC Policy most recently adopted will prevail. The handbook is not a contract between the school and parents/guardians or students.

The JOC 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 (JOC Policy 233). Finally, we believe that an effective Code of Student Conduct (JOC 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 ACTI Administrative Director 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), subject to the policies, rules, and regulations of ACTI, the student's sending district and to the student's due process right to notice, hearing, and appeal. The discipline measures below are guidelines.

Students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability.

Corporal punishment is prohibited.

JOC Policies referenced below can be found on the ACTI website ([www.acti-pa.org](http://www.acti-pa.org)) or by contacting the Administrative Director.

### Incidents

Certain student actions may be considered "incidents" by the PA School Code. The term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Administrative Director shall immediately report required incidents and may report discretionary incidents committed by students on center property, at any center-sponsored activity or on a conveyance providing transportation to or from the center or a center-sponsored activity to the local police department that has jurisdiction over the center's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Joint Operating Committee policies.



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The Administrative Director shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Administrative Director shall inform the parent/guardian whether or not the local police department that has jurisdiction over the center property has been or may be notified of the incident. The Administrative Director shall document attempts made to reach the parent/guardian.

## Bomb Threats

ACTI has adopted JOC 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 JOC 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 JOC 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. (JOC 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 JOC 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.

JOC 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



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and be subject to a law enforcement referral. Please contact the administrator if you have any questions. (JOC 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 JOC 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 JOC 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 JOC 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.

## Disciplinary Guidelines

ACTI does not have the capacity for detention or In-School Suspension. Efforts will be made to coordinate disciplinary actions with the student's sending school. If the sending school cannot support detention or IN-School Suspension, Out-of-School Suspension may be the only option for repeated minor offenses and major offenses.

Level I Violations - Actions that interfere with the orderly operation of the class or school.

Level 1 misconduct examples include but are not limited to:

- Unprofessional behavior
- Out of assigned area
- Unapproved use of cell phones/personal equipment/ technology
- Profane language \*Note: Profane language directed by the student to ACTI staff or adult guest is treated as a Level 3 offense.
- Prankish behavior and agitation
- Public display of affection
- Uniform violations (out of uniform, uniform altered, clothing promoting profane language, alcohol, drugs, tobacco, or related apparel, spikes on any articles of clothing, chains on wallets, etc.)
- Neglect of responsibility (failure to return required forms, clean-up, tool care, return of excuse cards, timely payment of bills, etc.)
- Deliberate misuse of tools
- Leaving class without permission
- Improper use of equipment or safety devices



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**Level 1 Guidelines** - Immediate intervention by the teacher and proper documentation of offense.

- 1st Offense - Verbal warning, document
- 2nd Offense - Teacher contacts parent, documents the offense, and assigns an appropriate disciplinary action commensurate with the offense
- 3rd Offense - Treated as a Level 2 Offense

**Level 2 Violations** - Behaviors that are frequent or serious enough to disrupt the learning climate of the class or school.

**Level 2 misconduct examples include but are not limited to:**

- Inappropriate behavior on a bus
- Leaving school without permission
- Forged notes and excuses
- Plagiarism/cheating on test or other assignments
- Insubordination: (NOTE: Includes repeated refusal to follow rules or policies classified as Level 1 offenses.)
- Internet Acceptable Use Policy violations
- Safety violations
- Improper use of equipment or safety device
- Deliberate misuse of tools
- Other actions of a similar nature
- Repeated Level 1 offenses

**Level 2 Guidelines** - Immediate intervention by the teacher, documentation of offense, and referral to the Administrative Director.

- Administrative Director will contact parents, in addition to a letter sent to parents/guardians. (copies to instructor, sending school, office student file)
- An informal hearing may be scheduled at the discretion of the parents or the administration.
- Administrative Director will coordinate with sending school for disciplinary actions that may include detention, In-School Suspension or Out-of-School Suspension.

**Level 3 Violations** - Actions that are directed against persons or property but limited to the degree that they endanger the health and safety of others.

**Level 3 misconduct examples include but are not limited to:**

- Verbal and/or physical fighting
- Possession of fireworks
- Threats to others - A threat by a student to an ACTI teacher or staff member is treated as a Level 4 offense
- Directed profanity - Profane language directed by the student to an ACTI teacher or staff member or adult guest.
- Personal harassment/bullying
- Any physical contact or other behavior or act which has the effect of substantially interfering with a student's education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.
- Sexual misconduct
- Sexual harassment
- Minor vandalism
- Stealing/Retail theft





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- Internet Acceptable Use Policy violations
- Inappropriate electronic messaging
- Personal endangerment
- Animal cruelty
- Academic dishonesty
- Public display of lewd or vulgar gestures, images, language, and racial remarks
- Other actions of a similar nature
- Deliberate misuse of tools
- Possession or use of tobacco (a lighted or unlighted cigarette, cigar, pipe, or other smoking/nonsmoking product; electronic cigarettes, matches, smoking papers, vapor pens with nicotine or other substance, or lighter) by any student in a school building, a school vehicle or on school property owned by, leased by, or under control of ACTI.
- Repeated Level 2 Violations

Level 3 Guidelines - Immediate intervention by the teacher, documentation of offense, and referral to the Administrative Director.

- The Administrative Director may recommend and schedule behavior modification counseling.
- Parental contact and letter sent home to parent/ guardian. (Copies sent to instructor, office, sending school, student file)
- Notification of police if necessary
- An informal hearing may be scheduled at the discretion of the parents or the administration.
- Administrative Director will coordinate with sending school for disciplinary actions that would likely be Out-of-School Suspension.
- Required parent conference before returning to school
- Restitution must be made for vandalism/damage.

Students found to be in possession of tobacco products or who use tobacco products are in violation of state law per Act 145. Law enforcement officers may be involved.

Level 4 Violations - Actions which result in violence to another person or property or which pose a direct threat to the safety of others in the school.

Level 4 misconduct examples include but are not limited to:

- Assault/battery
- Major vandalism
- Arson
- Internet Acceptable Use Policy violations
- Setting off fire alarm as a false alarm
- Bomb Threats
- Extortion
- Violations of Weapons Policy
- Theft, possession, or sale of stolen property
- Terroristic Threat
- Sexual Misconduct
- Drug and alcohol activity or paraphernalia
- Simulated drug activity
- Animal Cruelty
- Other actions of a similar nature



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## Level 4 Guidelines

- Immediate intervention.
- Administrative Director verifies the offense, collects documentation, and meets with the student. The student and parent/guardian are required to make restitution.
- Police are notified.
- Parents are requested to come to school immediately and to remove the student.
- Letter sent to the parents (copies to administrative director, instructor, sending school office, student file).
- Telephone call to sending school principal.
- Informal hearing conducted by Administrative Director
- Ten day out-of-school suspension until an administrative review is held.
- Possible removal from ACTI program and return to sending school.
- Possible referral to sending school board for a formal hearing.



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## **Family Educational Rights and Privacy Act (FERPA) - Notice of Rights Under FERPA**

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

1. The right to inspect and review the student's education records within 45 days after the day the Adams County Technical Institute ("School") receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the Administrative Director a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Adams County Technical Institute to amend their child's or their education record should write the Administrative Director, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.



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4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Adams County Technical Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(7) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))



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- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

## **Family Educational Rights and Privacy Act (FERPA) - Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Adams County Technical Institute, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Adams County Technical Institute may disclose appropriately designated “directory information” without written consent, unless you have advised the Adams County Technical Institute to the contrary in accordance with Adams County Technical Institute procedures. The primary purpose of directory information is to allow the Adams County Technical Institute to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Adams County Technical Institute to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the Adams County Technical Institute in



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writing by Friday, September 8, 2022. Adams County Technical Institute has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

The parties to whom directory information may be released includes:

- 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.