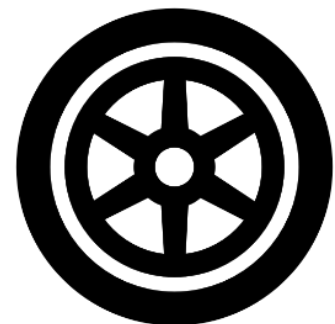
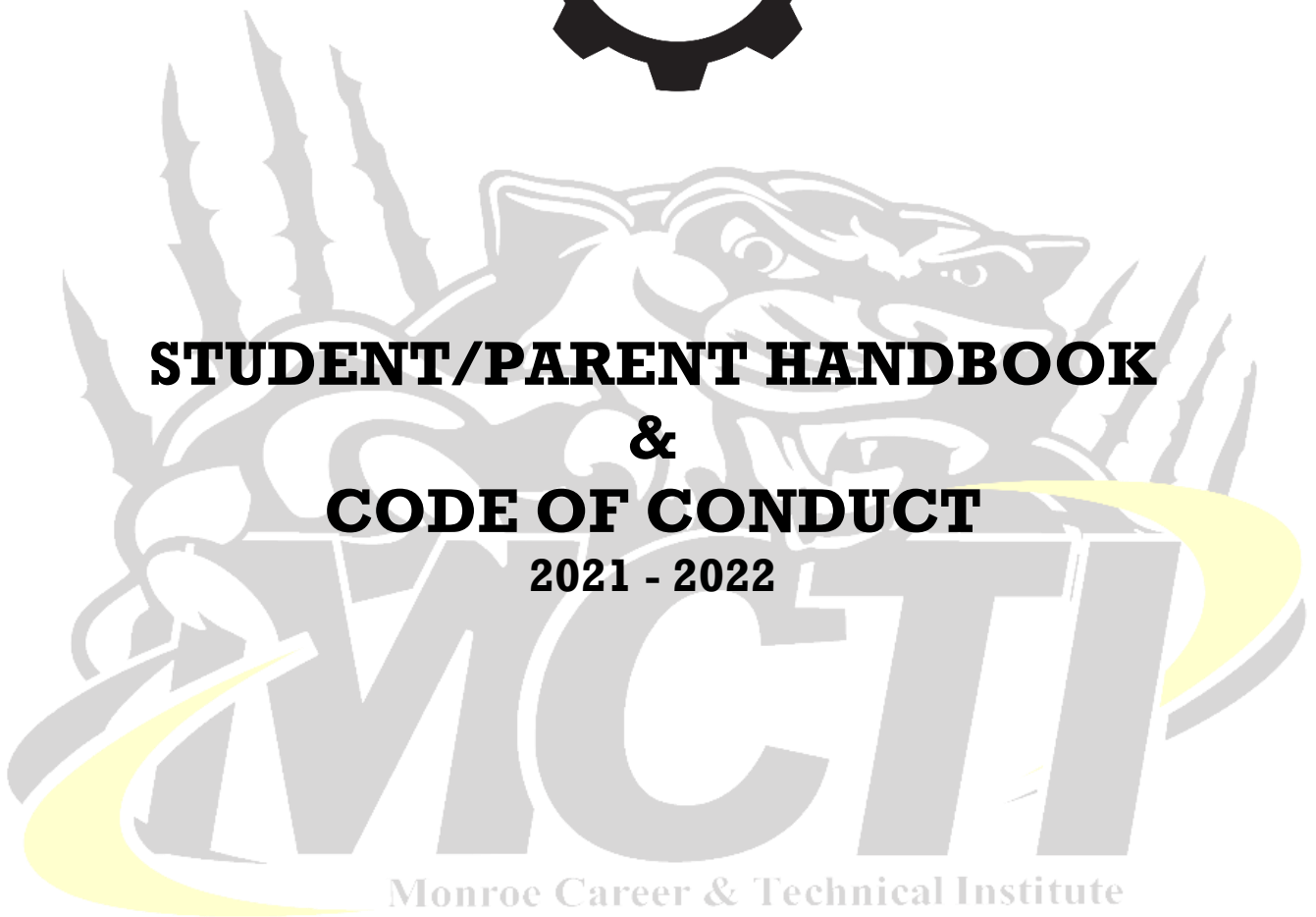


**STUDENT/PARENT HANDBOOK
&
CODE OF CONDUCT
2021 - 2022**





Joint Operating Committee (J.O.C.)

East Stroudsburg Area School District

Ms. Lisa Van Why (Assistant Secretary)
Mr. Larry Dymond
Mr. George Andrews

Pocono Mountain School District

Ms. Jacquelyn Leonard (Vice Chairperson)
Mr. John Coyle
Mr. Rusty Johnson (Treasurer)

Pleasant Valley School District

Mr. Todd Kresge
Mrs. Susan Kresge (Chairperson)
Mrs. Donna Yozwiak

Stroudsburg Area School District

Mr. Merlyn Clarke
Mr. Cem Zeyinoglu
Ms. Joseline Kraemer

District Superintendents**East Stroudsburg Area School District**

Mr. William Ryker

Pocono Mountain School District

Dr. Elizabeth Robison, Superintendent of Record

Pleasant Valley School District

Dr. Charlene Brennan, Acting Superintendent

Stroudsburg Area School District

Dr. Cosmas Curry

Solicitor

Mr. Mark Fitzgerald



School Administration

Director

Mr. Dennis Virga

The Director oversees the entire operation of both the High School and Adult Education program.

Principal

Mr. John P. Brown III

The Principal is primarily responsible for maintaining student discipline and maintaining good order within the school.

Supervisor of Student Services

Mrs. Amy Thomas

The Supervisor of Student Services is primarily responsible for student enrollment and attendance, guidance, student recruitment and tours, special education compliance, the 9th Grade Program, child accounting, civil rights compliance, Free and Reduced Lunch Program, State Reporting, Student grades and file maintenance.

Supervisor of Curriculum and Instruction

Mr. Frank Zaso

The Supervisor of Curriculum and Instruction is primarily responsible for Curriculum and Instructional Management, budgeting, post-secondary opportunities to include articulation agreements and Tech Prep.

Business Manager

Mrs. Diane Serfass

The Business Manager accounts for the budgetary operations of all school funds. In addition, administers policies and procedures of the business and finance functions to include employee payroll and benefits.

Supervisor of Building and Grounds

Mr. Frank Pecci

The supervisor of Building and Grounds is responsible for ensuring the building and grounds are properly maintained and that all equipment is in good working order.

Supervisor of Technology & Adult Education

Mr. Kristopher Dorshimer

The Supervisor of Technology manages the information technology department. He is responsible purchasing and maintaining all information systems and related technology. In Addition, Mr. Dorshimer also manages the day-to-day operations of MCTI's Adult Education Program.

Career and Technical Education (CTE) Instructors:

Automotive Collision Repair	Mr. Brian Gebhardt
Automotive Technology	Mr. Benjamin Wenzel
Carpentry.....	Mr. Patrick McHale
Computer Networking & Security	Mr. Ronald Cudworth
Computer Information Science.....	Mr. Allen Krueger
Cooperative Education/Diversified Occupations	Mr. Gregg Angeli
Cosmetology	Mrs. Leatha DeAngelo
Criminal Justice	Mr. Douglas Shook
Culinary Arts I	Mr. John Picarello
Culinary Arts II	Mrs. Samantha Armstrong
Diesel Technology	Mr. Steve Staples
Diversified Occupations.....	Mr. Greg Martin
Drafting & Design Technology	Mr. Dennis Dominguez
Electrical Technology	Mr. Michael Witner
Electronics Technology.....	Mr. Chris Roberto
Graphic Communications.....	Mr. Nicholas Apruzzi
Health Professions I.....	Mrs. Tammy Rubino
Health Professions II	Mrs. JoAnne Bretzger
Horticulture (Floriculture/Landscaping)	Ms. Delores Bruce
Business and Hospitality Management	Mrs. Maria Hafler
Masonry.....	Mr. Jesse Wummer
Outdoor Power Equipment Technology	Mr. Jeb Slawik
Plumbing/Heating, Ventilation & Air Conditioning Technology.....	Mr. Mark Lippincott
Precision Machining	Mr. James Granahan
Welding Technology	Mr. Gregory Smith

Academic Instructors

9 th Grade Social Studies	Mr. Robert Yarnall
9 th Grade Math.....	Mr. Martin Wilson
9 th Grade Science	Mr. Ross Ruschman
9 th Grade English.....	Mrs. Stacy Kessler

Educational Support Team

School Counselors.....	Ms. Ambria Liles
	Mr. Thomas Sarcinelli
Student Support Staff.....	Mrs. Lisa Rose
	Mrs. Stephanie Branning
	Mrs. Abigail Tomsho

Mr. Robert Dydynski

Career & Transition Counselor/Recruiter.....	Ms. Jillian Milositz
Clinical Aid	Mrs. Lucille Muccio
Support Staff:	
Executive Director's Secretary	Mrs. Debra Schuler
Supervisor of Curriculum and Instruction Secretary	Mrs. Susan Mathious
Supervisor of Student Services Secretary	Mrs. Patricia Sullivan
Principal's Secretary	Ms. Fiorela Beers
Payroll and Benefits Specialist	Mrs. Anne Morton
Accounting Specialist	Mrs. Kelly Djuric
Assistant Networking Administrator	Mr. Kyle Kubik
Receptionist	Ms. Maria Scotto
Instructional Aid	TBD
Instructional Aid	Mr. Brian Kohler
Instructional Aid	Ms. Michelle Murphy
Instructional Aid	Mrs. Tina May
Instructional Aid	Mrs. Patricia Klenke
Instructional Aid	Mrs. Sheila Smith
Instructional Aid	Mrs. Joan Bornemann
Instructional Aid	Ms. Kathleen Pandolfo
Instructional Aid	Mrs. Paula McCormick
Instructional Aid	Mrs. Mary Ellen DelGiudice
Instructional Aid	Mrs. Pamela Morris
Instructional Aid	TBD
Custodian.....	Mr. Carlos Cordero
Custodian.....	Mr. Otto Stranak
Custodian.....	Mrs. Doreen Cruz
Custodian.....	Mr. Arthur Olsen Jr.
Custodian.....	Mrs. Carla Huhn
Maintenance	Mr. Joseph Trimboli Jr.
Cafeteria Monitor	Mrs. Cathy Strawbridge
Cafeteria Monitor	TBD
Cafeteria Monitor	Mr. Carl Strawbridge
Cafeteria Monitor	Mr. Arthur Levin
Cafeteria Monitor	Mrs. Wendy Nottle
U.S. Security Care Officer	Mr. Chris Ferranti

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GUIDELINES FOR COVID-19

Due to the current circumstances, guidelines have been put in place for the 2021-2022 school year in order to minimize the spread of the Covid-19 virus. MCTI will follow the recommendations provided by the DOH, CDC, the local and federal government. Please refer to MCTI's website at www.monroecti.org for the latest information.

Disclaimer: *Please keep in mind that the daily operations of MCTI maybe modified as directed. We ask that Parent/Guardians, students, staff and visitors be flexible as guidelines change to adhere to state and local guidance.*

SYMPTOM CHECK

Parents are responsible for conducting a symptom check prior to sending their child to school. If your child presents any of the following symptoms, they must stay home.

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. New loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

MASKS/PROTECTIVE FACE COVERINGS

Students are not required to wear masks at this time. This may change as circumstances dictate. Students have the option of wearing masks. In the future and circumstances change masks may be required in order to attend school. It is the responsibility of the parent to make sure the students have a mask prior to leaving the house. Extra masks will be made available if masks become required.

If a student is not able to wear a mask for health reason the parent/guardian must provide a written note. (Subject to change based on CDC guidelines). A "snug-fitting mask or face covering that closely covers the nose and mouth" is required to be worn at all times during the pandemic while we are conducting in-person school. This is especially important when students are in areas where the six-foot social distancing guidelines are difficult to maintain, such as in common areas, hallways or while on busses. Please choose a face covering and practice wearing it for comfort, including for extended periods while talking. Sports "gaiters" and face shields are permitted. Masks, shields and gaiters must be free of words or logos, unless it is a school related logo. Bandanas do not meet the requirement, as they do not sufficiently prevent the spread of disease. Students are expected to bring their own protective face covering. If a student arrives at school without a protective face covering, one will be provided. However, it is the expectation that students will come with a suitable mask or cloth protective face covering.

Please submit a doctor's note to MCTI if the student has a medical condition that impacts her/his ability to wear a protective face covering for the entirety of the school day. As with all aspects of the dress code, the wearing of a protective face covering is a basic rule. However, unlike other dress code items, adherence to this rule impacts the wellbeing of others and is, therefore, more crucial. It is a new expectation and we are all getting used to it. While faculty and staff will encourage students to maintain proper protective face coverings. Students who do not wear a face covering properly will not be able to remain in the classroom.

Our goal is to work in a positive way with students and families to ensure strict adherence to the rules listed below, with the priority being mutual safety.

Protective face covering rules:

- 1.) The protective face covering must conform to MCTI standards as listed above.
- 2.) Students must wear the protective face covering properly (covering both the nose and the mouth).
- 3.) Students should wear the protective face coverings when instructed to do so.
- 4.) Mask breaks will be provided. Students must wear their masks unless they are instructed otherwise.

Failing to follow the protective face covering rules will result in the student being isolated until the student conforms to the protective face covering rules. If the student continues to refuse to follow the protective face covering rules a parent/guardian will be contacted by a school administrator. Students who do not have a medical excuse and defiantly refuses to wear the required protective face coverings may lose the privilege of attending in-person classes at MCTI. Theoretical on-line training would be made available. All student and staff safety is our priority.

SCHOOL OPERATIONS

Schedule- Students will follow their sending district schedule. This includes any modifications made for the COVID-19 pandemic. The Monroe Career and Technical Institute (MCTI) 2021-2022 school year will have in-person instruction five (5) days each week. All student will be required to attend MCTI in-person. Distance/virtual learning will only be provided if MCTI and/or the sending school must be physically closed due to guidance from the PA Department of Education and/or Department of Health. This may also occur due to closings for inclement weather.

Social Distancing- Social distancing will be practiced to the extent that is possible.

SAFETY PROTOCOLS

Students must adhere to the new protocols designed to limit spread of COVID-19.

Protocols include, but not limited to:

1. Washing hands/Use of hand sanitizer
2. Flow of traffic requirements
3. Wiping down tools and equipment that is shared
4. Staggered seating in classroom and lunch setting
5. More may be added as the school year begins

VISITORS

The following protocols may be taken depending upon COVID conditions:

1. Laurel Lake Café may be closed to the public
2. Cosmetology Clinic may be closed
3. Programs may not be accepting outside customers for livework
4. Parent/Guardian meetings may be held via Zoom unless prior approval by Administration

INTRODUCTION

The Monroe Career and Technical Institute (MCTI) instructors, staff and administrators take great pride in knowing we are doing our utmost to prepare our students for the future challenges and opportunities MCTI graduates will face in the workforce. In a spirit of cooperation, we work with the Pennsylvania Department of Education, sending schools, area employers and the community to develop relevant, up-to-date Programs of Study which are designed to provide the students with the academic, personal, and social skills necessary for our students to be successful in their chosen profession.

It is our belief that our primary job at MCTI is to educate our students. Not only are we teaching them the skills required in their chosen profession, we are teaching them the life skills and soft skills (such as social skills, courtesies, professional appearance and interactions) that are required to be successful in today's workforce. We attempt to mirror real life in our programs, where learning is multidisciplinary and multidimensional. Programs are designed to be flexible enough to assure that all students are challenged to the fullest.

Here at MCTI, students elect to participate in a career and technical education, which they can use as a catalyst to higher education (two and four year colleges and technical schools) enter the military or go directly into their chosen profession. Students are not only challenged to learn their desired career, they will also enhance their academic, critical thinking, and social skills. The skills students are taught at MCTI provide them with basic and advanced skills, which will help them to gain sustainable employment and income.

All the tools are in place. We have highly qualified administrators, instructors and staff. Each are eager to help your son/daughter to achieve success while at MCTI. As with any endeavor, you get out of it what you put into it. Students who have completed programs are now leaders in the local business community. Some have gone on to graduate from certification programs, technical schools, two year colleges, four year universities and even higher levels of education. We have helped to produce college graduates who have gone on to successful careers in the: medical, construction, automotive, culinary, beauty, resort, business, horticulture, computer, graphic arts, drafting, electronics, welding and machining career fields. It is truly a privilege to be at MCTI.

STUDENT/PARENT HANDBOOK

This handbook is designed to help answer some of the basic questions students and parents/guardians may have regarding life at MCTI. After reading through the handbook, if you have further questions, don't hesitate to call us at (570) 629-2001.



Monroe Career & Technical Institute

August 2021

Dear Student and Parent/Guardian,

On behalf of the Joint Operating Committee, the Administration and Faculty, we are excited to welcome you to the Monroe Career & Technical Institute (MCTI) community. Here at Monroe Career and Technical Institute, we are committed to providing our students with quality career and technical education training, which can be very useful in gaining employment, obtaining advanced training through higher education or entering a career in the military.

Not only are we preparing our students through career related training, we are also preparing our students for life beyond high school. This includes teaching our students the soft skills that are required to be successful in the workforce. We have developed core values that all of us in the MCTI community should aspire to achieve.

Be Respectful
Take Ownership

Demonstrate Integrity
Lead by Example

Commit to Excellence
Value Education

The student handbook and MCTI's code of conduct are designed to coincide with these core values.

We take pride in the fact that our faculty, staff and administration are fully committed to providing our students with the highest quality instruction. Students are expected to: attend school every day, be prepared to learn, stay on task, and give their very best effort while learning all they can about the career field they have selected. Task completion is imperative.

To support this endeavor, we encourage parents/guardians to maintain communication with their instructors and monitor student progress with the use of the parent portal. We ask that you encourage your student to strive for excellence and attend school when scheduled. Staying active in your child's education will further help them to achieve success at MCTI and their sending school.

Because we are a close-knit community we stress the importance of treating each other with respect and dignity. Since this is a high school setting, we treat our students as young adults who are mature and responsible enough to take on the responsibilities of career and technical education. We encourage parents/guardians and students to review this handbook together so that everyone is aware of our expectations, rules and procedures.

Congratulations on your choice to attend MCTI and for accepting the challenges associated with career and technical education training!

Sincerely wishing you a great year!

John P. Brown III
Principal

MISSION STATEMENT

Professional excellence in career and technical training today for a successful tomorrow.

VISION

Monroe Career and Technical Institute is committed to being a leader in innovative workforce development of student-centered education, technical excellence, and citizenship.

SHARED VALUES

We provide highly qualified staff, cutting edge technology, and rigorous instruction.

We promote workforce development and lifelong learning.

We believe in providing a challenging and progressive curriculum that is an essential component to workforce development and postsecondary readiness.

We foster strong partnerships with all students, parents, community members, sending schools, and local business and industry to provide opportunities and resources and abilities should be recognized, developed,

We believe that each student's qualities, talents, and abilities should be recognized, developed, challenged, and celebrated. We believe in the power of excellence.

CORE VALUES

Be Respectful - To: yourself, members of your community, diverse populations, authority, and the rules.

Demonstrate Integrity - Always do the right thing, even when no one is watching.

Commit to Excellence - Establish high expectations and work to achieve them.

Take Ownership - Take responsibility for your actions and obligations.

Lead by Example - Set the example by inspiring yourself and others to dream more, learn more, do more, and become more.

Value Education - Appreciate the opportunity you have to gain knowledge

from your MCTI program, academic studies and the fact that we are preparing you for a future career and/or additional educational opportunities.

STUDENT RIGHTS AND ANNUAL NOTICES

Regulations of the State Board of Education of Pennsylvania, Chapter 12: Students Rights can be found in Appendix A. Annual Notices can be found in Appendix B.

MCTI POLICIES STATEMENT

Many MCTI policies are referenced throughout this handbook. MCTI Policies are available to the public in the Main Office of MCTI and on the school's website at www.monroecti.org/policies

NON-DISCRIMINATION STATEMENT

It is the policy of the Monroe Career & Technical Institute not to discriminate on the basis of race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification in its educational and career programs, activities or employment as required by Pennsylvania Human Relations Act and with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans With Disabilities Act of 1990. Inquiries regarding compliance with Title IX, Section 504 or Title VI should be directed to Mr. Frank Zaso, Supervisor of Curriculum and Instruction, 194 Laurel Lake Road, Bartonsville, PA 18321-0066, (570) 629-2001, ext. 1106. Refer to [Nondiscrimination Policy #103](#), [Nondiscrimination-Qualified Students With Disabilities Policy #103.1](#) and [Nondiscrimination in Employment/Contract Practices Policy # 104](#).

Section 1: General Information

PROGRAMS AT MCTI

MCTI offers students 21 Programs of Study (POS) and 2 Tech Prep Programs. These Programs are approved by the Pennsylvania Department of Education (PDE), Division of Career and Technical Education.

INSTRUCTIONAL MATERIALS

Parent/Guardians and students have an opportunity to review instructional materials and have access to information about the curriculum including academic standards to be achieved, instructional materials and assessment techniques. Refer to [policy #105.1 Review of Instructional Materials by Parents/Guardians and Students](#).

The following conditions shall apply to any request regarding instructional review:

1. To assist the school in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the special material being sought for review.
2. The written request will be sent to the building administrator.
3. The school will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review.
4. The school may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of the designated employee to monitor the review of the materials.
5. No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students is permitted.

PROGRAM OF STUDY

The 21 POS Programs are Pennsylvania Department of Education approved statewide programs that:

- Incorporate and align secondary and postsecondary education
- Include academic and CTE content in a coordinated, unduplicated progression of courses
- Includes the opportunity for secondary students to acquire postsecondary credits
- Lead to an industry-recognized credential or certificate at the postsecondary level, or an associate of baccalaureate degree
- Identify and address current or emerging occupational opportunities
- Build on career clusters, career pathways, and career academies
- State develops in consultation with local Occupational Advisory Committees (OAC) and standards

TECH PREP

We have two Tech Prep programs, Cosmetology and Diversified Occupations. Tech Prep Programs combine at least two years of high school education with two years of postsecondary education to prepare students for technical careers in areas such as engineering technology, health and human services, and business/information technology. These articulated programs combine a common core of higher academics in math, science, and communications with a specific field of technical preparation. Tech Prep is a college prep program that leads to an associate degree, two-year certificate, or apprenticeship. Tech Prep students will be technically and academically prepared to join the workforce or continue their education towards a bachelor's degree.

A complete listing of these Programs with detailed information is available on our website www.monroecti.org

SOAR

Articulation agreements are developed between MCTI and many post-secondary education institutions and allow students to gain college credits/advanced standing through successful completion of their educational programming at MCTI. Statewide agreements for each POS are available and information for them is on <https://www.collegetransfer.net> or www.education.pa.gov/Documents. To qualify for a POS SOAR agreement, senior students must have a 2.5/4 GPA, advanced or competent in NOCTI or NIMS, and 100% completion of the POS task list to industry standards.

PROGRESS REPORTS

Progress Reports will be issued at the mid-point of each quarter. Progress Reports may also be sent at any time during the school year to reflect both needs and successes.

REPORT CARDS

Report cards are issued quarterly by the sending schools. Each sending district will convert MCTI grades in accordance with their individual board approved grading policies; therefore, grades on the Parent Portal may not match the grade on the student's sending school report card. Any questions regarding Progress Reports, Homework or Make-up Work should be directed to the student's teacher. Unsatisfactory progress may affect a student's continued participation at MCTI.

END OF PROGRAM ASSESSMENTS

The Pennsylvania Department of Education requires all qualified senior students to take an end-of-program exam called NOCTI (National Occupational Competency Testing Institute) exam or NIMS (National Institute for Metalworking Skills). In the fall of their senior year, students will be given an online pre-test. In the spring, an online and a performance test are administered. Students who achieve at the advanced level on the NOCTI written and performance test will earn a Pennsylvania Skills Certificate. The Pennsylvania Skills Certificate is one of the qualifying documents used to offer students advanced college credits with partnering postsecondary institutions through

Statewide Articulation Agreement. To learn more about this exciting opportunity, talk to your counselors or visit <http://www.nocti.org/nccrs.cfm>. Refer to [policy # 127 Assessment System](#).

EMERGENCY CARDS

Emergency cards are sent home with students on the first day of school. The information provided on these cards is used when the parent/guardian must be contacted regarding the health, safety or well-being of the student. These cards must be completed by the parent/guardian, in ink, and returned to the program teacher immediately. This is a mandatory procedure to protect the student, parent/guardian and school. It is expected that emergency contact information be completed accurately. Incomplete forms will be returned for completion.

It is extremely important that the emergency card information is accurate. These cards are used to contact parents/guardians in case of illness or injury. Failure to maintain accurate information on the emergency card could result in a delay of care.

NOTE: Failure to return the emergency cards within the designated time period may result in disciplinary action and/or exclusion from MCTI and a delay in the student starting lab work.

CHANGE OF ADDRESS/PHONE NUMBERS

A parent or guardian must immediately notify MCTI, Student Services, of any change in address or telephone number.

Information that must be maintained includes current telephone number(s), address and contact information for persons who the student can be released to or contacted when the parent is unable to be contacted. ***This current, up-to-date information is vital in being able to contact the parent/guardian in case of an emergency.***

VISITORS

All visitors are required to sign-in with the receptionist or security officer. Visitors must provide a picture ID to the receptionist and in

exchange will be given a visitor's badge, which must be visibly displayed at all times and returned upon leaving. All visitors are required to enter and exit by the MAIN ENTRANCE.

Visitors may not interrupt a staff member carrying out his/her professional duties. Instructors will not receive visitors until after 2:30 P.M. unless an appointment has been scheduled. Visitors are only authorized to access the area they requested to visit when they initially sign in with the receptionist. They are not permitted to roam throughout the building. Refer to [School Visitors Policy # 907](#).

TELEPHONE CALLS

Students are not to receive telephone/cell phone calls during class time. If parents need to reach their children in case of an emergency, call the Main Office (570) 629-2001. Students needing to use the office telephone must secure permission from an administrator. Telephone calls during the school day have a **2-minute time limit**. No student should use the classroom telephone for personal calls. The use of cellular phones is prohibited on school property to make outgoing calls or text messages or receiving incoming calls or text messages during class time. Students may contact parents/guardians between the hours of 10:30 a.m. and 11:30 a.m. (lunchtime).

LIVE WORK PROJECTS

All projects must align with the course content. Live work projects are made available to students in order to enhance learning by providing students with the opportunity to gain hands-on experience. Costs of the materials/supplies used in the course of completing the project are the responsibility of the person(s) that benefits from the live work project. Applications for live work projects are available from the Main Office, and must have the approval of the instructor and school administration before the work begins. Live work projects are not to be removed from the building until all cost obligations have been paid. Some projects may not be allowed to be transported on the school bus. Permission must be obtained from the instructor prior to the

project leaving the premises. Refer to [Policy # 135 Live Work Projects](#).

STUDENT INVOLVEMENT WITH MEDIA

During the course of the year, certain classes and activities may be photographed, audio taped or video recorded by the news media. Likewise, live images may be relayed via cable or satellite connections to other districts or to other classrooms within our building to allow for live interactions between students and teachers at separate locations. Learning video may be used to educate others about MCTI and program offerings at seminars and other public places. Students and parents are advised that students' voices, physical presence, classroom participation, and other activities may be transmitted to distant learning sites, electronically transmitted, recorded and/or photographed.

From time-to-time, student pictures, class work or school-activities information may be released to the local media. Any media interaction with students and the posting of student pictures, class work and/or school activities information must be approved in advance by the MCTI Administration. Students may be disciplined for using pictures or videos in a malicious manner. Students **will not** be photographed, taped or video recorded for commercial use/resale. This involvement by students, and the sharing of educational techniques and experiences, is intended to enhance and enrich the educational opportunities of all students and staff. The school's experiences and involvement in these areas have been positive.

Parents having objections to the participation of their students in these multi-media educational experiences must complete the Consent Waiver form. This form can be obtained from the MCTI Main Office by requesting the Acceptable Use of Communications and Information Systems (CIS) packet. Refer to [Policy #815 Acceptable Use of Internet, Computers and Network Resources](#).

SCHOOL BUS TRANSPORTATION

School bus transportation is provided by the sending school district. Students are expected

to follow the rules and seating assignments of the sending school and to cooperate with the bus driver. Students who are disruptive, disrespectful or otherwise do not follow the rules or cooperate with school officials or bus drivers will be subject to disciplinary action by the sending school, in cooperation with MCTI, and may be denied the privilege to ride the school bus.

***Students may not transport tools to or from MCTI on the school bus.**

WALKING

According to Pennsylvania School Code ([Chapter 447. Hazardous Walking Routes](#)), Laurel Lake Road is considered to be a hazardous walking route. Students walking more than 500 feet along Laurel Lake Road or any connecting road are not permitted to walk to and from MCTI. In order to walk to or from MCTI the student must obtain a written permission from the parent/guardians, sending school administration, and MCTI administration. This is a privilege that is given to students at administrative discretion and can be revoked by administration.

PARENT PICK-UP

Parents who choose to transport their child are expected to report to Reception with proper identification in order to sign their child out of school. In order to ensure the safety of your child, students are not permitted to leave the building unless they have been properly released by the Reception Office, Security or a MCTI administrator.

Due to bus traffic, students who are being pick-up after school by their parents will not be released until 2:13pm. If a student has an appointment and needs to leave school before 2:13, we are requesting that the parent/guardian pick the student up early, no later than 2:00. This would eliminate a safety hazard of having the students walk between buses that are actively picking up students.

RESOURCES FOR STUDENTS, PARENTS/GUARDIANS

ELECTRONIC PUBLICATIONS AND SOCIAL MEDIA

MCTI currently utilizes YouTube, Facebook, and the MCTI Website as ways of communicating with students, staff, alumni, and the general public.

- YouTube: www.youtube.com/monroecti
The MCTI YouTube Channel is a great way to view videos of the work being done at MCTI. In addition, please visit our YouTube Channel to see the latest happening in Career and Technical Education.
- Facebook: www.facebook.com/monroecti
Please stop by the "like" our Facebook page. Once liked, you will receive updates on student projects, events, competitions, and much more.
- MCTI Website: www.monroecti.org

The MCTI Website is a great source of information. Information listed on the MCTI Website includes events, teacher pages, program information, policies and the lunch menu. Browse the MCTI Website for these and many other topics of interest.

For MCTI rules and regulations regarding these and other websites please refer to the [Policy # 815 Acceptable Use of Internet, Computers and Network Resources](#) and the [Social Media Policy #816 Social Media](#).

STUDENT OPPORTUNITIES

CAREER SHADOWING

This is a community-based career exploration activity permitting the student to work alongside an employee or employer for one or more days to learn about a particular occupation or industry. Transportation will be provided by the student, parent or MCTI. Refer to [Policy # 115.1 Career Shadowing](#)

INTERNSHIPS

An Internship involves on-site training at a live-work facility. This experience is not to exceed 45 days. Students must meet the

guidelines. Student will be required to provide their own transportation to and from the intern site.

COOPERATIVE EDUCATION

Cooperative Education is available to students who have completed seven successful quarters of study in their CTE program. Students who have met all classroom competencies and the expected requirement for grades, attendance, professional skills and discipline are eligible to participate in work-study experiences within the community. The program instructor's recommendation is required. The work environment is used as a site for education, which enables the students to gain practical experience in their chosen career. Students are required to attend a weekly cooperative education class at MCTI. Students must provide their own transportation to and from the work site. Refer to [Policy # 115 Cooperative Education](#)

INDUSTRY CREDENTIALS

Qualified MCTI students are eligible to earn certifications/credentials recognized and valued by industry. Credentials vary by program area. Please speak with the Instructor regarding the specific certification, the qualifications, and cost. In addition, a list of the industry credentials available for each program is available on our website www.monroecti.org and each program area.

STUDENT ACTIVITIES

MCTI believes a sound co-curricular program should be an integral part of the total education of the individual. Therefore, we extend the privilege of taking part in our programs to all students who are able to meet the standards set up by our school and the organization. Activities offer an opportunity for all pupils to gain valuable experience that will contribute toward high moral standards and school citizenship. They also offer a chance for self-expression by allowing the students the opportunity to demonstrate their potential. Students should consider it a privilege to take part in or support the programs offered at

MCTI, the success of which will bring honor and recognition to the individual and our school.

MCTI offers co-curricular activities through our Career & Technical Student Organizations (CTSOs). Some organizations are supplemental to the career and technical programs. In some instances, CTSOs carry membership fees and/or specific requirements for participation. Students should contact advisors for further information.

It must be emphasized that students involved in extracurricular activities carry a great responsibility in representing MCTI wherever they are. The manner in which they carry themselves determines, in good measure, the reputation of our programs and activities. Any member who fails to maintain the required record of scholastic achievement or whose conduct in unbecoming to the CTSO and its stated purposes, may be removed for cause from membership by the Administration.

AWS - AMERICAN WELDING SOCIETY

The American Welding Society (AWS) was formed in 1919 to advance the science, technology and application of welding. Participation in a student chapter can provide valuable experience for career and personal development for members. AWS is recognized as the leading technical organization in the United States devoted to the advancement and interests of welding, joining and cutting processes. The organization includes welders, inspectors and technicians of all levels as well as thousands of students who will become the workforce of the future. Website: www.aws.org

DECA - DISTRIBUTIVE EDUCATION CLUBS OF AMERICA

DECA enhances marketing, management and entrepreneurship education. Students develop skills and competencies for careers, build self-esteem, experience leadership and practice community service. DECA promotes the partnership of education and business. DECA promotes leadership opportunities, competitive events and achievement/recognition activities on the local, state and national levels.

Students enrolled in the Hotel, Resort & Tourism and Marketing Programs are eligible to join DECA. Website: www.deca.org

FFA - FUTURES FOR AGRICULTURE

FFA, a co-curricular student organization integral to agriculture education, enhances the education of students preparing or advancing their careers in production agriculture, products processing, agribusiness, renewable natural resources, agricultural mechanics, horticulture and environmental occupations. FFA promotes leadership opportunities, competitive events and achievement/recognition activities on local, state and national levels. Website: www.ffa.org

HOSA - HEALTH OCCUPATIONS STUDENTS OF AMERICA

HOSA is a national student organization that provides a unique program of leadership development, motivation and recognition exclusively for secondary, post-secondary, collegiate and adult students enrolled in health occupations education course or instructional programs. HOSA is an integral part of approved health occupation programs. HOSA promotes leadership opportunities, competitive events and achievement/recognition activities on local, state and national levels. Health Occupation students join HOSA. Website: www.hosa.org

NAHB - NATIONAL ASSOCIATION OF HOME BUILDERS

NAHB is an association whose mission is to enhance the climate for housing and the building industry. The student chapter of NAHB works to provide activities for students to develop professionalism in the construction trades and to introduce students to the construction business. NAHB strives to create an environment in which: All Americans have access to the housing of their choice and the opportunity to realize the American dream of homeownership. Builders have the freedom to operate as entrepreneurs in an open and competitive environment. Housing and those who provide it are recognized as the strength of the nation. Website: www.nahb.org

The Pocono Builders Association is the sponsor of MCTI NAHB student organization.

NTHS - NATIONAL TECHNICAL HONOR SOCIETY

NTHS is a non-profit honors organization for students enrolled in occupational, career and technical programs. The purpose of NTHS is to promote service, leadership, honesty, career development, skilled workmanship, and to reward student achievement. The NTHS is the benchmark for excellence in workforce education, encouraging students to give their BEST. It also helps students to build workplace values that are demanded in today's quality-driven business and Industry. Website: www.nths.org

SKILLSUSA

SkillsUSA is a co-curricular student organization that is an integral part of trade, industrial, and technical education. SkillsUSA enhances the education of students by preparing or advancing their careers in the service, manufacturing, technical, trade and industrial occupations. SkillsUSA promotes leadership opportunities, competitive events and achievement/recognition activities at the local, district, state and national levels. All career and technical students can participate in SkillsUSA. Website: www.Skillsusa.org

STUDENT GOVERNMENT/INTERACT

Student Government provides opportunities for active participation in the organization and management of school affairs; to further interest in all school activities; to teach and develop leadership qualities through domestic practices and to cooperate in promoting career and technical education in general, as well as the general welfare of the school.

Interact, a Rotary-sponsored service club for young people in their secondary-school ages, gives an opportunity for students to participate in fun and meaningful service projects. Interact clubs perform at least two projects a year, with one serving the community and the other furthering international understanding. Along the way, Interactors (Interact Club Members) develop their leadership skills and initiative while meeting new friends.

Through the service activities, Interactors learn the importance of:

- Developing leadership skills and personal integrity.
- Demonstrating helpfulness and respect for others.
- Understanding the value of individual responsibility and hard work.
- Advancing international understanding and goodwill.

Membership in the Student

Government/Interact requirements:

- Each program session selects one representative and an alternate.
- Each representative and alternate is a bona fide member of a CTSO.
- Each representative (or alternate) attends meetings as called by the advisor.

Participation in co-curricular activities is a privilege and may be denied to any student who has demonstrated disregard for the policies, and rules of MCTI.

AEVIDUM

Aavidum is a non-profit organization that empowers youth to shatter the silence surrounding depression, suicide, and other issues facing teens. The word Aavidum, which means "I've got your back," was created by students after a classmate died by suicide.

Aavidum inspires schools and communities to adopt cultures of care and advocacy, encouraging all members to have their friends' backs. At Aavidum's core is an educational philosophy that positions Aavidum advisors in roles to challenge student to find their strengths and then to discover opportunities where they can amplify their voices. These experiences empower students to live lives of purpose and substance. Website:

www.aavidum.com

FUND RAISING

All fund raising projects within the school must be approved by Administration. Students are responsible for the product assigned to them and any and all funds collected during the fund raising activity. Students must make restitution for any lost or missing products or

funds. A profit and loss report must be submitted to the CTSO's advisor.

Students are not authorized to sell items that have not been approved by MCTI Administration. Students must not sell items that are in violation of the [Healthy Hunger Free Kids Act](#). This includes selling snack food items either at the sending school, at MCTI or while on the bus without authorization from the sending school's administration and MCTI's administration. Violating the Healthy Hunger Free Kids Act can impact the Free and Reduced Lunch Funding Program. Refer to [Policy # 229 Student Fundraising](#).

FIELD TRIPS

MCTI recognizes that field trips are an educationally sound privilege added to the instructional program of the school. Prior to the day of the trip, emergency card information must be complete, including a local emergency contact. All permission forms must be completed and submitted to the teacher. Refer to [Field Trips Policy #121](#).

FIELD TRIP DRESS CODE

When students go on a field trip they are not only a reflection of themselves, but also represent the Monroe Career and Technical Institute (MCTI). For this reason the following dress code must be followed for the duration of any MCTI endorsed field trips. As you look over the dress code for the field trip, please keep in mind that this dress code was designed for the comfort and safety of the students as well as proper representation of MCTI. The dress code remains in place until students return to MCTI. Therefore, any clothing purchased on the trip needs to be saved until students return to MCTI.

Tops and Bottoms

- Solid colored button-down shirts or polos (Golf shirts) only
- Sheer/see-through tops are not permitted.
- All students must wear solid colored bottoms that reach the top of the knee cap.
- Clothing shall not have holes, rips, tears, worn places, etc.
- Undergarments must not be visible.

Footwear

- Students must wear closed toe shoes that have a back. No sandals, flip flops, etc. Be sure to wear comfortable shoes. Students typically do a lot of walking on field trips! Tennis shoes are strongly recommended!
- Heels should be flat. High heels are not authorized, unless the event is a formal event which requires students to dress up. For formal events, heel height may not exceed 3 inches. In any case, care should be taken to make sure the shoes are comfortable and easy to walk in.
- Lettering across the clothing, i.e.: A&F, Old Navy, A.E., PINK etc.

Student participation in a field trip is determined by grades, attendance, school discipline and compliance with MCTI policies, procedures and rules. A student may be denied field trip privileges based on any one of these factors. If a student is not permitted to attend a field trip for any reason listed above, students are expected to report to MCTI as normally scheduled. Related theory assignments will be provided.

Things to consider

- A watch is a must – or a cell phone!
- Dress for the weather: An umbrella or raincoat, sweater or jacket should be considered.
- Better to have layers of clothing verses not enough and end up freezing cold.

Exceptions:

- MCTI schedules multiple off campus events, which are designed to provide students with more formal professional settings. During these events students may be required to wear CTSO related suits/clothing. The dress code in these cases will be dictated by the CTSO Advisors. In any case, modesty should be preserved.
- When possible MCTI encourages students to get involved with off campus life work projects. Students would be authorized to wear clean and whole shop uniforms. Clothing should not be worn if they are dirty, stained or have holes in them. See your instructor if you are in need of new program uniforms.

Students are NOT to wear:

- Denim (jeans)
- Yoga pants, tights/leggings
- Sports clothing/apparel
- Tee Shirts that are not a part of a program's uniform
- Flannel pants, sweats, hoodies or pajamas outside the hotel room
- Baseball hats, caps, knit skull caps or head gear not approved by school dress codes
- Open-back, spaghetti strap or strapless dresses without a light sweater/outer garment
- Shirts exposing the midriff

SECTION 2: MCTI SERVICES AND SUPPORTS

STUDENT SERVICES

Student Services provides a program that supports and fosters the developmental concerns of students as well as their immediate needs or problems. Our School Counselors are prepared to assist students in considerations and decisions regarding their career, academic, social, and personal lives. Students and parents are encouraged to schedule appointments with our counselors to discuss their questions and concerns. Student Services may specifically assist a student in the following ways:

Career Planning

- Development and clarification of interests and goals
- Exploration of guidance resources
- Planning of future goals

Academic Needs

- Recommendation of academic courses according to future goals
- Information on colleges or postsecondary technical schools
- Financial aid and scholarship information

Personal/Social Needs

- Parent, peer, teacher relationships
- Referral to social agencies and private counseling services
- Refer to [Guidance Counseling Policy # 112](#).

STUDENT ASSISTANCE PROGRAM (SAP)

MCTI is committed to assisting all students in achieving their fullest potential. The Student Assistance Program's purpose is to help students overcome issues such as alcohol, tobacco, mental health issues or other issues that pose a barrier to a student's success. Students who are believed to be in need of assistance can be referred to the sending

school district SAP Teams by MCTI administration, counselors, teachers, parents, students, etc. SAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and make recommendations to assist the student and the parent. When a problem lies beyond the scope of the school, the SAP team will assist the parent and student so they may access services within the community.

CHILD STUDY TEAM (CST)

MCTI is committed to assisting all students in achieving their fullest potential. The Child Study Team consists of, but is not limited to, building administrators, school counselors, the academic integration specialist, related service providers, the health officer (as needed), and teachers, when necessary. A CST is a group of professionals who gather bi-weekly to discuss and screen students who are not achieving success academically, behaviorally, socially or emotionally. Relevant data is gathered from student academic progress, discipline, medical/health, attendance records, parent/guardian input, teacher input, and school counselor input. Once the team reviews all of the necessary data and input, they facilitate communication with the student's parent/guardian and sending school counselor. The team also proposes a wide range of support services to assist the student in achieving success, as necessary. (Note: The CST does not review students who have an IEP. Instead, concerns should be addressed by the IEP team). Refer to [Student Assistance Program Policy # 236](#)

STUDENT-PARENT-TEACHER CONFERENCES

At no time should parents be in doubt of their child's progress. Up-to-date information about your child's progress is available via Parent Portal. If you require additional information and/or would like to schedule a parent/teacher conference, please contact your child's MCTI school counselor at (570) 629 - 2001.

Ms. Ambria Liles (ext. 1155)

PMSD, SASD, District run cyber schools at PMSD & SASD

Mr. Thomas Sarcinelli (ext. 1154)

ESASD, PVSD, District run cyber schools at ESASD & PVSD, and Private Cyber Schools and other (i.e. Faith Christian)

Parents may also request a conference with the teacher. Teachers are available to take your telephone call between 2:15 P.M. and 3:00 P.M. Parents may access the teacher's voice mail at any time and may also contact teachers via e-mail. A list of teachers' e-mail addresses is located on our website www.monroecti.org

PROGRAM TRANSFERS

A student may request to change his or her chosen program after the first two weeks of school. Student Status Forms are located in the Student Services Office and must be fully completed for consideration. Data will be gathered from the current program teacher, discipline and attendance files, as well as the student, to determine if the change will be recommended. The student must schedule an appointment in Student Services to discuss the change request. If the request for the change is recommended, visits to the requested program will be scheduled. **Students should select programs wisely. A change of a program may jeopardize completion of a program and its educational benefits.** A change of program will then be determined by the career guidance team, the sending school and the Supervisor of Student Services.

EXEMPTION FROM INSTRUCTION

Parents/Guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs. Refer to [policy# 105.2 Exemption from Instruction](#)
The school shall excuse any student from specific instruction, subject to the following conditions:

- To assist the school in ensuring that student is excused from the correct specific instruction from which the student is to be excused.
- The written request to be excused shall be send by the parent/guardian or student to the building administrator.

- One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the school administration, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.

It shall not be the responsibility of the school or any of its employees to ensure that the student exercises his/her right to be excused in accordance with a parental request. It shall be the responsibility of the student to request permission to leave class when the specific instruction objected is presented. When the student seeks to be excused, the teacher shall excuse the student if the teacher or administrator has a copy of the written request and the written request adequately describes the specific instruction.

- The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.
- The parent/Guardian and/or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the goals set or the course and that does not require the provision of any extra resources by the school.
- The building administrator shall determine where the student shall report during the time the student is excused.

All students excused from specific instruction shall be required to achieve the academic standards and competencies established by the school as necessary for graduation or completion of the course work.

HOMEBOUND INSTRUCTION

Homebound instruction may be offered to MCTI students in the event of a prolonged, excused absence from school. A doctor's verification is necessary. Request for homebound instruction must be made by the parent/guardian to the sending school guidance department. Approval for such a request must be granted by the sending school board.

The duration of homebound instruction may not exceed forty-five (45) days without medical/administrative review by the home school. The goal of the homebound teacher will be to replicate the theory portion as much as possible. There will be consistent communication between the homebound teacher and the MCTI teacher(s). Refer to [Homebound Instruction Policy #117](#).

MENTAL/EMOTIONAL WELLNESS

In the event a student displays any behavior that prevents him/her from functioning in class (example: suicidal or homicidal behaviors, outward loss of control, withdrawing, out of touch with reality), the following actions will be taken:

Immediate Action: The student will be taken to Student Services, the Main Office, or to the Health Officer. Administration or the guidance counselors will interview individuals involved.

Notification of Security: If necessary, security will be in attendance for the student's safety and the safety of others.

Discipline: Any disciplinary infractions that may occur will be handled in accordance with the Discipline Policy and the Student Code of Conduct.

Investigation: The student and his/her locker and belongings may be searched for student safety.

Notification of Parents: Parents will be notified and asked to pick up the student from school. A parent conference will be required prior to the student returning to MCTI. There may be a referral to the MH/MR Crisis Line for immediate evaluation.

Readmission Process: A mandatory re-entry meeting may include administration from MCTI and/or the sending school, School Counselor, Health Officer, parent/guardian, student, and other staff members as deemed necessary. The following items will be discussed:

- Parental concerns and information parents/guardian wish to convey to teachers/staff.
- Timelines for academic work to be completed.
- Update of health records and documentation of any medications and/or side effects.
- The follow-up responsibilities of parents/guardians, student and staff will be clarified at this re-admission meeting.

Conflict Resolution, Stress Management and Substance Abuse programs are available through.

SUICIDE PREVENTION

We at MCTI strive to provide every student with a safe and welcoming learning environment. When a situation regarding suicide evolves, we take every report seriously through thorough investigation. Please make sure to tell a trustworthy adult, parent, or school counselor if you are concerned about your own well-being or that of another student. All of our professional staff has received training on aspects of suicide prevention. We have also established policies and procedures to deal with every situation. Resources are readily available to assist students and parents. For immediate attention, please contact the National Suicide Prevention Lifeline by phone (1-800-273-8255) or text, (741741). For more information, please visit www.suicidepreventionlifeline.org. Refer to [Policy # 819 Suicide Awareness, Prevention and Response](#).

THREAT ASSESSMENT

We are required by Pennsylvania Law to establish a threat assessment team in order to assist in creating a safer school environment.

There are observable behaviors which may not be normal and are out-of-character for most students. These behaviors may lead to acts of violence.

If the behaviors are noticed early on and dealt with through the strategies that are in place in the school, then appropriate measures can be

taken to assist the student before the violence occurs.

Threat - is a communication or behavior that indicates an individual poses a danger to the safety of school staff or students through acts of violence or other behavior that would cause harm to self or others. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

When a student is referred to the threat assessment team:

1. The threat assessment team will assess and intervene with the student to determine the level of threat.
2. If the student's behavior indicates a threat to the safety of others, the team will notify Administration.
3. The principal will notify the student's parent/guardian.
4. The student may be referred to the Student Assistance Program, Law Enforcement or an evaluation under the Individuals with Disabilities Education Act (IDEA), IEP team, 504 team

Threat Assessment Team

MCTI's Threat assessment team consists of the Principal, Supervisor of Student Services, Guidance Counselors, School Health Officer and SSF in a case of a student with an IEP.

MCTI will work in concert with the sending school and or local police with more serious cases that may need additional services such as: out-patient or in-placement therapy, psychological services, social services or severe discipline which would result in Alternate placement.

STUDENT SUPPORT

Students requiring specially designed instruction will have their needs met according to their Individualized Education Plan (IEP). MCTI employs Special Education Teachers who participate in IEP meetings to help IEP teams develop appropriate career and technical programming for students with special needs. The Special Education Teachers then share the

information with the appropriate MCTI staff to assist with delivery of the IEP.

Students may always seek extra help from their teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussions. Students should arrange a conference directly with the teacher before, after school, or at a mutually convenient time during the day.

CONFIDENTIAL COMMUNICATION OF STUDENTS

Information received in confidence from a student may be revealed to the student's parent/guardian, school counselor, building administrator or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy. Refer to [Policy # 207 Confidential Communications of Students](#).

SCHOLARSHIPS AND AWARDS

Any awards, prizes, or scholarships that may be given by industry, service organizations, colleges, etc., are awarded free from discrimination on the basis of race, ethnicity, gender or disability. Scholarships and awards are available to all graduating seniors. Please see the School's Counselors for additional scholarship information.

HEALTH SERVICES

HEALTH OFFICER

The Health Officer is available to assist with the physical well-being of each student and thereby is charged with the responsibilities of assessing the health needs of each child, dispensing medications as prescribed by a physician, and communicating special health related information to staff and parents, as needed. When ill or injured, students must seek the care of the Health Officer.

ILLNESS

Students must report to the Health Office if they become ill. The Health Officer will contact the parent/guardian if an early release from school is required. Students are not to make

their own arrangements to leave school due to illness.

FOOD ALLERGY MANAGEMENT

Students who have been diagnosed with a food allergy by their health care provider shall meet the school health officer prior to enrollment when possible, upon arrival of the student's first day of school so that an appropriate medical plan of care can be developed and implemented. The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response. Refer to [Policy # 209.1 Food Allergy Management](#).

FIRST AID

First aid, defined as immediate temporary care given in case of accident or sudden illness, will be rendered. When deemed necessary, a student will not be released to go home until a responsible adult, listed on the emergency card, is present to assume responsibility for the student. **Please make sure your Emergency Card information is up to date and phone numbers are accurate.** Parents/guardians must present an appropriate photo ID (e.g., driver's license) when picking up their child.

SPECIAL HEALTH SERVICE PROCEDURES

- All students must have a written pass signed by the teacher to go to the health office. If the Health Officer is not in the health office, the student should report to the main office.
- The student should first report to the teacher of the next class so that teacher is aware the student is present. Students are not permitted to go to the Health Room between classes except in emergencies.

The Health Officer will inform staff/teachers of student health concerns on a "need to know" basis.
- Students with health concerns are to report that information to the school Health Officer at the beginning of the school year or when such a problem arises. Special problems include vision, hearing, diabetes, seizure

disorder, rheumatic fever, recent surgery, medication or concerns that might limit students at school.

Students and parents are responsible for providing the school Health Officer with written verification from the student's physician regarding a medical condition including any food allergies. Diabetic students are encouraged to carry snacks in order to treat low blood sugar needs (this includes on bus rides to and from school and on field trips).

MEDICATION

MCTI, in compliance with the Pennsylvania Department of Health, has established the following rules:

- No medication of any kind will be dispensed to students without a written physician's order on file in the Health Office. Students may obtain an authorization form from the Health Officer. Written permission slips from parents **WILL NOT** be accepted.
- Medication must be in the original, labeled container with the pharmacist's instructions secured to the outside. The medication must be taken to the health office.
- **At NO time is medication to be carried by students.** Medications include cough medicine, aspirin, decongestants, etc. All "over the counter" medication must have a written physician's authorization to be administered in school. The only exception to this will be with a physician's note registered in the Health Office, which allows the student to carry an Epi-pen, inhaler and glucagon.
- All medications will be administered by the school Health Officer. Students are responsible to report to the Health Room at the appropriate time for medication to be given.
- The Health Officer will maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each administration.
- All medication prescribed by a physician must be brought to the school Health Office

and shall be picked up at the end of the school year or the end of the school day. Those medications not picked up at the end of the school year will be disposed of properly. Refer to [Policy # 210 Medications](#).

STUDENT POSSESSION AND SELF-ADMINISTRATION OF ASTHMA INHALERS OR OTHER MEDICATIONS

In accordance with the Pennsylvania School Code, a student may be permitted to possess and self-administer an asthma inhaler for treating acute asthma if authorized by a treating physician. In order for the MCTI's Health Officer to approve the possession of an asthma inhaler by a student, the student's parent/guardian must first submit to the Health Officer a Permission to Self-Administer Medication form signed by the student's parent/guardian and physician, indicating their opinion that the student should be permitted to carry the medication in the school setting.

In appropriate and necessary situations, case by case arrangements for self-administration of other medications may be made contingent on physician recommendation and parent/guardian approval. The student must notify the nurse immediately following each use of the asthma inhaler. The student must provide assurance to the Health Officer that she/he will not permit any peers to possess or use the asthma inhaler. MCTI shall retain the right to restrict a student's self-use of any inhaler, including through confiscation, if appropriate school policies are abused or ignored.

When self-administration is authorized, parents/guardians should know (and are hereby informed) that MCTI bears no responsibility for ensuring that the medication is taken. After providing written authorization, a parent/guardian also fully releases MCTI from any and all liability relating to the consequences of or arising out of a student's use or non-use of any asthma inhaler.

Refer to [Medications Policy # 210](#) and [Possession/Use of Asthma Inhalers/Epinephrine Auto Injectors Policy # 210.1](#).

SCHOOL INSURANCE

Students are offered low cost accident insurance by their sending school districts as a school service. This insurance is available to all students at a nominal cost. It is recommended that all students participate in some form of accident insurance either through the sending school or through their family's private insurance company. The insurance will cover the students at the sending school and at MCTI.

MCTI does not provide first party medical insurance relative to accidents or injuries at the school. MCTI cannot and will not be accountable for any medical bills that occur due to an accident/injury incurred while participating in school related activities.

Children's Health Insurance Program (CHIP)

CHIP is a program administered by Pennsylvania insurance companies to provide quality health insurance for children of working families who otherwise could not afford it. Your children qualify for coverage when your family income is within certain limits. Call 1-800-986-KIDS for further enrollment information. MCTI staff is unable to answer any questions about this program.

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CHIP is a program administered by Pennsylvania insurance companies to provide quality health insurance for children of working families who otherwise could not afford it. Your children qualify for coverage when your family income is within certain limits. Call 1-800-986-KIDS for further enrollment information. MCTI staff is unable to answer any questions about this program.

CAFETERIA SERVICES

The Cafeteria is a multi-purpose room. It will serve as a Cafeteria during breakfast and lunch periods, and it can serve as an assembly hall

for general meetings. It also serves as a meeting hall for the public during evening hours.

Cafeteria Rules:

1. **Breakfast**

- Breakfast is a grab and go meal that will be consumed in the student's classroom.
- Students are required to clean up their messes and throw garbage in the garbage can.
- Unless there is a delay, breakfast should be consumed within 10 minutes upon entering the classroom and no later than 8:00.

2. **Lunch**

- Students are to eat lunch in the cafeteria. Food or drink is not to be taken outside of the Cafeteria.
- Students are to remove trays and trash from tables and place in proper receptacles.
- Students must appropriately dispose of trash and return their trays to the tray return station.
- Students may socialize during the lunch period on the sidewalk in front of the building or in the front lobby area (weather permitting).
- Students are not permitted in the halls, classrooms or shop/lab areas until the end of the lunch period.
- Students are not permitted to assemble, loiter, or eat in lavatories or classrooms.
- Students are to adhere to school rules and policies.

Students are to be respectful to whoever is assisting in the cafeteria during lunch, such as but not limited to: cafeteria staff, cafeteria monitors, security monitor and instructional assistants. They are there for your safety.

SCHOOL MEAL PROGRAM

With the help of the U.S. Department of Agriculture, MCTI will continue to offer free

school meals (1-Breakfast and 1-Lunch) to all students for the 2021-2022 school year.

Students will have the opportunity to choose from a variety of daily selections of breakfasts and lunches that meet or exceed the standards established by the Federal Government in its National School Lunch Program and an ala carte menu. A "Meal" lunch includes: fruit, grain, vegetable, protein and milk. **Any food allergies should be listed on the student's MCTI Emergency Card. The student is responsible for informing the cafeteria staff of any food allergy concerns.**

Snacks and Ala Carte items may be available for purchase but are not part of the free meal program.

METHODS OF PAYMENT:

To allow students enough time to eat lunch the cafeteria utilizes a cashless lunch line. **Cash, checks or other forms of payment will not be accepted while the student is going through the lunch lines.** There are 2 ways Parents/ Students can pay for meals:

1. We recommend the use of My School Account to make online payments and to monitor your child's transactions. To do this, go to the school website at <http://www.monroecti.org>, select Resources→ Cafeteria→ My School Account, register and begin making payments or monitoring your child's purchases. **Please allow 24 hours for funds to show in your student's account.**
2. Two-drop boxes are located in the school: by the main office and the rear entrance. Please place funds in the envelopes provided, write the student's first and last name and id number on the envelope. **Checks should be made payable to MCTI Cafeteria. **Please note- Lost or missing money will be the responsibility of the parent.**

FREE/REDUCED MEAL STATUS

Even though lunches are being provided for free, parents/guardians are required to complete a new application for free/reduced lunches. An application for free or reduced lunches can be obtained **from the student's sending school.** The Monroe Career & Technical Institute does not process the applications and relies solely on the information sent to us from the student's home school. All free and reduced statuses will revert to paid 30 school days into the new year unless a new application has been received from the student's sending school. **If it is determined that a student is no longer eligible for free or reduced lunch, the parent/guardian will be responsible for any amount of money due.**

CAFETERIA COMPUTERIZED POINT-OF-SALE SYSTEM

At the beginning of the school year each student will be issued an MCTI ID Card. In addition, each student will be assigned their own personal point-of-sale account based on their current MCTI student ID number- the ID number is supplied by MCTI. Students can access their accounts by scanning their ID card at the register. In case the student should forget their ID card, they can use their PIN number to access their account. The student's Personal Identification Number (PIN) is the last seven (7) digits of the student's ID number. Students are responsible for maintaining the privacy of their PIN number and control of their student ID card.

ACCOUNT BALANCES

Management of account balances is the responsibility of both the student and parent. Students can access account balances at the register or via Myschoolaccount.com. Parents and/ or students can also set up balance alerts at this website.

When a student has a negative balance exceeding the value of five (5) lunches an email/letter/alert will be sent to the parent/guardian. It is the parent's responsibility to pay the amount due plus additional funds for future purchases as soon as possible.

Should a hardship occur in your family at any time during the school year, you can apply for a free or reduced program at your student's sending school.

If you are unable to pay the balance due please reach out to us to make payment arrangements. If your account is not paid off in full and there is no communication on payments your account may be turned over to collections.

INSUFFICIENT FUNDS

A thirty dollars (\$30.00) processing fee shall be charged against student accounts in the event that a check is returned for non-sufficient funds. If a family issues more than one (1) check per year that is returned for insufficient funds, the Cafeteria will only accept payment in cash or money order, thereafter.

REMAINING BALANCES

Any remaining balance in a student's account will be carried over to the following year. If a student graduates or withdraws from MCTI and has a positive balance, they may submit a written request to businessoffice@monroecti.org for a full refund. All refunds will be issued by check after the monthly Joint Operating Committee Meeting. If you have questions concerning the point of sale system, please contact the MCTI IT Department at (570) 629-2001, ext. 2321.

Refer to [Foodservice Policy #808](#) and [Wellness Policy #246](#)

SECTION 3: EXPECTATIONS, RULES

EXPECTATIONS

It should be clearly understood that students elect to come to MCTI and therefore agree to the established rules and procedures. In many cases, policies, procedures and rules will be different than the policies and procedures of their sending schools. In some cases policies, procedures or rules may conflict with each other in such instance the more stringent policies, procedures should be followed.

ATTENDANCE

Students are required to attend school during the days and hours that the school is in session. Temporary student absences may be excused by authorized school staff in accordance with laws and regulations, policy and administrative regulations.

Students that are enrolled in programs which have State mandated required hours may not qualify for their licensing if they have excessive absenteeism. It is the students' responsibility to make sure they are maintaining the required hours and are attending school as required.

UNEXCUSED ABSENCES

An unexcused absence means that the student will not receive any credit for the days the student was unexcused. Unexcused absences can result in the denial of driving privileges, or other privileges or recognitions afforded to students who are in good standing.

An absence is considered unexcused when:

- Absence note does not meet the criteria of excused/lawful absence.
- A student fails to turn in an absence note within 3 days of an absence as required by law.
- A student fails to turn in a doctor's note for absences over ten (10) days.
- A student fails to turn in a doctor's note or other legal absence notes when absent 3 or more consecutive days.

- Student leaves school without following proper procedure as described in this handbook
- Student is absent from, or leaves class, without permission (includes classes missed for arriving late to school)
- Student reports to school but does not attend classes; or leaves after arriving on school grounds

EXCUSED/LAWFUL ABSENCE

Reasonable cause for absence according to [policy # 204 Attendance](#).

1. Illness
2. Obtaining professional health care or therapy service
3. Quarantine
4. Family Emergency
5. Recovery from accident
6. Required court attendance
7. Death in family
8. Participation in a project sponsored by a statewide or countywide 4-H and/or FFA
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated
10. Observance of a religious holiday
11. Nonschool-sponsored educational trips
12. College or postsecondary institution visit
13. Other urgent reasons that may reasonably cause a student's absence

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.

PARENTAL NOTICE OF ABSENCE

Absences shall be treated as unexcused until the school receives a written excuse explaining the absence.

Written excuse must be submitted within three (3) days of absence.

- An absence excuse must be supplied to both the sending school and MCTI for each absence.
- If 50% or more of the day at MCTI is missed, it is considered a full day absence.
- 3 consecutive days absent will require a doctor's note.

MAKE-UP WORK

- Students who have excused absences will have 1 day for each day absent to make up the missed work. For example: A student is absent for three days, the student will have 3 calendar days to turn in the missed work. Any work not turned in by the due date will be graded as a zero. If the due date falls on a date when school is closed, the assignment will be due on the very next school day.
- If a student has an excused absence on the date the work was due, the work must be turned in on the student's 1st day back to school.
- If a student has an unexcused absence on the due date, a grade of zero will be assigned for the overdue work. For minor assignments the grade would remain a zero. For major projects the student will be given an opportunity to make up the work; however, the project grade will be reduced due to the failure of the student to turn in the work by the established deadline. Accommodations will be made in accordance with a student's IEP if applicable.
- In order to make sure the student doesn't fall behind, the instructor will give students who were absent the missing work/assignment. Students with excused absences will have their assignments graded. Students with unexcused absences may receive a zero for the assignment. The purpose of giving the student the work even

though they may receive a zero, is to make sure the student receives the missed material so they do not fall further behind.

TRUANT

When students have three (3) unexcused absences, they are considered truant. A written notice will be sent to the parent/guardian alerting of the student's unexcused absences and informing the parent/guardian of the consequences if the student become habitually truant. A school Attendance Improvement Conference will be offered through the sending school.

HABITUALLY TRUANT

When students cumulate six (6) or more unexcused absences, students are considered excessively truant.

- Students with excessive absences may not participate in non-instructional school events.
- Students with excessive absenteeism may lose or will not be granted driving privileges.
- MCTI employees may not write letters of recommendations for students with excessive absences.
- Parents/guardians of habitually truant students may be cited by the magisterial district judge.
- Habitually truant students may be referred to the local children and youth agency.
- If a student exceeds ten (10) consecutive days or 15 cumulative unexcused absences, the student may be removed from the MCTI program to return to the sending school.
- Exceptions may be granted for students with excused absences.

MCTI shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

TEMPORARY EXCUSALS

The following students may be temporarily excused from the requirements of attendance at MCTI when:

1. The student is receiving tutorial instruction in a field not offered in the school's curricula from a properly qualified tutor. This must be approved by MCTI's Director. The excusal cannot interfere with the student's regular program of study.
2. The student is participating in a religious instruction program.
 - a. A written request for excusal.
 - b. The student cannot miss more than 36 hours of school per school year.
 - c. Parents/guardian must submit a statement attesting to the fact that the student attended the instruction, the dates and hours of attendance.
3. School aged students who have been recommended by a school physician, psychiatrist or school psychologist.

EXTENDED ABSENCES

Student Services Office should be called ext. 1102 for assignments if a student is unable to attend school for a period of three or more days.

TARDY/LATE TO SCHOOL

A student arriving late for school must report directly to the receptionist to obtain a late pass to class. A note must be provided to the receptionist upon arrival to school on that day. Unexcused tardiness will be subject to disciplinary action.

EARLY DISMISSALS/LEAVING SCHOOL GROUNDS

Students are not permitted to leave school property for any reason during school hours unless prior permission has been granted by an administrator. Students will only be released to a responsible adult who is listed on the student's emergency card. **It is imperative that the emergency card information is up to date. Please contact MCTI in order to insure the emergency card has the most accurate information.** This person must show proper photo ID and sign the student out in the

reception area. Students who leave school grounds without proper authorization will face disciplinary action.

The Health Officer will contact the parent/guardian when a student is ill or injured and must leave MCTI. Transportation must be provided for an ill or injured student by their parent/guardian except in the case of an emergency. Students are not permitted to walk-off school property.

In the event of an emergency, if the parent/guardian cannot be contacted, MCTI will take appropriate action to protect the safety and well-being of the student, which may include calling emergency services.

Students will be excused to their sending school upon confirmation of an early dismissal from the sending school. This includes, but is not limited to, early dismissals due to inclement weather, school assemblies, and athletic events or testing. MCTI will dismiss students when the sending school's buses arrive and the students have been released by MCTI Administration.

Due to bus traffic, students who are being pick-up after school by their parents will not be released until 2:13pm. If a student has an appointment and needs to leave school between 2:00 and 2:15, we are requesting that the parent/guardian pick the student up early, no later than 2:00. This would eliminate a safety hazard of having the students walk between buses that are actively picking up students.

SECTION 4: STUDENT RIGHTS AND RESPONSIBILITIES

MCTI, like our sending districts, is bound by the Commonwealth of Pennsylvania Regulations and Guidelines on Student Rights and Responsibilities, Pennsylvania Code, Title 22, Education. The policy statement on Student Rights and Responsibilities is available on MCTI website under [Policy #235 Student Rights and Responsibilities](#). To further summarize the responsibilities of the students, the following guidelines have been established:

It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waved, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the education process.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using school facilities, instructional materials and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the student code of conduct and JOC policy.

ASSIGNMENTS/HOMEWORK

In addition to regular class work (assignments), homework is a requirement of most courses. Failure to complete assignments/homework will dramatically impact grades. It is the student's obligation to complete all assignments/homework. Assignments/homework is designed to:

- promote good study habits;
- develop a sense of responsibility and independence;
- help students achieve mastery;
- reinforce classroom/lab instruction; and
- inform parents of what their sons/daughters are learning in the classroom.

To meet these objectives, homework must be looked upon as important and necessary. Think of it as practice and practice makes perfect.

STUDENT COMPLAINT/APPEAL PROCESS

MCTI recognizes that students have the right to request redress of complaints. Individual and group complaints shall be recognized, and appropriate appeal procedures will be followed. Refer to [Policy #219 Student Complaint Process](#).

Steps:

1. Meet with Principal
2. Meet with the Director
3. Write a letter of appeal to MCTI's Joint Operations Committee

SECTION 5: GENERAL POLICIES, PROCEDURES AND GUIDELINES

DISCIPLINE POLICY

MCTI's primary responsibility is to educate young adults and prepare them to become productive members of society. At MCTI we help to educate our students to be successful in life by teaching them to follow our established policies, procedures and rules while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities. Refer to [Student Discipline Policy # 218](#).

ELECTRONIC DEVICE GUIDELINES

Electronic devices are defined as: cellular phone, any device that provides for a wireless unfiltered connection to the internet, answering incoming calls, text, picture, or instant messaging, camera phone function including video recording, listening to music, playing video games, keying in information, internet browsing, etc. This list is not all-inclusive. Please refer to the [Electronic Device Policy # 237](#) and [Acceptable Use of Internet, Computer and Network Resources Policy # 815](#) for additional details. This policy is intended to help create a learning environment that minimizes distractions to the educational process and promotes safety in our school. Conditional approval has been granted by the Director for use of specified electronic devices in designated areas of the school:

- **While at lunch** students will be permitted to use electronic cell phones/music playing devices in the following locations:
 - In the cafeteria
 - In the hallways adjacent to the cafeteria
 - Outside in the front of the building
- **While in the classroom** teachers can authorize the use of electronic devices while in the classroom/lab to listen to music or to use an approved application. Only one ear bud will be permitted. The other ear bud should be tucked into an article of clothing. Ear buds should not be dangling. This is a safety issue. School issued headsets will be authorized when working on computer based programs. Safety will always trump the use of an electronic device.
- **Electronic devices and ear buds should not be used in the hallways or when entering a classroom.**
 - **Only one ear bud is permitted to be used while at MCTI.** This is a safety issue. We want to make sure all students can hear announcements in case of an emergency.
 - **Personal headsets are not permitted** at MCTI (i.e. Beats Headsets). Students are not authorized to wear headsets around their necks.
 - **It is highly recommended that expensive headsets and other electronics devices be left at home. MCTI is not responsible for any lost, damaged or stolen property.**
- If the student needs to contact a parent the **student must go to the main office to make the phone call** from the school phone or from their cell phone. Cell phone calls or texting from the classroom are a distraction from learning and are not authorized.
 - Parents, **please don't text or call your son/daughter during classroom hours.** Please call your son/daughter before they get to MCTI in the morning, during lunch (approximately 10:30-11:30) or after 2:15. This will help keep your son/daughter from violating the [Electronic Device Policy](#). Call 570-629-

2001 if you need to speak with your son/daughter during classroom hours.

- Students are prohibited from videotaping or taking pictures of other students or staff. Students are also prohibited from Air Dropping photos. Sending or receiving any lewd or naked photos of people is prohibited and may result in serious legal trouble.

The use of electronic devices while at MCTI is a privilege. If this privilege is abused, it can be taken away. This is not our goal. Our goal is to provide an enjoyable learning environment, where students truly believe it is a privilege to be at MCTI.

These guidelines are intended to help create a learning environment that minimizes distractions to the educational process and promotes safety in our school. Conditional approval to use electronic devices may be given to students having a specific educational or medical need by a school administrator only.

Due to privacy concerns, as well as academic integrity issues, MCTI recognizes the need to place strong limitations on the possession and/or use of certain electronic devices. Students found to be in violation of the [Electronic Device Policy](#) during the school day will be subject to disciplinary action, as well as subject to confiscation of the prohibited item.

Examples of electronic devices include: cellular phones, electronic personal entertainment devices and headsets, MCTI assumes no responsibility for stolen, lost and/or damage to any electronic/entertainment/ communication devices brought to school by students. Recording (voice or video/Pictures) is not authorized without prior consent from administration. Refer to [Electronic Devices Policy #237](#).

Students who violate the electronic device policy will not only put the privilege of electronic device use at risk for the entire student population, they will also face the following consequences:

1st Offense: The student will deliver the phone to the Main Office for the remainder of the day.

The student will be permitted to retrieve the cell phone at the **end of their school day at MCTI.**

2nd Offense: The student will deliver the phone to the Main Office. The electronic device will be locked in the school safe. **The parent/guardian will retrieve the electronic device** at their convenience, at which time they will be given a copy of Electronic Device Guidelines Signature Sheet to read and sign prior to the release of the electronic device.

Subsequent Offenses: The student will deliver the phone to the Main Office. The electronic device will be locked in the school safe. **The parent/guardian will retrieve the electronic device** at their convenience. Any electronic infraction on or after the 3rd event will be considered an act of Defiance/Insubordination and progressive discipline will be utilized.

COMPUTER USE

Individual computers, computer networks and related equipment (hardware), as well as the programs and data that reside on the equipment (software), are the property of MCTI.

MCTI makes hardware and software available for its students and staff to be used for educational purposes. Any other uses require permission from the Administration. Students are expected to exercise responsible behavior and to abide by school policies and local, state and federal laws. Demonstrating unacceptable behavior in using this equipment is considered a serious offense, and may result in loss of computer, network and Internet/telecommunications usage and any other appropriate disciplinary options, including criminal prosecution, suspension and expulsion. Students will receive a user ID and password to access MCTI hardware and software. To receive a User ID and Password the student and parent/guardian must return to the Main Office a signed copy of the Student Agreement for Acceptable Use of Communications and Information Systems (CIS).

In general, students will be expected to:

- use the hardware and software for approved educational purposes as identified by MCTI; and
- use the hardware and software only for legal activities.

Students are not permitted to:

- install hardware, peripheral devices or software without permission;
- change configuration of hardware or software without permission; or
- store unauthorized files on MCTI computers or network.

Refer to [Acceptable Use of CIS Policy #815](#) for a complete description MCTI's policy on acceptable use of the internet, computers and network resources.

SOCIAL MEDIA AND STUDENTS

MCTI takes pride on building on a family like community. When students are using social media they should use it in a responsible manner designed to build camaraderie or healthy relationships. Using social media in an inappropriate fashion is counterproductive to the values we espouse at MCTI.

Examples of inappropriate use of social media:

- Post illegal items and activities
- Posting inappropriate activities (fights, inappropriate horseplay or of task behavior)
- Bullying/Cyber bullying
- Sexual content
- Private or hurtful information about another person
- Offensive or discriminatory statements and images

Please keep in mind, if inappropriate activity takes place outside of school, but then interferes with the educational process inside of school, the student can be disciplined.

Example: Bullying on social media that was written at home but causes a disruption at school. If a student recognizes bullying on social media, it should be brought to the attention to an MCTI or sending school

administrator or reported on [Safe to Say](#), if the student prefers to remain anonymous.

STUDENT DRIVING

The sending schools provide transportation to and from MCTI. All students are required to ride their assigned bus to and from MCTI unless other transportation is authorized by an MCTI Administrator and Administrator from the sending school.

On occasion, a student may need to drive to MCTI. Permission to drive is issued on an as needed basis at the discretion of the MCTI Administration. Permission to drive forms may be issued for the day(s) the student has a medical appointment, is participating in a school related event when bus transportation is not available or when having a vehicle serviced at MCTI or is Cooperative Education student. A Student Driving Permit form may be obtained from the main office. Permission to drive should be secured three (3) days in advance. The Student Driving Permit form must be submitted to the reception area once the form has been approved.

There are strict guidelines tied to grades, attendance and discipline. Driving is a privilege not a right. Students who fail to abide by the guidelines will not be granted a driving pass or may lose the driving privilege for failure to abide by the established rules for driving. This responsibility falls on the student. Staff will continuously monitor attendance, grades and discipline to insure the students are compliance with the Student Driving Permit rules.

Student Driving Permits will be issued to students who are meet the requirements to participate in the Cooperative Education Program.

Long term parking permits and Co-op students will be charged a non-refundable \$5.00 surcharge for the parking permit.

Students must obey the following driving privilege rules:

- Students are not authorized to transport other students.
 - Exception: Prior written permission has been granted by the parents of the driver and any passengers and has been approved by administration.
 - If a student who has permission to drive to or from MCTI transports unauthorized passengers, all students involved will be disciplined. Both the driver and passenger are to secure permission three days in advance from all appropriate personnel.
- The speed limit on school property is 10 M.P.H
- Students are to park in the lower parking lot near the stairs. The parking permit must be displayed in clear view through the back lower window on the driver's side.
- Students using the school parking facilities are not permitted to loiter in their cars.
- If a student misses the bus the parent/guardian must get permission from MCTI and the sending school administration **before** driving to MCTI.
- Students are not permitted to leave school property without authorization from administration.

Student driving is a privilege. Driving privileges may be suspended for violating the student driving rules, excessive tardiness, excessive absences and poor academic performance. Disciplinary action, reckless driving, and/or involvement by law enforcement may also result in revocation of driving privileges. Unauthorized and/or incorrectly parked automobiles may be removed from school grounds at the owner's expense. All parking is at the risk of the owner/driver. The school assumes no responsibility for any damage or loss of property. Refer to [Use of Motor Vehicles Policy 223](#).

DRUGS/ALCOHOL, TOBACCO

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

Students in possession of over-the-counter, prescription or other types of drugs which have not been registered with the school Health Officer will be considered to be in violation of the MCTI's controlled substances policy and will be subject to disciplinary action.

Any student under the jurisdiction of the school found to be distributing/attempting to distribute, in possession of or under the influence of a mood altering substance, alcoholic beverage, prescription drug (other than something that has been prescribed by a doctor and registered with the Health Officer according to the school policy), pseudo-drug (look-alike), or drug related paraphernalia, is subject to [Policy # 227 Controlled Substance/Paraphernalia](#) and disciplinary action. This policy is effective regardless of the amount of the substance or paraphernalia in the student's possession.

Students found to be under the influence, in possession or distributing drugs/alcohol/tobacco/other controlled substance will be subject to disciplinary action (including suspension/expulsion), referral to counseling and referral to law enforcement agencies.

The use of tobacco and tobacco products by minors is a violation of the law, inconsistent with good health practices and violates fire and safety regulations. No tobacco products, tobacco look-alike products, cigarette lighters or matches are to be used or in the possession of students while on school property or while under the jurisdiction of MCTI. The use or possession of cigarettes, e-cigarettes, vapes and related products, cigars, pipes, chewing tobacco, is strictly forbidden. Violators will be subject to disciplinary action and referral to the

appropriate law enforcement agency. Refer to [Tobacco Policy # 222](#), [Controlled Substances/Paraphernalia Policy # 227](#).

HAZING

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding
2. Forced calisthenics
3. Exposure to the elements
4. Forced consumption of any food, liquor, drug or other substance
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual
6. Any willful destruction or removal of public or private property.

Students are encouraged to report any form of hazing or suspected hazing to an administrator, guidance counselor or MCTI employee. Bullying can be reported anonymously through the Safe to Say Something website: (<https://www.safe2saypa.org>). See: [Hazing Policy #247](#). [Act 1016 Act 31](#).

BULLYING/CYBERBULLYING

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a

school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: Substantial interference with a student's education; Creation of a threatening environment and/or; Substantial disruption of the orderly operation of the school.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. Students are encouraged to report any form of bullying or suspected bullying to an administrator, guidance counselor or MCTI employee. Bullying can be reported anonymously through the **Safe to Say Something** website:

(<https://www.safe2saypa.org>). The report of bullying will be investigated in accordance with established procedures. Any student found to be bullying other students will be held responsible for their actions in accordance with MCTI's Code of Conduct. [Bullying Policy #249](#)

The school may develop and implement bullying prevention and intervention programs. Such programs shall provide staff and students

UNLAWFUL HARASSMENT

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.

Otherwise adversely affects an individual's learning opportunities.

Students are encouraged to report any form of unlawful harassment or suspected unlawful harassment to an administrator, guidance counselor or MCTI employee. Unlawful Harassment can be reported anonymously

through the Safe to Say Something website: (<https://www.safe2saypa.org>). See: [Unlawful Harassment Policy #248](#) , [PA 1015 Act26](#).

SEXUAL HARASSMENT

Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Students are encouraged to report any form of sexual harassment or suspected sexual harassment to an administrator, guidance counselor or MCTI employee. Bullying can be reported anonymously through the Safe to Say Something website: (<https://www.safe2saypa.org>).

Students who are involved with bullying, hazing or other forms of harassing behavior will be subject to disciplinary action and possible referral to law enforcement agencies. If a student believes that they have been bullied, harassed or hazed please refer to the following policies in order to file a formal complaint: [Hazing Policy # 247](#), [Unlawful Harassment Attachment Policy # 248](#), and [Bullying/Cyberbullying Policy # 249](#).

DATING VIOLENCE

The purpose of [Policy # 252 Dating Violence](#) is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the school and is

prohibited at all times.

The Joint Operating Committee encourages students who have been subjected to dating violence to promptly report such incidents. The school shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy. . If a student believes that they have been subject to dating violence please refer to [Policy # 252 Dating Violence](#) to file a formal complaint.

Students are encouraged to report any form of dating violence or suspected dating violence to an administrator, guidance counselor or MCTI employee. Bullying can be reported anonymously through the **Safe to Say Something** website: (<https://www.safe2saypa.org>).

HIV INFECTION

Infected students have the same right to attend school and receive services as other students and shall be subject to the same policies and rules.

MCTI authorities shall determine the educational placement of infected students on a case-by-case basis by following policies and administrative regulations established for students with chronic health problems and students with disabilities.

When an infected student's parents/guardian voluntarily discloses information regarding the student's condition, the employee who receives the information shall obtain the written consent of the parent/guardian to disclose the information to members of the Screening Team.

A Screening Team comprised of the Director, Supervising Administrator, Health Officer, and student's parents/ guardians, shall evaluate the infected student's educational placement. Placement decision shall be based on the student's need for accommodations or services. First consideration must be given to maintaining the infected student in a regular assignment. Any decisions for an alternative placement must be supported by specific facts and data. An infected student who is unable to attend MCTI, as determined by a medical examination, shall be considered for

homebound instruction or an alternative placement. An infected student may be excused from attendance if the parent/guardian seeks such excusal based on the advice of medical or psychological experts treating the student. An infected student's placement shall be reassessed if there is a change in the student's need for accommodations or services.

Employees who have knowledge of an infected student's condition shall not disclose any information without prior written consent of the student's parent/guardian, consistent with the requirements of the Pennsylvania Confidentiality of HIV- Related Information Act. All health records, notes and other documents referring to an infected student's condition shall be secured and kept confidential. Refer to [policy # 203 HIV Infection](#).

STUDENT EXPRESSION/ DISTRIBUTION AND POSTING MATERIALS

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Students who wish to distribute or post non-school materials on school property shall submit them (1) school day in advance of planned distribution or posting to the principal, who shall forward a copy to the director. Before posting/distributing materials, students must get approval by an administrator.

STUDENT DRESS AND GROOMING

For the well-being of all students, a safety component has been integrated into the educational programming at MCTI. The following is a general listing of safe behavior expectations. These expectations will apply to all students. Students must fulfill established standards for dress, behavior and safety appropriate for each program area.

Students including full day 9th graders, are expected to abide by their sending school dress code regulations.

Appropriate Clothing

The main purpose of MCTI is to prepare young men and women for the world of work. Since every occupation carries with it certain expectations of dress, habits of work and unique responsibilities, students are expected to look and act the part of the most successful worker in each occupational field.

Students should be clothed and groomed in an appropriate manner which is dictated by principles of good personal hygiene, safety, and the standards of business and industry. While it is recognized that the choice of attire and grooming are matters of expression and are subject to fashion and current trends, MCTI expects that good dress and grooming standards shall be kept up to at all times.

Any article of clothing or manner of hair style or makeup which is determined to materially and substantially interfere with the educational process or present a potential safety hazard is prohibited.

Some students enrolled in the school are required to purchase and wear protective clothing. The type of clothing required is determined by the type of uniform used in business and industry. Uniforms are used in order to protect student's street clothing, to eliminate safety hazards, as well as to teach students how to attire themselves properly and professionally.

In general, ALL students, including 9th grade, must follow MCTI's dress code while at MCTI and their Sending School dress code when they are in transit to or from the sending school. MCTI's field trip dress code must be followed when attending any extracurricular activity outside of school, such as a field trip, etc. Refer to the [Dress and Grooming Policy #221](#).

List of clothing and accessories that are not permitted at MCTI:

- hats, headbands, bandanas covering the head or other head coverings;

- undershirts and undershorts worn as outer garments;
- pants worn below the waist so that undergarments are visible;
- muscle shirts or spaghetti straps;
- clothing, jewelry or accessories that desecrates or is disrespectful to any national, provincial flag or nationality (includes confederate flags)
- clothing, jewelry or accessories having a message/picture that is obscene, promotes drinking, smoking, substance abuse or contains a statement which is derogatory to any racial, ethnic or religious group, contains double meanings or violent acts;
- clothing, jewelry or accessories which is suggestive, provocative, distracting or in opposition to appropriate school values;
- see-through blouses or shirts, including mesh shirts;
- bare stomachs;
- skirts and shorts higher than 3 inches above the knee;
- spandex, gym, running and frayed bottom pants or shorts;
- flip flops, bedroom slippers; (All footwear must have hard soles and back straps for safety reason)
- sunglasses except with administrative permission and doctor's prescription;
- shoes with fixed or retractable wheels or rollers;
- wallet chains, chokers, dog collars, studded/spiked bracelets, excessively long necklaces;
- clothing with studs;
- pajamas or other nightwear;
- uncovered tattoos which are sexually suggestive, advocate violence, promote tobacco, alcohol or drugs, have double meaning wording or obscene language, or suggests gang affiliation;
- hair grooming implements worn as an accessory (e.g., including but not limited to hair picks & combs, etc.);
- gang-related apparel;
- extra-long belts with excess hanging loosely; and
- belt buckles bearing initials that designate gangs or display the confederate flag.
- All clothing/attire that would interfere with the student's ability to work safely in the program area or which disrupts the instructional environment.

Clothing that is not consistent with the sending school's dress code.

SAFE GROOMING

- Hair, collar length or longer, must be held in place by a hair net, or a suitable substitute, when around machinery or where program requirements deem appropriate.
- Wearing jewelry while working in lab remains at the discretion of the instructor.
- Cosmetic eyewear such as sunglasses, including prescription sunglasses and novelty contact lenses, are not permitted.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Caring for others and showing affection is important. However, a relationship between two people is and should remain private. Public displays of affection are not appropriate in a school setting. **Kissing and close physical contact in school is not acceptable behavior.** Students must refrain from public displays of affection. Initial violations, unless excessive, will result in a warning. Excessive and/or repetitive violations may result in disciplinary consequences, which could include detention, suspension and/or removal from MCTI, depending upon severity and age of student(s) involved.

CARE OF SCHOOL PROPERTY

In accordance with Policy # 224 Care of School Property students are expected to take proper

care of the school and demonstrate responsibility for all school property. The cost of repair or replacement of student-vandalized or student-damaged property will be the responsibility of those involved. Students are obligated to report acts of vandalism or destruction immediately.

Students are responsible for the proper care of textbook issued to them. All books should be covered within three days of receipt. Students will be responsible for damage to textbooks and materials assigned to them. Lost textbooks must be reported immediately to the instructor. Students are responsible for the cost of replacing lost or damaged textbooks or materials.

GANGS

Gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the educational process. Affiliation with a gang, gang activities or claiming gang membership by students while under school authority is strictly prohibited.

The use of hand signals, written or oral comments, stances, stares, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which, by its color, arrangement, trademark, symbol or any other attribute which indicates or implies, presents a clear and present danger to the school environment, its staff and students, and the educational objectives of MCTI or the community is strictly prohibited.

Any incident that indicates or implies gang related activities or persons exhibiting behavior that symbolizes or implies gang membership will be subject to disciplinary action. Law enforcement agencies will be informed of any incident or behavior that suggests gang activity or affiliation. Refer to [Gang Policy # 218.4](#).

FIGHTING

We live in a civil society not a combat zone. Fighting is never an acceptable solution to solving a personal conflict. It is against the law. When a student is in conflict with another student, feeling frustrated and about to lose control; they should walk away and

immediately seek help from an adult staff member. The staff member will assist the students and work with them to help defuse or resolve the conflict.

Students who engage in fighting, instigate a fight, or engage in any act of violence, while in school, on school property, during the time spent in travel to and from school and school-sponsored activities, and while present at school-sponsored activities, will be disciplined in accordance with MCTI's Code of Conduct, regardless of who started the fight. In addition, students who engage in fighting, instigate a fight or engage in any act of violence, may be reported to law enforcement authorities in a manner consistent with Public School Code and charged/cited with violating the criminal laws of Pennsylvania.

TERRORISTIC THREATS

Terroristic Threats shall mean a threat, communicated either directly or indirectly, to commit any crime of violence with the intent to terrorize another, to cause evacuation of a building, place of assembly or facility of public transportation, or to otherwise cause serious public inconvenience, or cause terror or serious inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

MCTI prohibits any student from communicating terroristic threats directed at any student, employee, Joint Operating Committee member, community member or property owned, leased or being used by the school.

Refer to [Terroristic Threats Policy # 218.2](#).

WEAPONS

It is unlawful for anyone to possess a weapon in a school building or on school property. No pupil shall possess or knowingly assist or accompany anyone who possesses any weapon on or in any property of MCTI. Students may not manufacture weapons or perceived weapons while on school property. Students shall not possess, handle, transport or maintain any weapon or look-alike weapon while in attendance at MCTI, on MCTI property, on any school bus, at any school activity/event or

function, before, during, or after school hours, whether or not school is in session.

It is the responsibility of students to inform MCTI administrators regarding any information or knowledge relevant to a possible or actual terroristic threat.

MCTI students routinely use tools which, if improperly used could be considered a weapon. Under no circumstances are these tools to be removed from their respective program areas without administrative approval. **Students may not transport tools to or from MCTI on the school bus.** Refer to [Weapons Policy # 218.1](#).

SAFE CONDUCT

- Horseplay or 'fooling around' is not permitted anywhere on campus.
 - Throwing items or running is not permitted anywhere on campus.
 - While in class/shop, go directly to your assigned area and remain on task until dismissed.
 - Shops that require a uniform shall be kept clean and neat. Dirty clothes are not a symbol of a professional employee.
 - When entering another program area, go directly to the instructor to make your request.
 - Never use tools or equipment for which you have not been provided the proper procedures and safety information training.
 - Never carry tools in pockets.
 - All tools and materials should be put away at the end of program session. Arrangement of tools in storage area should be kept according to plan.
 - Report all damaged lockers, tools, computers and equipment to the instructor immediately.
 - STOP and seek assistance from your program instructor if you are not sure what you are doing.
- If you are not using a machine in the lab area, stay away from it.
 - Report all accidents to the instructor. No matter how minor a scratch, it is still an injury and needs to be reported.
 - In addition, each program area will have classroom rules, regulations and procedures for the safety of students and the safe use of the equipment found within that area. Rule of thumb-STAY ON TASK AND YOU NEVER GET IN TROUBLE.

SECTION 6: SCHOOL SAFETY

US Security Care (Privatized School Security) and the Pocono Township Police Department will perform certain daily safety and security services. These efforts will assist us in providing the safest possible learning environment for our students, staff and community.

The officers are involved in a variety of functions:

- As visible, active law enforcement figures on campus dealing with any law related issues.
- As classroom resources for information in the following areas: law enforcement career opportunities, gang prevention, community awareness, drug and alcohol awareness/prevention, as well as other areas.
- As resources to the faculty and administrative team.
- As resources for the students, enabling them to be associated with positive law enforcement figures in the student's environment.
- As resources to teachers, parents, and students for law related concerns and questions.
- As informal resources in situations that may be law related and may affect the educational environment.

A K9 team (police dogs) may also be of assistance.

FIRE DRILLS/EMERGENCY DRILLS

Fire drills and other emergency drills are required by law and are an important safety precaution. An evacuation plan is posted in each room. Students are to study the plan and become familiar with it. It is essential that as soon as the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the

student instructions. No one is to return to the building until an announcement is made by the Main Office to do so. Cell phones and other electronic devices are to be turned 'off' and remain off until the all clear is given.

SCHOOL SURVEILLANCE

Video surveillance can help to discourage misconduct, assist in the maintenance of safety and order on school property, and aid in the identification, apprehension and possible prosecution or discipline of persons violating applicable laws and MCTI rules, regulations and policies. **Surveillance cameras are continuously monitoring hallway activity throughout the building and premises.**

LOCKS & LOCKERS

Locks and lockers are the property of Monroe Career & Technical Institute and are subject to the rules and regulations of the school. Lockers will be assigned to all students and students are obligated to use the lockers that are assigned to them. Students are not authorized to use lockers that have not been assigned to them. **Students should never share lockers.** Use the locker that has been assigned.

The locker is on loan to the student and all school officials have the right to check and/or search the locker at any time and at their discretion. Students shall have no expectations of privacy regarding their lockers. The student who has been issued the locker is responsible for (or considered in possession of) all materials in the locker. MCTI is not responsible for items a student stores in the locker. If the locker assigned to the student is not working properly or damaged, the student shall immediately report the malfunctioning/damaged locker to their instructor or academic teacher.

If a student loses or intentionally damages a lock, the student is responsible for the replacement cost of the lock. Students can purchase a replacement school lock from the Main Office for \$7.00.

Only school-issued locks are permitted on lockers. Personal locks will be removed.

LOCKER ROOMS

Locker Rooms are provided for students to change from their school clothing into specific shop uniforms, students must wear the required school uniforms. This is a safety issue. We ask all students to use the changing facilities and quickly return to the classroom to maximize their training experience.

SEARCHES

School authorities may search a student's locker/automobile/person/belongings while on school property and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. When a student's locker/automobile/belongings is being searched, the student generally will be notified and given an opportunity to be present, unless school authorities have a reasonable suspicion that materials may be present that are considered to pose a threat to the health, safety or welfare of the school population and/or facilities. Parents/guardians shall be notified as soon as possible.

The search of a particular automobile/person will be made only upon a reasonable suspicion that the student is hiding evidence of an illegal act that would prove harmful to himself/herself or other students or be disruptive to the learning environment. For the purpose of safety and security, students can expect random searches, which include the use of metal detectors upon entering the building or throughout the day. MCTI will, from time to time, partner with local law enforcement to bring a canine on the premises to search for drugs or other illegal contraband. For more information, refer to: [Searches Policy # 226](#) and [Use of Metal Detectors Policy # 218.3](#)

ID BADGES

For purposes of safety and identification, each student will be issued a photo ID badge and a color lanyard. The lanyard color will indicate the student's sending school. This ID badge and colored lanyard must be visibly worn at all times while in the common areas of the school.

For safety reasons, while in the labs, students may tuck in their ID badge. This school-issued ID badge is not to be altered in any way. The ID badge is the property of MCTI and must be shown to and, if applicable, relinquished to any staff member upon request.

The ID badge is assigned to the student's personal identification number (PIN). ID badge may be used as a swipe card using the Point of Sale (POS) system in the cafeteria line. If a student participates in the free or reduced meal program, she/he may use the swipe card or PIN to obtain breakfast and/or lunch. Using the ID card as a swipe card helps to speed students through the line, decreasing wait times. It is the student's responsibility to report lost or stolen ID badges.

SAFETY GLASSES

It is a Pennsylvania law that students wear safety glasses while participating in certain activities at a career & technical school. Students at MCTI will be provided with safety glasses to be worn in areas where required. It will be the student's responsibility for the safe keeping of these glasses. A designated storage place in the lab is provided. Cost for the replacement (\$3.00) of safety glasses will be the student's responsibility.

SECTION 7: EMERGENCIES/SPECIAL CIRCUMSTANCES PROCEDURES

In case of a school-wide emergency or if a special circumstance should necessitate, parents /guardians will receive a phone blast call. A phone blast call would be a call that is sent out to all parents/guardians who have working phone numbers in our student information system. The message will provide you with important information regarding the incident along with any additional instructions or information we have to pass along to you. It is very important that parent/guardian phone numbers up to date in our student information system order insure we have the ability to make contact in case of an emergency or special circumstance.

EMERGENCY PLAN

We are confident that MCTI is equipped and ready to handle a variety of emergency situations, if one should occur. We have a comprehensive Emergency Plan that outlines specific procedures in the event of the following different types of emergencies. Our emergency planning was developed in coordination with local police, fire and ambulance services as well as the Monroe County Office of Emergency Services.

Each classroom is provided with a To-Go-kit which has emergency supplies.

Below are some important things to know if there is a critical emergency during school hours:

- In the event of a critical emergency DO NOT CALL THE SCHOOL. If needed, a phone blast call will communicate to parents/guardians any special information that needs to be communicated. DO NOT CALL YOUR CHILD. We will notify parents/guardians as soon as it is safe and feasible. We want to keep cell phone communications limited in order to insure the lines of communications can be maintained for emergency officials. Imagine how many calls would be processed if every students' parents, siblings and extended family tried to communicate with them during
- a critical emergency. In addition, we do not want cell phones alerting where students may be located.
- Each emergency presents a unique set of variables, which will be evaluated prior to a decision to use MCTI's phone blast call system. Those variables include nature of emergency, time of emergency, estimated duration of emergency, impact on immediate safety of students, direction given by law enforcement and emergency services agencies, and others. MCTI's highest priority is the safety of our students, guests and staff. We will evaluate and respond to the emergency and then to notify parents/guardians if the individual emergency dictates.
- When you receive a message from MCTI's phone blast call system, please regard it as very important. The caller id will be the district's main number **(570) 629-2001**. Don't hang up. If you pick up the voice mail at a later date, listen to the entire message. Do not call MCTI. If it is an emergency notification, the message will include instructions.
- In the event of any critical emergency, keep your radios tuned to 93.5 FM WSBG, 96.1FM WCTO Cat Country, 99.9 FM WODE, 100.7 WLEV FM, 107.1 FM WWYY or television stations WBRE, WNEP, or WYOU for advisory information.
- Do Not Drive to MCTI- School campuses must be clear of cars to allow for emergency vehicles. We are a rural school with limited road access to the school. We do not want to clog the roadways or school entrance/parking lots with vehicles that will interfere with emergency operation efforts. School officials or other emergency personnel will communicate where and how to reunite with your child.
-

When reuniting with your child:

- Bring Identification - You must bring Picture ID to identify yourself for release of any student to your care.
- Do not attempt to remove your child or any other child from school without having signed the emergency release form at the Student Release area.

The objectives of the Emergency Preparedness Plan are as follows:

- To arrange for a calm, orderly and efficient plan for parents to reunite with their child as efficiently as possible.
- To minimize injuries and loss of life of students and personnel and to maximize student safety.
- To provide for maximum utilization of emergency resources as needed.

EMERGENCY ON THE WAY TO SCHOOL

Should an emergency occur on the way to or from MCTI, emergency responding personnel or the sending school/contracted bus company will dictate where and how the student(s) will be transported based on the nature of the emergency. The student(s) may be transported either to an emergency facility, to MCTI or to their sending school. Please keep in mind MCTI does not own any buses. Transportation for students is provided by the sending schools or contracted out to private providers in case of field trips or other transportation needs other than dropping off or picking up students.

EMERGENCY PREPARATION AT SCHOOL

The following drills will be practiced with student and staff throughout the year:

- Severe weather drill
- Evacuation drills (Fire Drills)
- Reverse evacuation drills
- Lock down drills

Emergency Forms

The ability to contact parents by phone is limited due to the accuracy of the information that is in our student information system. Please review the contact information on the Student Portal. If any changes need to be made contact MCTI by calling (570)629-2001 or by have your child stop by the main office to receive a new Emergency Contact Card. Please complete a new Emergency Contact Card and return it to MCTI as soon as possible. It is extremely important to keep your contact information up-to-date at all times, even changes in email addresses should be updated.

Section 8: Student Code of Conduct

MCTI is a community made of students and parents/guardians from four sending school districts, six sending high schools and one junior high school, as well as, MCTI administrators, instructors and staff. We all have the same objective, which is to help our students to achieve success by encouraging them to work to their fullest potential. As with any community, we have policies, procedures, regulations and rules, which help to create an enjoyable environment that is conducive to learning. Since we are a separate school with a unique mission, many our rules may be different than those at the sending schools.

We are not only teaching our students to learn their chosen career field, but we are also helping to teach the professional skills, which are required in order to be successful in the workplace and in life. We expect our students to develop core values such as integrity, honesty, service, self-respect, respect for others, personal courage and excellence in all they do. We expect our students to follow MCTI rules and the rule of law. MCTI challenges our students to achieve the highest attainable personal, academic, technical and employability skills to meet the changing needs of today's society and workforce.

MCTI offers many different training opportunities for our students. Some of these opportunities are inherently dangerous and because of this, we expect our students to rise to the level of maturity required for their program. In many cases, students will work independently and are expected to stay on task. This will keep them out of trouble and safe. We want our students to return home the same way they walked through the door in the morning. Safety is paramount and is taken very seriously. Horseplay, safety infractions, violations of program rules and any action that may cause harm to any of our students, will result in disciplinary consequences and may result in consideration for removal from their assigned program.

We expect students to resolve their issues or concerns with other students in a nonviolent

and dignified manner. Whenever students believe they are incapable of properly handling the situation on their own, they must use self-discipline, remove themselves from the situation and immediately seek assistance from the Principal; the Supervisor of Student Services; the MCTI School Counselors; another MCTI administrator, instructor or staff member, before they make the choice to violate the established Student Code of Conduct or the rule of law. Once students choose the path of violence, regardless of who starts the conflict, we have no other choice but to proceed with discipline and legal action if laws have been broken. As in life, every choice has a consequence.

Education in Pennsylvania is compulsory, with few exceptions. First, it is against the law to not go to school and second, there is a direct correlation between student success and attendance. For this reason, students who miss school unlawfully or without authorization will not be denied the opportunity to obtain the lessons/materials covered in class; however, it must be understood, they will receive a zero for a work ethic grade. Those who choose to intentionally miss school may be disciplined. We want our students to be here at MCTI as often as possible.

Since it is impossible to list every incident of misconduct that could occur this listing is not all inclusive but instead, it should be viewed as a listing of examples and subsequent consequences. It should also be noted that a continuation of the same behavior, which violates the Student Code of Conduct, could result in stricter consequences.

Level 1

Misbehaviors on the part of the student, which impedes orderly classroom procedures, or interferes with the orderly operation of the school, and is generally handled by a staff member. If the incident occurs in the classroom, the incident should be managed in the classroom. Incidents that are better defined as teachable moments.

Note: All infractions should be annotated in CSIU under discipline in order to keep a record, which would be helpful in demonstrating patterns of behavior.

Possible Consequences: *(students could face one or more of these consequences)* Verbal reprimand; Review of MCTI's and Sending Schools Policies; Personal discussion with student/staff/and/or administration; Temporary suspension of shop privileges; Call Parent/Guardian; Reduction in work ethic grade.

Level 2

These infractions, often result from the continuation of level one misbehavior(s), require the intervention of administrative personnel because of the level one disciplinary consequences failed to correct student conduct. Also included in this level are misbehaviors which tend to disrupt the orderly climate of the school community and are serious enough to require corrective action on the part of administrative personnel.

Possible Consequences: *(students could face one or more of these consequences)* Review of MCTI's and Sending Schools Policies, Lunch detention, AM detention, Sending school detention, Restriction of use (i.e. no internet access), Reduction in work ethic grade, Call Parent/Guardian, Personal discussion with student/staff/and/or administration, Conflict Resolution.

Level 3

Infractions which often result from the continuation of level one and level two misbehaviors. Also included are acts against person or property. Some of the infractions may endanger the health, safety, and welfare of others in the school community. Infractions listed as level three frequently can be handled by school's disciplinary system and parent involvement. However, the corrective action undertaken will

depend on the nature of the incident, prior record of the student involved, and the extent of the school's resources for correcting the situation in the best interest of the school community.

Possible Consequences: *(students could face one or more of these consequences)* Review of MCTI's and sending school's policy, Restriction of use (i.e. no internet access), Lower ethic grade, Parent/guardian conference (Phone or formal), Personal discussion with student/staff/counselor/administration, conflict resolution, In-school suspension.

Level 4

Infractions which could result from the continuation of lower level offenses. Also included are: acts of violence to another person(s), destruction of property, acts that are clearly criminal in nature and are contrary to the criminal code or ordinances of the commonwealth and/or community. Level four disciplinary actions could result in the intervention of law enforcement authorities.

Possible Consequences: *(students could face one or more of these consequences)* Review MCTI's and Sending School's Policies, Loss of privileges, Restriction of use (i.e. no internet access); Lower work ethic grade; Parent/guardian conference (phone or formal); Personal discussion with student/staff/ counselor/administration; Conflict resolution; Out of school suspension; Disorderly conduct citation or police involvement.

Level 5

The following is a list of examples of level five infractions. The list is not inclusive. Students who have committed a level five offense will be suspended from MCTI for ten days. A parent conference will be held. In addition, the facts of the offense will be sent to the home school for their review, with a recommendation that the student be removed from MCTI. The home school will determine if expulsion from the sending school is warranted. They will follow their expulsion policies and procedures. MCTI does not expel students, however, we will fully cooperate in any expulsion hearing or criminal prosecution.

Infraction Codes - VW: Verbal Warning, LD: Lunch Detention, ISS: In-School Suspension, OSS: Out-of-school suspension

Infractions	VW	LD	ISS	OSS	OSS/ DISTRICT REVIEW	Criminal Citation
Academic Dishonesty	X	X	X	X		
Acceptable Use of Communications and information System Policy Violation	X	X	X	X	X	X
Aggravated Assault on Staff					X	X
Aggravated Assault on Student					X	X
Aggravated Indecent Assault					X	X
All Other Forms of Harassment or Intimidation			X	X	X	X
Arson					X	X
Attempt/Commit Murder/Manslaughter					X	X
Bomb Threats					X	X
Bullying			X	X	X	X
Burglary				X	X	X
Bus Misconduct	X	X	X	X		
Cafeteria Misconduct	X	X	X	X		
Classroom/MCTI Rule Violation	X	X	X			
Criminal Trespass				X	X	X
Cutting Class		X	X			
Cyber Harassment of a Child					X	X
Damage to School Property (Under \$50.00)	X	X	X			
Dating Violence Policy Violation				X	X	X
Defiance/Insubordination		X	X	X		X
Dishonesty/Lack of Integrity	X	X	X	X		
Disorderly Conduct			X	X	X	X
Disrespect	X	X	X			
Disruptive Classroom Behavior	X	X	X			
Dress and Grooming Policy Violation	X	X	X			

Infractions	VW	LD	ISS	OSS	OSS/ DISTRICT REVIEW	Criminal Citation
Electronic Devices Policy Violation	X	X	X			
Failure of Disorderly Persons to Disperse upon official Order			X	X	X	X
Failure to Report to an Assigned Detention		X	X			
Failure to Report to an Assigned ISS			X			
Fighting			X	X	X	X
Flagrant Disrespect			X	X		X
Hazing Policy Violation			X	X		X
Health, Safety, Welfare Endangerment	X	X	X	X	X	X
Illegal/Unauthorized Demonstration			X	X	X	X
Inappropriate Behavior	X	X	X	X		X
Inappropriate Language	X	X	X	X		X
Indecent Assault					X	X
Indecent Exposure					X	X
Institutional Sexual Assault					X	X
Involuntary Sexual Deviate Intercourse					X	X
Kidnapping or Interference with Custody of Child					X	X
Late to Class/Tardy to School	X	X	X			
Loitering/Out of Assigned Area	X	X	X			
Minor Altercation (One person makes contact)			X	X	X	X
Obscene and other sexual materials and performances			X	X	X	X
Off Task or Sleeping in Class	X	X	X			
Open Lewdness					X	X
Possession of BB or Pellet Gun				X	X	X
Possession of Controlled Substance Paraphernalia			X	X	X	X
Possession of Cutting Instrument (Razor, box cutter, blade length <+ 2.5" etc.)					X	X

Infractions	VW	LD	ISS	OSS	OSS/ DISTRICT REVIEW	Criminal Citation
Possession of Explosive (bomb, missile, etc.)					X	X
Possession of Handgun					X	X
Possession of Knife (blade length >2.5")					X	X
Possession of Other Firearm					X	X
Possession of Other Weapon					X	X
Possession of Rifle or Shotgun					X	X
Possession/Use of Controlled Substance					X	X
Possession, Use, or Sale of Tobacco or Vaping Materials			X	X	X	X
Possession, Use, or Under the influence of a Controlled Substance					X	X
Public Display of Affection	X	X	X			
Racial and/or Ethnic Intimidation				X	X	X
Rape					X	X
Reckless Endangering					X	X
Refusal/Failure to Report to ISS			X			
Refusal/Failure to Report to Lunch Detention			X			
Rioting					X	X
Robbery					X	X
Sale or Distribution of a Controlled substance					X	X
Sale, Possession, Use, or Under the Influence of Alcohol					X	X
Sexual Assault					X	X
Sexual Harassment					X	X
Sexual Misconduct			X	X		X
Simple Assault on Staff					X	X
Simple Assault on Student					X	X
Skipping School			X			

Infractions	VW	LD	ISS	OSS	OSS/ DISTRICT REVIEW	Criminal Citation
Stalking					X	X
Statutory Sexual Assault					X	X
Terroristic Threats (Excluding bomb threats)					X	X
Theft			X	X	X	X
Threatening School Official or Student					X	X
Unauthorized Exchange of Good/Money	X	X	X	X		X
Unauthorized Video Recording/Photography	X	X	X	X		X
Unlawful Restraint					X	X
Unlawful Trespass				X	X	X
Use of Motor Vehicle Policy Violation			X			
Vandalism (Care of School Property Policy Violation)			X	X	X	X
Verbal Confrontation	X	X	X	X		X

DETENTION/LUNCH DETENTION/or DETENTION AT SENDING SCHOOL

For certain infractions, students may be assigned to lunch detention or AM detention. Students will be afforded the opportunity to purchase a bag lunch from the cafeteria. After school detentions may be arranged by MCTI administration with the support of the sending school administration to be held at the sending schools. For AM students that don't eat lunch at MCTI, an AM detention will be assigned. Students will report to the main office.

IN-SCHOOL SUSPENSION

The purpose of In-School Suspension (ISS) is to provide a highly structured, supervised learning environment for students who have failed to demonstrate the desire, ability or willingness to follow established MCTI policies, regulations or procedures. An administrator will assign students to ISS. The student will report to the ISS room on the designated day(s) instead of attending his/her regularly scheduled classes at MCTI. Students will be expected to complete all work assigned by their respective instructor(s) while in ISS. In-School suspensions may be arranged by MCTI administration with the support of the sending school administration to be held at the sending schools.

IN-SCHOOL SUSPENSION (ISS)/LUNCH DETENTION (LD) RULES:

1. No talking or other form of communicating is allowed except when the student is addressed by a staff member.
2. Students are required to be courteous and cooperative at all times. Disruptions will not be tolerated.
3. Student will not be permitted to leave the ISS/Lunch Detention room unless escorted/supervised by school personnel.

4. Electronic devices **are not** permitted. Any student in violation of the "Electronics Device Policy" and will be subject to disciplinary consequences.
5. The atmosphere of the detention will be that of individual study.
6. Students will not be permitted to sleep, put their head on the desk or disrupt the detention in any way.
7. No gum chewing is allowed.
8. Students may not leave their seats unless the person in charge grants permission.
9. Students are expected to demonstrate a sincere effort to produce quality work.
10. Students are responsible for the condition of the room. (This includes marking individual desks and/or chairs.) Vandalism of any type is not tolerated and will receive appropriate disciplinary consequences.
11. Failure to abide by any rules will subject the student to further disciplinary consequences.

OUT-OF-SCHOOL SUSPENSION

For certain infractions, it may be necessary for students to be excluded from attending class and school. When this consequence is issued, **students are excluded from attending both MCTI and the sending schools.** Students will be provided with relevant assignments, which will be reviewed and graded upon return from suspension. If a student fails to turn in the assignments after returning from suspension, the student will receive zero credit.

The building administrator may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension to the Director and sending school as soon as possible. Sending school administration is consulted when out of school suspensions are issued.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. The parents/guardians and Director shall be notified immediately in writing when a student is suspended.

When the suspension exceeds three (3) school days, the student and parent/guardian will be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the school shall offer to hold it within the first five (5) days of the suspension.

Informal hearings under this provision shall be conducted by the building administrator. ([Policy # 233 Suspension and Expulsion](#))

ALTERNATE PLACEMENT AND EXPULSION HEARINGS (District Review)

When a student violates a rule at the level which alternate placement or expulsion is considered, the incident will be managed in concert with the sending schools administration. The student will be suspended. An administrative review will be conducted. Administration representatives from the sending school and MCTI will attend. Parents/Guardians and the student will also be invited to attend. The facts of the incident will be reviewed. This formal hearing conducted by sending school district is required in all expulsion actions to include alternate placement.

Refer to sending school districts' policies on expulsion hearings. Procedures that ensure due process when depriving a student the right to attend school. Any student who has been expelled may apply for re-admission to school upon such conditions as may be imposed by the sending school district's board. Re-admission to the sending school does not guarantee readmission to MCTI.

APPENDIX A

Annual Notices

Confidentiality

Confidentiality is maintained on all personally identifiable information regarding students. Parents have the right to see and obtain a copy of their child's records. Personal identifiable information relative to a student will only be released with the permission of the parent/Guardian and/or in accordance with the Family Education Rights and Privacy Act (FERPA) and the Pennsylvania Rules, Regulations, and Standards.

The School Health Officer maintains health records for each student. Parents or guardians are responsible for notifying the health officer, in writing, of medical needs, including allergies that may affect a student while in school. Parents or guardians are expected to update this information regularly, especially when a student's needs change. In accordance with School Code section §14-1409, to the extent necessary to protect the health and safety of a student, staff members, will be notified of health conditions which may adversely affect student learning or present a danger to the student. Medical information will only be disclosed by the health officer to school staff to the extent necessary to ensure the safety of a student. Unless it presents a threat to a student's health, medical information may remain confidential with the health officer and the Supervisor of Pupil Personnel Services only, upon the written request of a parent or guardian.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - school officials with legitimate educational interest;
 - other schools to which a student is transferring;
 - specified officials for audit or evaluation purposes;
 - appropriate parties in connection with financial aid to a student;
 - organizations conducting certain studies for or on behalf of the school;

- accrediting organizations;
- to comply with a judicial order or lawfully issued subpoena;
- appropriate officials in cases of health and safety emergencies; and
- state and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student/parent handbook, or newspaper article) is left to the discretion of each school.

Rights under the Protection of Pupil Rights and Amendment (PPRA)

This policy sets forth guidelines regarding the conduct of surveys and collection and use of information for marketing purposes, consistent with law and regulations. Personal information means individually identifiable information, including a student's or parent's/guardian's first and last name; home or physical address, including street name and the name of the city or town; telephone number; or social security number.[1]

For purposes of this policy, protected information, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:[1]

1. Political affiliations or beliefs of the student or student's parent/guardian.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Joint Operating Committee, based on the Director's recommendation, prior to administration to students. All surveys and instruments used to collect information from students shall relate to the school's educational objectives.[2]

U.S. Department of Education Funded Surveys

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis or evaluation that reveals protected information without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.[1]

All instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any program funded

in whole or in part by the U.S. Department of Education shall be made available for inspection by the parent(s)/guardian(s) of the student.[1][3]

Surveys Funded by Other Sources

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building administrator.[2][1]

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent.[4][2][1]

Collection of Information for Marketing, Sales or Other Distribution Purposes

The school shall notify parents/guardians of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose.[1]

The parent/guardian has the right to inspect the instrument used in collection of personal information for the purpose of marketing or selling that information and opt the student out of participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.[1]

This provision does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: recruiters, book clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education-related activities, or student recognition programs.[1]

Privacy

The school shall implement procedures to protect student identity and privacy when a survey containing one or more of the items listed under protected information is administered or distributed to a student and in the event of the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.[1]

Student and Parent/Guardian Rights

Under federal law, the rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to receive notice and to inspect.[4][2][1]

Notice of Electronic Video Monitoring

To help ensure the safety of students and staff, electronic video monitoring or digital imaging equipment may be used on any bus or inside or outside any school facility. All students and staff are subject to being video recorded on the school bus or on school property at any time.

Integrated Pest Management (IPM)

MCTI's goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management

techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest or other measures to eliminate the problem/concern.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. Applications will be made when individuals do not have access to the area(s) being treated. Notices will be posted in these areas prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the school in writing and include your e-mail address if you would like to be notified electronically. If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products, self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

Act 26 Reporting (Safe Schools)

Act 26 of 1995, the Safe Schools Act, was signed in to law by Governor Tom Ridge to address violence and weapons possession in Pennsylvania schools and established the Office of Safe Schools in the Department of Education. The duties of the office of Safe Schools are:

- To coordinate for antiviolenence efforts among schools, professional, parental, governmental, law enforcement, and community organizations and associations.
- To collect, develop and disseminate information policies, strategies to combat school violence.
- To advise school entities and non-public schools on the development of violence and protocols for coordination with and reporting to law enforcement officials and the Department of Education.
- To develop forms to be used by school entities for reporting incidents involving acts of violence and possession of weapons on school property.
- To make targeted grants to schools to fund programs which address school violence.

The Act also requires that public schools report to the Office of Safe Schools all new incidents involving acts of violence and possession of a weapon by any person on school property. It also requires schools to maintain updated records of all incidents of violence, incidents involving possession of a weapon and convictions or adjudications of delinquency for acts committed on school property. A statistical summary of these records shall be maintained and made accessible to the public for examination during regular business hours by public and private schools.

Military Recruiting

In accordance with section 9528 of the "No Child Left Behind" Act, MCTI is required to release student demographics (address, phone, etc.) to the military. Parents who do not want demographic information released to the military must notify Student Services in writing of their objection.

APPENDIX B

Regulations of the State Board of Education of Pennsylvania

Chapter 12: Students' Rights

§ 12.1. Free education and attendance.

- (a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.
- (b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:
 - (1) The student is married.
 - (2) The student is pregnant.
 - (3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
 - (4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

§ 12.2. Student responsibilities.

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
 - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 - (4) Assist the school staff in operating a safe school for the students enrolled therein.
 - (5) Comply with Commonwealth and local laws.
 - (6) Exercise proper care when using public facilities and equipment.
 - (7) Attend school daily and be on time at all classes and other school functions.
 - (8) Make up work when absent from school.
 - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.

- (10) Report accurately in student media.
- (11) Not use obscene language in student media or on school premises.

§ 12.3. School rules.

- (a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.
- (b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
- (c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

§ 12.4. Discrimination.

Consistent with the Pennsylvania Human Relations Act (43 P. S. § § 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

§ 12.5. Corporal punishment.

- (a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.
- (b) Teachers and school authorities may use reasonable force under the following circumstances:
 - (1) To quell a disturbance.
 - (2) To obtain possession of weapons or other dangerous objects.
 - (3) For the purpose of self-defense.
 - (4) For the protection of persons or property.

§ 12.6. Exclusions from school.

- (a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).
- (b) Exclusion from school may take the form of suspension or expulsion.
 - (1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
 - (i) Suspensions may be given by the principal or person in charge of the public school.
 - (ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - (iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.

- (iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).
 - (v) Suspensions may not be made to run consecutively beyond the 10 school day period.
 - (vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.
- (2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.
- (c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
 - (d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.
 - (e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.
 - (1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.
 - (2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act (20 U.S.C.A. § § 1400—1482).
 - (3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

§ 12.7. Exclusion from classes—in-school suspension.

- (a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- (b) Communication to the parents or guardian shall follow the suspension action taken by the school.
- (c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).
- (d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

§ 12.8. Hearings

- (a) General. Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

- (b) Formal hearings. A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
- (1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
 - (2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
 - (3) The hearing shall be held in private unless the student or parent requests a public hearing.
 - (4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
 - (5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - (6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
 - (7) The student has the right to testify and present witnesses on his own behalf.
 - (8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
 - (9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - (i) Laboratory reports are needed from law enforcement agencies.
 - (ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals with Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).
 - (iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
 - (10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
- (c) Informal hearings. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
- (1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
 - (2) The following due process requirements shall be observed in regard to the informal hearing:
 - (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 - (ii) Sufficient notice of the time and place of the informal hearing shall be given.
 - (iii) A student has the right to question any witnesses present at the hearing.
 - (iv) A student has the right to speak and produce witnesses on his own behalf.
 - (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

§ 12.9. Freedom of expression

- (a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- (b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- (c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
 - (1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 - (2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

- (d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- (e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- (f) Bulletin boards must conform to the following:
 - (1) School authorities may restrict the use of certain bulletin boards.
 - (2) Bulletin board space should be provided for the use of students and student organizations.
 - (3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- (g) School newspapers and publications must conform to the following:
 - (1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
 - (2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
 - (3) School officials may not censor or restrict material simply because it is critical of the school or its administration.
 - (4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
 - (5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
- (h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).
- (i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
 - (1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
 - (2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

§ 12.10. Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his country and its flag.

- (1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
- (2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

§ 12.11. Hair and dress

- (a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.
- (b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.
- (c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.
- (d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

§ 12.12. Confidential communications

- (a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).
- (b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

§ 12.14. Searches

- (a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.
- (b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
- (c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

§ 12.16. Definitions

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Corporal punishment—A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

Governing board—The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

Prekindergarten—A program operated by a school district or by a community agency under contract from a school district that is open to children who are at least 3 years of age and completed prior to the school district's entry age for kindergarten, unless individual exceptions to the age requirements are made by the school district.

School entity—A local public education provider (for example—public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

Student assistance program—A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

Student Services—Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

- (1) Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P. S. §§ 14-1401—14-1423) and 28 Pa. Code Chapter 23 (relating to school health)), psychological services, social work and home and school visitor services.
- (2) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

§ 12.31. General requirements

- (a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records
- (b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in State or Federal law.
- (c) Copies of the plan shall be submitted to the Department only upon request of the Secretary.

§ 12.32. Elements of the plan

The plan for student records must conform with applicable State and Federal laws, regulations and directives identified in guidelines issued by the Department.

§ 12.41. Student Services

- (a) Each school entity shall prepare a written plan for the implementation of a comprehensive and integrated K-12 program of the Student Services based on the needs of its students. The plan shall be prepared and revised in accordance with the time frames and procedures described in §§ 4.13(a), (b), (d), (e) and (f) (relating to strategic plans). Services offered by

community agencies in public schools shall be coordinated by and under the general direction of the school entity. The plan must include policies and procedures for emergency care and administration of medication and treatment under The Controlled Substance, Drug, Device and Cosmetic Act (35 P. S. §§ 780-101—780-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health, P. O. Box 90, Harrisburg, Pennsylvania 17108. A school district that operates a prekindergarten program shall address its prekindergarten program in its strategic plan.

- (b) Though the variety of Student Services offered will differ from school to school depending upon its size and the needs of its students, the following categories of services shall be provided by each school entity in planning its Student Services:
- (1) Developmental services for students that address their developmental needs throughout their enrollment in school. Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, personal and social development issues. When prekindergarten is offered, these services must include nutritional services or referrals. Nutritional services include:
 - (i) Federal and State funded school meal programs.
 - (ii) (ii) Special Supplemental Feeding Program for Women, Infants and Children (WIC).
 - (iii) Food Stamp Program.
 - (iv) Pennsylvania Fresh Foods Program.
 - (v) Local food and nutrition services for children and families.
 - (2) Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.
 - (i) Student Services staff use diagnostic services to identify barriers that limit a student's success in school. Intervention services actively engage Student Services staff in activities planned to reduce or eliminate specific barriers to student success.
 - (ii) Student Services staff may arrange for referrals to other school-based or school-linked professionals or may refer parents and guardians to appropriate community-based services for assistance.
 - (3) Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.
 - (i) Consultation services are used by Student Services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the Student Services professional.
 - (ii) Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success.
 - (iii) Coordination services connect school resources with other available resources to assist students in meeting their educational objectives.
- (c) Student Services must:
- (1) Be an integral part of the instructional program at all levels of the school system.
 - (2) Provide information to students and parents or guardians about educational opportunities of the school's instructional program and how to access these opportunities.
 - (3) Provide career information and assessments so that students and parents or guardians might become aware of the world of work and of a variety of career options available to individual students.
 - (4) Provide basic health services outlined in Article XIV of the Public School Code of 1949 (24 P. S. §§ 14-1401—14-1423) for students and information to parents or guardians about the health needs of their children.
- (d) When student assessments using individual surveys are administered, parents or guardians shall be informed of the nature and scope of the surveys and of their relationship to the educational program of their child, consistent with section 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h) regarding protection of pupil rights. Parents or guardians, or the student if the student is 18 years of age or older, shall have the right to refuse to participate in the survey by means of procedures established by the school entity.
- (e) Persons delivering Student Services shall be specifically licensed or certified as required by statute or regulation.
- (f) The Department will provide guidelines and technical assistance to local education agencies in planning Student Services.

§ 12.42. Student assistance program

School entities shall plan and provide for a student assistance program under section 1547(g) of the Public School Code of 1949 (24 P. S. § 15-1547(g) regarding alcohol, chemical and tobacco abuse program).

§300.111 Child Find

It is PDE's policy that all children with disabilities residing in the State, including children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and Pennsylvania Department of Education - Individuals with Disabilities Education Act State Plan 2008 – July 2008 evaluated. All public agencies in the State who provide special education and related services report annually to the State, through the State wide data system which children are being served and what services are being provided. This method applies to all children with disabilities, including highly mobile children (such as migrant and homeless children), and children who are suspected of being eligible under IDEA, even though they are advancing from grade to grade.

The procedures are addressed in the State Board of Education's regulations where school districts and charter schools perform child find, screening and evaluation for all children, as prescribed at 22 Pa. Code §§14.121 -- 14.123 and 22 Pa Code §711.21, §711.23, and §711.24. A practical method has been developed and implemented to determine which children are currently receiving needed special education and related services. Under Chapter 14, student information with regard to identification, disability categories, and special education and related services provided is reported in the school districts special education plan and data reports submitted to PDE in accordance with 22 Pa. Code §14.104. With regard to children receiving services under Chapter 711, each charter school's or cyber charter school's written policy must include: (1) public awareness activities sufficient to inform parents of children applying to or enrolled in the charter school or cyber charter school of available special education services and programs and how to request those services and programs, and (2) systematic screening activities that lead to the identification, location and evaluation of children with disabilities enrolled in the charter school or cyber charter school.

In addition to the requirements at 34 CFR 300.111 (relating to child find) , Intermediate Units are responsible for child find activities necessary to provide equitable services consistent with 34 CFR 300.130—300.144, regarding children with disabilities enrolled by their parents in private schools.

The Pennsylvania Department of Education is responsible for all child find activities for children from ages 3 to 21. The Pennsylvania Department of Public Welfare (DPW) is responsible for child find activities for children from birth through age 2. The DPW performs child find activities for Infant and Toddlers based on Act 212 of 1990, Section 302 (11 P.S. §875-303), and Chapter 4226 Early Intervention Services, Section 4226.24, in accordance with policies and procedures consistent with IDEA. PDE recognizes and accepts that such practice under the law (Act 212 of 1990) does not diminish PDE's responsibility to ensure compliance with the requirements of 34 CFR 300.111

NEED HELP?

From time to time, we all need assistance from other people. In addition to your parents, teachers, counselors, minister/rabbi or relatives, the list below includes some agencies that can offer you assistance.

Alcoholics Anonymous	570-424-8532
Big Brother/Big Sister	570-421-2877
Child Line (Child Abuse)	1-800-932-0313
Children and Youth Services.....	570-420-3590
Domestic Violence	570-421-4200
Drug and Alcohol Commission	570-421-1960
Health Center.....	570-424-3020
Health Services	570-420-8070
Kids Peace Helpline	1-800-3344-KID
Mental Health/ Mental Retardation	570-421-2901
Monroe County Assistance Office	570-424-3030
Narcotics Anonymous	570-421-6618
Planned Parenthood	570-424-8306
Rape Crisis	570-421-4200
Redco Group Behavioral	570-420-8070
Women’s Resources Hotline	570-424-2093
Youth Employment Services.....	570-620-2410

Lost and Found

Occasionally a student may misplace an item. If the item is found, it will be turned into the receptionist. The receptionist will forward an e-mail to all instructional staff indicating an item has been found and a vague description of the item. If a student believes they left an item on the bus please report the missing item to the main office secretary in order that we may assist in an attempt to recover the missing item. For example: A wallet, sweatshirt, purse and cell phone was found in the cafeteria. This will afford the students an opportunity to quickly reclaim the misplaced item. When clothing is found, the clothing will be placed in the lost and found container, which is located in the foyer between the two main entrance doors. Clothing not claimed after 30 days will be properly disposed of or given to charity. If an electronic device, wallet, purse, jewelry or other high value item is turned in to the receptionist; the receptionist will note the item and bring it to the Main Office. The item will be stored in the safe. If the electronic device, wallet, purse, jewelry or other high value items not claimed within 30 days past the end of the school year, it will be properly disposed of or given to charity. MCTI reserves the right to dispose of any item deemed to be a threat to health, safety or security of any MCTI students and/or personnel.