

# Carroll County Career and Technology Center

Student - Parent Handbook

## CARROLL COUNTY CAREER AND TECHNOLOGY CENTER

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WESTMINSTER, MARYLAND 21157

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CCCTC Internet address: <http://www.carrollk12.org/ctc/>

William Eckles, Principal

Susan Hopkins, Assistant Principal



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### Welcome

Welcome to the Carroll County Career and Technology Center. You have elected to prepare for your future by enrolling at the Career and Technology Center. You will learn technical skills, apply academic concepts, and develop work habits necessary to prepare you for the world of work.

*We will provide excellent competency-based instruction that utilizes state of the art technology. Businesses work closely with us in developing and updating this curriculum. Regular attendance, positive attitude, and sincere effort are the key ingredients to your success at the Carroll County Career and Technology Center. By working together, we become a team committed to your success!*

*~ CCCTC Faculty and Staff*

This handbook is prepared for the students and parents of the Carroll County Career and Technology Center. It is intended to both enrich school life and give students and parents a better understanding of the Career and Technology Center. Included in this book is information about the day to day operation of the Center, maps of the building, and rules and regulations. It is the responsibility of all students to read and become familiar with the information contained in this handbook. Two additional resources, the Carroll County Student Handbook and the Carroll County Public Schools informational Calendar, are cited as references. These are distributed to all students and/or households in the Carroll County Public Schools. Parents are encouraged to also read and to discuss contents with their students

### **Core Statement**

CCCTC: Preparing students for careers in a diverse and evolving global community

### **Core Beliefs**

The Carroll County Career and Technology Center school community believes that students thrive in an educational environment when students:

- Strive to reach their potential
- Respect the learning environment and other individuals
- Develop effective communication and problem-solving skills
- Demonstrate global awareness and appreciation of diversity

### **Notice of Non-Discrimination**

Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and educational opportunities for all persons with regard to its employment practices and in the provision of services, programs, and activities. CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, or sexual orientation. CCPS provides non-discriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Gregory J. Bricca

Director of Research and Accountability

125 North Court Street

Westminster, Maryland 21157

410.751.3068

### **Carroll County Public Schools Policies and Regulations**

As a part of the Carroll County Public Schools (CCPS) system, the Career and Technology Center implements and abides by all CCPS policies and regulations. The information listed in this handbook does not supersede or replace the official policies. Please read the CCPS Student/Parent Handbook and the CCPS Informational Calendar to learn more.

<https://www.carrollk12.org/instruction/studentparentresources/Pages/Informational-Resources.aspx>

### **Student Expectations and Responsibilities**

The Carroll County Career and Technology Center prepares students to be college and career ready. Employers state that good work habits and positive attitudes are as important as technical skills for success. We assist all students to be successful by evaluating each marking period the work habits employers say are important to becoming a successful employee. Students must be present to learn. Students are held accountable for their decisions and behaviors. Regular attendance is an expected outcome for all graduates. The hands-on curriculum, intense technical concepts, and unique laboratory experiences are difficult to “make-up.” Students who attend regularly and follow the policies will succeed.

Students earn their grades based on daily performance, business standards, effort, and individual progress. Employers hire Carroll County Career and Technology Center graduates because the Carroll County Career and Technology Center is committed to quality and excellence.

Please understand that by participating in a Career and Technology Program, students may utilize equipment and/or perform activities, which are potentially dangerous, and that physical injury may occur requiring emergency medical care and treatment. In addition, it is recognized that all students must comply with accepted safety practices and procedures that govern students in the Career and Technology Center programs as approved by the County Board Of Education and the State Department of Education. Students engaging in serious or unacceptable behavior may lose the opportunity to participate in the Career Connections activities and/or continue enrollment in the Carroll County Career and Technology Center.

## Carroll County Career and Technology Center Staff

### Administration

William Eckles	<a href="mailto:wpeckle@carrollk12.org">wpeckle@carrollk12.org</a>	Principal
Susan Hopkins	<a href="mailto:spHopki@carrollk12.org">spHopki@carrollk12.org</a>	Assistant Principal

### Office Staff

Dixie Backhaus	<a href="mailto:dbackh@carrollk12.org">dbackh@carrollk12.org</a>	Receptionist
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Clare Linfield	<a href="mailto:celinfi@carrollk12.org">celinfi@carrollk12.org</a>	Career Coordinator
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### Teachers

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Carroll Warner	<a href="mailto:ccwarne@carrollk12.org">ccwarne@carrollk12.org</a>	Electrical Construction

### Support Services

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### Custodial Staff

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Brenda Jones	<a href="mailto:b_jones@carrollk12.org">b_jones@carrollk12.org</a>	Custodian

## Carroll County Career and Technology Center Bell Schedule

Arrivals		
<b>Mod 1</b>	Drivers Westminster	7:40 A.M.
	Bus Riders	8:00 A.M.
<b>Mod 2</b>	Bus Riders Drivers	9:40 A.M.

Lunch Schedule	
First	11:05 A.M. – 11:35 A.M.
Second	11:40 A.M. – 12:10 P.M.
Third	12:15 P.M. – 12:45 P.M.

Dismissals		
<b>Mod 1</b>	Westminster Winters Mill	8:55 A.M.
<b>Mod 2 (sem II)</b>	Academy of Health	10:30 A.M.
<b>Mod 3</b>	Francis Scott Key Gateway Liberty Manchester Valley South Carroll	12:15 P.M.
	Century Westminster Winters Mill	12:30 P.M.
<b>Mod 4</b>	Francis Scott Key Gateway Liberty Manchester Valley	1:50 P.M.
	Century South Carroll	1:55 P.M.
	Winters Mill	2:00 P.M.
	Drivers	2:05 P.M.
	Westminster	2:10 P.M.

## **Academic Honesty**

Academic honesty is an essential part of any school community. Carroll County Public Schools seeks to promote the importance of honesty as a basis of respect and cooperation among all of its members. All parties – students, teachers, administrators, and staff have the obligation to act in a consistently honorable manner with one another.

Academic dishonesty/cheating, in any form on a graded assignment, will not be tolerated. Examples include, but are not limited to: turning in work as your own when someone else has done all or part of the assignment, knowingly giving or receiving information about answers to homework, quizzes, or tests, and plagiarism. Schools develop honor codes to encourage students to value personal integrity and to emphasize the responsibility that individuals have for their own honesty. All students need to be fully aware of definitions and expectations related to their specific school's honor code. Questions should be directed to school administrators.

## **Assemblies/Class Meetings**

Students who wish to schedule assemblies or meetings must acquire approval by the administration.

The Carroll County Career and Technology Center prepares students for the business world following a tradition of respect for others. Therefore, students are reminded of the following rules of courtesy:

- Move directly to your assigned seats and be seated.
- When a person moves to the microphone to begin the program, you should give him/her your attention and be quiet.
- Refrain from talking and making noise during the assembly.
- Keep your feet on the floor, not on the chairs.
- Exit the assembly/meeting in a quiet and orderly manner when you are dismissed from the assembly.
- Assemblies will be terminated if student conduct is not attentive, courteous, and respectful.

## **Attendance Policy**

Please reference the Carroll County Public Schools Student Handbook.

## **CCCTC Attendance Procedures**

Parents/Guardians, please call 410-751-3669 between 7:30 a.m. and 9:00 a.m. to notify us if your son or daughter is absent. E-mail notes can be sent to [CTCAffendance@carrollk12.org](mailto:CTCAffendance@carrollk12.org). Please realize that you must contact both the high school and CCCTC. A note is not required if you call or e-mail CCCTC. Failure to contact CCCTC will result in the absence being considered unlawful.

Please include the following information:

- Student's name
- Student's Career and Tech Program
- Reason for the excuse (if doctor/dentist include the physician's name and telephone number)
- Date of excuse
- Time to leave school premises (if note is for an early dismissal)
- Telephone number to reach parent/guardian

Parents are urged to keep medical and dental appointments during school hours to a minimum. Students should bring these requests to the CCCTC office before reporting to their program.

Students leaving school property during the day without official authorization from the school will be considered truant from school. Consequences may include detention, in school intervention, or Saturday School.

Additional offenses may result in being placed on an attendance contract, referral to the Pupil Personnel Worker, or other actions determined by the administration.

### **Early Dismissal/Late Arrival**

Good grades characteristically accompany punctuality. Additionally, it has been our experience here that most employers are interested in knowing the punctuality patterns of our students as potential employees.

Students arriving to school more than two (2) hours late are considered absent for one-half day. Similarly, students who leave school for appointments more than two hours before regular dismissal are considered absent one-half day.

Students requesting early dismissal from their home school must follow their school's procedure for obtaining the early dismissal form. Students requesting early dismissal during Carroll County Career and Technology Center class time must obtain early dismissal permission from the CCCTC office. This form is then approved by the CCCTC administration. The student must show the teacher the early dismissal form upon arrival to his/her CCCTC class. If the student returns during the same session, he/she reports directly to the office to sign back in.

### **Missed Work**

Each student must take personal responsibility for his/her absences from class. CCCTC students may be assigned additional work to supplement missed laboratory, shop, and/or hands-on experiences as arranged by the teacher.

Arrangements for making up class/lab assignments missed due to an approved student activity must be made by the student with the classroom teacher before the absence occurs. If these arrangements are not taken care of prior to the class absence, the student may forfeit his/her opportunity and/or not receive full credit for missed work.

Students are reminded that long term assignments and projects are due the date announced regardless of the absences which may occur in between the time the announcement is made and the time the assignment or project is due. In the case of verified illness which extends over a period of time, arrangements should be made with the teacher involved to consider a revised due date. Parents should contact the school counselors to request missed assignments. Teachers will be notified of this absence and will have 24 hours to turn in materials to the office staff. Parents may pick up these materials at this time.

### **Approved High School Activities**

In order to accommodate approved home high school activities for our mutual students during CCCTC time, we must receive permission from a parent 24 hours in advance for the students to attend. If we are not notified or notified too late, students may not be authorized to leave. Students are to sign out in the CCCTC office to properly process their departure. Dismissal for Fall Pep Rallies and other special assemblies may be arranged by the home school administration if all students are involved.

### **College Visits and Approved Activities**

Students may be absent up to two days per year for the purpose of visiting colleges. These absences will not count against their attendance record and they will be permitted to make up missed work, parents should make a written request to the CCCTC administration prior to the absence.

The Board of Education recognizes that participation in outside organizations such as 4-H, scouts, etc., provides valuable learning experiences. Absences for these reasons may qualify as lawful. Parents should discuss specific situations with the CCCTC administration at least one week prior to the absence.



## **Awards and Certificates**

The Carroll County Career and Technology Center is dedicated to providing an exceptional educational environment through a cooperative effort with the family and the entire community. Students are encouraged and expected to achieve their full potential, to learn lifetime skills, to think at a high level, and to interact responsibly in preparation for life long personal growth.

In addition to earning credits towards the high school diploma, students attending the Carroll County Career and Technology Center have the opportunity to earn a "Certificate of Achievement". This certificate will be awarded at the annual Awards/Certificate Program, which is held at the end of the school year for seniors.

For a student to be awarded a Certificate of Achievement from the Carroll County Career and Technology Center, he/she must achieve the following conditions:

- Earn a final grade of "C" or higher in each course completed at the Carroll County Career and Technology Center. This includes the Research and Development Course.
- Meet the requirements for a Career and Technology "Completer Program" as stated in the Program of Studies approved by the Carroll County Board of Education.
- Maintain 94% attendance\* while attending the Career and Technology Center.
- Complete all components of the Professional Development Program including interview, portfolio, character education, etc. Achieve satisfactory rating on 75% of the competencies as indicated on the Skill Competency Profile.

Students will be awarded the Award of Excellence, along with the CCCTC Certificate of Achievement, if they meet the following conditions:

- Achieve a grade of "A" in the Program
- Maintain 96% Attendance\*
- Achieve "3" or higher on 85% of the competencies

If there is an exceptional circumstance that should be considered when applying the award criteria, please notify the Principal of CCCTC in writing at least one week prior to the award ceremony.

\*The attendance percentage for each semester will be determined according to the following formula:

Whether the absence is excused or unexcused is not a factor in the calculation of the percentage.

$$\text{Attendance Percentage} = [90 - \{\text{number of days absent} + (\text{number of days tardy}/3)\}]/90]$$

## **Care of School Property**

Any pupil who shall deface, damage, or destroy school property, shall be liable for suspension, expulsion, or other punishment according to the nature of the offense. Any expense incurred by the school in replacing or repairing school property lost, damaged, or destroyed by a pupil shall be paid for by the pupil and/or his/her parents or guardian.

Students are responsible for books, equipment, and materials assigned to them. Should a student fail to return textbooks, reference books, or other school owned property, restitution shall be made based on the following schedule:

- Books/Equipment used one year – restitution paid will be 80% of full price
- Books/Equipment used two years – restitution paid will be 60% of full price
- Books/Equipment used three years – restitution paid will be 40% of full price
- Books/Equipment used four years – restitution paid will be 20% of full price

## **Obligations**

Any student who loses, fails to return, or damages beyond use, a book, school material or school property, shall be held responsible for the total replacement value of that item. Students will be held responsible for 20% of the replacement value of schoolbooks or materials if they are in their last year of use. The "last year of use" is defined as the last school year before the entire set of books or materials is replaced.

Unpaid parking fines are considered obligations of the student and will be treated as any other obligations.

Students will not be issued school-owned property or supplies, report cards, or transfer records until the obligation to the school has been met. All obligations to the school must be met to participate in graduation ceremonies.

## **CCCTC Career Connections**

Career Connections internships are the culminating (capstone) experience for students who have explored a career area by following a completer sequence as outlined in Pathways to Careers. This program is operated by Carroll County Public Schools in partnership with participating employers. Internship placement and supervision are facilitated by the career coordinator at the Carroll County Career and Technology Center. Students are placed at a work site according to aptitude, ability, preparation, and interest and career plan. Students seeking an internship in a career area related to a career and technology education completer program must complete the program prior to or concurrent with the internship. The internship experience is guided by an individualized training plan that has been established through the cooperative effort of the student, school and employer.

Eligibility for an internship includes but is not limited to:

- a. Senior status during scheduled internship;
- b. 2.5 grade point average;
- c. 94% attendance during the previous quarter;
- d. HSA requirements met;
- e. 75 service learning hours completed;
- f. Completed at least 3 credits of a completer or career major; and
- g. Acceptable behavior/disciplinary record.

## **Academy of Health Professions Clinical Experiences**

This hands-on experience is conducted under the direct supervision of the Academy of Health Professions teachers. Students must follow the guidelines established by the program and contracts with the agencies. Parent(s)/Guardian(s) are responsible for the transportation.

## **Cosmetology 1000-Hour Letter**

Cosmetology students that are working under the 1000-hour letter requirement may enroll in the Career-Connection Program. This hands-on experience is conducted under the direct supervision of the Cosmetology teachers.

## **Health Insurance for Career Connections**

The Carroll County Board of Education does not provide health or accident insurance for Career Connection students including those students who participate in interscholastic or intramural athletic activities. It is the responsibility of the parent or guardian to make sure the student has adequate insurance protection. All students, particularly those who have classes in a career and technology, laboratory, physical education, or career connections activity, should have adequate insurance protection.

### **Research and Development Course**

This is a specialized course available to a select group of Carroll County Career and Technology Center students upon completion of their Carroll County Career and Technology Center program. The student may be permitted to earn additional credits through participation in this course. Students must apply for this course through the Carroll County Career and Technology Center. The student must submit a written plan including career objectives related to their career research and/or career development goals. The Carroll County Career and Technology Center teacher and principal must approve students. Students may only be scheduled into the Research and Development Course through CCCTC.

### **Student Service Learning**

The Carroll County Career and Technology Center Student Service Learning Coordinator, Mrs. Kathy Wojcik, will approve activities upon receipt of the completed Student Service Validation Form. Student Service Forms are available from Carroll County Career and Technology Teachers. Forms for activities completed during summer vacation through the completion of the following school year must be submitted by the end of that school year in order to receive credit toward the requirement.

Carroll County Public Schools approves activities which fit within the parameters of the Carroll County guidelines. The acceptance of the service learning hours should not be confused with the approval of the supervisors of that activity or the agency they represent. Parents/students should inquire about the safety and supervisory policies of the agency in which the student is volunteering. Guideline #1 of the Carroll County Guidelines addresses liability and insurance issues (see service learning form). Students in Carroll County are not placed with community agencies and may choose to fulfill the Student Service Graduation Requirements within the confines of the school building. Those activities considered exceptions to the Carroll County Guidelines must be pre-approved by the principal of the school the student is attending.

### **Computer System Guidelines**

Please reference the CCPS Student and Parent handbook.

The Carroll County Career and Technology Center provides students with the latest technology, which includes computers and software applications on a networked system, Internet, and computer controlled machines. Students must follow all guidelines to be permitted to use this technology.

- The Carroll County Career and Technology Center adheres to software copyright laws and violators will receive serious disciplinary actions.
- Students will be assigned to use specific technology by their teachers. No student may use computers, software, etc. without teacher permission.
- Software may not be installed on, copied to, or deleted from computer systems without teacher approval.
- Use of the Internet is only permitted for school projects and must be authorized by the teacher.

Students violating these guidelines will receive serious disciplinary actions including involvement of legal authorities when appropriate. Students who abuse the technology will also forfeit the use of this technology.

### **Counselor Services**

Students can schedule an appointment by completing a request form or having their CCCTC teacher contact the counselor. Passes will then be issued by the counselor and must be approved by the teacher before the student leaves class for the appointment. Parents are encouraged to come to school for conferences and to contact the counselors by telephone at 410-751-3669. Counselors may also be available during summer months. Please note that at any time if a student/parent has an emergency situation, it will receive immediate attention. The CCPS Department of Student Services can be reached at 410-386-3434.

### **Homework Requests**

Parents should contact the Counseling Office and request missed assignments when students will be out for more than 3 days. Teachers will be notified of this absence and will have 24 hours to turn in materials to the counselor. Parents may pick up these materials at this time.

Students are urged to have contact with friends in each class so that make-up or daily assignments may be obtained over the telephone when absences are short term or result from suspension. Students should personally contact teachers the first day back from an absence to verify missed assignments and set time frames for submitting work.

### **Resolving Conflicts**

Students who feel they have a problem that is beyond normal resolution with a student or group of students should seek assistance from peer facilitators, teachers, counselors, or administration. Every effort will be made to assist students in resolving the conflict before it becomes a discipline issue. Physical conflict (fighting) will not be tolerated. Maryland State Police may be called if administration feels their involvement is warranted and/or charges files through Juvenile Services.

### **Post-Secondary Planning**

Counselors will be available for trade school, college, and career planning. This might include exploring, planning, applying for, or financing your future plans. Representatives from area technical schools and colleges will be made available to students through visits at the CCCTC. Scholarships are also available through the CCCTC.

### **Extra Help**

You may always seek extra help from your teachers if you do not understand an assignment, if the work is difficult, if you have been absent and have missed assignments and class discussions, or if you have a personal problem. Arrange, in advance, a conference with any of your teachers. This conference should be scheduled for a time that is convenient to both you and the teacher.

A teacher may request that a student stay after school for extra help if it is evident that the student is having difficulty with the classroom work. This help should be scheduled in advance for a time that is mutually convenient for both the teacher and the student. These requests should be seen as a desire of the teacher to help you make progress of which you are capable and should not be viewed as punishment. Students may seek tutorial assistance through the CRC or CTST.

### **Career and Technology Services Team**

The Career and Technology Services Team (CTST) assists students directly and indirectly with their theory and skill development, behavior, and attendance to enable each student to succeed. The CTST area is located in the back hallway and is open to all students during their Carroll County Career and Technology Center session. In addition, this team serves as a resource for teachers, parents, and prospective students.

### **Computer Resource Center (CRC)**

The CRC is open to students and staff during school hours for research and computer applications.

### **Dining Services**

Our school maintains a cafeteria where wholesome food is prepared and may be purchased at moderate prices. All pupils may eat in the dining room whether they choose to buy or to bring their lunch from home. Students with low family income may wish to take advantage of our free/reduced lunch program. Please contact your home school assistant principal for details and an application form.

The CCCTC is operating computerized cash registers in the cafeteria. Parents can put money in any value on their child's account for meals and snack items by sending in cash or checks with their child to the school cafeteria staff or using an online credit card payment system accessed at [www.myschoolbucks.com](http://www.myschoolbucks.com).

Students are not permitted to leave the school premises for lunch because of the short lunch period. Students leaving school for lunch are subject to disciplinary consequences outlined in the section "Truancy" found elsewhere in this handbook.

All food is to be eaten in the Commons Area. No food is to be taken from the Commons Area to be eaten in classrooms, halls, the lobby, or outside the building unless permission is given by the teacher or administration.

When in the Commons Area, conduct should be the same as in any public dining room – no unnecessary noise or rough housing will be tolerated. All students are expected to return their trays, utensils, and trash to their proper places and place their trash in the waste containers provided. No cutting in line will be allowed. When weather permits, students will be allowed to eat in the CCCTC courtyard after permission is granted by administration.

The preparation and/or sale of food items by any profit making organization are not authorized. (Bd. Of Ed. Policy EFC, item D).

### **Class Breaks**

Student break is a privilege given by teachers, as they deem appropriate. Thus, break time will be approximately ten (10) minutes in duration. Students are not to bring food to share with the class. The teacher will determine if the class will participate in the break activity. All food and drinks must be removed from classroom and shops after break.

### **Birthday Mixer**

Each month the CCCTC will host a mixer for those students whose birthday falls in the current month. No other parties or celebrations are to be held. Students are not to bring food to share with the class. All Birthday Mixer refreshments will be provided by the CCCTC.

### **Discipline**

For information on the CCPS discipline philosophy, interventions and consequences, and discipline records please reference the Carroll County Public Schools Student/Parent Handbook.

### **Dress Code and Safety Apparel**

Please reference the Carroll County Public Schools Student Handbook.

People who take pride in the way they look and dress usually feel good about themselves. The Carroll County Career and Technology Center has a legitimate interest in regulating student attire and appearance in the effort to avoid disruption, to promote self-discipline, to support student health and safety, and to maintain an atmosphere for learning.

All students must also comply with the dress code prescribed by the Carroll County Public School system. Please refer to the Carroll County Student/Parent Handbook for these guidelines. Failure to adhere to the dress code will result in disciplinary action.

As a means to alleviate undue abuses of the building, its furniture, and the students who inhabit the building, any clothing or jewelry that might damage the physical plant or the furniture, or that may provide a hazard to other students, is prohibited. Spiked clothes and accessories, dog collars, wallet chains, and any other long chains are not to be worn on school property.

Some Carroll County Career and Technology Center programs require a specific uniform. The student purchases this uniform. Teachers will determine uniform requirements based on industry and trade standards. It is more economical to purchase uniforms for these programs than to damage several items of regular school clothing. Any special apparel required by a Career and Technology Center Program will normally be kept in the student's locker. Students who do not appropriately wear the required uniforms will be referred for disciplinary actions.

Uniforms should be laundered at least once a week. You are responsible for the care, cleanliness, and repair of your uniform. In shop situations, the teacher may require approved head covering. Uniforms should fit appropriately and be buttoned and tucked in while working in the shop. Appropriate footwear must be worn at all times. The teacher, based on industry standards, will designate footwear type and style. The parent/guardian is responsible for purchasing and maintaining the appropriate footwear for the student.

Parents unable to purchase necessary safety equipment/clothing due to a serious financial burden should contact the teacher, school counselor, or an administrator.

### **Emergency Preparedness Fire Emergency Drill**

Purpose: To teach and practice proper procedures in exiting a building in the event of a real emergency situation.

Procedures: These drills require your full cooperation for the protection of all. Exit in a quiet, orderly manner. ALL PERSONS are to evacuate the building. The following rules must be observed during the drills:

- Adhere to Fire Drill Exit Procedure as posted in each teaching station.
- No unreasonable noise; teachers may have to announce changes in exit procedures, so there must be quiet.
- Walk rapidly, but do not run.
- Go to the area outside the building as posted on directions near the exit of each classroom.
- If the exit is blocked, all staff and students must quickly choose the nearest alternate exit.
- Do not congregate near the building as this impedes individuals leaving the building as well as the action of the firemen in the event of a real emergency.
- Keep together. Meet outside the class in the area designated by the sign posted in your room.
- Face the building. Teachers will take attendance and report missing students by 2-way radio.
- If you are at lunch, at an assembly, or changing classes when the alarm sounds, leave by the nearest exit, and move away from the building.
- Leave all belongings such as books and papers in the room.
- Carefully cross the roadway around the school. Do not stand in the road as this interferes with emergency traffic.
- When a second bell is rung, return to classrooms.
- Teachers will report any pupil who does not follow these instructions to the assistant principal.

### **Crisis Emergency Procedure**

Lockdown – Students report to nearest classroom. No students or staff in the hallways, all doors are locked, and the teacher takes roll and reports any missing students.

Lockout – Students return to classroom or nearest classroom. No students in the hallway, teachers take a look in the hallways to look for anyone or anything unusual, all doors are then locked, and the teacher takes roll and reports any missing students. The school will remain in a lock down/out situation until notified by an administrator.

## **School Closing due to Weather**

When weather conditions cause the closing of schools, such announcements will be made at the earliest possible time over area radio stations. Similar announcements will be made for changes in the school's starting time or early dismissal brought about by inclement weather. PLEASE DO NOT CALL THE SCHOOL for this information. We must keep the telephone lines open for emergency use. Your cooperation in this matter is greatly appreciated.

On days when there is an early dismissal because of inclement weather (or when school is closed), all after school practices, events, and activities will be canceled. Announcements will be made on local radio and television stations as well as the CCPS website and Comcast Cable Channel 21.

## **Extra Time**

Students may voluntarily spend extra time at the Career and Technology Center only with signed permission by the teacher and administrator. The proper form should be completed and returned to the Carroll County Career and Technology Center office 24 hours prior to the time spent.

## **Field Trips**

Field trips to supplement classroom and shop instruction will be planned as deemed appropriate. Any student in good standing may participate in these activities. Parental permission will be required for each trip, and the teachers involved will provide forms. While on field trips, students will be subject to regular CCPS/CCCTC school policies.

## **Grading Policies**

All CCCTC programs are credit-bearing courses and students receive A, B, C, D, or F letter grades. Each teacher will distribute his or her grading policy to each student at the beginning of each course. Attendance and attitude are important in the success of students and are reflected in the competency profile. Statements correlating these to the grade are included in each teacher's grading policy. Grades are determined by reviewing each pupil's work from the beginning to the end of each marking period and focus on the assessment of the progress made during this period.

## **Withdrawal from Programs**

A student may request to withdraw from a CCCTC program. The student must submit a written statement to the principal giving the reason for withdrawal. This statement must be signed by the student's parent or guardian and the school counselor.

If a student withdraws from the program prior to completing two weeks in the program, no grade will be recorded on the student's permanent record. If the withdrawal is granted after two weeks, a WP (withdrawal pass) or WF (withdrawal failing) will be assigned in place of a grade. The assignment will be based on the student's status at the time of the withdrawal.

## **Health Services**

### **Accidents and Illness**

The school will follow the emergency procedure as requested by the parents on the Emergency Procedure Card. Emergency Procedure Cards and Handbook forms MUST be turned in to the Career and Technology Center office within three (3) SCHOOL DAYS of the beginning of school. Students may not participate in shop/lab experiences unless the Emergency Card and Handbook form are on file.

If a student becomes ill while attending the Career and Technology Center, the student is sent to the health suite in the office. Parents will be contacted to transport the student home. Students will not be released for early dismissal due to illness unless they have been seen by the school nurse. The student will be allowed to rest in the health room until parents are contacted. Serious cases will be referred to the appropriate medical services.

Only the parent or legal guardian may:

- (a) Authorize treatment by a physician.
- (b) Remove or authorize removal of the child from school premises.

Students and parents must report promptly any changes in Emergency Card information

A student who becomes ill or injured at school shall request to use a pass to go to the Health Room. Teachers, at their discretion, should have another student accompany an ill or injured student to the Health Room.

The nurse will:

- Notify the parent or the person designated on the Emergency Procedure Card if the student is judged ill enough to be sent home. Resting in the Health Room may be permitted if the student's Emergency Procedure Card indicates a problem or upon judgment of the school nurse.
- Send the student back to class when a parent requests his/her child to remain in school. The student will be given a copy of the Health Room Report with the time out recorded on it as his/her pass to re-enter class. The student shall give this copy to a parent.

### **Major Injury**

In cases of major injury or need for emergency first aid, the injured student should be given emergency first aid immediately. An assistant principal and school nurse should be notified as soon as possible and will report to the area to assist with the emergency. Parents will be notified as soon as possible of student's injury.

In cases of minor injury, the student should be sent to the Health Nurse for medical care. A health room or accident report will be completed by the nurse and sent home.

Students and parents shall report all accidents or injuries to the child's teacher and to the office. Students are not permitted to resume shop activities without the appropriate medical release. The administration reserves the right to limit student participation in shop area if the student may harm himself or others. Some injuries may limit the use of certain equipment in the shop area. CCCTC must follow industry standards for safety.

### **Prescription/Non-prescription Drugs**

**IMPORTANT:** Students shall NOT bring any medication onto school property including the buses. Parents/Guardians are to bring all medications to the health suite. Students who possess any kind of drug/medications on school property WITHOUT prior school approval are in violation of CCPS policy and are subject to disciplinary consequences.

In accordance with COMAR Title 10, Subtitle 27, the school nurse can administer medications (prescription and over-the-counter) only when ordered by an authorized prescriber (physician, nurse practitioner, etc.). Parents are not considered an authorized prescriber. Therefore, all medications require a doctor's order. The Medical Director of the Carroll County Health Department has agreed to give a Standing Order to the nurses in the schools to administer Ibuprofen (Advil) and Acetaminophen (Tylenol) in over-the-counter doses to students in Carroll County Schools with parent consent. This means that parents may bring in these two medications and the school nurse will administer them as needed. No additional doctor's order is required. All other medications must have a doctor's order if the medication is to be administered in school.



## **Implementation of Regulations**

CCCTC staff has authority over any and all students whether or not the student is in their program. Staff have been given designated professional responsibility to correct unacceptable behavior of any student in the hallways, common areas, or any other area on the school grounds. All students are expected to behave in a manner consistent with business practices. Understanding that this responsibility has been given to teachers, students are expected to respond in a positive manner by stopping or avoiding those actions which are not acceptable in the Carroll County Career and Technology Center. A student must identify himself to any staff member when asked. Failure to correctly identify one's self to a staff member when requested will result in suspension. The Board of Education of Carroll County is committed to providing a safe and secure environment in which all individuals are free to learn. Therefore, the Board will not tolerate any inappropriate behavior.

### **Restrooms**

Students are expected to use the student bathroom nearest their class location. During class hours, students are required to have a bathroom pass. A bathroom pass is not permission to roam corridors, to get food or drinks, or to use a mobile device.

The bathroom on the lower floor is for the use of Auto Service Technology and Biomedical (PLTW) students. Students in Collision Repair Technology, HVAC, Welding Technology, and Heavy Equipment and Truck Technology should use only the bathroom in their respective shop during class time.

### **Lockers**

Lockers will be provided to at no cost so that each pupil may have a safe repository for books, clothing, etc. Each pupil will be held responsible for the maintenance, cleanliness, and condition of his/her locker. Lockers which are not operating properly should be reported to the office for immediate repair. In case of any damaging or defacing, the pupil to whom the locker is assigned will be held responsible. Locker assignments are made and recorded by each class teacher on the first day of school. CCCTC is not responsible for lost or stolen items.

The security of the locker is dependent upon the secrecy of the combination. Only the student who is assigned to a locker is given the combination to that locker. Please keep your combination private. Students will only be allowed to use locks other than the one assigned by the school with permission of the principal.

Upon arrival to program area, students must place all personal belongings in their assigned lockers. Each student is responsible for keeping his/her locker in good order. Periodic locker checks will be made at the option of each teacher or as decided by the administration. In the event the student forgets his/her combination, he/she will have to personally report to the main office to get the combination

### **Lost and Found**

All losses of property should be reported to the office. Any articles found should be taken to the office. Every possible effort will be made to restore lost articles to the proper owner. Unclaimed articles will be disposed of at the end of the school year.

### **Portable Electronic Devices**

Please reference the Carroll Public Schools Student Handbook.

### **Safety**

All Students and Staff must follow the guidelines and regulations of the U.S. Occupation Safety and Health Administration and the Maryland Occupational Safety and Health Administration. Your teacher will inform you of the safety rules for your program. Violation of the safety rules will result in disciplinary actions. Each of us must be conscientious of our own safety and the safety of others. Horseplay and other disruptions are irresponsible and will not be tolerated. Some examples of

unsafe immature behavior include but are not limited to: throwing items, pushing, shoving of others, and tampering with other student projects or equipment. Unsafe behavior may result in injury to oneself or other students. Students must consistently demonstrate safe work habits to be permitted to utilize specialized equipment and to work in shop areas.

### **Head and Eye Protection**

Safety glasses shall be worn at all times when students, visitors, and staff are in any of the CCCTC shop areas. Failure to comply with safety regulations will result in the student(s) being removed from the shop area. All students must comply with state and federal regulation regarding head and eye protection and safety. Teachers will provide specific instruction for protection and safety. Proper head and eye protection devices are furnished for the use of all students in the shop. If a student wants to have exclusive use of any protection device, he or she may purchase it. Students will be responsible for assigned equipment. It will be the responsibility of the student to reimburse the Career and Technology Center for any equipment lost or damaged.

### **Search and Seizure**

Please reference the Carroll County Public Schools Student Handbook.

Searches of students and/or school property, including lockers, may be conducted by the administration based on reasonable suspicion that a student is in possession of illegal or prohibited items.

### **Cameras on School Buses**

Carroll County school buses have video security cameras on all buses. Students may be monitored by a video system. School administrators and/or transportation area supervisors may view these videos. The cameras are another means of deterrent for unacceptable behavior. Drivers will continue to follow their training and turn in bus referrals when warranted.

### **Cameras on School Grounds**

Security cameras will be in place both inside and outside of our building in order to monitor the school and its surrounding areas. Security cameras will be both exposed and hidden. Our belief is that these cameras will provide an additional measure of safety and security for our students, staff, and the facility.

### **Drug Free School Zones**

In 1989, Drug Free zones were established across the State of Maryland. This regulation specifically addresses penalties for persons convicted of manufacturing, distributing, dispensing, or possessing with the intent to distribute a controlled dangerous substance in, on, or within 1,000 feet of any real property owned by or leased to any elementary school, secondary school, or school board, regardless of whether school is in session at the time of the offense, the property was being used for other purposes at the time of the offense, or on a school vehicle. Penalties for a first offense may be imprisonment for not more than 20 years or a fine of not more than \$20,000 or both or, for a second or subsequent offense, imprisonment of not less than 5 or more than 40 years or a fine of not more than \$40,000 or both.

### **SkillsUSA Student Organization**

The SkillsUSA Student Organization is the only organization for trade, industrial, technical, and health occupations students and teachers. Its nearly 300,000 members are in the 13,000 local chapters in the nation's public high schools, career and technology centers, area vocational schools, and junior and community colleges. The clubs are organized into 53 state and territorial associations, including the District of Columbia, Puerto Rico, the Virgin Islands, and Ontario, Canada.

### **SkillsUSA Mission**

SkillsUSA is dedicated to developing well-rounded career and technology students and future employees. It provides leadership, citizenship, and character development programs and enhances job skill training. It builds and reinforces self-

confidence, positive work attitudes, and good communication skills. Its programs help teachers better prepare students to succeed in the labor market. SkillsUSA emphasizes respect for the dignity of work, high standards in trade ethics, superior workmanship, high scholarship, and maximum safety. It promotes understanding of the free enterprise system and encourages patriotism.

### **SkillsUSA is a Co-Curricular Activity**

SkillsUSA is recognized by state and federal departments of education as an integral part of the career and technology curriculum. It is not an extracurricular activity like a drama club or a basketball team. Students are motivated to excel as they acquire job and leadership skills; to understand the democratic process through their local chapter work; to work together to improve school, work place, and community; and to earn individual recognition for both skill and leadership achievement. SkillsUSA also functions as the student council at CCCTC.

### **Student Charges**

Students are required to pay for personal uniforms, tools, kits and/or equipment. All materials are provided for assigned projects. Students must pay the cost of materials for all personal projects.

### **Student Insurance**

All Career and Technology students are urged to participate in the school insurance program offered by the home school. Accidents and injuries do sometimes occur and the school insurance cost is nominal when the protection it affords is considered. It is the responsibility of the parent or guardian to make sure the student has adequate health insurance.

### **Transportation/Driving/Parking**

Bus transportation to CCCTC is available to all students except Westminster High School (WHS) students and for those students participating in community-based experiences. To be authorized to drive to/from the CCCTC and park on the CCCTC lot, students must obtain a home school parking permit and have a CCCTC sticker displayed. WHS students must obtain a WHS parking permit and park on WHS property.

Students are not permitted to carpool to the CCCTC during the school day; 7:40am to 1:45pm.

Any student involved in an accident on school property should report the incident immediately to the CCCTC administration.

Be a responsible driver and comply with the following safety precautions/practices:

- Maximum speed is 15 mph on the road surrounding CCCTC
- Parking lot speed must be reasonable and prudent
- All vehicles are to be operated safely
- Buses and pedestrians have priority
- No loitering on the parking lot

Driver/parking violations (include but are not limited to):

- Not properly displaying a CCCTC parking permit and/or home school parking permit
- Invalid parking permit
- Unregistered vehicle(s)
- Improper parking
- Excessive speed/reckless driving
- Failing to obey directions (verbal or non-verbal)

- Failing to yield to buses and/or pedestrians
- Transporting passengers during the school day
- Unauthorized driving from/around our campus

### **Penalties for Drivers and Passengers in Violation**

For any student driver/passenger who fails to comply with the aforementioned policy, the following minimum disciplinary penalties are to occur. All incidents will result in student turning in parking permit during penalty period. Penalties will start over at the beginning of each semester.

Violation Number	Consequence(s)
1	Verbal Warning
2	\$10 fine
3	\$10 fine
4	\$10 fine
5	Loss of driving privilege

Serious violations will be considered as insubordination and subject to appropriate administrative actions.

### **Loading and Unloading of Buses**

All buses will load and unload at the main entrance. All students enter and exit the Career and Technology Center by the main entrance. Only students coming from or returning to WHS will be allowed to use another designated entrance. Students are requested to use the sidewalks and not walk on unpaved areas. Students should report directly to their program area upon arrival for the session. At dismissal time, everyone should remain in his or her instructional area until his or her dismissal bell. Please board buses promptly.

### **Visitors/Volunteers**

Due to safety regulations and the need to maintain security, all visitors must immediately register in the Main Office. Appropriate office personnel will issue a visitor's pass. Safety glasses will be provided if necessary.

Volunteers (including chaperones and boosters club members) must comply with CCPS volunteer guidelines for screening and training. Volunteer information may be found on the CCCPS website.

### **Public Notification of Career and Technology Education Offerings**

Carroll County Public Schools offers career and technology education programs in business, agriscience, career and technical education, family and consumer sciences, and technology education. Business, agriscience, family and consumer sciences, and technology education programs may be offered in each of the county's eight high schools. Career and technical programs are offered at the Carroll County Career and Technology Center. Pro-Start, Early Childhood Education, Teacher Academy of Maryland and Academy of Finance are offered at specific high schools. These programs are open to students who are in the grade levels served by the programs and who are interested in and qualify for these educational program options. At the Carroll County Career and Technology Center, students receive specialized career training and education, as well as earn credits toward high school graduation. Students may enroll in grades 11 and/or 12 in the center's competency-based programs, provided they meet prerequisites for specific courses. Students enrolled in the programs at the Carroll County Career and Technology Center are also enrolled concurrently in their home schools in order to complete graduation requirements and participate in extracurricular activities. School bus transportation is provided for the students from the home schools to and from the Carroll County Career and Technology Center. A support service team is available to work with those

special needs students who need additional assistance in order to be successful in their career and technology education program. For details about programs, contact the school counseling office at each high school.

Carroll County Public Schools provides career and technology education opportunities without regard to sex, race, color, religious belief, national origin, or disabilities. The Title IX Coordinators are Judy Klinger and Jim Rodriguez; the Section 504 Coordinator is Dona Foster. These coordinators may be reached at Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157, 410-751-3000.

A local application for career and technology education programs has been prepared and submitted to the Maryland State Department of Education for approval. The application is available for review and/or comment by the public. Contact Angie McCauslin, Supervisor of Career and Technology Education, Carroll County Public Schools, 410-751-3104, to review this application.

Contact: Kimberly Dolch, Director of Secondary Schools, 410-751-3167